

# MINNESOTA VALLEY TRANSIT AUTHORITY

Regular Board Meeting  
January 23, 2019 – 4:30 p.m.  
Burnsville Bus Garage

## **Board Members Present:**

William Droste, Rosemount  
Bob Coughlen, Savage  
Gary Hansen, Eagan  
Chris Gerlach, Dakota County  
Clint Hooppaw, Apple Valley  
Jon Ulrich, Scott County  
Jay Whiting, Shakopee  
Kevin Burkart, Prior Lake  
Dan Kealey, Burnsville

## **Others Present:**

Luther Wynder, MVTA Executive Director  
Jim Strommen, Kennedy and Graven  
Heidi Scholl, MVTA  
Richard Crawford, MVTA  
Steve LaFrance, MVTA  
Jen Lehmann, MVTA  
Aaron Bartling, MVTA  
Matthew Rosenbloom-Jones, MVTA  
Dawn McGuire, MVTA  
Tom Lovelace, Apple Valley  
Joe Morneau, Dakota County  
Jenni Faulkner, Burnsville  
Bill Forbord, Schmitt and Sons  
Connie Massengale, Schmitt and Sons

## **I. Call to Order**

The meeting was called to order at 4:31 p.m. by Chair William Droste. A quorum was present.

### **A. Oath of Office**

Chair William Droste administered the Oath of Office to Jenni Faulkner, who is the new alternate board member of the city of Burnsville.

## **II. Approval of Agenda**

Richard Crawford, MVTA Public Information Manager, noted that there was one item to be added to the agenda regarding an MVTA-MnDOT Master Partnership Contract. (The item was added under New Business as VII C.) Motion by Jay Whiting and seconded by Clint Hooppaw to approve the Agenda. The Agenda was approved unanimously.

## **III. Nominating Committee**

Richard Crawford, MVTA Public Information Manager, informed the board that at the first meeting of the year the chair, vice chair and secretary/treasurer are elected for 2019.

The Management Committee recommended re-electing Droste as chair, re-electing Hooppaw as vice-chair, and electing Kevin Burkart as secretary/treasurer to help balance leadership positions between Dakota and Scott counties.

Droste asked on two occasions whether there were any other nominations for leadership positions.

A voice vote was taken on the recommendation to elect Droste as chair, Hooppaw as vice chair and Burkart as secretary/treasurer. The vote in favor was unanimous.

**A. Committee Assignments** -- Richard Crawford, MVTA Public Information Manager, informed the board that committee assignments will be formalized at the February meeting and asked board members to provide notification if they have interest in committee positions for 2019.

**IV. Public Comments**

There were no public comments.

**V. Consent Agenda**

A Motion by Burkart and seconded by Bob Coughlen to approve the Consent Agenda. A roll call vote was taken.

Hooppaw – Aye	Whiting – Aye	Gerlach – Aye
Hansen – Aye	Coughlen – Aye	Ulrich – Aye
Kealey – Aye	Burkart – Aye	Droste – Aye

**VI. Old Business**

**A. AVTS Modernization Presentation**

Steve LaFrance, MVTA Facilities Manager, introduced MVTA consultant TKDA representatives who provided an update on the Apple Valley Modernization Project.

The Apple Valley Transit Station was constructed in 2009 and is at capacity. The modernization project includes a two-story expansion that will add about 378 parking stalls and a second elevator in the ramp.

Board members reviewed design options for the expansion and the construction timetable, which calls for MVTA Board action on April 10, construction to begin on May 1, and project completion on Nov. 15.

During construction, parking will be displaced to the Gaslight, Carmike and temporary lots at the site.

Commissioner Hooppaw expressed a desire that the design of the facing on the ramp not obscure any areas inside and suggested getting feedback from Apple Valley Police. Hooppaw asked that the TKDA presentation be shared with the city of Apple Valley staff for additional review.

**VII. New Business**

**A. Elerts text a tip grant**

Richard Crawford, MVTA Public Information Manager, informed the board that MVTA has received a two-year grant from the U.S. Department of Homeland Security grant that will allow the agency to implement a two-way texting service with customers.

MVTA staff are in the process of developing a system to manage and market the new service to customers.

**B. Contract: Facility Cleaning Services**

Heidi Scholl, MVTA Contract and Personnel Manager, provided information on a bid for cleaning services at MVTA facilities.

MVTA received seven bids for the contract, with one bid deemed non-responsive.

The cleaning services are for the following facilities: 140<sup>th</sup> Street Station, 147<sup>th</sup> Street Station, 157<sup>th</sup> Street Station, Apple Valley Layover, Apple Valley Transit Station, Burnsville Transit Station, Cedar Grove Transit Station, Eagan Transit Station, and Rosemount Transit Station.

The low, responsive and responsible bidder was Treasure Enterprise, Inc. MVTA conducted reference checks on Treasure Enterprise, Inc. and all noted vendors provided positive reviews. The bid came in at \$7,020 per month.

Motion by Gary Hansen and seconded by Jon Ulrich to approve the contract with Treasure Enterprise, Inc.

Hooppaw – Aye	Whiting – Aye	Gerlach – Aye
Hansen – Aye	Coughlen – Aye	Ulrich – Aye
Kealey – Aye	Burkart – Aye	Droste – Aye

**C. MVTA-MnDOT Master Partnership Contract**

Heidi Scholl, MVTA Contract and Personnel Manager, provided information on an MVTA-MnDOT Partnership Contract.

MVTA previously had an executed Master Partnership Contract with MnDOT (State of Minnesota) from 2012 – 2017. MVTA would like to renew the Master Partnership Contract so that going forward MVTA may request various work to be completed by MnDOT. The Apple Valley Transit Station (AVTS) Modernization Project includes required testing to be performed by MnDOT that would be included in this contract.

All work that exceeds \$50,000 would require MVTA Board approval.

Motion by Whiting and seconded by Burkart to approve the MVTA-MnDOT Partnership Contract.

Hooppaw – Aye	Whiting – Aye	Gerlach – Aye
Hansen – Aye	Coughlen – Aye	Ulrich – Aye
Kealey – Aye	Burkart – Aye	Droste – Aye

**VIII. Committee Reports**

**A. STA Report**

Luther Wynder, MVTA Executive Director, noted that the Suburban Transit Association legislative breakfast was scheduled for Monday, Jan. 28. Wynder said STA legislative priorities that will be shared with legislators include:

- Support for a higher level of authorization for Regional Transit Bonds.
- Maintaining support for the bus system.

- Reauthorization of the statutory floor for the current Regional Allocated Motor Vehicle Sales Tax funding of .35% for suburban transit agencies.
- A request for \$6 million in increased funding for service modernization and expansion.
- Require collaborative decision-making process regarding operational or gate assignment changes on 2<sup>nd</sup> Avenue/Marquette in Minneapolis.
- Support for the right of governing bodies to make operational decisions, including which buses to purchase to best serve customer needs.

**B. Management Committee**

**1. Paid Parental Leave**

Heidi Scholl, MVTA Contract and Personnel Manager, provided information on a Parental Leave Policy.

Currently MVTA’s Personnel Policy does not offer paid parental leave. Employees are covered under FMLA, which allows a parent to take 12 weeks of leave, without pay, and to retain current benefits and job position status.

The MVTA proposal would pay up to six weeks at 60% of salary to a new parent.

Scholl said the first maternity leave at MVTA occurred three years ago. The proposed policy is designed for MVTA to stay competitive in the market and support employee work-life balance.

The policy would not have a budgetary impact since employee salaries are already budgeted for the year.

Motion by Whiting and seconded by Hooppaw to approve the Paid Parental Leave Policy.

Hooppaw – Aye	Whiting – Aye	Gerlach – Aye
Hansen – Aye	Coughlen – Aye	Ulrich – Aye
Kealey – Aye	Burkart – Aye	Droste – Aye

**2. Executive Director Performance Review**

Chair Droste noted that the board will go into executive session at the end of the meeting for the Executive Director Performance Review.

**C. Partnership Committee Update**

Richard Crawford, MVTA Public Information Manager, informed the board that many assets have been unveiled as part of the agency’s branding refresh.

Refreshed branding is being displayed on two wrapped buses, on interior panels on MVTA buses, at MVTA stations and on social media channels. MVTA branding assets also will be appearing starting in February at more than 40 locations in Dakota and Scott counties at AllOver Media advertising sites.

**IX. Board and Staff Reports**

**A. 2018 Year-End Ridership**

Aaron Bartling, MVTA Transit Planner, provided an overview of 2018 ridership. Highlights included:

- Total ridership: 2,873,916 (down 1.7% compared to 2017)
- Routes with greatest growth: 490, 492, 493, 495, 497, 442 (weekend)
- Routes with greatest decline: 470, 472, 499, 444 (weekend)
- Average Weekday Ridership: 10,327 per day (down 2% compared to 2017)
- Average Weekend Ridership: 1,551 per day (up 3.1% compared to 2017)

**X. Executive Session**

A Motion was made by Whiting and seconded by Bob Coughlen to go into executive session. The motion passed unanimously.

The session ended at 6:25 p.m. with a Motion by Hooppaw and seconded by Whiting to close. The motion passed unanimously.

In open session, Executive Director Luther Wynder and Board Members provided feedback regarding the review and discussed 2018 Performance Review and Appraisal Form.

A summary of the performance review will be included at the February Board Meeting.

**X. Adjournment**

A Motion was made by Chris Gerlach and seconded by Gary Hansen to adjourn the meeting at 6:40 p.m. The motion passed unanimously

**Minutes Prepared by: Richard Crawford**

**Next Regular Meeting Scheduled Wednesday, February 27, 4:30 p.m., at Canterbury Park. MVTA's Operator of the Year event will follow board meeting.**

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:

2/27/2019