

DATE: December 17, 2015
TO: Board Members unable to attend December 16 Regular MVTA Board meeting/TWGs
FROM: MVTA
RE: Meeting Summary

Here is a meeting summary of the MVTA December 16, 2015 regular meeting of the MVTA Board of Directors. Supplemental materials and meeting hand-outs are posted under 2015 Board Meeting Packets at <http://www.mvta.com/about/meetings-materials/>.

1. The meeting was called to order at 4:30 p.m. by Chair Clint Hooppaw. A quorum was present.
2. Two items were added to the agenda under "Management Committee:" Report from Celia Kupersmith and naming of Executive Director Interview Committee. Motion by Gary Hansen and seconded by Bill Coughlin to approve the amended agenda. Motion carried.
3. Motion by Jane Victorey and seconded by Bill Coughlin to approve the Consent Agenda. Motion carried on a unanimous roll-call vote.
4. Jen Lehmann introduced the Northern Scott County Transit Study and introduced Joe Kapper of SRF Consulting Group. Kapper guided the Board through the presentation, reviewing the process used to conduct the study, noting the Stakeholder outreach and offering recommendations for service improvements.
5. With Route 496 (also known as the Shakopee Circulator), there were several options: Option A: Uses existing resources (Two buses, weekday service), Adds service to downtown Shakopee, Eliminates low ridership segments and More direct routes to improve travel time. Option B: Increased investment (Three buses, operating two fixed routes and one flex route), Flexible service to cover emerging employment centers and Added service south of Highway 169.
6. SRF also offered some additional recommendations, including: Vanpool expansion (currently in use at Canterbury and SanMar), Strategies to maintain continuity of service for those in need, and Gradual expansion of express services to meet demand. Recommendations were also offered to restructure service in Savage: Local Service - Conversion of Route 421 from flex-route with limited span of service to suburban local service more consistent with other MVTA routes; Express Service - Consolidation of Route 464 to reduce number of local branches and replace with effective local connecting service from Route 444 and Route 421 and Shorten travel time and save operating costs.
7. Given that there has been significant interest in east-west connections, SRF also looked at this issue but noted that there are numerous studies/projects in progress with potential transitway impacts: Highway 169 Mobility Study, METRO Orange Line and Dakota County East-West, the Realignment of express services, the identification of McColl Road and CR 42 identified as potential corridors, and a Phase II to Establish local service. "Last Mile" options were also discussed.
8. Next steps include completion of the Title VI analysis. Jen Lehmann then covered the Priority Recommendations, including: *Spring 2016*-Improvements to Shakopee local service; *Late 2016*-Restructure Savage local and express service, Modify Reverse Commute Routing, and Potential for additional Shakopee local service adjustments; *2017+* Expand service (based upon available funding) targeting 1) East-West connections, 2) Weekend service, 3) Regional connections and 4) Service span increases.

9. Motion by Chris Gerlach and seconded by Michael Luce to approve the priority recommendations based on the results of the Northern Scott County Transit Service Study. Motion passed unanimously.
10. Heidi Solheid reviewed three changes to the Schmitty and Sons Contract: 1) MVTA's approval of Schmitty's hiring an IT Administrator, 2) MVTA covering the fuel costs for the Shakopee Circulator using Schmitty's fuel cards, and 3) Details of insurance issues with new buses going into service/replacement buses/retired buses.
11. Michael Luce suggested that MVTA consider using the joint Scott County/City of Shakopee fueling station for the Shakopee Circulator buses as it dispenses both diesel and standard fuel. Motion by Gary Hansen and seconded by Bill Droste to approve the amendment to the agreement with Schmitty and Sons Transit. Motion carried on a unanimous roll-call vote.
12. Jane Kansier presented a request that the Board adopt a resolution of support o the Cedar Avenue Transitway Improvements Implementation Plan Update. She noted that the resolution included comments about MVTA concerns that have not been adequately addressed in the document, including funding of operations for expanded service, the need for further scoping and timing of the Palomino Station study, the need for bus pull-out lanes and request for implementation of the recommended traffic management system. Motion by Mike McGuire and seconded by Bill Coughlin approving the resolution and adopted by a unanimous vote.
13. Heidi Solheid sought approval of a contract between MVTA and MTS Systems for upgrading 10 DAS buses to the next generation (in concert with the 11 new buses being equipped under a grant from the Federal Transit Administration). This agreement is \$35,000 more than was originally discussed in September as MVTA was told later that we had only an "informal" quote with no project management. The compromise was to increase the agreement to \$971,969 and the additional funds would be paid from the MVTA Operating Budget. Motion by Gary Hansen, seconded by Lisa Freese and "painfully" approved on a unanimous roll-call vote.
14. Lois Spear presented information about the MVTA's agreements with the Metropolitan Council for the Station to Station (Red Line) and Express service. The contracts expire 12/31/2015, but MVTA has not yet seen the entire contract document but has been made aware of some pending changes. The Red Line agreement is for \$3,077,544 and the Express Service agreement is for \$422,239. The MVTA Board, after consultation with Legal Counsel Jim Strommen, who has not seen the agreements, agreed to delay approval until each complete contract can be reviewed. A special Board meeting could be held in January, if needed. Lois Spear indicated that as long as this is addressed early in 2016, Motion by Jane Victorey and seconded by Bill Coughlin to table the Metro Red Line and Express Service agreements with the Metropolitan Council until a future date after the MVTA and legal counsel have had an opportunity to review the entire documents. Motion carried on a unanimous roll-call vote.
15. Heidi Solheid presented information regarding the pending Job Classification and Compensation Study and recommended entering into an agreement with Flaherty Hood P.A. in the amount of \$12,500. Motion by Jane Victorey, seconded by Gary Hansen and approved on a unanimous roll-call vote.
16. Motion by Mike McGuire and seconded by Chris Gerlach naming Jane Victorey and Clint Hooppaw to the 2016 Nominating Committee. Motion carried. Motion by Mike McGuire and seconded by Michael Luce to adopt the 2016 meeting schedule. Motion carried.

17. Nick Bishop presented the final draft of the proposed 2016 operating budget that was approved by the Management Committee in early December. Jane Victorey noted that the MVTA will be operating below its own proposed Financial Policy of four months of fund balance and questioned if the Metropolitan Council would consider an adjustment mid-year when the MVTA may dip below the Council's minimum fund balance. Heather Aagesen Heubner stated that the Council has not yet prepared the contracts for 2016, but would likely base the amounts on the February 2016 forecast. The Council does not typically consider adjustments mid-year. Motion by Jane Victorey and seconded by Bill Coughlin to adopt the 2016 Operating Budget. Motion carried on a unanimous roll-call vote. It was also suggested that the Management Committee meet during the first quarter to review revenues and expenditures.
18. Nick Bishop also presented the 2016-2021 Capital Improvement Plan (CIP) in which the MVTA is seeking authorizations of \$19.1 million for 2016 and a total of \$76,153,483 for the five-year period. Much of the \$19.1 million is to cover replacement buses for vehicles that have reached the end of their useful life. Motion by Chris Gerlach and seconded by Bill Droste to adopt the 2016-2021 CIP. Motion carried on a unanimous roll-call vote.
19. At this point in the Board meeting, there was a short presentation by Metropolitan Councilmember Steven Chavez to Beverley Miller, recognizing her years of service and pending retirement with a resolution from the Council. Mr. Chavez then presented the resolution to Beverley Miller.
20. Lois Spear presented information regarding the 2016 employee benefit increase. Motion by Jane Victorey, seconded by Gary Hansen and approved on a unanimous roll-call vote.
21. Lois Spear also presented the proposed 2016 COLA. Motion by Bill Coughlin and seconded by Michael Luce approving a cost of living increase effective Jan. 1, 2016 of 2.5 percent and adjusting the salary ranges by the same. Motion carried on a unanimous roll-call vote.
22. Clint Hooppaw noted that at the Management Committee meeting it was determine to name Jan Kansier as the acting director of the MVTA beginning Jan. 11, 2016 with a pay increase of \$604.78 per pay period. Motion by Bill Coughlin and seconded by Mike McGuire to approve the appointment and pay increase. Motion carried on a unanimous roll-call vote.
23. Clint Hooppaw provided a brief update on the Executive Director Recruitment project based on a recent email from consultant Celia Kupersmith. Initial screen interviews are taking place and applications will continue to be accepted through the holidays. A confidential Briefing book will be provided in mid-January at which time the Board will be asked to confidentially select the individuals they want to personally interview on site.
24. Clint Hooppaw then named the Interview Committee members: Jon Ulrich, Bill Droste, Michael McGuire and himself (Hooppaw). Chris Gerlach questioned if there is a need for both male and female representation on the committee. Jane Victorey indicated that she has many other projects and HR is not her priority so she declined to serve.
25. Jane Kansier discussed the Memorandum of Understanding created to cover the Development and Operation of the Suburb-to-Suburb Demonstration Project. This MOU was approved in principal by the STA Board in early December and is being presented to the governing body of each suburban transit provider. Approval is subject to legal counsel review. Motion by Gary Hansen, seconded by Chris Gerlach and approved.
26. Jane Kansier reviewed the use of special legislative funding from the 2014 session to install video cameras at the Blackhawk Park & Ride. Next step is to use the remaining funding and additional

funds to be procured to install a shelter at Blackhawk, similar to the Rosemount station (no bathrooms). It is hoped that a consultant will be on board in early 2016, and the project would be completed in the 2016 construction season. To date, \$55,000 of the \$107,000 allocated by the legislature has been used.

27. Robin Selvig provided an update on Wi-Fi usage for the entire year of 2015, noting the number of new users, the amount of time spent on the system by users, and key times of day for connections and similar information.
28. Aaron Bartling provided a brief update on the MVTA's review of Comp System Statements that were issued in mid-September by the Metropolitan Council. MVTA staff did review these statements and responded to our cities in late October with general comments and some specific comments regarding transitways. Key is that MVTA staff is available as a resource to our cities at any time during this process.
29. Jen Lehmann provided a brief update about the Dakota County East-West study that is slated to begin in early 2016. She highlighted areas of emphasis based on MVTA's assessment and indicated that the county has been receptive to the MVTA's ideas. A consultant will be engaged and there will be both staff and stakeholder involvement in the project.
30. Motion by Gary Hansen and seconded by Mike McGuire to adjourn the meeting at 6:20 p.m. The meeting was adjourned.

Next Regular Meeting: Wednesday, January 27 at 4:30 p.m. at the Burnsville Bus Garage, 11550 Rupp Drive, Burnsville.

NOTE: There will be an Open House in honor of Beverley from 1-4 p.m. on Friday, Jan. 8, her last day.