

MINNESOTA VALLEY TRANSIT AUTHORITY  
Regular Board Meeting  
October 24, 2007 – 4:30 p.m.  
Eagan Bus Garage

**Board Members Present:**

Meg Tilley, Eagan  
William Droste, Rosemount  
Will Branning, Dakota County  
Margaret Schreiner, At Large  
Elizabeth Kautz, Burnsville  
Jane Victorey, Savage  
Ruth Grendahl, Apple Valley

**Others Present:**

Beverley Miller, Executive Director  
Tom Lawell, Apple Valley  
Barb Ross, Best & Flanagan  
Michael Abegg, Planner  
Troy Beam, Scott County TWG  
Glenn Boden, Maintenance Manager  
Robin Selvig, Customer Relations Manager  
Tom Bright, Facilities Manager  
Lois Spear, Finance Officer  
Connie Massengale, Schmitt & Sons  
Tom Pepper, Eagan TWG  
Lori Peterson, Eagan HR Manager  
Dan Krom, Dakota County TWG  
Kristine Elwood, Dakota County  
Scott McBride, Dakota County  
Terry Olson, TKDA  
Jon Hohenstein, Eagan

**I. Call to Order**

The meeting was called to order at 4:30 p.m. by Vice Chair Meg Tilley.

**II. Public Comments**

There were no comments from the public.

**III. Approval of Agenda**

Beverley Miller presented some changes in the agenda: 1) reverse the order of Old and New business; add item associated with New business agreement with TKDA to revise the agreement with the Met Council. Motion by Elizabeth Kautz and seconded by Ruth Grendahl to approve the revised agenda. Motion carried.

**IV. Consent Agenda**

Elizabeth Kautz asked that the Hastus Maintenance Contract item be pulled from the Consent Agenda. Motion by Margaret Schreiner and seconded by Elizabeth Kautz to approve the remainder of the Consent Agenda. Motion carried. Resolutions adopted as part of the Consent Agenda are attached to these minutes. Elizabeth Kautz asked for a bit of background on the Hastus Maintenance Agreement item, as it was just distributed to Board members at the beginning of the meeting. Beverley Miller indicated that this is the scheduling software the MVTA purchased and the warranty period is ending and the maintenance agreement is required. Jane Victorey asked if the response time was appropriate for the MVTA's needs. Michael Abegg indicated that to date, there has been no need for support, and this is the only vendor who can support the agreement. Motion by Elizabeth Kautz and seconded by Margaret Schreiner to approve the agreement. Motion carried.

**V. New Business**

*A. Report on Cedar Corridor Study*

Kristine Elwood, Dakota County project manager of the Cedar Corridor project, and project consultant Scott McBride provided a presentation to the MVTA to update the status of the project. They reviewed the history of the project, as well as the current status. The project was delayed while the group reviewed a number of additional options for the project and that is now being narrowed in hopes of honing in on the final recommendation by year-end. Current options include: 1) do nothing; 2) take a two-step approach to improve conditions on Cedar Avenue by 2015 and 2030; 3) build a trench down the center of Cedar Avenue between 140<sup>th</sup> and 160<sup>th</sup> for express traffic. Public meetings will be conducted in November.

*B. Approve Agreement with TKDA to Continue Work at AVTS*

In order to keep the process moving in Apple Valley, the Board was asked to approve an increase in the agreement with TKDA to cover costs associated with the environmental study and demolition of the Watson's site. Motion by Margaret Schreiner and seconded by Ruth Grendahl to approve the increase of \$75,000 in the TKDA agreement. Motion carried. The Board was then asked to approve an increase of \$1 million to the agreement the Met Council to cover the actual costs associated with demolition and pre-design engineering services. Motion by Jane Victorey and seconded by Ruth Grendahl to approve this request, which first must be approved by the Regional Rail Authority. Motion carried. Dakota County Commissioner Will Branning and staff were asked to expedite the placement of this item on the next agenda for the County Board/Regional Rail Authority.

**VI. Old Business**

*A. Strategic Plan*

Elizabeth Kautz reported on behalf of the Strategic Planning committee, that a meeting has been scheduled with Lakeville and Farmington (administrators, mayors and one councilmember). The meeting will take place on Tuesday, Oct. 30 at 4 p.m. at the Eagan Bus Garage.

*B. Approve BTS Ground Lease Assignment*

Beverly Miller reported that the Board was being asked to approve an assignment of the lease for development of the Burnsville Transit Station, as there has been a change of players. The Development Committee will be scheduled to meet in the coming weeks to review the transaction and talk about financials, timetables and process. Motion by Elizabeth Kautz and seconded by Ruth Grendahl to approve the lease assignment. Motion carried.

**VII. Committee Reports**

*A. Personnel Committee*

Elizabeth Kautz then introduced Lori Peterson, HR Manager for the City of Eagan, to go through a number of Personnel Committee decisions to be approved by the Board. Kautz expressed thanks to Ms. Peterson, saying she is "exceptional" and "thorough." Peterson then led the Board through the packet that she had prepared. First was information regarding the Executive Director's review. The review form (which will be e-mailed to all Board members by 10/26) was included, as well as information from last year. Completed evaluations will be due back to Peterson by Nov. 9.

Next was a review of the job classification study completed by RDK. The Board was asked to approve the job classifications. Motion by Bill Droste and seconded by Jane Victorey to approve the classifications. Motion carried. The Board was then asked to approve a compensation plan incorporating market information and bringing salary ranges to market levels. Motion by Will Branning and seconded by Bill Droste to approve the compensation

plan. Motion carried. The next item was to approve a three percent (3%) annual adjustment for all MVTA employees for 2007 and 2008. Motion by Margaret Schreiner and seconded by Elizabeth Kautz to invite the annual adjustments. Motion carried.

Action #4 was to adopt a merit pay schedule. Board members had a number of questions about this and asked that the Personnel Committee revisit the merit plan and compare it with other models. This item will be brought back to the Board at the December 12 meeting. The final action was to approve internal equity adjustments for the two administrative assistants serving in the customer service capacity. These positions are currently in a pay range which is below the minimum level of compensation per the new Compensation Plan. Motion by Margaret Schreiner and seconded by Ruth Grendahl to approve this action, with a phased in approach in 2007 and 2008. Motion carried.

*B. STA*

Margaret Schreiner reported on the STA Legislative Agenda. She highlighted several changes from previous years, and indicated that items have been prioritized. She said most of the discussion on the agenda came from STA members, but there was little push-back from the consultant, so she believes they are in agreement with the agenda. Motion by Margaret Schreiner and seconded by Ruth Grendahl to adopt the STA Legislative Agenda. Motion carried. Ruth Grendahl expressed thanks to Margaret Schreiner for her work in making changes to the Legislative Agenda on behalf of the STA providers.

**VIII. Staff Reports/Update**

*A. Update on Fund Balance*

Beverley Miller briefly reviewed the memo in the packet describing Fund Balances for the suburban transit providers. Wally Lyslo asked if the fund balances were “real” dollars or just an account entry. Finance Officer Lois Spear indicated that these are “real” dollars shown as fund balance in the account reports.

*B. Update on CIP*

Beverley Miller also distributed information regarding the CIP and the e-mail sent to the Met Council expressing concern. She said at least now, Met Council staff is showing “unmet needs” of \$485 million for the metropolitan transit system in their latest documents.

**IX. Adjournment**

The meeting was adjourned at 6:20 p.m.

**Minutes Prepared By: Robin L. Selvig**

**Next Regular Meeting Scheduled: December 12, 2007, 4:30 p.m. Egan Bus Garage.**

All regularly Scheduled Board Meetings will be held on the **FOURTH** Wednesday of the month at the posted time and location unless otherwise notified.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_