

SOUTHWEST TRANSIT COMMISSION AGENDA

Thursday, October 27, 2022

East Creek Station (Chaska)
2120 Chestnut St. N., Chaska MN 55318

Work Session – 6:00pm-6:30pm

Commission Meeting – 6:30 pm

Meeting: In-person

COMMISSION MEMBERS

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

GENERAL COUNSEL

Joshua Dorothy - Attorney

EXECUTIVE STAFF

Matt Fyten – Interim CEO/Chief Operating Officer
Maria Mancilla-Diaz – Chief Administrative Officer
Tony Kuykendall – Maintenance Director
Souriyong Souriya – Finance Director
Al Halaas – First Transit Director/GM

WORK SESSION 6:00pm-6:30pm

Topic – Driver Services Study

COMMISSION MEETING AGENDA

Commission Meeting Starts upon the conclusion of the Work Session - approximately 6:30pm

- I. PUBLIC COMMENT**
- II. APPROVAL OF AGENDA**
- III. PAYMENT OF CLAIMS (Rollcall Vote)**
- IV. CONSENT**
 - A. Approval of Minutes of September 22 Commission Meeting
 - B. Approval of Minutes of September 22 Budget and Personnel Committee Meeting
 - C. Approval of Financial Statements – Souriya/Mancilla
 - D. Q3 Ridership Update – Souriya/Schuler
- V. NEW BUSINESS**
 - A. CEO Contract – Huang/Dorothy
 - B. Draft 2023 Budget – Mancilla-Diaz/Fyten
 - C. SouthWest Village Development Proposals– Simich
 - D. 2023 Commission Officers- Fyten
- VI. LEGISLATIVE UPDATE**
- VII. UPDATES**
 - A. Staff Updates
 - B. Commissioner Updates
- VIII. ADJOURNMENT**

SouthWest Transit (SWT) is committed to providing individuals with disabilities and those who speak languages other than English an equal opportunity to participate in and benefit from SWT's programs, activities, and services. People may request reasonable accommodations from SWT that they believe will enable them to have equal opportunity to participate in our programs, activities, and services. To request reasonable accommodations including interpretation, contact Customer Service at customerservice@swtransit.org or 952-949-2287 at least one week prior to a public meeting or hearing. To request these materials in an alternate format, please contact Customer Service at customerservice@swtransit.org or 952-949-2287.

Payment of Claims

SouthWest Transit
9/16/2022 Thru 10/19/2022

Meeting Date: 10/27/2022

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
10402	ABC BUS COMPANIES	Fleet Parts	9/23/2022	\$ 165.52
10403	ALLSTATE PETERBILT	Fleet Parts	9/23/2022	\$ 1,816.99
10404	ARCPPOINT LABS OF EDEN PRAIRIE	Screening Service	9/23/2022	\$ 489.75
10405	BATTERIES + BULBS	Shop Supplies	9/23/2022	\$ 18.99
10406	BRITTANY MARTIN	Mileage Reimbursement	9/23/2022	\$ 45.00
10407	CUMMINS SALES AND SERVICES	Fleet Parts	9/23/2022	\$ 1,326.12
10408	E&M CONSULTING, INC	Advertising	9/23/2022	\$ 455.95
10409	EDEN PRAIRIE CHAMBER OF COMMER	Legislative Breakfast	9/23/2022	\$ 10.00
10409	EDEN PRAIRIE CHAMBER OF COMMER	Legislative Dinner	9/23/2022	\$ 540.00
10410	FACTORY MOTOR PARTS COMPANY	Fleet Parts	9/23/2022	\$ 573.36
10411	FAIRCHILD EQUIPMENT	Fleet Parts	9/23/2022	\$ 39.60
10412	GAS TANK RENU MN & RADIATOR	Outside Labor	9/23/2022	\$ 275.29
10413	GRAINGER	Building Supplies	9/23/2022	\$ 21.52
10414	GROWTH OPERATORS ADVISORY SERVICES, LLC	HR Consultant Service	9/23/2022	\$ 6,790.00
10415	INDIGO SIGNWORKS	Building Supplies	9/23/2022	\$ 800.00
10416	KLOOS ELECTRIC, INC.	Capital Cost of Repairs: SWV Ramp UPS Removal	9/23/2022	\$ 7,630.00
10417	LANGUAGE LINE SERVICES	Language Service	9/23/2022	\$ 9.45
10418	LINDSTROM RESTORATION	Bus Fire Restoration	9/23/2022	\$ 33,694.39
10419	LUBE-TECH & PARTNERS, LLC	Shop Supplies	9/23/2022	\$ 5,227.60
10420	MEDIACOM	Internet Service	9/23/2022	\$ 384.55
10421	MENARDS	Building Supplies	9/23/2022	\$ 84.17
10422	METRO SALES INC.	Copier Maintenance	9/23/2022	\$ 472.95
10422	METRO SALES INC.	Copier Maintenance	9/23/2022	\$ 423.67
10422	METRO SALES INC.	Copier Maintenance	9/23/2022	\$ 1,060.52
10423	METROPOLITAN FORD OF EDEN PRAIRIE	Fleet Parts	9/23/2022	\$ 78.38
10424	MINNESOTA PUBLIC TRANSIT ASSOC	MPTA Conference	9/23/2022	\$ 300.00
10425	M-K GRAPHICS	Finance Supplies: AP Checks	9/23/2022	\$ 350.29
10426	MY CABLE MART LLC	IT Supplies	9/23/2022	\$ 52.30
10427	GENUINE PARTS COMPANY, INC	Shop Supplies	9/23/2022	\$ 94.99
10428	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	9/23/2022	\$ 526.17
10428	O'REILLY AUTOMOTIVE, INC.	Shop Supplies	9/23/2022	\$ 502.14
10429	PAUL'S TWO-WAY RADIO REPAIR	Radio Services	9/23/2022	\$ 380.00
10430	POPP COMMUNICATIONS	Phone Service	9/23/2022	\$ 2,627.78
10431	PPG ARCHITECTURAL FINISHES	Building Supplies	9/23/2022	\$ 50.08
10432	PRIORITY COURIER EXPERTS	Courier Service	9/23/2022	\$ 124.69
10433	ROYAL TIRE INC.	Tires	9/23/2022	\$ 54.00
10434	RSM US PRODUCT SALES LLC	Anti-Virus Service	9/23/2022	\$ 1,120.50
10434	RSM US PRODUCT SALES LLC	Cloud Backup Project	9/23/2022	\$ 1,312.50
10434	RSM US PRODUCT SALES LLC	Data Center Upgrades	9/23/2022	\$ 1,601.78
10434	RSM US PRODUCT SALES LLC	Managed IT Services	9/23/2022	\$ 1,145.00
10435	SD PROMOTIONS	State Fair Uniforms	9/23/2022	\$ 7,305.00
10436	SITEONE LANDSCAPE SUPPLY, LLC	Building Supplies	9/23/2022	\$ 334.74
10437	SOCIAL INDOOR	Advertising	9/23/2022	\$ 3,500.00
10438	SSI MN TRANCHE 1 LLC	Solar Subscription	9/23/2022	\$ 4,185.29
10439	SSI MN TRANCHE 3	Solar Subscription	9/23/2022	\$ 759.92
10440	SW NEWS MEDIA	Advertising	9/23/2022	\$ 6,103.68
10441	SYNCB AMAZON	Building Supplies	9/23/2022	\$ 89.97
10441	SYNCB AMAZON	Building Supplies	9/23/2022	\$ 195.98
10442	THE AFTERMARKET PARTS COMPANY	Fleet Parts	9/23/2022	\$ 5,307.08
10443	THE SHERWIN-WILLIAMS CO	Building Supplies	9/23/2022	\$ 90.96
10444	JOE TOWNSEND	Meeting Reimbursement	9/23/2022	\$ 34.87
10445	TURBO SEAL LLC	Asphalt Maintenance	9/23/2022	\$ 3,750.00
10446	UNIFIRST CORPORATION	Driver Uniforms	9/23/2022	\$ 519.36
10446	UNIFIRST CORPORATION	Shop Uniforms	9/23/2022	\$ 142.03
10447	USS MN VII MT LLC	Solar Subscription	9/23/2022	\$ 679.16
10448	VER-TECH LABS	Building Supplies	9/23/2022	\$ 1,155.08
10449	WALKER CONSULTANTS	Capital Cost for Construction: EPG Roof Project	9/23/2022	\$ 9,036.69
10450	WESTERN SPECIALTY CONTRACTORS	Capital Cost for Repairs: ECS Ramp PM	9/23/2022	\$ 1,000.00
10451	WINTHROP & WEINSTINE, PA	Legislative Service	9/23/2022	\$ 4,000.00
10452	ALLSTATE PETERBILT	Fleet Parts	9/30/2022	\$ 139.01
10452	ALLSTATE PETERBILT	Fleet Parts	9/30/2022	\$ 637.27
10453	BTR OF MINNESOTA	Fleet Parts	9/30/2022	\$ 376.67
10454	CENTERPOINT ENERGY	Gas Service	9/30/2022	\$ 544.43
10455	CENTURYLINK	Internet Service	9/30/2022	\$ 134.74
10456	CENTURYLINK	Phone Service	9/30/2022	\$ 466.01
10457	CITY OF CHASKA UTILITY BILLING	Water/Sewer Service	9/30/2022	\$ 2,275.46
10458	CITY OF MINNEAPOLIS FINANCE DE	Bus Parking Fee	9/30/2022	\$ 650.00
10459	DACOTAH PAPER CO.	Shop Supply	9/30/2022	\$ 196.68

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10460	MICHAEL DARTT	Uniform Reimbursement	9/30/2022	\$ 271.09
10461	FIDELITY SECURITY LIFE INSURANCE CO.	Vision Insurance Payment	9/30/2022	\$ 178.98
10461	FIDELITY SECURITY LIFE INSURANCE CO.	Vision Insurance Payment	9/30/2022	\$ 197.56
10462	FIRST TRANSIT, INC.	August Operating	9/30/2022	\$ 342,673.55
10463	MATTHEW FYTEN	Expense Reimb-Misc. State Fair Supplies	9/30/2022	\$ 212.58
10464	HEALTHPARTNERS INC.	Health & Dental Ins. Remaining Bal Due	9/30/2022	\$ 4,225.00
10465	IHEART MEDIA	Advertising	9/30/2022	\$ 5,954.80
10466	INDIGO SIGNWORKS	Building Supplies	9/30/2022	\$ 1,525.00
10467	KR AUTO REPAIR LLC	Fleet Parts	9/30/2022	\$ 1,547.23
10468	LARKIN HOFFMAN	Legislative Service	9/30/2022	\$ 2,430.00
10469	MIKE HUANG	Expense Reimb-Cellphone CEO Search	9/30/2022	\$ 143.73
10470	MINNESOTA LIFE INSURANCE COMPANY	LTD Benefit Insurance	9/30/2022	\$ 762.00
10471	MVEC, MINNESOTA VALLEY ELECTRIC COOP	Electric Service	9/30/2022	\$ 1,771.98
10472	MYERS TIRE - CHICAGO #12	Fleet Parts	9/30/2022	\$ 719.22
10473	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	9/30/2022	\$ 468.20
10473	O'REILLY AUTOMOTIVE, INC.	Shop Supplies	9/30/2022	\$ 72.95
10474	OSI ENVIRONMENTAL, INC.	Environmental Charge	9/30/2022	\$ 225.00
10475	PRIORITY COURIER EXPERTS	Courier Service	9/30/2022	\$ 71.07
10476	REPUBLIC SERVICES #894	Trash Service	9/30/2022	\$ 1,762.29
10477	ROYAL TIRE INC.	Fleet Parts	9/30/2022	\$ 190.17
10478	SYNCB AMAZON	Shop Supplies	9/30/2022	\$ 85.26
10479	THE AFTERMARKET PARTS COMPANY	Fleet Parts	9/30/2022	\$ 7,231.68
10480	THE SHERWIN-WILLIAMS CO	Building Supplies	9/30/2022	\$ 350.13
10481	API GARAGE DOOR, INC	Service Call	9/30/2022	\$ 190.00
10482	UNIFIRST CORPORATION	Driver Uniforms	9/30/2022	\$ 519.36
10482	UNIFIRST CORPORATION	Shop Uniforms	9/30/2022	\$ 101.26
10483	WAYTEK INC.	Fleet Parts	9/30/2022	\$ 217.48
10484	WESTERN SPECIALTY CONTRACTORS	Capital Cost of Repairs: SWS PM Service	9/30/2022	\$ 62,665.40
10485	A TO Z RENTAL CENTER	Building Supplies	10/6/2022	\$ 212.30
10486	ABC BUS COMPANIES	Fleet Parts	10/6/2022	\$ 847.36
10487	CARVER COUNTY	Internet Service	10/6/2022	\$ 780.00
10488	CENTERPOINT ENERGY	Gas Service	10/6/2022	\$ 32.52
10489	CITY OF CHANHASSEN	Water/Sewer Service	10/6/2022	\$ 1,257.28
10489	CITY OF CHANHASSEN	Water/Sewer Service	10/6/2022	\$ 1,774.03
10490	CITY OF EDEN PRAIRIE	Water/Sewer Service	10/6/2022	\$ 1,142.39
10491	CITY OF MINNEAPOLIS FINANCE DE	Bus Parking Fee	10/6/2022	\$ 1,950.00
10492	COMCAST BUSINESS 8772106110593377	Internet Service	10/6/2022	\$ 448.48
10493	CUMMINS SALES AND SERVICES	Fleet Parts	10/6/2022	\$ 550.48
10494	GREGERSON, ROSOW, JOHNSON & NILAN, LTD	Legal Fees	10/6/2022	\$ 10,503.62
10495	JOHNSON CONTROLS, INC.	EMS Cloud Hosting	10/6/2022	\$ 659.08
10496	MENARDS	Building Supplies	10/6/2022	\$ 109.99
10496	MENARDS	Building Supplies	10/6/2022	\$ 130.27
10496	MENARDS	Building Supplies	10/6/2022	\$ 53.76
10497	MICRO CENTER	IT Supplies	10/6/2022	\$ 139.99
10498	MIDWEST ELECTRIC AND GENERATOR, INC	Capital Cost for Construction: Commercial Security	10/6/2022	\$ 6,443.44
10499	MIDWEST FENCE & MFG. CO.	EPG Security Fencing	10/6/2022	\$ 13,263.00
10500	ODP BUSINESS SOLUTIONS LLC	Office Supplies	10/6/2022	\$ 68.16
10501	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	10/6/2022	\$ 198.38
10502	OSI ENVIRONMENTAL, INC.	Environmental Charge	10/6/2022	\$ 127.50
10503	PRIORITY COURIER EXPERTS	Courier Service	10/6/2022	\$ 71.07
10504	PRYOR LEARNING SOLUTIONS	Training Service	10/6/2022	\$ 478.00
10505	ROVITRACKER INC.	Camera Trailer AirTime	10/6/2022	\$ 310.00
10506	ROYAL TIRE INC.	Tires	10/6/2022	\$ 3,109.49
10507	RSM US PRODUCT SALES LLC	IT MSP	10/6/2022	\$ 31.50
10507	RSM US PRODUCT SALES LLC	Office 365 Licence	10/6/2022	\$ 1,010.00
10508	SOUTHWEST POWER EQUIPMENT	Equipment Repair	10/6/2022	\$ 412.80
10509	SUBURBAN CHEVROLET	Fleet Parts	10/6/2022	\$ 170.02
10510	SUMMIT COMPANIES	Service Call	10/6/2022	\$ 913.90
10511	SYNCB AMAZON	Building Supplies	10/6/2022	\$ 537.11
10511	SYNCB AMAZON	Building Supplies	10/6/2022	\$ 377.99
10512	THE AFTERMARKET PARTS COMPANY	Fleet Parts	10/6/2022	\$ 3,429.44
10513	T-MOBILE	WiFi Service	10/6/2022	\$ 5,619.55
10514	API GARAGE DOOR, INC	Garage Door Repair	10/6/2022	\$ 740.00
10515	U.S. BANK EQUIPMENT FINANCE	Copier Lease	10/6/2022	\$ 847.00
10516	UNIFIRST CORPORATION	Driver Uniforms	10/6/2022	\$ 537.04
10517	WEX BANK	Fuel & Lubricants	10/6/2022	\$ 153.04
10518	ZIEGLER INC.	Fleet Parts	10/6/2022	\$ 1,391.00
10519	ALLSTATE PETERBILT	Fleet Parts	10/14/2022	\$ 648.17

SouthWest Transit
9/16/2022 Thru 10/19/2022

Meeting Date: 10/27/2022

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
10520	BITUMINOUS ROADWAYS, INC.	Capital Cost of Construction: Front Gate Project	10/14/2022	\$ 596.00
10521	BOREN LAW FIRM	Immigration Legal Feels	10/14/2022	\$ 2,865.27
10522	CENTERPOINT ENERGY	Gas Service	10/14/2022	\$ 114.25
10523	CENTURYLINK	Phone Service	10/14/2022	\$ 63.05
10524	COMCAST BUSINESS 8772106110593377	Internet Service	10/14/2022	\$ 374.90
10525	COMCAST BUSINESS	Internet Service	10/14/2022	\$ 1,237.57
10526	CUMMINS SALES AND SERVICES	Fleet Parts	10/14/2022	\$ 238.78
10527	DALCO	Building Supplies	10/14/2022	\$ 269.19
10528	MICHAEL DARTT	Reimbursement: Meeting	10/14/2022	\$ 8.58
10529	DODGE OF BURNSVILLE	Fleet Parts	10/14/2022	\$ 171.04
10530	FACTORY MOTOR PARTS COMPANY	Fuel & Lubricants	10/14/2022	\$ 135.62
10531	ROBERT FROEMMING	State Fair Incentive	10/14/2022	\$ 81.26
10532	PAUL HAEG	State Fair Payroll Reissue	10/14/2022	\$ 609.03
10533	ALVIN HALAAS	State Fair Incentive	10/14/2022	\$ 52.64
10534	HEALTHPARTNERS INC.	Nov Health & Dental Ins	10/14/2022	\$ 28,709.33
10534	HEALTHPARTNERS INC.	Oct Health & Dental Ins	10/14/2022	\$ 33,529.61
10535	HENNEPIN COUNTY AR	Radio Services	10/14/2022	\$ 338.72
10536	INDIGO SIGNWORKS	Contracted Maintenance	10/14/2022	\$ 695.00
10536	INDIGO SIGNWORKS	New Monument Sign	10/14/2022	\$ 5,400.00
10537	KLOOS ELECTRIC, INC.	Capital Cost of Construction: Front Gate Project	10/14/2022	\$ 483.25
10538	LEAGUE MN CITIES INS. TRUST	Insurance Deductible	10/14/2022	\$ 808.42
10539	MADISON NATIONAL LIFE INS CO, INC	LTD Insurance	10/14/2022	\$ 413.84
10540	MENARDS	Building Supplies	10/14/2022	\$ 59.47
10540	MENARDS	Shop Supplies	10/14/2022	\$ 30.42
10540	MENARDS	Building Supplies	10/14/2022	\$ 55.37
10541	METROPOLITAN FORD OF EDEN PRAIRIE	Fleet Parts	10/14/2022	\$ 72.95
10542	MN DEPT OF LABOR & INDUSTRY	Elevator Permits	10/14/2022	\$ 100.00
10543	MPLS ST. PAUL MAGAZINE SUBSCR	Magazine Subscription	10/14/2022	\$ 19.95
10544	EDWIN NAMA	Uniform Reimbursement	10/14/2022	\$ 150.00
10545	GENUINE PARTS COMPANY, INC	Fleet Parts	10/14/2022	\$ 67.43
10546	NCPERS MINNESOTA	Voluntary Life Insurance	10/14/2022	\$ 64.00
10546	NCPERS MINNESOTA	Voluntary Life Insurance	10/14/2022	\$ 64.00
10547	NORD EXCAVATING, INC.	Capital Cost of Construction: Front Gate Project	10/14/2022	\$ 596.02
10548	NORTH COUNTRY CONCRETE, INC.	Capital Cost of Construction: Front Gate Project	10/14/2022	\$ 580.75
10549	ODP BUSINESS SOLUTIONS LLC	Office Supplies	10/14/2022	\$ 75.71
10550	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	10/14/2022	\$ 726.81
10550	O'REILLY AUTOMOTIVE, INC.	Fuel & Lubricants	10/14/2022	\$ 90.93
10551	OSI ENVIRONMENTAL, INC.	Environmental Charge	10/14/2022	\$ 75.00
10552	POPP COMMUNICATIONS	Phone Service	10/14/2022	\$ 2,617.80
10553	PREVOST CAR INC.	Fleet Parts	10/14/2022	\$ 112.43
10554	RICHARD DAHLIN	State Fair Payroll	10/14/2022	\$ 426.05
10555	ROYAL TIRE INC.	Environmental Charge	10/14/2022	\$ 18.00
10555	ROYAL TIRE INC.	Tires	10/14/2022	\$ 128.40
10556	SIEMENS INDUSTRY, INC.	Capital Cost of Construction: Front Gate Project	10/14/2022	\$ 9,042.45
10557	MICHAEL SIMICH	Uniform Reimbursement	10/14/2022	\$ 69.86
10558	STANLEY ACCESS TECH LLC	Service Call	10/14/2022	\$ 220.00
10559	SYNCB AMAZON	Shop Supply	10/14/2022	\$ 95.57
10560	THE AFTERMARKET PARTS COMPANY	Fleet Parts	10/14/2022	\$ 2,163.48
10561	UNIFIRST CORPORATION	Driver Uniforms	10/14/2022	\$ 519.36
10561	UNIFIRST CORPORATION	Shop Uniforms	10/14/2022	\$ 207.68
10562	VERIZON WIRELESS	Phone Service	10/14/2022	\$ 105.03
10563	WALKER CONSULTANTS	Capital Cost of Repair: ECS CD/CA 2022	10/14/2022	\$ 2,175.00
10564	ANNA WONG	State Fair Incentive	10/14/2022	\$ 107.59
10565	XCEL ENERGY	Electric Service	10/14/2022	\$ 101.25
10565	XCEL ENERGY	Electric Service	10/14/2022	\$ 3,097.52
10565	XCEL ENERGY	Electric Service	10/14/2022	\$ 1,791.93
10566	ALLOVER MEDIA LLC	Advertising	10/19/2022	\$ 2,000.00
10567	ALLSTATE PETERBILT	Fleet Parts	10/19/2022	\$ 1,894.20
10568	FACTORY MOTOR PARTS COMPANY	Fleet Parts	10/19/2022	\$ 1,563.18
10569	FIRST TRANSIT, INC.	September Operating	10/19/2022	\$ 346,461.12
10570	GILLIG LLC	Fleet Parts	10/19/2022	\$ 605.59
10571	GUARDIAN PEST SOLUTIONS, INC.	Pest Control	10/19/2022	\$ 75.50
10572	INTERSTATE POWER SYSTEM, INC.	Fleet Parts	10/19/2022	\$ 73.11
10573	LUBE-TECH & PARTNERS, LLC	Outside Labor	10/19/2022	\$ 1,228.41
10574	LUTHER BROOKDALE CHRYSLER JEEP	Prime Vehicle - Chrysler Pacifica	10/19/2022	\$ 42,278.00
10575	LUTHER BROOKDALE CHRYSLER JEEP	Prime Vehicle - Chrysler Pacifica	10/19/2022	\$ 42,278.00
10576	MARIA MANCILLA-DIAZ	Transit Conference Expenses Reimbursement	10/19/2022	\$ 947.97
10577	MAYER LUMBER CO INC.	Capital Costs for Construction: EPG New Offices	10/19/2022	\$ 20,000.00

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Check Number	Vendor Name	Description	Check Date	Check Amount
10578	MEDIACOM	Internet Service	10/19/2022	\$ 384.55
10579	MICRO CENTER	Dispatch Center Monitor Replacement	10/19/2022	\$ 959.92
10580	MINUTEMAN PRESS	Advertising	10/19/2022	\$ 201.00
10581	MY CABLE MART LLC	IT Supplies	10/19/2022	\$ 26.44
10582	GENUINE PARTS COMPANY, INC	Fleet Parts	10/19/2022	\$ 397.94
10583	ODP BUSINESS SOLUTIONS LLC	Office Supplies	10/19/2022	\$ 237.36
10584	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	10/19/2022	\$ 233.69
10585	PREVOST CAR INC.	Fleet Parts	10/19/2022	\$ 439.70
10586	PUMP AND METER SERVICES, INC	Outside Labor	10/19/2022	\$ 4,062.81
10587	ROYAL TIRE INC.	Environmental Charge	10/19/2022	\$ 72.00
10587	ROYAL TIRE INC.	Tires	10/19/2022	\$ 2,040.00
10588	RSM US PRODUCT SALES LLC	IT MSP	10/19/2022	\$ 1,145.00
10589	SNAP-ON TOOLS	Small Tools & Equipment	10/19/2022	\$ 1,701.50
10590	SOCIAL INDOOR	Advertising	10/19/2022	\$ 1,000.00
10591	SPOK, INC.	Emergency Pagers	10/19/2022	\$ 165.55
10592	SSI MN TRANCHE 1 LLC	Solar Subscription	10/19/2022	\$ 4,631.09
10593	SW NEWS MEDIA	Advertising	10/19/2022	\$ 1,199.72
10594	THE AFTERMARKET PARTS COMPANY	Fleet Parts	10/19/2022	\$ 1,362.26
10595	TWIN CITY FILTER SERVICE, INC	Building Supplies	10/19/2022	\$ 342.69
10596	UNIFIRST CORPORATION	Driver Uniforms	10/19/2022	\$ 519.36
10596	UNIFIRST CORPORATION	Shop Uniforms	10/19/2022	\$ 104.08
10597	VERIZON	SW Prime Panic Buttons	10/19/2022	\$ 959.40
10598	MATTHEW VIETH	Uniform Reimbursement	10/19/2022	\$ 69.99
10599	WALKER CONSULTANTS	Capital Cost for Construction: EPG Roof Project	10/19/2022	\$ 5,615.80
10599	WALKER CONSULTANTS	Capital Cost for Construction: EPG Roof Project	10/19/2022	\$ 430.00
		TOTAL		\$ 1,215,258.68

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9/16/2022 Thru 10/19/2022

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Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
ACH Withdraws				
	CARDMEMBER SERV WEB PYMT *****6731	Credit Card Payment	9/26/2022	\$ 4,261.04
	CARDMEMBER SERV WEB PYMT *****6731	Credit Card Payment	10/12/2022	\$ 12,108.73
	WIRE TRANSFER FEE	Bank Fee	10/17/2022	40.00
	WIRE TRANSFER TO SPARE LABS INC	SW Prime Annual Payment	10/17/2022	75,500.00
	Mansfield Oil PAYMENTS 1662823	Bus Fuel	9/19/2022	\$ 24,932.83
	Mansfield Oil PAYMENTS 1663569	Bus Fuel	9/26/2022	\$ 28,698.90
	Mansfield Oil PAYMENTS 1663973	Bus Fuel	9/29/2022	\$ 30,876.64
	Mansfield Oil PAYMENTS 1664326	Bus Fuel	10/3/2022	\$ 30,035.46
	Mansfield Oil PAYMENTS 1665276	Bus Fuel	10/12/2022	\$ 42,076.78
	Mansfield Oil PAYMENTS 1666131	Bus Fuel	10/19/2022	\$ 26,053.62
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	9/16/2022	\$ 1,533.50
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	9/23/2022	\$ 1,780.50
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	9/30/2022	\$ 2,135.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	10/7/2022	\$ 1,338.50
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	10/14/2022	\$ 2,220.50
	ACH ORIGINATION	Bank Fee	9/30/2022	\$ 40.00
	POSITIVE PAY	Bank Fee	9/30/2022	\$ 40.00
	POSITIVE PAY	Bank Fee	9/30/2022	\$ 25.00
		TOTAL		\$ 283,697.00
Payroll				
	Paylocity	Payroll	9/29/2022	\$ 102,423.35
	Paylocity	Payroll	10/13/2022	\$ 113,820.50
		TOTAL		\$ 216,243.85
Monthly Reimbursement included in payroll totals				
	Justin Ambroz	Cell Phone Allowance		\$ 50.00
	Jon Christenson	Cell Phone Allowance		\$ 75.00
	Mike Dartt	Cell Phone Allowance		\$ 75.00
	Connor Froemming	Cell Phone Allowance		\$ 50.00
	Matt Fyten	Cell Phone Allowance		\$ 50.00
	Kyle Jackels	Cell Phone Allowance		\$ 50.00
	Jason Kirsch	Cell Phone Allowance		\$ 50.00
	Tony Kuykendall	Cell Phone Allowance		\$ 50.00
	Steve Michael	Cell Phone Allowance		\$ 75.00
	Nicholas Peters	Cell Phone Allowance		\$ 50.00
	Evan Rozelle	Cell Phone Allowance		\$ 50.00
	Ben Schuler	Cell Phone Allowance		\$ 50.00
	Jake Simich	Cell Phone Allowance		\$ 75.00
	Kory Simich	Cell Phone Allowance		\$ 75.00
	Mike Simich	Cell Phone Allowance		\$ 50.00
	Souriyong Souriya	Cell Phone Allowance		\$ 50.00
	Joe Townsend	Cell Phone Allowance		\$ 50.00
	Matt Vieth	Cell Phone Allowance		\$ 50.00
	Maria Mancilla-Diaz	Cell Phone Allowance		\$ 50.00
	Kevin Berg	Tools Allowance		\$ 100.00
	Ben Green	Tools Allowance		\$ 100.00
	Dave Huddleston	Tools Allowance		\$ 100.00
	Kyle Jackels	Tools Allowance		\$ 100.00
	Edwin Nama	Tools Allowance		\$ 100.00
	Bradley Peters	Tools Allowance		\$ 100.00
	Jordan Roske	Tools Allowance		\$ 100.00
	Lonnie Van Eps	Tools Allowance		\$ 100.00
	Matt Vieth	Tools Allowance		\$ 100.00
	Steve Michael	Tools Allowance		\$ 100.00
		TOTAL		\$ 2,075.00
		GRAND TOTAL		\$ 1,715,199.53

Consent

SOUTHWEST TRANSIT COMMISSION MINUTES

Thursday, September 22, 2022

Work Session – 6:00 pm

Commission Meeting – Following Work Session

COMMISSION MEMBERS

Mike Huang – City of Chaska
PG Narayanan – City of Eden Prairie
Jerry McDonald – City of Chanhassen
Elise Ryan – City of Chanhassen
Mark Freiberg – City of Eden Prairie
McKayla Hatfield – City of Chaska
Bob Roepke – At-Large Commissioner
Joy McKnight – Ex Officio City of Carver

GENERAL COUNSEL

Joshua Dorothy, Attorney

EXECUTIVE STAFF

Matt Fyten – Interim CEO/Chief Operating Officer
Maria Mancilla-Diaz – Chief Administrative Officer
Tony Kuykendall – Maintenance Director
Souriyong Souriya – Finance Director
Al Halaas – First Transit Director/GM

I. PUBLIC COMMENT

The meeting was called to order by Chair Huang at 6:45 pm. All Commissioners were present but Commissioners Ryan and Roepke. There was no public comment.

II. APPROVAL OF AGENDA

Interim CEO/Chief Operating Officer Fyten requested that two items be added to the Agenda and that item C. be moved to item A. as follows:

- A. Clean Energy Investment Grade Audit
- B. CEO Search Update
- C. Interim CEO Extension
- D. CEO Temporary Purchasing Authority
- E. Public Comment Period Guidelines

Motion: McDonald motioned, seconded by Narayanan to accept the agenda as amended. The motion carried 5-0-0.

III. PAYMENT OF CLAIMS

Motion: McDonald motioned, seconded by Freiberg to approve the Payment of Claims. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Hatfield, yes; Freiberg, yes. The motion carried 5-0-0.

IV. CONSENT

- A. Approval of Minutes of 8/18/2022 Commission Meeting**
- B. Approval of Financial Statements**

- C. Eden Prairie Garage Door**
- D. Transit Asset Management Plan Update**
- E. Public Transit Agency Safety Plan Update**

Motion: Narayanan motioned, seconded by Hatfield to approve the Consent Agenda. The motion carried 5-0-0.

V. NEW BUSINESS

A. Clean Energy Investment Grade Audit

Interim CEO/COO Fyten stated that SWT’s Multi-City/County Clean Energy Demonstration Project Application for Congressionally Directed Spending has been included in the House Appropriations Energy and Water Development Subcommittee’s list of projects to receive funding through the Department of Energy’s Budget. The proposed project will install solar arrays on the roof of the Eden Prairie Garage and the top level of the SouthWest Station ramp, as well as install EV charging stations at the Eden Prairie Garage, SouthWest Station, SouthWest Village, and East Creek Station.

In order to make the project “shovel-ready” (a key component to receiving the funding), an Investment Grade Audit needs to be conducted to evaluate, develop, specify and price the various project components needed to bring the project to completion.

Staff is recommending McKinstry Essention, LLC to complete the audit.

Motion: Narayanan motioned, seconded by Freiberg to authorize the Interim CEO to enter into an agreement with McKinstry Essention, LLC for an amount not to exceed \$96,000 for completion of an Investment Grade Audit Project. The motion carried 5-0-0.

B. CEO Search Update

Interim CEO/COO Fyten stated that the CEO candidate they are working with is still interested in the CEO position and is continuing to work through the immigration process.

Discussion only. No motion required.

C. Interim CEO Extension

Chair Huang stated that in order to accommodate the continued transition to a new CEO, an extension of the current Interim CEO’s appointment is being requested. The current extension expires 9/30/2022.

Motion: Narayanan motioned, seconded by McDonald to authorize the Chair to extend the interim appointment until a new CEO is appointed. The motion carried 5-0-0.

D. CEO Temporary Purchasing Authority

At its September 23, 2021 meeting the Commission granted the CEO additional purchasing authority on a temporary basis, expiring December 31, 2021.

SouthWest Transit is again experiencing a highly volatile marketplace for goods and services regarding vehicles, vehicle parts, and vehicle-related services. Many opportunities are available for only a limited time that does not align with the Commission's meeting schedule.

Resolution 22-21 is materially identical to the resolution adopted last year, with the additional limitation that the additional purchasing authority is only for vehicles, vehicle parts, and vehicle-related services.

Motion: Narayanan motioned, seconded by Hatfield to adopt Resolution 22-21 Temporary Increase to CEO Purchasing Authority. The motion carried 5-0-0.

E. Public Comment Period Guidelines

Chair Huang stated that the proposed guidelines for public comment seek to balance affording the public an opportunity to address the Commission while ensuring that proper decorum is maintained and that the Commission is able to conduct its business.

Motion: Narayanan motioned, seconded by Freiberg to adopt the Public Comment Period Guidelines. The motion carried 5-0-0.

VI. LEGISLATIVE UPDATE

Chair Huang requested feedback from the Commissioners as to meetings/discussions they had with key Legislators and/or local elected officials regarding SWT's Legislative priorities. Each City's Commissioners provided updates. Commissioners agreed that legislators'/officials' focus currently is on the upcoming election.

Meetings will continue with updates being presented at each Commission meeting.

VII. UPDATES

VIII. ADJOURNMENT

Motion: Freiberg motioned, seconded by McDonald to adjourn. The motion carried 5-0-0. The meeting adjourned at 8:22pm.

September 22, 2022 SouthWest Transit Commission Minutes Prepared by Linda Spevacek

Approved by: _____ Date: _____

SOUTHWEST TRANSIT BUDGET & PERSONNEL COMMITTEE MINUTES

Thursday, September 22, 2022
Committee Meeting – 5:30 pm
East Creek Transit Station
2120 Chestnut Street North, Chaska, MN 55318

COMMITTEE MEMBERS

Mike Huang – Chair, City of Chaska
Jerry McDonald –City of Chanhassen
Mark Freiberg – City of Eden Prairie

GENERAL COUNSEL

Joshua Dorothy, Attorney

EXECUTIVE STAFF

Matt Fyten, COO/Interim CEO

I. CALL TO ORDER

The meeting was called to order by Chair Huang at 5:30 pm. Commissioners Huang, McDonald, and Freiberg were present in-person.

II. NEW BUSINESS

A. Interim CEO Extension/Compensation Discussion

Fyten that the current appointment as Interim CEO expires on September 30, 2022. Fyten stated he is willing to stay in the Interim CEO role on an open-ended basis, given the progress being made with bringing the identified candidate forward. Fyten presented his request to be kept at \$125,000 base salary after the conclusion of his service as Interim CEO, and to receive COLA and merit adjustment based on that base salary. Committee members discussed recommending to the Board keeping Fyten at the \$125,000 base salary and the Board conducting Fyten's performance review to determine his merit award.

III. ADJOURNMENT

The meeting was adjourned by Chair Huang at 5:58 p.m.

September 22, 2022 SouthWest Transit
Budget & Personnel Committee Minutes

Prepared by:
Joshua A. Dorothy

Approved by: _____

Date: _____



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission
FROM: Souriyong Souriya – Finance Director
DATE: October 28, 2022
SUBJECT: SWT Financial Statements

REQUESTED ACTION:

That the SWT Commission approve the August 2022 Financial Statement, September 2022 Investments and Pledged Securities.

BUDGET IMPACT: This action has no budget impact.

BACKGROUND:

Attached to this memo are the following financial statements:

- The August 31, 2022, Financial Statement for General Fund Operating and Capital Projects Funds.
- The investment of SWT funds into certificates of deposits (CDs), US Treasury Investment and rate of return from 0.30% - 4.10%.
- Five institutions provided the pledged securities for collateral beyond the FDIC insured.

RECOMMENDATION:

That the SWT Commission approve the August 2022 Financial Statement, September 2022 Investments and Pledged Securities.



Commission Meeting date 10.28.2022

Balance Sheet for All Funds August 2022

Fund Name

Balance Sheet Category	General Fund	Capital Improvement Fund	EPG Roof Replacement Fund	SWS Development Capital Fund	Total
Assets					
Cash & Investments	\$ 7,241,250	\$ 2,692,919	\$ 265,597	\$ 6,114,170	\$ 16,313,936
Accounts Receivable	3,626,085		-	-	3,626,085
Other Assets	313,075	-	-	-	313,075
Total Assets	11,180,410	2,692,919	265,597	6,114,170	20,253,096
Liabilities					
Accounts Payable	111,647	-	-	-	111,647
Other Liabilities	-	-	-	-	-
Total Liabilities	111,647	-	-	-	111,647
Fund Balances					
Beginning Fund Balance-January	8,894,074	2,692,919	1,950,666	6,090,686	19,628,345
Net Change in Fund Balance	2,174,690	-	(1,685,070)	23,484	513,104
Total Fund Balances	11,068,764	2,692,919	265,596	6,114,170	20,141,449
Total Liabilities & Fund Balances	\$ 11,180,410	\$ 2,692,919	\$ 265,596	\$ 6,114,170	\$ 20,253,095



SouthWest Transit
 Revenue and Expenditures for All Funds
 Monthly Financial Report
 YTD August 2022

Commission Meeting date 10.28.2022

Aug=66.7%

General Fund 100	Amended Budget	Current Month Actual	2022 YTD Actual	2022 YTD Balance	% YTD Budget
Revenues					
Passenger Fares	\$ 613,800	\$ 163,440	\$ 615,597	1,797	100.3%
Contract Revenue	60,000	5,623	42,539	(17,461)	70.9%
CMAQ Grant Revenue	30,000	-	-	(30,000)	0.0%
5307 NTD Funding	923,088	8,885	77,473	(845,615)	8.4%
APR Act 5307	3,494,167	662,654	2,517,103	(977,064)	0.0%
MVST Revenue	8,991,000	860,867	6,150,322	(2,840,678)	68.4%
RAMVST Revenue	1,670,300	160,158	1,117,260	(553,040)	66.9%
Investment Income	10,000	2,538	10,643	643	106.4%
Other Local Revenues	170,900	3,841	150,031	(20,869)	87.8%
Total Revenue	\$ 15,963,255	\$ 1,868,006	\$ 10,680,968	\$ (5,282,287)	66.9%
Expenditures					
Administration	\$ 1,934,400	\$ 152,176	\$ 1,205,570	728,830	62.3%
Operations	6,168,600	584,347	3,638,522	2,530,078	59.0%
Vehicle Maintenance	1,897,800	155,423	1,058,055	839,745	55.8%
Facility Maintenance	1,623,310	133,694	1,002,417	620,893	61.8%
Total Expenditures	11,624,110	1,025,640	6,904,564	4,719,546	59.4%
5307 NTD Schedule	923,088	44,517	463,912	459,176	50.3%
Capital Cost Of Operating	2,764,212	284,415	1,416,379	1,347,833	51.2%
	3,687,300	328,932	1,880,291	1,807,009	51.0%
Total Expenditures & Capital Cost of Operating	15,311,410	1,354,572	8,784,855	6,526,556	57.4%
Excess of Revenues Over (Under) Expenditures	651,845	513,434	1,896,114	(1,244,269)	
Other Financing Sources (Uses)					
Insurance Recoveries	-	-	278,576	(278,576)	
Transfers In	-	-	-	-	
Transfers (Out)	-	-	-	-	
Total Other Financing Sources (Uses)	-	-	278,576	(278,576)	
Net Change in Fund Balance	\$ 651,845	\$ 513,434	\$ 2,174,690		
Fund Balance, January 1			\$ 8,894,074		
Fund Balance, End of Current Period			\$ 11,068,764		
Months of Operating Expenditures			9		
Fund Balance as a % of the Expenditure Budget			72.3%		



SouthWest Transit
 Revenue and Expenditures for All Funds
 Monthly Financial Report
 YTD August 2022

Commission Meeting date 10.28.2022

Aug=66.7%

All Other Funds	Amended Budget	Current Month Actual	2022 YTD Actual	2022 YTD Balance	% YTD Budget
Capital Improvement Fund 270					
Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Expenditures	-	-	-	-	0.0%
Transfer In (Out)	-	-	-	-	#DIV/0!
Net Change in Fund Balance	\$ -	\$ -	\$ -		
EPG Roof Replacement Fund 280					
Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Expenditures	2,000,000	14,493	1,685,070	314,930	84.3%
Transfer In (Out)	-	-	-	-	0.0%
Net Change in Fund Balance	\$ (2,000,000)	\$ (14,493)	\$ (1,685,070)		
SWS Development Capital Fund 360					
Revenue	\$ 45,000	8,346	23,484	\$ (21,516)	52.2%
Expenditures	-	-	-	-	0.0%
Transfer In (Out)	-	-	-	-	0.0%
Net Change in Fund Balance	\$ 45,000	\$ 8,346	\$ 23,484		

SouthWest Transit Commission Investments
September 2022

Broker	Purchase Date	Type	Description	Maturity Date	Type	Purchase Cost	Maturity Amount	Rate	Days to Maturity	Current Market Value	Accrued Interest	Months Term
9/30/2022												
BankVista	10/6/2021	CD	BankVista CD 3301049	10/5/2022	CD	250,000.00	250,000.00	0.300%	5	250,000.00	750	12
Tradition Bank	10/16/2021	CD	Tradition Bank CD 13813422	10/16/2022	CD	685,478.23	685,478.23	0.650%	16	687,689.50	1,127	12
Alerus Bank	6/14/2022	Treas	6-month Treasury Notes	12/15/2022	Tr	1,000,000.00	1,000,000.00	1.560%	76	1,000,000.00		6
Flagship Bank	1/24/2022	CD	Flagship CD 100243	1/24/2023	CD	300,000.00	300,000.00	0.200%	116	300,000.00		12
Tradition Bank	8/11/2022	CD	Tradition Bank CD 35509543	2/11/2023	CD	1,590,252.51	1,590,252.51	1.690%	134	1,594,195.46	5,093	6
Flagship Bank	3/2/2019	CD	Flagship CD 100306	2/28/2023	CD	250,000.00	250,000.00	0.350%	151	250,000.00		24
Flagship Bank	3/11/2020	CD	Flagship CD 100255	3/6/2023	CD	250,000.00	250,000.00	0.300%	157	250,000.00		12
Flagship Bank	3/16/2021	CD	Flagship CD 200379	3/15/2023	CD	750,000.00	750,000.00	0.300%	166	750,000.00		12
Alerus Bank	6/14/2022	Treas	12-month Treasury Notes	6/15/2023	Tr	500,000.00	500,000.00	2.270%	258	500,000.00		12
Flagship Bank	9/13/2022	CD	Flagship CD 100315	9/13/2023	CD	500,000.00	500,000.00	2.100%	348	500,000.00	1,036	12
Americana	9/13/2022	CD	Americana*6989-17316989	4/13/2024	CD	826,862.75	826,862.75	2.000%	561	826,862.75	1,631	19
Alerus Bank	9/29/2022	Treas	6-month Treasury Notes	3/29/2023	Tr	1,500,000.00	1,500,000.00	3.940%	180	1,500,000.00		6
Alerus Bank	9/29/2022	Treas	12-month Treasury Notes	9/29/2023	Tr	500,000.00	500,000.00	4.110%	364	500,000.00		12
Total						8,902,593.49	8,902,593.49	1.521%		8,908,747.71	11,756.50	
			<i>Flagship Bank - Nonprofit Checking</i>							<i>1,002,766.51</i>		
			<i>Flagship Bank - Money Market Acct</i>							<i>3,826,247.92</i>		
			<i>SWT - Cash on hand</i>							<i>600.00</i>		
			<i>Alerus - Money Market Acct</i>							<i>25,135.25</i>		
			<i>BankVista - Money Market ICS Acct</i>							<i>4,474,497.80</i>		
Subtotal										\$ 9,329,247.48		
Grand Total										\$ 18,237,995.19		
Summary by Type (based upon current market value)						CDs Summary by banks						
CD		5,408,747.71				<i>Banks</i>		<i>Amount</i>				
US Govt Agency		3,500,000.00				<i>Americana</i>		826,862.75				
Checking/MM/ICS		9,329,247.48				<i>Alerus</i>		3,500,000.00				
		18,237,995.19				<i>Bank Vista</i>		250,000.00				
						<i>Flagship</i>		2,050,000.00				
						<i>Tradition</i>		2,281,884.96				
Maturity Dates		Amount						8,908,747.71				
Oct-22		\$ 937,689.50										
Nov-22		\$ -										
Dec-22		\$ 1,000,000.00										
later		\$ 6,971,058.21										
		\$ 8,908,747.71										

SouthWest Transit					
Pledged Securities Accounts - Sept 2022					
Security Description	Safekeeping Agent	Maturity Date	Pledged Date	Book Value	Pledged Value
Flagship Bank Minnesota					
Treasury	United Bankers Bank	9/30/2024	3/7/2021	\$ 2,040,361.40	\$ 2,000,000.00
Treasury	United Bankers Bank	7/31/2024	3/7/2021	\$ 1,024,554.00	\$ 1,000,000.00
Treasury	United Bankers Bank	1/31/2025	4/26/2021	\$ 1,528,193.98	\$ 1,500,000.00
Treasury	United Bankers Bank	7/15/2024	7/19/2021	\$ 999,201.48	\$ 1,000,000.00
Treasury	United Bankers Bank	1/31/2025	4/15/2022	\$ 984,548.25	\$ 1,000,000.00
MBS-FNMA/FHLMC	United Bankers Bank	9/1/2027	5/26/2020	\$ 110,774.70	\$ 110,774.70
Wells Natl West	United Bankers Bank	1/17/2023	4/2/2020	\$ 249,000.00	\$ 249,000.00
Enerbank USA	United Bankers Bank	9/13/2024	9/25/2019	\$ 248,310.55	\$ 249,000.00
Morgan Stanley	United Bankers Bank	11/14/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
3RD FED SVGS	United Bankers Bank	11/25/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
Sallie MAE	United Bankers Bank	7/21/2026	9/29/2021	\$ 248,000.00	\$ 248,000.00
GNMA	United Bankers Bank	8/20/2040	7/20/2018	\$ 90,069.72	\$ 90,069.72
GNMA	United Bankers Bank	1/20/2033	1/20/2021	\$ 99,389.47	\$ 99,389.47
FNMA	United Bankers Bank	10/1/2032	10/23/2012	\$ 162,707.57	\$ 162,707.57
MBS-FNMA/FHLMC	United Bankers Bank	10/1/2032	8/15/2015	\$ 175,011.67	\$ 175,011.67
CMO 2009-26	United Bankers Bank	1/16/2038	6/30/2021	\$ 53,324.66	\$ 53,324.66
				\$ 8,507,447.45	\$ 8,431,277.79
BankVista					
FDIC	ICS Account	NA	6/6/2018	\$ 4,724,498	\$ 4,724,498
Tradition Capital Bank					
Edgewood OH City Sch Dist Bond	BMO Harris Bank N.A	12/1/2029	12/19/2019	\$ 521,200	\$ 500,000
Little Blue VLY MO SWR Dist SW Bond	BMO Harris Bank N.A	9/1/2027	9/26/2019	\$ 1,073,990	\$ 1,000,000
Port Neches-Groves TX Indep SC Bonds	BMO Harris Bank N.A	2/15/2026	7/26/2016	\$ 744,123	\$ 695,000
Fed Farm Credit Bank	BMO Harris Bank N.A	4/1/2033	4/1/2013	\$ 660,905	\$ 699,376
Alerus					
FRB Federal Reserve Custody	Bank of North Dakota	4/1/2026	6/22/2016	\$ 340,000	\$ 340,000
US Treasury	US Security		6/14/2022	\$ 1,500,000	\$ 1,500,000
US Treasury	US Security		9/29/2022	\$ 2,000,000	\$ 2,000,000
Americana Community Bank					
FNMA Pool #MA1119	United Bankers Bank	7/1/2042	6/21/2018	\$ 336,912	\$ 342,379
FNMA Pool #MA3744	United Bankers Bank	8/1/2049	6/28/2021	\$ 184,143	\$ 178,190
Chandler AZ Ex	United Bankers Bank	7/1/2031	3/10/2022	\$ 506,269	\$ 459,015
			Total	\$ 21,099,488	\$ 20,869,735
Summary Total Funds		9/30/2022			
Flagship Bank	\$ 6,879,014				
BankVista	\$ 4,724,498				
Tradition Capital Bank	\$ 2,281,885				
Alerus	\$ 3,525,135				
Americana Community Bank	\$ 826,863				
Total	\$ 18,237,395				
<i>Difference Extra</i>	\$ 2,632,339.93				



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Souriyong Souriya, Finance Director
Ben Schuler, Senior Systems & Operations Analyst

DATE: October 19, 2022

SUBJECT: 2022 Q3 Ridership Totals

REQUESTED ACTION

None required. For information purposes only.

BUDGET IMPACT

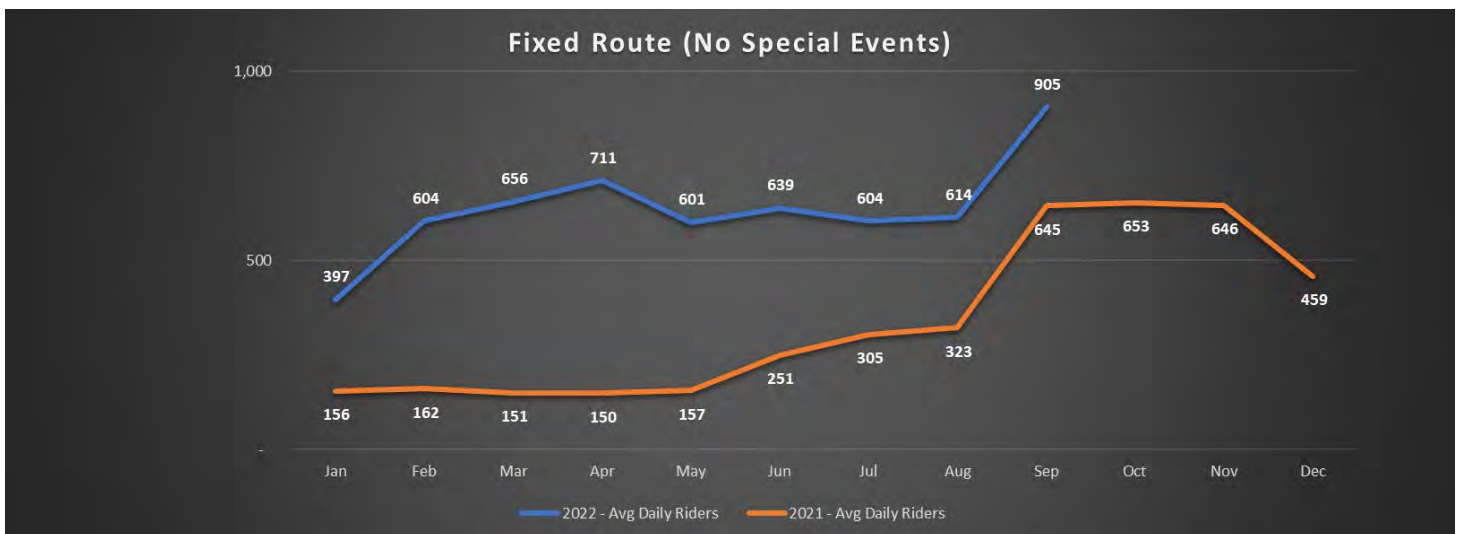
Outlined in Background of this memorandum.

BACKGROUND

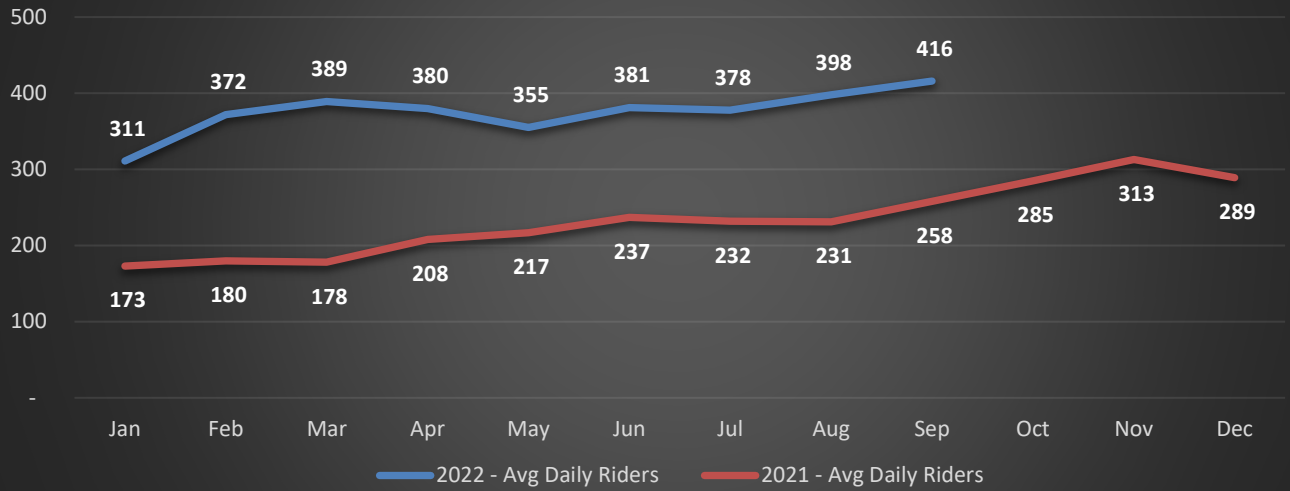
Total ridership for Quarter 3 of 2022 was 148,459. The total difference represents an increase of 74.8% compared to Quarter 3 of 2021 (84,918). Overall 2022 YTD (September) ridership is up by 110% compared to 2021.

Fixed route services saw its September average daily ridership increase from 645 (2021) to 905, a 40% increase. The September service change had the intended effect in implementing service that is more efficient and cost-effective. While fixed route is down compared to 2019, many of our routes are seeing an average of 20-30 passengers per trip which is an encouraging sign.

SW Prime continues to grow and with it comes the challenge of maintaining our average wait times at or below 20 minutes. We have as many vehicles as possible currently out in revenue service, unfortunately, we will not see any additional vehicles until the end of Q1 2023.



SW Prime



RECOMMENDATION

None required. For information purposes only.

New Business



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit Commission

From: Mike Huang, Chair, SouthWest Transit Commission
Joshua Dorothy, General Counsel

Date: October 20, 2022

Subject: CEO Contract

REQUESTED ACTION:

That the SouthWest Transit Commission authorize its Chair to enter into an agreement with David Wardrop to serve as SouthWest Transit's Chief Executive Officer.

BUDGET IMPACT:

TBD

BACKGROUND:

Negotiations between SWT and CEO Candidate Wardrop are in their final stages, and we expect them to conclude by early the week of October 24. The proposed terms of the contract will be provided to the SWT Commission at or before its October meeting for review and approval at the October 27 meeting.

RECOMMENDATION:

That the SWT Commission authorize its Chair to enter into an agreement with David Wardrop to serve as SouthWest Transit's Chief Executive Officer.



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Matt Fyten, Maria Mancilla-Diaz & Souriyong Souriya

DATE: October 27, 2022

SUBJECT: Preliminary 2023 General Fund Revenue and Expenditure Budget

REQUESTED ACTION:

No action is required at this time. The Budget and Personnel Committee will review the proposed 2023 budget and recommend action for the Commission at its December 2022 meeting.

BUDGET IMPACT:

The 2023 General Fund revenue and expenditure budget will be presented at the Commission meeting in December 2022. The preliminary revenue budget totals \$12,772,907 and the expenditure budget totals \$15,171,000.

BACKGROUND:

The 2023 budget represents a continued commitment to pandemic recovery. The 2023 revenue and expenditures budget anticipates a return to the more “normal” service levels with an emphasis in increasing Prime service. As in previous years, expenditure is funded by revenues. Fund balances and reserves are budgeted to fund one-time expenditures such as major projects or to cover a negative change in fund balance. Any additional increases in revenues beyond these assumptions could help to reduce the reliance on the use of fund balance.

Revenue Projections:

In 2021 and 2022 the federal government assisted SWT in maintaining essential services by funding the agency with \$2.072M (2021) and \$3.494M (2022). There is no federal assistance included in the 2023 revenue budget.

The Metropolitan Council (MC) allocates statewide MVST and RAMVST monthly. The 2023 budgeted revenue for MVST and RAMVST shows a 1% decrease YOY. Car prices have increased but vehicle sales have declined.

The agency expects a 31.3% increase in Prime service and a gradual increase in Express service. These assumptions are based on actual passenger fares, fare increase, and future Prime service modeling. As a result, we expect an increase in passenger fares by \$223K YOY.

Advertising revenue is budgeted at \$100,000 in 2023, less than prior years as there is less demand for these services.

Expenditures and Transfers

The administration line item is expected to decrease by 13.8% this is a result of an FTE reduction, and the reclassification of IT related expenditures.

Related to the increase in passenger fares revenue, the new and expanded Prime service including Shakopee and Edina will result in increased expenses for 2023. It is also expected that the overall cost of doing business will increase due to the inflationary pressures for salaries and wages (especially driver wages), fuel, vehicle parts and other basic services.

Salaries and wage increases which are known are included in this draft of the 2023 budget. Previously, the Commission approved a 5% COLA and 1-5% Merit increase for core SWT employees. Medical benefits are not projected to increase. This has been verified by both our benefits provider and the City of Eden Prairie.

We project that fuel, equipment, information technology, and professional services will continue to be adversely impacted by economic factors. As it relates to energy procurement, the agency utilizes price hedging to take advantage of favorable market pricing without sacrificing budget certainty. However, not all gallons are hedged and we anticipate an increase in price. These are reflected in the 2023 budget.

Capital expenditures will be financed from resources accumulated in the Capital Improvement Fund and the NTD funding received through the Met Council.

General Fund Balance

The General Fund balance will decrease by \$2,398,093 and estimated ending fund balance at \$6,572,187 at December 31, 2023 or 43.3% of budgeted expenditures.

RECOMMENDATION:

No action is required at this time.

SOUTHWEST TRANSIT
2022 PROPOSED AMENDED BUDGET AND
2023 PROPOSED BUDGET

General Fund Summary of Revenues and Expenditures

	2021 Actual	2022 Adopted Budget	Proposed April & June 2022 Amendments	Proposed Dec 2022 Amendments	Proposed 2022 Amended Budget	YTD June 2022	Proposed 2023 Budget	Percent Change Proposed 2022 Amended to 2023 Proposed	Comments
REVENUES									
Intergovernmental revenue									
Motor Vehicle Excise Tax (MVST)	\$ 9,045,479	\$ 7,591,000	\$ 1,400,000	\$ 43,000	\$ 9,034,000	\$ 3,655,020	\$ 8,943,660	-1.0%	base Feb 2022 forecast from MC
RAMVST	1,656,214	1,417,300	253,000	15,000	1,685,300	682,377	1,668,447	-1.0%	base Feb 2022 forecast from MC
CMAQ Grant	20,542	30,000	-	(30,000)	-	-	40,000	0.0%	Deferred from 2022
ARP Funding 5307	-	-	3,494,167	-	3,494,167	-	-	-100.0%	Phase 3 American Rescue Plan (ARP) : \$3.4M Covid relief to be determined
CRRSA 5307	2,072,432	-	-	-	-	-	-	0.0%	
5307 NTD Funding	348,606	705,000	218,088	-	923,088	68,588	941,000	1.9%	NTD Funding available Q3
Passenger fares	521,820	548,800	65,000	98,800	712,600	320,610	935,800	31.3%	Increase Prime Service
Miscellaneous revenue									
Contracted Revenue	56,504	72,000	(12,000)	-	60,000	29,527	64,000	6.7%	Carver/Victoria/Ridgeview
Advertising Revenue	216,340	150,000	(53,100)	2,600	99,500	106,001	100,000	0.5%	Trades/Bus Wrap Revenue
Interest on investments	15,480	10,000	-	-	10,000	4,722	10,000	0.0%	Interest earned
Miscellaneous other	44,649	74,000	-	(18,000)	56,000	33,421	70,000	25.0%	Insurance Dividend/Fuel Rebate & Misc.
Total revenues	13,998,066	10,598,100	5,365,155	111,400	16,074,655	4,900,266	12,772,907	-20.5%	
EXPENDITURES									
Administration	1,481,578	1,751,400	183,000	35,800	1,970,200	906,488	1,698,700	-13.8%	Staff reduction/moved IT related expenditures to Operation
Operations	4,865,777	6,069,100	99,500	347,000	6,515,600	2,503,239	7,514,400	15.3%	adding position, Increase prime service & inflations of contracts/fuel
Vehicle maintenance	1,505,951	1,859,100	38,700	78,300	1,976,100	773,059	2,045,200	3.5%	Cost increase vehicle maintenance parts
Facility maintenance	1,286,428	1,446,210	177,100	110,300	1,733,610	726,053	2,012,200	16.1%	adding back position & inflations
Related capital cost of operations	1,346,229	1,452,500	1,311,712	165,488	2,929,700	400,990	1,025,500	-65.0%	Capital of Cost Operating
5307 NTD Funding	348,606	705,000	218,088	330,152	1,253,240	-	875,000	-30.2%	Ramps PM/Facilities Maintenance/equipments
Total expenditures	10,834,569	13,283,310	2,028,100	1,067,040	16,378,450	5,309,830	15,171,000	-7.4%	
Revenues Over/(Under) Expenditures	3,163,497	(2,685,210)	3,337,055	(955,640)	(303,795)	(409,564)	(2,398,093)		
Other Financing Sources (Uses)									
Insurance Recoveries	174,324	-	-	380,000	380,000	-	-		
Transfer In	33,595	-	-	-	-	-	-		
Transfer (Out)	(2,000,000)	-	-	-	-	-	-		
Total Other Financing Sources (Uses)	(1,792,081)	-	-	380,000	380,000	-	-		
Net change in fund balance	1,371,416	(2,685,210)	3,337,055	(575,640)	76,205	-	(2,398,093)		
Fund Balance - January 1	7,522,658	8,894,075	-	-	8,894,075	-	8,970,280		
Estimated Fund Balance - December 31	\$ 8,894,075	\$ 6,208,865	\$ 3,337,055	\$ (575,640)	\$ 8,970,280	\$ -	\$ 6,572,187		
Fund Balance as a % of Adopted Budget		46.7%			54.8%				
Fund Balance as a % of Estimated Budget							43.3%		



SOUTHWEST TRANSIT

To: SouthWest Transit Commission

From: Len Simich, Management Consultant

Date: October 20, 2022

Subject: SouthWest Village Development

REQUESTED ACTION:

That the Commission determine which, if any, development option they would like staff to pursue for the one-acre parcel known as Lot 2 Block 1 at the SouthWest Village site in Chanhassen.

Once an option is selected, staff will begin the process of assembling the development team including the development of site plans, detailed drawings, budget and bid packages. The estimated contract costs related to each development are attached.

Staff further requests the authorization to enter into time/material agreements with the critical path contractors to enable this project to begin moving forward prior to the December 2022 meeting of the Commission. This is needed to get this project to a bidding stage by the January meeting of Commission to ensure groundbreaking by the end of spring/early summer.

At the December meeting of the Commission, action will be taken on contracts with development team members.

BUDGET IMPACT:

- Estimated costs related to Option #1 (flexible workspace office and coffee shop with drive-thru) - \$4.5m to \$5m
- Estimated costs related to Option #2 (55,000 sf vertical storage facility) - \$5.5m to \$6m.
- Note, SouthWest Transit currently has a budget of \$6.1m earmarked in its current development fund.
- Estimated Annual Revenue (to SWT) Option #1 = \$335,000.(rent deferred until year two).
- Estimated Annual Revenue Option #2 = \$330,000 (stabilization in year two).
- Option #1 Estimated Return on Investment (ROI) if sold year in year five = 10%-25% in today's market (\$450k -\$1.25m).
- Option #2 Estimated Return on Investment (ROI) if sold year five = 25%-50% in today's market (\$1.375m to \$2.750m).

BACKGROUND:

The Commission currently have two development options to consider for the SouthWest Village site. Option one includes a 10,000 sf flexible workspace office, and a 2,000 sf coffee shop with a drive-thru. Option #2 is a 55,000 sf vertical public storage building.

Both development options provide an opportunity for the agency to put its development reserves generated from previous real estate activities and holdings to work in a proactive manner thus reducing the reserve amount currently budgeted. The following provides a sampling of the major pros and con's related to each option:

Option #1 Pro's

- Easy entry (use already identified in the PUD).
- Construction cost lower (\$1m + lower than currently budgeted)
- Higher approval by the surrounding neighborhood (providing the coffee shop they have been longing for).
- Shorter construction period than option #2.
- Ten-year lease for both facilities with decent cash flow.
- Leases would be triple net. Tenant would pay taxes and CAM.
- SouthWest customers could use coffee shop and flexible office space.
- Quality developer who we have experience working with.

Option #1 Con's

- Not maximizing the site's potential (only constructing 12,000 sf of the 17,000 sf approved in the PUD).
- Will need to use the set-aside parking inside the parking ramp. No real revenue being generated on the parking. Parking cost at the time of ramp construction = \$700,000. Today = \$1.2 million. All the ROI would be neutralized if parking were included as part of the final sale.
- Paying a higher amount in development fees and leasing commissions.
- Free rent requested for first year.
- Higher tenant interactions than Option #2.
- Only initial Tenant Improvements (T&I) have been accounted for. Additional T&I may be needed throughout the lease term to keep facilities attractive and relevant.
- Demand for flexible/shared office space is unknown (no market analysis completed).
- Selling facilities in the future may take longer than Option #2.

Option #2 Pro's

- R.O.I. SouthWest would generate more revenue at the time of the sale.
- In today's market this use selling faster than office and commercial.
- SouthWest in 100% control (not working for or on behalf of any tenant).
- Less direct management required (if management company hired).
- Lower development fee's than option #1.
- No impact on ramp parking or SouthWest Transit operations (potential \$1m benefit).
- SouthWest could use the storage space until the demand meets the available supply.
- Strong need for additional storage space throughout the western segments of our service area (market study conducted).

Option #2 Con's

- Overall costs (at least \$1m more – but within the budget parameters).
- Use not currently identified in approved PUD.
- Potential for neighborhood push-back (given initial SouthWest Village development).
- Longer construction period than Option #1.
- Facility smaller than those typically sought by institutional investors.

It should be noted for both Option #1 and #2, returns are based on current conditions in the marketplace and are not guaranteed. There are always risks associated with development. However, if managed correctly, risks can be minimized, and profits will be far greater than other investment tools available to the agency.

RECOMMENDATION:

That the Commission, should it determine to move forward with the development of the SouthWest Village site, select a development option and authorize its Interim CEO to enter into time and material agreements not to exceed \$50,000 each, for the purpose of starting the development planning, design, and entitlement process.

Attachments

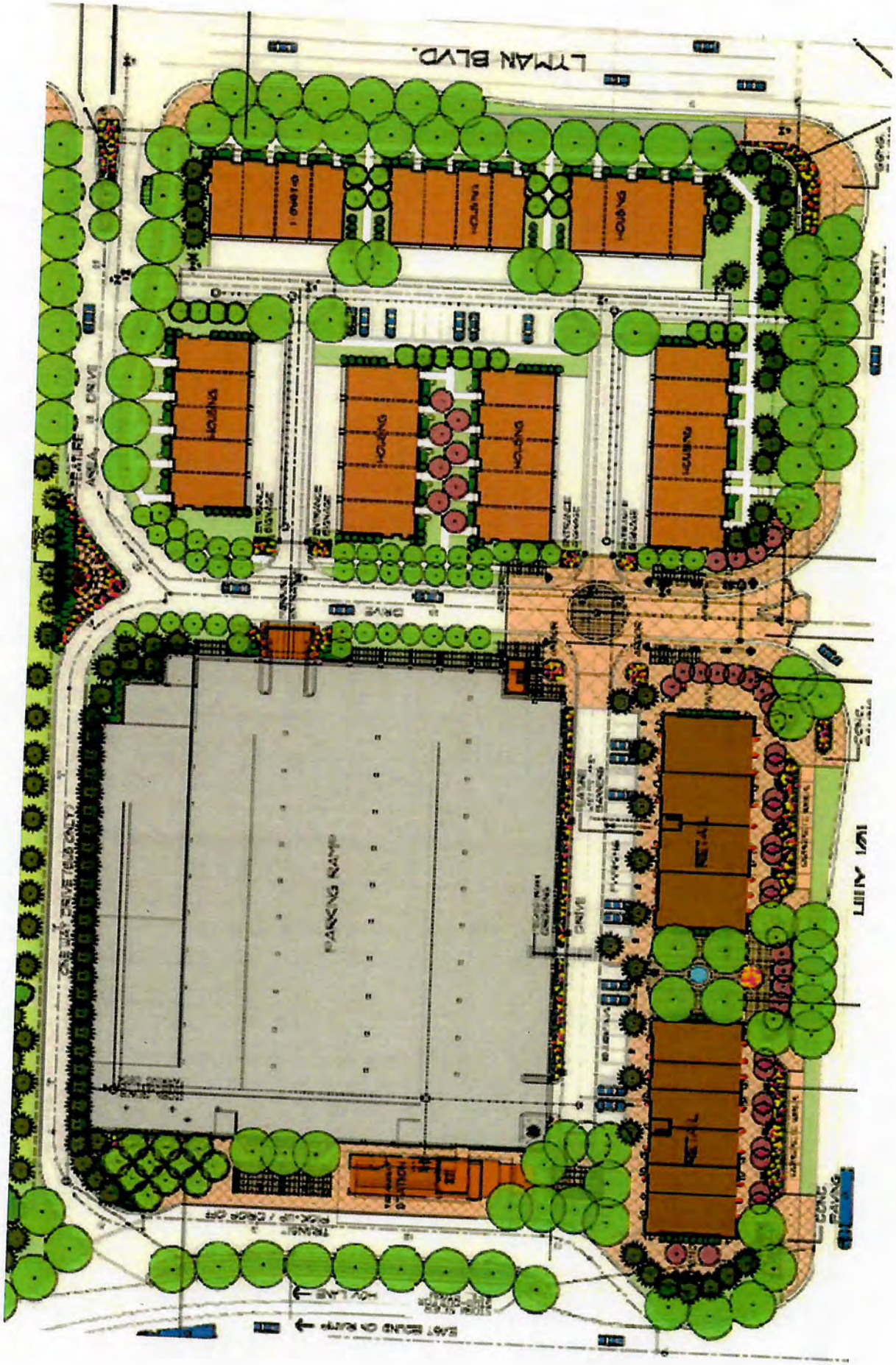
A – Original Site Plan

B – Site Survey

C – Development Option #1 (flexible workspace office and coffee shop) Proforma

D – Development Option #2: (vertical public storage facility) Proforma

A



Southwest Village Shoppes
 Proforma - SW Metro Transit as Owner
 October 10, 2022

C-1

LAND / PROPERTY COSTS			
Property Contribution Value			-
Legal, Title & Closing Costs		EST	15,000
TOTAL PROPERTY COST	\$	1.35 /SF	15,000

CONSTRUCTION / TENANT COSTS				11,120 SF	
Building & Site Costs					
Base Building (grey shell)	11,120 SF	260.00	2,891,200		AMCON Budget
The Reserve - Allowance	10,000 SF	80.00	800,000		Per Lease
Caribou - Landlord Work	1,120 SF	142.50	159,600		AMCON Budget
Caribou - Allowance	1,120 SF	89.29	100,000		Per Lease
Site Work					(included in building number above)
Pylon Sign(s)					None Planned
Construction Contingency			50,000		
TOTAL CONSTRUCTION COST	\$	359.78 /SF	4,000,800		

SOFT COSTS					
Architectural & Structural			75,000		
Civil Engineering Services			50,000		
Environmental / Soils			-		
Site Survey			5,500		
City Application Fees			5,000		
Legal Budget for Leasing			30,000		
Leasing Commission	11,120 SF	5.00	55,600		Solomon - Landlord Consultant
Caribou Leasing Commission	892,500	4%	35,700		CBRE - Tenant Broker
Development Fee	4.0%	4,231,400	169,256		Solomon - Landlord Consultant
Contingency for Misc. Soft Costs			15,000		
TOTAL SOFT COSTS	\$	39.66 /SF	441,056		

FINANCING & CAPITAL COSTS			
Construction Loan Interest Reserve			-
Bank Loan Costs (appraisal, legal, title, etc.)			-
Bank Loan Fees			-
TOTAL FINANCING COSTS	\$	- /SF	-

TOTAL DEVELOPMENT COST	\$	400.80 /SF	4,456,856
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C-2

Southwest Village Shoppes
Proforma - SW Metro Transit as Owner
October 10, 2022

INCOME	11,120	Rate	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
The Reserve	10,000 SF	25.00	-	250,000	250,000	250,000	250,000	275,000
Caribou	1,120 SF	75.89	85,000	85,000	85,000	85,000	85,000	93,500
Net Income			85,000	335,000	335,000	335,000	335,000	368,500
CAM & Insurance Income	11,120 SF	5.00	55,600	57,268	58,986	60,756	62,578	62,578
Real Estate Tax Income	11,120 SF	3.60	40,032	41,233	42,470	43,744	45,056	45,056
Gross Income			180,632	433,501	436,456	439,500	442,635	476,135
Adjusted Gross Income			180,632	433,501	436,456	439,500	442,635	476,135

EXPENSES								
CAM & Insurance	11,120 SF	5.00	55,600	57,268	58,986	60,756	62,578	62,578
Real Estate Taxes	11,120 SF	3.60	40,032	41,233	42,470	43,744	45,056	45,056
TOTAL EXPENSES			95,632	98,501	101,456	104,500	107,635	107,635

NET OPERATING INCOME								
			85,000	335,000	335,000	335,000	335,000	368,500

* Note: The Reserve will receive 12 months with no base rent payment following the Commencement Date. They will pay their pro-rata share of operating expenses from the Commencement Date.

OWNER ECONOMICS

PROJECTED DEBT AND EQUITY AMOUNTS

Total Development Cost	4,456,856	
Less: Loan Amount	0	0.0% Loan-to-Cost
Total Equity Required for Loan	4,456,856	


RETURN PROJECTIONS

Stabilized Cash Flow	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Net Operating Income	85,000	335,000	335,000	335,000	335,000	368,500
Debt Service (see below for assumptions)	0	0	0	0	0	0
Net Cash Flow	85,000	335,000	335,000	335,000	335,000	368,500
Return on Investment	1.91%	7.52%	7.52%	7.52%	7.52%	8.27%

Permanent Loan Assumptions

Calculated Principal	0
Amortization	0
Ten-Year Treasury or Applicable Index	0.00%
Spread	0.00%
Calculated Debt Coverage Ratio	#DIV/0!

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SWT - Self Storage - PRELIMINARY BUDGET		
Summary Sheet		
Project No.	2022 - 16	
Total Square Footage	55,000	
Date	10.6.22	

Scope Summary	Cost
Land Cost	0
Due Diligence / Marketing	47,500
Soft Cost - Design	363,550
Soft Cost - Fees	319,500
Hard Cost - Construction	5,604,591
Total Development Cost	6,335,141
Costs / SF	115.18

Development Schedule	Dates (by Weeks)		
	Start	Complete	Duration
Scope and Proposal Preparation	Week 0	Week 0	-
Release of Development Team	Week 0	Week 2	2 Weeks
Concept Design Phase	Week 3	Week 7	4 Weeks
Planning	Week 15	-	1 Week
Construction Documents	Week 16	Week 22	6 Weeks
Permitting / Selection of General Contractor	Week 22	Week 27	5 Weeks
Construction	Week 27	Week 72	45 Weeks
Onboard Management Company	Week 68	Week 72	-
Project Complete - Anticipated Opening	-	Week 60	63 Weeks

SWT - Self Storage - PRELIMINARY BUDGET

Due Diligence / Marketing Package	
Project No.	2022 - 16
Total Square Footage	55,000
Date	10.6.22



Process Management	Category		
	Action	Total	Notes
Project Management	Pending	14,500	S3
Design Contingency	Pending	12,000	Contingency
Site Underwriting	Pending	3,500	TBD
SubTotal		30,000	
Primary Due Diligence Items	Action	Fee Summary	
Alta Survey / Plat	Pending	5,000	Sambatek
Planning Pre-App Meeting	Pending	inc	Hauser / S3
Site Visit	Pending	2,500	S3
Phase 1 - Environmental Report	Pending	3,000	Sambatek
Establish Preliminary Budget	Pending	Inclu	S3
Zoning / Use Report and Overview	Pending	Inclu	Hauser / S3
Sub-Total		10,500	
Marketing Package	Action		
Architectural Site Power Package	Pending	Inclu	Hauser
Feasibility Report	Pending	7,000	Cutting Edge
Revenue Projection Summary	Pending	-	TBD
Preliminary Budget. (Hard / Soft Costs)	Pending	Inclu	S3
Branding Package	Pending	0	TBD
Performa	Pending	Inclu	TBD
Misc.	Action	7,000	
Legal	Pending	0	Legacy
Sub-Total		0	
Total		0	47,500

SWT - Self Storage - PRELIMINARY BUDGET

Estimated SOFT COST Design Fee Worksheet

Project No.	2022 - 16
Total Square Footage	55,000
Date	10.6.22



Design Contract Breakdown	Category			Notes
	FDP - Phase I	CD Phase II	Total	
Project Management	8,500	54,000	62,500	S3
Design Contingency	0	25,000	25,000	Contingency
Reproductions	0	4,000	4,000	Owner
SubTotal	8,500	83,000	91,500	
Architect	0	42,000	42,000	Hauser
Civil Engineering	2,500	39,000	41,500	Sambatek
Structural Engineering	0	25,000	25,000	Peak
MEP Engineering	0	12,800	12,800	Proficient
Geo-Tech Proposal	0	16,000	16,000	Terracon
Landscaping	0	0	0	Sambatek
Title Costs	0	1,500	1,500	SWT
Tree Survey and Gen Survey	0	0	0	TBD
Easements (as required)	0	5,000	5,000	TBD
Planning Design Coordination	0	12,000	12,000	S3
Security Design	0	8,750	8,750	Future Link
Operating Reserves	0	0	0	TBD
Design Consultants SubTotal	2,500	162,050	164,550	
Legal	0	20,000	20,000	SWT
Traffic Impact Study / TxDot	0	0	0	TBD
Outside Consultants SubTotal	0	20,000	20,000	
Combined SubTotal	11,000	265,050	276,050	
Construction Administration		87,500	87,500	Design Team
Sub Totals	11,000	352,550	363,550	
		Total	\$363,550	

Construction Administration	
Architectural	5,000
Civil	4,000
MEP Engineer	2,500
Structural	4,000
S3 - PM	72,000
Total	87,500

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SWT - Self Storage - PRELIMINARY BUDGET

Estimated SOFT COST Fee Worksheet

Project No.	2022 - 16	
Total Square Footage	55,000	
Date	10.6.22	



Design Contract Breakdown	Category			Notes
	FDP - Phase I	CD Phase II	Total	
Project Sign	0	2,500	2,500	BSC
General Contingency	0	25,000	25,000	Contingency
Reimbursables	0	5,000	5,000	Printing
SubTotal	0	32,500	32,500	
Planning Submittals	3,500	0	3,500	Jurisdiction
Engineering Submittals	1,500	0	1,500	Jurisdiction
Stormwater Review Fees	4,500	0	4,500	Jurisdiction
Sanitary Review Fees	18,500	0	18,500	Jurisdiction
Water / Sanitary Development Fee	28,500	0	28,500	Jurisdiction
Traffic Review Fee	1,500	0	1,500	Jurisdiction
Platting Fee	0	0	0	TBD
FFE (Furniture, Fixtures, Equip)	35,000	0	35,000	SWT
Electrical Service Fee	25,000	0	25,000	TBD
Gas Service Fee	20,000	0	20,000	TBD
Security System	75,000	0	75,000	FUTURE
Building Signage	65,000	0	65,000	TBD
Unit Numbers	9,000	0	9,000	S3
Design Consultants SubTotal	287,000	0	287,000	
Development Fee	0	0	0	TBD
Accounting	0	0	0	TBD
Outside Consultants SubTotal	0	0	0	
Combined SubTotal	287,000	32,500	319,500	
Performance Collateral	0	0	0	SWT
Sub Totals	287,000	32,500	319,500	
Total			319,500	

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SWT - Self Storage - PRELIMINARY BUDGET

Estimated HARD COST Fee Worksheet

Project No.	2022 - 16
Total Square Footage	55,000
Date	10.6.22



Design Contract Breakdown	Category		
	Dev. Budget	Cost / SF	Subcontractor
Pre-construction Services	7,000	0.50	GC
Escalation Contingency	100,000	0.60	TBD
Reimbursibles	6,000	0.10	Printing
SubTotal	113,000	1.20	
1 - General Conditions	231,000	4.20	GC
2 - Site Work	596,750	10.85	Subcontractor
3 - Concrete	761,750	13.85	Subcontractor
4 - Masonry	357,500	6.50	Subcontractor
5 - Steel	9,900	0.18	Subcontracto
6 - Rough Carpentry	12,650	0.23	Subcontractor
7. Thermo / Moisture Protection	5,500	0.10	Subcontractor
8 - Doors and Windows	371,250	6.75	Subcontractor
9 - Finishes	132,000	2.40	Subcontractor
10 - Specialties	55,000	1.00	Subcontractor
13 - Special Construction	1,292,500	23.50	Subcontractor
14 - Elevator	110,000	2.00	Subcontractor
15 - Mechanical, Plumbing, Fire	272,250	4.95	Subcontractor
16 - Electrical	349,250	6.35	Subcontractor
Alternates	55,000	0.00	Radio Amp
Design Consultants SubTotal	4,612,300	82.86	
Building Permit(s)	77,000	1.40	Owner / Est
General Liability / Builders Risk	41,250	0.75	GC included
Special Inspection / Soils Testing	22,000	0.40	GC / Owner
Weather Protection	40,000	0.25	Conditional
Outside Consultants SubTotal	180,250	2.80	
Combined SubTotal	4,905,550	86.86	
Owner Contingency	245,278	5.00%	Owner
Contractor Contingency	98,111	2.00%	GC - Included
Contractor Fee	294,333	6.00%	GC - Included
Use Tax	61,319	1.25%	Jurisdiction
Sub Totals	699,041		
Total	5,604,591	101.90	Cost / SF



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Matt Fyten, Interim CEO

DATE: October 20, 2022

SUBJECT: Commission Officers and Terms

REQUESTED ACTION:

No Commission action required at this time. This item is for discussion purposes.

BUDGET IMPACT:

N/A

BACKGROUND:

The SWT Commission determines its own Officers and Task Force members. With a change in executive leadership at the staff level coinciding with the end of this year's Commission terms (and Officer terms this year), Chair Huang has asked that the Commission have a discussion on how to best move forward with the transition of Officers and Task Force members (whether or not it should occur at the end of the year or be delayed till a later date in 2023) and how to best go about nominating the next set of Officer and Task Force members. Historically, the Budget and Personnel Task Force has served as the Nominating Committee.

For the Commission's reference, here are the current Officer and Task Force members:

Officers

- Chair – Mike Huang
- Vice Chair – PG Narayanan
- Secretary/Treasurer – Jerry McDonald

Task Forces

Budget & Personnel/Agency Governance Task Force – Chair Huang, Vice Chair Narayanan, and Commissioner McDonald

- Note this Task Force has also served as the Nominating Committee in past years.

Suburban Transit Association – Commissioner McDonald, Vice Chair Narayanan (Eden Prairie), Chair Huang (Chaska). The SWT CEO or his designee is the identified alternate for the three city members.

Operations/Marketing Advisory Task Force – Commissioner Roepke, Commissioner Freiberg; Commissioner McDonald.

Legislative Outreach and Strategic Planning – These activities will be undertaken by a Committee of the Whole approach.

Additionally, the Commission may want to discuss the timing of its terms as set for in the Agency’s Joint Powers Agreement (JPA). For reference, here are the terms and members as they currently stand per the JPA:

Class #1

Eden Prairie Appointed Position (currently held by PG Narayanan). Term ends December 31, 2024.

Chaska Elected Position (currently held by Mike Huang). Terms ends December 31, 2024.

Class #2

Chanhassen Elected Position (currently held by Jerry McDonald). Term ends December 2022.

Chaska Appointed Position (currently held by McKayla Hatfield). Term ends December 2022.

Both Class #2 terms expire on December 31, 2022. Next appointment would be for three years beginning in January 2023 -2025, and every three years after that.

Class 3

Eden Prairie Elected Position (currently held by Mark Freiberg). Terms ends December 31, 2023.

Chanhassen Appointed Position (currently held by Elise Ryan). Term ends December 31, 2023.

Both Class 3 positions expire December 31, 2023. Next appointment would be for three years beginning January 2024-2026 and every three years after that.

Class 4

At-Large Position (currently held by Bob Roepke). Term ends December 31, 2024. The At-Large Commissioner must reside or maintain a principal place of business within the jurisdiction of one of our member cities (Eden Prairie, Chanhassen, Chaska). The At-Large Commissioner is selected by the six City Representatives serving on the SouthWest Commission. This position has a term limit which is one three-year term with the possibility of extending for one additional year.

Ex-Officio Position – currently held by Joy McKnight, City of Carver. The Commission may issue invitations to additional cities to appoint representatives to serve in an ex-officio capacity to the Commission. Ex-officio members may not serve as Commissioners as defined in the SouthWest Transit Joint Powers Agreement, and do not have the power to vote. Ex-officio members may participate in Commission meetings in an advisory capacity. Ex-officio members may also serve on committees of the Commission in an advisory capacity.

Beginning January 2023:

Class #1	Class#2	Class #3	Class #4
<u>2022-2024</u>	<u>2023-2025</u>	<u>2021-2023</u>	<u>2022-2024</u>
Chaska Elected	Chan Elected	EP Elected	At-Large
EP Appointed	Chaska Appointed	Chan Appointed	

RECOMMENDATION:

This item is for discussion purposes.

Legislative Update

Updates

Updates October 2022

Operations & Planning Update

MVST Update – Despite lower vehicles sales, inflation has kept MVST receipts strong. September saw the largest amount of MVST collect so far in 2022 bringing our MVST receipts in line with 2021 receipts over the same time period.

PRIME Update – SW Prime services continue to grow. September was the largest ridership month ever for the service. Airport/MOA service is now averaging around 100 riders/day and continues to grow. We are also seeing steady growth for our “Edge” services in Edina and Shakopee.

Staff continues to look for opportunities to increase vehicle supply. Using the approval granted to him at the September Commission meeting, Interim CEO Fyten authorized the purchase of two passenger vans that should be available for service in early-mid November. The addition of these vehicles to service should alleviate some longer wait times being experienced on the service, as well as increase overall ridership.

Lyft on Prime – Staff is currently in negotiations with Spare Labs to introduce Lyft rides as a supplementary service to SW Prime service. The concept would give SW Prime riders the ability to book a Lyft ride on the SW Prime platform by essentially “opting out” of the standard Prime service in order to receive a quicker pickup for their ride during peak times of service. Staff is currently working on terms/payment setup with Spare for a small pilot program and will continue to update the Commission as the talks with Spare Labs progress.

Annual Customer Survey – Staff will be conducting the agency’s annual customer survey on 10/25 for express services and throughout the week of 10/24 on SW Prime. The survey will be offered via the tried-and-true method of paper and pen, which has historically yielded a 90%+ response rate. Key areas of emphasis this year on the survey focus on rider commuting patterns (how often they remote work vs. take SWT for their commute during the week, who their employer is, etc.) and passenger safety. Results are typically tabulated by the end of the year and will be presented to the Commission at its January or February 2023 meeting.

Community Event Services – September was a busy month for helping out our communities with transportation needs at various community events throughout our service area – EP Halloween Harvest Festival; Chaska Senior Expo; Chaska Fall Festival; MN Arboretum Field Fest; Numerous City Tours; Carver Steamboat Days; Eden Prairie Brewfest, and more.

IT Updates

The secure key-box installation at our facility locations is nearing completion. This system will secure the contractor keys, removing them from lockboxes and placing them behind a secure safe that will require individually assigned pin numbers for access to the keys.

This year's network security and backup enhancement projects are close to full implementation. These projects added additional storage, time locked backups and additional layers of security to access these infrastructure devices.

Facilities Updates

The Facilities staff has been busy cutting grasses, blowing out irrigation systems, removing leaves and winterizing all facilities. All heating systems have been run and serviced and are ready for winter service. On colder days the facilities staff has been focusing on interior projects including cleaning all floors removing the mess left from the roofing project.

The facilities management team has also been busy coordinating and following up with contractors on many projects currently in progress. These projects include the roofers remaining follow up work, garage door replacement at the garage, replacement of heat pumps at the village, office expansion and ceiling painting at the garage. All projects are expected to be completed by the end of this year.

Vehicle Maintenance updates

The maintenance team has been working to complete cold weather services before the real cold weather hits. The maintenance team has been working to complete the in-service of two new Pacifica mini vans. These vehicles will be used to fill our immediate need for additional prime vehicles.

Administration

Human Resources - The FURTHER to WEX conversion was finalized on 10/18/2022. Initially, the agency was on track to convert using the HSA Easy Move, an automated bulk transfer. However, Further did not allow for the automated transfer so we converted using a manual process which delayed the conversion by three weeks. The employees are catching up their claims and Finance will be auditing the balances in the coming days.

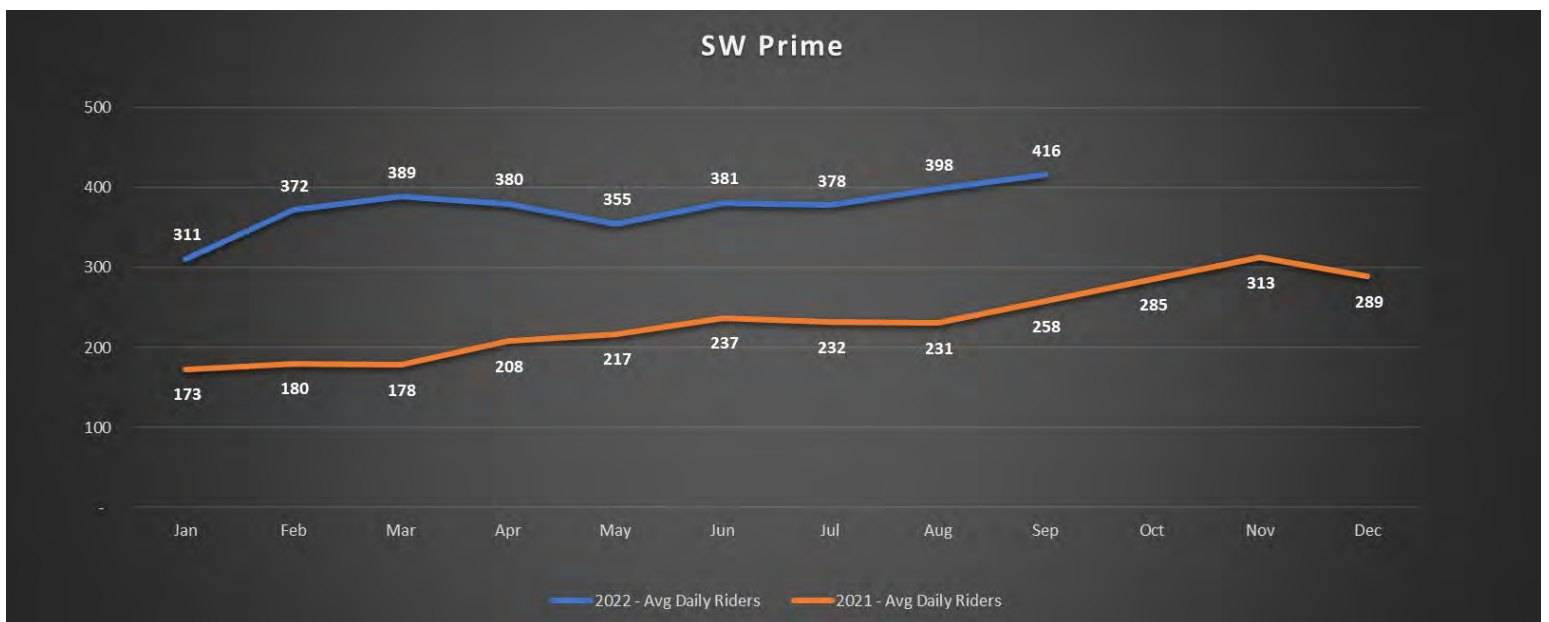
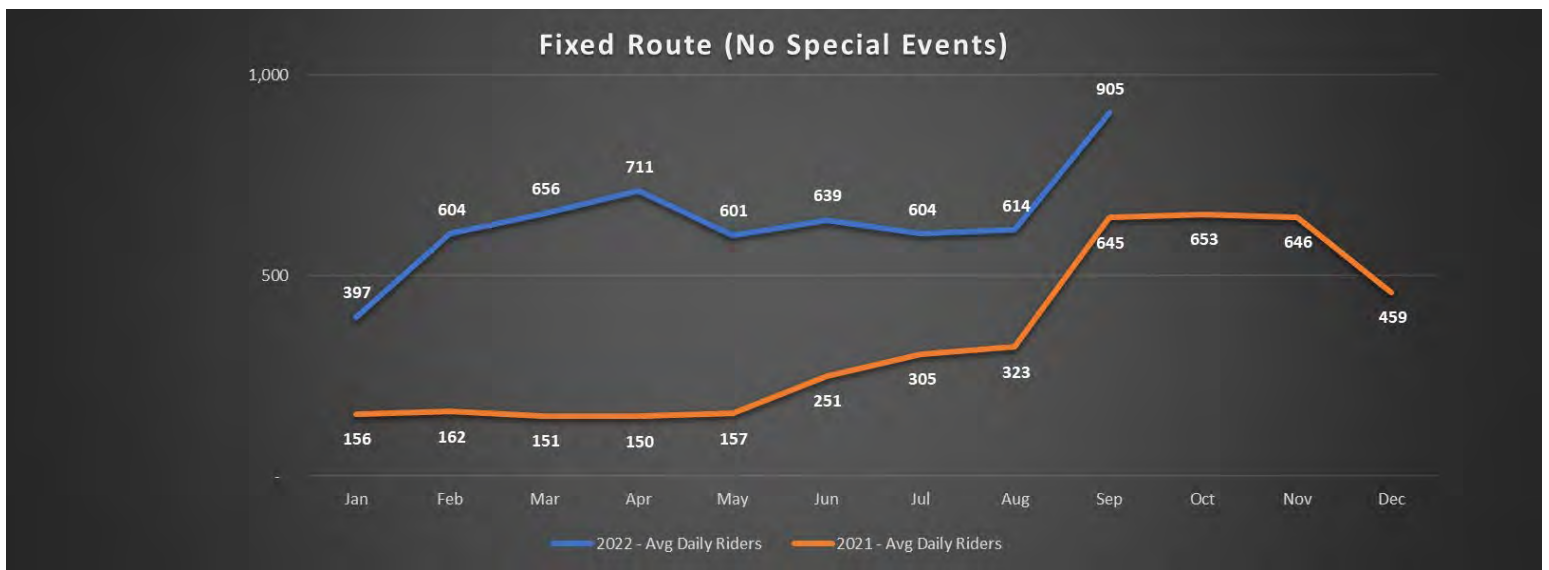
On October 12th, employees were able to participate in the Flu vaccination clinic. The clinic was available to SWT and First Transit employees.

The Employee Engagement Committee will have its first meeting on 10/25/2022. Volunteers on the committee include: Mike Dartt, Anna Wong (First Transit), Brittany Martin, and Joe Townsend. Fall/Winter events and 2023 budget will be discussed during the first meeting.

Finance - The Finance team gathered director and manager input to complete the 2023 Budget. This included scheduling follow up meetings, providing information, and collaborating with key stakeholders. The 2023 budget draft will be introduced to the Commission on 10/27. Following the introduction, the Budget and Personnel Committee will review the proposed 2023 budget and recommend action for the Commission at its December 2022 meeting.

Marketing - SW Perks with Prime goes live on October 24th! SW Prime rides will be part of the rewards program. We will begin pushing out SW Perks to customers via social media for the next few weeks. The marketing team is also going to begin a Geo-Fencing and email blast Campaign with SWNews Media. The Geo-Fencing will focus on our Prime MD service by targeting medical facilities in our service area. The email blasts will be used for our Airport services, with a possible transition to workers commuting downtown if we see that change. The whole campaign will run for 6 months. Along with these upcoming campaigns, we are preparing for Winter lights, the continuation of travel training, and the monthly newsletter.

Ridership Trends





SouthWest Transit 2022 Report Card

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	2022 Totals
CUSTOMER SERVICE										
Compliments Received	6	2	3	9	19	27	33	18	27	144
Complaints/Suggestions Received	6	10	5	5	8	8	14	17	13	86
Respond to all complaints within one business day	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Resolve all complaints within five business days	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Customer Service Calls Received	323	402	475	411	380	491	507	1018	648	4655
Customer Service Call Hours	12:21:03	16:10:06	20:22:47	15:10:41	13:59:35	19:55:47	20:28:11	36:01:21	25:36:34	180:06:05
CS Mean Ring Time (Goal of 25 seconds)	8	9	14	13	30	18	11	12	11	14
SW Prime Calls Received	4014	4434	5465	4776	4873	4889	5039	5938	5437	44865
SW Prime Call Hours	72:21:18	79:50:37	103:47:45	84:35:48	83:35:01	97:57:56	97:59:14	110:21:37	105:13:46	835:43:02
SW Prime Mean Ring Time (Goal of 25 seconds)	22	24	23	25	20	21	25	22	26	23
Customer Service Kiosk Requests	141	169	284	175	172	192	192	450	298	2073
Customer Service Kiosk Mean Response Time (goal - 35 seconds)	27	15	32	41	20	39	38	17	23	28
Go-To Kiosk Purchases	13	6	39	28	35	43	32	27	40	263
OPERATIONS										
Average Revenue Trips Per Day	62	61	60	60	60	59	58	58	47	58.3
Total Late Trips (Departures > 5 Mins Late)	2	0	0	3	1	1	0	0	4	11
On Time Percentage (Departures < 3)	99.9	100.0	100.0	99.8	99.9	99.9	100.0	100.0	99.6	99.9
Standing Passengers	0	0	0	0	0	0	0	0	7	7
Missed Trips (Departures > 15 Mins Late)	0	1	0	0	0	0	0	0	1	2
Missed Stops	0	0	0	0	0	0	0	0	0	0
RIDERSHIP										
Fixed Route Monthly Ridership (Includes Special Events)	8,975	12085	15094	14992	12619	15565	13063	45935	61225	199,553
Fixed Route Daily Average	427	604	656	714	601	639	604	614	905	640
Special Events Monthly Ridership	630	0	0	59	0	1,497	979	31,819	42,210	77,194
On-Demand Monthly Ridership	7,188	8,241	9,824	9,002	8,265	9,223	8,600	10,026	9,610	79,979
On-Demand Daily Average (weekday)	311	372	389	380	355	381	378	398	416	376
Increase Ridership over the 2021 level by a minimum of 1%.	145.70%	171.90%	192.60%	196.00%	192.60%	173.00%	151.60%	128.70%	110.30%	
MAINTENANCE - ACCIDENTS										
Service Related	4	4	5	3	3	2	2	5	3	31
Service Related Costs	\$2,765.00	\$7,526.00	\$1,689.00	\$2,663.00	\$1,237.00	\$2,517.00	\$125.00	\$102.00	\$2,481.00	\$21,105.00
Non-Service Related	0	3	4	1	1	0	2	1	0	12
Non-Service Related Costs	\$0.00	\$5,031.00	\$2,571.00	\$28.00	\$55.00	\$0.00	\$429.00	\$0.00	\$0.00	\$8,114.00
Chargeable Accidents (≥ \$2,500)	1	3	1	2	0	1	0	0	0	8
Chargeable Accidents (< \$2,500)	1	1	3	1	1	0	2	1	2	12
Incident (<\$100)	0	1	2	0	1	1	2	2	1	10
Total Cost for Non-Chargeable Accidents	\$0.00	\$3,849.00	\$1,182.00	\$163.00	\$27.00	\$17.00	\$0.00	\$0.00	\$0.00	\$5,238.00
Total Accident Cost	\$2,765.00	\$12,557.00	\$4,260.00	\$2,691.00	\$1,292.00	\$2,517.00	\$554.00	\$102.00	\$2,481.00	\$29,219.00
PM Compliance (Goal of 91%)	97.00%	90.00%	90.00%	92.00%	91.00%	98.00%	81.00%	59.00%	56.00%	83.78%
MAINTENANCE - ROADCALLS										
In Service Roadcalls (NTD Definition)	3	7	4	11	5	6	9	6	5	56
NTD Miles Between Roadcalls for Major Mechanical Failure	72,568	74,351	176,223	54,507	54,841	44,333	28,168	59,601	74,401	70,999
Affected Passengers	6	16	16	60	29	42	18	13	11	211
FACILITIES										
Safety Issues Identified	14	7	5	8	7	3	9	6	11	70
Safety Issues Addressed	14	7	5	8	7	3	9	6	11	70
Housekeeping Issues Identified	14	8	12	3	1	2	7	10	8	65
Housekeeping Issues Addressed	14	8	12	3	1	2	7	10	8	65