

MINNESOTA VALLEY TRANSIT AUTHORITY
Regular Board Meeting
October 26, 2015 – 4:30 p.m.
Burnsville Bus Garage, 11550 Rupp Dr., Burnsville, MN 55337

Board Members Present:

Clint Hooppaw, Apple Valley
Jane Victorey, Savage
Chris Gerlach, Dakota County
Mike McGuire, Prior Lake
Gary Hansen, Eagan
Jon Ulrich, Scott County
Bill Coughlin, Burnsville
William Droste, Rosemount

Others Present:

Beverley Miller, Executive Director
Robin Selvig, Customer Relations Manager
Lois Spear, Financial Officer
Tom Lovelace, Apple Valley TWG
Jane Kansier, Senior Project Manager
Jen Lehmann, Transit Planning Manager
Aaron Bartling, Planner
Heidi Solheid, Procurement Manager
Nick Bishop, Accountant
Glenn Boden, Fleet Maintenance Manager
Casey McCabe, Prior Lake TWG
Bill Forbord, Schmitt & Sons
Steve Albrecht, Burnsville TWG
Bob Crawford, Elko New Market
Jim Strommen, Kennedy & Graven
Josh Feldman, Eagan TWG
Joe Morneau, Dakota County TWG
Gerri Sutton, Met Council

I. Call to Order

The meeting was called to order at 4:30 p.m. by Chair Clint Hooppaw. A quorum was present.

II. Public Comments

There were no public comments.

III. Approval of Agenda

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.

IV. Consent Agenda

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. A roll-call vote followed.

Clint Hooppaw – Aye
Chris Gerlach – Aye
Bill Droste – Aye

Jane Victorey – Aye
Mike McGuire – Aye
Michael Luce – Aye

Gary Hansen – Aye
Jon Ulrich – Aye
Bill Coughlin – Aye

Motion carried. Resolutions approved as part of the Consent Agenda are attached to the Minutes.

V. Old Business - None

VI. New Business

A. Schmitty's Facilities Management Contract

Heidi Solheid reviewed the agreement for Facility Management with Schmitty & Sons, noting this is a trial program (through April 2016) at a rate of \$8,400 per month. Given that Schmitty'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. Schmitty'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 Schmitty'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. A roll-call vote followed.

Clint Hooppaw – Aye
Chris Gerlach – Aye
Bill Droste – Aye

Jane Victorey – Aye
Mike McGuire – Aye
Michael Luce – Aye

Gary Hansen – Aye
Jon Ulrich – Aye
Bill Coughlin - Aye

Motion carried.

VII. Committee Reports

A. Management Committee

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. A roll-call vote followed.

Clint Hooppaw – Aye
Chris Gerlach – Aye
Bill Droste – Aye

Jane Victorey – Aye
Mike McGuire – Aye
Michael Luce – Aye

Gary Hansen – Aye
Jon Ulrich – Aye
Bill Coughlin - Aye

Motion carried.

B. Management Committee (continued)

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 or 952-882-7504) prior to the next Board meeting (Dec. 9) when the Committee will be announced.

C. STA

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.

VIII. Board and Staff Reports / Updates

A. 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 Schmitty 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, Schmitty and Sons and MVTA staff for their support during the years – noting it has been a great 25 years!

B. Ridership Report

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 as 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.

C. Scott County Service Update

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.

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.

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.

IX. Adjournment

Motion by Gary Hansen and seconded by Bill Coughlin to adjourn the meeting at 5:25 p.m.
Meeting adjourned.

Minutes Prepared By: Robin L. Selvig

Next Regular Meeting Scheduled: November/December combined meeting, Wednesday, December 9, 2015, 4:30 p.m. Burnsville Bus Garage, 11550 Rupp Dr., Burnsville, MN.

All regularly scheduled Board meetings will be held on the **FOURTH** Wednesday of the month at the posted time and location unless otherwise notified except the meetings in April and **September** will be held on the **FIFTH** Wednesday.

Approved by: James E. Victory Date: Dec. 16, 2015

MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 15- 043

APPROVE AMENDMENT No. 2 TO AGREEMENT BETWEEN MVTA AND UNIVERSAL
CLEANING SERVICES FOR CLEANING AT PALOMINO HILLS PARK & RIDE

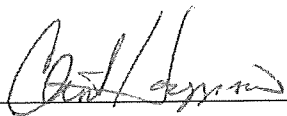
WHEREAS, the Minnesota Valley Transit Authority (MVTA) has a cleaning agreement with Universal Cleaning Services;

WHEREAS, Universal Cleaning Services, Inc. has been cleaning at Palomino Hills Park and Ride 'as needed,' but facility usage now requires a routine cleaning service to maintain this facility;

WHEREAS, based on past performance, familiarity with MVTA sites, operations, and pricing, staff recommends amending this contract;

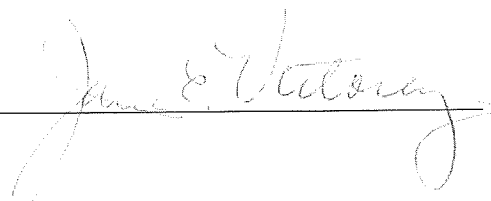
NOW, THEREFORE BE IT RESOLVED that the MVTA amend its agreement with Universal Cleaning Services to include weekly cleaning of the Palomino Hills Park & Ride at a rate of \$135/month through Dec. 31, 2015.

Resolution adopted by MVTA on October 26, 2015.



Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 15- 044

ACCEPT 2013 COST ALLOCATION PLAN

WHEREAS, in December 2012, the MVTA Board approved contracting with Maximum⁵ to develop a federally compliant cost allocation plan;

WHEREAS, a plan was developed for 2012 and accepted at the MVTA Board December 2013 meeting;


WHEREAS, upon completion of the Plan, the Metropolitan Council reviewed the Plan and after one year, asked the MVTA to revise the method of allocated indirect costs to facilities;

WHEREAS, the MVTA Board accepted the updated 2012 plan in June 2015 followed by another review by the Met Council;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA accept the 2013 Cost Allocation Plan in the form before the Board;

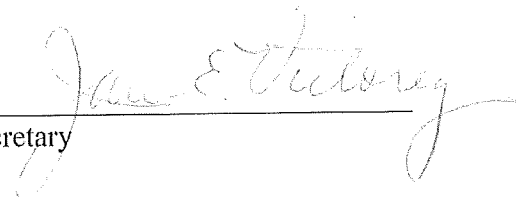
BE IT FURTHER RESOLVED that the MVTA forward the 2013 Plan to the Metropolitan Council for its review.

ADOPTED by the Minnesota Valley Transit Authority this 28th day of October 2015.



Chair

Attest:



Secretary

MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 15- 045

AMEND AGREEMENT BETWEEN MVTA AND REDPATH & COMPANY
FOR AUDIT OF FINANCIAL STATEMENTS AND COMPLETION OF THE FIRST
INDEPENDENT AUDITOR STATEMENT FOR FINANCIAL DATA

WHEREAS, in 2014 the FTA announced changes to NTD reporting that made MVTA a direct reporter instead of being consolidated with Metropolitan Council's reporting;

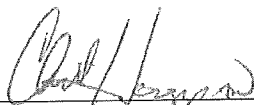
WHEREAS, the first Independent Auditor Statement for Financial Data (IAS-FD) is due with the 2015 annual report submission;

WHEREAS, a second Independent Auditor Statement for Federal Funding Allocation Data (IAS-FFA) will be due by April 30 of each year;

WHEREAS, Redpath & Company (note new name) has estimated the one-time engagement of the IAS-FD to be \$6,000-7,500 and the annual engagement for the IAS-FFA will be \$8,000-10,000;

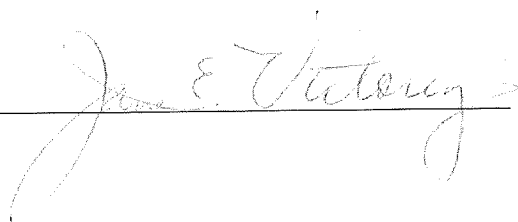
NOW, THEREFORE, BE IT RESOLVED, that the MVTA Board approve an amended agreement between MVTA and Redpath & Company to accommodate the additional NTD reporting requirements at a cost not to exceed \$17,500.

Resolution adopted by MVTA on Oct. 28, 2015.



Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 15- 046

APPROVE AGREEMENT WITH MEISINGER CONSTRUCTION FOR CONSTRUCTION
SERVICES AT THE EAGAN TRANSIT STATION


WHEREAS, the MVTA was granted New Freedom funds to improve the customer waiting experience at the Eagan Transit Station;

WHEREAS, construction services are now needed to oversee the HVAC and lighting enhancements to be installed at ETS;

WHEREAS, bids were received from four vendors;

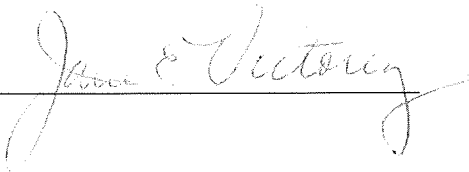
NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve an agreement for construction services with Meisinger Construction in the amount of \$79,550 related to HVAC and lighting at Eagan Transit Station.

ADOPTED by the Minnesota Valley Transit Authority this 28th day of October, 2015.



Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 15- 047

APPROVE AGREEMENT BETWEEN MINNESOTA VALLEY TRANSIT AUTHORITY
AND SCHMITTY & SONS TRANSIT, INC. FOR FACILITY MANAGEMENT

WHEREAS, the Minnesota Valley Transit Authority ("MVTA") previously employed a Facilities Manager to manage and maintain the MVTA facilities; and

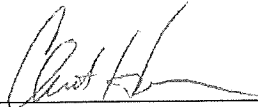
WHEREAS, the MVTA conducted several recruitments and has come to realize that with MVTA's growth, this is more than one individual can manage;

WHEREAS, staff is recommending entering into an agreement with Schmitt & Sons Transit to assist with daily facility needs;

WHEREAS, MVTA staff will continue to manage the facilities while SST will provide staff to perform daily tasks;

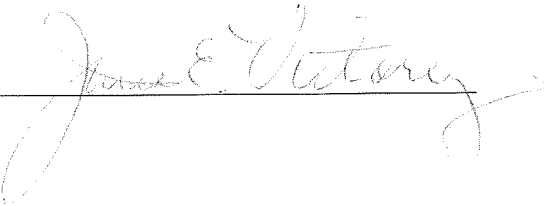
NOW, THEREFORE, BE IT RESOLVED, that the MVTA authorize execution of an Agreement between MVTA and Schmitt & Sons Transit, Inc. at a cost of \$8,400 per month as spelled out in the agreement. This will be a trial-period, with the contract to terminate April 30, 2016.

Whereupon said Resolution was declared duly passed and adopted by MVTA on October 28, 2015.



Chair

Attest:



MINNESOTA VALLEY TRANSIT AUTHORITY
RESOLUTION NO. 15- 048

APPROVE AGREEMENT WITH KL2 CONNECTS LLC
TO CONDUCT AN EXECUTIVE SEARCH ON BEHALF OF THE MVTA

WHEREAS, Beverley Miller has been the one and only Executive Director of the Minnesota Valley Transit Authority;


WHEREAS, she has given notice to the MVTA Board of her plans to retire;

WHEREAS, quotes were requested from six firms and three responded to Melissa Haas, HR Manager at the City of Apple Valley;

WHEREAS, videoconference interviews were conducted with the three consultants;

NOW, THEREFORE, BE IT RESOLVED, that the MVTA approve an agreement with KL2 Connect LLC to conduct an Executive Search on behalf of the MVTA in the amount of \$35,000 with a two-year guarantee on the hire.

ADOPTED by the Minnesota Valley Transit Authority this 28th day of October, 2015.



Chair

Attest:

