

DATE: October 29, 2015  
TO: Board Members unable to attend October 28 Regular MVTA Board meeting/TWGs  
FROM: MVTA  
RE: Meeting Summary

Here is a meeting summary of the MVTA October 28, 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. Item V – Old business was removed from the agenda and a recommendation from the Management Committee was added to the Committee reports. Motion by Gary Hansen and seconded by Jon Ulrich to approve the agenda as revised. Motion carried.
3. Several questions were asked regarding liability and indemnification as part of the Parking Policy agreement and whether or not it had been reviewed by MVTA's attorney, Jim Strommen. Mr. Strommen had reviewed the documents and stated all seems to be in order. There was also a question about the Red Line billings and how that occurred. Lois Spear noted it was related to what had been billed and the later approved Cost Allocation rates for the year. Motion by Mike McGuire and seconded by Michael Luce to approve the Consent Agenda. Motion carried on a unanimous roll-call vote.
4. Heidi Solheid reviewed the agreement for Facility Management with Schmitt & Sons, noting this is a trial program (through April 2016) at a rate of \$8,400 per month. Given that Schmitt's staff is already at many of the facilities on a regular basis, this is adding their eyes and ears to the mix of managing the work being done by the contractors. Schmitt's has a specific individual assigned to this project, but has a team in place in terms of back-up. There are regular meetings between Schmitt's and MVTA to manage this process and monitor the amount of time required. Given that recruiting a replacement Facilities Manager has been difficult, it was determined to give this new system a go and determine next steps in six months. Motion by Jane Victorey and seconded by Michael Luce to approve the agreement. Motion carried on a unanimous roll-call vote.
5. Clint Hooppaw noted the Board's receipt of notice of Beverley Miller's pending retirement. As a result, an RFP was sent to six search firms and three responded. The Management Committee conducted video-conference interviews with the three firms and is recommending the hiring of KL2 Connects LLC to conduct an executive search for a fee of \$35,000. It was noted that this was negotiated down from the original fee quoted and that firm also agreed to a two-year guarantee on the hire. The Management Committee members were particularly interested in this firm because of its expertise in transit (including working in transit before becoming a search organization). Melissa Haas, HR Manager of the City of Apple Valley, helped coordinate the RFP responses and she was thanked for her assistance. Motion by Jon Ulrich and seconded by Chris Gerlach to approve the agreement. Motion carried on a unanimous roll-call vote.
6. Hooppaw also noted that a subset of the Management Committee (3-4 Board members) will be needed to continue the process until such time as candidates will be interviewed. Those interested in participating should contact Robin Selvig ([rselvig@mvta.com](mailto:rselvig@mvta.com) or 952-882-7504) prior to the next Board meeting (Dec. 9) when the Committee will be announced.
7. Gary Hansen provided an update from the STA meeting, noting that the Board reviewed information on the STA Demonstration Project, and approved plans to date (including a logo). The Board will continue to meet regularly to monitor the STA Demonstration Project. Additionally, the Board

announced legislative award winners (those especially supportive of the Demonstration Project and addition of an STA member on TAB). These are: Sen. Gregg Clausen, Sen. Jim Carlson, and Sen. Scott Dibble, Rep. Jennifer Loon, Rep. Tony Albright and Rep. Tim Kelly. Events to honor these individuals will be scheduled in the near future.

8. Clint Hooppaw asked Gary Hansen to make several comments regarding the recent award received by Beverley Miller from the Minnesota Public Transit Association (MPTA) for her distinguished transit career. He noted that Board, staff and representatives from Schmitt and Sons were in attendance for the award. He was proud to be able to introduce Beverley. There was a celebratory dinner afterwards. Beverley thanked the Board, Schmitt and Sons and MVTA staff for their support during the years – noting it has been a great 25 years!
9. Jen Lehmann answered questions about the ridership report included in the packet, noting the local ridership drops have been related to restructuring associated with the Red Line service. It is not clear why St. Paul service has been dropping, but planning is looking at that and there will also be some additional service to St. Paul beginning in February (funded by a CMAQ grant). There was also a question about standing loads on Route 477 and Jen mentioned that there are certain times of day when MVTA just can't put enough service on the street. She and Aaron are reviewing those times right now (likely about 4 p.m.) and will be making adjustments based on fleet availability for February. Robin also noted that MVTA is receiving many calls about standing loads – a good/bad problem to have.
10. Jen Lehmann guided the Board through the Scott County Service Study update. She noted the timing of the study, which was funded as part of the merger process, was moved up from the original timeline and the Board will have a full report in December. Currently, draft service recommendations are being reviewed, soon to be followed by a Title VI (equality for low income/minority populations) study and the final service recommendations.
11. Preliminary service recommendations are as follows: Downtown Minneapolis remains key destination; Grow local services (1) Restructure Shakopee Circulator, 2) Restructure Savage local-express connection, 3) Expand reverse commute routes); Improve transfers between routes; Connect east-west and to Eden Prairie / Chanhassen; Promote services / educate community; and Continue partnerships. Lehmann also touched on coordinating studies, including the 169 Transitway/MnPASS Study which is soon to be kicked-off, the Cedar Corridor Implementation Plan Update (nearly complete), the Dakota County East-West study (to be kicked-off in 2016) and the Shakopee Transit Task Force led by Mayor Brad Tabke.
12. There was discussion about the Shakopee Transit Task Force and the need for MVTA Board involvement in future discussions. The process was described as “mystifying” by Jon Ulrich and echoed by others. MVTA staff did not lead this effort, but asked to be included as a participant. We will continue to keep in tune with this project and where it heads.
13. Motion by Gary Hansen and seconded by Bill Coughlin to adjourn the meeting at 5:25 p.m. The meeting was adjourned.

Next Regular Meeting: COMBINED NOVEMBER/DECEMBER MEETING, Wednesday, December 9 at 4:30 p.m. at the Burnsville Bus Garage, 11550 Rupp Drive, Burnsville.