

# SOUTHWEST TRANSIT COMMISSION MINUTES

August 21, 2014 – 6:30 PM  
SouthWest Station  
Commission Chambers

## COMMISSION MEMBERS

Jerry McDonald  
Nancy Tyra-Lukens  
Jay Rohe  
Jody Collis King  
Dan Wilczek  
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

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

- Local service planning study

### I. CALL TO ORDER

The meeting was called to order by Chair McDonald at 6:34 p.m.

### II. PUBLIC COMMENT

Arlene McCarthy of Metropolitan Council stated that the Metropolitan Council has heard and understands SouthWest Transit's concerns and needs regarding the Memo of Understanding re joint operation of SouthWest Station; and noted the lack of operating or capital funds as a concern for entire regional system.

### III. APPROVAL OF AGENDA

Chief Executive Officer Simich requested that Item B: Investment of SWT Funds be removed from the agenda.

**Motion:** Tyra-Lukens motioned, seconded by Collis King to approve the agenda as amended. The motion carried 6-0-0.

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

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

### V. CONSENT

A. Approve Minutes of 6/26/14 Meetings

- B. Accept Current Financial Statements
- C. Ridership Update
- D. Records Retention Procedure
- E. EP Garage Lighting Improvements
- F. EP Garage Floor Sealing Change Order
- G. EP Garage Floor Scale Repair
- H. EP Garage Access System Upgrade
- I. SW Station Ramp Repairs

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

**VI. NEW BUSINESS**

A. Memo of Understanding re Joint Operation of SouthWest Station

CEO Simich reviewed past discussions regarding proposed Memo of Understanding (MOU) between SouthWest Transit and Metropolitan Council. Simich stated that to date nine versions of said MOU have been drafted; over thirty meetings have been held to discuss/negotiate the MOU. To date it appears that all but one, the “provision and funding of a local service network” have been agreed to in principle.

Commission members stated that their cities of Chanhassen, Chaska and Eden Prairie all want to expand local services.

**Motion:** Rohe motioned, seconded by Collis King to adopt Resolution 14-27 stating that the proposed MOU between SouthWest Transit and the Metropolitan Council regarding cohabitation of SouthWest Station is hereby rejected.

The motion carried 6-0-0.

B. Snow Plow Contract

Maintenance & Facilities Director LaFrance stated that SWT released a Request for Bid (RFB) for snow removal at its park and ride facilities for the next three snow seasons, ending in 2017. Six companies were invited to submit a bid; RFB was also advertised in Chanhassen Villager. Vendors were allowed to propose for individual work pieces or any combination.

Bids received:

<u>Proposer</u>	<u>Piece one, east, SW Station</u>	<u>Piece two, central, SW Village &amp; Chanhassen Station</u>	<u>Piece three, west, East Creek &amp; Clover Field</u>	<u>Total</u>
Windsor Companies	\$46,000.00	\$43,200.00	\$39,200.00	\$128,400.00
Landscape 2000	No price submitted	No price submitted	\$56,500.00	\$56,500.00
StoneScapes	\$51,340.00	No price submitted	\$51,351.00	\$102,691.00

**Motion:** Roepke motioned, seconded by Collis King to adopt Resolution 14-21 authorizing its Chief Executive Officer to execute an agreement with LAC Enterprises Inc. doing business as Windsor Companies in the amount not to exceed \$128,400 for Snow Removal for SouthWest Transit Park & Ride locations, beginning October 14, 2014 and continuing through May 1, 2017. The motion carried 6-0-0.

C. Service Plan Update

Manager of Planning & Customer Experience stated that August 25 and September 2 service changes predominantly consist of budgeted seasonal additions related to school being back in session.

**No motion required. For discussion only.**

D. Metropolitan Council Transportation Policy Plan (TPP)

Chief Operating Officer Jacobson stated that comments on the Transportation Policy Plan are to be submitted to Metropolitan Council by October 1, 2014. Jacobson provided preliminary draft comments to Commission for review and input.

At September Commission meeting, staff will present final list of comments for Commission approval; comments will be forwarded to Metropolitan Council by October 1.

**No motion required. For discussion only.**

VII. UPDATES

VIII. COMMISSION AND CITY COMMENTS

IX. ADJOURNMENT

**Motion:** Roepke motioned, seconded by Rohe to adjourn. The motion carried 6-0-0. The meeting was adjourned at 8:03 p.m.

August 21, 2014 SouthWest Transit Commission Minutes Prepared By: Linda Spevacek

Approved by: 

Date: 9/25/14

*Recording Secretary*