

May 28, 2020



SouthWest Transit Commission

2120 Chestnut Street N
Chaska, MN 55318

Telephone 952-949-2287
Facsimile 952-974-7997
SWTransit.org

SOUTHWEST TRANSIT COMMISSION AGENDA

Thursday, May 28, 2020

Commission Meeting – 6:00 pm, 2nd Floor East Creek Conference Room & Via
Video or Phone

Using a Computer (allows viewing of presentation and guests)

1. Go to <https://bit.ly/3bLQ1HF>
2. Meeting Number: **126 064 9586**
3. Meeting Password: swt1
4. You can join the meeting 15 mins prior to start time.

Using a Phone (audio only)

1. Call **408-418-9388**
2. Meeting Number: **126 064 9586**
3. Meeting Password: 7981
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

Brad Aho – City of Eden Prairie
Jerry McDonald – City of Chanhassen
Bob Roepke – City of Chaska
Bethany Tjornhom – City of Chanhassen
Mike Huang – City of Chaska
PG Narayanan – City of Eden Prairie
Jody Bonnevier - At-Large Commissioner
Courtney Johnson – Ex Officio City of Carver

GENERAL COUNSEL

Joshua Dorothy, Attorney

EXECUTIVE STAFF

Len Simich, Chief Executive Officer
Dave Jacobson, Chief Operating Officer
Matt Fyten, Operations and Planning Director
Al Halaas, Director/GM - First Transit
Gary Groen – Acting Administrative Service Director
Tony Kuykendall – Vehicle Maintenance Manager
Souriyong Souriya – Finance Director
Mike Dartt – Facilities Manager, Buildings & Structure
Adam Hegeholz – HR Manager
Jason Kirsch – IT Manager
John Haggemiller – Public Outreach Manager

AGENDA

Commission Meeting – 6:00 pm

- I. PUBLIC COMMENT
- II. APPROVAL OF AGENDA

III. PAYMENT OF CLAIMS (Rollcall Vote)

IV. CONSENT

A. Approval of Minutes of 4-23-20

B. Approval of Financial Statements

C. Ridership – Dave

D. Forklift Replacement – Tony

E. Construction Contracts - Len

F. EPG North Entry Security Camera Replacement/Additions - Jason

V. NEW BUSINESS

A. COVID-19 Impacts/Updates - Len

B. Debt Service Sinking Fund – Gary, Souriyong, Len

C. SW Village Pedestrian Bridge - Mike, Kory, Len

D. Policy Changes/ Updates - Adam

E. Autonomous Grant – Matt, Len

F. Metropolitan Council “Transit Values Study” – Matt, Len, Mike H, Bob R

G. CMAQ & Vehicle Match – Dave J

H. CEO Eval - Len

VI. UPDATES

VII. ADJOURNMENT

Payment of Claims

SouthWest Transit
04/16/2020 Thru 05/19/2020

Meeting Date: 05/28/2020

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
5514	SHAUN LABELLE PRODUCTIONS, LLC	Pandemic Video	4/15/20	\$ 7,500.00
5515	4IMPRINT, INC.	Marketing Supplies	4/20/20	\$ 145.60
5516	ABC BUS COMPANIES	Vehicle Parts	4/20/20	\$ 726.58
5517	ACE SECURITY TECHNOLOGIES	Facility Supplies	4/20/20	\$ 373.00
5518	ALLSTATE PETERBILT	Vehicle Parts	4/20/20	\$ 2,215.56
5519	AVALLO WEB DEVELOPMENT	Website Updates	4/20/20	\$ 715.00
5520	BERGANKDV	Audit Service	4/20/20	\$ 14,000.00
5521	CENTERPOINT ENERGY	Gas Bill - ECS	4/20/20	\$ 248.61
5522	CITY OF CHANHASSEN	Utilities Payments	4/20/20	\$ 1,786.21
5523	COMCAST BUSINESS	Internet Service	4/20/20	\$ 1,296.80
5524	C-THRU WINDOW CLEANING	Facility Supplies	4/20/20	\$ 360.00
5525	GILLIG LLC	Vehicle Parts	4/20/20	\$ 612.13
5526	HOGLUND BUS COMPANY	Vehicle Parts	4/20/20	\$ 514.23
5527	KLOOS ELECTRIC, INC.	Electric Maintenance	4/20/20	\$ 10,741.33
5528	L. FORD CONSTRUCTION LLC	Office Additions Updates -SWS	4/20/20	\$ 2,360.00
5529	MENARDS	Pandemic Cleaning Supplies	4/20/20	\$ 386.73
5530	METRO BRUSH SUPPLY CO.	Pandemic Cleaning Supplies	4/20/20	\$ 418.45
5531	OCCUPATIONAL MEDICINE CONSULTS	Drug Testing	4/20/20	\$ 125.00
5532	OPG3	Server Project	4/20/20	\$ 740.00
5533	PJ ENTERPRISES OF THE LAKES	Vehicle Parts	4/20/20	\$ 1,180.00
5534	POPP COMMUNICATIONS	Telephone Payment	4/20/20	\$ 2,298.33
5535	PRINTGLOBE	Marketing Supplies	4/20/20	\$ 3,016.07
5536	PRIORITY COURIER EXPERTS	Priority Courier Service	4/20/20	\$ 29.40
5537	SIEMENS INDUSTRY, INC.	Garage Expansion - Security System	4/20/20	\$ 1,670.00
5538	SYNCB AMAZON	Vehicle Parts	4/20/20	\$ 94.23
5539	TWIN CITY GARAGE DOOR CO.	Facility Supplies	4/20/20	\$ 799.88
5540	VERIZON WIRELESS	Wireless Phone	4/20/20	\$ 105.03
5541	WALKER CONSULTANTS	Professional Services - 20 Yrs. Assessment	4/20/20	\$ 36,965.00
5542	XCEL ENERGY	Utilities Payments	4/20/20	\$ 2,983.96
5543	ABC BUS COMPANIES	Vehicle Parts	4/21/20	\$ 54,959.78
5544	ARCPPOINT LABS OF EDEN PRAIRIE	Drug Testing	4/21/20	\$ 126.00
5545	C.H.I. COMPANIES	Garage Expansion - Trailer Rental	4/21/20	\$ 727.00
5546	CARVER COUNTY	Fiber Internet Service	4/21/20	\$ 2,625.00
5547	CINTAS CORPORATION #470	Uniform/Mat's service	4/21/20	\$ 2,083.89
5548	EDEN PRAIRIE CHAMBER OF COMMER	Meeting Sponsorship	4/21/20	\$ 50.00
5549	FACTORY MOTOR PARTS COMPANY	Vehicle Parts	4/21/20	\$ 524.11
5550	FIRST TRANSIT, INC.	March operating Expenses	4/21/20	\$ 392,856.22
5551	FLEETPRIDE	Vehicle Parts	4/21/20	\$ 164.20
5552	FRANZ REPROGRAPHICS	Monthly File Arch Fee	4/21/20	\$ 200.00
5553	GUARDIAN MECHANICAL SERVICE INC.	Vehicle Repair	4/21/20	\$ 849.00
5554	HAY DOBBS P.A.	Garage Expansion -Consultant Service	4/21/20	\$ 34,060.17
5555	HOGLUND BODY & EQUIPMENT, INC.	Vehicle Parts	4/21/20	\$ 6,064.79
5556	ISPACE ENVIRONMENTS, INC.	Furnitures Down Payment for Construction	4/21/20	\$ 40,845.78
5557	KELLY PROMOTIONS, INC.	SWT Uniform	4/21/20	\$ 211.87
5558	KIRK GOETZ	Graphic Design work Bus schedule	4/21/20	\$ 390.00
5559	LEAGUE MN CITIES INS. TRUST	3rd Installment Prepaid Insurance	4/21/20	\$ 73,668.43
5560	LOCAL GOVERNMENT INFORMATION SYSTEMS	Licensing Fee - Accounting System	4/21/20	\$ 1,255.00
5561	LUBE-TECH & PARTNERS, LLC	Vehicle Supplies	4/21/20	\$ 8,805.57
5562	MEDIACOM	Internet Bill	4/21/20	\$ 575.91

SouthWest Transit

04/16/2020 Thru 05/19/2020

Meeting Date: 05/28/2020

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
5563	MENARDS	Pandemic Cleaning Supplies	4/21/20	\$ 96.62
5564	METROPOLITAN FORD OF EDEN PRAIRIE	Vehicle Parts	4/21/20	\$ 7,500.00
5565	MINNESOTA CHAMBER OF COMMERCE	Legislators Registration	4/21/20	\$ 65.00
5566	MINUTEMAN PRESS	Printing Schedules	4/21/20	\$ 381.00
5567	OCCUPATIONAL MEDICINE CONSULTS	Drug Testing	4/21/20	\$ 140.00
5568	OSI ENVIRONMENTAL, INC.	Used Oil Disposal	4/21/20	\$ 100.00
5569	RSM US PRODUCT SALES LLC	Professional Services - Server Replacement	4/21/20	\$ 9,400.00
5570	RYDER	Vehicle Parts	4/21/20	\$ 59.22
5571	SCHINDLER ELEVATOR CORP.	Elevator Maintenance	4/21/20	\$ 5,018.88
5572	SEON SYSTEMS SALES INC.	Vehicle Charger	4/21/20	\$ 6,060.00
5573	SPOK, INC.	Pager Service	4/21/20	\$ 131.83
5574	SSI MN TRANCHE 3 ACCT: 10327096	US Solar Subscription	4/21/20	\$ 483.84
5575	SSI MN TRANCHE Act 10322006	US Solar Subscription	4/21/20	\$ 3,376.33
5576	SUBURBAN CHEVROLET	Vehicle Parts	4/21/20	\$ 261.40
5577	SUMMIT COMPANIES	Fire Ext. Inspection	4/21/20	\$ 1,837.95
5578	SWNEWSMEDIA	SWT Advertising	4/21/20	\$ 3,863.72
5579	TWIN CITY GARAGE DOOR CO.	Garage Door Repairs	4/21/20	\$ 2,616.00
5580	VER-TECH LABS	Disinfectant/Sanitizer Supplies	4/21/20	\$ 1,187.53
5581	ANNA WONG	Pandemic Supplies - Mask	4/21/20	\$ 450.00
5582	CITY OF EDEN PRAIRIE WATER	Utilities Payments	4/27/20	\$ 4,100.00
5583	CARVER COUNTY	Annual Maintenance - Fiber Internet	4/27/20	\$ 423.80
5584	CUSTOM COMMUNICATIONS INC.	Alarm Monitoring	4/27/20	\$ 1,190.02
5585	EDEN PRAIRIE CHAMBER OF COMMER	Membership Investment	4/27/20	\$ 752.00
5586	SOCIAL INDOOR	Advertising	4/27/20	\$ 5,037.86
5587	ALLSTATE PETERBILT	Vehicle Parts	4/28/20	\$ 1,506.43
5588	BLUETARP FINANCIAL, INC.	Vehicle Supplies	4/28/20	\$ 251.27
5589	BTR OF MINNESOTA	Vehicle Parts	4/28/20	\$ 1,386.80
5590	CINTAS CORPORATION #470	Towels/Uniforms	4/28/20	\$ 2,257.68
5591	GILLIG LLC	Vehicle Parts	4/28/20	\$ 367.47
5592	GRAINGER	Vehicle Parts	4/28/20	\$ 62.32
5593	INTERSTATE POWER SYSTEM, INC.	Vehicle Parts	4/28/20	\$ 2,135.86
5594	I-STATE TRUCK CENTER	Vehicle Parts	4/28/20	\$ 36.29
5595	DAVE JACOBSON	Reimbursement - Misc. Meetings	4/28/20	\$ 50.10
5596	JOHNSON CONTROLS, INC.	Contract Repairs	4/28/20	\$ 511.00
5597	LANO EQUIPMENT, INC.	Vehicle Parts	4/28/20	\$ 911.06
5598	MENARDS	Vehicle Parts	4/28/20	\$ 325.40
5599	MICRO CENTER	IT Supplies	4/28/20	\$ 339.91
5600	MINUTEMAN PRESS	Marketing and Advertising	4/28/20	\$ 280.00
5601	MYERS TIRE - CHICAGO #12	Vehicle Parts	4/28/20	\$ 378.23
5602	O'REILLY AUTOMOTIVE, INC.	Vehicle Parts	4/28/20	\$ 69.08
5603	ROVITRACKER INC.	Security Costs	4/28/20	\$ 310.00
5604	ROYAL TIRE INC.	Vehicle Parts	4/28/20	\$ 1,739.05
5605	SUBURBAN CHEVROLET	Vehicle Parts	4/28/20	\$ 382.09
5606	SYNCB AMAZON	Vehicle Parts	4/28/20	\$ 2,414.37
5607	THE AFTERMARKET PARTS COMPANY	Vehicle Parts	4/28/20	\$ 111.24
5608	ATOMIC RECYCLING	Garage Expansion - Recycling Rental	4/30/20	\$ 862.00
5609	AXEL H. OHMAN, IMC.	Garage Expansion-Project 009	4/30/20	\$ 204,103.03
5610	BIFFS, INC.	Garage Expansion - Portable Toilet	4/30/20	\$ 417.20
5611	BIG-D CONSTRUCTION MIDWEST LLC	Garage Expansion-Project 009	4/30/20	\$ 58,099.50

SouthWest Transit

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Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
5612	C.H.I. COMPANIES	Garage Expansion - Trailer Rental	4/30/20	\$ 588.00
5613	GREAT MANDARIN	Meetings, Training & Conference	4/30/20	\$ 279.76
5614	KLOOS ELECTRIC, INC.	Garage Expansion-Project 009	4/30/20	\$ 26,042.09
5615	TONY KUYKENDALL	Reimbursement-Vehicle Parts	4/30/20	\$ 72.80
5616	LAFORCE, INC.	Garage Expansion-Project 009	4/30/20	\$ 9,221.65
5617	OPG3	Laserfiche Annual Maintenance	4/30/20	\$ 2,692.00
5618	PETERSON SHEET METAL, INC.	Garage Expansion-Project 009	4/30/20	\$ 21,912.57
5619	RAMSEY EXCAVATING COMPANY INC.	Garage Expansion-Project 009	4/30/20	\$ 25,840.00
5620	RED CEDAR STEEL ERECTORS, INC.	Garage Expansion-Project 009	4/30/20	\$ 77,377.50
5621	TARACON PRECAST LLC	Garage Expansion-Project 009	4/30/20	\$ 27,911.00
5622	ABC BUS COMPANIES	Vehicle Parts	5/5/20	\$ 1,166.29
5623	ALLIED UNIVERSAL SECURITY SERV	Facility Supplies	5/5/20	\$ 466.80
5624	AVALLO WEB DEVELOPMENT	Website Updates	5/5/20	\$ 220.00
5625	BLUETARP FINANCIAL, INC.	Vehicle Parts	5/5/20	\$ 124.49
5626	BTR OF MINNESOTA	Vehicle Parts	5/5/20	\$ 482.37
5627	CENTERPOINT ENERGY	Gas Bill	5/5/20	\$ 3,453.60
5628	CENTURYLINK	Phone Bill	5/5/20	\$ 226.81
5629	CENTURYLINK	Phone Bill	5/5/20	\$ 443.67
5630	CITY OF CHASKA UTILITY BILLING	Utilities Payments	5/5/20	\$ 1,896.63
5631	COMCAST BUSINESS	Internet Bill - EPG	5/5/20	\$ 34.91
5632	DACOTA PAPER CO.	Vehicle Parts	5/5/20	\$ 210.04
5633	FACTORY MOTOR PARTS COMPANY	Vehicle Parts	5/5/20	\$ 93.24
5634	FRESH AIR FINISHERS	Building Supplies	5/5/20	\$ 1,750.00
5635	GARY A. GROEN	Professional Services - Financial Consultant	5/5/20	\$ 1,767.50
5636	HOGLUND BUS COMPANY	Vehicle Parts	5/5/20	\$ 123.60
5637	LEAGUE MN CITIES INS. TRUST	Insurance Deductible	5/5/20	\$ 311.18
5638	LIFESTYLE PUBLICATIONS, LLC	Marketing and Advertising	5/5/20	\$ 2,025.00
5639	MEDIACOM	Internet Bill	5/5/20	\$ 324.90
5640	METROPOLITAN FORD OF EDEN PRAIRIE	Vehicle Parts	5/5/20	\$ 142.77
5641	MVEC, MINNESOTA VALLEY ELECTRIC COOP	Utilities Payments	5/5/20	\$ 4,807.80
5642	NCPERS MINNESOTA	Life Insurance	5/5/20	\$ 64.00
5644	PRIORITY COURIER EXPERTS	Vehicle Parts	5/5/20	\$ 75.19
5645	RDO EQUIPMENT CO.	Snow Equipment Rental	5/5/20	\$ 350.00
5646	ROVITRACKER INC.	Site Management Video Plan	5/5/20	\$ 310.00
5647	SEON SYSTEMS SALES INC.	Vehicle Parts	5/5/20	\$ 979.00
5648	SUBURBAN CHEVROLET	Vehicle Parts	5/5/20	\$ 200.30
5649	SUMMIT COMPANIES	Facility Supplies	5/5/20	\$ 3,783.10
5650	T-MOBILE	Bus Wifi	5/5/20	\$ 4,994.96
5651	US BANK	Printer Contract	5/5/20	\$ 699.00
5652	VERIZON WIRELESS	Phone Bill	5/5/20	\$ 54.83
5653	XCEL ENERGY	Utilities Payments	5/5/20	\$ 760.69
5654	ALLSTATE PETERBILT	Vehicle Parts	5/6/20	\$ 1,267.24
5655	BROTHERS FIRE & SECURITY	Facility Supplies	5/6/20	\$ 1,786.36
5656	C & J BUS REPAIR, INC.	Vehicle Parts	5/6/20	\$ 3,333.82
5657	CENTERPOINT ENERGY	Gas Bill	5/6/20	\$ 312.43
5658	CENTURYLINK	Phone Bill	5/6/20	\$ 59.19
5659	CINTAS CORPORATION #470	Towels/Mats	5/6/20	\$ 544.66
5660	CITY OF EDEN PRAIRIE	Utilities Payments	5/6/20	\$ 1,206.23
5661	DIRECTV	Cable Payment	5/6/20	\$ 76.99

SouthWest Transit

04/16/2020 Thru 05/19/2020

Meeting Date: 05/28/2020

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
5662	FACTORY MOTOR PARTS COMPANY	Vehicle Parts	5/6/20	\$ 1,388.00
5663	FLEETPRIDE	Vehicle Parts	5/6/20	\$ 21.00
5664	GILLIG LLC	Vehicle Parts	5/6/20	\$ 572.44
5665	HENNEPIN COUNTY AR	Radio Fleet Fee	5/6/20	\$ 312.44
5666	HOGLUND BUS COMPANY	Vehicle Parts	5/6/20	\$ 14.24
5667	INTERSTATE POWER SYSTEM, INC.	Vehicle Parts	5/6/20	\$ 227.24
5668	I-STATE TRUCK CENTER	Vehicle Parts	5/6/20	\$ 141.60
5669	KLOOS ELECTRIC, INC.	Electric Maintenance	5/6/20	\$ 1,843.21
5670	MENARDS	Vehicle Parts	5/6/20	\$ 49.66
5671	METROPOLITAN FORD OF EDEN PRAIRIE	Vehicle Parts	5/6/20	\$ 670.69
5672	MOHAWK MFG. & SUPPLY CO.	Vehicle Parts	5/6/20	\$ 561.17
5673	MVEC, MINNESOTA VALLEY ELECTRIC COOP	Utilities Payments	5/6/20	\$ 3,025.20
5674	OFFICE DEPOT	Vehicle Parts	5/6/20	\$ 319.20
5675	O'REILLY AUTOMOTIVE, INC.	Vehicle Parts	5/6/20	\$ 274.99
5676	OSI ENVIRONMENTAL, INC.	Vehicle Supplies	5/6/20	\$ 250.00
5677	RDO EQUIPMENT CO.	Snow Equipment Rental	5/6/20	\$ 3,466.98
5678	ROYAL TIRE INC.	Vehicle Parts	5/6/20	\$ 4,321.02
5679	SUBURBAN CHEVROLET	Vehicle Parts	5/6/20	\$ 116.65
5680	SWNEWSMEDIA	Marketing and Advertising	5/6/20	\$ 5,635.40
5681	TASC	Retiree - Admin Fees	5/6/20	\$ 51.78
5682	THE AFTERMARKET PARTS COMPANY	Vehicle Parts	5/6/20	\$ 14,565.05
5683	VERITIV OPERATING COMPANY	Pandemic Cleaning Supplies	5/6/20	\$ 280.05
5684	WEX BANK	Gasoline for SW Prime Vehicles	5/6/20	\$ 12,399.28
5685	WHEELCO TRUCK & TRAILER PARTS	Vehicle Parts	5/6/20	\$ 1,287.44
5686	ZIEGLER INC.	Vehicle Parts	5/6/20	\$ 1,250.00
5687	3W ELECTRONICS OF MN	Facility Supplies	5/13/20	\$ 102.00
5688	4201, LLP	Parking Lease	5/13/20	\$ 333.33
5689	A TO Z RENTAL CENTER	Vehicle Parts	5/13/20	\$ 52.00
5690	ALLIED UNIVERSAL SECURITY SERV	Facility Supplies	5/13/20	\$ 466.80
5691	ALLSTATE PETERBILT	Vehicle Parts	5/13/20	\$ 543.51
5692	BERGANKDV	Audit Service	5/13/20	\$ 3,750.00
5693	BLUETARP FINANCIAL, INC.	Facility Supplies	5/13/20	\$ 280.96
5694	C & J BUS REPAIR, INC.	Vehicle Parts	5/13/20	\$ 115.44
5695	C.H.I. COMPANIES	Garage Expansion - Trailer Rental	5/13/20	\$ 648.00
5696	CENTERPOINT ENERGY	Gas Bill - ECS	5/13/20	\$ 631.98
5697	CINTAS CORPORATION #470	Towels/Uniforms	5/13/20	\$ 2,382.56
5698	CITY OF CHANHASSEN-PUBLIC WORK	Water Usage	5/13/20	\$ 224.08
5699	CITY OF EDEN PRAIRIE	Utilities Payments	5/13/20	\$ 1,119.65
5700	CITY OF MAPLE GROVE	2020 Suburban Transit Associates	5/13/20	\$ 17,583.00
5701	CLEARSOFT Water Conditioning	Salt	5/13/20	\$ 619.36
5702	COMCAST BUSINESS	Cable Tv	5/13/20	\$ 4,698.36
5703	COSTCO MEMBERSHIP	Costco Membership	5/13/20	\$ 60.00
5704	COSTCO WHOLESALE	Building Supplies	5/13/20	\$ 1,000.00
5705	DIRECTV	Cable Tv	5/13/20	\$ 81.24
5706	FIRST TRANSIT, INC.	April Operating Expenses	5/13/20	\$ 268,674.94
5707	FRANZ REPROGRAPHICS	Monthly Project Fee	5/13/20	\$ 100.00
5708	FREEWHEEL BIKE - EVENTS	Bike Repairs	5/13/20	\$ 1,633.74
5709	GILLIG LLC	Vehicle Parts	5/13/20	\$ 9.12
5710	GRAINGER	Pandemic Cleaning Supplies	5/13/20	\$ 3,280.32

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Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
5711	GREGERSON, ROSOW, JOHNSON & NILAN, LTD	Professional Services Legal	5/13/20	\$ 12,033.27
5712	HEALTHPARTNERS	Health and Dental Insurance	5/13/20	\$ 32,863.75
5713	ADAM HEGEHOLZ	Reimbursement - Misc. Supplies	5/13/20	\$ 1,079.93
5714	HENNEPIN COUNTY AR	Radio Fleet Fee	5/13/20	\$ 312.44
5715	INTERSTATE POWER SYSTEM, INC.	Facility Supplies	5/13/20	\$ 311.00
5716	KIRK GOETZ	Graphic Design work Bus schedule	5/13/20	\$ 910.00
5717	LOCAL GOVERNMENT INFORMATION SYSTEMS	Licensing	5/13/20	\$ 1,255.00
5718	MENARDS	Facility Supplies	5/13/20	\$ 346.75
5719	METROPOLITAN FORD OF EDEN PRAIRIE	Vehicle Parts	5/13/20	\$ 117.54
5720	MINUTEMAN PRESS	Printing - Signs	5/13/20	\$ 104.00
5721	NAPA AUTO PARTS	Vehicle Parts	5/13/20	\$ 90.38
5722	NGMA	Webinar Registration	5/13/20	\$ 49.00
5723	OPG3	Software Lease	5/13/20	\$ 40.52
5724	O'REILLY AUTOMOTIVE, INC.	Vehicle Parts	5/13/20	\$ 531.95
5725	PITNEY BOWES INC	Office Equipment Lease	5/13/20	\$ 210.03
5726	PPG ARCHITECTURAL FINISHES	Facility Supplies	5/13/20	\$ 66.63
5727	REPUBLIC SERVICES #894	Trash Removal Service	5/13/20	\$ 1,043.19
5728	ROYAL TIRE INC.	Vehicle Parts	5/13/20	\$ 1,807.20
5729	SIEMENS INDUSTRY, INC.	Security System Costs	5/13/20	\$ 3,150.00
5730	SITEONE LANDSCAPE SUPPLY, LLC	Facility Supplies	5/13/20	\$ 733.88
5731	SSI MN TRANCHE Act 10322006	Subscription US Solar	5/13/20	\$ 4,626.14
5732	SUMMIT COMPANIES	Facility Supplies	5/13/20	\$ 3,085.00
5733	SYNCB AMAZON	Pandemic Cleaning Supplies	5/13/20	\$ 1,958.72
5734	TASC	FSA/HSA Admin Fees	5/13/20	\$ 352.25
5735	TECHSTAR IT SOLUTIONS	IT Service	5/13/20	\$ 4,951.50
5736	THE AFTERMARKET PARTS COMPANY	Vehicle Parts	5/13/20	\$ 20,377.12
5737	THE OASIS GROUP	EAP Services	5/13/20	\$ 213.90
5738	THE SHERWIN-WILLIAMS CO	Facility Supplies	5/13/20	\$ 52.93
5739	TWIN CITY GARAGE DOOR CO.	Facility Maintenance	5/13/20	\$ 3,925.25
5740	VERITIV OPERATING COMPANY	Pandemic Cleaning Supplies	5/13/20	\$ 797.00
5741	VERIZON WIRELESS	Wireless Phone	5/13/20	\$ 105.03
5742	VER-TECH LABS	Vehicle Supplies	5/13/20	\$ 1,254.16
5743	WACONIA COMMUNITY EDUCATION	Marketing and Advertising	5/13/20	\$ 325.00
5744	WILSON'S NURSERY INC.	Facility Supplies	5/13/20	\$ 488.00
5745	XCEL ENERGY	Utilities Payments	5/13/20	\$ 207.13
5746	ZIEGLER INC.	Facility Supplies	5/13/20	\$ 185.70
			TOTAL	\$ 1,743,553.60

SouthWest Transit				
04/16/2020 Thru 05/19/2020				
Meeting Date: 05/28/2020				
Payment of Claims				
Check Number	Vendor Name	Description	Check Date	Check Amount
ACH Withdraws				
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	4/16/20	\$ 13,538.66
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	4/23/20	\$ 7,734.29
	MET COUNCIL RETAILSALE CPOS SW	Go To Card Reimbursement	4/17/20	\$ 175.00
	MET COUNCIL RETAILSALE CPOS SW	Go To Card Reimbursement	4/24/20	\$ 180.00
	MET COUNCIL RETAILSALE CPOS SW	Go To Card Reimbursement	5/1/20	\$ 120.00
	MET COUNCIL RETAILSALE CPOS SW	Go To Card Reimbursement	5/8/20	\$ 75.00
	MET COUNCIL RETAILSALE CPOS SW	Go To Card Reimbursement	5/15/20	\$ 70.00
	FLAGSHIP BANK	Deluxe Bus Sys. - Deposit Slips	4/30/20	\$ 73.20
	FLAGSHIP BANK	Letter of Credit Loan Fees	5/1/20	\$ 300.00
	FLAGSHIP BANK	Monthly Banking Fees	4/30/20	\$ 90.00
	FLAGSHIP BANK	Wire Fee	4/2/20	\$ 15.00
	PAYPAL TRANSFER TSHEETS	Payroll Time cards fees	5/13/20	\$ 266.00
	ADP, INC.	Payroll Fees	4/24/20	\$ 649.26
			TOTAL	\$ 23,286.41
Payroll				
	ADP, INC.	Payroll	4/17/20	\$ 88,815.82
	ADP, INC.	Payroll	5/1/20	\$ 88,716.92
			5/15/20	\$ 81,719.08
			TOTAL	\$ 259,251.82
Monthly Reimbursement included in payroll totals				
	Jon Christenson	Cell Phone Allowance		\$ 50.00
	Mike Dartt	Cell Phone Allowance		\$ 50.00
	Pete Engstrom	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 Haggemiller	Cell Phone Allowance		\$ 50.00
	Ben Schuler	Cell Phone Allowance		\$ 50.00
	Jason Berg	Cell Phone Allowance		\$ 50.00
	Kory Simich	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
			TOTAL	\$ 1,572.00
			GRAND TOTAL	\$ 2,026,091.83

Consent

SOUTHWEST TRANSIT COMMISSION MINUTES

Thursday, April 23, 2020

Commission Meeting – 6:00 pm, 2nd Floor East Creek Conference Room & Via Video (uberconference.com/sw-transit) or Phone (952-222-4620)

COMMISSION MEMBERS

Brad Aho – City of Eden Prairie
Jerry McDonald – City of Chanhassen
Bob Roepke – City of Chaska
Bethany Tjornhom – City of Chanhassen
Mike Huang – City of Chaska
PG Narayanan – City of Eden Prairie
Jody Bonnevier - At-Large Commissioner
Courtney Johnson – Ex Officio City of Carver

GENERAL COUNSEL

Joshua Dorothy, Attorney

EXECUTIVE STAFF

Len Simich, Chief Executive Officer
Dave Jacobson, Chief Operating Officer
Matt Fyten, Operations and Planning Director
Al Halaas, Director/GM - First Transit
Gary Groen – Acting Administrative Service Director
Tony Kuykendall – Vehicle Maintenance Manager
Souriyong Souriya – Finance Director
Mike Dartt – Facilities Manager, Buildings & Structure
Adam Hegeholz – HR Manager
Jason Kirsch – IT Manager
John Haggemiller – Public Outreach Manager

AGENDA

Commission Meeting

I. CALL TO ORDER

The meeting was called to order by Chair Brad Aho at 6:02 pm.

II. PUBLIC COMMENT

None

III. APPROVAL OF AGENDA

Motion: Roepke motioned, seconded by Narayanan to approve the agenda with the addition of New Business Item B Garage Addition. The motion carried 6-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Narayanan, Yes.

IV. PAYMENT OF CLAIMS

Motion: McDonald motioned, seconded by Huang to approve the Payment of Claims. The motion carried 6-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Huang, Yes; Narayanan, Yes. Bonnevier, Yes.

V. CONSENT

A. **Approval of Minutes of 3-26-20**

B. **Approval of Financial Statements**

Motion: Roepke motioned, seconded by Narayanan to approve the Consent items. The motion carried 6-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Huang, Yes; Narayanan, Yes. Bonnevier, Yes.

VI. NEW BUSINESS

A. Audit

Motion: Huang motioned, seconded by Narayanan to adopt Resolution #20-50 accepting the audited Comprehensive Annual Financial Report for the fiscal year ended December 31, 2020. The motion carried 6-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Huang, Yes; Narayanan, Yes. Bonnevier, Yes.

B. Garage Addition

Motion: McDonald motioned, seconded by Narayanan to authorize its CEO to enter into contracts with the contractors identified below who submitted the low bid in relation to the work each will perform in the construction of the garage office addition/approvements. The motion carried 6-0-0 **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Huang, Yes; Narayanan, Yes. Bonnevier, Yes.

New Contracts Under \$35k Ready for Commission Review:

1. Ramsey Companies - \$5,490
2. Axel H. Ohman Companies - \$3,394.65
3. Value Plus Flooring - \$100
4. Bartely Sales - \$7,031.58
5. Total Fire Protection - \$4,451.10
6. Peterson Sheet Metal - \$17,085

New Contracts Over \$35k Ready for Commission Review:

1. RTL Construction - \$62,887.33
2. Kloos Electric - \$45,630

C. Covid-19 Update

Motion: No Action Requested.

D. SW Village Bridge Construction Repairs

Motion: Roepke motioned, seconded by McDonald to authorizes the Chief Executive Officer to execute agreements related to the repair of the pedestrian bridge not to exceed \$82,500 for the entire construction project. The motion carried 4-0-1. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Huang, Abstain; Narayanan, Yes.

E. TSM Plan

Motion: McDonald motioned, seconded by Roepke to adopt the SWT Transit Systems Management Plan. The motion carried 4-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Huang, Yes

F. LED Lights as SouthWest Station

Motion: Roepke motioned, seconded by McDonald to authorize its CEO to bring a lawsuit against the SouthWest Light Rail Transit's contractor (a Joint Venture of Lunda Construction and McCrossan Construction) for damages to LED light fixtures at SouthWest Station park and ride ramp . The motion carried 5-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Huang, Yes; Bonnevier, Yes.

I. ADJOURNMENT

Huang motioned, seconded by Roepke to adjourn the meeting. The motion passed 4-0-0. The meeting adjourned at 8:30 pm.

May 1, 2020 SouthWest Transit Commission Minutes Prepared By: Adam Hegeholz

Approved by: _____

Date: _____



SOUTH WEST TRANSIT

**Balance Sheet for All Funds
March 2020**

Commission Meeting date 5.28.2020

Fund Name

Balance Sheet Category	General Fund	Capital & Equipment	SWS-Relocation Capital	Grant Projects	SWT Capital			SWS Development	Debt Service	Total
					Cost of Operating Deferred					
Assets										
Cash & Investments	\$ 3,731,580	\$ 1,838,800	\$ 5,273,131	\$ (350,785)	\$ 170,000	\$ 8,323,516	\$ (454,708)	\$ 18,531,533		
Accounts Receivable	741,245	4,144	-	350,785	-	3,470,704	116,412	4,683,291		
Other Assets	357,424	-	-	-	-	-	-	357,424		
Total Assets	4,830,250	1,842,944	5,273,131	-	170,000	11,794,220	(338,296)	23,572,249		
Liabilities										
Accounts Payable	536,363	-	-	-	-	3,418,565	-	3,418,565		
Other Liabilities	-	-	-	-	-	3,418,565	-	3,418,565		
Total Liabilities	536,363	-	-	-	-	3,418,565	-	3,954,928		
Fund Balances										
Beginning Fund Balance-January 2018	4,378,020	1,842,944	1,759,627	-	-	8,256,487	26,229	16,263,307		
Net Change in Fund Balance	(84,133)	-	3,513,504	-	170,000	119,168	(364,525)	3,354,014		
Total Fund Balances	4,293,887	1,842,944	5,273,131	-	170,000	8,375,655	(338,296)	19,617,321		
Total Liabilities & Fund Balances	\$ 4,830,250	\$ 1,842,944	\$ 5,273,131	\$ -	\$ 170,000	\$ 11,794,220	\$ (338,296)	\$ 23,572,249		



Commission Meeting date 5.28.2020

Southwest Transit
 Revenue and Expenditures for All Funds
 Monthly Financial Report
 YTD March 2020

Mar=25.0%

General Fund 100	Current		2020 YTD Actual	2020 YTD Balance	% YTD Budget
	Adopted Budget	Month Actual			

Revenues					
Passenger Fares	\$ 3,035,600	\$ 107,287	\$ 547,085	(2,488,515)	18.0%
Contract Revenue	70,000	4,610	15,197	(54,803)	21.7%
MVST Revenue	7,606,000	602,454	1,699,765	(5,906,235)	22.3%
RAMVST Revenue	1,406,000	112,476	317,339	(1,088,661)	22.6%
Investment Income	10,000	-	2,435	(7,565)	24.4%
Other Local Revenues	210,000	4	50,083	(159,917)	23.8%
Total	12,337,600	826,831	2,631,905	(9,705,695)	21.3%

Other Sources					
Insurance Recoveries	-	1,388	10,786	10,786	-
Total Revenue	\$ 12,337,600	\$ 828,218	\$ 2,642,690	\$ (9,694,910)	21.4%

Expenditures

Administration	\$ 1,470,800	\$ 94,141	\$ 271,957	\$ 1,198,843	18.5%
Operations	7,427,300	894,291	1,604,501	5,822,799	21.6%
Vehicle Maintenance	2,189,000	117,280	327,116	1,861,884	14.9%
Facility Maintenance	1,402,150	103,417	298,874	1,103,276	21.3%
Total Expenditures	12,489,250	1,209,129	2,502,447	9,986,803	20.0%

Capital Cost Of Operating	376,600	10,422	54,376	322,224	14.4%
Total Expenditures & Capital Cost of Operating	12,865,850	1,219,551	2,556,823	10,309,027	19.9%

Other Financing Sources					
Transfers In	(170,000)	-	(170,000)	-	100.0%
Transfers (Out)	(170,000)	-	(170,000)	-	100.0%

Net Change in Fund Balance	\$ (698,250)	\$ (391,333)	\$ (84,133)		
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Fund Balance, January 1	\$ 4,378,020				
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Fund Balance, End of Current Period	\$ 4,293,887				
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Months of Operating Expenditures	4				
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Fund Balance as a % of the Expenditure Budget	32.9%				
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Southwest Transit
Revenue and Expenditures for All Funds
Monthly Financial Report
YTD March 2020

Commission Meeting date 5.28.2020

Mar=25.0%

All Other Funds	Current		2020 YTD Actual	2020 YTD Balance	% YTD Budget
	Adopted Budget	Month Actual			

Capital & Equipment Capital Projects Fund 250

Revenue	\$ 5,000	\$ -	\$ -	\$ -	0.0%
Expenditures	-	-	-	(5,000)	0.0%
Transfer In (Out)	-	-	-	-	0.0%
Net Change in Fund Balance	\$ 5,000	\$ -	\$ -		

SWT Capital Cost of Operating Deferred Fund 260

Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Expenditures	\$ -	\$ -	\$ -	\$ -	0.0%
Transfer In (Out)	\$ 170,000	\$ -	\$ 170,000	\$ -	0.0%
Net Change in Fund Balance	\$ 170,000	\$ -	\$ 170,000		

SWS Relocation Capital Projects Fund 338

Revenue	\$ -	\$ -	\$ 4,266,933	\$ 4,266,933	0.0%
Expenditures	2,210,000	446,903	753,429	1,456,571	34.1%
Transfer In (Out)	2,210,000	-	-	2,210,000	-
Net Change in Fund Balance	\$ -	\$ (446,903)	\$ 3,513,504		

Grant Projects Fund 336 & 337

Revenue	\$ -	\$ -	\$ 350,785	\$ 350,785	0.0%
Expenditures	-	-	350,785	(350,785)	0.0%
Net Change in Fund Balance	\$ -	\$ -	\$ -		

SWS Development Fund 360

Revenue	\$ 338,020	\$ 27,335	\$ 119,168	\$ (218,852)	35.3%
Expenditures	5,000	-	-	5,000	0.0%
Transfer In (Out)	(2,243,182)	-	-	(2,243,182)	0.0%
Net Change in Fund Balance	\$ (1,910,162)	\$ 27,335	\$ 119,168		



SouthWest Transit
 Revenue and Expenditures for All Funds
 Monthly Financial Report
 YTD March 2020

Commission Meeting date 5.28.2020

Mar=25.0%

	Adopted		Current		2020 YTD		2020		% YTD Budget
	Budget	Month	Actual	2020 YTD	Actual	YTD Balance	Budget		
All Other Funds									
Debt Service Fund 407-408									
Revenue	\$ 231,335	\$ -	\$ -	\$ 1,233,067	\$ 1,001,732	533.0%			
Expenditures	264,517	241,638	1,597,591	(1,333,074)	604.0%				
Transfer In (Out)	33,182	-	-	-	33,182	0.0%			
Net Change in Fund Balance	\$ -	\$ (241,638)	\$ (364,524)						

SouthWest Transit					
Pledged Securities Accounts - April 2020					
Security Description	Safekeeping Agent	Maturity Date	Pledged Date	Book Value	Pledged Value
Flagship Bank Minnesota					
FHLMC - FED Home Loan Mortgages	United Bankers Bank	11/1/2021	8/12/2015	\$ 364,050.27	\$ 381,087.64
FNMA - FED NATL MTG ASSN	United Bankers Bank	5/1/2020	10/23/2012	\$ 263,454.05	\$ 274,896.84
FNMA - FED NATL MTG ASSN	United Bankers Bank	8/1/2021	10/23/2012	\$ 350,494.38	\$ 366,844.76
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	\$ 247,456.72	\$ 255,356.97
HSBC BK	United Bankers Bank	11/4/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
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
Barclays Bank CD	United Bankers Bank	9/23/2020	6/21/2016	\$ 245,000.00	\$ 245,000.00
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
Comenity 2	United Bankers Bank	10/5/2020	7/27/2017	\$ 249,000.00	\$ 249,000.00
Natl COOP	United Bankers Bank	10/30/2020	7/24/2017	\$ 247,000.00	\$ 247,000.00
Synchrony 2	United Bankers Bank	6/19/2020	4/28/2020	\$ 245,000.00	\$ 145,000.00
Capital One Bank CD	United Bankers Bank	7/15/2020	4/15/2019	\$ 247,000.00	\$ 247,000.00
Capital One Bank CD	United Bankers Bank	7/15/2020	4/15/2019	\$ 247,000.00	\$ 247,000.00
Discover	United Bankers Bank	7/15/2020	12/14/2018	\$ 247,000.00	\$ 247,000.00
Goldman Sachs Bank USA CD	United Bankers Bank	7/15/2020	12/14/2018	\$ 247,000.00	\$ 247,000.00
Barclays Bank CD	United Bankers Bank	9/16/2020	8/14/2018	\$ 247,000.00	\$ 247,000.00
US Treasury Notes	United Bankers Bank	6/30/2020	1/9/2020	\$ 1,000,203.90	\$ 1,003,281.00
US Treasury Notes	United Bankers Bank	4/30/2021	10/6/2016	\$ 502,481.15	\$ 510,840.00
US Treasury Notes	United Bankers Bank	7/31/2022	10/6/2016	\$ 749,667.47	\$ 780,293.25
US Treasury Notes	United Bankers Bank	7/31/2020	1/9/2020	\$ 1,000,283.25	\$ 1,004,219.00
US Treasury Notes	United Bankers Bank	8/31/2020	1/9/2020	\$ 999,552.42	\$ 1,004,883.00
FHLB	United Bankers Bank	6/11/2021	5/25/2018	\$ 501,372.53	\$ 510,390.00
FHLB	United Bankers Bank	6/12/2020	1/5/2018	\$ 499,999.91	\$ 500,980.00
FFCB-FED Credit Bank	United Bankers Bank	9/1/2021	10/6/2016	\$ 501,534.97	\$ 507,220.00
FFCB	United Bankers Bank	10/29/2021	4/2/2020	\$ 499,146.54	\$ 202,360.00
FHLB	United Bankers Bank	9/11/2020	12/14/2018	\$ 505,597.01	\$ 507,145.00
Tax Muni Onamia	United Bankers Bank	2/1/2021	1/10/2020	\$ 236,089.66	\$ 237,701.09
GNMA	United Bankers Bank	1/1/2021	4/2/2020	\$ 219,612.44	\$ 214,971.75
GNMA	United Bankers Bank	8/20/2040	7/20/2018	\$ 169,558.58	\$ 174,066.46
				\$ 12,566,555.25	\$ 12,292,536.76
BankVista					
FDIC	FDIC - State	10/6/2021	6/6/2018	\$ 250,000	\$ 250,000
FDIC	ICS Account	10/6/2021	6/6/2018	\$ 3,395,297	\$ 3,395,297
Tradition Capital Bank					
Fed Farm Credit Bank	BMO Harris Bank N.A	3/14/2022	2/4/2019	\$ 990,850	\$ 990,850
McGregor MN ISD	BMO Harris Bank N.A	2/1/2022	2/4/2019	\$ 208,515	\$ 208,515
Madison Lake MN	BMO Harris Bank N.A	2/1/2025	2/4/2019	\$ 265,864	\$ 265,864
Carver County	BMO Harris Bank N.A	2/1/2026	2/4/2019	\$ 498,907	\$ 498,907
Fed Farm Credit Bank	BMO Harris Bank N.A	2/1/2026	2/4/2019	\$ 990,850	\$ 990,850
Alerus					
FRB Federal Reserve Custody	Bank of North Dakota	9/1/2023	6/22/2016	\$ 631,744	\$ 620,263
Americana Community Bank					
GNMA Pool # MA1119	United Bankers Bank	7/1/2042	8/25/2016	\$ 980,594	\$ 946,966
			Total	\$ 20,779,176	\$ 20,460,049
Summary Total Funds 4/30/2020					
Flagship Bank	\$ 11,280,852				
BankVista	\$ 3,645,297				
Tradition Capital Bank	\$ 2,222,982				
Alerus	\$ 267,701				
Americana Community Bank	\$ 802,333				
Total	\$ 18,219,165				
<i>Difference Extra</i>	\$ 2,240,883.14				



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Dave Jacobson, Chief Operating Officer
Souriyong Souriya, Finance Director

DATE: May 20, 2020

SUBJECT: 2020 Ridership

REQUESTED ACTION

None required. For information purposes only.

BUDGET IMPACT

Outlined in Background of this memorandum.

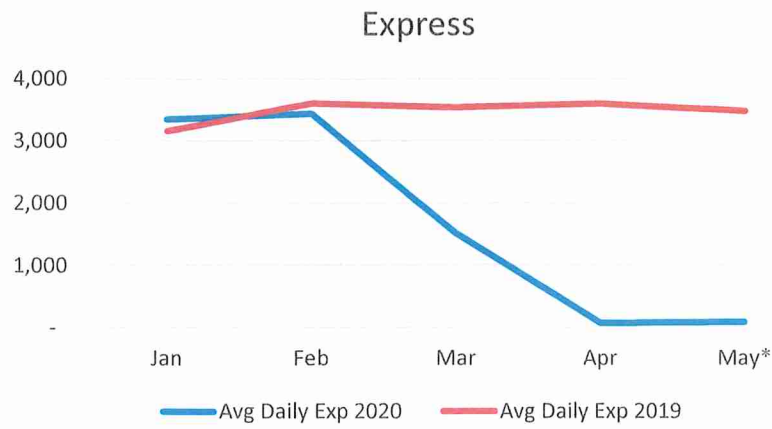
BACKGROUND

First quarter 2020 ridership was 199,098. The total difference represents a drop of 17.9 percent ridership from first quarter 2019. Additionally Prime service dropped 14 percent over 2019 for the first quarter.

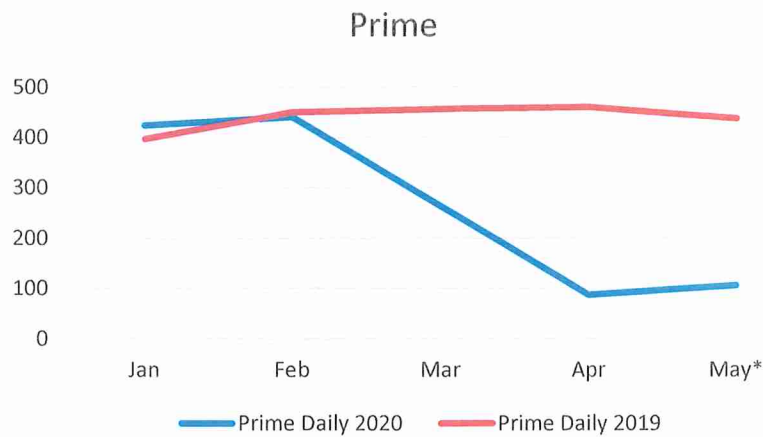
Service 2020	Ridership	Subsidy	Revenue Hours	% of total Revenue Hours	Operation Cost	% of total Operation Cost	Fares Revenue
Express	175,196	\$ 9.55	7,601	44%	\$ 2,157,368	86%	\$ 485,016
SW Prime	23,902	\$ 11.93	9,817	56%	\$ 345,079	14%	\$ 59,954
Totals	199,098	\$ 9.83	17,418	100%	\$ 2,502,447	100%	\$ 544,970
% Changes	-17.9%						

Service 2019	Ridership	Subsidy	Revenue Hours	% of total Revenue Hours	Operation Cost	% of total Operation Cost	Fares Revenue
Express	215,327	\$ 8.43	8,810	53%	\$ 2,397,515	90%	\$ 581,548
SW Prime	27,242	\$ 7.99	7,691	47%	\$ 278,032	10%	\$ 60,282
Totals	242,569	\$ 8.38	16,501	100%	\$ 2,675,547	100%	\$ 641,830

Going into and including April and part of May after COVID hits nation-wide, average daily ridership nose dives as shown on the graphs below.



	Jan	Feb	Mar	Apr	May*
Avg Daily Exp 2020	3,341	3,434	1,501	67	73
Avg Daily Exp 2019	3,152	3,597	3,526	3,590	3,464



	Jan	Feb	Mar	Apr	May*
Prime Daily 2020	423	440	263	87	105
Prime Daily 2019	396	449	455	459	436

When Prime provides more rides per day than fixed route, you know business is not looking well.

RECOMMENDATION

None required. For information purposes only.

SouthWest Transit

January thru March 2020 Ridership Report Data-Revenue Summary Overall

Route	Month	Operating Cost	Fare Revenue	Subsidy	Total Passengers	Revenue Hours	Revenue Miles	Subsidy Per Passengers	Recovery Ratio	Passenger Per Hour	Passenger Per Mile
Fixed Route	January	\$ 569,691	\$ 202,128	\$ 367,562	73,509	2,888	72,508	\$ 5.00	35.48%	25.45	1.01
	February	\$ 840,241	\$ 190,812	\$ 649,429	68,673	2,593	65,518	\$ 9.46	22.71%	26.48	1.05
	March	\$ 747,437	\$ 92,076	\$ 655,361	33,014	2,119	53,585	\$ 19.85	12.32%	15.58	0.62
Total Fixed Route		\$ 2,157,368	\$ 485,016	\$ 1,672,352	175,196	7,600.78	191,611	\$ 9.55	22.48%	23.05	0.91
Total Fixed Route		\$ 2,157,368	\$ 485,016	\$ 1,672,352	175,196	7,600.78	191,611	\$ 9.55	22.48%	23.05	0.91
SW Prime Weekday	Jan	\$ 122,044	\$ 23,768	\$ 98,276	9,022	3,472.76	63,165	\$ 10.89	19.47%	2.60	0.14
	Feb	\$ 104,028	\$ 20,896	\$ 83,132	8,384	2,970.00	48,801	\$ 9.92	20.09%	2.82	0.17
	Mar	\$ 100,921	\$ 12,807	\$ 88,113	5,365	2,954.40	39,335	\$ 16.42	12.69%	1.82	0.14
	Total SW Prime Weekday	\$ 326,993	\$ 57,471	\$ 269,521	22,771	9,397.16	151,301	\$ 11.84	17.58%	2.42	0.15
SW Prime Saturday	Jan	\$ 4,270	\$ 727	\$ 3,542	289	120.00	2,237	\$ 12.26	17.03%	2.41	0.13
	Feb	\$ 6,554	\$ 1,174	\$ 5,380	421	150.00	3,699	\$ 12.78	17.92%	2.81	0.11
	Mar	\$ 7,263	\$ 582	\$ 6,682	421	150.00	3,699	\$ 15.87	8.01%	2.81	0.11
Total SW Prime Saturday	\$ 18,087	\$ 2,483	\$ 15,604	1,131	420.00	9,635	\$ 13.80	13.73%	2.69	0.12	
Total SW Prime	\$ 345,079	\$ 59,954	\$ 285,125	23,902	9,817	160,936	\$ 11.93	17.37%	2.43	0.15	
2020 Fixed Route	2020 Fixed Route	\$ 2,157,368	\$ 485,016	\$ 1,672,352	175,196	7,600.78	191,611	\$ 9.55	22.48%	23.05	0.91
	2020 SW Prime Weekday	\$ 326,993	\$ 57,471	\$ 269,521	22,771	9,397.16	151,301	\$ 11.84	17.58%	2.42	0.15
	2020 SW Prime Saturday	\$ 18,087	\$ 2,483	\$ 15,604	1,131	420.00	9,635	\$ 13.80	13.73%	2.69	0.12
Overall Total 2020	2,502,448	544,970	1,957,477	199,098	17,418	352,547	\$ 9.83	21.78%	11.43	0.56	
2019 Fixed Route	2019 Fixed Route	\$ 9,799,181	\$ 2,673,441	\$ 7,125,741	976,539	34,169.74	895,102	\$ 7.30	27.3%	28.58	1.09
	2019 Flex Route	\$ 402,602	\$ 43,437	\$ 359,164	20,859	1,772.64	29,484	\$ 17.22	10.8%	11.77	0.71
	2019 SW Prime	\$ 1,232,422	\$ 259,623	\$ 972,799	108,801	34,273.00	579,573	\$ 8.94	21.1%	3.17	0.19
Overall Total 2019	\$ 11,434,205	\$ 2,976,501	\$ 8,457,704	1,106,199	70,215	1,504,160	\$ 7.65	26.0%	15.75	0.74	

SouthWest Transit

January thru March 2020 SW Prime Ridership Report Data-Revenue

Route	Month	Operating Cost	Fare Revenue	Subsidy	Total Passengers	Revenue Hours	Revenue Miles	Subsidy Per Passengers	Recovery Ratio	Passenger Per Hour	Passenger Per Mile
SW Prime Weekday											
	January	\$ 122,044	\$ 23,768	\$ 98,276	9,022	3,472.76	63,165	\$ 10.89	19.47%	2.60	0.14
	February	\$ 104,028	\$ 20,896	\$ 83,132	8,384	2,970.00	48,801	\$ 9.92	20.09%	2.82	0.17
	March	\$ 100,921	\$ 12,807	\$ 88,113	5,365	2,954.40	39,335	\$ 16.42	12.69%	1.82	0.14
	Total	\$ 326,993	\$ 57,471	\$ 269,521	22,771	9,397.16	151,301	\$ 11.84	17.58%	2.42	0.15
SW Prime Weekend(Sat)											
	January	\$ 4,270	\$ 727	\$ 3,542	289	120.00	2,237	\$ 12.26	17.03%	2.41	0.13
	February	\$ 6,554	\$ 1,174	\$ 5,380	421	150.00	3,699	\$ 12.78	17.92%	2.81	0.11
	March	\$ 7,263	\$ 582	\$ 6,682	421	150.00	3,699	\$ 15.87	8.01%	2.81	0.11
	Total	\$ 18,087	\$ 2,483	\$ 15,604	1,131	420.00	9,635	\$ 13.80	13.73%	2.69	0.12
Grand Total		\$ 345,079	\$ 59,954	\$ 285,125	23,902	9,817	160,936	\$ 11.93	17.37%	2.43	0.15
Total Monthly Summary											
Route	Month	Operating Cost	Fare Revenue	Subsidy	Total Passengers	Revenue Hours	Revenue Miles	Subsidy Per Passengers	Recovery Ratio	Passenger Per Hour	Passenger Per Mile
Total	January	\$ 126,313	\$ 24,495	\$ 101,818	9,311	3,593	65,402	\$ 10.94	19.39%	2.59	0.14
Total	February	\$ 110,582	\$ 22,070	\$ 88,512	8,805	3,120	52,500	\$ 10.05	19.96%	2.82	0.17
Total	March	\$ 108,184	\$ 13,389	\$ 94,795	5,786	3,104	43,034	\$ 16.38	12.38%	1.86	0.13
2020 Grand Total		\$ 345,079	\$ 59,954	\$ 285,125	23,902	9,817.16	160,936	\$ 11.93	17.37%	2.43	0.15
2019 Grand Total		\$ 1,232,422	\$ 259,623	\$ 972,799	108,801	34,273.00	579,573	\$ 8.94	21.07%	3.17	0.19

SouthWest Transit

January thru March 2020 Fixed Route Ridership Report Data-Revenue

Route	Month	Operating Cost	Fare Revenue	Subsidy	Total Passengers	Revenue Hours	Revenue Miles	Subsidy Per Passengers	Recovery Ratio	Passenger Per Hour	Passenger Per Mile
Express											
690	January	\$ 177,033	\$ 81,928	\$ 95,105	29,176	935.90	21,569	\$ 3.26	46.28%	31.17	1.35
690	February	\$ 263,604	\$ 74,948	\$ 188,656	26,450	851.00	19,608	\$ 7.13	28.43%	31.08	1.35
690	March	\$ 234,333	\$ 36,670	\$ 197,663	13,109	693.22	16,072	\$ 15.08	15.65%	18.91	0.82
Total Route 690		\$ 674,970	\$ 193,546	\$ 481,424	68,735	2,480.12	57,249	\$ 7.00	28.67%	27.71	1.20
695	January	\$ 80,458	\$ 18,614	\$ 61,844	6,394	363.84	11,347	\$ 9.67	23.14%	17.57	0.56
695	February	\$ 119,738	\$ 20,859	\$ 98,879	7,248	330.80	10,315	\$ 13.64	17.42%	21.91	0.70
695	March	\$ 104,200	\$ 8,680	\$ 95,519	2,980	264.52	8,252	\$ 32.05	8.33%	11.27	0.36
Total Route 695		\$ 304,396	\$ 48,153	\$ 256,242	16,622	959.16	29,915	\$ 15.42	15.82%	17.33	0.56
697	January	\$ 68,632	\$ 29,875	\$ 38,757	10,321	312.34	9,629	\$ 3.76	43.53%	33.04	1.07
697	February	\$ 102,143	\$ 26,335	\$ 75,809	9,008	284.00	8,754	\$ 8.42	25.78%	31.72	1.03
697	March	\$ 88,893	\$ 13,343	\$ 75,550	4,561	227.12	7,003	\$ 16.56	15.01%	20.08	0.65
Total Route 697		\$ 259,668	\$ 69,553	\$ 190,116	23,890	823.46	25,387	\$ 7.96	26.79%	29.01	0.94
698	January	\$ 148,641	\$ 36,783	\$ 111,858	14,207	785.48	18,118	\$ 7.87	24.75%	18.09	0.78
698	February	\$ 221,127	\$ 37,164	\$ 183,963	14,915	713.00	16,471	\$ 12.33	16.81%	20.92	0.91
698	March	\$ 201,710	\$ 17,497	\$ 184,213	6,843	596.54	13,839	\$ 26.92	8.67%	11.47	0.49
Total Route 698		\$ 571,478	\$ 91,444	\$ 480,034	35,965	2,095.02	48,427	\$ 13.35	16.00%	17.17	0.74
699	January	\$ 67,395	\$ 29,992	\$ 37,403	10,436	323.56	9,033	\$ 3.58	44.50%	32.25	1.16
699	February	\$ 100,415	\$ 27,582	\$ 72,833	9,543	294.80	8,212	\$ 7.63	27.47%	32.37	1.16
699	March	\$ 87,341	\$ 13,775	\$ 73,566	4,700	235.48	6,569	\$ 15.65	15.77%	19.96	0.72
Total Route 699		\$ 255,151	\$ 71,349	\$ 183,802	24,679	853.84	23,814	\$ 7.45	27.96%	28.90	1.04
600	January	\$ 13,813	\$ 2,416	\$ 11,397	1,020	86.10	1,355	\$ 11.17	17.49%	11.85	0.75
600	February	\$ 20,631	\$ 2,023	\$ 18,608	859	78.60	1,232	\$ 21.66	9.81%	10.93	0.70
600	March	\$ 19,993	\$ 1,394	\$ 18,599	574	69.54	1,108	\$ 32.40	6.97%	8.25	0.52
Total Route 600		\$ 54,438	\$ 5,833	\$ 48,605	2,453	234.24	3,695	\$ 19.81	10.72%	10.47	0.66
602	January	\$ 8,447	\$ 2,040	\$ 6,407	693	45.06	1,019	\$ 9.25	24.15%	15.38	0.68
602	February	\$ 12,583	\$ 1,901	\$ 10,681	650	41.00	926	\$ 16.43	15.11%	15.85	0.70
602	March	\$ 10,967	\$ 717	\$ 10,250	247	32.88	741	\$ 41.50	6.54%	7.51	0.33
Total Route 602		\$ 31,997	\$ 4,658	\$ 27,338	1,590	118.94	2,687	\$ 17.19	14.56%	13.37	0.59

SouthWest Transit

January thru March 2020 Fixed Route Ridership Report Data-Revenue

Route	Month	Operating Cost	Fare Revenue	Subsidy	Total Passengers	Revenue Hours	Revenue Miles	Subsidy Per Passengers	Recovery Ratio	Passenger Per Hour	Passenger Per Mile
Total Express YTD		\$ 2,152,097	\$ 484,537	\$ 1,667,561	173,934	7,564.78	191,173	\$ 9.59	22.51%	22.99	0.91
Special Events											
682 January		\$ 5,271	\$ 480	\$ 4,792	1,262	36.00	438.00	\$ 3.80	9.10%	35.06	2.88
Total Route 682		\$ 5,271	\$ 480	\$ 4,792	1,262	36.00	438	\$ 3.80	9.10%	35.06	2.88
Total Fixed Route YTD		\$ 2,157,368	\$ 485,016	\$ 1,672,352	175,196	7,601	191,611	\$ 9.55	22.48%	23.05	0.91
Grand Total		\$ 2,157,368	\$ 485,016	\$ 1,672,352	175,196	7,601	191,611.04	\$ 9.55	22.48%	23.05	0.91
Total Monthly Summary											
Route	Month	Operating Cost	Fare Revenue	Subsidy	Total Passengers	Revenue Hours	Revenue Miles	Subsidy Per Passengers	Recovery Ratio	Passenger Per Hour	Passenger Per Mile
Total January		\$ 569,691	\$ 202,128	\$ 367,562	73,509	2,888.28	72,508	\$ 5.00	35.48%	25.45	1.01
Total February		\$ 840,241	\$ 190,812	\$ 649,429	68,673	2,593.20	65,518	\$ 9.46	22.71%	26.48	1.05
Total March		\$ 747,437	\$ 92,076	\$ 655,361	33,014	2,119.30	53,585	\$ 19.85	12.32%	15.58	0.62
2020 Grand Total		\$ 2,157,368	\$ 485,016	\$ 1,672,352	175,196.00	7,600.78	191,611.04	\$ 9.55	22.48%	23.05	0.91
2019 Grand Total		\$ 11,434,205	\$ 2,976,501	\$ 8,457,704	1,106,199	70,215.38	1,504,160	\$ 7.65	26.03%	15.75	0.74



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Tony Kuykendall, Vehicle Maintenance Manager

DATE: May 19th, 2020

SUBJECT: Purchase of a new forklift

REQUESTED ACTION:

That the SWT Commission authorize its CEO to, enter into an agreement with Fairchild Equipment to purchase a Hyster H50UT forklift. For an amount not to exceed \$23,500.00.

BUDGET IMPACT:

SouthWest Transit applied for and was granted a \$30,000.00 National Transit Database grant to purchase a new forklift in 2020. This grant will allow us to reallocate any remaining funds towards future qualifying purchases.

BACKGROUND:

SouthWest transit is currently operating a 1993 Hyster forklift that is well beyond its useful life. The forklift has reached a point that it is no longer safe to operate, the repairs needed exceed the value of the forklift. SouthWest wrote an RFQ and summited it to all local forklift retailers. Below is the list of the four retailers that responded with quotes that met SouthWest Transits criteria.

Vendor	Manufacturer	Model	Price
Crown lift trucks	Crown	C5 1050	\$30,852.40
Quality forklift	Unicarriers	PF50LP	\$27,613.00
Forklifts of MN	Doosan	G25N7-LP	\$28,278.00
Forklifts of MN	Doosan	G30N-7LP	\$30,108.00
Fairchild Equipment	Hyster	H50XT	\$29,395.40
Fairchild Equipment	Hyster	H50UT	\$23,385.00

The Hyster model H50UT is the smallest, cheapest, option however this model meets or exceeds all SouthWest forklift needs.

RECOMMENDATION:

That the SWT Commission authorize its CEO to, purchase a Hyster H50UT forklift from Fairchild equipment in an amount not to exceed \$23,500.00.



SOUTHWEST TRANSIT SOUTHWEST TRANSIT

To: SouthWest Transit Commission
From: Len Simich, CEO
Date: May 28, 2020
Subject: Garage Office Expansion Contract Awards

REQUESTED ACTION:

That the Commission authorize its CEO to enter into contracts with the contractors identified below who submitted the low bid in relation to the work each will perform in the construction of the garage office addition. The addition is needed to replace the office space lost with Metropolitan Council purchasing SouthWest Station for the SWLRT expansion into Eden Prairie.

New Contracts Under \$35k Ready for Commission Review:

1. **Bid Package 5K Window Treatments: CE Contract – \$3,950.00**

New Change Orders Under \$35k Ready for Commission Review:

1. **Bid Package 1A Building Demolition: Ramsey Companies – \$30,771.40**
2. **Bid Package 1C Masonry: Axel H. Ohman Co. – \$14,629.65**
3. **Bid Package 1E Entrances & Storefronts: Northern Glass & Glazing – \$33,245.00**
4. **Bid Package 1H Plumbing: Peterson Sheet Metal – (\$25,265.00)**
5. **Bid Package 2B Earthwork: Nord Excavating – \$12,202.75**
6. **Bid Package 2E Roofing: Jackson & Associates – \$13,173.00**
7. **Bid Package 2G Doors & Frames: LaForce Inc. – (\$10,736.75)**
8. **Bid Package 2H Special Function Doors: Overhead Door Company – (\$24,194.00)**
9. **Bid Package 2I Fire Suppression: Total Fire Protection – \$6,350.50**
10. **Bid Package 3A Structural Steel Supply: Red Cedar Steel Erectors – \$25,475.00**
11. **Bid Package 3B Miscellaneous Metals Supply: Red Cedar Steel Erectors – (\$15,988.00)**
12. **Bid Package 3C Structural Steel Install: Red Cedar Steel Erectors – \$9,470.00**
13. **Bid Package 3D Miscellaneous Metals Install: Red Cedar Steel Erectors – (\$11,592.00)**
14. **Bid Package 4A Siding: Minnkota Architectural Products – \$33,043.00**
15. **Bid Package 4B Fuel Tanks: Pump & Meter Services – \$7,614.47**
16. **Bid Package 5M Concrete Paving: North Country Concrete – \$3,800.00**

New Contracts Over \$35k Ready for Commission Review:

1. **None**

New Change Orders Over \$35k Ready for Commission Review:

1. **Bid Package 1B Concrete: Axel H. Ohman Co. – \$44,883.70**
2. **Bid Package 1J Electrical: Kloos Electric – \$102,656.41**
3. **Bid Package 5N Special Coatings: Advantage Coating Inc. – \$132,307.00**

BUDGET IMPACT:

The action requested totals **\$385,796.13**. This amount is in addition to the bids equaling \$3,682,688.96 approved by the Commission in April. **Total bids awarded to date and Change Orders equal \$4,068,485.09** of the estimated \$5.5 million previously authorized by the Commission to complete the garage addition/expansion.

BACKGROUND:

In June the Commission authorized a contract with Big D Construction to provide construction management services in relation to expanding office space and other improvements at the current garage and maintenance facility located in Eden Prairie.

Besides reviewing the design of the proposed expansion, completing a project estimate, schedule and provide construction administration, meet/direct contractor and providing on-site staff during the construction, review pay submittals, monitor safety and RFI's, and manage closeout procedures, Big D's contract called for them to develop bid packages, hold pre-bid meetings and solicit bids and/or quotes.

The bids/quotes identified in this memo represent the low bids/quotes received for each package. For packages that were likely to approach or exceed the statutory sealed-bid threshold, SWT solicited sealed bids. For all other packages, SWT solicited written quotes. The following is a complete listing of bids and quotes by package received to date. The items in blue represent the action taken tonight. Items in black represent items previously acted upon.

General Conditions Temporary Sanitary Facilities – Biff's Inc. – \$6,634
General Conditions Trash Removal – Atomic Recycling – \$3,951
General Conditions Temporary Fencing – Midwest Fencing – \$3,951
General Conditions Field Office – Willscot – \$5,015

Total \$19,551

Bid Package 1A. Demolition: Ramsey Construction

- Contract = \$89,500.00
- Previously Approved Change Orders = \$5,490.00
- **Requested Change Order Approval = \$30,771.40**
- **Revised Budget = \$125,761.40**

Bid Package 1B. Concrete: Axel Ohman

- Contract \$187,000.00
- Previously Approved Change Orders = \$53,471.05
- **Requested Change Order Approval = \$44,883.70**
- **Revised Budget = \$285,354.75**

Bid Package 1C. Masonry: Axel Ohman

- Contract = \$249,500.00
- Previously Approved Change Orders = \$1,566.60
- **Requested Change Order Approval = \$14,629.65**
- **Revised Budget = \$265,696.25**

Bid Package 1E. Glass/Glazing: Northern Glass

- Contract = \$139,000
- Previously Approved Change Orders = \$00.00
- **Requested Change Order Approval = \$33,245.00**
- **Revised Budget = \$172,245.00**

Bid Package 1F. Steel & Gypsum Board Assemblies: RTL Construction

- Contract = \$159,969.00
- Previously Approved Change Orders = \$62,887.33
- Requested Change Order Approval = 00.00
- Revised Budget = \$222,856.33

Bid Package 1G. Elevators: Thyssen Krupp. Bid \$126,500

- Contract = \$126,500.00

Bid Package 1H. Plumbing: Peterson Sheet Metal

- Contract = \$291,500.00
- Previously Approved Change Orders = \$17,085.00
- **Requested Change Order Approval = (\$25,265.00)**
- **Revised Budget = \$283,320.00**

Bid Package 1I. Mechanical: Peterson Sheet Metal

- Contract = \$179,500

Bid Package 1J. Electrical: Kloos Electric. Bid \$149,620, CO's \$45,630.00, Total \$195,250.00

- Contract = \$149,620.00
- Previously Approved Change Orders = \$45,630.00
- **Requested Change Order Approval = \$102,656.41**
- **Revised Budget = \$297,906.41**

Bid Package 2A. Site Demo: Nord Excavating

- Contract = \$11,420.00

Bid Package 2B. Earthwork: Nord Excavating

- Contract = \$28,380.00
- Previously Approved Change Orders = \$00.00
- **Requested Change Order Approval = \$12,202.75**
- **Revised Budget = \$40,582.75**

Bid Package 2D. Precast: Taracon

- Contract = \$29,380.00

Bid Package 2E. Roofing: Jackson & Assc.

- Contract = \$94,000.0
- Previously Approved Change Orders = \$00.00
- **Requested Change Order Approval = \$13,173.00**
- **Revised Budget = \$107,173**

Bid Package 2G. Doors-Frames-Hardware: Laforce

- Contract = \$60,621.00
- Previously Approved Change Orders = \$00.00
- **Requested Change Order Approval = (\$10,736.75)**
- **Revised Budget = \$49,884.25**

Bid Package 2H. Special Function OH Doors: Overhead Door Company

- Contract = \$50,365.00
- Previously Approved Change Orders = \$00.00
- **Requested Change Order Approval = (\$24,194.00)**
- **Revised Budget = \$26,171.00**

Bid Package 2I. Fire Protection: Total Fire Protection

- Contract \$55,000
- Previously Approved Change Orders = \$4,457.10
- **Requested Change Order Approval = \$6,350.50**
- **Revised Budget = \$65,807.60**

Bid Package 3A. Structural Steel & Joist and Deck Supply: Red Cedar Steel Erectors

- Contract = \$58,200.00
- Previously Approved Change Orders = \$540.00
- **Requested Change Order Approval = \$25,475.00**
- **Revised Budget = \$84,215.00**

Bid Package 3B. Miscellaneous Steel: Red Cedar Steel Erectors

- Contract = \$57,890.00
- Previously Approved Change Orders = \$00.00
- **Requested Change Order Approval = (\$15,988.00)**
- **Revised Budget = \$41,902.00**

Bid Package 3C. Structural Steel & Joist and Deck Erect/Install: Red Cedar Steel Erectors

- Contract \$126,450.00
- Previously Approved Change Orders = \$00.00
- **Requested Change Order Approval = \$9,470.00**
- **Revised Budget = \$135,920.00**

Bid Package 3D. Miscellaneous Steel and Erect/Install: Red Cedar Steel Erectors

- Contract \$120,400.00
- Previously Approved Change Orders = \$00.00
- **Requested Change Order Approval = (\$11,592.00)**
- **Revised Budget = \$108,808.00**

Bid Package 4A. Siding Minnkota Architectural Products

- Contract \$321,943.00
- Previously Approved Change Orders = \$00.00
- **Requested Change Order Approval = \$33,043.00**
- **Revised Budget = \$354,986.00**

Bid Package 4B. Fuel Tanks – Pump and Meter Service, Inc.

- Contract = \$103,263.00
- Previously Approved Change Orders = \$00.00
- **Requested Change Order Approval = \$7,614.47**
- **Revised Budget = \$110,877.47**

Bid Package 5D. Joint Sealants – Gage Brothers

- Contract = \$11,750.00

Bid Package 5E. Tiling – Value Plus Flooring

- Contract = \$53,819.00

Bid Package 5F. Acoustical Ceiling – Twin City Acoustic

- Contract = \$17,250.00

Bid Package 5G. Flooring – Value Plus Flooring

- Contract = \$22,176.00
- Previously Approved Change Orders = \$100.00
- Revised Budget = \$22,276.00

Bid Package 5H. Painting – Integrated Painting Solutions

- Contract = \$18,055.21

Bid Package 5I. Toilet & Bath Accessories – Bartley Sales

- Contract = \$4,925.00
- Previously Approved Change Orders = \$7,031.58
- Requested Change Order Approval = \$00.00
- Revised Budget = \$11,956.58

Bid Package 5K. Window Treatments – CE Contract

- **Contract \$3,950.00**

Bid Package 5L. Countertops – Leons Countertops – \$2,610

- Contract = \$2,610.00

Bid Package 5M. Site Concrete – North Country Concrete

- Contract = \$13,650.00
- Previously Approved Change Orders = \$00.00
- **Requested Change Order Approval = \$3,800.00**
- **Revised Budget = \$17,450.00**

Bid Package 5N. Special Coatings – Advantage Coating Inc.

- Contract = \$244,065.00
- Previously Approved Change Orders = \$00.00
- **Requested Change Order Approval = \$132,307.00**
- **Revised Budget = \$376,372.00**

Bid Package 6A. Waterproofing – Kramer Davis, Inc.

- Contract = \$5,900.00

Bid Package 8A. Helical Foundation Anchors – Deep Foundation Group

- Contract = \$29,500.00
- Previously Approved Change Orders = \$8,240.00
- Revised Budget = \$38,772.50

Bid Package 8B. Building Security – Siemens Industry

- Contract = \$52,670.00
- Previously Approved Change Orders = \$48,224.99
- Revised Budget = \$100,894.99

Bid Package 8C. Training Room A/V – AVI Systems

- Contract = \$83,391.11

Note – Previous action by the Commission authorized its CEO to approve any change orders and/or subcontracts which do not exceed \$35,000, as long as the change order or subcontract work does not change the original intent of the project, or exceed the total amount set aside in the contingency budget (\$400,0000). All change orders will continue to appear on the payment application of the contractor approved by the Commission at its monthly meeting.

Also note that a contingency budget of 10% or \$400,000 was also established for the project. The contingency budget is an internal budget account for SouthWest Transit and not included in any of the subcontracts.

RECOMMENDATION:

That the Commission authorize its CEO to enter into contracts with the contractors identified in this memo who submitted the low bid/quote in relation to the work each will perform in the construction of the garage office addition.



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission
FROM: Jason Kirsch – IT Manager
DATE: May 18, 2020
SUBJECT: EPG North Entry Project Security Camera Replacement/Additions

REQUESTED ACTION:

That the SouthWest Transit Commission authorize its Chief Executive Officer to execute an agreement with Ban-Koe Systems Group Inc. for an amount not to exceed \$78,700.00 for security camera additions and improvements for the EPG North Bus Entry Project.

BUDGET IMPACT: This project will use dollars from the SouthWest Transit (SWT) garage expansion and improvement fund.

BACKGROUND:

SWT is creating a new bus entry and offices at the Eden Prairie Garage. The new office spaces will require security camera coverage. Some existing cameras will be displaced by the new layout and will need to be replaced. Other perimeter cameras are aging, analog cameras that require replacement. The proposed system will add internal cameras that will allow for better camera coverage, as well as show the actual bus number on the top of the bus, reducing staff time walking the garage to map current vehicle locations.

The added cameras will require a server upgrade that will increase the ability to handle the added load to the server, as well as provide enough storage space for our required 30 days of video retention.

A design for this project was prepared by SWT Staff. The scope was sent to local vendors and we received the following quotes for this project:

Vendor	Cost
Ban-Koe Systems Group Inc.	\$78,649.05
General Security Services Corp.	\$92,995.00
Brothers Fire	Did not respond

RECOMMENDATION:

That the SouthWest Transit Commission authorize its Chief Executive Officer to execute an agreement with Ban-Koe Systems Group Inc. for an amount not to exceed \$78,700.00 for security camera additions and improvements for the EPG North Bus Entry Project.

New Business



SOUTHWEST TRANSIT

To: SouthWest Transit Commission

From: Len Simich, CEO

Date: May 20, 2020

Subject: Covid-19 Response Plan and Business Model Pivot

REQUESTED ACTION:

For discussion purposes only.

BUDGET IMPACT:

Will be updated at Commission meeting.

BACKGROUND:

At the May 28th Commission meeting, staff will provide the most up to date information on:

- Ridership
- Funding (CARES ACT and MVST)
- Face Masks (photo attached)
- Employee Temperature Taking (photo attached)
- Testing for COVID-19
- Driver Cab Screening (photo attached)
- Social Distancing Strategies Vehicles and Stations (photos attached)
- Business Pivot (see below)

Business Pivot

As we continue to deal with the ridership and revenue fallout from COVID-19, we believe it is going to take a while for things to return to where they were before the pandemic hit.

Even before the COVID-19, express ridership was declining over the past two years. In comparison, ridership on the Prime had increases in both 2019 and 2018 (the year we had the largest increase in overall Prime ridership).

Staff has started the process of thoroughly examining the service provided over the course of the past two years and has begun to identify how we may be able to improve service productivity. This is just one element of the process. We are also beginning to identify new service options as well as other business strategies to possibly reinvent the organization.

One thing we know for sure, for our transit option to be successful, we not only need to build upon our brand of excellence, but we need to make sure passengers feel safe riding on our buses. This includes continuing with the detailed cleaning/disinfecting of vehicles and stations (at a very high

level of frequency), and other actions like making masks mandatory for drivers and customers alike, and other actions currently not implemented or even thought of as we continue to further understand the pandemic and its impacts.

Some of the service options as well as other ideas being vetted for further examination include:

- Examining a new process to pre-book express trips (reserve seat like on an airline). This would help with managing social distancing needs and helps address cost effectiveness (i.e. would not have to schedule as many spares that could go unused or only used by a handful of people each trip).
- Look into our own fare paying system (the system would allow us to cashless in terms of handling any money on the bus. This would be our own technology, therefore relying less upon the regions somewhat outdated system).
- Examine the potential cost savings of eliminating all 3rd party contract. Besides eliminating profit from the cost scenario, we would utilize staff to perform multiple duties (i.e. a driver may also work in facility/vehicle utility).
- Implementing a micro-transit service to the airport. As part of this strategy, we would utilize excess ramp capacity to allow for a park-n-fly operation.
- Expand upon food/medicine delivery. Currently only servicing clients of PROP and Bountiful Basket. Exploring strategies to open this service up to other organizations and/or public.
- General expansion of the PRIME operation. In many areas micro-transit services have started to replace fixed route services. Expansion may include extending hours and days of operation, as well as opening rides to neighboring communities for the residents of our service area.
- Get PRIME MD off the ground in a much bigger way. Possibly expand operation and become a DHS provider eligible for insurance reimbursement. This will be a huge hurdle to become DHS certified, but possibly worth pursuing.
- Reexamine the potential partnership opportunity with District 112 to help address bus storage and maintenance, and possibly even providing their transit service and maintenance.
- Look at the possibility of performing “tripper service” for area schools.
- Look into the possibility of providing consulting services to other transit properties (i.e. similar to what was done in Plymouth).
- Potentially become the county provider for transit service in Carver County.
- Pursue real estate opportunities for profit like the Norex site, the property north of Paisley Park, and SouthWest Station and SouthWest Village development.

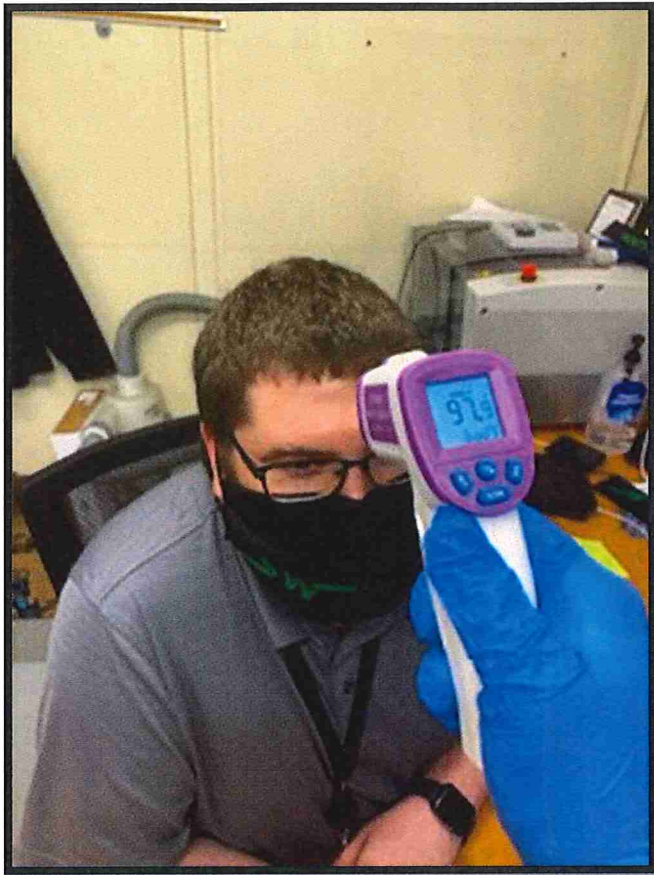
- Contract facility ground services to other public entities.
- Work with MRCI in the provision of transit service.
- Look into potential merge with MVTA.
- Sell smaller blocks of advertising (Nascar approach).
- Provide an innovative approach to healthcare services in rural areas providing a “mobile doctor’s office”. For this type of program to be successful, we (SWT) would need to partner with an entity in the medical industry possibly Ridgeview Medical as well as Carver County.
- Use one of our existing 45’ vehicles scheduled for decommissioning and retrofit the vehicle to be autonomous. Besides having the autonomous application, we would update the interior of the vehicle to address social distancing needs brought on with the COVID-19 pandemic. The vehicle would be used for a shuttle application in the Golden Triangle. The demonstration may not generate new revenue but helps solidify SWT’s reputation of providing innovation to the region.

RECOMMENDATION:

Non currently.









SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Len Simich, Gary Groen & Souriyong Souriya

DATE: May 19, 2020

SUBJECT: Transfer money from the SW Development Fund to the Eden Prairie (EP) Garage Expansion – Phase II Debt Service Fund to provide for the payment of all lease payments for the term of the agreement dated January 9, 2020.

REQUESTED ACTION

That the Commission approve a Resolution 20-06 to transfer \$6,026,816.78 from the SW Development Fund to the EP Garage Expansion – Phase II Debt Service Fund to provide for the payment of all future lease payments as scheduled through October 1, 2029 in Exhibit B to the \$5.5M Facility Lease Purchase Agreement, Series 2020 dated January 9, 2020.

BUDGET IMPACT

The requested action has no impact on the General Fund operations of SWT, the requested action provides monies to insure the complete and timely payment of all lease rental payments as required in the Lease Purchase Agreement. The attached resolution further ensures that the monies set aside in this debt service fund will not, at any time, be used for SWT operating activities.

BACKGROUND

The SWLRT project required the sale of the Eden Prairie transit station and its administrative offices and the sale proceeds were credited to the SW Development Fund at that time. SWT is providing for the permanent replacement of its administrative offices by financing substantial improvements to the Eden Prairie garage facilities. These improvements have been financed, in part, through the issuance of Facility Lease Purchase debt totaling \$5.5M in January 2020.

In accordance with Section II (n) the lessee (SWT) intends to continue this lease for its entire stated term and to pay all rental/lease payments specified in Exhibit B of the Agreement. The total rental payments through October 1, 2029 total \$6,026,816.78 (Principal of \$5.5M plus interest).

Because of the COVID 19 pandemic, it may be necessary for SWT to use its fund balance reserves in the General Fund along with reserves of other funds to finance ongoing operations into the future. The Lease Purchase obligation is not an obligation of the member cities and only SWT monies available now and in the future may be used to make the rental payments. Therefore, it is prudent that the Commission set monies aside for all future lease rental payments in a separate debt service fund specifically for this purpose.

If other monies become available for lease payments during the term of the lease, they may be used in lieu of monies set aside with this resolution and subject to the review and approval by the Commission.

RECOMMENDATION

That the Commission approve Resolution 20-06 the transfer of \$6,026,816.78 from the SW Development Fund to the EP Garage Expansion – Phase II Debt Service Fund to provide for the complete and timely payment of all rental payments as scheduled in Exhibit B to the \$5.5M Facility Lease Purchase Agreement dated January 9, 2020.

Attachment: Resolution 20-06



**SOUTHWEST TRANSIT COMMISSION
RESOLUTION #20-06, TRANSFER MONEY FROM THE SW DEVELOPMENT FUND TO THE
EDEN PRAIRIE GARAGE – PHASE II DEBT SERVICE FUND**

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, the Eden Prairie garage expansion became necessary with the sale of the SW station for the SWLRT project, and

WHEREAS, the Eden Prairie garage expansion includes the expansion of the facility to accommodate the administrative offices and meeting space previously located at SW station, and

WHEREAS, the Eden Prairie garage expansion also includes the necessary expansion of the surface parking area, expansion of the bus storage facilities and improvements to the vehicle maintenance area, and

WHEREAS, the project was financed, in part, by the issuance of \$5.5M Facility Lease Purchase debt in January 2020, and

WHEREAS, the COVID 19 pandemic may require the use of General Fund reserves along with the reserves of other funds to finance ongoing operations into the future, and

WHEREAS, the lease purchase obligation is not an obligation of the member cities and can only be paid from SWT monies available now and in the future, and

WHEREAS, it is prudent for the Commission to set aside money to provide for the complete and timely payment of all lease/rental obligations totaling \$6,026,816.78 (\$5.5M principal plus interest) as scheduled in Exhibit B to the Lease Purchase Agreement dated January 9, 2020, and

WHEREAS, if monies from other sources may be used for debt service in lieu of the monies set aside with this resolution subject to the review and approval of the Commission.

NOW THEREFORE BE IT RESOLVED, the Commission approves the transfer of \$6,026,816.78 from the SW Development Fund to the Eden Prairie Garage – Phase II Debt Service Fund to provide for the complete and timely payment of all lease payments as scheduled in Exhibit B to the Lease Purchase Agreement dated January 9, 2020.

ADOPTED by the SouthWest Transit Commission on May 28, 2020.

Chair

ATTEST:

Chief Executive Officer



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit (SWT) Commission

From: Len Simich, CEO
Mike Dartt, Facility Maintenance Manager
Kory Simich, Grounds and Construction Manager

Date: May 21, 2020

Subject: SouthWest Village (SWV) Bridge Construction Repairs

REQUESTED ACTION

That the SWT Commission retract actions taken at the April meeting of the commission related to the repair of the SouthWest Village pedestrian bridge running from the 2nd level of the parking ramp into the station.

Except for the removal and installation of precast panels, all other work elements came in \$25,000 over the projected budget.

Staff has begun looking at other options, and plan to bring a less expensive solution to the Commission at a future date.

BUDGET IMPACT

Funding for the project will come out of the agency budget and/or capital reserves.

RECOMMENDATION

That the SWT Commission retract the action taken in April related to the SouthWest Village bridge construction repairs.



MEMORANDUM

TO: SouthWest Transit (SWT) Commission

FROM: Adam Hegeholz, HR Manager

DATE: May 19, 2020

SUBJECT: Recommended Policy Modifications

REQUESTED ACTION:

That the SouthWest Transit Commission adopts the recommended revised policies listed below for immediate implementation.

1. Personal Relationships in the Workplace Policy
2. Drug and Alcohol Policy

BUDGET IMPACT:

There are no budget impacts.

BACKGROUND:

Periodically SWT policies are reviewed to ensure processes are carried out properly, accuracy of information is correct, simplification of the policy occurs for a better understanding and the policy is consistent with current law, and to insure we are providing appealing benefits to our current workforce and perspective employees. The two policies recommended to be revised include:

Personal Relationships in the Workplace Policy –

The current policy in place only covers the employment of relatives. The intent of the revised policy is to encompass all relationships between employees and supervisors.

Attached to this memo are the current policies with a copy of the purposed policy.

Drug and Alcohol Policy -

The update to the Drug and Alcohol Policy consists of removing Mel Rozeboom as a SouthWest Transit Drug and Alcohol Testing Program Contact and Employee Representative and updating the 2020 Drug and Alcohol random testing rates.

Attached to this memo is a redlined copy of the Drug and Alcohol Policy.

RECOMMENDATION:

That the SouthWest Transit Commission adopts the recommended revised policies listed below for immediate implementation.

1. Personal Relationships in the Workplace Policy
2. Drug and Alcohol Policy

Current Policy

2.03 Employment of Relatives

The employment of relatives of current employees or appointed Commission members is permitted, except in situations where a person would be under the supervision of a relative or in a situation where a person could exert influence, directly or indirectly, on future decisions concerning the status of employment, promotion, or compensation of a relative.

For this purpose, “relative” is defined as a spouse, domestic partner, significant other, parent, child, sibling, grandchild, grandparent, legal guardian, or any of these relationships met by a step or in-law relationship. It also includes any other member of the employee’s household. Questions should be directed to Human Resources.

We are looking to add in more than just family relationships. I am proposing to change 2.03 to the following:

Proposed Policy

2.03 Personal Relationships in the Workplace

To avoid accusations of favoritism, abuse of authority, sexual harassment, and similar misconduct, SouthWest Transit prohibits any two employees in a “personal relationship” from being in a situation wherein one employee has real or perceived authority, influence, or power over the other employee’s conditions of employment, or has the ability to directly affect the other employee’s career progression. This includes both formal and informal supervisory relationships.

This policy does not apply to personal relationships where neither employee has real or perceived authority, influence, or power over the other employee’s conditions of employment or the ability to directly affect the other employee’s career progression.

For the purpose of this policy, the definition of “personal relationship” includes the following:

1. Any familial relationship by blood or marriage;
2. Any present or former romantic, dating or sexual relationship, without regard to the gender or sexual orientation of the participants; or
3. Any other close relationship, including certain friendships that extend beyond the workplace, wherein the judgment or performance of either employee, superior and

subordinate alike, may be influenced, or may appear to be influenced, by the relationship.

If employees in supervisory–subordinate roles are involved in any such relationship, the supervisory employee is prohibited from engaging in all official matters affecting or appearing to affect the subordinate employee. Both employees in any such relationship are responsible for disclosing the relationship to the supervisory employee’s direct supervisor or other senior-management members. Upon learning or being informed of the existence of such a relationship, the appropriate senior-management members may take all steps that, in their discretion, they deem appropriate. Those steps may include, but are not limited to:

1. Reassignment of one or both employees in order to sever the supervisory relationship; and
2. Recusal of the supervisory employee from all official matters affecting, or appearing to affect, the subordinate employee.



MEMORANDUM

TO: SouthWest Transit Commission
FROM: Matt Fyten, Operations Director
DATE: May 20, 2020
SUBJECT: Autonomous Vehicle Grant

REQUESTED ACTION:

None. This item is for discussion purposes.

BUDGET IMPACT:

None. If awarded by the Federal Transit Administration (FTA), the grant application calls for roughly \$240,000 of local in-kind match from SWT. The in-kind match consists of administrative staff time and the operations and maintenance of the proposed autonomous vehicle.

BACKGROUND:

Earlier this month staff began discussions with the firm AECOM about potentially joining an autonomous bus consortium that they are heading up that has an aim of deploying a standardized 40' autonomous transit bus throughout the United States. After learning more about the consortium it was clear that vehicle being developed does not fit well into SWT's operations as we operate larger 45' coach vehicles or smaller vehicles used for SW Prime. However, discussions continued not only with AECOM, but with an autonomous technology vendor (Adastec), and Motor Coach Industries (MCI) about the possibility of partnering for an FTA Accelerated Innovative Mobility grant application that will retrofit a future SWT coach bus that is already on order with MCI.

With all parties interested the determination was made to quickly put together an application as there was less than a week to do so with grant applications due on May 18th. The proposed \$1.47 million project put forth in the application is to operate a new MCI coach vehicle that will be retrofitted with Level 4 autonomous technology for a nine-month trial. Level 4 autonomy is where the vehicle will handle all operations of the vehicle autonomously along a predetermined route. However, there is still a safety operator required to sit in the driver seat to monitor the vehicle and conducted needed interventions/adjustments as the vehicle is operating.

Attached to this memo is the proposed operational routing of the vehicle. The vehicle is proposed to operate an existing peak hours reverse commute express route between Southdale Transit Center and SouthWest Station via Highway 62, the Golden Triangle Area, and the Eden Prairie Town

Center. Then during off peak midday operations the vehicle will provide connections between East Creek Station, SouthWest Village, and SouthWest Station via Highway 212.




If awarded the vehicle is scheduled to begin testing during Q3 of 2021 and would go into operation sometime in Q4 of 2021. Grant awards are expected to be announced in Q3 or Q4 of this year.

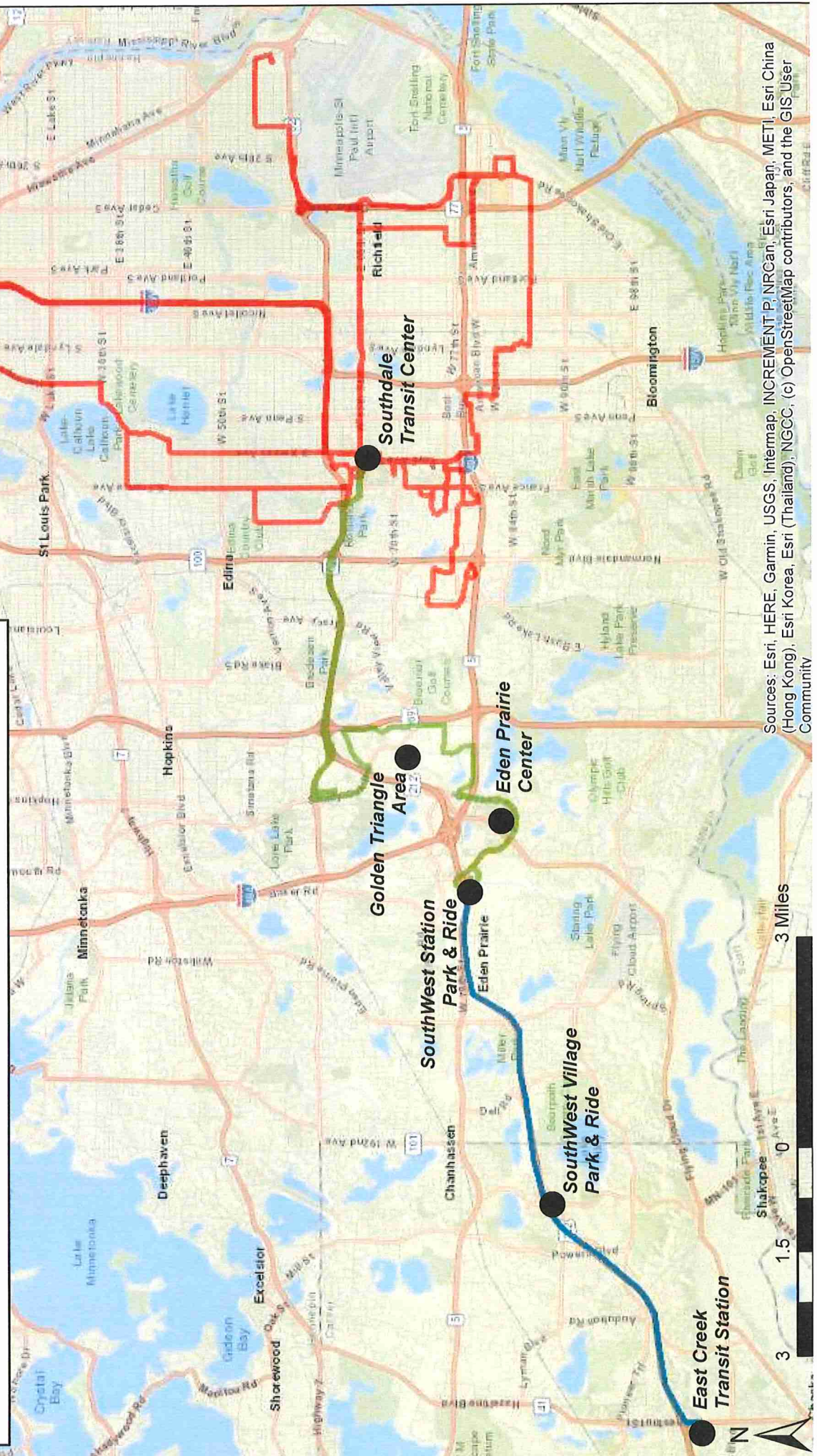
RECOMMENDATION:

None. This item is for discussion purposes.



Automated, Shared, Connected

-  Midday 212 Connector - Potential Autonomous Vehicle Routing
-  Route 600 - Potential Autonomous Vehicle Routing
-  Connecting Regional Transit Routes



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



MEMORANDUM

TO: SouthWest Transit Commission
FROM: Matt Fyten, Operations Director
DATE: May 20, 2020
SUBJECT: Transit Values Study

REQUESTED ACTION:

None. This item is for discussion purposes.

BUDGET IMPACT:

None at this time.

BACKGROUND:

The Met Council is currently in the process of conducting a Bus Service Allocation Study. I sit on the Technical Advisory Committee for the study and Commissioner Huang participated in a policy makers workshop as part of the study.

The stated aim of the study is to develop a document that examines how the region as a whole could go about investing in an expanded transit system and examining the trade offs that may need to occur when designing a system aimed at maximum ridership vs. a system that seeks to provide as much transit access to as many people as possible throughout the region.

After conducting an existing conditions assessment, the consultant for the study, Nelson Nygaard, held a policy makers workshop to discuss its findings thus far and to determine where policy makers currently stand related to how to best expand the transit system throughout the region. The key take-aways from the workshop were the following:

- Workshop attendees and survey respondents prioritized improving existing routes over adding new routes, service frequency over expanding service span, and funding local and high frequency service over commuter and basic routes
- Regional transit success looks different for different policymakers. Some themes from small group discussions include increasing ridership, connecting people to destinations, neighborhood coverage, serving high-need communities, and matching service with land use. Providing service to those who need it most was a top priority for measuring success.

- A top value for future service allocation was serving low-income and serving minority neighborhoods. Additional priorities included reverse commuting and providing suburb to suburb job access.
- When evaluating future service expansion scenarios, reaching low-income populations and providing access to jobs and major destinations were the top priorities.

Staff would like to have a discussion with the Commission about these takeaways as well as how to best move forward with the study.

RECOMMENDATION:

None. This item is for discussion purposes.



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Dave Jacobson, COO

DATE: May 19, 2020

SUBJECT: Met Council

REQUESTED ACTION:

None at this time. This item is for discussion purposes only.

BUDGET IMPACT:

An estimated \$1,620,880 in local match obligation for two Congestion Mitigation Air Quality (CMAQ) applications plus the vehicle invitation for bid (IFB) for the 494 Mall of America service which needs vehicles to operate the service. The Met Council has matched \$32,000 for what they identified as capital equipment (servers and software) for the signal light prioritization at East Creek park and ride. Listed below are the proposed projects with the twenty percent local match responsibilities and what the Metropolitan Council has committed to at this point in time.

- Solar Array, SWV – Project cost \$6,050,000. 20% match \$1,210,000. MC match \$0.
- Light Prioritization, EC – Project cost \$554,400. 20% match \$110,880. MC match \$32,000.
- Procure 10 small buses – Max project cost \$1,500,000. 20% match \$300,000. MC match \$0.

Transportation Advisory Board (TAB) has control of the federal funds and the Metropolitan Council has control of the local match dollars generated from the Transit Taxing District.

BACKGROUND:

Last Monday, May 18th, an email was sent to the three TAB members representing SWT by either geography or through the Suburban Transit Association (STA) identifying issues with the lack of local support by the Metropolitan Council. Attached to this memorandum is the email sent to the TAB members as well as the Metropolitan Council correspondence relating to the three projects.

Since the email went out, the three TAB Members responded, which is positive. However as the process continues, we will see if it means anything. Beyond TAB as we move forward, any support that can be provided by any elected officials is helpful.

Despite the local political support, there appears to be a theme developing, or in some cases continues, at the Metropolitan Council with the denials of the 20 percent local matches of some projects as the region grows. This allows the Council to be in a position of picking winners. However, in fairness, two of the CMAQ applications by SWT, one for 494 North Prime project and one for a Mobile Hub in the Golden Triangle, were provided the 20 percent local match despite the

Council's "top priorities" of preservation of existing fleet and facilities and maintenance of existing services."

As for allowing an Invitation for Bids (IFB) developed and managed by SWT, the Council ignored one of their own policies saying that SWT would need to pay, out of pocket, the 20 percent match fearing that "all Federal Transit Administration (FTA) requirements falls solely on the Metropolitan Council as the recipient of federal funds." The Metropolitan Council staff is worried SWT staff will make mistakes and reflect bad on the Council. SWT even offered to have Council staff be part of the process. Until the Council staff changes its mind, they will have to be the agency shepherding the procurement. That means they will only get the vehicles they want off of the State of Minnesota contract which are typical public transit vehicles versus the type of vehicle SWT wants. Vehicle selection and type continue to be an on-going battle starting back with the procurement of the MCIs in early 2000.

The election this fall will tell us a lot. All of this should make for an excellent discussion. Maybe there is something that can be done in the meantime.

RECOMMENDATION:

None at this time. This item is for discussion purposes only.

Dave Jacobson

From: Dave Jacobson
Sent: Monday, May 18, 2020 3:13 PM
To: Randy Maluchnik; mwindschitl@chaskamn.com; Jeff Wosje
Cc: SWT Commissioners; Len Simich; James Clark
Subject: CMAQ 20% Match from Met Council
Attachments: Match lets_Colton's veh no.pdf

Dear TAB Members Maluchnik, Windschitl and Wosje,

The purpose of this email is to keep you apprised of projects that are dependent on the Metropolitan Council for local funding.

SWT has applied for four Congestion Mitigation Air Quality (CMAQ) grants during this (2020) solicitation cycle. As part of this application process, the Transportation Advisory Board (TAB) decides the criteria for identifying the applications where the 80 percent federal dollars go based on the category and criteria established prior to releasing the solicitation. Once the solicitation is released, applications are put together by those eligible such as public and non-profit entities in response to the solicitation. Additionally, as part of the solicitation and in order to reach the 100 percent funding of the project, the Metropolitan Council is asked to match the project with 20 percent funding through the use of regional transit capital (RTC) funds making the request whole.

Attached are two of the four responses from Nick Thompson and the Metropolitan Council to the request for a 20 percent match of the applications that SWT staff put together and submitted. There were also two other applications from SWT that received basically the same response. In the solar array and signal prioritization applications, the Met Council's response was:

"The Council has a limited amount of regional transit capital (RTC) budgeted in its 2020-2025 Capital Improvement Program (CIP) for capital expansion projects. Its top priorities for regular route bus service are preservation of existing fleet (replacement of vehicles) and facilities, and maintenance of existing services (addressing overflow demand on existing services)".

In the four applications submitted and based on the match letters, SWT would be responsible for all or a large portion of the 20 percent local matches for these projects. The local match/Regional Transit Capital dollars are collected throughout the region as well as in our three communities SWT serves but yet there are no RTC dollars that are coming back at this time.

This lack of 20 percent match news comes on the heels of SWT attempting to move ahead with procuring replacement and federal grant vehicles. The Metropolitan Council staff ignored its own policy, without any Council action, modifying the policy. When SWT attempted to move forward with its own request for bids, the Metropolitan Council said they "...would not provide the local match under this scenario (entire email is attached)". Again, these are RTC dollars collected throughout the taxing district including the communities that SWT serves. Some are 100 percent RTC and some are 80 percent federal and 20 percent RTC splits.

All of these actions brings SWT's plans to a stop because there is no "local RTC" funds to leverage the federal dollars in the SWT service area.

Thank you for taking the time to read my email and hopefully some things will change.

Dave Jacobson

May 8, 2020

Len Simich
SouthWest Transit Commission
13500 Technology Drive
Eden Prairie, MN 55344

Dear Mr. Simich,

The Metropolitan Council has received SWT's request to provide the 20% local match for the SouthWest Village Solar Array project if it is selected for the 2024-2025 Regional Solicitation funds.

Our understanding of the project scope is a solar array will be installed at the SouthWest Village Park and Ride.

The Council has a limited amount of regional transit capital (RTC) budgeted in its 2020-2025 Capital Improvement Program (CIP) for capital expansion projects. Its top priorities for regular route bus service are preservation of existing fleet (replacement of vehicles) and facilities, and maintenance of existing services (addressing overflow demand on existing services).

Given the above, the Council is unable to commit to expanded capital costs at the SouthWest Village Park and Ride.

Sincerely,

Nick Thompson
Nick Thompson (May 8, 2020)

Nick Thompson
Director, Metropolitan Transportation Services

cc:
Heather Aagesen-Huebner
Matt Fyten

May 8, 2020

Len Simich
SouthWest Transit Commission
13500 Technology Drive
Eden Prairie, MN 55344

Dear Mr. Simich,

The Metropolitan Council has received SWT's request to provide the 20% local match for the Signal Prioritization project if it is selected for the 2024-2025 Regional Solicitation funds.

Our understanding of the project scope is that it will develop signal prioritization for vehicles leaving East Creek park and ride.

The \$554,000 project budget is comprised of transponders, servers, software, consultant and staff time and contingency, with an estimated capital cost of \$160,000 for servers and new software required for signal prioritization, with \$128,000 in Regional Solicitation funds and \$32,000 in local capital match.

The Council has a limited amount of regional transit capital (RTC) budgeted in its 2020-2025 Capital Improvement Program (CIP) for capital expansion projects. Its top priorities for regular route bus service are preservation of existing fleet (replacement of vehicles) and facilities, and maintenance of existing services (addressing overflow demand on existing services).

Given the above, the Council agrees to provide up to \$32,000 in RTC funds as local capital match for the signal prioritization project conditional on the following:

- The Council will prioritize RTC funding to capital projects that address maintenance of existing services (meeting overflow demand) followed by new services capital needs as prioritized by TAB. The Council can provide confirmation on its RTC funding commitment before TAB finalizes its project selection, when recommended projects for funding are known.
- The Council cannot guarantee that operating funds will be available for any expanded operating costs and looks to the project sponsor, SWT in this case, to be responsible for committing the local match for the operations component of the project.

Sincerely,

Nick Thompson

Nick Thompson (May 8, 2020)

Nick Thompson
Director, Metropolitan Transportation Services

cc:
Heather Aagesen-Huebner
Matt Fyten

Dave Jacobson

From: Colton, Paul <paul.colton@metc.state.mn.us>
Sent: Tuesday, April 14, 2020 4:15 PM
To: Dave Jacobson
Subject: RFP for 10 CMAQ Small Buses
Attachments: Rolling Stock Checklist-Buses-RFP-FTA Funding.docx

Dave,

Per our discussion on Friday regarding SWT's desire to move forward and issue a RFP for purchasing the 10 CMAQ buses, the Met Council would not provide the local match under this scenario. Some things to consider:

- The responsibility for the grant and its appropriate execution of an RFP, Contract, that includes all FTA requirements falls solely on the Met Council as the recipient of federal funds. During upcoming Triennial or FMO federal audits, the Council will need to answer and show how it followed all of the federal rules throughout the solicitation and contracting process. Attached is the Rolling Stock Checklist for buses purchased using an RFP process with FTA funding. Not all items on this list will apply, but it provides a comprehensive look at what needs to go into completing a FTA compliant bus purchase.
- This CMAQ Grant has not been approved by the FTA. It has been submitted by the Met Council to the FTA for approval with an expected approval date near the end of July. Until it is approved:
 - No funds can be spent on the project prior to FTA approval and agreement.
 - Work on the project such as working through an RFP can be completed following FTA rules.
- After some research, I am unaware of any FTA compliant open contracts that are available for the purchase of buses (I am still reaching out to folks I know that may be able to provide us with known compliant Contracts).
- Most of the small bus manufacturers, and both chassis manufacturers (Chevy and Ford) are closed currently as a result of COVID-19 with much of the supply chain shut down as well. Turtle Top has been closed for several weeks if that is the bus you are still interested in.
- Ford Cut-Away bus manufacturers are going through the Altoona Test per the requirement of the FTA as it relates to the new 2021 Ford Chassis.

I recommend that we work together with the Council taking the lead on the procurement using the upcoming State of MN Small Bus Contract. I have confirmed with Hogle Bus that Turtle Top will be represented on the State Contract which you told me you are very interested in. We will need to get pricing once it is available and match it up with the specifications you have provided. I think we can have everything ready to go for Met Council approval once given the go ahead from the State that they have a signed contract with Hogle bus if the Turtle Top is still the bus you are interested in. The current uncertainty is when bus manufacturers will be able to get back to work and when MNDOT can release its contracts in order to be federally compliant. Aside from preparing and planning, not much can be done prior to FTA approval of the grant.

Please let me know if you have questions regarding this information.

Sincerely,

Paul Colton

MTS-Fleet Manager



SOUTHWEST TRANSIT

To: SouthWest Transit Commission

From: Len Simich, CEO

Date: May 20, 2020

Subject: CEO Evaluation

REQUESTED ACTION:

Approve the CEO's Goals to be used in his annual performance assessment for the year 2020.

BUDGET IMPACT:

To be determined at conclusion of the evaluation period (November 2020).

BACKGROUND:

The Commission has developed a process for assessing the CEO's performance over a given year. The process measures progress towards reaching predetermined/agreed upon goals, identifies areas that need additional attention, and strengthens the partnership between the Commission and the CEO.

In January, the Commission discussed the priorities for 2020, but with the outbreak of COVID-19, the document was never formally acted upon.

Attached is the plan discussed in January, however updated information related to the agency's response and future needs related to COVID-19 have been added.

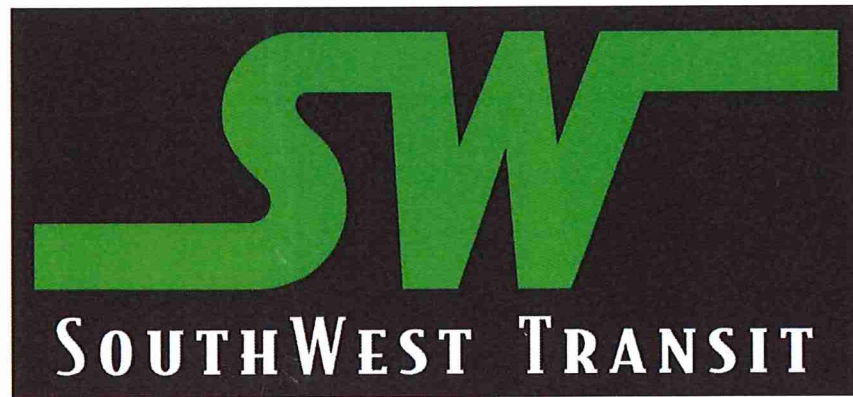
RECOMMENDATION:

Approve the attached CEO's Goals to be used in his annual performance assessment for the year 2020.

2020

CEO Goals and

Assessment Process



February 2020

May 2020

THE ASSESSMENT PROCESS

This document is designed to guide the Commission and CEO through an effective dialogue relating to the CEO's performance.

Working with the CEO, the Commission has developed a process for assessing the CEO's performance over a given year. This process helps measure progress, identifies areas that need attention, and strengthens the partnership between the Commission and the CEO.

Prior to conducting the annual assessment, the development of clear goals and measurable criteria are to be developed (i.e. outlined in this document). The assessment instrument will identify the traditional responsibilities of the CEO, and will be evaluated in the context of:

- Meeting the Vision and Mission of SouthWest Transit.
- Meeting the annual goals and objectives for the agency established by the Commission.
- Meeting any individual performance goals established between the Commission and the CEO.

The CEO will be rated on the following definition of performance:

PERFORMANCE RATING

RATING	DESCRIPTION	RATING
Unacceptable	Performance and demonstrated behaviors do not meet minimum standards. Excessive guidance and instruction is required to reach expected outcome. Must improve for continued employment.	1
Needs Improvement	Sometimes meets minimum standards but lacks consistency; seldom exceeds and often falls short of expectation of position.	2
Good Performance	Meets and occasionally exceeds established standards	3
Exceeds Expectation	Consistently meets and frequently exceeds position expectations. All planned objectives were achieved and accomplishments were made in unexpected areas as well	4
Outstanding	Consistently exceeds job requirements. Outcomes result in improvement or new methods, and processes/systems. Develops "best practices" for the agency.	5

Each November, the Commission's Personnel Committee will begin the process of soliciting feedback on the CEO's performance.

It is assumed the full Commission will be involved in some fashion throughout the process, and at the December meeting of the Commission, final action related to the evaluation and subsequent merit increases as outlined in the Contract between the Commission and CEO will be taken as part of the regular Commission agenda.

FINANCIAL INCREASE/REWARD

Salary: Per contract the Commission can increase the base salary paid to the CEO each year beginning January 1. In determining whether to grant an increase and the amount of such increase, the Commission may consider, in addition to the CEO's performance, any limitation on salary set forth in statute (i.e. Governor's salary cap).

Merit Award: In conjunction with the annual performance review, the 2019-2022 Contract (for Simich) allowed the Commission to provide a maximum lump-sum merit award up to \$5,000 annually. The Commission is to determine each year goals on which the merit award will be based. A specific portion of the maximum \$5,000 will be assigned by the Commission to each goal.

RESPONSIBILITY OVERVIEW

The main functions of the CEO are to oversee all functions of the agency including: operations, finance, planning, marketing, policy development, human resources, contract negotiations, risk management, customer service, labor relations, emergency preparedness, facility management, and real estate development.

The CEO needs to provide the vision, direction, and inspire staff to reach higher levels of performance and teamwork. The CEO also needs to bring structure and discipline to the organization, gain the respect of staff, as well as let them know where they stand, and have their back when they are doing the job as outlined.

The CEO also must possess the ability to solve complex issues, be strategic and creative in his thinking, and perform multiple tasks including establishing priorities on everything from capital investments to service delivery.

The CEO also needs to build and maintain relationships not only with the staff and Commission, but with elected leaders, customers, governmental agencies, contractors, unions, the media and others. The CEO must have the courage to lead, be able to set the direction and/or positively influence decisions both internally as well as externally that effect the agency, and the CEO should listen and work with everyone, but does not concede to the pressures applied by a vocal group of individuals with a narrow understanding or interest.

The CEO must understand the business side of running a multi-million-dollar enterprise. Balancing a budget, maintaining assets, planning for growth as well as future downsizing are all key aspects of the job.

The CEO needs to be a good communicator because it's extremely important to keep the Board, staff and community at-large up to speed on a variety of things including current issues as well as achievements.

Finally, the CEO must have the ability to anticipate issues, and understand how to change direction in the face of external circumstances and economic pressures. With this, the CEO needs to understand the risks and opportunities, have the ability to drive cost effective growth, and have the ability to keep a grip on the day to day needs of the operations and staff.

5 Keys to CEO/Agency success:

- Strategic Focus
- System Management
- Financial Strength
- Board Relations/Partnership
- Community Support/Political Satisfaction

CEO's Priority Goals/Results for 2020

1. Lead Agency Response to the COVID-19 Pandemic. Establish the Agency Plan to Address:

- Social Distancing on vehicles; in stations; and between staff members, customers, and contractors.
- Clean and disinfect vehicles and facilities.
- Purchase needed PPE and other related equipment and product to fight the spread of COVID-19.
- Establish guidelines and practices for customer and employee safety such as hand sanitizing, masks, temperature checks, sick leave, and remote working.
- Establish procedures to follow in the event an employee or customer become infected and test positive for COVID-19.
- Establish the ability to receive priority testing for the agency considering the critical role the organization plays.
- Adjust staffing needs/complement based on the impacts of the pandemic outbreak (furlough process).
- Manage the budget including all the funding and related spending regulations related to any State and/or Federal assistance received.
- Communicate regularly with staff (both on-site and furloughed), the Commission, our customers, our cities, our Legislators, and other interested parties.
- Begin a process of recovery by thoroughly examining the service provided over the course of the past two years and has begun to identify how we may be able to improve service productivity. This is just one element . Also begin to identify new

service options as well as other business strategies to possibly reinvent the organization.

Ranking 1(Unacceptable) – 5 (Outstanding):

1 ___ 2 ___ 3 ___ 4 ___ 5 ___

2. Improve/Maintain System Quality; Reliability; Safety; and Financial Health:

Ensure the agency continues to be one of the most reliable transit agencies in the region with:

- On-time performance at 99%.
- Performance of 100% of scheduled trips.
- Maintain one of the best safety records in the region with a chargeable accident no higher than .75 chargeable per 100,000 miles traveled, and road call at or better than 1 per 48,000 miles traveled.
- ~~Maintain an overall subsidy per passenger at or below \$7.25 per passenger.~~ **COVID-19 impact.**
- Maintain a minimum fund balance between 25%-35% of annual operating costs. **COVID-19 impact.**
- Maintain the agency's top ranking in the metropolitan region for the State of Good Repair for facilities, equipment, and infrastructure.

Ranking 1(Unacceptable) – 5 (Outstanding):

1 ___ 2 ___ 3 ___ 4 ___ 5 ___

3. 2020 Major Projects/Tasks:

- Continue to work on improving relations with the Metropolitan Council gaining access to additional funding and needed technology. **COVID-19 impact.**
- Complete Garage construction, on-time and within budget.
- Ensure all federal requirements are met in relation to asset management and safety/security.
- Identify any issues/problems, and take appropriate actions related to keeping customer and staff (and feeling safe).
- Refine/implement succession plan.
- Expand Prime and Prime MD operations.
- Implement first phase of 494 service plan (i.e. service to the airport).
- Make progress towards an autonomous vehicle demonstration.
- Plan for the interface with the SWLRT service.
- Make progress towards securing an electric vehicle.
- Maintain needed staffing levels (drivers and mechanics).
- Determine best operating plan for the State Fair.
- Improve the awareness and perceived value SWT brings to our communities.
- Determine SWT's future role with the STA.

- Determine best option for expanded vehicle storage need.
- Minimize any negative impacts to our customers related to the LRT construction.
- Assist the Board in determining its governance/leadership role.

Ranking 1(Unacceptable) – 5 (Outstanding):

1 ___ 2 ___ 3 ___ 4 ___ 5 ___

Strategic Plan Initiatives

Responsibility #1 - Improve the Strategic Focus of the Agency (Vision, Mission and Strategies): The CEO role has both strategic and operational components. Working with the Commission, the CEO must develop a shared vision for the future, build understanding around the mission, and develop appropriate goals and strategies to advance the mission. ***How satisfied are you that the CEO has:***

Worked with the Commission to develop a clear vision for the transit system and understands his leadership role. 1 ___ 2 ___ 3 ___ 4 ___ 5 ___

Worked with the Commission to translate the mission into realistic goals and objectives. 1 ___ 2 ___ 3 ___ 4 ___ 5 ___

Worked with the Commission to create an effective process for long range or strategic planning for the organization. 1 ___ 2 ___ 3 ___ 4 ___ 5 ___

Has a sense of what must change and must remain the same in order to accomplish the mission and realize its vision. 1 ___ 2 ___ 3 ___ 4 ___ 5 ___

What are the major strengths of the CEO in this area, and how can the CEO do a better job in this area?

Responsibility #1	Improve the Strategic Focus of the Agency: Overall Score

Responsibility #2 - Accomplishment of Management Objectives: Working with the Commission, the CEO establishes operational objectives that support the strategic plan. ***How satisfied are you that the CEO:***

Selects and cultivates qualified senior staff, models effective behavior and skills, and builds moral among staff. 1__ 2__ 3__ 4__ 5__

Ensures that there are appropriate systems in place to facilitate the day to day operations of the transit system in the areas of:

Service development. 1__ 2__ 3__ 4__ 5__

Service delivery. 1__ 2__ 3__ 4__ 5__

Education and outreach. 1__ 2__ 3__ 4__ 5__

Policy development. 1__ 2__ 3__ 4__ 5__

Administrative; resource development. 1__ 2__ 3__ 4__ 5__

Is knowledgeable regarding the operations/office environment. 1__ 2__ 3__ 4__ 5__

Ensures the agency has in place: Sound risk management policies; appropriate personnel policies and system staffing; technology and technological systems; ensures compliance with all legal and regulatory requirements. 1__ 2__ 3__ 4__ 5__

Demonstrates substantive knowledge regarding the transit system's services. 1__ 2__ 3__ 4__ 5__

Works with the Commission to develop appropriate policies to ensure the efficiency and effectiveness of services. 1__ 2__ 3__ 4__ 5__

Sets high standards of quality for the transit system's services. 1__ 2__ 3__ 4__ 5__

Recommends new services and modifications or discontinuance of current services, to the Commission. 1__ 2__ 3__ 4__ 5__

What are the major strengths of the CEO in this area, and how can the CEO do a better job in this area?

Responsibility #2	Accomplishment of Management Objectives: Overall Score _____
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Responsibility #3 - Financial Management and Resource Development:

Ensuring income is managed wisely is extremely important for a public transit system. It is the role of the CEO to see that solid planning and budgeting systems are in place. It is also the CEO's responsibility to ensure that qualified staff are hired to accurately monitor, assess, and manage the financial health of the agency. Finally, the CEO, in partnership with the Commission and appropriate staff, is responsible for developing and implementing appropriate financial development strategies, ensuring financial strength into the future. *How satisfied are you that the CEO:*

Has a clear understanding of the current and future financial resources needed to realize the transit system's mission. 1 ___ 2 ___ 3 ___ 4 ___ 5 ___

Is innovative in the creation of partnerships with local government or other institutions that contribute to the transit system's resources. 1 ___ 2 ___ 3 ___ 4 ___ 5 ___

Guides revenue generating activities in order to provide adequate income to the transit system. 1 ___ 2 ___ 3 ___ 4 ___ 5 ___

Is knowledgeable regarding financial planning, budgeting, and management of finances. 1 ___ 2 ___ 3 ___ 4 ___ 5 ___

Presents financial reports to the Commission on a regular basis and submits an annual budget for review, revision, and approval. 1 ___ 2 ___ 3 ___ 4 ___ 5 ___

Ensures that a clear and accurate accounting system is maintained, allowing the Commission to monitor the system's finances and operations in relation to the approved budget and to make informed financial decisions. 1 ___ 2 ___ 3 ___ 4 ___ 5 ___

Delivers a balanced budget while maintaining a minimum fund balance of 25%. 1 ___ 2 ___ 3 ___ 4 ___ 5 ___

What are the major strengths of the CEO in this area, and how can the CEO do a better job in this area?

Responsibility #3	Financial Management and Resource Development: Overall Score _____
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Responsibility #4 - Board Relations/Partnership: The CEO and Commission must work together as partners. Each arm of leadership draws upon its own unique strengths and

abilities. Both have the joint responsibility for developing and maintaining a strong working relationship and systems for sharing information. **How satisfied are you that the CEO:**

Is an effective partner with the Commission in leading the system. 1 ___ 2 ___ 3 ___ 4 ___ 5 ___

Raises issues and questions and provides adequate information to inform discussions. 1 ___ 2 ___ 3 ___ 4 ___ 5 ___

Has established appropriate systems for dialogue and communication between the Commission and staff to ensure that the Commission maintains a good knowledge of the transit systems and issues facing it. 1 ___ 2 ___ 3 ___ 4 ___ 5 ___

Has a collegial working relationship with the staff and Commission. 1 ___ 2 ___ 3 ___ 4 ___ 5 ___

What are the major strengths of the CEO in this area, and how can the CEO do a better job in this area?

Responsibility #4	Board Relations/Partnership: Overall Score _____
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Responsibility #5 - External Liaison and Public Image: The CEO and Commission are key players in establishing and maintaining positive relationships with many groups that support the work of the agency. **How satisfied are you that the CEO:**

Maintains a positive professional reputation in the local communities and is a good ambassador? 1 ___ 2 ___ 3 ___ 4 ___ 5 ___

Cultivates effective relationships with: Community and business leaders; Constituents: Public Officials: Relevant professional organizations and/or agencies. 1 ___ 2 ___ 3 ___ 4 ___ 5 ___

Is knowledgeable about the public policy dimensions of transit and provides strong advocacy for the agency's interests. 1 ___ 2 ___ 3 ___ 4 ___ 5 ___

Is well regarded by others in the public transportation field. 1 ___ 2 ___ 3 ___ 4 ___ 5 ___

What are the major strengths of the CEO in this area, and how can the CEO do a better job in this area?

Responsibility #5	External Liaison and Public Image: Overall Score _____
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Updates



Transportation Update - May 18, 2020



2020 Legislative Session

The COVID-19 Session

The 2020 Legislative Session will clearly be known as the COVID-19 Session, one that was suddenly altered by outbreak of a pandemic and a state stay-at-home order that made the conduct of legislative business challenging. At the start of the session, the expectation was that passage of a capital bonding bill would be the main focus of the session. There was also a lot of discussion about passage of a tax bill with additional tax breaks as the legislature contemplated dealing with a forecasted budget surplus of \$1.5 billion in the general fund.

For transportation, we were told early on that bills increasing fees and taxes to meet the shortfall in meeting transportation needs would not be on the agenda 2020 as it had been in 2019. Although the proposals debated in 2019 to increase transportation funds did not pass, a two-year transportation budget was put in place.

COVID-19 Impact

The impact of response to the COVID-19 pandemic hit transportation in Minnesota in a number of ways. Executive orders and waivers at both the state and federal levels positioned highway construction, public works and public transit operations

as essential services that were exempted from orders to shut down. That allowed construction projects to move ahead as scheduled, maintenance work to continue and public transit service to continue operating. While MnDOT, private companies and local governments moved to working remotely, transportation continued to be open for business. With the stay-at-home order in place, transit systems watched ridership drop off dramatically – up to 80% loss of normal ridership as well as the loss of contracted service to colleges and other institutions. The sudden change left many systems wondering how to keep staff employed, what level of service to provide and how to continue to operate safely. On the roadways, traffic plummeted during the first few weeks of the stay-at-home order and has recovered somewhat since that time, but traffic volumes are still about 40% below what we normally see in the state. Sales of vehicles dropped precipitously as shopping at car lots became difficult and incomes became less stable. These changes translate into less tax revenue for transportation.

With all of the economic uncertainty, legislators realized that the February budget forecast was no longer relevant and they could not operate with a forecast of a \$1.5 billion surplus. Minnesota Management and Budget released an [updated Budget Projection](#) for the current biennium only.

(FY'20-21) that projected a \$4 billion swing from a surplus to budget deficit of approximately \$2.4 billion. For transportation revenue, MnDOT developed a [new transportation funds forecast](#) estimating the loss of revenue from less fuel tax being paid, fewer vehicles being sold, less tax collected on rented and leased vehicles and a smaller amount of registration fees as new cars sales dropped off. The updated transportation budget projection shows a loss over the February forecast of almost \$400 million in taxes that are deposited into the Highway User Tax Distribution Fund.

Capital Bonding Bill Fails to Pass in Regular Session

For transportation funding, the capital bonding bill should provide an important opportunity to address some critical projects, especially as we see the dedicated revenue sources decline. Unfortunately, the COVID-19 situation put the brakes on passage of the bonding bill for now.

With a supermajority required to pass a capital bonding bill (41 votes in the Senate, 80 votes in the House) the majority parties cannot pass a bill without some votes from the minority party. In the House, the GOP minority announced that the caucus would not provide any votes for a bonding bill as long as the governor maintained emergency peacetime powers. The current extension of the emergency peacetime powers granted to the governor expires on June 12th.

The House released a capital bonding proposal that totaled about \$2.5 billion. For transportation related projects the bill included, \$405,077,000 in GO bonds, \$102,000,000 in Trunk Highway Bonds, \$3,500,000 in general fund cash along with \$18,000,000 in GO bonds and \$8,000,000 in cash for the wetland replacement program. The bill was taken up on the House floor on Saturday, May 16 but did not receive enough votes to pass

Some highlights:

- Local Roads - \$53,228,000 + earmarked projects totaling \$102,188,000
- Local Bridges - \$53,228,000 + earmarked projects totaling \$111,728,000
- Bus Rapid Transitways - \$55,000,000
- Greater MN Transit - \$10,000,000
- Rail projects - \$59,750,000
- Ports and Waterways - \$14,000,000
- Wetland Mitigation - \$15 million + \$8 million cash



The Senate unveiled their capital bonding proposal on Saturday, May 16th which totaled \$998 million in GO bonds and \$400 million in trunk highway bonds. The bill included \$288 million in GO bonds for transportation along with the trunk highway bonds for a total of \$688 million for transportation. [MnDOT has raised concerns](#) about the ability of the trunk highway fund to support an additional authorization of \$400 million in bonds, particularly in light of the expected drop in revenue in into the fund. The Senate voted on Sunday, May 17th on the bill, but it did not receive enough votes to pass. Some highlights:

Local Roads - \$80 million + earmarked projects \$30 million totaling \$111,000,000
Local Bridges - \$25 million + earmarked projects \$50 million totaling \$75,000,000
State Road Construction - \$100 million Trunk Highway Bonds
Trunk Highway projects - \$300 million Trunk Highway Bonds
Township Road Improvement Program - \$8 million
Rail projects - \$17 million
Ports and Waterways - \$3 million
Wetland Mitigation - \$18 million

Our [Transportation Alliance comparison of the Governor's bonding recommendations and the House and Senate proposals](#) is available on our web site on the [Legislative Action page](#). It lists all of the individual projects as well as the programs for MnDOT, Metropolitan Council, BWSR and DEED. **Both the House and Senate made transportation a priority in their bonding proposals.**

Of note in the Senate bonding bill (SF3463) is language creating a new Township Road Improvement Program and language requiring MnDOT to develop criteria and rank projects for funding from the rail grade separation program; greater Minnesota transit capital program; state airport development program; safety improvements on crude oil corridors; facilities capital improvement program; Minnesota rail service improvement program; port development assistance program; and passenger rail program. This requirement does not apply to the Local Road, Local Bridge or Safe Routes to School programs.



Transportation Policy

A number of issues were raised at the beginning of session dealing with transportation policies but in the end, a bill containing some non-controversial issues was passed. HF462 includes a number of provisions related to MnDOT and the Department of Public Safety. Highlights include:

- Before a road authority may make repairs on a private road, notice must be sent to the owner. The notification must include a notice that if the road is used by the public or repaired by the road authority for six continuous years, the road will no longer be a private road. Effective August 1, 2020.

- Escort required for overdimensional loads – No escort vehicle required for loads 15 feet or less; only one rear escort vehicle required if load is more than 15 feet wide and/or 110 feet or more in length on a multilane divided roadway; only one lead police officer required when any part of the load extends beyond the left of the centerline on an undivided highway; only one lead escort is required if the load exceeds 150 feet in length; one lead and one rear escort are required for a load exceeding 110 feet in length on an undivided roadway; the commissioner may require additional escorts to protect public safety or the roadway.

- Certification of special transportation provider – The commissioner may refuse to issue a certificate of compliance if an individual is not on the provider's active roster and may suspend a certificate for failure to pay the decal fee.

- Salary and benefits survey – the Legislative Auditor must conduct a compensation and benefit survey of law enforcement officers in every police department in cities of the first class or cities with a population over 25,000 in a metropolitan county. The State Patrol must be included in the survey. The legislative auditor must report the results of the survey to the committees having jurisdiction over the State Patrol.

- Federal funds reporting requirements – The commissioners of the department of transportation, public safety and the chair of the Metropolitan Council must report by February 15, 2021 to the legislative committee with jurisdiction over transportation finance and policy on any expenditures of federal funds provided as a grant or loan related to COVID-19.

- Turnback of legislative routes 112 and 237 to local governments.

- Extends a driver's license and state identification card expiration enacted in March in response to the COVID-19 pandemic, broadening that extension to include licenses and ID's that would expire in the month that follows the last month of a public health emergency period declared by the governor.

Another bill that was passed prior to the shut down allows MnDOT to apply for a TIFIA loan from the federal government to provide funding for expansion of Highway 14 in Nicollet County.

CHAPTER 69--S.F.No. 3878

The commissioner of transportation may conduct a pilot program to apply for and receive financial assistance under the Transportation Infrastructure Finance and Innovation Act of 1998 (TIFIA) or through other federal transportation loan, grant, or credit assistance programs. The pilot program under this section is available for a project in Nicollet County to expand a trunk highway from two lanes to four lanes and that was the subject of an Infrastructure for Rebuilding America (INFRA) grant application submitted by the commissioner of transportation to the United States Department of Transportation on February 24, 2020. (Highway 14)

Issues Not Passed

In addition to the capital bonding bill, the legislature failed to pass a number of pieces of legislation that were anticipated including a tax bill, distribution of federal CARES Act funds to local governments and other programs to assist people. For transportation, transit safety was an issue that the committee focused on and was anticipated to be included in legislation but ultimately was not.

HF3085 – Transit Ambassador Program – Creates a Transit Riders Investment Program (TRIP) with TRIP personnel who would monitor and respond to passenger activity on public transit vehicles in the seven-county metropolitan area. A \$1 million appropriation from the general fund is provided for FY2020. A report on the outcomes of the project is due to the legislature.

Passed out of transportation committee and public safety and criminal justice reform committee – Not passed

HF3974 – County Speed Limits - A county may establish speed limits for county highways under the county's jurisdiction without conducting an engineering and traffic investigation.

Passed out of transportation committee - Not passed



Special Session Expected

Given the ongoing pandemic and the expressed desire of all of the legislative leaders and the governor in coming to agreement on the unfinished work of the session, a special session is widely anticipated. When that will happen is not exactly clear. The governor's current extension of emergency peacetime powers expires on June 12th. He may decide to call the legislature back into session to extend his emergency powers and other issues could be taken up.

Our goal is to have an agreed upon capital bonding bill passed as soon as a special session is called.

Operations, Planning, IT, Vehicle Maintenance and Facilities, May 2020

Congestion Mitigation Air Quality (CMAQ) grants have been submitted to the Metropolitan Council. The due date for the submission was 5-15-20. The grants are for:

- SW Prime expansion service along the I-494 corridor between Maple Grove and Eden Prairie.
- Golden Triangle Mobility Hub that will offer expanded Prime service, a bikeshare, a carshare, an autonomous vehicle demonstration, and the construction of a bus transfer station.
- Solar Array over the top of the 2nd floor parking at SW Village.
- Signal Prioritization project at East Creek.

Issues with the Met Council's local match have already occurred. To be discussed during the Commission meeting.

The remaining timeline for CMAQ grant award is:

- Between 5-15-20 to December 2020 – evaluation happens. Matt Fyten of the SWT staff is on one of the evaluation committees
- December 2020 – TAB finalizes list of scored projects.
- January 2021 – Metropolitan Council concurs with project selection

An invitation for bid (IFB) for vehicle procurement has been developed but is put on hold due to the Metropolitan Council's decision to go against their policy and not fund the local match for both replacement and federal grant vehicles.

SW Station light replacement process continues as SWT is gathering information relating to the reasons why the lights have mysteriously burned out or only "glow" at a low level.

Express Reservation System: In order to maintain social distancing once ridership starts to increase, staff is evaluating options that will allow riders to reserve spots on each SWT express trip. This way staff can better ensure no more than 20-25 passengers (around half full) would be on a coach size bus at any given time. Staff is currently researching and should have a solution in the coming weeks.

Service Planning: Staff continues to monitor ridership on a daily basis. On May 18th in conjunction with the Governor easing the stay at home order, more spare buses were added to SWT services to address any potential overloads that would create more than a half full bus. Staff will continue to monitor ridership closely and add/subtract services as required to ensure as efficient operations as possible.

Facilities are working in the ramps restriping and painting as well as keeping the fleet and buildings clean and disinfected. Additionally, staff is identifying what the 20-year outlook has identified to repair/replace.

e-Maint is a new software system staff is currently implementing. When it goes live, it will replace both our facilities and our vehicle maintenance software into one combined package. The new system will support our Transit Asset Management Plan by tracking condition assessment and capital cost of replacement.

A project on the **SWS Ramp** to relocate network infrastructure cabinets to allow for light rail expansion is nearing completion. These boxes needed to be moved for a wall was to be built in front of them, making access difficult.

EPG Garage Expansion is coming along with staff working closely with the A/V vendor for the new training room. Installation will begin shortly. The new training room space will allow increase capacity, dual large monitors as well as a smart board. Video recording/streaming capabilities will allow rebroadcast of training session to staff and drivers that may not be able to make the sessions due to schedule.

The shop has installed **driver barriers** in all buses currently being used to transport passengers. The shop has converted all Prime buses to “contactless” this included the moving of all cash boxes, credit card readers and hole punches. This allows the passenger to perform their own billing while the driver observes. All 45-foot coaches have had their first two rows of seats blocked off as well as every other seat on the bus to provide social distancing.

