

SOUTHWEST TRANSIT COMMISSION MINUTES

January 22, 2015 – 6:30 PM
SouthWest Station
Commission Chambers

COMMISSION MEMBERS

Jerry McDonald
Brad Aho
Nancy Tyra-Lukens
Dan Wilczek
Jody Collis King
Bob Roepke

ADVISORY BOARD

Ric Rosow, Attorney

EXECUTIVE STAFF

Len Simich, Chief Executive Officer
Dave Jacobson, Chief Operating Officer
Steve LaFrance, Maintenance & Facilities Director
Matt Fyten, Manager of Planning & Customer Experience
Dave Simoneau, Director of Driver Services &
Emergency Management

I. CALL TO ORDER

The meeting was called to order by Chair McDonald at 6:38 p.m.

II. PUBLIC COMMENT

III. APPROVAL OF AGENDA

Motion: Roepke motioned, seconded by Aho to approve the agenda as presented. The motion carried 6-0-0.

IV. PAYMENT OF CLAIMS (motion and roll call vote)

Motion: Roepke motioned, seconded by Collis King to approve the payment of claims. The motion carried 6-0-0. Roll Call Vote: McDonald, yes; Aho, yes; Tyra-Lukens, yes; Collis King, yes; Wilczek, yes; Roepke, yes.

V. CONSENT

- A. Approve Minutes of 12/17/14 Meeting
- B. Accept Current Financial Statements
- C. Accept Ridership Report
- D. Approve Release of RFP for Driver Services

Motion: Tyra-Lukens motioned, seconded by Wilczek to approve the Consent items. The motion carried 6-0-0.

VI. NEW BUSINESS

A. Approve Appointment of SWT Officers

Chief Executive Officer Simich stated that at the December 2014 Commission meeting, Commissioners McDonald, Tyra-Lukens and Rohe were appointed to serve as a Nominating Committee to put forth a slate of officers for the Commission's consideration for 2015. The Committee is recommending the following:

Chair – Jerry McDonald
Vice Chair – Jay Rohe
Secretary/Treasurer – Dan Wilczek

Motion: Tyra-Lukens motioned, seconded by Collis King to adopt Resolution 15-01 appointing the following slate of officers for 2015:

Chair – Jerry McDonald
Vice Chair – Jay Rohe
Secretary/Treasurer – Dan Wilczek

The motion carried 6-0-0.

B. Approve Emergency Preparedness Plan (EPP) Update

Director of Driver Services & Emergency Management Simoneau reviewed agency's Emergency Preparedness Plan. Simoneau stated that the EPP plan was given a BASE program assessment by the Transportation Security Administration (TSA). Several suggested changes have been included in the EPP update.

- Substantive changes: Section 3.3 was added to identify Agency Roles and Responsibilities as recommended by the TSA BASE assessment. The Winter Storm Plan and schedule was amended to better meet customer needs from past storm experience.
- Administrative changes: Names/titles and contact numbers for internal use were updated, and future plans for security include all of our major facilities at SouthWest Station, SouthWest Village, Chanhassen Transit Station, and East Creek, as well as some other security related SouthWest Garage infrastructure improvements.

Keelan Sweeney of the TSA reinforced importance of having EPP plan in place.

Motion: Collis King motioned, seconded by Tyra-Lukens to adopt Resolution 15-03 approving the 2014 amendments to the Emergency Preparedness Plan for 2015. The motion carried 6-0-0.

C. Amend Agreement with Wendel Inc. for EP Garage Expansion

Chief Operating Officer Jacobson stated that since entering into an agreement with Wendel Companies for \$52,000 for final design and RFP/contract preparation for the Eden Prairie garage facility remodel, the remodel plan has been re-evaluated.

Jacobson stated that while the revised design will add additional engineering time, it will require less construction cost.

Motion: Roepke motioned, seconded by Aho to authorize the CEO to amend the existing agreement with Wendel, Inc., for design for the Eden Prairie Bus garage Renovation by \$5,000 to a new not to exceed budget of \$57,000. The motion carried 6-0-0.

D. Approve Service Reduction Route 635/636

Manager of Planning & Customer Experience Fyten stated that Routes 635 and 636 were designed to offer fixed route midday connections in Eden Prairie between SouthWest Station, senior housing sites, commercial centers, Hennepin Technical College, and numerous housing sites along the routes. Since the routes' start in October 2014, ridership has not grown significantly, resulting in a high subsidy per passenger.

A Public Hearing was held on January 20; one rider attended.

Staff is recommending suspension of both routes.

Motion: Aho motioned, seconded by Wilczek to adopt Resolution 15-04 authorizing its Chief Executive Officer to suspend Routes 635 and 636 effective February 2, 2015. The motion carried 6-0-0.

E. Approve Marketing Plan 2015

CEO Simich presented overview of 2015 Marketing Plan. All Marketing expenditures are tied to revenue generated through ramp advertising and selling of bus wraps.

Objectives are to increase ridership, provide information to our current ridership base and create a stronger community and business image. Planned activities include direct mailings (business, U of M, local residents); print advertising; billboard advertising; radio advertising; web page and social media development; public relations activities;.

Motion: Collis King motioned, seconded by Roepke to adopt Resolution 15-02 approving the 2015 Marketing Plan and Budget. The motion carried 6-0-0.

F. Open Meeting Law

Attorney Rosow reviewed Open Meeting Law.

No motion required; discussion only.

G. STA Legislative Priorities

COO Jacobson presented the Suburban Transit Association (STA) 2015 Legislative Agenda.

Jacobson stated that two transportation bills of significant interest were released; Senate Bill SF0087 and House Bill HF04

No motion required; discussion only.

H. 2014 Accomplishments & 2015 Agency Goals

CEO Simich presented results of the 2014 Agency Goals/Objectives set forth by the Commission and the proposed 2015 Goals/Objectives established by the SWT Leadership Team.

Motion: Collis King motioned, seconded by Aho to approve the Agency Goals and Objectives identified for 2015. The motion carried 6-0-0.

I. Year in Review 2014

CEO Simich presented the "State of the Agency" highlighting 2014 accomplishments as well as 2015 initiatives.

No motion required; discussion only.

VII. UPDATES

VIII. COMMISSION AND CITY COMMENTS

IX. CLOSED SESSION: CEO PERFORMANCE REVIEW & 2015 GOALS

Commission went into closed session at 8:45 pm; re-opened meeting at 9:45 pm.

Motion: McDonald motioned, seconded by Tyra-Lukens to:

- Increase CEO Simich salary by 3%
- Award CEO Simich merit award of \$2,500
- Allow up to 80 additional accrued PTO hours to be used in 2015 by CEO Simich

Further, CEO Simich is to:

- Submit report of PTO time used in 2014
- Submit quarterly report of PTO hours used that quarter
- Submit report at 12/1/15 on PTO status for 2015

The motion carried 6-0-0.

X. ADJOURNMENT

Motion: Collis King motioned, seconded by Aho to adjourn the meeting. The motion carried 6-0-0. The meeting adjourned at 10:10 pm.

January 22, 2015 SouthWest Transit Commission Minutes Prepared By: Linda Spevacek

Approved by: *Linda Spevacek* Date: *3/19/15*
recording secretary