

SOUTHWEST TRANSIT COMMISSION MINUTES

October 30, 2014 – 6:30 PM
SouthWest Station
Commission Chambers

COMMISSION MEMBERS

Jerry McDonald
Jay Rohe
Brad Aho
Jody Collis King (*left at 7:45 pm*)
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 & Customer Experience

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

- 2014 Budget Amendment & Preliminary 2015 Budget

I. CALL TO ORDER

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

II. PUBLIC COMMENT

III. APPROVAL OF AGENDA

No changes were requested to the Agenda.

Motion: Aho motioned, seconded by Collis King to approve the agenda as presented. The motion carried 5-0-0.

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

Motion: Rohe motioned, seconded by Wilczek to approve the payment of claims. The motion carried 5-0-0. Roll Call Vote: McDonald, yes; Rohe, yes; Aho, yes; Collis King, yes; Wilczek, yes.

V. CONSENT

- A. Approve Minutes of 9/25/14 Meeting
- B. Accept Current Financial Statements
- C. Accept Ridership Report
- D. Statutory Tort Liability Waiver

Motion: Collis King motioned, seconded by Wilczek to approve the Consent items. The motion carried 5-0-0.

VI. NEW BUSINESS

A. Adopt 2014 Budget Amendments

Chief Executive Officer Simich stated that the requested budget amendments are those additional changes to the budget since the budget was last amended at the Commission meeting on June 26, 2014. The General Fund revenue budget will increase by \$528,500 and the General Fund expenditure budget increases by \$972,730.

Detail on budget impact to the General Fund; Capital and Equipment Fund; SWT Development Capital Fund; and Energy Savings Debt Service Fund was presented.

Motion: Aho motioned, seconded by Collis King to adopt Resolution 14-39 approving the following 2014 budget amendments:

- The General Fund revenue budget estimates have been increased by \$528,500 due primarily to increase in the estimated MVST revenue, and
- The General Fund expenditures budget estimates have been increased by \$972,700 due primarily to changes in the timing of new services and the need to finance the Capital and Equipment Fund expenditures (capital cost of operations) identified in the transportation asset management plan, and
- The Capital & Equipment Fund expenditures budget has been eliminated because the expenditures will be reported in the General Fund as capital cost of operations, and
- The SWT Development Fund amended revenue budget reflects the sale of property, the related interest on the contract for deed and the reduction in property lease payments; and
- The Energy Savings Debt Service Fund revenue budget is amended to reduce the uncertainty of Met Council financing a portion of the annual debt service.

The motion carried 5-0-0.

B. Approve CIP Update

CEO Simich stated that staff is in process of updating the Capital Improvement Plan (CIP), much of which is generated through the Asset Management Plan. The Metropolitan Council recently requested that all providers submit an update to their existing CIP by November 7, 2014.

Motion: Rohe motioned, seconded by Collis King to amend its 2015-2020 Capital Improvement Plan (CIP) as recommended at the October 30th meeting. The motion carried 5-0-0.

C. Authorize Investment of SWT Funds

CEO Simich stated that SWT currently has slightly more than \$5,000,000 in a money market account at Flagship Bank earning .45% annually. SWT also has \$2,600,000 invested at Flagship Bank in certificates of deposit maturing at various times thru September, 2015 that earn interest at the rate of .60%. SWT has reviewed its cash flow requirements and determined that SWT has sufficient cash flow to allow for the investment of \$2,000,000 for a period up four years.

Staff is recommending investment of \$2,000,000 maturing in 18 to 48 month certificates of deposit (CD's) with Flagship Bank.

Commission requested more information on investing money in local banks.

Motion: Rohe motioned, seconded by Aho to continue this item to a future meeting. The motion carried 5-0-0.

D. Accept GFOA Award

CEO Simich stated that for the eighth consecutive year, SWT has been awarded the Excellence in Financial Reporting award issued by the national Government Finance Officers Association (GFOA) and requested that the Commission recognize SWT's Finance division for receiving the award.

Commission thanked staff for their efforts in obtaining this award.

No motion required. For discussion only.

E. Authorize CMAQ Grant Applications

Manager of Planning & Customer Experience Fyten presented two Congestion Mitigation Air Quality (CMAQ) grant applications for Commission consideration.

169 Park & Ride – Fyten stated that in looking to SWT's future service delivery, the Highway 169 corridor is next logical collection area for ridership. The possibility exists of this being a shared opportunity with Minnesota Valley Transit Authority (MVTA).

Electric-Powered Expansion Vehicles – Fyten stated that SWT has plans to expand its local service market in 2015 with a key component of the midday service being an express connector service along Hwy 212. This type of vehicle would be more eco-friendly and would result in significant savings on fuel.

Fyten stated that the request is for approval to submit grant applications; would come back to Commission for approval if grants are awarded.

Motion: Aho motioned, seconded by Collis King to adopt Resolutions 14-46 & 14-47 authorizing its Chief Executive Officer to submit two separate Congestion Mitigation Air Quality (CMAQ) grant applications to the Metropolitan Council for 1) The acquisition of land and the construction of a park and ride facility in the Highway 169/SWT service corridor north of the Minnesota River and 2) The acquisition of two electric-powered expansion vehicles and ancillary infrastructure to operate planned connector service in the SWT service area. The motion carried 5-0-0.

F. Authorize Conversion of Second 30' Gillig to Trolley Style

Chief Operating Officer Jacobson stated that at its April 10, 2014 meeting, Commission approved converting one of two new 30 foot Gillig buses into a trolley at a cost not to exceed \$60,000.

Staff believes using this style of vehicle for local service has a stronger market appeal and helps draw attention to SWT in general, and is requesting approval to convert the second 30 foot Gillig into a trolley.

Motion: Rohe motioned, seconded by Wilczek to adopt Resolution 14-45 authorizing its Chief Executive Officer to enter into an agreement with Gillig Corporation for the purpose of converting the second of two 30 foot Gillig buses into a trolley at a cost not to exceed \$60,000. The motion carried 5-0-0.

- G. Authorize Bus Surveillance Camera System Upgrade *and*
- H. Bus Surveillance Management System Purchase

Chief Operating Officer Jacobson stated that the SWT fleet currently has a video surveillance system installed that assists staff with driver safety, customer safety and accident investigation. Staff is recommending expanding system with additional cameras and upgraded Digital Video Recorder (DVR) for 26 buses.

Staff also recommends procurement of Camera System Video and Data Management Software to better manage oversight of the health of SWT camera systems.

Motion: Rohe motioned, seconded by Aho to:

- adopt Resolution 14-42 authorizing its Chief Executive Officer to execute an agreement with Seon in the amount not to exceed \$108,000.00 for procurement of Camera System upgrades for 26 buses; and
- adopt Resolution 14-43 authorizing its Chief Executive Officer to execute an agreement with Seon in the amount not to exceed \$47,000.00 for procurement of Camera System Video and Data Management Software.

The motion carried 5-0-0.

- I. Authorize Bus WiFi Internet Access Upgrade

Chief Operating Officer Jacobson stated that SWT currently has Wi-Fi routers installed throughout the bus fleet providing free Wi-Fi internet access to its passengers. Based on customer feedback and testing, current routers cannot accommodate increasing demand for internet bandwidth.

Staff is proposing installing new routers with more bandwidth which will allow easy updates as new technologies emerge. The new routers will also provide SWT the opportunity to advertise through the Wi-Fi.

Motion: Aho motioned, seconded by Collis King to adopt Resolution 14-44 authorizing its Chief Executive Officer to execute an agreement with DH Wireless Solutions in the amount not to exceed \$112,000.00 for procurement of WiFi Router upgrades for 75 buses... The motion carried 5-0-0.

- J. Approve Bus Graphics

CEO Simich stated that the agency has begun a migration from copper/brown logo to new green look. Staff is requesting approval to replace the logo on 35 SWT MCI coach vehicles.

Motion: Rohe motioned, seconded by Wilczek to adopt Resolution 14-48 authorizing its CEO to enter into an agreement with HM Sign Company for the purpose of removing the current SW logo on 35 coach vehicles and replacing them with the new style green logo with a white reflective border at a cost not to exceed \$70,000. The motion carried 5-0-0.

K. Approve Purchase of Access System Card Readers

Maintenance & Facilities Director LaFrance stated that due to remodeling, omission or oversight at time of construction, various doors at Chanhassen Station, SouthWest Village and East Creek are not connected to the electronic access system. Staff recommends integrating these doors into access system by installing card readers with electronically operated locks. Resulting advantages would include: no need to rekey for security when hard key is lost; ability to track who accesses areas and when; ability to remotely lock and unlock doors for contractors or special events.

Motion: Collis King motioned, seconded by Wilczek to adopt Resolution 14-37 authorizing its Chief Executive Officer to execute an agreement with Siemens Industry, Inc. for an amount not to exceed \$54,000 for Access System Card Readers at Park & Ride Locations. The motion carried 5-0-0.

L. Approve Maintenance Facility Shop Bay Door Replacement

Maintenance & Facilities Director LaFrance stated that three shop bay doors are planned for replacement. High-speed rubber doors offer energy efficiencies; open and close quickly; and are easier to maintain.

SWT sought proposals for rubber doors with installation; two companies submitted proposals:

Twin City Garage Door	\$84,000
PB Distribution, Inc. DBA Phil's Garage Door Service	\$103,512

Motion: Aho motioned, seconded by Collis King to adopt Resolution 14-41 authorizing its Chief Executive Officer to execute an agreement with Twin City Garage Door Company in the amount of \$84,000.00 for Maintenance Facility Shop Bay Door Replacement. The motion carried 5-0-0.

VII. UPDATES

VIII. COMMISSION AND CITY COMMENTS

IX. ADJOURNMENT

Motion: Rohe motioned, seconded by Wilczek to adjourn. The motion carried 4-0-0. The meeting was adjourned at 8:10 p.m.

October 30, 2014 SouthWest Transit Commission Minutes Prepared By: Linda Spevacek

Approved by: Linda Spevacek

Date: 12/17/14

Recording Secretary