

SouthWest Transit Commission Packet March 2021

SouthWest Transit Commission Meeting

March 25, 2021

Commission Meeting: 6:00 pm

Work Session: Following Commission Meeting

Meeting Options: In Person (Garage) or Via Video/Phone
CEO and Administrative Staff will be present at the SWT Garage/Administrative
Facility Training Room

Eden Prairie Garage
14405 West 62nd Street
Eden Prairie MN 55346



SOUTHWEST TRANSIT COMMISSION AGENDA

Thursday, March 25, 2021

Commission Meeting – 6:00 pm

Work Session – Following Commission Meeting

Meeting Options: In Person (Garage) or Via Video/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/93106590101?pwd=WHhoaTJQcW4rNmZBQlAzYnNiaDRiUT09>
2. Meeting Number: 931 0659 0101
3. Passcode: 329822
4. You can join the meeting 15 mins prior to meeting start time.

Using a Phone (audio only)

1. Call 1 312 626 6799
2. Meeting Number 931 0659 0101
3. Passcode: 329822
4. You can join the meeting 15 mins prior to meeting 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 –Deputy CEO
Matt Fyten – Chief Operating Officer
Tony Kuykendall – Maintenance Director
Souriyong Souriya – Finance Director
Al Halaas – First Transit Director/GM

AGENDA

Commission Meeting – 6:00pm (prior to the work session)

- I. PUBLIC COMMENT**
- II. APPROVAL OF AGENDA**
- III. PAYMENT OF CLAIMS (Rollcall Vote)**
- IV. CONSENT**
 - A. Approval of Minutes of February Commission Meeting**
 - B. Approval of Financial Statements**
 - C. SW Station Ramp Painting Project - Dartt**
 - D. Garage Caulking Project – Dartt**
 - E. Shop Toughbook Replacement - Schuler**
- V. NEW BUSINESS**
 - A. Legislative Update - Slmich**
 - B. Small Vehicle RFP - Fyten**
 - C. Letter of Intent – SW Village Property - Simich**
 - D. Low-No Grant Submittal - Fyten**
- VI. UPDATES**
- VII. ADJOURNMENT**

Work Session (at the conclusion of the Commission Meeting)

- 1. Strategic Plan Update**
- 2. Changes/Priorities/Threats/Opportunities**
- 3. Vision “Future Services”**

Payment of Claims

SouthWest Transit

02/17/2021 Thru 03/17/2021

Meeting Date: 03/25/2021

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
6967	A TO Z RENTAL CENTER	building supplies	2/19/21	\$ 234.35
6968	BACHMANS EDEN PRAIRIE	building supplies	2/19/21	\$ 395.34
6969	CENTERPOINT ENERGY	Heating Payment	2/19/21	\$ 557.20
6970	CUSTOM COMMUNICATIONS INC.	CTS - Fire/Burg. Monitoring	2/19/21	\$ 433.50
6970	CUSTOM COMMUNICATIONS INC.	ECS - Fire/Burg. Monitoring	2/19/21	\$ 433.50
6970	CUSTOM COMMUNICATIONS INC.	EPG - Fire/Burg. Monitoring	2/19/21	\$ 244.50
6970	CUSTOM COMMUNICATIONS INC.	SWS - Fire/Burg. Monitoring	2/19/21	\$ 178.50
6970	CUSTOM COMMUNICATIONS INC.	SWV - Fire/Burg. Monitoring	2/19/21	\$ 337.50
6971	DUKE AERIAL, INC.	Vehicle Supplies	2/19/21	\$ 18.75
6972	ECOLAB FOOD SAFETY SPECIALTIES	building supplies	2/19/21	\$ 297.84
6973	ERIC COLLIER MEDIA	Marketing Service	2/19/21	\$ 280.00
6974	FIRST TRANSIT, INC.	Jan Operating Expenses	2/19/21	\$ 191,923.80
6975	GRAINGER	Vehicle Supplies	2/19/21	\$ 15.95
6976	JOHN HAGGENMILLER	Expense Reimb - Mileage	2/19/21	\$ 77.28
6977	HEALTHPARTNERS	Health & Dental Jan & Feb Insurance	2/19/21	\$ 49,905.54
6978	HOGLUND BODY & EQUIPMENT, INC.	Vehicle Repair	2/19/21	\$ 1,541.60
6979	HOME DEPOT CREDIT SERVICES	building supplies	2/19/21	\$ 1,868.78
6980	LANO EQUIPMENT, INC.	Bobcat Equipment	2/19/21	\$ 62,874.53
6981	LIFE INSURANCE COMPANY OF NORTH AMERICA	LTD and Life Benefit Insurance	2/19/21	\$ 5,657.44
6981	LIFE INSURANCE COMPANY OF NORTH AMERICA	LTD and Life Benefit Insurance	2/19/21	\$ 2,271.61
6981	LIFE INSURANCE COMPANY OF NORTH AMERICA	LTD and Life Benefit Insurance	2/19/21	\$ 5,486.26
6982	MENARDS	building supplies	2/19/21	\$ 348.22
6983	NATE REINHARDT (MNGFOA 2020 TREASURER)	MNGFOA membership renewal	2/19/21	\$ 70.00
6984	RIDGEVIEW MEDICAL CENTER	Refund for over charges	2/19/21	\$ 610.00
6985	ERIC SCHUMAN	Expense Reimb - Office Supplies	2/19/21	\$ 40.88
6986	SHAKOPEE CHAMBER OF COMMERCE	Membership fee	2/19/21	\$ 350.00
6987	TAGOVE LIMITED	Cust. Serv. Chat Software	2/19/21	\$ 3,360.00
6988	TASC	COBRA - Admin Fee	2/19/21	\$ 29.20
6988	TASC	FSA/HSA	2/19/21	\$ 172.25
6988	TASC	Retiree - Admin Fees	2/19/21	\$ 22.58
6989	UPS	Shipping Fee	2/19/21	\$ 40.38
6990	VERIZON WIRELESS	Wireless Phone	2/19/21	\$ 105.03
6991	WALKER CONSULTANTS	Prof Fee - Garage Construction	2/19/21	\$ 12,500.00
6992	XCEL ENERGY	Utilities Payment	2/19/21	\$ 3,373.11
6993	ABC BUS COMPANIES	Vehicle Pars	2/25/21	\$ 312.81
6994	BACHMANS EDEN PRAIRIE	building supplies	2/25/21	\$ 116.66
6995	BATTERIES PLUS	building supplies	2/25/21	\$ 4.45
6995	BATTERIES PLUS	building supplies	2/25/21	\$ 6.98
6995	BATTERIES PLUS	Fleet Parts	2/25/21	\$ 4,640.00
6995	BATTERIES PLUS	Credit Memo	2/25/21	\$ (1,287.00)
6996	CUMMINS NPOWER, LLC	Vehicle Pars	2/25/21	\$ 1,247.08
6996	CUMMINS NPOWER, LLC	Fleet Parts	2/25/21	\$ 840.78
6997	CUSTOM COMMUNICATIONS INC.	ECS - Burg/Fire Monitoring	2/25/21	\$ 433.50
6998	DACOTAH PAPER CO.	Vehicle Supplies	2/25/21	\$ 488.35
6999	DELEGARD TOOL COMPANY	Vehicle Supplies	2/25/21	\$ 47.79
6999	DELEGARD TOOL COMPANY	Vehicle Supplies	2/25/21	\$ 291.88
7000	DIESEL COMPONENTS INC.	Vehicle Parts	2/25/21	\$ 406.20
7001	ECOINVENTIONS / TOTH GROUP COMPANIES	Vehicle Parts	2/25/21	\$ 1,400.00
7002	FACTORY MOTOR PARTS COMPANY	Vehicle Parts	2/25/21	\$ 437.05

SouthWest Transit

02/17/2021 Thru 03/17/2021

Meeting Date: 03/25/2021

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
7002	FACTORY MOTOR PARTS COMPANY	Vehicle Parts	2/25/21	\$ 47.28
7003	FEDEX OFFICE CUSTOMER ADMIN. SERVICES	Office Supplies	2/25/21	\$ 275.00
7004	GO INTELLECTUAL CAPITAL, LLC	Prof Fee- HR Service	2/25/21	\$ 4,393.75
7005	GOVERNMENT FINANCE OFFICERS ASSOCIATION	GFOA membership renewal	2/25/21	\$ 280.00
7006	GRAINGER	Fleet Parts	2/25/21	\$ 11.84
7006	GRAINGER	Vehicle Supplies	2/25/21	\$ 133.37
7006	GRAINGER	building supplies	2/25/21	\$ 303.87
7007	HENNEPIN COUNTY AR	Radio Service	2/25/21	\$ 327.04
7008	HOGLUND BUS COMPANY	Vehicle Parts	2/25/21	\$ 297.54
7009	HOME DEPOT CREDIT SERVICES	building supplies	2/25/21	\$ 20.00
7010	IMPERIAL SUPPLIES LLC	Vehicle Supplies	2/25/21	\$ 785.65
7011	JANEX, INC.	Vehicle Supplies	2/25/21	\$ 232.00
7012	JOHNSTONE SUPPLY	building supplies	2/25/21	\$ 66.34
7013	KLOOS ELECTRIC, INC.	Electrical Repair	2/25/21	\$ 759.30
7013	KLOOS ELECTRIC, INC.	Electrical Repair	2/25/21	\$ 934.97
7014	KONECRANES INC.	Equipment inspection	2/25/21	\$ 700.00
7015	MEDIACOM	Internet Service	2/25/21	\$ 769.81
7016	MENARDS	building supplies	2/25/21	\$ 651.63
7016	MENARDS	building supplies	2/25/21	\$ 1,067.60
7017	METROPOLITAN FORD OF EDEN PRAIRIE	Vehicle Parts	2/25/21	\$ 398.32
7018	STEVEN MICHAEL	Expense Reimb - Building Supplies	2/25/21	\$ 8.28
7019	MINUTEMAN PRESS	Printing Marketing Supplies	2/25/21	\$ 254.00
7020	MN DEPT OF LABOR & INDUSTRY	Elevator permits	2/25/21	\$ 200.00
7021	NORTH CENTRAL BUS	New Prime Vehicle	2/25/21	\$ 52,500.00
7022	OCCUPATIONAL MEDICINE CONSULTS	Drug Testing	2/25/21	\$ 115.00
7022	OCCUPATIONAL MEDICINE CONSULTS	Drug Testing	2/25/21	\$ 144.00
7023	O'REILLY AUTOMOTIVE, INC.	Vehicle Parts	2/25/21	\$ 358.97
7023	O'REILLY AUTOMOTIVE, INC.	Vehicle Parts	2/25/21	\$ 426.46
7023	O'REILLY AUTOMOTIVE, INC.	Vehicle Supplies	2/25/21	\$ 19.96
7024	PPG ARCHITECTURAL FINISHES	building supplies	2/25/21	\$ 87.57
7024	PPG ARCHITECTURAL FINISHES	building supplies	2/25/21	\$ 69.33
7025	PRYOR LEARNING SOLUTIONS	Training Membership Fee	2/25/21	\$ 299.00
7026	ROYAL TIRE INC.	Vehicle Tires	2/25/21	\$ 140.00
7026	ROYAL TIRE INC.	Vehicle Tires	2/25/21	\$ 1,411.84
7027	SD PROMOTIONS	SWT Uniform	2/25/21	\$ 1,533.10
7028	SOURIYONG SOURIYA	Expense Reimb - Notarized material	2/25/21	\$ 44.90
7029	SPORTWORKS NORTHWEST, INC.	Vehicle Parts	2/25/21	\$ 276.44
7030	SSI MN TRANCHE 1 ACT 10322006	Subscription US Solar	2/25/21	\$ 1,643.45
7031	SSI MN TRANCHE 3 ACCT: 10327096	Subscription US Solar	2/25/21	\$ 241.44
7032	SUBURBAN CHEVROLET	Vehicle Parts	2/25/21	\$ 225.35
7032	SUBURBAN CHEVROLET	Vehicle Parts	2/25/21	\$ 205.41
7033	THE AFTERMARKET PARTS COMPANY	Vehicle Parts	2/25/21	\$ 93.75
7033	THE AFTERMARKET PARTS COMPANY	Vehicle Parts	2/25/21	\$ 1,467.21
7034	THE JANEK CORPORATION	Vehicle Parts	2/25/21	\$ 1,000.00
7035	TWIN CITIES TRANSPORT & RECOVE	Towing Service	2/25/21	\$ 250.00
7036	ULINE ATTN: ACCOUNTS RECEIVABLE	building supplies	2/25/21	\$ 1,150.34
7037	UNIFIRST CORPORATION	Uniforms Service	2/25/21	\$ 3,153.36
7037	UNIFIRST CORPORATION	Uniforms Service	2/25/21	\$ 264.95
7037	UNIFIRST CORPORATION	Uniforms Service	2/25/21	\$ 66.90

SouthWest Transit

02/17/2021 Thru 03/17/2021

Meeting Date: 03/25/2021

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
7038	XCEL ENERGY	Utilities Payment	2/25/21	\$ 1,357.20
7039	BRUCE BJORKLUND	building supplies	3/4/21	\$ 80.00
7040	CDW GOVERNMENT	Computer Software	3/4/21	\$ 900.65
7041	CENTERPOINT ENERGY	Heating Payment	3/4/21	\$ 9,105.90
7042	CENTURYLINK	Telephone Payment	3/4/21	\$ 122.36
7043	CITY OF CHASKA UTILITY BILLING	Utilities Payment	3/4/21	\$ 1,998.00
7044	COMCAST BUSINESS - CABLE	Cable Payment	3/4/21	\$ 341.60
7045	GAS TANK RENU MN & RADIATOR	Vehicle Parts	3/4/21	\$ 75.29
7046	GRAINGER	building supplies	3/4/21	\$ 558.66
7046	GRAINGER	building supplies	3/4/21	\$ 843.31
7047	HENNEPIN COUNTY AR	Environmental Fee	3/4/21	\$ 255.00
7048	HVAC REPS INC.	HVAC Repair	3/4/21	\$ 3,030.00
7049	KLOOS ELECTRIC, INC.	Electrical Repair	3/4/21	\$ 1,786.00
7049	KLOOS ELECTRIC, INC.	Electrical Repair	3/4/21	\$ 1,777.84
7050	LIFE INSURANCE COMPANY OF NORTH AMERICA	LTD Insurance and Life Benefit	3/4/21	\$ 1,110.41
7051	MENARDS	building supplies	3/4/21	\$ 126.78
7051	MENARDS	building supplies	3/4/21	\$ 46.71
7052	METROPOLITAN FORD OF EDEN PRAIRIE	Vehicle Parts	3/4/21	\$ 194.20
7053	NCPERS MINNESOTA	Life Insurance	3/4/21	\$ 64.00
7054	O'REILLY AUTOMOTIVE, INC.	Vehicle Parts	3/4/21	\$ 10.24
7055	PITNEY BOWES INC	Postal Machine Lease	3/4/21	\$ 443.85
7056	POPP COMMUNICATIONS	Telephone Payment	3/4/21	\$ 2,330.28
7057	REPUBLIC SERVICES #894	Trash Removal	3/4/21	\$ 1,236.72
7058	ROYAL TIRE INC.	Tire Disposal	3/4/21	\$ 80.00
7059	LEN SIMICH	Expense Reimb - Misc. Supplies	3/4/21	\$ 342.68
7060	SNAP-ON TOOLS	Vehicle Tools	3/4/21	\$ 760.00
7061	SUBURBAN CHEVROLET	Vehicle Repair	3/4/21	\$ 164.99
7062	THE SHERWIN-WILLIAMS CO	building supplies	3/4/21	\$ 43.18
7063	U.S. BANK EQUIPMENT FINANCE	Copier Lease	3/4/21	\$ 148.00
7064	UHL COMPANY, INC.	Infrared Heat Project	3/4/21	\$ 16,380.00
7065	VERIZON WIRELESS	Wireless Phone	3/4/21	\$ 113.34
7066	WEX BANK	Fuel	3/4/21	\$ 191.33
7067	WINTHROP & WEINSTINE, PA	Prof Fee - Legislative Session	3/4/21	\$ 4,000.00
7068	ALLSTATE PETERBILT	Vehicle Parts	3/16/21	\$ 1,453.38
7068	ALLSTATE PETERBILT	Credit Memo	3/16/21	\$ (1,395.45)
7069	CARVER COUNTY	Internet - ECS	3/16/21	\$ 1,080.00
7070	CDW GOVERNMENT	Computer Software	3/16/21	\$ 221.44
7071	CENTERPOINT ENERGY	Heating Payment	3/16/21	\$ 482.27
7072	CENTURYLINK	Telephone Payment	3/16/21	\$ 62.41
7073	CENTURYLINK	Telephone Payment	3/16/21	\$ 468.32
7074	COMCAST BUSINESS	Internet Service	3/16/21	\$ 1,237.57
7075	MICHAEL DARTT	Expense Reimb - Mileage	3/16/21	\$ 217.74
7076	DISPLAYS2GO	Bus Sign	3/16/21	\$ 5,913.93
7077	FIRST TRANSIT, INC.	Feb Operating Expenses	3/16/21	\$ 180,589.36
7078	GO INTELLECTUAL CAPITAL, LLC	Prof Fee - HR Service	3/16/21	\$ 6,190.00
7079	GRAINGER	building supplies	3/16/21	\$ 379.56
7080	JOHN HAGGENMILLER	Expense Reimb - Mileage	3/16/21	\$ 51.52
7081	KIRK GOETZ	Freelance Graphic Designer	3/16/21	\$ 487.50
7082	KREMER SERVICES	Building Equipment Repair	3/16/21	\$ 195.43

SouthWest Transit

02/17/2021 Thru 03/17/2021

Meeting Date: 03/25/2021

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
7083	LANO EQUIPMENT, INC.	Bobcat Equipment	3/16/21	\$ 10,821.05
7083	LANO EQUIPMENT, INC.	CREDIT	3/16/21	\$ (589.53)
7084	LOCAL GOVERNMENT INFORMATION SYSTEMS	Finance Software	3/16/21	\$ 1,423.00
7085	LUBE-TECH & PARTNERS, LLC	Vehicle Supplies	3/16/21	\$ 1,665.51
7086	MENARDS	building supplies	3/16/21	\$ 200.19
7086	MENARDS	building supplies	3/16/21	\$ 203.77
7087	METRO TRANSIT ACCOUNTS RECEIVABLE	Farebox Parts	3/16/21	\$ 3,270.07
7088	METROPOLITAN FORD OF EDEN PRAIRIE	Vehicle Parts	3/16/21	\$ 357.20
7089	MVEC, MINNESOTA VALLEY ELECTRIC COOP	Utilities Payment	3/16/21	\$ 774.40
7090	NATIONAL BUSINESS FURNITURE	building supplies	3/16/21	\$ 502.10
7091	OFFICE DEPOT	Office Supplies	3/16/21	\$ 1,495.46
7092	O'REILLY AUTOMOTIVE, INC.	Core Credit	3/16/21	\$ (269.60)
7092	O'REILLY AUTOMOTIVE, INC.	Vehicle Parts	3/16/21	\$ 346.80
7092	O'REILLY AUTOMOTIVE, INC.	Vehicle Parts	3/16/21	\$ 28.96
7093	SSI MN TRANCHE 1 ACT 10322006	Subscription US Solar	3/16/21	\$ 3,163.40
7094	SSI MN TRANCHE 3 ACCT: 10327096	Subscription US Solar	3/16/21	\$ 385.73
7095	TASC	FSA/HAS Fees	3/16/21	\$ 226.28
7096	TECHSTAR IT SOLUTIONS	IT Service	3/16/21	\$ 945.00
7097	THE AFTERMARKET PARTS COMPANY	Vehicle Parts	3/16/21	\$ 152.97
7098	T-MOBILE	Bus Wifi	3/16/21	\$ 3,130.96
7099	UNIFIRST CORPORATION	Drivers Uniforms	3/16/21	\$ 271.85
7100	VERIZON WIRELESS	Wireless Phone	3/16/21	\$ 105.03
7101	VSIS INC	Cameras for Prime Vehicle	3/16/21	\$ 7,500.00
7102	WAYTEK INC.	Fleet Parts	3/16/21	\$ 112.95
		TOTAL		\$ 719,425.32
	ACH Withdraws			
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	2/17/21	\$ 4,195.80
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	2/26/21	\$ 16,972.73
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	3/8/21	\$ 6,129.50
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	3/15/21	\$ 1,385.01
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	2/19/21	\$ 60.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	2/26/21	\$ 420.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	3/5/21	\$ 585.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	3/12/21	\$ 195.00
	STATE OF MINN ST OF MN 0071032888	Wage Garnishment	2/22/21	\$ 278.54
	STATE OF MINN ST OF MN 0071320121	Wage Garnishment	3/8/21	\$ 278.54
	FLAGSHIP BANK	Monthly Banking Fees	2/28/21	\$ 90.00
	ADP, INC	Payroll Service	2/19/21	\$ 590.70
	ADP, INC	Payroll Service	2/25/21	\$ 451.95
	PAYPAL TRANSFER TSHEETS	Payroll Time cards fees	3/15/21	\$ 230.00
	CARDMEMBER SERV WEB PYMT	Credit Card Payment Meetings & Misc.	2/26/21	\$ 360.10
		TOTAL		\$ 32,222.87
	Payroll			
	ADP, INC.	Payroll	2/19/21	\$ 73,319.24
	ADP, INC.	Payroll	3/5/21	\$ 76,589.38
		TOTAL		\$ 149,908.62

SouthWest Transit

02/17/2021 Thru 03/17/2021

Meeting Date: 03/25/2021

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		\$ 901,556.81

Consent

SOUTHWEST TRANSIT COMMISSION MINUTES

Thursday, February 25, 2021

Work Session – 6:00 pm

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

Via Video or Phone

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

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

Chair Huang called the meeting to order at 7:11 p.m. There was no public comment.

II. APPROVAL OF AGENDA

Chief Executive Officer Simich requested that Item V. NEW BUSINESS B. Legislative Update be moved to be discussed before III. PAYMENT OF CLAIMS.

Motion: Roepke motioned, seconded by Narayanan 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 01/28/2021 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**

Motion: Roepke motioned, seconded by Freiberg to approve the Consent item. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Roepke, yes; Ryan, yes; Bonnevier, yes. The motion carried 7-0-0.

V. NEW BUSINESS

A. Autonomous Vehicle Grant

Chief Operating Officer Fyten stated that SWT has been seeking opportunities to be an industry leader in piloting autonomous technologies as part of the agency's Prime services. Bluespace.ai, an autonomous vehicle vendor, approached SWT regarding an autonomous technologies research grant available through the U.S. Department of Energy. SWT would be signing on as a project partner to Bluespace.ai's grant application.

Motion: Narayanan motioned, seconded by Ryan to adopt Resolution 21-04 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. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Roepke, yes; Ryan, yes; Bonnevier, yes. The motion carried 7-0-0.

B. Legislative Update

CEO Simich stated that he had made presentations before committees in MN Senate and House regarding SWT services, particularly the continuing development of SW Prime services. He also stated the need for SWT to receive its share of available CARES funds.

Discussion only: Presented before Payment of Claims

VI. UPDATES

VII. ADJOURNMENT

Motion: Freiberg motioned, seconded by McDonald 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 7:54 p.m.

February 25, 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: March 17, 2021
SUBJECT: SWT Financial Statements

REQUESTED ACTION: That the SWT Commission approve the preliminary December 2020 Financial Statement, January 2021 Financial Statement, February 2021 Investments and February 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 and January 31, 2021 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 0.60%-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 Financial Statement, February 2021 Investments and February 2021 Pledged Securities.



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

Commission Meeting date 03.25.2021

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	\$ 6,003,850	\$ 8,039,624	\$ 669,116	\$ -	\$ 152,796	\$ 14,865,386	
Accounts Receivable	1,957,629	10,144	170,256	-	-	2,138,029	
Other Assets	362,166	-	-	-	-	362,166	
Total Assets	8,323,645	8,049,768	839,372	-	152,796	17,365,581	
Liabilities							
Accounts Payable	811,651	-	104,841	-	-	916,492	
Other Liabilities	-	-	-	-	-	-	
Total Liabilities	811,651	-	104,841	-	-	916,492	
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	3,133,974	(2,049,663)	(1,017,224)	-	126,567	193,654	
Total Fund Balances	7,511,994	8,049,768	734,531	-	152,796	16,449,089	
Total Liabilities & Fund Balances	\$ 8,323,645	\$ 8,049,768	\$ 839,372	\$ -	\$ 152,796	\$ 17,365,581	



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

Commission Meeting date 03.25.2021

Dec=100.0%

General Fund 100 Revenues

	Final Amended Budget		Current Month Actual		2020 YTD Actual	2020 YTD Balance	% YTD Budget	
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)	29.3%
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		-		35,909	25,909	359.1%
Other Local Revenues		94,500		69,811		125,646	31,146	133.0%
Total		12,634,475		1,509,051		12,503,344	(131,131)	99.0%
Other Sources		-		64,979		106,463	106,463	-
Insurance Recoveries		-		64,979		106,463	106,463	-
Total Revenue		\$ 12,634,475		\$ 1,574,030		\$ 12,609,807	\$ (24,668)	99.8%

Expenditures

Administration	\$	1,280,100	\$	195,466	\$	1,263,909	16,191	98.7%
Operations		4,589,000		582,272		4,629,687	(40,687)	100.9%
Vehicle Maintenance		1,802,800		204,939		1,549,658	253,142	86.0%
Facility Maintenance		1,332,150		176,265		1,249,021	83,129	93.8%
Total Expenditures		9,004,050		1,158,942		8,692,275	311,775	96.5%
5307 NTD Schedule		642,087		-		188,333	453,754	29.3%
Capital Cost Of Operating		758,800		264,250		425,225	333,575	56.0%
Total Expenditures & Capital Cost of Operating		10,404,937		1,423,192		9,305,833	1,099,104	89.4%
Other Financing Sources		-		-		-	-	0.0%
Transfers In		170,000		-		170,000	-	100.0%
Transfers (Out)		-		-		-	-	-
Net Change in Fund Balance		\$ 2,059,538		\$ 150,838		\$ 3,133,974		

Fund Balance, January 1

\$ 4,378,020

Fund Balance, End of Current Period

\$ 7,511,994

Months of Operating Expenditures

9

2021

13,572,333

3,200,000

24%

Fund Balance as a % of the Expenditure Budget

72.2%

55%



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

Commission Meeting date 03.25.2021

Dec=100.0%

	Final		Current		2020 YTD Actual	2020 YTD Balance	% YTD Budget
	Amended Budget	Month Actual	Month Actual	Actual			
All Other Funds							
Capital State of Good Repairs/Asset Management Fund							
Revenue	\$ 343,020	\$ 3,377,289	\$ 3,824,662	\$ 3,481,642			1115.0%
Expenditures	5,000	17,508	17,508	(12,508)			0.0%
Transfer In (Out)	(2,073,182)	-	(5,856,817)	3,783,635			0.0%
Net Change in Fund Balance	\$ 2,411,202	\$ 3,359,781	\$ (2,049,662)				
SWS Relocation Capital Projects Fund 338							
Revenue	\$ -	\$ -	\$ 4,281,933	\$ 4,281,933			0.0%
Expenditures	2,210,000	454,801	5,299,158	(3,089,158)			239.8%
Transfer In (Out)	2,210,000	-	-	2,210,000			-
Net Change in Fund Balance	\$ -	\$ (454,801)	\$ (1,017,225)				
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 - February 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
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
				\$ 8,558,313.54	\$ 8,256,496.55
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	\$ 912,724
Alerus					
FRB Federal Reserve Custody	Bank of North Dakota	4/1/2026	6/22/2016	\$ 371,329	\$ 349,404
Americana Community Bank					
GNMA Pool # MA1119	United Bankers Bank	7/1/2042	8/25/2016	\$ 595,740	\$ 595,740
			Total	\$ 18,567,306	\$ 17,988,143
Summary Total Funds		2/28/2021			
Flagship Bank	\$ 6,560,264				
BankVista	\$ 5,680,187				
Tradition Capital Bank	\$ 2,257,515				
Alerus	\$ 270,932				
Americana Community Bank	\$ 818,424				
Total	\$ 15,587,322				
Difference Extra	\$ 2,400,821.30				

SouthWest Transit Commission Investments
February 2021

Broker	Purchase Date	Type	Description	Maturity Date	Type	Purchase Cost	Maturity Amount	Rate	Days to Maturity	Current Market Value	Accrued Interest	Months Term
			2/28/2021									
Flagship Bank	3/11/2020	CD	Flagship CD 100255	3/6/2021	CD	250,000.00	250,000.00	1.450%	6	250,000.00		12
Flagship Bank	3/11/2019	CD	Flagship CD 100309	3/11/2021	CD	500,000.00	500,000.00	2.700%	11	500,000.00		24
Flagship Bank	12/14/2018	CD	Flagship CD 100294	3/14/2021	CD	250,000.00	250,000.00	1.450%	14	250,000.00		12
Alerus Bank	4/7/2019	CD	Alerus CD 53544	4/7/2021	CD	250,000.00	250,000.00	2.400%	38	270,931.84	1,639	24
Flagship Bank	4/23/2018	CD	Flagship CD 100241	4/21/2021	CD	300,000.00	300,000.00	2.250%	52	300,000.00		36
Flagship Bank	5/30/2018	CD	Flagship CD 100247	5/25/2021	CD	250,000.00	250,000.00	2.250%	86	250,000.00		36
BankVista	6/6/2018	CD	BankVista CD 3301049	10/6/2021	CD	250,000.00	250,000.00	2.750%	220	250,000.00	5,446	40
Tradition Bank	10/16/2020	CD	Tradition Bank CD 13813422	10/16/2021	CD	650,000.00	650,000.00	1.000%	230	679,263.81	1,117	12
Flagship Bank	1/23/2021	CD	Flagship CD 100243	1/24/2022	CD	300,000.00	300,000.00	0.600%	330	300,000.00		12
Tradition Bank	2/5/2020	CD	Tradition Bank CD 13812681	2/5/2022	CD	1,500,000.00	1,500,000.00	0.750%	342	1,578,251.61	1,297	12
Americana	1/21/2021	CD	Americana 13087266	2/12/2022	CD	545,075.68	545,075.68	0.670%	349	545,075.68	640	13
Americana	1/12/2021	CD	Americana 17954691	2/12/2022	CD	273,348.24	273,348.24	0.670%	349	273,348.24	321	13
				Total		5,318,423.92	5,318,423.92			5,446,871.18	10,460.20	
			<i>Flagship Bank - Nonprofit Checking</i>							<i>2,911,559.77</i>		
			<i>Flagship Bank - Money Market Acct</i>							<i>1,798,704.09</i>		
			<i>BankVista - Money Market ICS Acct</i>							<i>5,430,186.96</i>		
				Subtotal						\$ 10,140,450.82		
				Grand Total						\$ 15,587,322.00		
			Summary by Type (based upon current market value)									
	CD		5,446,871.18				<i>Amount</i>					
	US Govt Agency		-				<i>Americana</i>	818,423.92				
	Checking/MM/ICS		10,140,450.82				<i>Alerus</i>	270,931.84				
			15,587,322.00				<i>Bank Vista</i>	250,000.00				
							<i>Flagship</i>	1,850,000.00				
							<i>Tradition</i>	2,257,515.42				
								5,446,871.18				
	Maturity Dates		Amount									
	Mar-21		\$ 1,000,000.00									
	Apr-21		570,931.84									
	May-21		250,000.00									
	later		3,625,939.34									
			\$ 5,446,871.18									



Commission Meeting date 03.25.2021

Balance Sheet for All Funds January 2021

Fund Name

Balance Sheet Category	General Fund	Capital		SWS Relocation Capital	Grant Projects	Debt Service	Total
		State of Good Repairs/Asset Management	Capital				
Assets							
Cash & Investments	\$ 6,536,864	\$ 8,039,624	\$ 529,067	\$ -	\$ 152,796	\$ 15,258,351	
Accounts Receivable	1,418,395	10,144	170,256	-	-	1,598,795	
Other Assets	439,504	-	-	-	-	439,504	
Total Assets	8,394,763	8,049,768	699,323	-	152,796	17,296,650	
Liabilities							
Accounts Payable	690,502	-	-	-	-	690,502	
Other Liabilities	-	-	-	-	-	-	
Total Liabilities	690,502	-	-	-	-	690,502	
Fund Balances							
Beginning Fund Balance-January 2019	7,511,994	8,049,768	734,531	-	152,796	16,449,089	
Net Change in Fund Balance	192,267	-	(35,208)	-	-	157,059	
Total Fund Balances	7,704,261	8,049,768	699,323	-	152,796	16,606,148	
Total Liabilities & Fund Balances	\$ 8,394,763	\$ 8,049,768	\$ 699,323	\$ -	\$ 152,796	\$ 17,296,650	



SouthWest Transit
 Revenue and Expenditures for All Funds
 Monthly Financial Report
 YTD January 2021

Commission Meeting date 03.25.2021

Jan=8.3%

	Adopted Budget	Current		2021 YTD Actual	2021 YTD Balance	% YTD Budget
		Month Actual	2021 YTD Actual			
General Fund 100						
Revenues						
Passenger Fares	\$ 748,400	\$ 17,246	\$ 17,246	(731,154)	2.3%	
Contract Revenue	33,600	3,378	3,378	(30,222)	10.1%	
CMAQ Grant Revenue	283,000	-	-	(283,000)	0.0%	
CARES ACTS Grant	-	-	-	-	0.0%	
5307 NTD Funding	784,000	-	-	(784,000)	0.0%	
MVST Revenue	7,034,450	653,246	653,246	(6,381,204)	9.3%	
RAMVST Revenue	1,313,300	121,958	121,958	(1,191,342)	9.3%	
Investment Income	10,000	1,173	1,173	(8,827)	11.7%	
Other Local Revenues	204,500	2,556	2,556	(201,944)	1.2%	
	10,411,250	799,557	799,557	(9,611,693)	7.7%	
Other Sources						
Insurance Recoveries	-	-	-	-	-	
Total Revenue	\$ 10,411,250	\$ 799,557	\$ 799,557	\$ (9,611,693)	7.7%	
Expenditures						
Administration	\$ 1,406,292	\$ 50,755	\$ 50,755	1,355,537	3.6%	
Operations	6,469,290	308,627	308,627	6,160,663	4.8%	
Vehicle Maintenance	1,927,656	77,838	77,838	1,849,818	4.0%	
Facility Maintenance	1,438,100	60,195	60,195	1,377,905	4.2%	
Total Expenditures	11,241,338	497,415	497,415	10,743,923	4.4%	
5307 NTD Schedule	784,000	-	-	784,000	0.0%	
Capital Cost Of Operating	1,546,995	109,875	109,875	1,437,120	7.1%	
Total Expenditures & Capital Cost of Operating	13,572,333	607,290	607,290	12,965,043	4.5%	
Net Change in Fund Balance	\$ (3,161,083)	\$ 192,267	\$ 192,267			
Fund Balance, January 1				\$ 7,511,994		
Fund Balance, End of Current Period				\$ 7,704,261		
Months of Operating Expenditures				7		
Fund Balance as a % of the Expenditure Budget				56.8%		



SouthWest Transit
 Revenue and Expenditures for All Funds
 Monthly Financial Report
 YTD January 2021

Commission Meeting date 03.25.2021

Jan=8.3%

All Other Funds	Adopted Budget	Current Month Actual	2021 YTD Actual	2021 YTD Balance	% YTD Budget
Capital State of Good Repairs/Asset Management Fund					
Revenue	\$ 378,021	\$ -	\$ -	\$ (378,021)	0.0%
Expenditures	3,230,000	-	-	3,230,000	0.0%
Transfer In (Out)	-	-	-	-	0.0%
Net Change in Fund Balance	\$ (2,851,979)	\$ -	\$ -		
SWS Relocation Capital Projects Fund 338					
Revenue	\$ -	\$ -	\$ -	-	0.0%
Expenditures	-	35,208	35,208	(35,208)	#DIV/0!
Transfer In (Out)	-	-	-	-	-
Net Change in Fund Balance	\$ -	\$ (35,208)	\$ (35,208)		
Grant Projects Fund 336 & 337 - NTD Grant Funds					
Revenue	\$ -	\$ -	\$ -	-	0.0%
Expenditures	-	-	-	-	0.0%
Net Change in Fund Balance	\$ -	\$ -	\$ -		
Debt Service Fund 407-408					
Revenue	\$ -	\$ -	\$ -	-	#DIV/0!
Expenditures	-	-	-	-	#DIV/0!
Transfer In (Out)	-	-	-	-	#DIV/0!
Net Change in Fund Balance	\$ -	\$ -	\$ -		



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit (SWT) Commission

From: Mike Dartt Facility Engineer

Date: March 17, 2021

Subject: SouthWest Station (SWS) Ramp East Stairwell Railing/ bench Sand Blasting and Painting

REQUESTED ACTION

That the SWT Commission authorize its Chief Executive Officer to execute an agreement with Project Restoration in an amount not to exceed \$38,350.00 for the SouthWest Station Ramp East Stairwell Railing, Trash Receptacle, Bench Sand Blasting and Painting.

BUDGET IMPACT

This project was not included in the 2021 budget. SWT would like to move this project forward a year due to the ramp PM coming in under budget by almost \$170,000.00. The money would come from unused NTD and/or capital project reserves.

BACKGROUND

SouthWest Station Ramp was built in 2002, due to weathering the railings, trash receptacles and benches need sand blasted and repainted. These repairs are needed to ensure future use.

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

<u>Contractor</u>	<u>Price</u>
Project Restorations	\$38,350.00
Western Specialty Contractors	\$38,950.00
Paragon Restoration II	\$54,442.00

The recommended vendor has the experience and has performed work for SWT in the past.

RECOMMENDATION

That the SWT Commission authorize its Chief Executive Officer to execute an agreement with Project Restoration in an amount not to exceed \$38,350.00 for the SouthWest Station Ramp East Stairwell Railing, Trash Receptacle, Bench Sand Blasting and Painting.



MEMORANDUM

To: SouthWest Transit (SWT) Commission
From: Mike Dartt, Facility Maintenance Engineer
Date: March 17th, 2021
Subject: Eden Prairie Garage (EPG) Caulk Replacement

REQUESTED ACTION

That the SWT Commission authorize its Chief Executive Officer to execute an agreement with Western Specialty Contractors in an amount not to exceed \$24,998.00 for EPG Caulk Replacement.

BUDGET IMPACT

This project is budgeted in the 2021 budget for \$20,000.00. The recommended bid came in over the budgeted amount by \$5,000.00. The reason for the additional expense is we will be re-caulking the entire building, not just the most needed areas. By re-caulking the entire building, we will save money in the long run. Funds will be used from working capital to cover the project's cost.

BACKGROUND

In late 2020, cracking and separation was found in the caulk around the building. Walker Consultants recommends that the caulk in these areas be replaced. Since the garage is going to be repainted, now is the time to re-caulk the entire building before we paint.

The maintenance inspection was conducted by Walker Consultants, who provided its professional opinion.

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

<u>Contractor</u>	<u>Price</u>
Western Specialty Contractors	\$24,998.00
Project Restorations	\$49,682.00

The recommended vendor has performed work for SWT in the past.

RECOMMENDATION

That the SWT Commission authorize its Chief Executive Officer to execute an agreement with Western Specialty Contractors in an amount not to exceed \$24,998.00 for EPG Caulk Replacement.



SOUTHWEST TRANSIT

To: SouthWest Transit Commission
From: Ben Schuler, Senior Systems & Operations Analyst
Date: March 15, 2021
Subject: Vehicle Maintenance Toughbook Replacement

REQUESTED ACTION:

That the Commission authorize its CEO to procure 12 Dell Latitude 5420 laptops for the Vehicle Maintenance Technicians for an amount not to exceed \$29,224.08.

BUDGET IMPACT:

This project was budgeted in the 2021 Operations budget.

BACKGROUND:

SouthWest Transit Vehicle Maintenance Technicians utilize a durable laptop that is able to better withstand the work environment of the shop compared to a normal laptop. Their current models are reaching end of life and are needing to be replaced. The 12 laptops would allow each technician to have their own laptop (currently they're shared between shifts) and provide spares in the event a new technician is hired or one of the laptops needs to be sent off for repair.

SWT staff created a specification based on needs of the Vehicle Maintenance Technicians and found the Panasonic Toughbook 55 and Dell Latitude 5420 Rugged meet their needs. Pricing for 12 laptops are as follows:

Dell Latitude 5420 Rugged	\$29,224.08
Panasonic Toughbook 55	\$35,505.60

Staff is using the Sourcewell Purchasing Cooperative (formerly the National Joint Powers Alliance) to purchase the above laptops through CDWG. SWT is a member of Sourcewell which meets all state and federal procurement requirements.

RECOMMENDATION:

That the Commission authorize its CEO to procure 12 Dell Latitude 5420 laptops for the Vehicle Maintenance Technicians for an amount not to exceed \$29,224.08.

New Business



SOUTHWEST TRANSIT

To: SouthWest Transit Commission

From: Len Simich, CEO

Date: March 16, 2021

Subject: Legislative Update

REQUESTED ACTION:

No Action Requested.

BUDGET IMPACT:

None.

BACKGROUND:

Staff and the SWT Lobbyist will discuss up to date information relating to the 2021 Legislative session. Items to be discussed include but not limited to:

- Federal COVID relief funding and related Legislative bills.
- Recent Senate information request.
- Suburban Transit Oversight.
- Vehicle Procurement/Ownership.
- Safety/Transit Ambassadors.
- Electric Vehicles.
- Operating Training to Assist Passengers.
- Prohibiting Local Contributions for Busway Operating Costs.
- Other?

RECOMMENDATION:

None at this time.



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit (SWT) Commission

FROM: Matt Fyten, COO
Dave Jacobson, Deputy CEO

DATE: March 16, 2021

SUBJECT: Authorization to Release Small Vehicle Bid

REQUESTED ACTION:

That the SWT Commission authorize its CEO to release vehicle bids for the procurement of small revenue vehicles using the FTA Access and Mobility grant.

BUDGET IMPACT:

SWT was awarded a federal Access and Mobility grant worth \$363,125 for the purpose of procuring small vehicles. This federal grant is an 80 percent federal and 20 percent local match in the amount of \$72,625. Because this grant is outside of the Metropolitan Council Vehicle plan, SWT will be responsible for the local portion of the grant. SWT plans to match those dollars using capital dollars and will return to the Commission for final approval of the vehicles and local match amount.

BACKGROUND:

SWT received the Access and Mobility grant on July 10, 2019. SWT staff tried on several occasions since July 2019 to work with Council staff in releasing the bids. Unfortunately, we were told by Council staff that the "State of Minnesota" small vehicle contract was not ready. SWT staff also asked to release a bid last May only to be told no. The reasoning was due to other agency attempts and failures causing the federal government to provide a negative score to the Met Council through the federal Triennial Review process.

Now as of March 16, 2021 the Metropolitan Council changed its position and will now allow SWT to release bids. With the Council's approval, the intent of this action is to begin the process working with the Metropolitan Council's procurement staff to ensure federal compliance in the procurement of small revenue vehicles.

RECOMMENDATION:

That the SWT Commission authorize its CEO to release vehicle bids for the procurement of small revenue vehicles using the FTA Access and Mobility grant.



SOUTHWEST TRANSIT

To: SouthWest Transit Commission

From: Len Simich, CEO

Date: March 17, 2021

Subject: Letter of Intent for SouthWest Village TOD Site

REQUESTED ACTION:

That the Commission authorize its CEO to enter into a Letter of Intent (LOI) with the Sand Companies, Inc., giving them the opportunity to pursue approvals for a multifamily development from both City of Chanhassen and the various financing institutions it intends to use for this project.

If successful, a Ground Lease agreement would be executed paving the way for the Sand Company to construct a multifamily development (i.e., apartment complex) on the tract of land SouthWest Transit owns adjacent to the SouthWest Village ramp in Chanhassen.

BUDGET IMPACT:

The Sand Company has proposed \$5,000 in earnest money, and \$895,000 at closing. Since the agreement would be structured as a Ground Lease, Sands would pay a nominal fee each year throughout the lease term for the Ground Lease, and an additional monthly amount for any parking it may need in the ramp to comply with the City of Chanhassen's requirements. The annual Ground Lease and parking charges continue to be negotiated.

BACKGROUND:

SouthWest Transit (SWT) has marketed the property adjacent to the SouthWest Village parking ramp for over ten years. The property has and continues to be zoned for a commercial use (17,000 s.f. of commercial development), but because of the complexities related to the property, SWT can only offer the property as part of a Ground Lease. This stipulation has made it extremely difficult to attract potential developers.

To add to the complexity, the access into the site, especially for anyone traveling south on Hwy. 101, also makes the site difficult to attract any retail/commercial use.

SWT staff approached the City about possibly changing the Planned Unit Development (PUD) that guides development on the site from commercial to housing. While the change still needs to go through a formal process (Planning Commission and Council approval), City staff was open to review the potential change.

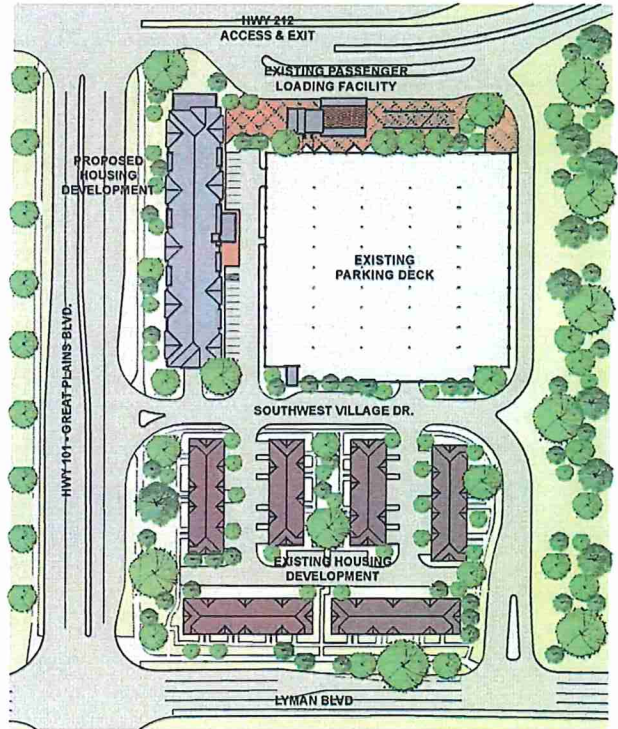
By entering into an agreement with the Sand Companies, we would have 30 days to negotiate in good faith all aspects of the Ground Lease which would come back for final Commission approval

in April or May. The Sand Companies would also begin the review and approval process with the City of Chanhassen.

Sand Companies also intends to use funding and seek tax credits through the Minnesota Housing and Finance Agency. The application deadline for this process is in July (2021

RECOMMENDATION:

That the Commission authorize its CEO to enter into a Letter of Intent (LOI) with the Sand Companies, Inc., to structure a Ground Lease for the property located west of the current parking ramp at SouthWest Village. Sand Companies would provide \$5,000 in earnest money which would be returned should an agreement not be reached with SWT, the City of Chanhassen, or should finance and/or tax credits not be received from the Minnesota Housing and Finance Agency.



Existing and Proposed Site Plan
SOUTHWEST VILLAGE HOUSING



View from the Northwest
SOUTHWEST VILLAGE HOUSING



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit (SWT) Commission

FROM: Matt Fyten, COO

DATE: March 16, 2021

SUBJECT: FTA Low or No Emission Vehicle Program Grant Application

REQUESTED ACTION:

That the SouthWest Transit Commission adopt Resolution 20-05 authorizing its CEO to submit a Low or No Emission Vehicle Program grant application to the Federal Transit Administration for the purchase of four electric buses and associated bus-related equipment.

BUDGET IMPACT:

The Low or No Emission Vehicle Program (LoNo) through the Federal Transit Administration (FTA) requires applicants to provide local match funding of 15% for vehicle procurements and 10% for bus-related equipment procurements. SWT would seek to use programmed Regional Transit Capital (RTC) funding from the Met Council to pay for the local match if awarded as these vehicles would be programmed as part of SWT's current vehicle replacement cycle.

At the time of this memo staff is in the process of acquiring quotes from Motor Coach Industries (MCI) to determine the proposed budget for the LoNo application. Staff will provide a budget estimate for the project to the Commission the meeting.

BACKGROUND:

Staff has been working with a non-profit, the Center for Transportation and Environment (CTE), on a grant submittal to the FTA Low or No Emission Vehicle Program (LoNo). The scope of the submittal includes the purchase of four 45-foot coach vehicles and associated charging infrastructure both for the Eden Prairie Garage facility and at a SWT park and ride facility to allow for mid-service charging. If awarded, the vehicles would be used as part of SWT's regular express services.

The FTA LoNo program allows applicants to name a preferred vendor(s) for all phases of the project, and in doing so, does not require the agency to undergo a competitive procurement if the vendor(s) meets FTA procurement requirements. SWT has chosen to name MCI as its preferred vehicle vendor in the application because it offers a 45-foot coach electric bus with a battery range sufficient to operate SWT express services. While MCI is not the only vendor to offer a 45-foot coach bus, our long-standing relationship with, relatively close proximity to, and overall successes with operating MCI vehicles give staff confidence that MCI is the right vendor to pilot electric buses with.

SWT's Long Range Plan identifies the electrification of SWT's fleet as an action the agency is looking to take both now and into the future. If awarded, this project would set the agency on a path towards this goal.

If awarded, the LoNo funds would be available through FY 2024.

RECOMMENDATION:

That the SouthWest Transit Commission adopt Resolution 20-05 authorizing its CEO to submit a Low or No Emission Vehicle Program grant application to the Federal Transit Administration for the purchase of four electric buses and associated bus-related equipment.



**SOUTHWEST TRANSIT COMMISSION
RESOLUTION #21-05- FTA LOW OR NO EMISSION VEHICLE PROGRAM GRANT 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, introducing electric vehicles to the SWT express fleet will significantly lessen SWT's use of fossil fuels and shrink its carbon footprint;

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

WHEREAS, if awarded, this project will set SWT on a path towards meeting its goal of electrifying its fleet.

WHEREAS, this pilot project will serve as a model of innovation that can be used throughout the state of Minnesota and the United States.

NOW THEREFORE BE IT RESOLVED, adopts Resolution 21-05 authorizing its CEO to submit a Low or No Emission Vehicle Program grant application to the Federal Transit Administration for the purchase of four electric buses and associated bus-related equipment.

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

Chair

ATTEST:

Chief Executive Officer

Updates

Administrative Updates

Target – Minneapolis-based Fortune 500 retailer Target Corp. is ending its operations at the City Center complex in downtown Minneapolis. Target leases 985,000 square feet of space in the office tower and has nearly 3,500 employees housed at the City Center site. SWT transports several employees and contractors who work for Target, and the retailer has indicated that its headquarters will remain in downtown Minneapolis. Employees who have been based at City Center will either continue working from home or relocate to other Target locations in downtown Minneapolis or to its northern campus in Brooklyn Park. It is not clear exactly when Target will leave the 33 South Sixth Street space. Staff continues to monitor the situation and to investigate alternative service opportunities.

State Fair/Special Events – Staff continues to look at various options to provide service to special events including the Minnesota State Fair should these open again to somewhat normal operations. Depending upon the restrictions like any limitations to the number of individuals admitted each day, or if we will still have social distance requirements to adhere to on the bus, staff is starting to work on alternative plans. Also, we are planning to start limited service to Minnesota Twins games beginning in June. Additional information on all special event service will be discussed at the April Commission meeting.

2021 Project List – Attached you will find the major project list for 2021. The Leadership Team reviews and updates this list monthly to keep everyone on task and moving forward in the pursuit of completing the priority projects.

Audit – Staff and the Auditors from KDV continue to work on the 2020 Audit. To date everything appears to be going well. If everything stays on schedule, KDV will present its findings at the April Commission meeting.

Staff Changes – As reported previously, we are in the process of making a few changes to our current staff structure. Recently Ben Schuler was promoted to the position of Senior Systems & Operations Analyst. Ben has been working in our IT Department but will now add both operational analysis and planning to his list of duties. Ben started with SWT before he was even done with high school working as a Student Facilities Worker.

Two other staff changes have occurred, both in Dispatch. With one of our Dispatchers leaving last month to take a position with a trucking firm, we have taken this opportunity to promote our Current Dispatcher 1 Dawn Faue to Dispatcher Supervisor, and have hired Brian Berg as a Dispatch I, Dawn came up through the driving ranks, and has proven to be a vital asset and calming influence proving direction and guidance to those working behind the wheel. Brian also comes through the driver ranks, and has previous experience filling in as a Dispatcher from time to time.

COVID Vaccinations – I am pleased to announce that both SW staff and First Transit staff have begun getting vaccinated for COVID-19. SW staff have only been able to receive vaccinations on their own now that the State has opened the eligibility up to those working in transit. Our Drivers on the other hand can sign up through the Metropolitan Council who will be holding vaccination clinics throughout the next two weeks. In other vaccine news, SWT once again helped transport over 100 seniors to receive their second shot in Carver County. The experience was both gratifying and a success and did not go unnoticed by our friends in the Chaska Police Department and Carver County who both issued statements out on social media thanking SWT for its assistance.

Marketing – Staff is currently involved with a number of marketing and outreach projects including informing local business about the services SWT has to offer; Promoting our new service to both Shakopee and across the 494 corridor to the MOA and Airport; participating with Carver County food shelves to “stuff the bus”; and to begin planning for what we hope to be a busy scheduled of events where we can promote our service such as the Victoria Car Show, Chaska Cubs and Chanhassen Red Bird baseball, concerts, and of course the State Fair.

Project	Lead	Others Assigned	Description	Date	Reason for Date Change/Comments
494/Airport Service	Matt	Len, Dave, Ben	Finalize Plan Changes	3/15/2021	Service launches 3/15
Zelle Letter - Vehicles	DJ, LS, MF	Mike W	Send letter to Chair Zelle outlining various MC issues.	4/1/2021	
Finish Construction	LS and KS		Finish Punch-List, Letter of Rec	4/1/2021	In Process
Job Description Updates	LS and Consultants		Update and Ladder	4/1/2021	In Process
Hire - Finance, HR, Marketing, IT/Ops	LS and Consultants	SS, MF, DJ, GG	Hire New Positions	4/1/2021	In Process
Lobby Ticketing Machines	Jason/Mike	Ben S.	Install GoTo vending machines at ECS and SWV	4/1/2021	Graphics are installed and procedures are getting the final look through. Machines will need to be installed in lobbies
MSP Migration	Jason	Ben S.	Migrate service providers from TechStar to in-house/RSM	4/1/2021	Few items remain to switch over to RSM, piloting anti-virus software updates and Windows updates
E-Maint migration	Jason, Ben	Dart, Kory, Tony	Get system up, everyone trained	4/1/2021	Training completed in April
Hire Graphic Designer	LS, JS	Matt	Hire a graphic designer to complete needed Marketing projects.	4/1/2021	
FTA Access and Mobility Grant	Matt	Len, Dave	Get grant executed	4/1/2021	Waiting on contract and clarity from Met Council. RFP draft underway.
FTA Lo-No Grant	Matt	Ben, Len, Dave J, Tony	Submit Lo-No application for electric MCI's to the Met Council	4/5/2021	
Clean-up HR messes	LS and Consultants	Souriyong + Others	Task, ICMA, PTO, VEBA, others	5/1/2021	In Process
Garage Photo's and Wraps	LS and JS	Haggs	Get Pics and Wraps in new garage areas	5/1/2021	Need to schedule and order
Excavision Server Updates	JK/BS		Replace Exacq Servers at SWV, CTS, and ECS	5/1/2021	Jason starting on scope
Replace Shop Toughbooks	Ben S	Jason	Replace shop technician toughbooks	5/1/2021	Quotes are in, will be going to March commission meeting
Replace aging Prime iPads	Ben S	Jason	Replace old/deprecated SW Prime iPads	5/1/2021	iPads have been ordered, will need to be configured once they are received
Dev 2021 Mkt Plan	Jake	Len, Dave, Matt, Haggs	Determine target strategies	5/1/2021	
DTA Snow-blower	LS, MD		Negotiate Purchase of DTA's Snow Blower	5/1/2021	
Install ion systems in all Prime buses	Tony		All prime buses receive ion systems	5/1/2021	19 of the 24 Prime buses have received ion air purification systems
Spare integration into SWT Mobile App	Jason	Ben S.	Get SW Prime app integrated into SWT App	5/30/2021	Getting a quote from MentorMate to see what this would cost
CTS Ramp PM	Mike	Kory, Tony	5 year scheduled PM's	6/1/2021	Western has been awarded the work to be completed by June 1st.

Project	Lead	Others Assigned	Description	Date	Reason for Date Change/Comments
ECS Ramp Repairs	Mike	Kory, Tony	cRepair of cracks in pre-cast	6/1/2021	Western has been awarded the work to be completed by June 1st.
Legislative Initiatives	LS and Lobbyists	DJ	COVID Relief Funds; Separation from MC, Funding	6/1/2021	In Process
Install Atmos air into all MCI coaches	Tony & Matt		All D4500 coaches get AtmosAir systems	6/1/2021	All MCI D4500 coaches have been wired and ion units are being installed
Vision Plan	LS, MF, DJ	Commission	Start Discussing with Commission	6/1/2001	Part of Strat Plan Discussion at March Commission Meeting
State Fair Service	LS, MF, DJ	Commission	Make Decision regarding 2021 Fair	6/1/2021	If it's a go, need to determine details/needs
Revise Driver Training Manual	Al & Dave J.	Eric & Dawn	Add diversity & ambassador training	6/1/2021	Driver Manual completed, Al will make final edits and present to upper management. Al, met with Len and Matt, I received the files for what Adam had and I started where Adam and I left off and am finishing up the program. I was told that Eric would assist me with customer service from his perspective, which I am looking forward to. I will reach out to Eric and we will get it completed. I have made good headway towards completion.
Drivers barriers in all D4500 MCIs	Tony		all D4500 coaches get barriers	6/1/2021	The first 15 have been completed the next 30 units are on order.
COVID Response Plan	LS	Safety Committee	Update	6/1/2021	
TAM	Ben, Matt, Tony	Leadership Team	Update	6/1/2021	
Cyber Fraud	LS, SS	EP Police, League	Close-Out	6/1/2021	
Bus Wrap RFP and Contract	Len	Jake, Tony, Haggis	Put wrap contract on the street	6/1/2021	
NTD Reporting	Souriyong	Matt, Adam	Complete report	6/1/2021	
APTA Award	LS, MF, JS, JH	Consultant	Determine what we want to go in for and submit.	6/1/2021	
Replacement of caulk at EPG	Mike	Kory, Steve	Replacement of all caulk	6/1/2021	
Strat Plan Update	Len	Mgt Team, Commission	Update Plan	6/1/2021	Leadership Team, Commission, All Staff. COVID-19 pushed the adoption timeline back. Will begin with March Commission Meeting.
Biz Outreach	Dave J.	Eric, John H, Jake, Matt	Contact as many business in EP, Chan, Chaska, Shakopee, Carver about SWT and that we are here	6/30/2021	Over 500 letters and emails with letters sent. Follow-up calls are in process. No bites on training and free rides.
SWW Ramp PM	Mike	Kory, Tony	Complete PM of SWW Ramp.	7/1/2021	Western has been awarded the work to be completed by July 1st.
Painting of outside EPG	Mike	Kory, Steve	Finish painting EPG Gray	7/1/2021	



Project List 2021 - Active

3/11/2021

Project	Lead	Others Assigned	Description	Date	Reason for Date Change/Comments
Audit Service RFP	SS/GG/LS/JS		Issue RFP	7/1/2021	
Rider Survey	LS, MIF, DJ	JS, JH	Survey past riders to see if/when coming back	7/1/2021	
JCI Replacement at EPG and SWV	Jason	Mike, Ben	Johnson Controls systems update/replacement	7/1/2021	
Banking Service RFP	SS/GG/LS/JS		Issue RFP	7/1/2021	
Install External WiFi at EPG	Ben S	Jason	Add wireless access points to exterior of building at EPG	7/1/2021	Waiting on some consistent warm weather, scope is nearing completion
Update Agency Information Security Program	Jason	Ben S./HR	Update/make changes to Agency Information Security Program	7/1/2021	Will proceed once RSM is fully on-boarded
Migrate AD to Office 365 for Single Sign-On	Jason	Ben S.	Integrate Active Directory into Office 365 for easier sign-on capabilities	7/1/2021	Will proceed once RSM is fully on-boarded
Convert VPN from SSL to IKEv2	Jason	Ben S.	Update encryption type from SSL to IKEv2 for the mobile VPN client	7/1/2021	Will proceed once RSM is fully on-boarded
Voice Radio Replacement Program	Tony/Kyle	DJ	2020 Capital Cost of Operating Project	7/31/2021	was moved to 2021. we will be ordering radios shortly.
Build Back Schedule	Matt	Len, Ben, Al, Dawn	Finalize "build back" express and prime schedules for 9/7 implementation.	8/1/2021	
Village Property Buy-Out	LS	Mn?DOT	Pursue buy-out of Village Property	8/1/2021	Restart earlier discussions
Perks	Jake	Haggs, Eric	Refresh Program	8/1/2021	
SWS Railing Sand Blast and Repaint	Mike	Kory, Tony	Railing rusting and oxidizing.	8/1/2021	Asking Met Council to adimend NTD funds to pay for
Replacement Vehicles	Dave J	Tony, Jason, Matt, Met Council	Replace 816, 568, 079 + ancillary equip.	8/1/2021	MC agreed to replacing 079, 816, and 568 off state contract, order end of March. Final received grant from MC Facility pick up ordered & Braunability here.
EPG expansion landscaping	Kory	Jon, Mike	Complete the landscaping following garage expansion	8/1/2021	Design and build the lanscaping out front before state fair month
State fair re-org	Kory	Jon, Mike	re-org our trailer, signs, etc	8/15/2021	Need to make sure all still works and in good shape after a year off
CTS cage clean out	Mike, KS, Tony		organize and sell off unwanted items	9/1/2021	
Vending	MD, LS		Contract for new vending services	9/1/2021	

Project	Lead	Others Assigned	Description	Date	Reason for Date Change/Comments
Customer Service Calls	JH, Len, Eric	Jason	Night Call Center Contract	9/1/2021	On-hold - Until fall 2021 at the earliest
494 CMAQ Veh IFB	Tony & Matt	Dave & Jason	5 vehicles for Prime MD - Fed funded. 10 vehicles for CMAQ grant	9/1/2021	Different batch of small vehicles. Federally funded. Potentially purchased off State Vehicle Contract.
Electric Vehicle	Matt	Dave J	Determine potential electric vehicles for Prime and procure any viable options	9/1/2021	MnDOT Grant Submitted; Will pursue RFP in April/May regardless of grant award Larger vehicles looks like 2021.
Vehicles	DJ	Tony	Get new, get rid of old. Get \$ value/MC	9/1/2021	Ongoing
Identify Benefit Options	HR	Len	Research benefit options	10/1/2021	The quotes I got back were not favorable, if we were to go with a plan by ourselves the costs would raise 5-10%.
MVTA/SWT Planning Study	Matt	Ben, Len	Complete Joint Planning Study with MVTA.	11/1/2021	
Legislative Initiatives 2022	LS, MF	Commission	Determine 2022 Priorities and Lobbying Strat	11/1/2021	
Annual Rider Survey	Matt	Ben, Len, Jake S	Conduct Annual Rider Survey on both Express and Prime	11/1/2021	
Training	Leadership		All staff and individual training/Pro. Dev	11/1/2021	
Get Ben Green cummins certified	Tony		Get Ben isx 12 certified	11/15/2021	Ben is currently completing online classes
Carver Co. Ops	Len	Matt, Dave	Look at potentially providing Co. serv.	12/1/2021	Part of COVID-19 Response Plan
EPG Roof Replacement	Mike	Kory, Tony, Len	Replace roof on A, B and Shop.	12/1/2021	Walker has been awarded the Engineering and design. RFP going out beginning of April and bringing the winner of the RFP to commission in April.
Professional Devel	All		Meet Eval Goal	12/1/2021	
Complete bus rehabs	Tony		Complete coach bus rehabs	12/15/2021	The process is under way.
Veh Storage Options	Len		Finalize Options	12/31/2021	Continue to look for options.
Fleet-Net Cleanup	Matt		Remove unused stops, patterns and routes	12/31/2021	
MCI training	Tony		Send Ben & Jordan to MCI training	?	MCI canceled both classes for covid 19 that Ben&Jordan were enrolled in. Waiting on MCI. MCI has determined classes are canceled at least through August of 2021

Project	Lead	Others Assigned	Description	Date	Reason for Date Change/Comments
Phase 2 Go-To	Jason	Ben S.	Implement Go-To Readers onto Prime Vehicles	?	Cubic readers are at the garage. Meeting with VSIS on 7/1 to determine best mounting location for each vehicle type. Readers need to be in reach of both the driver and rider. Go To does not support the tap program or embedding of transfers on Prime buses.
Auction off unwanted equipment	TK,KJ, MID, KS		get rid of old equipment	Ongoing	
Paver relay at ecs and swv	Kory	Jon, Mike	ecs and swv need major paver attention in walkways	Ongoing	This will be an ongoing process summer to summer
COVID Service Planning	Matt	Len, Dave J, Brent	Adjust service as required to due to COVID pandemic.	Ongoing	Numerous plans developed for various service levels. 15-minute plan planned for 9/8
Business outreach	John, Jason B	Brittany, Len, Dave, Matt		Ongoing	We have reached out to a number of businesses and are creating a contacts list to ensure that we are staying in communication with them.
Golden Triangle Autonomous Vehicle Funding	Len, Matt		Continue to look at options and seek partners and funding.	Ongoing	Discussions continue with CTE, WSP, and MnDOT. Grant has been submitted.
Prime MD Partnerships	Matt	Dave, Len, Adam	Secure additional partnerships with medical facilities for launch of SW Prime MD	Ongoing	Contract signed with Ridgeview Medical. Will come back to others as service proves itself/grows. Ridgeview Completed. Park Nicollet - 1/1/2020. St. Francis and Fairview after Park Nicollet.
Prime MD Partnerships	Matt	Len, Dave J, Charlie, John H	Develop and foster relationships with medical facilities with goal of having them subsidize the service.	Ongoing	
Chanhassen Development	Len		Attract developer to the one remaining site in Chanhassen.	Ongoing	Letter of Intent to be brought to the Commission in March
Employee Engagement	HR	Matt, Jason, Dave J	Encourage more employee engagement	Ongoing	Held Driver discussion, setting dates for ops/admin and maintenance departments.
Prime MD Marketing Plan	John	Dave J, Len, Matt	Implementation of SW Prime MD Marketing Plan	Ongoing	Done for 2019. Working on 2020 plan.
TNC/Taxi Partnerships	Matt	Len, Dave J.	Determine options and feasibility	Ongoing	
Unemployment Filing	HR		Assist furloughed employees	Ongoing	
Staff Blog	John	Leadership Team	Maintain weekly blog to staff	Ongoing	Part of Covid Response
Social Media	John	Leadership Team	Maintain Presence	Ongoing	
Route Efficiencies	Matt	Len, Dave J.	Modify runs and route in order to maximize efficiency	Ongoing	Modifications made for 9/5 Service (Fleet Net Adjustments, SW Flex)
Travel Training/Community Outreach	John	Dave J, Matt	Develop program and materials. Schedule regular meetings with community groups	Ongoing	Focus on Eden Prairie Churches (Grace, Pax, Wooddale, etc.), Libraries, Community Center Park & Rec Depts.: Follow up with groups we may not have been able to contact in prior months. 9/1-10/31: Schols in our area (high schools and community colleges)
Asset Management	Jason/Souriyong	Ben, Gary, Matt, Jake, Len, Dave, Kory, Darnt	Make needed updates to TAMAP and update the TAMAP database	Ongoing	Plan up to date (for now); Database up to date (for now); Met Council will provide further requirements, but we are ahead of the curve - Data import continues with eMaint.

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

Operations & Planning Updates

494/Airport Service – SW Prime service along the I-494 corridor to the MOA and Airport started on Monday, March 15th. Staff is pleased to report that we both scheduled and provided numerous rides to the MSP Airport on the first day of service and have seen bookings each day since. We will continue to promote the services through all of our various media outlets.

Should the service prove popular enough where our Prime vehicles do not have enough capacity due to social distancing restrictions, we are preparing to provide shuttles along the corridor when needed where riders will be brought to SouthWest Station and then transfer to a larger coach express bus equipped with proper PPE to finish the rest of their trips along the I-494 corridor.

SWT Climate Action Plan – Staff has had initial discussions with the firm LHB in putting together a Climate Action Plan for the agency. The study as currently scoped will perform an existing conditions analysis of both SWT's facilities and vehicles and determine what strategies and actions should be taken in order to reduce the agency's carbon footprint and promote and enhance sustainability efforts agency wide. Staff expects a quote for the study in the coming weeks and will be back to the Commission with further updates as we move along in the process.

SWT/MVTA Planning Study – As the Commission is already aware, public outreach for the joint SWT/MVTA Planning Study is underway. Outreach efforts include virtual focus groups, online surveys, and corresponding follow up interviews either in person or virtually. The outreach efforts will be taking place throughout the duration of the study, which is slated to be completed in Q4 of this year.

The consultant, Foursquare ITP, has also begun work conducting an in-depth analysis of each agency's services via staff interviews and a large data analysis. The information gleaned from this portion of the study will inform the Network Design recommendations that will come later as part of the study.

Autonomous Vehicle Grant – In February, the Commission approved SWT's partnering with the autonomous vehicle technology vendor, Bluespace.ai, to submit an application to the U.S. Department of Energy (DOE) for a research grant that would have operated autonomous vehicles as part of SWT services. Unfortunately, the DOE did not award the project as submitted. Staff continues to look for funding opportunities to launch an autonomous vehicle pilot and is currently in several discussions with various vendors and other industry stakeholders regarding these efforts.

Potential 494 Partnership Service – SWT and Metro Transit are currently in discussions related to SWT's awarded 494 service CMAQ grant between Eden Prairie and MSP Airport. As part of Metro Transit's Orange Line BRT local bus connecting services there may be potential for SWT and Metro Transit to partner on services to/from the Golden Triangle that would connect with Metro Transit's proposed local bus network. Both SWT and Metro Transit staffs are discussing conceptual services options. Staff will provide further update to the Commission at its meeting.

MN Transportation Conference – Staff recently had the opportunity to present virtually at the MN Transportation Conference on the agency’s efforts to keep both riders and riders not currently riding engaged with the agency throughout the COVID-19 pandemic. The presentation was well attended (over 90 people) and well received.

IT Updates

eMaint (Our new Asset Management Software) configuration is completed. Training with staff will commence before the end of the month. It is expected it will take about a month to get staffed trained to a point where we can switch over completely to the new system.

iPad Replacements – With the SW Prime service now in its sixth year of operation we are now in need or replacing the iPads that serve as both the navigation and payment systems on the buses. The iPads being replaced are Gen 2 and no longer are updated or serviced by Apple. Newer version iPads are at the garage and will be installed on all SW Prime vehicles over the next month.

Facilities Maintenance Updates

We are in the process of our **annual spring cleaning** of all our facilities.

The **Atmos air install** is complete, tested, and functioning properly in all facilities.

The **East Creek Station crack repairs** started today 3/17/2021 and the CTS ramp PM starts tomorrow 3/18/21.

The EP Garage roof project is being designed and bid documents will be given to legal counsel for review soon.

The **EP Garage fitness center**, locker rooms and shower room are 100% completed.

The new **wheel loader** has been delivered, in-serviced and is usable.

The facilities department has been working hard cleaning facilities as the snow melts and is Working on finalizing our **spring/summer/fall project lists**.

Vehicle Maintenance Updates

The shop is working to in-service our new MCI CRT LE low floor coach that was delivered last week. We are working with the manufacturer to repair a few paint and decal issues. The bus was delivered with part of the graphic not matching what was ordered.

The shop is working on the new Braunability minivan for prime service, this van should be available for service shortly.

All MCI buses have now received the new ion air purification systems and all passenger barriers have been installed.

The shop will be starting the next round of 30 driver barriers later this month.

