

February 2021 SouthWest Transit Commission Packet

SouthWest Transit Commission Meeting

February 25, 2021

Work Session - 6:00 pm

Commission Meeting – 7:00 pm

(upon completion of work session)

Eden Prairie Garage

14405 West 62nd St



SOUTHWEST TRANSIT COMMISSION AGENDA

Thursday, February 25, 2021

Work Session – 6:00pm

Commission Meeting – Approx. 7:00 pm (upon completion of work session)

Via Video or Phone

CEO and Administrative Staff will be present at the SWT Garage/Administrative Facility Training Room

Using a Computer (allows viewing of presentation and guests)

1. Go to <https://zoom.us/j/93222233900?pwd=TTE3TkVDbTdFbTVQY1R3SDBDShJUZz09>
2. Meeting Number: 932 2223 3900
3. Passcode: 279424
4. You can join the meeting 15 mins prior to work session start time.

Using a Phone (audio only)

1. Call 1 312 626 6799
2. Meeting Number: 932 2223 3900
3. Passcode: 279424
4. You can join the meeting 15 mins prior to start time.

NOTICE: Governor Walz has declared a peacetime emergency ([Emergency Executive Order 20-01](#)) in response to COVID-19 and the SouthWest Transit Chair has determined it is not practical or prudent to conduct an in-person Commission meeting for reasons stated in the Governor's Emergency Executive Order. Accordingly, Commission members will participate in this meeting via telephone and the Commission meeting will be conducted under Minnesota Statutes section 13D.021 at the location, date, and time stated above. Members of the public may attend the meeting in person or view [online](#). Once you have dialed into the conference, please identify yourself and mute yourself until you would like to comment.

COMMISSION MEMBERS

Mike Huang – Chair, City of Chaska
PG Narayanan – Vice Chair, City of Eden Prairie
Jerry McDonald – Secretary/Treasurer, City of Chanhassen
Elise Ryan – City of Chanhassen
Bob Roepke – City of Chaska
Mark Freiberg – City of Eden Prairie
Jody Bonnevier - At-Large Commissioner
Joy McKnight – Ex Officio City of Carver

GENERAL COUNSEL

Joshua Dorothy - Attorney

EXECUTIVE STAFF

Len Simich - Chief Executive Officer
Dave Jacobson – Assistant to the CEO
Matt Fyten – Chief Operating Officer
Tony Kuykendall – Maintenance Director
Souriyong Souriya – Finance Director
Al Halaas – First Transit Director/GM

AGENDA

Work Session – 6:00pm

Commission Meeting – Approx. 7:00pm (Upon completion of work session)

- I. PUBLIC COMMENT
- II. APPROVAL OF AGENDA
- III. PAYMENT OF CLAIMS (Rollcall Vote)
- IV. CONSENT
 - A. Approval of Minutes of January 2021 Commission Meeting
 - B. Approval of Financial Statements
 - C. Professional Service Contract – Garage Roof Replacement
 - D. East Creek Station Pre-Cast Repairs
 - E. Heavy Equipment Trailer Purchase
 - F. Skyjack Articulating Boom Lift Purchase
 - G. Emergency Preparedness Plan Updates
 - H. Driver Barriers Purchase
- V. NEW BUSINESS
 - A. Autonomous Vehicle Grant – Matt Fyten
 - B. Legislative Update (to be discussed at the meeting) - Simich
- VI. UPDATES
- VII. ADJOURNMENT

Payment of Claims

SouthWest Transit				
01/20/2021 Thru 02/16/2021				
Meeting Date: 02/25/2021				
Payment of Claims				
Check Number	Vendor Name	Description	Check Date	Check Amount
6802	A TO Z RENTAL CENTER	Propane for the forklift	1/20/21	\$ 52.00
6803	ABC BUS COMPANIES	Vehicle Parts	1/20/21	\$ 1,287.71
6804	ACRYLIC DESIGN ASSOCIATES	Drivers Barriers MCI	1/20/21	\$ 26,047.50
6805	ALLSTATE PETERBILT	Vehicle Parts	1/20/21	\$ 484.49
6806	AVI SYSTEMS, INC.	EPG Construction	1/20/21	\$ 54.31
6807	KEVIN BERG	Reimbursement - Safety Boots	1/20/21	\$ 100.00
6808	CARVER COUNTY	Internet - ECS & CTS	1/20/21	\$ 5,883.80
6809	CDW GOVERNMENT	Fac. & Marketing Software	1/20/21	\$ 4,135.43
6810	CENTERPOINT ENERGY	Heating Payment	1/20/21	\$ 467.41
6811	CENTURYLINK	Telephone Payment	1/20/21	\$ 61.41
6812	COMCAST BUSINESS - CABLE	Cable TV Payment	1/20/21	\$ 354.16
6813	COMCAST BUSINESS	Fiber Internet Service	1/20/21	\$ 1,274.69
6814	CUMMINS NPOWER, LLC	Vehicle Parts	1/20/21	\$ 1,121.46
6815	DACOTAH PAPER CO.	Vehicle Parts	1/20/21	\$ 313.64
6816	DEALER AUTOMOTIVE SERVICES	Vehicle Parts	1/20/21	\$ 27.32
6817	DIESEL COMPONENTS INC.	Vehicle Parts	1/20/21	\$ 773.68
6818	ENV. SYSTEMS RESEARCH INST., INC.	Vehicle Parts	1/20/21	\$ 400.00
6819	FACTORY MOTOR PARTS COMPANY	Vehicle Parts	1/20/21	\$ 719.76
6820	FAIRCHILD EQUIPMENT	Vehicle Supplies	1/20/21	\$ 1,005.62
6821	GRAINGER	Building & Vehicle Supplies	1/20/21	\$ 1,322.65
6822	HAY DOBBS P.A.	Consultant - Garage Expansion	1/20/21	\$ 33,033.25
6823	HENNEPIN COUNTY AR	Radio Service	1/20/21	\$ 624.88
6824	HOGLUND BUS COMPANY	Vehicle Parts	1/20/21	\$ 1,115.23
6825	IMPERIAL SUPPLIES LLC	Vehicle Supplies	1/20/21	\$ 766.77
6826	I-STATE TRUCK CENTER	Vehicle Parts	1/20/21	\$ 93.66
6827	J & R AUTO & RADIATOR	Equipment Repair Service	1/20/21	\$ 339.71
6828	JOHNSON CONTROLS, INC.	Building Maint Service	1/20/21	\$ 2,240.00
6829	KLOOS ELECTRIC, INC.	Electrical Repair	1/20/21	\$ 2,835.99
6830	LIFE INSURANCE COMPANY OF NORTH AMERICA	Life Insurance	1/20/21	\$ 1,120.05
6831	LUMINATOR MASS TRANSIT LLC	Vehicle Parts	1/20/21	\$ 358.58
6832	MENARDS	Building & Vehicle Supplies	1/20/21	\$ 5,150.03
6833	METRO SALES INC.	Copier Maintenance	1/20/21	\$ 233.00
6834	METROPOLITAN FORD OF EDEN PRAIRIE	Vehicle Parts	1/20/21	\$ 366.90
6835	MN PUBLIC TRANSIT ASSOCIATION	Membership Dues	1/20/21	\$ 2,315.00
6836	MYERS TIRE - CHICAGO #12	Vehicle Parts	1/20/21	\$ 157.93
6837	OFFICE DEPOT	Office Supplies	1/20/21	\$ 220.45
6838	O'REILLY AUTOMOTIVE, INC.	Vehicle Supplies	1/20/21	\$ 939.00
6839	POPP COMMUNICATIONS	Telephone Payment	1/20/21	\$ 2,334.63
6840	PPG ARCHITECTURAL FINISHES	Facility Maint	1/20/21	\$ 1,137.21
6841	PRYOR LEARNING SOLUTIONS	Facility Training Membership fees	1/20/21	\$ 499.00
6842	QUALITY RESOURCE GROUP	PO Forms Printing	1/20/21	\$ 472.63
6843	ROYAL TIRE INC.	Tires	1/20/21	\$ 3,926.16
6844	SSI MN TRANCHE 1 ACT 10322006	Subscription US Solar	1/20/21	\$ 1,067.05
6845	SSI MN TRANCHE 3 ACCT: 10327096	Subscription US Solar	1/20/21	\$ 158.61
6846	SUBURBAN CHEVROLET	Vehicle Parts	1/20/21	\$ 536.35
6847	TASC	FSA/HSA Admin Fees	1/20/21	\$ 172.25
6848	TECHSTAR IT SOLUTIONS	Managed IT Services	1/20/21	\$ 945.00
6849	THE AFTERMARKET PARTS COMPANY	Vehicle Parts	1/20/21	\$ 958.97

SouthWest Transit				
01/20/2021 Thru 02/16/2021				
Meeting Date: 02/25/2021				
Payment of Claims				
Check Number	Vendor Name	Description	Check Date	Check Amount
6850	THE HR WEEKLY Business Management Daily	Subscription	1/20/21	\$ 97.00
6851	THE SHERWIN-WILLIAMS CO	Building Supplies	1/20/21	\$ 98.59
6852	TWIN CITY GARAGE DOOR CO.	Garage Door Repair	1/20/21	\$ 3,800.00
6853	UHL COMPANY, INC.	Infrared heating Service	1/20/21	\$ 3,194.00
6854	ULINE ATTN: ACCOUNTS RECEIVABLE	Vehicle Supplies	1/20/21	\$ 984.40
6855	UNIFIRST CORPORATION	Uniforms	1/20/21	\$ 334.50
6856	VERIZON WIRELESS	Wireless Phone	1/20/21	\$ 105.03
6857	VER-TECH LABS	Vehicle Supplies	1/20/21	\$ 8,283.07
6858	WALKER CONSULTANTS	Consultant EPG Roof Replaced	1/20/21	\$ 9,500.00
6859	XCEL ENERGY	Utilities Payment	1/20/21	\$ 108.88
6861	ADAM HEGEHOLZ	Check Re-issue	1/25/21	\$ 1,061.15
6862	MATTHEW VIETH	Payroll Re-issue	1/25/21	\$ 205.94
6863	CITY OF EDEN PRAIRIE	Utilities Payment	1/25/21	\$ 1,715.94
6864	CITY OF EDEN PRAIRIE	Annual Fire Code 2021	1/25/21	\$ 235.00
6865	CITY OF EDEN PRAIRIE	Annual Fire Code 2021	1/25/21	\$ 705.00
6866	ABC BUS COMPANIES	Vehicle Parts	2/3/21	\$ 580.35
6867	ALLSTATE PETERBILT	Vehicle Parts	2/3/21	\$ 95.33
6868	APPLE INC.	MacBook's for iPad Management	2/3/21	\$ 2,796.00
6869	BLUETARP FINANCIAL, INC.	Building Supplies	2/3/21	\$ 120.98
6870	BRAUN INTERTEC CORPORATION	Survey Service	2/3/21	\$ 2,005.00
6871	CENTERPOINT ENERGY	Heating Payment	2/3/21	\$ 6,690.96
6872	CENTURYLINK	Telephone Payment	2/3/21	\$ 121.36
6873	CENTURYLINK	Telephone Payment	2/3/21	\$ 470.70
6874	CHASKA HERALD	Subscription Renewal	2/3/21	\$ 60.00
6875	CITY OF CHASKA UTILITY BILLING	Utilities Payment	2/3/21	\$ 1,775.39
6876	CRYSTEEL	Vehicle	2/3/21	\$ 46.90
6877	DACOTAH PAPER CO.	Vehicle Supplies	2/3/21	\$ 20.81
6878	EDEN PRAIRIE NEWS	SWT Advertising	2/3/21	\$ 1,774.85
6879	FAIRCHILD EQUIPMENT	Vehicle Parts	2/3/21	\$ 72.06
6880	FRANZ REPROGRAPHICS	Monthly Project Fee	2/3/21	\$ 100.00
6881	GRAINGER	Vehicle Supplies	2/3/21	\$ 750.42
6882	GSSC CORPORATE OFFICE	Garage Door Repair	2/3/21	\$ 357.86
6883	GUARDIAN MECHANICAL SERVICE INC.	Building Maint Service	2/3/21	\$ 482.50
6884	INSTALLED BUILDING SOLUTIONS	Garage Expansion	2/3/21	\$ 900.00
6885	JOHNSTONE SUPPLY	Building Supplies	2/3/21	\$ 176.86
6886	KREMER SERVICES	Vehicle Parts	2/3/21	\$ 1,416.80
6887	LIFE INSURANCE COMPANY OF NORTH AMERICA	Life Insurance	2/3/21	\$ 1,110.41
6888	LUBE-TECH & PARTNERS, LLC	Vehicle Supplies	2/3/21	\$ 2,662.78
6889	MENARDS	Building Supplies	2/3/21	\$ 135.32
6890	MVEC, MINNESOTA VALLEY ELECTRIC COOP	Utilities Payment	2/3/21	\$ 3,951.30
6891	NCPERS MINNESOTA	Life Insurance	2/3/21	\$ 64.00
6892	OLD DOMINION FREIGHT LINE, INC.	Shipping Service	2/3/21	\$ 386.09
6893	O'REILLY AUTOMOTIVE, INC.	Vehicle Supplies	2/3/21	\$ 521.00
6894	OTIS ELEVATOR COMPANY	Annual Elevator Maint Service	2/3/21	\$ 8,084.76
6895	PETERSON SHEET METAL, INC.	Garage Expansion	2/3/21	\$ 25,312.15
6896	PPG ARCHITECTURAL FINISHES	Building Supplies	2/3/21	\$ 521.18
6897	PUMP AND METER SERVICES, INC	Garage Expansion	2/3/21	\$ 5,604.22
6898	REPUBLIC SERVICES #894	Trash Removal	2/3/21	\$ 1,221.61

SouthWest Transit

01/20/2021 Thru 02/16/2021

Meeting Date: 02/25/2021

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
6899	JORDAN ROSKE	Reimbursement - Safety Boots	2/3/21	\$ 99.99
6900	ROYAL TIRE INC.	Vehicle Tires	2/3/21	\$ 612.24
6901	SEQUIUM ASSET SOLUTIONS, LLC	Building Supplies	2/3/21	\$ 195.14
6902	LEN SIMICH	Expense Reimb-Misc. Supplies	2/3/21	\$ 235.87
6903	STERLING FENCE INC.	ECS cage installed	2/3/21	\$ 12,291.00
6904	SUBURBAN CHEVROLET	Vehicle Parts	2/3/21	\$ 136.36
6905	SUNDE LAND SURVEYING, LLC	Garage Expansion	2/3/21	\$ 2,712.79
6906	SYNCB AMAZON	Vehicle Supplies	2/3/21	\$ 835.37
6907	THE AFTERMARKET PARTS COMPANY	Fleet Parts	2/3/21	\$ 231.65
6908	T-MOBILE	Bus Wifi	2/3/21	\$ 4,444.78
6909	U.S. BANK EQUIPMENT FINANCE	Copier Lease	2/3/21	\$ 699.00
6910	UHL COMPANY, INC.	Infrared heating Service	2/3/21	\$ 49,575.50
6911	UNIFIRST CORPORATION	Uniforms	2/3/21	\$ 66.90
6912	VERIZON WIRELESS	Wireless Phone	2/3/21	\$ 58.09
6913	VER-TECH LABS	Vehicle Supplies	2/3/21	\$ 185.00
6914	XCEL ENERGY	Utilities Payment	2/3/21	\$ 1,704.15
6915	XCP CORPORATION	GoTo Card Kiosks	2/3/21	\$ 4,450.00
6916	ABC BUS COMPANIES	Vehicle Parts	2/4/21	\$ 952.50
6917	ALLSTATE PETERBILT	Vehicle Parts	2/4/21	\$ 614.61
6918	CITY OF EDEN PRAIRIE	Utilities Payment	2/4/21	\$ 1,656.60
6919	CUMMINS NPOWER, LLC	Vehicle Parts	2/4/21	\$ 15.65
6920	FACTORY MOTOR PARTS COMPANY	Vehicle Parts	2/4/21	\$ 304.03
6921	GRAINGER	Building Supplies	2/4/21	\$ 323.10
6922	GREGERSON, ROSOW, JOHNSON & NILAN, LTD	Prof Fee - Legal Fees	2/4/21	\$ 7,444.65
6923	GARY A. GROEN	Pro Fee- Financial Consultant	2/4/21	\$ 1,400.00
6924	GUARDIAN MECHANICAL SERVICE INC.	Equipment Repair Service	2/4/21	\$ 790.00
6925	KLOOS ELECTRIC, INC.	Electrical Repair	2/4/21	\$ 2,304.31
6926	LANO EQUIPMENT, INC.	Vehicle Parts	2/4/21	\$ 1,311.50
6927	OFFICE DEPOT	Office Supplies	2/4/21	\$ 63.18
6928	PRINTING SYSTEM, INC.	Printing Service	2/4/21	\$ 169.48
6929	STATE OF MINNESOTA	Permit Fees	2/4/21	\$ 16.00
6930	TECHSTAR IT SOLUTIONS	Office 365 Licensing	2/4/21	\$ 945.00
6931	THE AFTERMARKET PARTS COMPANY	Vehicle Parts	2/4/21	\$ 111.99
6932	TWIN CITY GARAGE DOOR CO.	Garage Door Repair	2/4/21	\$ 300.00
6933	UNIFIRST CORPORATION	Uniforms	2/4/21	\$ 66.90
6934	VISUAL IMPACT, LLC	Seat Barriers	2/4/21	\$ 1,727.37
6935	COSTCO WHOLESALE	Building Supplies	2/4/21	\$ 500.00
6936	CARVER COUNTY	Internet - CTS	2/11/21	\$ 1,080.00
6937	CENTERPOINT ENERGY	Heating Payment	2/11/21	\$ 420.66
6938	CENTURYLINK	Telephone Payment	2/11/21	\$ 61.41
6939	COMCAST BUSINESS	Fiber	2/11/21	\$ 37.40
6940	DIGITAL HIGHWAY, INC.	Bus WiFi Router Management	2/11/21	\$ 16,020.00
6941	FACTORY MOTOR PARTS COMPANY	Vehicle Parts	2/11/21	\$ 479.84
6942	FAIRCHILD EQUIPMENT	Vehicle Parts	2/11/21	\$ 642.90
6943	GO INTELLECTUAL CAPITAL, LLC	HR Consultant Service	2/11/21	\$ 9,138.75
6944	GRAINGER	Building Supplies	2/11/21	\$ 4,340.30
6945	GSSC CORPORATE OFFICE	EPG Building Securement	2/11/21	\$ 376.83
6946	HOGLUND BUS COMPANY	Vehicle Parts	2/11/21	\$ 96.77

SouthWest Transit				
01/20/2021 Thru 02/16/2021				
Meeting Date: 02/25/2021				
Payment of Claims				
Check Number	Vendor Name	Description	Check Date	Check Amount
Monthly Reimbursement included in payroll totals				
	Jon Christenson	Cell Phone Allowance		\$ 50.00
	Mike Dartt	Cell Phone Allowance		\$ 50.00
	Matt Fyten	Cell Phone Allowance		\$ 50.00
	Dave Jacobson	Cell Phone Allowance		\$ 50.00
	Dave Jacobson	Car Allowance		\$ 175.00
	Jason Kirsch	Cell Phone Allowance		\$ 50.00
	Tony Kuykendall	Cell Phone Allowance		\$ 50.00
	John Haggenmiller	Cell Phone Allowance		\$ 50.00
	Ben Schuler	Cell Phone Allowance		\$ 50.00
	Kory Simich	Cell Phone Allowance		\$ 50.00
	Joe Towson	Cell Phone Allowance		\$ 50.00
	Justin Ambroz	Cell Phone Allowance		\$ 50.00
	Connor Froemming	Cell Phone Allowance		\$ 50.00
	Tom Glendenning	Cell Phone Allowance		\$ 50.00
	Evan Rozelle	Cell Phone Allowance		\$ 50.00
	Kyle Jackels	Cell Phone Allowance		\$ 50.00
	Len Simich	Cell Phone Allowance		\$ 85.00
	Len Simich	Car Allowance		\$ 712.00
	Kevin Berg	Tools Allowance		\$ 100.00
	Ben Green	Tools Allowance		\$ 100.00
	Dave Huddleston	Tools Allowance		\$ 100.00
	Kyle Jackels	Tools Allowance		\$ 100.00
	Edwin Nama	Tools Allowance		\$ 100.00
	Bradley Peters	Tools Allowance		\$ 100.00
	Jordan Roske	Tools Allowance		\$ 100.00
	Lonnie Van Eps	Tools Allowance		\$ 100.00
	Matt Vieth	Tools Allowance		\$ 100.00
	Steve Michael	Tools Allowance		\$ 100.00
		TOTAL		\$ 2,722.00
		GRAND TOTAL		\$ 566,190.00

Consent

SOUTHWEST TRANSIT COMMISSION MINUTES

Thursday, January 28, 2021

Work Session – 6:00 pm

Commission Meeting – Approx. 6:30 pm (upon completion of work session)

Via Video or Phone

CEO will be at Eden Prairie Garage Training Room in the event
any public is interested in attending in person.

COMMISSION MEMBERS

Mike Huang – Chair, City of Chaska
PG Narayanan – Vice Chair City of Eden Prairie
Jerry McDonald – Secretary/Treasurer City of Chanhassen
Mark Freiberg – City of Eden Prairie
Bob Roepke – City of Chaska
Elise Ryan – City of Chanhassen
Jody Bonnevier - At-Large Commissioner
Joy McKnight – Ex Officio City of Carver

GENERAL COUNSEL

Joshua Dorothy, Attorney

EXECUTIVE STAFF

Len Simich, Chief Executive Officer
Dave Jacobson, Assistant to the CEO
Matt Fyten, Chief Operating Officer
Tony Kuykendall – Maintenance Director
Souriyong Souriya – Finance Director
Al Halaas, Director/GM - First Transit

I. PUBLIC COMMENT AND INTRODUCTION OF NEW COMMISSION MEMBERS

Chair Huang called the meeting to order at 6:46 p.m. and introduced new Commission members Mark Freiberg (City of Eden Prairie), Elise Ryan (City of Chanhassen) and Joy McKnight (Ex-Officio, City of Carver).

II. APPROVAL OF AGENDA

Chief Executive Officer Simich requested the addition of two items to the Agenda:

IV. CONSENT – I. CEO Evaluation

V. NEW BUSINESS – F. Task Force Members

Motion: Roepke motioned, seconded by McDonald to approve the agenda as amended. **Roll**

Call Vote: Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Roepke, yes; Ryan, yes; Bonnevier, yes. The motion carried 7-0-0.

III. PAYMENT OF CLAIMS

Motion: McDonald motioned, seconded by Narayanan to approve the Payment of Claims. **Roll**

Call Vote: Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Roepke, yes; Ryan, yes; Bonnevier, yes. The motion carried 7-0-0.

IV. CONSENT

A. Approval of Minutes of 12/10/2020

Chief Operating Officer Fyten stated that the following corrections had been made to the Minutes:

VI. NEW BUSINESS – D. Skid Steer Procurement – added: The motion carried 6-0-0.

VII. CEO PERFORMANCE EVALUATION - At 8:18 p.m., the Commission went into closed session to review the performance of the CEO. The closed session concluded at 9:13 p.m.

VIII. ADJOURNMENT – The meeting adjourned at 9:13 pm.

- B. **Approval of Financial Statements**
- C. **Fourth Quarter 2020 Ridership**
- D. **Designate Depositories – Resolution 21-03**
- E. **Designate Official Publications – Resolution 21-01**
- F. **Chanhassen Transit Station and SouthWest Village Preventive Maintenance Repairs**
- G. **Garage Door Replacement**
- H. **Purchase Additional Bus Air Purification Systems**
- I. **CEO Evaluation**

Motion: Roepke motioned, seconded by McDonald to approve the Consent items with changes as noted. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, abstain; Roepke, yes; Ryan, abstain; Bonnevier, yes. The motion carried 5-0-2.

V. NEW BUSINESS

A. State of the Agency and 2021 Agency Goals/Major Work Tasks

CEO Simich presented for approval 2021 Goals/Objectives established by Staff Leadership Team. Said Goals/Objectives are divided into four categories: Improve System Quality; Improve System Reliability, Safety and Security; Strengthen the Overall Agency; Major Projects/Tasks. Achievement of said goals results in a maximum performance payment of \$600 per full-time employee as part of employee's performance compensation.

Motion: Narayanan motioned, seconded by Ryan to approve the Agency Goals and Objectives identified for 2021. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Roepke, yes; Ryan, yes; Bonnevier, yes. The motion carried 7-0-0.

B. Updated Internal Controls Policy

COO Fyten stated that revisions to the Internal Controls Policy address four primary areas: Network Security; Wire Transfer and ACH Wire Transfers; Gift Certificates; Payroll Changes. This updated policy strengthens or formalizes many rules or procedures already in place.

Motion: Roepke motioned, seconded by Narayanan to adopt the proposed SouthWest Transit (SWT) Internal Controls Policy. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Roepke, yes; Ryan, yes; Bonnevier, yes. The motion carried 7-0-0.

C. Grant Application for Electric Vehicles – Resolution 21-02

COO Fyten stated that staff has been working with the Center for Transportation and Environment (CTE) to study benefits of operating electric vehicles as part of the SW Prime service. Application calls for purchase of two electric vehicles, electric vehicle charging station, and funds to monitor and study benefits of vehicles in operation.

Motion: Narayanan motioned, seconded by Roepke to adopt Resolution 21-02 authorizing its CEO to submit a Clean Transportation Funding Pilot Program grant application to the Minnesota Department of Transportation (MnDOT) for the purchase and operation of two electric vehicles. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Roepke, yes; Ryan, yes; Bonnevier, yes. The motion carried 7-0-0.

D. Recommended Employee Manual Policy Changes

CEO Simich presented proposed changes/additions to the Employee Policy Manual primarily related to personal leave.

Motion: Narayanan motioned, seconded by McDonald to authorize its CEO to approve the recommended Employee Manual Policy changes. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Roepke, yes; Ryan, yes; Bonnevier, yes. The motion carried 7-0-0.

E. 2020 Agency Awards

CEO Simich requested the Commission approve the following awards:

Friend of Transit: Mayor Jim Hovland for his support for suburban transit and SWT through pro-active leadership, advocacy, and legislative initiatives

Distinguished Career: Brad Aho who has served in an official capacity for SWT for many years and helped shape the organization into the agency it is today.

Motion: Roepke motioned, seconded by McDonald to approve the following awards: Friend of Transit to Mayor Jim Hovland and Distinguished Career to Brad Aho. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Roepke, yes; Ryan, yes; Bonnevier, yes. The motion carried 7-0-0.

F. Task Force Members

CEO Simich requested that Commission members be appointed to serve as Task Force Members.

Commissioner Roepke suggested adding a Strategic Planning subcommittee in the future.

Motion: Narayanan motioned, seconded by Ryan to appoint the following Commission members to serve as Task Force Members for 2021:

Budget & Personnel/Agency Governance Task Force – Chair Huang, Commissioner Freiberg, Commissioner McDonald

Suburban Transit Association – Chair Huang, Vice Chair Narayanan, Commissioner McDonald

Operations/Marketing Advisory Task Force – Commissioner Bonnevier, Commissioner Freiberg, Commissioner Ryan

Roll Call Vote: Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Roepke, yes; Ryan, yes; Bonnevier, yes. The motion carried 7-0-0.

VI. UPDATES

VII. ADJOURNMENT

Motion: Narayanan motioned, seconded by Roepke to adjourn. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Roepke, yes; Ryan, yes; Bonnevier, yes. The motion carried 7-0-0. The meeting adjourned at 9:13 p.m.

January 28, 2021 SouthWest Transit Commission Minutes Prepared By: Linda Spevacek

Approved by: _____

Date: _____



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission
FROM: Souriyong Souriya – Finance Director
DATE: February 18, 2021
SUBJECT: SWT Financial Statements

REQUESTED ACTION: That the SWT Commission approve the preliminary December 2020 Financial Statement, January 2021 Investments and January 2021 Pledged Securities.

BUDGET IMPACT: This action has no budget impact.

BACKGROUND:

Attached to this memo are the following financial statements:

- Preliminary financial review for the year ended December 31, 2020 Financial Statement for General Fund Operating, capital projects and debt service funds.
- The investment of SWT funds into certificates of deposits (CDs) and rate of return from 0.67%-2.75%.
- Five institutions provided the pledged securities for collateral beyond the FDIC insured.

RECOMMENDATION: That the SWT Commission approve the preliminary December 2020 Financial Statement, January 2021 Investments and January 2021 Pledged Securities.



Commission Meeting date 02.25.2021

**Balance Sheet for All Funds
December 2020 - Preliminary Audit**

Balance Sheet Category	Fund Name					Total
	General Fund	Capital State of Good Repairs/Asset Management	SWS Relocation Capital	Grant Projects	Debt Service	
Assets						
Cash & Investments	\$ 6,117,168	\$ 8,032,647	\$ 771,493	\$ -	\$ 152,796	\$ 15,074,104
Accounts Receivable	1,938,548	-	-	-	-	1,938,548
Other Assets	362,166	-	-	-	-	362,166
Total Assets	8,417,882	8,032,647	771,493	-	152,796	17,374,818
Liabilities						
Accounts Payable	398,454	-	104,841	-	-	503,295
Other Liabilities	2,893	33,145	-	-	-	36,038
Total Liabilities	401,347	33,145	104,841	-	-	539,333
Fund Balances						
Beginning Fund Balance-January 2019	4,378,020	10,099,431	1,751,755	-	26,229	16,255,435
Net Change in Fund Balance	3,638,515	(2,099,929)	(1,085,103)	-	126,567	580,050
Total Fund Balances	8,016,535	7,999,502	666,652	-	152,796	16,835,485
Total Liabilities & Fund Balances	\$ 8,417,882	\$ 8,032,647	\$ 771,493	\$ -	\$ 152,796	\$ 17,374,818

2/18/2021



SouthWest Transit
 Revenue and Expenditures for All Funds
 Monthly Financial Report
 YTD December 2020 - Preliminary Audit

Commission Meeting date 02.25.2021

Dec=91.7%

General Fund 100	Final Amended Budget	Current Month Actual	2020 YTD Actual	2020 YTD Balance	% YTD Budget
Revenues					
Passenger Fares	\$ 646,167	\$ 16,914	\$ 673,041	26,874	104.2%
Contract Revenue	25,000	4,678	41,374	16,374	165.5%
CMAQ TMA Grant Revenue	1,730	-	1,730	-	0.0%
CARES ACTS Grant	2,525,156	405,027	2,525,156	-	0.0%
5307 NTD Funding	642,087	188,333	188,333	(453,754)	0.0%
MVST Revenue	7,322,714	694,608	7,518,718	196,004	102.7%
RAMVST Revenue	1,367,121	129,680	1,393,437	26,316	101.9%
Investment Income	10,000	-	13,936	3,936	139.4%
Other Local Revenues	94,500	69,811	125,646	31,146	133.0%
	<u>12,634,475</u>	<u>1,509,051</u>	<u>12,481,371</u>	<u>(153,104)</u>	<u>98.8%</u>
Other Sources					
Insurance Recoveries	-	64,979	106,463	106,463	-
Total Revenue	<u>\$ 12,634,475</u>	<u>\$ 1,574,030</u>	<u>\$ 12,587,834</u>	<u>\$ (46,641)</u>	<u>99.6%</u>
Expenditures					
Administration	\$ 1,280,100	\$ 174,688	\$ 1,243,131	36,969	97.1%
Operations	4,589,000	326,405	4,398,821	190,179	95.9%
Vehicle Maintenance	1,802,800	184,487	1,529,206	273,594	84.8%
Facility Maintenance	1,332,150	140,437	1,215,192	116,958	91.2%
Total Expenditures	<u>9,004,050</u>	<u>826,017</u>	<u>8,386,350</u>	<u>617,700</u>	<u>93.1%</u>
5307 NTD Schedule	642,087	-	-	-	0.0%
Capital Cost Of Operating	758,800	158,423	392,969	365,831	51.8%
Total Expenditures & Capital Cost of Operating	<u>10,404,937</u>	<u>984,440</u>	<u>8,779,319</u>	<u>1,625,618</u>	<u>84.4%</u>
Other Financing Sources					
Transfers In	-	-	-	-	0.0%
Transfers (Out)	170,000	-	170,000	-	100.0%
	<u>10,574,937</u>	<u>984,440</u>	<u>8,949,319</u>	<u>1,625,618</u>	<u>84.6%</u>
Net Change in Fund Balance	<u>\$ 2,059,538</u>	<u>\$ 589,590</u>	<u>\$ 3,638,515</u>		
Fund Balance, January 1			<u>\$ 4,378,020</u>		
Fund Balance, End of Current Period			<u>\$ 8,016,535</u>		
Months of Operating Expenditures			9		
Fund Balance as a % of the Expenditure Budget			<u>77.0%</u>		



SouthWest Transit
 Revenue and Expenditures for All Funds
 Monthly Financial Report
 YTD December 2020 - Preliminary Audit

Commission Meeting date 02.25.2021

Dec=91.7%

All Other Funds	Final Amended Budget	Current Month Actual	2020 YTD Actual	2020 YTD Balance	% YTD Budget
Capital State of Good Repairs/Asset Management Fund					
Revenue	\$ 343,020	\$ 3,325,319	\$ 3,772,693	\$ 3,429,673	1099.8%
Expenditures	5,000	15,805	15,805	(10,805)	0.0%
Transfer In (Out)	(2,073,182)	-	(5,856,817)	3,783,635	0.0%
Net Change in Fund Balance	\$ 2,411,202	\$ 3,309,514	\$ (2,099,929)		
SWS Relocation Capital Projects Fund 338					
Revenue	\$ -	\$ -	\$ 4,281,933	\$ 4,281,933	0.0%
Expenditures	2,210,000	518,158	5,367,035	(3,157,035)	242.9%
Transfer In (Out)	2,210,000	-	-	2,210,000	-
Net Change in Fund Balance	\$ -	\$ (518,158)	\$ (1,085,102)		
Grant Projects Fund 336 & 337 - NTD Grant Funds					
Revenue	\$ -	\$ -	\$ 445,455	\$ 445,455	0.0%
Expenditures	-	-	445,455	(445,455)	0.0%
Net Change in Fund Balance	\$ -	\$ -	\$ -		
Debt Service Fund 407-408					
Revenue	\$ 231,335	\$ -	\$ 1,345,033	\$ 1,113,698	581.4%
Expenditures	264,517	5,281,526	7,245,283	(6,980,766)	2739.1%
Transfer In (Out)	33,182	-	6,026,817	(5,993,635)	18162.9%
Net Change in Fund Balance	\$ -	\$ (5,281,526)	\$ 126,567		

SouthWest Transit					
Pledged Securities Accounts - January 2021					
Security Description	Safekeeping Agent	Maturity Date	Pledged Date	Book Value	Pledged Value
Flagship Bank Minnesota					
Treasury	United Bankers Bank	4/8/2021	12/10/2020	\$ 2,999,615.00	\$ 3,000,000.00
FHLMC - FED Home Loan Mortgages	United Bankers Bank	11/1/2021	8/12/2015	\$ 284,739.12	\$ 283,343.77
FNMA - FED NATL MTG ASSN	United Bankers Bank	8/1/2021	10/23/2012	\$ 270,113.67	\$ 269,094.00
MBS-FNMA/FHLMC	United Bankers Bank	9/1/2027	5/26/2020	\$ 205,121.71	\$ 205,121.71
Wells Natl West	United Bankers Bank	1/17/2023	4/2/2020	\$ 249,000.00	\$ 249,000.00
Wells Fargo NA	United Bankers Bank	10/17/2022	1/9/2020	\$ 249,000.00	\$ 249,000.00
Enerbank USA	United Bankers Bank	9/13/2024	9/25/2019	\$ 247,723.60	\$ 249,000.00
Morgan Stanley	United Bankers Bank	11/14/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
3RD FED SVGS	United Bankers Bank	11/25/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
Comenity Capital Bank CD	United Bankers Bank	4/26/2021	5/16/2016	\$ 249,000.00	\$ 249,000.00
Bank of India	United Bankers Bank	11/27/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
US Treasury Notes	United Bankers Bank	4/30/2021	10/6/2016	\$ 500,599.84	\$ 500,000.00
US Treasury Notes	United Bankers Bank	7/31/2022	10/6/2016	\$ 749,779.26	\$ 750,000.00
FHLB	United Bankers Bank	6/11/2021	5/25/2018	\$ 500,439.48	\$ 500,000.00
FFCB-FED Credit Bank	United Bankers Bank	9/1/2021	10/6/2016	\$ 500,666.83	\$ 500,000.00
FFCB	United Bankers Bank	10/29/2021	4/2/2020	\$ 499,577.96	\$ 200,000.00
Tax Muni Onamia	United Bankers Bank	2/1/2021	1/10/2020	\$ 235,000.00	\$ 235,000.00
GNMA	United Bankers Bank	8/20/2040	7/20/2018	\$ 139,067.22	\$ 139,067.22
GNMA	United Bankers Bank	1/20/2033	1/20/2021	\$ 172,869.85	\$ 172,869.85
				\$ 8,793,313.54	\$ 8,491,496.55
BankVista					
FDIC	FDIC - State	10/6/2021	6/6/2018	\$ 250,000	\$ 250,000
FDIC	ICS Account	10/6/2021	6/6/2018	\$ 5,428,780	\$ 5,428,780
Tradition Capital Bank					
Edgewood OH City Sch Dist Bond	BMO Harris Bank N.A	12/1/2029	12/19/2019	\$ 533,985	\$ 500,000
Little Blue VLY MO SWR Dist SW Bond	BMO Harris Bank N.A	9/1/2027	9/26/2019	\$ 1,097,870	\$ 1,000,000
Port Neches-Groves TX Indep SC Bonds	BMO Harris Bank N.A	2/15/2026	7/26/2016	\$ 762,971	\$ 695,000
Fed Farm Credit Bank	BMO Harris Bank N.A	4/1/2033	4/1/2013	\$ 968,318	\$ 968,318
Alerus					
FRB Federal Reserve Custody	Bank of North Dakota	4/1/2026	6/22/2016	\$ 349,404	\$ 371,329
Americana Community Bank					
GNMA Pool # MA1119	United Bankers Bank	7/1/2042	8/25/2016	\$ 980,594	\$ 980,594
			Total	\$ 19,165,235	\$ 18,685,517
Summary Total Funds					
		1/31/2021			
Flagship Bank	\$	6,078,454			
BankVista	\$	5,678,780			
Tradition Capital Bank	\$	2,257,515			
Alerus	\$	270,932			
Americana Community Bank	\$	818,424			
Total	\$	15,104,105			
<i>Difference Extra</i>	\$	3,581,412.01			

SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit (SWT) Commission

From: Mike Dartt Facility Engineer

Date: February 17th, 2021

Subject: Eden Prairie Garage (EPG) Professional Services Roof Replacement.

REQUESTED ACTION

That the SWT Commission authorize its Chief Executive Officer to execute an agreement with Walker Consultants in the amount not to exceed \$88,000.00 for the Design and Administration of the EPG Roof Replacement.

BUDGET IMPACT

This project is budgeted in the 2021 budget as part of the larger Roof Replacement project. Funds for the project will come from the 2021 agency capital reserve account.

BACKGROUND

SWT hired Walker Consultants to conduct preventive maintenance inspections in 2020. Walker identified that garages A, B and the Maintenance Shop require roof replacements. Test cuts were made into the roof to review all existing conditions. These test cuts were made at known leak locations where SWT has had previous emergency repairs made. Walker Consultants has been under professional services contracts with SWT for many projects in the past. Walker Consultants possess a full understanding of the needs of SWT when pertaining to said roof replacement project.

The SWT garage is 35 years old. To maintain the garage in a state of good repair, the roof must be replaced.

RECOMMENDATION

That the SWT Commission authorize its Chief Executive Officer to execute an agreement with Walker Consultants in the amount not to exceed \$88,000.00 for the Design and Administration of the EPG Roof Replacement.



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit (SWT) Commission
From: Mike Dartt, Facility Maintenance Engineer
Date: February 17th, 2021
Subject: Repairs to East Creek Station Pre-Cast.

REQUESTED ACTION

That the SWT Commission authorize its Chief Executive Officer to execute an agreement with Western Specialty Contractors in the amount not to exceed \$11,230.00 for Repairs to East Creek Station Pre-Cast.

BUDGET IMPACT

This project is budgeted in the 2021 budget at a cost of \$50,000.00. The low/recommended bid came in under the budgeted amount. Funds will be used from NTD/ working capital to cover the total project cost.

BACKGROUND

SWT performs scheduled monthly preventive maintenance walk-a-rounds for all ramps. In late 2020, cracking of the pre-cast walls was found in the East Creek Station ramp. Walker Consultants was contacted to perform an inspection of the damaged sections of the precast walls.

The maintenance inspection was conducted by Walker Consultants, who provided its professional opinion and assisted in the development of a scoping document for the bid package. Walker Consultants recommendation for repair was to have a chemical grout injected into the cracks to create a waterproof barrier.

The Request for Bid (RFB) was issued by SWT. The RFB attracted five restoration contractors. The results from the five contractors are as follows:

<u>Contractor</u>	<u>Price</u>
Western Specialty Contractors	\$11,230.00
Project Restorations	\$14,681.00
Ram Construction Services	\$14,980.00
Cy-Con Inc.	\$20,000.00
Restoration Systems	\$25,500.00

The recommended vendor has performed work for SWT in the past. Our legal team has reviewed the information and we are compliant with all state regulations.

RECOMMENDATION

That the SWT Commission authorize its Chief Executive Officer to execute an agreement with Western Specialty Contractors in the amount not to exceed \$11,230.00 for Repairs to East Creek Station Pre-Cast.



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit (SWT) Commission

From: Kory Simich, Grounds and Construction Manager
Mike Dartt, Facility Engineer

Date: Feb.3, 2021

Subject: Eby Trailer Procurement

REQUESTED ACTION

That the SWT Commission authorizes its Chief Executive Officer to execute an agreement with: Lano Equipment Not to exceed \$29,600.00 for the purchase of a new Eby heavy equipment trailer.

BUDGET IMPACT

Total cost of the trailer will come from the 2021 capital cost of operation budget.

BACKGROUND

In 2020 SWT brought snow removal in-house. The addition of snow removal and the expansion of in-house facilities and grounds projects has required the purchase of additional equipment. SWT is now in need of a heavy equipment trailer to transport equipment between SWT locations.

The proposed vendor is part of the Department of administration "State Contract" (contract #174223) and has already been competitively bid. Additionally, the recommended vendor, Lano Equipment has provided equipment and performed satisfactory work for SWT in the past.

REQUESTED ACTION

That the SWT Commission authorizes its Chief Executive Officer to execute an agreement with: Lano Equipment Not to exceed \$29,600.00 for the purchase of a new Eby heavy equipment trailer.



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit (SWT) Commission

From: Kory Simich, Grounds and Construction Manager
Mike Dartt, Facility Engineer

Date: Feb.17, 2021

Subject: Purchase of a new Skyjack Articulating Boom Lift.

REQUESTED ACTION

That the SWT Commission authorizes its Chief Executive Officer to execute an agreement with: HERC-U-Lift Not to exceed \$ 91,718.00 for the purchase of a new Skyjack Articulating Boom Lift.

BUDGET IMPACT

The Lift was budgeted in the 2021 budget at \$100,000.00. The low/recommended bid came in under the budgeted amount. The funds for the lift will come from the 2021 capital cost of operation budget.

BACKGROUND

In 2020 SWT brought window washing, building painting and other lift required projects in-house. In the past we have been forced to rent lift equipment capable of reaching project areas. The continual rental of this specialized equipment is extremely expensive. Contractors have often used our equipment to save us time and additional money on projects such as ramp PM's, light replacement, and repairs.

With several large projects coming this year and, in the future, we find that a Boom Lift is a necessary piece of equipment to complete many jobs properly, safely, and cost effectively.

The proposed vendor is a vendor SWT has not done business with however they are well known in the industry.

The Request for Bid was issued by SWT. The RFB attracted three Bids. The results from the three contractors are as follows:

<u>Contractor</u>	<u>Price</u>
HERC-U-LIFT	\$91,718.00
Ziegler Equipment	\$105,326.26
Quality Forklift Sales & Service Inc.	\$101,245.00

REQUESTED ACTION

That the SWT Commission authorizes its Chief Executive Officer to execute an agreement with: HERC-U-Lift Not to exceed \$ 91,718.00 for the purchase of a new Skyjack Articulating Boom Lift.



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Jason Kirsch, IT Manager
Al Halaas, General Manager – First Transit

DATE: February 16, 2021

SUBJECT: SWT Emergency Preparedness Plan (EPP) Updates

REQUESTED ACTION: That the Commission adopt revisions and amendments to the 2021 Emergency Preparedness Plan (EPP) for the Agency.

BUDGET IMPACT: This action has no intrinsic budget implications other than staff training time to optimize agency preparedness and response capabilities. Any proposed or future expenditures discussed in the EPP would be subject to standard Commission approval procedures.

BACKGROUND: The agency has had a robust Emergency Preparedness Plan since 2002 which is updated annually to reflect any changes in threat conditions, communication technology infrastructure, facilities, or organizational knowledge gained through research and exercises. All plans have been reviewed and revised as required. All agency contact lists have been updated to reflect new employees/Commissioners, position/title changes, and critical vendor modifications. The changes are highlighted below:

- **Substantive changes:** The majority of changes were administrative in nature, bringing the plan up to date with updated partnering agreements and changes in internal structure and responsibilities. Due to COVID-19, section 9.3 was updated to cover emergency pay procedure for employees. Section 9.4 was added to cover the requirement by the State of Minnesota to allow SouthWest Transit to remain open during the state wide shutdown and ensure our employees and customers are provided protection from the virus.
- **Administrative changes:** Names/titles and contact numbers for internal use were updated, and any current mutual aid agreements or memos of understanding were re-confirmed or revised to reflect current needs and capabilities. Please see the attached EPP Index document for the scope of the project; each plan was reviewed and administratively revised as necessary to keep it current, topical, and comprehensive.

RECOMMENDATION: That the Commission adopt the 2021 revisions and amendments to the Emergency Preparedness Plan

Introduction

1.0 Emergency Plan Index

- 1.1 Index

2.0 Homeland Security Alert

- 2.1 National Terrorist Advisory System
- 2.2 National Terrorist Advisory System Response Plan

3.0 Crisis Mitigation

- 3.1 Crisis Mitigation Plan
- 3.2 Drill/Training Guide
- 3.3 Agency Security Roles

4.0 Crisis Communications

- 4.1 Confidential Contact List -- **This list is NOT to be copied or distributed with the Plan Manual without prior approval from the Chief Executive Officer**
- 4.2 First Transit Employee Contact List
- 4.3 Emergency Notification Plan
- 4.4 Agency Pager Procedures
- 4.5 Crisis Communications Plan

5.0 Weather Emergencies

- 5.1 Severe Weather Policy
- 5.2 Snow Storm Procedures
- 5.3 Snow Storm Guidelines & Schedule
- 5.4 Summer Storm Plan
- 5.5 Snow Emergency Brochure
- 5.6 SW Prime Snow Emergency

6.0 Vehicle Emergencies

- 6.1 Bus Security Plan
- 6.2 Bus Fire/Smoke Evacuation Plan
- 6.3 Accident Response Plan
- 6.4 Bus Breakdown Response Plan
- 6.5 Vehicle Medical Emergency Plan

7.0 Facility Emergencies

- 7.1 Building Evacuation Plans
 - 7.1.1 *SW Station*
 - 7.1.2 *SW Village*
 - 7.1.3 *Chan Station*
 - 7.1.4 *East Creek*
 - 7.1.5 *Eden Prairie Garage*
- 7.2 Parking Ramp Elevator Alarms
- 7.3 Fuel Spill Procedures
- 7.4 Chemical Spill Procedures
- 7.5 Contaminated Bus/Area Plan
- 7.6 Natural Gas Odor Procedure
- 7.7 Facility Medical Emergency Plan

8.0 Violence Emergencies

- 8.1 Visitor Identification Plan
- 8.2.1 Personal Alarms
- 8.2.2 Code Blue Public Safety Call Box
- 8.3 Disruptive Customer Procedure
- 8.4 Incident Response Plan
- 8.5 Bomb Threat Response Plan
- 8.6 Suspicious Object Response Plan
- 8.7 Internal Violence Response Plan
- 8.8 Public Protest Response Plan
- 8.9 Special Event Security Plan

9.0 Regional Emergencies

- 9.1 Mutual Aid Response Plan
- 9.2 Local Emergency Response Volunteers
- 9.3 Pandemic Outbreak Plan
- 9.4 COVID-19 Preparedness Plan for SWT

10.0 “Agency” Service Recovery

- 10.1 Agency Service Recovery
- 10.2 Alternative Fuel
- 10.3 Alternative Garage
- 10.4 Alternative Fleet
- 10.5 Electronic Data Security
- 10.6 Records Security

11.0 “Route” Service Recovery

11.1 Route Service Recovery Plan

12.0 Post Event Analysis & Planning

12.1 Post Event Analysis & Planning

12.2 Event Checklist

13.0 Future & Proposed Activities

13.1 Industry Statement on Capital Equipment Needs

13.2 Security Capital Investments

13.3 Other Emergency Preparedness Activities

Appendices

Communications

- Rider Notice Procedure
- Rider Notice Template
- Media Tips and Techniques
- Agency Report Card
- Fast Facts for the media

Violence

- Disruptive Rider Policy
- Violence Prevention Policy
- Personal Security for Drivers
- Minnesota Statute 609.855 – Crimes involving Transit

Regional Assistance

- Emergency-Police and Fire – Regional List
- 411 emergency numbers - Regional Partners
- University of Minnesota Emergency Plan
- Mutual Aid Agreement Carver County
- Mutual Aid Agreement Eden Prairie

Forms

- Incident Report
- Incident Checklist
- Accident Checklist
- Road Call Checklist
- Bomb Threat Record
- Pandemic Flu Agency Checklist

Memo Of Understanding

- Biffs Inc.
- Eden Prairie Parks & Rec.
- Hartland / Mansfield Oil Fuel
- Fuel Capacities
- Gross Vehicle Weights



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Tony Kuykendall, Director of Facilities and Vehicle Maintenance

DATE: February 9th, 2021

SUBJECT: Purchase of 30 MCI driver safety barriers

REQUESTED ACTION:

That the SWT Commission authorize its CEO to enter into an agreement with Visual Impact of Minneapolis MN for the purchase of 30 polycarbonate driver safety barriers to be installed by SWT technicians on MCI coach buses at a total cost not to exceed \$72,500.00

BUDGET IMPACT:

The cost of this pandemic improvement was budgeted in the 2021 budget and will come from the general cost of operating fund.

BACKGROUND:

As part of the COVID-19 response plan developed by SWT, we are continuously seeking ways to ensure our drivers and customers remain as safe as possible while operating and riding on SWT buses. These driver barriers are the same units SWT is currently installing on MCI revenue route buses. The addition of these barriers will provide SWT the flexibility to rotate buses as well as add buses to service as needed, while providing enhanced safety to our drivers.

The price for these barriers is locked in for a period of six months, under the original contract with Visual Impact of Minneapolis MN. Visual Impacts is currently able to provide these barriers within 30 days of the order date.

RECOMMENDATION:

That the SWT Commission authorize its CEO to enter into an agreement with Visual Impact of Minneapolis MN for the purchase of 30 polycarbonate driver safety barriers to be installed by SWT technicians on MCI coach buses at a cost not to exceed \$72,500.00

New Business



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit (SWT) Commission

FROM: Matt Fyten, COO

DATE: February 16, 2021

SUBJECT: U.S. Department of Energy Grant Application

REQUESTED ACTION:

That the SouthWest Transit Commission adopt Resolution 20-04 supporting SWT's partnership as part of Bluespace.ai's Research Funding Opportunity application to the Vehicle Technologies Office at the U.S. Department of Energy.

BUDGET IMPACT:

None. As part of the application SWT is providing \$309,000 of in-kind local match over a three-year period for providing of the driver, vehicle, and marketing efforts related to the project. SWT's in-kind match dollars would all be provided using existing agency resources that would already be budgeted.

BACKGROUND:

Staff has been seeking opportunities to be an industry leader in piloting autonomous technologies as part of the agency's services. An autonomous vehicle vendor that staff has had several conversations with over the past two years, Bluespace.ai, approached us about an autonomous technologies research grant through the U.S. Department of Energy, and whether or not we would be interested in demonstrating Level 4 autonomy (full self-driving operations with a safety operator behind the wheel) on our SW Prime service.

Staff indicated SWT is interested in piloting the autonomous technology. The project concept at this point is to retrofit an existing SW Prime vehicle with autonomous driving technologies and allow for it to operate on to be determined city streets in Eden Prairie – with most likely candidates being the Golden Triangle Area and/or the Major Center Area in Eden Prairie.

Since this grant opportunity is focused on research of autonomous technologies and its applicability on a broader scale, we would be signing on as a project partner to Bluespace.ai's application. Other project partners that SWT was able to bring to the table include the University of Minnesota, MnDOT, and the City of Eden Prairie.

Final applications of the grant opportunity are due April 7, 2021, with funding awards being determined in Summer 2021. If awarded, the grant would be for a three-year demonstration period. Staff will keep the Commission updated as we move through the application and award process.

RECOMMENDATION:

That the SouthWest Transit Commission adopt Resolution 20-04 supporting SWT's partnership as part of Bluespace.ai's Research Funding Opportunity application to the Vehicle Technologies Office at the U.S. Department of Energy.



**SOUTHWEST TRANSIT COMMISSION
RESOLUTION #21-04- U.S DEPARTMENT OF ENERGY VEHICLE TECHNOLOGIES OFFICE RESEARCH
FUNDING OPPORTUNITY APPLICATION**

WHEREAS, the SouthWest Transit Commission operates as a Joint Powers entity for the Cities of Eden Prairie, Chaska and Chanhassen to provide transit services under the laws of the State of Minnesota including Statute 473.384, 473.388 and Statute 471.59; and

WHEREAS, SouthWest Transit (SWT) seeks to implement service innovations that will increase operational efficiencies and customer experience;

WHEREAS, SWT seeks to be a national leader in public transit innovations;

WHEREAS, if awarded, this pilot project will inform SWT's future plans related to autonomous vehicles;

WHEREAS, if awarded, this pilot project will allow SWT to test various autonomous vehicle capabilities and measure how the benefit operational safety and customer experience;

WHEREAS, this pilot project will serve as a model of innovation that can be used throughout the transit industry.

NOW THEREFORE BE IT RESOLVED, adopts Resolution 20-04 supporting SWT's partnership as part of Bluespace.ai's Research Funding Opportunity application to the Vehicle Technologies Office at the U.S. Department of Energy.

ADOPTED by the SouthWest Transit Commission on February 25, 2021.

Chair

ATTEST:

Chief Executive Officer

Updates

Operations, Planning, IT, Vehicle Maintenance and Facility Maintenance Updates February 2021

Operations & Planning Updates

Shakopee & Grocery Getter Prime Service – Staff is pleased to report that these services continue to grow and see more regular ridership. They have been well received by both residents and businesses and we will continue to promote the services as broadly as we can.

494 Prime Service – SW Prime service along the I-494 corridor is set to launch Monday, March 15th. The service will provide both on-demand and same day scheduled rides to select locations along the I-494 corridor. Locations include the Normandale Office Park, Best Buy HQ, Normandale Community College, Mall of America, and both Terminals at MSP Airport. The service will have a distanced based fare structure with all rides being \$4 except for the MOA (\$6) and MSP Airport (\$8). Our Driver Supervisors are already hard at work training our drivers for the service and you should start to see marketing materials on the service out there as well.

Lo-No Grants – Staff is currently looking at options for applying for grant funds to the Federal Transit Administration's Low or No Emissions Vehicle Program. While we are already looking at implementing an electric vehicle pilot program on the SW Prime system in 2021, we also want to pursue opportunities to start piloting electric vehicle technologies for our express service. Staff is meeting with the Center for Transportation and Environment to discuss options and will keep the Commission apprised of our efforts as we move forward in the process.

Vaccine Shuttles – Working closely with the City of Chaska, we were able to provide safe socially-distanced transportation for 120 Chaska seniors to go receive their first COVID-19 vaccine shot at the Waconia Event Center. We are committed to assisting our communities with accessing the vaccine in any way we can. This is just one example of those efforts, but we continue to plan for larger vaccine shuttle efforts in the (hopefully) near future.

SWT/MVTA Planning Study – The study is still in its first phases of stakeholder outreach and data gathering. The consultant, Foursquare ITP, will likely be reaching out to Commission members in the near future as part of the study's stakeholder outreach efforts.

Business Outreach Program – Staff has begun a Business Outreach Program. This program is a multitiered approach to contacting several businesses in our three cities plus Shakopee where SWT has just begun service to the northern portion of the city where large employers are like Amazon, Valley Fair, Carver County, St. Frances Hospital and Canterbury Park. In Tier 1, staff has sent an introductory letter to 50 businesses and followed up each letter with phone calls in an effort to discuss what SWT has to offer each business. We have left a lot of voicemails. However, there are a few businesses asking for additional information. The next tier of business outreach is in process that will also include Shakopee businesses.

Replacement Vehicle request – in early November 2020, the Met Council finally agreed on dollar amounts for the purpose of a grant from the Met Council to replace one facility truck that blew an engine and final payment for the sale of a trolley to Duluth Transit Authority (DTA) with one BraunAbility van. At the writing of this update (2-16-21) the grant has not arrived. The Council continues to assure SWT that the grant will be arriving soon.

IT Updates

eMaint (Our new Asset Management Software) configuration is proceeding. After three more sessions, we should have a workable product to test for implementation.

SouthWest Village and East Creek Station will soon have **Ticket Vending Machines** installed to allow passengers to purchase Go-To cards in \$10 or \$20 values. This will work well at these locations that have limited customer service hours.

IT Staff is working on procuring replacement of the **maintenance shop laptops and SW Prime iPads**. These devices are reaching their end of life and will be replaced.

Facilities Maintenance Updates

Facilities has been working hard to keep the **buildings warm** during this extreme cold.

The Garage “B” bay has a **fresh coat of paint** on the north wall and levels 2 and 3 floors have been painted.

Facilities has been busy fielding **bids for the East Creek ramp repairs** and working with Walker Consultants on the future roof replacement.

The new **Fitness Center’s outer shell** is almost 100% complete, currently diamond plating is being installed giving the exterior that clean finished look.

The **Fitness Center locker rooms** are coming along nicely, they will be usable starting next week with only outside touches remaining.

The **Fitness Center Shower** room will be complete tomorrow we are now only waiting on the grout sealer to fully cure. The shower room will be available to staff starting Thursday 2/18.

Facility staff completed **snow removal** from the tops of ramps.

The **new Bobcat** has arrived, we are currently training staff to operate the new Bobcat.

Vehicle Maintenance Updates

Vehicle maintenance technicians have been busy installing **passenger seat barriers**, we have completed 28 of the 30 total buses.

Technicians are currently wrapping up the install of the first 15 **driver safety barriers**.

The vehicle maintenance technicians have been working hard to ensure there are no breakdowns during this recent cold snap, we are happy to report **zero breakdowns** during the last two cold weeks.

We are still awaiting the delivery of our **four new MCI CRT LE low floor coaches**. The delivery of these coaches has been pushed back several times due to issues at the MCI plant.

As a **follow up to the earlier issue with one of our new MCI low floor** coaches being run 4.5 gallons low on oil at the MCI plant. Cummins opened the engine and removed the oil pan where they provided a full inspection. Cummins reported no damage was found; Cummins also provided a clean oil sample showing no unusual metals in the oil. MCI has come back with a 12-year unlimited mileage engine warranty covering all engine failures that are caused by a lack of lubrication. Cummins will warranty the engine for the first 5 years, when the Cummins engine warranty ends MCI will cover the engine against all lubrication failures from years 6-12. We were able to get MCI to spell out coverage of all components that could be affected by a lack of proper oiling.