

SOUTHWEST TRANSIT COMMISSION MINUTES

September 25, 2014 – 6:30 PM
SouthWest Station
Commission Chambers

COMMISSION MEMBERS

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:

- Preliminary Budget for 2015

I. CALL TO ORDER

The meeting was called to order by Acting Chair Rohe at 6:30 p.m.

II. PUBLIC COMMENT

III. APPROVAL OF AGENDA

Chief Executive Officer Simich requested that Item G. Submit Draft Budget for 2015 to Metropolitan Council be added to the Consent Agenda.

Motion: Roepke motioned, seconded by Wilczek to approve the agenda as amended. The motion carried 4-0-0.

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

Motion: Collis King motioned, seconded by Roepke to approve the payment of claims. The motion carried 4-0-0. Roll Call Vote: Rohe, yes; Collis King, yes; Wilczek, yes; Roepke, yes.

V. CONSENT

- Approve Minutes of 8/21/14 Meetings
- Accept Current Financial Statements
- Amend SWT Procurement Policy
- Approve Vehicle Wheel Balancer Replacement
- Award Contract for EP Garage Exterior Building Caulk Replacement
- Amend Agreement with Paragon Restoration for 2014 SWS Parking Ramp Repairs
- Submit Draft Budget for 2015 to Metropolitan Council

Motion: Roepke motioned, seconded by Collis King to approve the Consent items. The motion carried 4-0-0.

VI. NEW BUSINESS

A. Award Contract for 2015 Audit

CEO Simich stated that staff requested proposals for audit services for the three year period ended December 31, 2016 from six CPA firms:

HLB Tautges Redpath, Ltd.
Kern DeWenter, Viere, Ltd (KDV)
Conway Deuth & Schmiesing, PLLP
Schlenner Wenner & Co.
Baker Tilly Virchow Krause, LLP
Malloy, Montague, Karnowski, Radosevich & Co. P.A. (MMKR)

Proposals were received from Malloy, Montague, Karnowski, Radosevich & Co., P.A. (MMKR) and Kern DeWenter, Viere, LTD. (KDV). The proposals of the two firms were evaluated by AEM Financial Consultants based on the response to the technical proposal and the separate dollar cost estimate.

Motion: Roepke motioned, seconded by Collis King to adopt Resolution 14-33 approving the appointment of Kern, DeWenter, Viere, Ltd. (KDV) as the CPA firm to conduct the annual audit of SWT for the three years ended December 31, 2014, 2015 and 2016.

The motion carried 4-0-0.

B. Approve Comments to Metropolitan Council Transportation Policy Plan (TPP)

Chief Operating Officer Jacobson stated that the public comment period for the Metropolitan Council's Draft 2040 TPP ends on October 1.

SWT comments were provided to the Commission in August. Primary addition to the comments is a show of support for the comments being submitted by the Suburban Transit Association and Carver County.

Motion: Collis King motioned, seconded by Wilczek to adopt Resolution 14-28 approving the submittal of SWT's comments regarding the Metropolitan Council's Draft 2040 Transportation Policy Plan. The motion carried 4-0-0.

C. Final Design Contract at Eden Prairie Garage

COO Jacobson stated that the purpose of this project is to provide additional space to store vehicles related to scheduled service expansions; consider automating bus washing; and renovate the fueling area.

Staff solicited three quotes from architectural firms on the pre-approved Professional Services vendors list for the final design and RFP/contract preparation. Two responses requested: 1) Proposal Amount; and 2) time it would take to complete the job.

Final Design Proposer	RFP/Contract Cost	Total Preparation Cost	Weeks to Cost	Completion
LSA Design	\$52,500	\$5,600	\$58,100	6 to 7
Hay Dobbs	\$50,900	\$3,090	\$53,990	6
Wendel	\$47,000	\$5,000	\$52,000	5

Motion: Roepke motioned, seconded by Wilczek to adopt Resolution 14-36 authorizing its CEO to enter into a contract with Wendel for final design and RFP/Contract preparation related to making improvements to the Eden Prairie Bus Garage for a price not to exceed \$52,000 plus normal reimbursable expenses. The motion carried 4-0-0.

D. Approve Two-way Bus Radio Replacement

COO Jacobson stated that twenty-one bus and three portable two-way radios have reached the end of their useful life and are scheduled to be replaced in 2014. Due to a need for additional portable radios and changes in technology, staff will purchase an additional four portable two-way radios and related equipment, included will be eleven universal charging stations, twenty backwards compatible lithium ion batteries, and ten portable radio earpieces.

Motion: Collis King motioned, seconded by Wilczek to adopt Resolution 14-34 authorizing its Chief Executive Officer to execute an agreement with Paul's Two Way Repair in the amount not to exceed \$83,950.00 for procurement of Two-way Bus Radio Replacement. The motion carried 4-0-0.

E. Approve Vehicle Maintenance Column Lift Replacement

COO Jacobson stated that per SWT's asset management plan, column lifts currently in use by SWT's Maintenance Department have reached the end of their useful life cycle and are due for replacement. New equipment will be purchased from Rotary Lifts which has a contract with HGACBuy, a government purchasing consortium which has completed a competitive bidding process and satisfies statutory bidding requirements.

Motion: Roepke motioned, seconded by Wilczek to adopt Resolution 14-35 authorizing its Chief Executive Officer to execute an agreement with Rotary Lift in amount not to exceed \$115,000 for the replacement of column lifts. The motion carried 4-0-0.

F. Approve Plymouth Contract

COO Jacobson stated that SWT put forward a proposal to provide assistance on a temporary basis through the remainder of 2014 to the City of Plymouth for its transit service. Should this arrangement work out for both parties, discussions would take place later this year regarding a longer term relationship.

Some areas the contract would include are:

- Administration/Planning/Contract Oversight/Marketing/Public Relations
- Customer Service/Quality Control
- Report Preparation on Monthly Performance Statistics
- Vehicle Maintenance
- Technology

Motion: Collis King motioned, seconded by Roepke to authorize its CEO to enter into an agreement with the City of Plymouth to provide contract management services for the period October 1, 2014 through December 31, 2014. The motion carried 4-0-0.

VII. UPDATES

VIII. COMMISSION AND CITY COMMENTS

IX. ADJOURNMENT

Motion: Collis King motioned, seconded by Wilczek to adjourn. The motion carried 4-0-0. The meeting was adjourned at 7:13 p.m.

September 25, 2014 SouthWest Transit Commission Minutes Prepared By: Linda Spevacek

Approved by: Linda Spevacek
recording
secretary

Date: 10/30/14