

MINNESOTA VALLEY TRANSIT AUTHORITY  
Regular Board Meeting  
August 26, 2009 – 4:30 p.m.  
Eagan Bus Garage

**Board Members Present:**

Elizabeth Kautz, Burnsville  
Tom Pepper/Gary Hansen, Eagan  
Ruth Grendahl, Apple Valley  
Wally Lyslo, At Large  
Jane Victorey, Savage  
William Droste, Rosemount  
Jon Ulrich, Scott County

**Others Present:**

Beverly Miller, Executive Director (5 p.m.)  
Shaun Morrell, Planner  
Lois Spear, Finance Officer  
Robin Selvig, Customer Relations Manager  
Mike Abegg, Planning Manager  
Glenn Boden, Fleet Maintenance Manager  
Tom Bright, Facilities Manager  
Barb Ross, Best & Flanagan  
Dan Schmitt, Schmitt & Sons  
Bill Forboard, Schmitt & Sons  
Troy Beam, Scott County TWG  
Lori Peterson, Eagan  
John Mertens, Dakota County  
Tom Lovelace, Apple Valley

**I. Call to Order**

The meeting was called to order at 4:30 p.m. by Chair Elizabeth Kautz.

**II. Public Comments**

There were no public comments.

**III. Approval of Agenda**

Item VI. C was added regarding a resolution of support for the Metropolitan Council's application for CTIB funding of service on the Cedar Avenue corridor. Motion by Ruth Grendahl and seconded by Jon Ulrich to amend the agenda. Motion carried. Motion by Ruth Grendahl and seconded by William Droste to approve the amended agenda. Motion carried.

**IV. Consent Agenda**

The SRF Memo and the June Meeting Minutes were pulled from the Consent Agenda. Motion by William Droste and seconded by Tom Pepper to approve the remainder of the Consent Agenda. Motion carried. A revised memo regarding ratification of the SRF Contract Amendment was distributed. Lois Spear indicated that the Board was being asked to approve this contract amendment subject to approval by the Metropolitan Council. Motion by Jane Victorey and seconded by Jon Ulrich to approve the contract amendment subject to Met Council approval. Motion carried. Robin Selvig noted that Jon Ulrich's name was inadvertently not listed as being present at the June Board meeting. Motion by William Droste and seconded by Wally Lyslo to adopt the amended minutes. Motion carried. Resolutions adopted at the meeting are attached to these minutes.

**V. Old Business**

A. *Update on Regional Dial-a-Ride Program*

It was noted that Arlene McCarthy was unable to attend the meeting. Motion by William Droste and seconded by Tom Pepper to continue this item to the September agenda. Motion carried.

*B. State Fair Update*

Robin Selvig called attention to the MVTA's State Fair bus service that starts tomorrow. She informed Board members about the special ridership promotion sponsored by American Seating on Read and Ride Day (Sept. 2) where State Fair Express Bus Riders can board buses for \$2 and they will then get a discount off their admission at the State Fair when showing a library card.

**VI. New Business**

*A. Agreement with Met Council for CTIB Funds*

Lois Spear addressed the Board regarding the contract with the Metropolitan Council, indicating that it represents a pass-through of the CTIB and Dakota County Regional Railroad Authority funding for construction of the Apple Valley Transit Station. Motion by Ruth Grendahl and seconded by Wally Lyslo to approve the agreement. Motion carried.

*B. Award Heavy Duty Bus Procurement*

Michael Abegg addressed the Board regarding the Gillig procurement, indicating appreciation to Jim Heiland of Duluth Transit for his work in pulling together properties to participate in this procurement. He indicated that three bids were received and the prices were very competitive (noting that Daimler read a specification wrong and therefore had an inflated price). Motion by Wally Lyslo and seconded by William Droste authorizing a contract with Gillig Corporation for the purchase of transit buses during the period of 2010-2014. Motion carried.

*C. Resolution of Support of Met Council CTIB Application*

Michael Abegg addressed the Board regarding a new item that was requested of the MVTA by the Metropolitan Council at the last minute in support of the Council's funding application to CTIB for service on the Cedar Avenue corridor – specifically the Lakeville Cedar service and service at the Cedar Grove Transit Station. He explained some thoughts the MVTA had regarding service to/from Cedar Grove (to the U of M and the Wells Fargo Home Mortgage/Abbott Northwestern Hospital area) in lieu of just peak-period express service to/from downtown Minneapolis. Motion by Ruth Grendahl and seconded by Wally Lyslo to adopt the resolution. Motion carried.

**VII. Committee Reports**

*A. STA*

Elizabeth Kautz noted that STA has not been meeting during the summer, but did have its legislative awards banquet where Sen. John Doll, Sen. Jim Carlson, Rep. Tara Mack, Rep. Joe Hoppe and Rep. Jennifer Loon were recognized. Jon Ulrich commented that James Clark of Messerli & Kramer attended a Scott County meeting to discuss some issues that will arise during the upcoming legislative session; specifically concerning Rep. Hausman's effort to create a statewide transit system.

*B. Personnel Committee*

1. Legal RFP

Beverly Miller noted that the MVRTA received six responses to the request for statements of qualifications for legal services. The Personnel Committee reviewed the proposals and selected two firms for interviews. The Board is expected to award the contract at the September meeting. Barb Ross also noted that it was a difficult decision to choose not to respond to the RFP, but she expressed how much she has enjoyed working with the MVRTA during the many years. She also indicated a willingness to work closely with the MVRTA during the transition period. Elizabeth Kautz thanked Barb for her service on behalf of the Board

## 2. Staff Merit Review Update

Lori Peterson reported on behalf of the Personnel Committee, indicating that there were a number of items to be addressed and all are “catch-up” items. Items recommended in the Personnel Committee report were the following:

- Accept Executive Director Performance Review results for 2009
- Approve retroactive three percent general adjustment for all MVRTA Staff for 2009
- Approve a merit increase of 3.9 percent for the Executive Director for 2008 and 3.6 percent for 2009
- Authorize the Executive Director to conduct performance reviews and approve merit increases for all MVRTA staff not to exceed 4 percent for 2008 and 3.6 percent for 2009
- Authorize market adjustments for MVRTA staff for FY 2008 for those who fall below the 5 percent range of Q3 not to exceed 2.5 percent in 2008 and 2.5 percent in 2009. It was noted that there will be a future review of the Accountant position job description and salary range.

Jane Victorey noted that all items included in the report are within the budget for 2009. Discussion included the fact that the Board is continually behind in completing its review of the Executive Director, the recommendation was to get ahead of the game in 2010. There was also discussion about the importance of doing this “catch-up” so MVRTA staff doesn’t fall farther behind. Lori included a review of general adjustments in nearby jurisdictions in her report, noting an average of 3.09 percent for 2009. It was mentioned that there should be discussion of staffing levels and adjustments as part of the 2010 budget discussion.

Motion by Gary Hansen and seconded by William Droste accepting the Executive Director review for 2008 and authorizing a merit increase of 3.9 percent. Roll-call vote followed:

Jane Victorey - Aye	William Droste – Aye	Wally Lyslo – Aye
Gary Hansen – Aye	Jon Ulrich – Aye	Ruth Grendahl - Aye
Elizabeth Kautz – Aye		

Motion carried.

Motion by Jane Victorey and seconded by Gary Hansen accepting the Executive Director review for 2009-May 2010 and authorizing a merit increase of 3.6 percent / Roll-call vote followed:

Jane Victorey - Aye	William Droste – Aye	Wally Lyslo – Aye
Gary Hansen – Aye	Jon Ulrich – Aye	Ruth Grendahl - Abstain
Elizabeth Kautz – Aye		

Motion carried.

Motion by Jane Victorey and seconded by Gary Hansen approving a 3 percent general adjustments for all MVRTA in 2009. A roll-call vote followed.

Jane Victorey - Aye  
Gary Hansen – Aye  
Elizabeth Kautz – Aye  
Motion carried.

William Droste – Aye  
Jon Ulrich – Aye

Wally Lyslo – Aye  
Ruth Grendahl - Aye

Motion by Wally Lyslo and seconded by Gary Hansen approving market adjustments for FY 08 in the amount of 2.5 percent for the Facilities Manager and Operations Manager. A roll-call vote followed. (It was later determine that there had been a miscalculation and a market adjustment was not warranted for the Facilities Manager.)

Jane Victorey - Aye  
Gary Hansen – Aye  
Elizabeth Kautz – Aye  
Motion carried.

William Droste – Aye  
Jon Ulrich – Aye

Wally Lyslo – Aye  
Ruth Grendahl - Aye

**VIII. Staff Reports / Update**

Beverly Miller, Gary Hansen, Dan Schmitt and Bill Forboard discussed their experience at the Metropolitan Council meeting regarding the contract for operating I-35W service from the new Kenrick Park & Ride. There was no opportunity to comment about the item, even though it was pulled from the Consent Agenda. Met Council members Dan Wolter and Craig Peterson expressed support of the MVTA, but the contract was awarded to Metro Transit. There was discussion by those present at the Board meeting regarding the process followed in awarding this service contract. It was suggested that the MVTA forward a letter to the Metropolitan Council asking for a review of the process. Dan Schmitt also noted he had spoken to Tom Weaver and Mr. Weaver suggested a committee be established to review the process. He will follow-up with Mr. Weaver.

**IX. Adjournment**

The meeting was adjourned at 5:47 p.m.

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

**Next Regular Meeting Scheduled: September 23, 2009, 4:30 p.m. Eagan Bus Garage, 3600 Blackhawk Road, Eagan.**

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: \_\_\_\_\_