

SOUTHWEST TRANSIT COMMISSION MINUTES

May 22, 2014 – 6:45 PM
SouthWest Station
Commission Chambers

COMMISSION MEMBERS

Jerry McDonald
Brad Aho
Jay Rohe
Bob Roepke
Jody Collis King
Dan Wilczek

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 & Technology
Dave Simoneau, Director of Driver Services &
Emergency Management

A Work Session was held prior to the Commission Meeting. Topics included:

- SWLRT MOU Review & Discussion

I. CALL TO ORDER

The meeting was called to order by Chair McDonald at 6:48 p.m.

II. PUBLIC COMMENT

There was no public comment.

III. APPROVAL OF AGENDA

No changes were proposed to the agenda.

Motion: Rohe 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; Rohe, yes; Collis King, yes; Wilczek, yes; Roepke, yes.

V. CONSENT

- A. Approve Minutes of 4/10/14 Meeting
- B. Accept Current Financial Statements

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

VI. NEW BUSINESS

A. Accept 2013 Audit

Chief Executive Officer Simich introduced Steve Wischmann of Kern, DeWenter, Viere, Ltd who reviewed results of the 2013 Comprehensive Annual Financial Report. Wischmann stated SouthWest Transit received an unqualified opinion which is the highest level of assurance and that they found no material weaknesses in the agency financial statements.

Commission members stated that results speak highly of SWT staff and complimented staff for their efforts.

Motion: Aho motioned, seconded by Collis King to adopt Resolution 14-14 accepting the 2013 audited Comprehensive Annual Financial Report. The motion carried 6-0-0.

B. Approve PUD Amendment Request

CEO Simich stated that with addition of eight new MCI vehicles in 2014 and 2015 and with future acquisition of small/mid-sized vehicles, additional space is needed at Eden Prairie garage facility to accommodate said vehicles. Additional staff parking will also be required.

The least costly approach would be to add a separate bus wash building and make some modifications to the current facility.

Staff requests authorization to present plans to City of Eden Prairie for review and approval.

Motion: Rohe motioned, seconded by Roepke to authorize the CEO to submit a request to the City of Eden Prairie to amend the current PUD regulating the Eden Prairie Garage site for an addition of an out-building for bus washing; additional staff parking; and adding a canopy over the existing fueling station. The motion carried 6-0-0.

C. SWLRT Memo of Understanding

CEO Simich stated that the Memo of Understanding (MOU) pertains to overriding goals to be followed when drafting the operating lease agreement between SouthWest Transit and Metropolitan Council for joint occupancy of SouthWest Station in Eden Prairie.

Simich further stated that not all issues and agreement language have been agreed upon and suggested that action on this item be tabled.

Motion: Aho motioned, seconded by Roepke to continue the item to next Commission meeting. The motion carried 6-0-0.

D. Approve TMG Contract Assignment

CEO Simich stated that TMG/AJ Indoor Advertising, the firm which produced SWT bus wraps and ramp advertising, has been purchased by AllOver Media.

Staff, with assistance from audit firm KDV, conducted due diligence of AllOver Media; the findings checked out favorably.

Staff also met with principals of AllOver Media to ensure the business approach SWT had with TMG remains intact including understanding SWT values and goals.

Motion: Roepke motioned, seconded by Collis King to adopt Resolution 14-15 approving the assignment of the contract currently in place with Trans Media Group (TMG) for Bus Wraps, Ramp and Indoor Advertising to AllOver Media and authorizes execution by the CEO with the changes noted.

E. Update Drug & Alcohol Policy

Chief Operating Officer Jacobson stated that as part of recent Metropolitan Council audit of SWT, one of preliminary findings includes minor issues relating to SWT Drug and Alcohol policy. Policy has been updated to correct said issues.

Motion: Rohe motioned, seconded by Aho to adopt Resolution 14-13 adopting the updated Drug and Alcohol Policy as presented. The motion carried 6-0-0.

F. Present Quarterly Ridership Report

COO Jacobson presented ridership information for the period January through March 2014. Total ridership was 250,619 representing a 10.9% increase over the same period of 2013.

No motion required. For discussion only.

G. Present Thrive/Policy Plan Update

COO Jacobson stated that the Transportation Policy Plan (TPP) developed by Metropolitan Council in conjunction with MnDOT, Transportation Advisory Board (TAB) and other public entities is the region's long range transportation plan. The TPP is required to be updated every four years, in conjunction with the Thrive 2040 plan.

SWT, as well as the Cities of Chanhassen, Chaska and Eden Prairie and Carver County provided input on various subjects.

TPP is currently in preliminary draft form; official comment period begins August 4 and closes on September 18, 2014.

No motion required. For discussion only.

H. Approve Verizon Lease Agreement

CEO Simich stated that Verizon has approached staff about possibility of placing antennas on elevator tower of SouthWest Village. Antennas would be constructed behind stealth screen in a space not utilized for parking on second level of parking ramp.

Verizon will pay SWT \$20,000 annually with 2% yearly escalation in rent.

Motion: Aho motioned, seconded by Wilczek to adopt Resolution 14-12 authorizing the CEO to enter into a five year contract with three additional five year options with Verizon for the purpose of allowing a cellular tower to be placed on the SouthWest Village Transit Station. In return for allowing this, Verizon will pay SWT a total of \$20,000 annually, with a 2% yearly escalation in the rent.

I. Legislative "Final Results" Update

COO Jacobson reviewed issues of importance from the current Legislative Session, as of May 15. The Session must adjourn by May 19.

- Regional Transit Bonds
- Joint Powers Sales Tax
- Omnibus Supplemental Budget Bill
- Capital Investment – CASH Bill
- Capital Investment Bill

No motion required. For discussion only.

VII. UPDATES

VIII. COMMISSION AND CITY COMMENTS

IX. ADJOURNMENT

Motion: Wilczek motioned, seconded by Rohe to adjourn. The motion carried 6-0-0. The meeting was adjourned at 8:15 p.m.

May 22, 2014 SouthWest Transit Commission Minutes Prepared By: Linda Spevacek

Approved by: Linda Spevacek
secretary

Date: 6/26/14