

SOUTHWEST TRANSIT COMMISSION MINUTES

February 27, 2014 – 6:45 PM
SouthWest Station
Commission Chambers

COMMISSION MEMBERS

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

ADVISORY BOARD

Ric Rosow, Attorney

EXECUTIVE STAFF

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

I. CALL TO ORDER

The meeting was called to order by Chair McDonald at 6:50 p.m.

II. PUBLIC COMMENT

There was no public comment.

III. APPROVAL OF AGENDA

Chief Executive Officer Simich requested that Item B. Discuss SWLRT Memo of Understanding (MOU) be moved to Item A. and that Item E. Authorization to Sign Contract for Deed be added.

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

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

Motion: Collis King motioned, seconded by Tyra-Lukens 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 1/23/14 Meeting
- B. Accept Current Financial Statements

Motion: Roepke motioned, seconded by Aho to approve the Consent items. The motion carried 6-0-0.

VI. NEW BUSINESS

A. Discuss SWLRT Memo of Understanding (MOU)

Ryan Kronzer of SWLRT Project Office presented options for co-location of SWT bus service and SWLRT service at current SouthWest Station location.

Chief Executive Officer Simich stated that a number of joint operating details have been raised related to the joint operation at SouthWest Station between LRT to be operated by Metro Transit and bus service operated by SouthWest Transit.

Simich requested that the Commission provide a formal position on said operating details.

Motion: Tyra-Lukens motioned, seconded by Collis King to approve the positions presented regarding the following:

Design; Kiss and Ride, Lay-Over; Replacement Offices; Parking; Land/Real Estate; Existing Declarations/Covenants; Shared Costs (maintenance, utility, snow removal daily cleaning, etc.); Branding/Signage; Current Operations; Local service/feeder network (including funding); Operations during Construction; Future Agreements

as being those of the SouthWest Transit Commission in order to submit same to the Metropolitan Council.

The motion carried 6-0-0.

B. Approve Budget Amendment

Gary Groen of AEM Financial Solutions stated that there are two components to proposed Resolution 14-07.

- Refinancing of SW Village Transit Station debt was approximately \$10,000 more than anticipated. Staff is recommending transfer of additional \$10,000 from Capital and Equipment Fund to Debt Service Fund.
- Energy Savings Capital Project accounted for completion of \$1,000,000 Guaranteed Energy Savings Plan as approved by 1/24/13 Resolution 13-07.

Staff also recommends closing East Creek Capital Projects Fund as the project is complete and transit station is in operation.

Motion: Tyra-Lukens motioned, seconded by Collis King to adopt Resolution 14-07 approving the 2013 Amended Operating Budget and the closing of East Creek Capital Projects Fund for the following additional amounts as stated.

SW Village Debt Service Fund	\$10,000
Capital and Equipment Fund	\$10,000
Energy Savings Capital Projects Fund	\$1,000,000

In addition,

- The East Creek Transit Station Capital Projects Fund is closed at the end of 2013 with the completion of the project. The capital projects fund has a remaining balance of \$286,130 at December 31, 2013.
- The East Creek project was originally financed, in part, from a transfer of \$150,000 from the Development Fund and \$600,000 from the Capital and Equipment Fund.

- Therefore, \$150,000 of the remaining balance in the East Creek Capital Project Fund will be transferred to the Development Fund and the remaining \$136,130 to the Capital and Equipment Fund with any final or unexpected project costs, if any, paid from the Capital Equipment Fund.

The motion carried 6-0-0.

C. Discuss March 10 Service Plan Update

Manager of Planning & Technology Fyten presented overview of schedule changes to take effect Monday March 10. A new park-out location will necessitate a new downtown routing for the majority of peak express trips.

No Motion Required.

D. Discuss CEO 2014 Performance Goals

CEO Simich stated that at its January 2014 meeting, Commission had requested that Simich work with Commissioners Roepke and Tyra-Lukens in development of CEO's Goals and Actions for 2014.

Motion: Roepke motioned, seconded by Aho to approve CEO's 2014 Performance Goals as presented. The motion carried 6-0-0.

E. Authorization to Sign Contract for Deed

CEO Simich stated that at its 1/23/14 meeting Commission had approved Purchase Agreement of Norex/Chaska garage site.

Attorney Rosow recommends adoption of Resolution 14-08 to clarify Commission's approval of said property.

Motion: Aho motioned, seconded by Roepke to adopt Resolution 14-08:

1. The sale of the Property to Eden Trace Corporation or such entity that receives a valid assignment from Eden Trace Corporation is hereby approved.
2. The Chairperson and Chief Executive Officer are hereby authorized to execute the Contract for Deed attached as Exhibit C to the Purchase Agreement.

The motion carried 6-0-0.

VII. UPDATES

VIII. COMMISSION AND CITY COMMENTS

Motion: Roepke motioned, seconded by Collis King to amend meeting times, with a work session scheduled from 6:00 pm – 6:45 pm and the Commission meeting to begin at 6:45 pm. The motion carried 6-0-0.

IX. ADJOURNMENT

Motion: Tyra-Lukens motioned, seconded by Aho to adjourn. The motion carried 6-0-0. The meeting was adjourned at 8:38 p.m.

February 27, 2014 SouthWest Transit Commission Minutes Prepared By: Linda Spevacek

Approved by: Linda Spevacek
recording secretary

Date: 4-10-14