

MINNESOTA VALLEY TRANSIT AUTHORITY
Regular Board Meeting
January 28, 2009 – 4:30 p.m.
Eagan Bus Garage

Board Members Present:

Elizabeth Kautz, Burnsville
Meg Tilley/Tom Pepper, Eagan
Tom Lovelace, Apple Valley
Will Branning, Dakota County
Jane Victorey, Savage
Jon Ulrich, Scott County

Others Present:

Beverley Miller, Executive Director
Michael Abegg, Planner
Barb Ross, Best & Flanagan
Lois Spear, Finance Officer
Robin Selvig, Customer Relations Manager
Wally Lyslo
Margaret Schreiner
Tom Bright, Facilities Manager
Samantha Porter, Operations Manager
Connie Massengale, Schmitt & Sons
Glenn Boden, Fleet Maint. Manager
Liz Workman, Dakota County Alternate
Peter Herlofsky, Farmington Administrator
Dan Krom, Dakota County TWG
Dan Schmitt, Schmitt & Sons
Steve Mielke, Lakeville
Shaun Morrell, Planner
Lori Peterson, Eagan

I. Call to Order

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

Barb Ross alerted the Board to the fact that the “at large” position is a calendar year appointment and that both the “at large” commissioner and the “at large” alternate commissioner have served their limit of four consecutive one-year terms. It was noted that Wally Lyslo has served four one-year terms as the “at large” commissioner and five one-year terms as the “at-large” alternate commissioner. Margaret Schreiner has served four one-year terms as the “at large” alternate commissioner and then four one-year terms as the voting “at large” commissioner. Neither was re-appointed. Past practice is that a new commissioner is appointed when the term limit is reached. There was significant discussion regarding the intent of the by-laws and Joint Powers Agreement and whether the “at large” commissioner could serve again after a break or whether four years is the lifetime maximum. There was also discussion regarding the need for the “at large” commissioner position, given that it now gives greater weight to the votes from Apple Valley, Burnsville and Eagan and creates an even number of Board members so a tie vote would be possible. There was also discussion that if the “at large” position remains on the Board, perhaps it should be an appointment of all five cities, not just the three large cities. Motion by Tom Lovelace and seconded by Meg Tilley to table the discussion of the “at large” commissioner position until the next meeting.

II. Election of Officers

Meg Tilley nominated Bill Droste as chair. Will Branning and Elizabeth Kautz referenced a recent letter from Mr. Droste in which he indicated that he would not be attending MVTA Board meetings. Jane Victorey nominated Elizabeth Kautz as chair. Motion by Jane

Victorey and seconded by Jon Ulrich to elect Elizabeth Kautz as Chair of the MVTA Board for 2009. Motion carried.

Jon Ulrich nominated Will Branning as vice chair. Motion by Jon Ulrich and seconded by Jane Victorey to elect Will Branning as Vice Chair of the MVTA Board for 2009. Motion carried.

Jon Ulrich nominated Jane Victory as treasurer. Motion by Will Branning and seconded by Jon Ulrich to elect Jane Victorey as Treasurer of the MVTA Board for 2009. Motion carried.

Jane Victorey nominated Meg Tilley as secretary. Motion by Jane Victorey and seconded by Jon Ulrich to elect Meg Tilley as Secretary of the MVTA Board for 2009. Motion carried.

The sign-up sheet for committee assignments was passed around the room.

Motion by Will Branning and seconded by Jon Ulrich to adopt a process for nominating officers for the MVTA Board, as outlined by the 2008 ad hoc nominating committee, keeping the election of officers at one-year terms. Motion carried. The organizational meeting will now take place in December.

III. Public Comments

There were no comments from the public.

IV. Approval of Agenda

Motion by Meg Tilley and seconded by Jane Victorey to approve the agenda. Motion carried.

V. Consent Agenda

Motion by Will Branning and seconded by Jon Ulrich to approve the Consent Agenda. Motion carried. Resolutions adopted as part of the Consent Agenda are attached to these minutes.

VI. Old Business

None

VII. New Business

A. Side Destination Signs

Mike Abegg explained the need for the expenditure of funds for side destination signs for MVTA Buses. Motion by Tom Lovelace and seconded by Tom Pepper to approve the expenditure of \$5,850 plus taxes and delivery charges for the purchase of three new and two replacement side destination signs for MVTA buses. Motion carried.

B. RFP for Legal Services

Motion by Tom Pepper and seconded by Will Branning to authorize MVTA staff to issue a Request for Statement of Qualifications for Legal Services, consistent with past practice to do so about every five years. Motion carried.

C. TeleNav Track Demonstration

Lois Spear explained the request for funds to implement a demonstration of the TeleNav Track system as an Automated Vehicle Locator (AVL) System for the MVTA. If the demonstration is successful, the MVTA will continue using the product for one year. The system should allow communication of data to other systems, as needed for the region. Motion by Will Branning and seconded by Jane Victorey to authorize the expenditure from the reserve/contingency budget. Motion carried.

VIII. Committee Reports

A. Finance Committee

Jane Victorey distributed a memo regarding the MVTA's Audit services. Firms were interviewed on Tuesday night and the Finance Committee recommends award to the firm Kern, DeWenter, Viere, Ltd. (KDV) for a three year agreement, plus two one-year extensions. KDV was selected as the MVTA's auditor. Ms. Victorey also distributed some information that will be used by the MVTA in looking at the budget in view of deficits.

B. STA

None

C. Personnel

Jane Victory reported on the recommendation for the Executive Director, indicating that her overall ranking was between 4.5 and 5 at the "exceed expectations" level. Per the pay policy, this rates a 3.1-4.1 percent merit increase. However, because of difficult economic times, it was recommended that there not be a merit increase this year, but that seven additional vacation days be awarded, with the option to cash these out, if desired. The recommendation was approved. Ms. Victorey also reported on the recommendation that there be no general adjustment, no market adjustments and no merit adjustments for staff for 2009, with the topic to be re-visited in July. Recommendation adopted.

IX. Staff Reports / Update

A. Driver of the Year

Elizabeth Kautz reminded Board members that the February meeting will be at the Cherokee Sirloin room and will be followed by the Driver of the Year dinner. Board members should rsvp to Robin Selvig regarding their plans to attend the meal.

X. Adjournment

The meeting was adjourned at 6:00 p.m.

Minutes Prepared By: Robin L. Selvig

Next Regular Meeting Scheduled: Feb. 25, 2009, 4:30 p.m. Casper's Cherokee Sirloin Room, Eagan, followed by Driver of the Year awards dinner

Next Special Meeting Scheduled: Feb. 11, 2009, 4:30 p.m. Eagan 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: _____