

## Chisago County/Isanti County Heartland Express

April 19, 2018

Heartland Express North Branch Facility

39840 Grand Ave. N.

North Branch

Present: Craig Rempp, Transit Director Heartland Express, Courtney Whited, Assistant Transit Director Heartland Express, Mark Florin, Chisago County Department of Health and Human Services; Mike Warring, Isanti County Commissioner, Mike Robinson, Chisago County Commissioner, David Oslund, Isanti County Commissioner, George McMahon, Chisago County Commissioner, Kevin VanHooser, Isanti County Administrator, Penny Messer, Isanti County Family Services, Bruce Messelt, Chisago County Administrator.

The meeting was called to order by Dave Oslund at 9:30am.

Motion by Kevin VanHooser, seconded by George McMahon to approve the April 19, 2018 agenda, motion passed.

### Old Business

Motioned by Kevin VanHooser, seconded by Mike Robinson, to approve the minutes from the January 31, 2018 Joint Powers Board meeting as amended to revise as follows under Election of Officers, "motion seconded by Mike Warring, to elect Mike Robinson as Board Co-Chair," motion passed.

### New Business

#### Discussion – Transition of Duties Associated with Transit Director's Departure

Motioned by George McMahon, seconded by Mike Warring, to support the Isanti County Board's April 18, 2018 approval of assigning Courtney Whited as the Interim Director of Heartland Express, motion passed. Motioned by George McMahon, seconded by Mike Warring, to support Isanti County's decision to immediately post for the Heartland Express Director position externally, motion passed.

#### Discussion – Heartland Express Immediate Future – Potential Options

Motioned by George McMahon, seconded by Mike Warring, to endorse discussions with Timber Trails Transit and also with Arrowhead Transit to explore potential organization mergers with Heartland Express, motion passed.

#### Status of Heartland Grant Implementation

Craig Rempp stated that we are currently in the middle of the MN/DOT operating grant cycle. The next MN/DOT operating grant cycle application will be released on 5/4/18. Craig Rempp stated the MN/DOT NSE service expansion grant application is due 4/20/18 and he will complete this grant application and upload it today.

### Five Year Heartland Express Plan

Craig Rempp stated that MN/DOT and MPTA have jointly worked on the outline and approval of this process. MN/DOT is requiring all transit organizations that receive their funding to complete a Five Year Transit System Plan where both MN/DOT and the individual transit organization will obtain a better understanding of the individual transit organization's strengths and weaknesses, identify area unmet needs and future transit service changes, and develop a financial plan that adaptable to changing environments. Further, the five-year plan will help MN/DOT and MPTA better articulate transit needs to the legislature. MN/DOT will hire a consultant to assist transit organizations to complete this task. The start date for the consultant is 7/1/18.

### TAC Discussion – Meeting Schedule and Potential Agenda Items

Craig Rempp stated that to date, he has not scheduled a meeting. He has sent out a notice of resignation to the TAC members. Bruce Messelt stated that he is concerned that we have not hosted a meeting in a while because the TAC Bylaws state we will host regular meetings. Bruce further stated that he has also heard this same concern from community members. Penny Messer stated that she has a staff member that is assigned to attend TAC meetings. Courtney Whited will schedule a TAC meeting in mid-May.

### Update on Fiscal Transitions

Bruce Messelt stated that the fiscal transition has gone smoothly overall. Craig Rempp stated the fourth quarter Request for Funds (RFF) has been submitted. Chad Struss, via email, stated that once he receives the fourth quarter federal grant payment or the reimbursement for the 2017 bus purchases, he will finish reconciling the grant activity with Transit staff and will be able to finalize the amounts and settle any amounts dues between the counties.

### Update on Capital Assets Transitions

Craig Rempp stated that almost all capital assets have be transitioned to Isanti County except for the radios in the Heartland Express vehicles. The radios are still under Chisago County. Staff will need to work with Jon Eckel at Chisago County to transition the radios to Isanti County.

### Discussion – Heartland contract signature process

Bruce Messelt stated that he can set up a Google Docs virtual space for Dave Oslund to view and sign Heartland Express contracts.

### Other Business

Craig Rempp provided the following update on the delivery of Heartland Expresses seven, new buses: I heard from Hogle Bus yesterday and there is a statewide delay on the delivery of new buses due to the fact that the Metropolitan Council submitted a large order right before other transit organizations submitted their orders. We should expect delivery soon on 2 of our 3 buses from Hogle Bus. To date, I have not heard from North Central Bus regarding our 4 buses that we have ordered from them.

Kevin VanHooser discussed the fact that the downtown Cambridge Library is currently working on potential options to relocate. A potential new location for the library is the current, Heartland Express

Cambridge building. The discussion ended with the comment that is best for us to wait to see how the Timber Trails/Arrowhead Transit and Heartland Express merger talks pan out.

Bruce Messelt requested that Courtney Whited contact the Rush City Administrator, Amy Mell, to follow up on the potential need for transit services. May 31, 2018 is the last day of operation at the Fairview Medical Center & Pharmacy in Pine City. Further, Rush City does not have a grocery store. It was discussed that Rush City residents could benefit from transit services to a medical facility, pharmacy and grocery store in North Branch. Craig Rempp added that Heartland Express is required to file all transit service expansion plans with MN/DOT at least 30 days in advance of operation.

Next Meeting

July 26, 2018

Moved by David Oslund to adjourn.