

# **December SouthWest Transit Commission Packet**

**SouthWest Transit Commission Meeting**

**December 10, 2020**

**Work Session - 6:00 pm**

**Commission Meeting – Approx. 7:00 pm**

**(Upon completion of the work session)**

**Eden Prairie Garage**

**14405 West 62<sup>nd</sup> St**



# SOUTHWEST TRANSIT COMMISSION AGENDA

Thursday, December 10, 2020

Work Session – 6:00pm

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

2nd Floor Eden Prairie Garage Training Room

Via Video or Phone

## Using a Computer (allows viewing of presentation and guests)

1. Go to <https://zoom.us/j/91521239442?pwd=RzRHWjNmbUhfZzZGNUM9uY3Vjem52dz09>
2. Meeting Number: 915 2123 9442
3. Passcode: 526956
4. You can join the meeting 15 mins prior to work session start time.

## Using a Phone (audio only)

1. Call +1 312 626 6799
2. Meeting Number: 915 2123 9442
3. Passcode: 526956
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 – Maintenance Director  
Souriyong Souriya – Finance Director  
Mike Dartt – Facilities Manager, Buildings & Structure  
Adam Hegeholz – HR Manager  
Jason Kirsch – IT Manager  
John Haggemiller – Public Outreach Manager  
Kory Simich – Grounds and Construction Manager

**AGENDA**  
**Work Session – 6:00pm**

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

- I. PUBLIC COMMENT
- II. APPROVAL OF AGENDA
- III. PAYMENT OF CLAIMS (Rollcall Vote)
- IV. CONSENT
  - A. Approval of Minutes of 9-24-20
  - B. Approval of Financial Statements
  - C. Commission Calendar
  - D. Vehicle Procurement
  - E. Garage Construction Close-out
- V. NEW BUSINESS
  - A. Budget – Len Simich, Souriyong Souriya, Gary Groen
  - B. Debt Payoff – Len Simich, Souriyong Souriya, Gary Groen
  - C. Property Agreement – Len Simich
  - D. Skid Steer Procurement – Mike Dartt, Kory Simich
  - E. Loader Procurement – Mike Dartt, Kory Simich
  - F. Bus Row Separators – Tony Kuykendall
  - G. SWT/ MVTA Planning Study – Matt Fyten
  - H. 2021 Officers and Task Force Membership – Len Simich
  - I. 2020 Agency Goals and Objectives – Len Simich
- VI. Updates
- VII. CEO Evaluation (Closed Session)
- VIII. ADJOURNMENT

# Payment of Claims

**SouthWest Transit**

**10/22/2020 Thru 12/02/2020**

**Meeting Date: 12/10/2020**

**Payment of Claims**

<b>Check Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Check Amount</b>
6385	KLOOS ELECTRIC, INC.	Ramp Maintenance	10/22/20	\$ 12,772.58
6386	A TO Z RENTAL CENTER	Equipment rental	10/29/20	\$ 515.57
6387	ACRYLIC DESIGN ASSOCIATES	Pandemic - Bus Barriers	10/29/20	\$ 16,987.50
6388	ADVANTAGE COATING	Garage Expansion-Project 014	10/29/20	\$ 4,076.64
6389	ALLSTATE PETERBILT	Vehicle Parts	10/29/20	\$ 248.35
6390	JUSTIN AMBROZ	Reimbursement - Mileage	10/29/20	\$ 97.42
6391	ATOMIC RECYCLING	Garage Expansion-Project 014	10/29/20	\$ 754.50
6392	BARTLEY SALES COMPANY, INC.	Garage Expansion-Project 014	10/29/20	\$ 7,693.41
6393	BIG-D CONSTRUCTION MIDWEST LLC	Garage Expansion-Project 014	10/29/20	\$ 18,801.94
6394	BTR OF MINNESOTA	Fleet Parts	10/29/20	\$ 159.71
6395	C & J BUS REPAIR, INC.	Fleet Parts	10/29/20	\$ 171.74
6396	CENTERPOINT ENERGY	Heating Payment	10/29/20	\$ 1,239.62
6397	CENTURYLINK	Telephone Payment	10/29/20	\$ 120.60
6398	CITY OF CHASKA UTILITY BILLING	Utilities Payment	10/29/20	\$ 115.14
6399	COMCAST BUSINESS	Cable Tv Payment	10/29/20	\$ 245.20
6400	DACOTA PAPER CO.	Vehicle Supplies	10/29/20	\$ 369.09
6401	EMKAT	Pandemic - Temp Screening Kiosk	10/29/20	\$ 3,376.53
6402	FACTORY MOTOR PARTS COMPANY	Vehicle Supplies	10/29/20	\$ 668.56
6403	GAGE BROS. CAULKING, INC.	Garage Expansion-Project 014	10/29/20	\$ 4,750.00
6404	GRAINGER	Building Supplies	10/29/20	\$ 357.15
6405	GUARDIAN MECHANICAL SERVICE INC.	Building Maintenance	10/29/20	\$ 364.50
6406	HOGLUND BUS COMPANY	Vehicle Parts	10/29/20	\$ 48.30
6407	INDIGO SIGNWORKS	Garage Expansion-Project 014	10/29/20	\$ 15,191.45
6408	INTEGRATED PAINTING SOLUTIONS	Garage Expansion-Project 014	10/29/20	\$ 2,802.50
6409	JACKSON & ASSOCIATES LLC	Garage Expansion-Project 014	10/29/20	\$ 2,203.88
6410	JANEX, INC.	Building Supplies	10/29/20	\$ 34.30
6411	KLOOS ELECTRIC, INC.	Garage Expansion-Project 014	10/29/20	\$ 37,370.96
6412	LANO EQUIPMENT, INC.	Equipment rental	10/29/20	\$ 200.00
6413	LEAGUE MN CITIES INS. TRUST	Insurance Deductible	10/29/20	\$ 1,573.00
6414	MAGALDI & MAGALDI, INC.	Vehicle Parts	10/29/20	\$ 647.01
6415	MEDIACOM	Cable Tv Payment	10/29/20	\$ 375.91
6416	MENARDS	Building Supplies	10/29/20	\$ 745.45
6417	METROPOLITAN FORD OF EDEN PRAIRIE	Vehicle Parts	10/29/20	\$ 597.82
6418	MICRO CENTER	IT Supplies	10/29/20	\$ 349.97
6419	MINNKOTA ARCHITECTURAL PRODUCTS	Garage Expansion-Project 014	10/29/20	\$ 33,226.25
6420	NAPA AUTO PARTS	Vehicle Parts	10/29/20	\$ 187.98
6421	NORTHERN GLASS & GLAZING INC.	Garage Expansion-Project 014	10/29/20	\$ 23,745.25
6422	OFFICE DEPOT	Office Supplies	10/29/20	\$ 110.31
6423	O'REILLY AUTOMOTIVE, INC.	Vehicle Parts	10/29/20	\$ 582.48
6424	PETERSON SHEET METAL, INC.	Garage Expansion-Project 014	10/29/20	\$ 43,868.34
6425	POPP COMMUNICATIONS	Telephone Payment	10/29/20	\$ 2,317.89
6426	PUMP AND METER SERVICES, INC	Garage Expansion-Project 014	10/29/20	\$ 791.14
6427	RAMSEY EXCAVATING COMPANY INC.	Garage Expansion-Project 014	10/29/20	\$ 8,550.00
6428	ROVITRACKER INC.	Camera Trailer Usage	10/29/20	\$ 310.00
6429	ROYAL TIRE INC.	Tires	10/29/20	\$ 3,772.37
6430	RTL CONSTRUCTION, INC	Garage Expansion-Project 014	10/29/20	\$ 25,974.23
6431	SIEMENS INDUSTRY, INC.	Garage Expansion-Project 014	10/29/20	\$ 14,020.04
6432	SYNCB AMAZON	Vehicle Parts	10/29/20	\$ 13.00
6433	THE AFTERMARKET PARTS COMPANY	Vehicle Parts	10/29/20	\$ 4,490.32

**SouthWest Transit**

**10/22/2020 Thru 12/02/2020**

**Meeting Date: 12/10/2020**

**Payment of Claims**

<b>Check Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Check Amount</b>
6434	THE SHERWIN-WILLIAMS CO	Building Supplies	10/29/20	\$ 34.89
6435	TWIN CITIES TRANSPORT & RECOVER	Towing Service	10/29/20	\$ 200.00
6436	TWIN CITY ACOUSTICS	Garage Expansion-Project 014	10/29/20	\$ 8,686.55
6437	UBISENSE AMERICA LLC	Prof Fee- 494 CMAQ Expense	10/29/20	\$ 4,203.17
6438	UPS	Shipping Fees	10/29/20	\$ 114.14
6439	US BANK	Copier Lease	10/29/20	\$ 699.00
6440	VALUE PLUS FLOORING, INC.	Garage Expansion-Project 014	10/29/20	\$ 72,195.25
6441	VERITIV OPERATING COMPANY	Building Supplies	10/29/20	\$ 1,422.02
6442	WALSER CHRYSLER JEEP DODGE	Vehicle Parts	10/29/20	\$ 188.14
6443	XCEL ENERGY	Utilities Payment	10/29/20	\$ 797.61
6444	ZIEGLER INC.	Vehicle Supplies	10/29/20	\$ 1,258.05
6445	ABC BUS COMPANIES	Vehicle Repair	11/4/20	\$ 12,233.58
6446	ALLSTATE PETERBILT	Vehicle Parts	11/4/20	\$ 1,681.05
6447	C & J BUS REPAIR, INC.	Vehicle Repair	11/4/20	\$ 171.74
6448	CINTAS CORPORATION #470	Uniforms - Cintas	11/4/20	\$ 35.00
6449	CITY OF CHASKA UTILITY BILLING	Utilities Payment	11/4/20	\$ 1,395.91
6450	CRYTEEL	Vehicle Parts	11/4/20	\$ 424.16
6451	FACTORY MOTOR PARTS COMPANY	Vehicle Supplies	11/4/20	\$ 459.60
6452	FAIRCHILD EQUIPMENT	Building Supplies	11/4/20	\$ 64.17
6453	FRANZ REPROGRAPHICS	Monthly Project Fee	11/4/20	\$ 200.00
6454	JOHN HAGGENMILLER	Reimbursement - Mileage	11/4/20	\$ 209.72
6455	HEALTHPARTNERS	Insurance Deductible	11/4/20	\$ 57,912.82
6456	HENNEPIN COUNTY AR	Radio Fleet Fee Service	11/4/20	\$ 624.88
6457	IMPERIAL SUPPLIES LLC	Vehicle Supplies	11/4/20	\$ 487.27
6458	LEAGUE MN CITIES INS. TRUST	Insurance Deductible	11/4/20	\$ 7,171.97
6459	NAPA AUTO PARTS	Fleet Parts	11/4/20	\$ 79.99
6460	NATIONAL BUSINESS FURNITURE	Garage Expansion	11/4/20	\$ 530.21
6461	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	11/4/20	\$ 176.07
6462	PITNEY BOWES INC	Postage Machine Leasing Charges	11/4/20	\$ 443.85
6463	PRIORITY COURIER EXPERTS	Shipping	11/4/20	\$ 42.32
6464	ROYAL TIRE INC.	Tires	11/4/20	\$ 3,262.03
6465	JAKE SIMICH	Reimbursement - Mileage	11/4/20	\$ 55.70
6466	KORY SIMICH	Reimb - Covid Testing	11/4/20	\$ 150.00
6467	SOCIAL INDOOR	Marketing and Advertising	11/4/20	\$ 2,000.00
6468	STAPLES BUSINESS CREDIT	Pandemic Cleaning Supplies	11/4/20	\$ 3,912.80
6469	SYNCB AMAZON	SWS Lobby TV Mount	11/4/20	\$ 5,580.69
6470	THE AFTERMARKET PARTS COMPANY	Vehicle Parts	11/4/20	\$ 3,249.82
6471	T-MOBILE	Bus Wifi	11/4/20	\$ 2,856.76
6472	UNIFIRST CORPORATION	Uniforms	11/4/20	\$ 75.81
6473	VER-TECH LABS	Bus Wash Supplies	11/4/20	\$ 1,682.96
6474	WALSER CHRYSLER JEEP DODGE	Fleet Parts	11/4/20	\$ 10.48
6475	WEX BANK	Gasoline	11/4/20	\$ 38.34
6476	ACE SECURITY TECHNOLOGIES	garage expansion	11/10/20	\$ 385.00
6477	ACRYLIC DESIGN ASSOCIATES	Pandemic - Bus Barriers	11/10/20	\$ 11,655.00
6478	ALLIED UNIVERSAL SECURITY SERV	Parking Ramp Security Patrol	11/10/20	\$ 233.40
6479	AMERICAN PLANNING ASSOCIATION	Membership Dues	11/10/20	\$ 327.00
6480	CENTURYLINK	Telephone Payment	11/10/20	\$ 61.32
6481	CENTURYLINK	Telephone Payment	11/10/20	\$ 462.61
6482	CITY OF EDEN PRAIRIE	Water Bill - EPG	11/10/20	\$ 816.62

**SouthWest Transit**

**10/22/2020 Thru 12/02/2020**

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**Payment of Claims**

<b>Check Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Check Amount</b>
6483	COMCAST BUSINESS	Fiber	11/10/20	\$ 1,237.57
6485	GRAINGER	Building Supplies	11/10/20	\$ 4,182.41
6486	GREGERSON, ROSOW, JOHNSON & NILAN, LTD	Professional Services Legal Fee	11/10/20	\$ 8,566.30
6487	HEALTHPARTNERS	Pandemic Covid Testing	11/10/20	\$ 345.00
6488	HOGLUND BUS COMPANY	Fleet Parts	11/10/20	\$ 6.40
6489	HOTSY MINNESOTA	Building Maintenance	11/10/20	\$ 214.15
6490	INDIGO SIGNWORKS	Building Supplies	11/10/20	\$ 493.00
6491	LEAGUE MN CITIES INS. TRUST	1st Installment Insurance Premium	11/10/20	\$ 204,815.00
6492	LOCAL GOVERNMENT INFORMATION SYSTEMS	Finance Software monthly service	11/10/20	\$ 1,436.50
6493	MENARDS	garage expansion	11/10/20	\$ 195.37
6494	MINNESOTA SAFETY COUNCIL	garage expansion	11/10/20	\$ 976.91
6495	MVEC, MINNESOTA VALLEY ELECTRIC COOP	Utilities Payment	11/10/20	\$ 1,324.54
6496	MY CABLE MART LLC	IT Supplies	11/10/20	\$ 65.55
6497	NCPERS MINNESOTA	Life Insurance	11/10/20	\$ 64.00
6498	OFFICE DEPOT	Office Supplies	11/10/20	\$ 51.55
6499	OSI ENVIRONMENTAL, INC.	Disposal oil	11/10/20	\$ 335.00
6500	PRYOR LEARNING SOLUTIONS	Customer Training	11/10/20	\$ 199.00
6501	REPUBLIC SERVICES #894	Garbage Service	11/10/20	\$ 1,024.68
6502	SYNCB AMAZON	Office Supplies	11/10/20	\$ 179.66
6503	TECHSTAR IT SOLUTIONS	IT Managed Services	11/10/20	\$ 4,511.50
6504	THE SHERWIN-WILLIAMS CO	Building Supplies	11/10/20	\$ 89.78
6505	TWIN CITY GARAGE DOOR CO.	Garage Door Repair	11/10/20	\$ 946.25
6506	UPS	Shipping Fees	11/10/20	\$ 114.14
6507	US BANK	Copier Lease	11/10/20	\$ 148.00
6508	LONNIE VANEPS	Reimbursement -Safety Boots	11/10/20	\$ 100.00
6509	MATTHEW VIETH	Reimbursement - Safety Boots	11/10/20	\$ 79.00
6510	XCEL ENERGY	Utilities Payment	11/10/20	\$ 109.11
6511	ISPACE ENVIRONMENTS, INC.	Garage Expansion	11/12/20	\$ 806.31
6512	COSTCO WHOLESALE	Building Supplies	11/17/20	\$ 2,000.00
6513	ABC BUS COMPANIES	Fleet Parts	11/19/20	\$ 555.53
6514	JUSTIN AMBROZ	Reimbursement - Mileage	11/19/20	\$ 178.98
6515	AMERICAN PLANNING ASSOCIATION	APA Membership Renewal	11/19/20	\$ 558.00
6516	AVAIL TECHNOLOGIES, INC	Software Maintenance Annually	11/19/20	\$ 7,107.00
6517	BLUETARP FINANCIAL, INC.	Building Supplies	11/19/20	\$ 484.83
6518	CENTERPOINT ENERGY	Heating Payment	11/19/20	\$ 174.50
6519	CINTAS CORPORATION #470	Uniforms - Cintas	11/19/20	\$ 381.42
6520	COMCAST BUSINESS	Internet and Cable	11/19/20	\$ 328.51
6522	CUMMINS NPOWER, LLC	Vehicle Parts	11/19/20	\$ 1,032.66
6523	CUSTOM COMMUNICATIONS INC.	Fire/Burg Monitoring - SWV	11/19/20	\$ 1,194.00
6524	EDEN PRAIRIE NEWS	SWT Ad	11/19/20	\$ 2,468.28
6525	EPIC EVENT RENTAL	Building Equipment Rental	11/19/20	\$ 92.65
6526	FACTORY MOTOR PARTS COMPANY	Vehicle Parts	11/19/20	\$ 237.60
6527	FANMAKER	SW Perks Software	11/19/20	\$ 5,000.00
6528	GRAINGER	Building Supplies	11/19/20	\$ 737.76
6529	JOHN HAGGENMILLER	Reimb - Covid Testing	11/19/20	\$ 150.00
6530	HENNEPIN COUNTY AR	Radio Fleet Fee	11/19/20	\$ 312.44
6531	IMPERIAL SUPPLIES LLC	Building Supplies	11/19/20	\$ 414.76
6532	INDIGO SIGNWORKS	Building Supplies	11/19/20	\$ 187.00
6533	SHAUN HARRISON LABELLE	Video	11/19/20	\$ 8,000.00

**SouthWest Transit**

**10/22/2020 Thru 12/02/2020**

**Meeting Date: 12/10/2020**

**Payment of Claims**

<b>Check Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Check Amount</b>
6534	LUBE-TECH & PARTNERS, LLC	Vehicle Supplies	11/19/20	\$ 4,258.73
6535	MENARDS	Building Supplies	11/19/20	\$ 699.78
6536	MICRO CENTER	IT Supplies	11/19/20	\$ 797.90
6537	NAPA AUTO PARTS	Fleet Parts	11/19/20	\$ 278.98
6538	NORTH CENTRAL BUS	Fleet Parts	11/19/20	\$ 253.74
6539	O'REILLY AUTOMOTIVE, INC.	Shop Supplies	11/19/20	\$ 343.57
6540	ERIC SCHUMAN	Reimb - Covid Testing	11/19/20	\$ 158.63
6541	SSI MN TRANCHE 1 ACT 10322006	Subscription US Solar	11/19/20	\$ 2,687.60
6542	TASC	Retiree - Admin Fees	11/19/20	\$ 448.06
6543	THE AFTERMARKET PARTS COMPANY	Fleet Parts	11/19/20	\$ 6,735.05
6544	THE SHERWIN-WILLIAMS CO	Building Supplies	11/19/20	\$ 109.66
6545	UNIFIRST CORPORATION	Uniform Service	11/19/20	\$ 142.71
6546	VERIZON WIRELESS	Wireless Phone	11/19/20	\$ 105.03
6547	WALKER CONSULTANTS	Garage Expansion	11/19/20	\$ 3,090.00
6548	XCEL ENERGY	Utilities Payment	11/19/20	\$ 1,522.36
6553	FIRST TRANSIT, INC.	Oct Operating Expenses	11/23/20	\$ 214,355.29
6554	LEN SIMICH	Reimbursement - Misc. Supplies	11/23/20	\$ 663.79
6555	SSI MN TRANCHE 3 ACCT: 10327096	Subscription US Solar	11/23/20	\$ 401.61
6556	TRI-K SPORTS	Snow Equipment	11/23/20	\$ 10,070.00
		<b>TOTAL</b>		<b>\$ 1,020,280.46</b>
	<b>ACH Withdraws</b>			
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	11/2/20	\$ 19,194.72
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	11/12/20	\$ 5,760.08
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	11/13/20	\$ 7,153.25
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	11/25/20	\$ 11,282.44
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	10/23/20	\$ 295.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	10/30/20	\$ 360.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	11/6/20	\$ 170.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	11/13/20	\$ 150.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	11/20/20	\$ 440.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	11/27/20	\$ 255.00
	FLAGSHIP BANK	Monthly Banking Fees	11/30/20	\$ 180.00
	FLAGSHIP BANK	Wiring Fees	10/29/20	\$ 40.00
	ADP, INC	Payroll Service	11/20/20	\$ 475.86
	PAYPAL TRANSFER TSHEETS	Payroll Time cards fees	11/12/20	\$ 224.00
	CARDMEMBER SERV WEB PYMT	Credit Card Payment Meetings & Misc.	10/26/20	\$ 4,568.87
	CARDMEMBER SERV WEB PYMT	Credit Card Payment Meetings & Misc.	11/23/20	\$ 3,121.16
	SPARELABS INC	SW Prime Software Fees	10/29/20	\$ 85,799.14
		<b>TOTAL</b>		<b>\$ 139,469.52</b>



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<b>Check Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Check Amount</b>
<b>Payroll</b>				
	ADP, INC.	Payroll	10/30/20	\$ 75,340.35
	ADP, INC.	Payroll	11/14/20	\$ 75,905.39
	ADP, INC.	Payroll	11/27/20	\$ 98,991.36
		<b>TOTAL</b>		<b>\$ 250,237.10</b>
<b>Monthly Reimbursement included in payroll totals</b>				
	Jon Christenson	Cell Phone Allowance		\$ 50.00
	Mike Dartt	Cell Phone Allowance		\$ 50.00
	Matt Fyten	Cell Phone Allowance		\$ 50.00
	Dave Jacobson	Cell Phone Allowance		\$ 50.00
	Dave Jacobson	Car Allowance		\$ 175.00
	Jason Kirsch	Cell Phone Allowance		\$ 50.00
	Tony Kuykendall	Cell Phone Allowance		\$ 50.00
	John Haggemiller	Cell Phone Allowance		\$ 50.00
	Ben Schuler	Cell Phone Allowance		\$ 50.00
	Kory Simich	Cell Phone Allowance		\$ 50.00
	Joe Towson	Cell Phone Allowance		\$ 50.00
	Kyle Jackels	Cell Phone Allowance		\$ 50.00
	Len Simich	Cell Phone Allowance		\$ 85.00
	Len Simich	Car Allowance		\$ 712.00
		<b>TOTAL</b>		<b>\$ 1,522.00</b>
		<b>GRAND TOTAL</b>		<b>\$ 1,409,987.08</b>

# Consent

# SOUTHWEST TRANSIT COMMISSION MINUTES

Thursday, October 29, 2020

Work Session – 6:00pm

Commission Meeting – 6:30 pm, 2nd Eden Prairie Garage Training Room & Via  
Video or Phone

## 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 Haggenmiller – Public Outreach Manager

## AGENDA

### Commission Meeting

#### I. CALL TO ORDER

The meeting was called to order by Chair Brad Aho at 6:45 pm.

#### II. PUBLIC COMMENT

None

#### III. APPROVAL OF AGENDA

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

#### IV. PAYMENT OF CLAIMS

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

#### V. CONSENT

- A. Approval of Minutes of 9-24-20
- B. Approval of Financial Statements
- C. SWT Information Security Program
- D. Public Transportation Agency Safety Plan & Employee Safety Reporting Program
- E. Ridership
- F. Construction Final Budget Changes

**Motion:** Huang motioned, seconded by Roepke to authorize its CEO to approve consent. The motion carried 6-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Bonnevier, Yes.

## VI. NEW BUSINESS

### A. IT Managed Service Provider

**Motion:** Huang motioned, seconded by McDonald to authorize its CEO to enter into an agreement with RSM LLC in the amount not to exceed \$18,816 with a 5% increase annually for SWT's Managed IT Services for a contract period of 3 years. The motion carried 6-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Bonnevier, Yes.

### B. Fuel Consortium

**Motion:** Roepke motioned, seconded by McDonald to authorize its CEO to:

1. Join the Minnesota State's Department of Administration's (DOA) annual fuel consortium; and
2. Lock 2021 diesel fuel at 35 percent of the budget diesel fuel and,
3. Lock 2021 gasoline at 40 percent of budget.

The motion carried 6-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Bonnevier, Yes.

### C. Driver Protection Barriers

**Motion:** McDonald motioned, seconded by Huang to authorize its CEO to enter into an agreement with Visual Impact of Minneapolis MN for the manufacturing of 15 polycarbonate drivers safety barriers to be installed on fixed route revenue coach buses at a cost not to exceed \$36,000.00. The motion carried 6-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Bonnevier, Yes.

### D. Air Purification System for Buildings and Vehicles

**Motion:** Roepke motioned, seconded by McDonald to authorize its CEO to enter into an agreement with UHL Company in an amount not to exceed \$16,500.00 for the installation of Bipolar Ionization air purification systems in 15 MCI route buses. The motion carried 6-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Bonnevier, Yes.

**Motion:** McDonald motioned, seconded by Huang to authorize its CEO to enter into an agreement with UHL Company in the amount not to exceed \$18,150.00 for the Eden Prairie Garage Bipolar Ionization Installation. The motion carried 6-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Bonnevier, Yes.

### E. Estimated 2020 and draft 2021 Budgets – Souriyong, Gary, Len

**Motion:** No Action Requested.

**F. Public Transportation Agency Safety Plan & Employee Safety Reporting Program**

**Motion:** Roepke motioned, seconded by McDonald to adopt Resolution #20-09 approving SouthWest Transit's Public Transportation Agency Safety Plan and Employee Safety Reporting Program. The motion carried 6-0-0. **Roll Call Vote: Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Bonnevier, Yes.

**VII. ADJOURNMENT**

The meeting adjourned at 8:19 pm.

November 2, 2020 SouthWest Transit Commission Minutes Prepared By: Adam Hegeholz

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

**South West Transit Commission Investments  
November 2020**

Broker	Purchase Date	Type	Description	Maturity Date	Type	Purchase Cost	Maturity Amount	Rate	Days to Maturity	Current Market Value	Accrued Interest	Months Term
			<b>11/30/2020</b>									
Americana	1/8/2018	CD	Americana 10001619	1/8/2021	CD	500,000.00	500,000.00	2.000%	39	534,359.22	8,989	36
Americana	1/8/2018	CD	Americana 10001620	1/8/2021	CD	250,000.00	250,000.00	1.000%	39	267,974.04	4,508	36
Flagship Bank	1/31/2020	CD	Flagship CD 100243	1/24/2021	CD	300,000.00	300,000.00	2.000%	55	300,000.00		12
Tradition Bank	2/5/2020	CD	Tradition Bank CD 13812681	2/5/2021	CD	1,500,000.00	1,500,000.00	1.990%	67	1,570,374.78	428	12
Flagship Bank	3/2/2019	CD	Flagship CD 100306	2/28/2021	CD	250,000.00	250,000.00	2.700%	90	250,000.00		24
Flagship Bank	3/11/2020	CD	Flagship CD 100255	3/6/2021	CD	250,000.00	250,000.00	1.450%	96	250,000.00		12
Flagship Bank	3/11/2019	CD	Flagship CD 100309	3/11/2021	CD	500,000.00	500,000.00	2.700%	101	500,000.00		24
Flagship Bank	12/14/2018	CD	Flagship CD 100294	3/14/2021	CD	250,000.00	250,000.00	1.450%	104	250,000.00		12
Alerus Bank	4/7/2019	CD	Alerus CD 53544	4/7/2021	CD	250,000.00	250,000.00	2.400%	128	270,931.84		24
Flagship Bank	4/23/2018	CD	Flagship CD 100241	4/21/2021	CD	300,000.00	300,000.00	2.250%	142	300,000.00		36
Flagship Bank	5/30/2018	CD	Flagship CD 100247	5/25/2021	CD	250,000.00	250,000.00	2.250%	176	250,000.00		36
BankVista	6/6/2018	CD	BankVista CD 3301049	10/6/2021	CD	250,000.00	250,000.00	2.750%	310	256,897.98	3,039	40
Tradition Bank	10/16/2020	CD	Tradition Bank CD 13813422	10/16/2021	CD	650,000.00	650,000.00	1.000%	320	677,556.00	464	12
			<b>Total</b>			<b>5,500,000.00</b>	<b>5,500,000.00</b>			<b>5,678,093.86</b>	<b>20,467.75</b>	
			<i>Flagship Bank - Nonprofit Checking</i>							<i>990,250.88</i>		
			<i>Flagship Bank - Money Market Acct</i>							<i>4,297,163.19</i>		
			<i>BankVista - Money Market ICS Acct</i>							<i>6,419,091.79</i>		
			<b>Subtotal</b>							<b>\$ 11,706,505.86</b>		
			<b>Grand Total</b>							<b>\$ 17,384,599.72</b>		
			<b>Summary by Type (based upon current market value)</b>									
	CD		5,678,093.86				<i>Amount</i>					
	US Govt Agency		-				<i>Americana</i>					
	Money Market/ICS		11,706,505.86				<i>Alerus</i>					
			17,384,599.72				<i>Bank Vista</i>					
							<i>Flagship</i>					
							<i>Tradition</i>					
							<i>5,678,093.86</i>					
	Maturity Dates		Amount									
	Nov-20		\$ -									
	Dec-20		\$ -									
	Jan-21		\$ 1,102,333.26									
	later		\$ 4,575,760.60									
			\$ 5,678,093.86									

**SouthWest Transit**

**Pledged Securities Accounts - November 2020**

<b>Security Description</b>	<b>Safekeeping Agent</b>	<b>Maturity Date</b>	<b>Pledged Date</b>	<b>Book Value</b>	<b>Pledged Value</b>
<b>Flagship Bank Minnesota</b>					
Treasury	United Bankers Bank	12/10/2020	10/7/2020	\$ 1,999,945.78	\$ 1,750,000.00
FHLMC - FED Home Loan Mortgages	United Bankers Bank	11/1/2021	8/12/2015	\$ 303,322.56	\$ 301,511.30
FNMA - FED NATL MTG ASSN	United Bankers Bank	8/1/2021	10/23/2012	\$ 289,708.93	\$ 288,251.65
MBS-FNMA/FHLMC	United Bankers Bank	9/1/2027	5/26/2020	\$ 218,628.01	\$ 218,628.01
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	\$ 247,663.65	\$ 249,000.00
Morgan Stanley	United Bankers Bank	11/14/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
3RD FED SVGS	United Bankers Bank	11/25/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
Comenity Capital Bank CD	United Bankers Bank	4/26/2021	5/16/2016	\$ 249,000.00	\$ 249,000.00
Bank of India	United Bankers Bank	11/27/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
US Treasury Notes	United Bankers Bank	4/30/2021	10/6/2016	\$ 501,022.45	\$ 500,000.00
US Treasury Notes	United Bankers Bank	7/31/2022	10/6/2016	\$ 749,754.15	\$ 750,000.00
FHLB	United Bankers Bank	6/11/2021	5/25/2018	\$ 500,649.08	\$ 500,000.00
FHLB	United Bankers Bank	1/13/2021	6/29/2020	\$ 2,000,000.00	\$ 1,150,000.00
FFCB-FED Credit Bank	United Bankers Bank	9/1/2021	10/6/2016	\$ 500,861.85	\$ 500,000.00
FFCB	United Bankers Bank	10/29/2021	4/2/2020	\$ 499,481.05	\$ 200,000.00
Tax Muni Onamia	United Bankers Bank	2/1/2021	1/10/2020	\$ 235,244.78	\$ 235,000.00
GNMA	United Bankers Bank	1/1/2021	4/2/2020	\$ 176,329.44	\$ 176,288.06
GNMA	United Bankers Bank	8/20/2040	7/20/2018	\$ 148,426.10	\$ 148,426.10
				<b>\$ 9,859,037.83</b>	<b>\$ 8,455,105.12</b>
<b>BankVista</b>					
FDIC	FDIC - State	10/6/2021	6/6/2018	\$ 250,000	\$ 250,000
FDIC	ICS Account	10/6/2021	6/6/2018	\$ 6,409,389	\$ 6,409,389
<b>Tradition Capital Bank</b>					
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
<b>Alerus</b>					
FRB Federal Reserve Custody	Bank of North Dakota	9/1/2023	6/22/2016	\$ 631,744	\$ 620,263
<b>Americana Community Bank</b>					
GNMA Pool # MA1119	United Bankers Bank	7/1/2042	8/25/2016	\$ 980,594	\$ 946,966
			<b>Total</b>	<b>\$ 21,085,750</b>	<b>\$ 19,636,709</b>
<b>Summary Total Funds 11/30/2020</b>					
Flagship Bank	\$ 7,387,414				
BankVista	\$ 6,675,990				
Tradition Capital Bank	\$ 2,247,931				
Alerus	\$ 270,932				
Americana Community Bank	\$ 802,333				
<b>Total</b>	<b>\$ 17,384,600</b>				
<b>Difference Extra</b>	<b>\$ 2,252,109.03</b>				



Commission Meeting date 12.10.2020

## Balance Sheet for All Funds October 2020

### Fund Name

Balance Sheet Category	General Fund	Capital State of Good		SWS Relocation Capital	Grant Projects	Debt Service	Total
		Repairs/Asset Management					
<b>Assets</b>							
Cash & Investments	\$ 6,034,636	\$ 4,676,122	\$ 1,177,130	-	-	\$ 5,434,322	\$ 17,322,210
Accounts Receivable	1,115,950	3,318,297	-	-	-	-	4,434,247
Other Assets	251,508	-	-	-	-	-	251,508
<b>Total Assets</b>	<b>7,402,094</b>	<b>7,994,419</b>	<b>1,177,130</b>	<b>-</b>	<b>-</b>	<b>5,434,322</b>	<b>22,007,965</b>
<b>Liabilities</b>							
Accounts Payable	103,269	13,470	-	-	-	-	116,739
Other Liabilities	-	3,318,297	-	-	-	-	3,318,297
<b>Total Liabilities</b>	<b>103,269</b>	<b>3,331,767</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,435,036</b>
<b>Fund Balances</b>							
Beginning Fund Balance-January 2019	4,378,020	10,099,431	1,751,755	-	-	26,229	16,255,435
Net Change in Fund Balance	2,920,805	(5,436,779)	(574,625)	-	-	5,408,093	2,317,494
<b>Total Fund Balances</b>	<b>7,298,825</b>	<b>4,662,652</b>	<b>1,177,130</b>	<b>-</b>	<b>-</b>	<b>5,434,322</b>	<b>18,572,929</b>
<b>Total Liabilities &amp; Fund Balances</b>	<b>\$ 7,402,094</b>	<b>\$ 7,994,419</b>	<b>\$ 1,177,130</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,434,322</b>	<b>\$ 22,007,964</b>





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

Commission Meeting date 12.10.2020

Oct=83.3%

**General Fund 100**

**Revenues**

	Adopted Budget	Current Month Actual	2020 YTD Actual	2020 YTD Balance	% YTD Budget
Passenger Fares	\$ 3,035,600	\$ 19,434	\$ 642,370	(2,393,230)	21.2%
Contract Revenue	70,000	5,188	32,148	(37,852)	45.9%
CMAQ TMA Grant Revenue	-	-	1,730	1,730	0.0%
CARES ACTS Grant	-	-	1,904,716	1,904,716	0.0%
MVST Revenue	7,606,000	717,250	6,340,700	(1,265,300)	83.4%
RAMVST Revenue	1,406,000	133,908	1,173,506	(232,494)	83.5%
Investment Income	10,000	-	13,936	3,936	139.4%
Other Local Revenues	210,000	1,970	54,786	(155,214)	26.1%
	<b>12,337,600</b>	<b>877,750</b>	<b>10,163,892</b>	<b>(2,173,708)</b>	<b>82.4%</b>

Other Sources

Insurance Recoveries	-	-	60,166	60,166	-
<b>Total Revenue</b>	<b>\$ 12,337,600</b>	<b>\$ 877,750</b>	<b>\$ 10,224,058</b>	<b>\$ (2,113,543)</b>	<b>82.9%</b>

**Expenditures**

Administration	\$ 1,470,800	\$ 111,034	\$ 968,719	502,081	65.9%
Operations	7,427,300	426,050	3,729,359	3,697,942	50.2%
Vehicle Maintenance	2,189,000	138,528	1,233,628	955,372	56.4%
Facility Maintenance	1,402,150	85,723	991,389	410,761	70.7%
<b>Total Expenditures</b>	<b>12,489,250</b>	<b>761,335</b>	<b>6,923,094</b>	<b>5,566,156</b>	<b>55.4%</b>
Capital Cost Of Operating	376,600	70,377	210,158	166,442	55.8%

**Total Expenditures & Capital Cost of Operating**

	<b>12,865,850</b>	<b>831,713</b>	<b>7,133,253</b>	<b>5,732,597</b>	<b>55.4%</b>
Other Financing Sources					
Transfers In	(170,000)	-	(170,000)	-	100.0%
Transfers (Out)	(170,000)	-	(170,000)	-	100.0%

**Net Change in Fund Balance**

	<b>\$ (698,250)</b>	<b>\$ 46,037</b>	<b>\$ 2,920,805</b>		
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**Fund Balance, January 1**

	<b>\$ 4,378,020</b>				
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**Fund Balance, End of Current Period**

	<b>\$ 7,298,825</b>				
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**Months of Operating Expenditures**

	<b>7</b>				
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**Fund Balance as a % of the Expenditure Budget**

	<b>56.0%</b>				
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SouthWest Transit  
 Revenue and Expenditures for All Funds  
 Monthly Financial Report  
 YTD October 2020

Commission Meeting date 12.10.2020

Oct=83.3%

All Other Funds	Adopted Budget	Current		2020 YTD Actual	2020 YTD Balance	% YTD Budget
		Month Actual	YTD Actual			
<b>Capital State of Good Repairs/Asset Management Fund</b>						
Revenue	\$ 343,020	\$ 27,335	\$ 420,039	\$ 77,019	122.5%	
Expenditures	5,000	-	-	5,000	0.0%	
Transfer In (Out)	(2,073,182)	-	(5,856,817)	3,783,635	0.0%	
<b>Net Change in Fund Balance</b>	<b>\$ 2,411,202</b>	<b>\$ 27,335</b>	<b>\$ (5,436,778)</b>			
<b>SWS Relocation Capital Projects Fund 338</b>						
Revenue	\$ -	\$ -	\$ 4,266,933	\$ 4,266,933	0.0%	
Expenditures	2,210,000	333,679	4,841,558	(2,631,558)	219.1%	
Transfer In (Out)	2,210,000	-	-	2,210,000	-	
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ (333,679)</b>	<b>\$ (574,625)</b>			
<b>Grant Projects Fund 336 &amp; 337 - NTD Grant Funds</b>						
Revenue	\$ -	\$ -	\$ 445,455	\$ 445,455	0.0%	
Expenditures	-	-	445,455	(445,455)	0.0%	
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			
<b>Debt Service Fund 407-408</b>						
Revenue	\$ 231,335	\$ -	\$ 1,345,033	\$ 1,113,698	581.4%	
Expenditures	264,517	-	1,963,757	(1,699,240)	742.4%	
Transfer In (Out)	33,182	-	6,026,817	(5,993,635)	18162.9%	
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,408,093</b>			



## SOUTHWEST TRANSIT

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### MEMORANDUM

**TO:** SouthWest Transit Commission

**FROM:** Len Simich, CEO

**DATE:** December 4, 2020

**SUBJECT:** COMMISSION REGULAR MEETING SCHEDULE FOR 2021

**REQUESTED ACTION:**

That the Commission approve the following regular meeting schedule for 2021.

**BACKGROUND:**

Each December, the Commission establishes its official meeting dates for the upcoming year.

The Commission generally meets on the fourth Thursday of each month except for July, August (State Fair), November (Thanksgiving) and December (Holiday Season). There are months however, where the meeting date and/or time may be changed for quorum or emergency purposes.

The primary meeting site for the Commission will be at the East Creek Transit Station (2<sup>nd</sup> level) unless otherwise noted. Note on the schedule below, the December/final meeting of the year will be held at the Garage/Maintenance and Administrative Facility. Until further notice, all meeting will be conducted over Zoom. The CEO or agency representative will be at the scheduled meeting location in the event the general public want to view in-person.

If a regular meeting is held at a time or place different from that stated in the schedule of regular meetings, a notice indicating the change will be provided/posted a minimum of three days in advance of the date of the meeting (per Minnesota Law).

Following are the proposed **regular meeting dates of the SouthWest Transit Commission for 2021:**

**Thursday, January 28**

**Thursday, February 25**

**Thursday, March 25**

**Thursday, April 22**

**Thursday, May 27**

**Thursday, June 24**

*\*July, No meeting Scheduled*

**Thursday, August 19 (date moved to accommodate State Fair)**

**Thursday, September 23**

**Thursday, October 28**

**Thursday, December 9 (year-end; Meeting to be held at the Garage)**

**RECOMMENDATION:**

That the Commission approve the 2020 regular meeting schedule outlined in this memo.



## SOUTHWEST TRANSIT

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### MEMORANDUM

**TO:** SouthWest Transit (SWT) Commission

**FROM:** Dave Jacobson, COO  
Tony Kuykendall, Director of Vehicle Maintenance and Facilities

**DATE:** November 25, 2020

**SUBJECT:** Vehicle Procurement

**REQUESTED ACTION:**

That the SWT Commission authorize its Chief Executive Officer to procure the two following vehicles identified in this recommendation pending funding through a grant for capital funding from the Metropolitan Council:

1. BraunAbility minivan equipped with a manual ramp for the Prime fleet for a maximum of \$55,000; and
2. One-ton replacement pick-up and snowplow accessory for \$51,459.

**BUDGET IMPACT:**

Capital funding for these vehicles comes from the Metropolitan Council as Regional Transit Capital (RTC) funds to:

1. Fulfill a previous vehicle procurement from late 2019; and
2. Replace truck number 699 that was part of the SWT facility fleet since 2006.

Depending on final pricing there will be no more than \$500 of SWT capital dollars used for the purchase of the truck and plow. Both vehicles will be purchased off the State of Minnesota non-revenue vehicle contract.

**BACKGROUND:**

Back in late 2019, SWT procured 5 BraunAbility mini vans with the manual ramps for the Prime services. After that procurement, there was remaining funding enough for one more BraunAbility. The purchase of this vehicle is basically a housekeeping item closing out the remaining dollars.

The "replacement" truck replaces vehicle 699 that has been part of the non-revenue facility fleet since 2006. 699's engine finally failed sending a large amount of metal through the engine. The cost to repair 699 far exceeded its value. The replacement truck that is specified is a one ton with heavy trailering capabilities and snow plowing capabilities. Both capabilities fit the needs of the facility department.

**RECOMMENDATION:**

That the SWT Commission authorize its Chief Executive Officer to procure the two following vehicles identified in this recommendation pending funding through a grant for capital funding from the Metropolitan Council:

1. BraunAbility minivan equipped with a manual ramp for the Prime fleet for a maximum of \$55,000; and
2. One-ton replacement pick-up and snowplow accessory for \$51,459.



## SOUTHWEST TRANSIT

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**To:** SouthWest Transit Commission  
**From:** Len Simich, CEO  
**Date:** December 2, 2020  
**Subject:** Garage Construction Close-Out

**REQUESTED ACTION:**

No action needed. For information purposes only.

**BUDGET IMPACT:**

Budget for Garage Expansion/Remodel Project was \$5.5 million dollars. Final costs estimated to come in at \$5,152,603 with another \$150,000 remaining in escrow to complete the landscaping, locker room, gas pump canopy in 2021.

When complete, the total project cost is estimated to come in at an estimated \$5,408,152. Approximately \$92,000 under the original budget.

**RECOMMENDATION:**

No action required.

# New Business



## SOUTHWEST TRANSIT

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**To:** SouthWest Transit Commission

**From:** Len Simich, CEO  
Souriyong Souriya, Finance Director  
Gary Groen, finance Consultant

**Date:** December 1, 2020

**Subject:** 2020 Operating and Capital Budget Amendment; 2021 Operating and Capital Budget

### **REQUESTED ACTION:**

That the Commission approve both the Amended 2020 Operating and Capital Budget, and the 2021 Operating and Capital Budget as attached.

### **BUDGET IMPACT:**

**Amended 2020 Budget:** Operating Expense = \$10,404,937  
Amended Total Revenue = \$12,634,475  
Working Capital Expenditures = \$758,800  
Operating Reserve Balance = 50.7%

**2021 Operating Budget:** Projected Operating Expense = \$13,572,333  
Projected Operating Revenue = \$10,411,250  
Working Capital Expenditures = \$1,546,995  
Projected Year-End Operating Reserve = 25.4%

### **BACKGROUND:**

**Amended 2020 Budget:** Since March, COVID-19 has had an impact on our total operation.

Every month since the outbreak staff has been providing projected budget impacts, but it was determined to hold off on a formal budget amendment until the end of the year.

Now that we have a pretty good grasp on the budget impacts related to COVID-19, we are confident in the final budget proposed for 2020. The impacts related to the 2020 budget includes:

MVST revenue down slightly from what originally had been budgeted for 2020, but far better than we originally projected. It appears our total MVST revenue will be down approximately 5% over the original budget. This was far better than what we had projected earlier, which had revenues down 50% over the previous year.

Another positive to our overall revenue picture was the receipt of \$2.5 million in Federal CARES Act funding.

On the negative side of the revenue ledger is our farebox revenue which is down over 75% what had been originally budgeted, and miscellaneous revenue primarily derived from advertising/bus wraps which was down over 80% of the initial budget.

To offset losses in revenue and ridership, both service and staff levels were reduced over 50%. The Management fee charged by First Transit for driver management and training was renegotiated at a 50% reduction. And finally, several small capital expenditures funded through operating funds we either postponed, eliminated, or self-performed by SouthWest Transit Staff.

To reduce future capital burdens, as part of the 2020 budget amendment, staff is requesting to move forward on some of the critical capital expenditures that had previously been postponed, The items, cost and rational are attached to this memo. They include things such as tools, sign-holders, glass replacement, snow removal equipment; and additional passenger protective barriers to mention a few.

The other expenditure uses reserves established from the sale of SouthWest Station to the Metropolitan Council for the expansion of LRT to Eden Prairie. In a separate action, staff is requesting to pay-off all remaining debt related to the garage expansion project and construction of the SouthWest Village Station and additional parking.

All the actions taken in 2020 were part of the established plan to provide a balanced 2020 budget, and to provide the agency an opportunity to claw back during the next two years, getting us close to where we were prior to COVID putting the brakes on transit across the entire U.S..

As the amended 2020 budget depicts, we have been able to balance 2020. Now we set our eyes towards returning to normal, hopefully starting by mid-year 2021 and into 2022.

**2021 Budget:** Detail for the 2021 budget are attached. From a service perspective, Express service stay pretty much they way they are through the first quarter of the year. In quarter two, we begin to bring back service slowly, bringing back most of the service we suspended by the end of quarter three.

We are budgeting for slight increases in Prime operations, including the expansion of the Prime system into Shakopee and along the 494 corridor. We also plan to reestablish Saturday Prime service in quarter two.

Special event service (Twins, Vikings, Gophers, concerts, State Fair, etc.) is scheduled to be reintroduced in a controlled effort.

Staffing will still be at a reduced level from 2019 and the adopted 2020 budget, but additions are planned for 2020 to bring us back close to the 2019 level.

Revenue is projected to be down approximately 20% over the amended 2020 budget. The bulk of this reduction is related federal stimulus (CARES) funding. Currently, we are not anticipating any further federal funding. MVST is only forecasted to be down 4% over the 2020 final budget.



Capital reserves are also budgeted for several capital purchases not funded through federal or state capital/bond funds. The list of these items is attached as part of the budget.

**RECOMMENDATION:**

That the Commission approve both the Amended 2020 Operating and Capital Budget, and the 2021 Operating and Capital Budget as attached.



**2020 FINAL AMENDED BUDGET**

**2021 PROPOSED BUDGET**

**December 10, 2020**

**SOUTHWEST TRANSIT**

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**2020 FINAL AMENDED BUDGET AND**

**2021 PROPOSED BUDGET**

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# SOUTHWEST TRANSIT

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## 2020 Proposed Budget Amendments

### GENERAL FUND

**General Fund** – The 2020 General Fund budget was adopted by the Commission in December, 2019. The budget was adopted assuming full service for the year. However, the 2020 operations were abruptly interrupted in March with the COVID 19 pandemic. SWT management responded with a reduction in services and staffing to match the reduction in ridership. The 2020 budget amendments reflect the effects of the ongoing pandemic as the year comes to a close.

The 2020 amended budget reflects that SWT received \$2,525,156 through the Metropolitan Council allocation of federal monies through the Cares Act funding. The Cares Act funding provides for the reimbursement of transportation services and fuel costs beginning January 20, 2020.

The 2020 amended budget for passenger fares is reduced by \$2,389,433 to \$646,167. Passenger fares after March have dropped to approximately 5% of the pre-pandemic collections. The amended passenger fare revenue budget also reflects the cancellation of the state fair.

The 2020 amended budget reduces the MVST and RAMVST by \$283,286 and \$38,879, respectively to reflect a slight decrease in the projected funding. The MVST and RAMVST collections through October are on budget and the seasonally adjusted sales tax collections in November and December should total the amended budget total of \$8,689,835.

The NTD funding of \$642,087 was included as both a revenue and expenditure in the amended operating budget as the NTD funding was made available for operations because of the pandemic.

The amended expenditure budget reduced the total operating expenditures by \$2,229,538 to \$10,404,937. The 2020 amended expenditures includes the reduction in both services and SWT staffing.

The amended 2020 General Fund budget projects an increase in fund balance. The increase in the fund balance can be attributed to 1) the proactive response of management in reducing both service levels and staffing to match a reduction in ridership, and 2) the Cares Act funding. It is anticipated the increase in fund balance is only temporary. The 2021 budget assumes the return to full service and staffing and the ridership returning to pre-COVID levels at some point in 2021.

## 2021 Proposed BUDGET ASSUMPTIONS

### GENERAL FUND

**General Fund** – The General Fund is the general operating fund of SWT. It is used to account for all financial resources and transit expenditures except those required to be accounted for in another fund. The General Fund revenue budget consists primarily of the motor vehicle sales tax revenues and passenger fares. The General Fund expenditure budget includes the transit administration, operations and vehicle and facility maintenance activities. The General Fund revenue budget totals \$10,411,250 and the expenditure budget totals \$13,572,333. The expenditures exceed the revenue budget by \$3,161,083 and reduce the fund balance to 25.0% of the 2021 expenditures budget.

SWT reduced its 2020 operations in response to the COVID 19 pandemic starting in March, 2020. The amended 2020 General Fund operating budget reflects the dramatic decrease in ridership and the corresponding decrease in operating expenditures. The Cares Act reimbursement totaling \$2.5M from the Federal Government provided much needed assistance to support the operations in 2020. The 2021 General Fund budget anticipates the ridership levels and operations will return to pre-COVID 19 levels once again.

**Fund Balance Reserves** – In 2016, the Commission passed a General Fund Balance policy to maintain a fund balance of 25% to 35% of the current year's budgeted expenditures, consistent with policies established by the MC. The 2021 Proposed General Fund budget reduces the fund balance reserve from 50.3% at December 31, 2020 to 25.0% at the end of 2021.

### General Fund Revenue

The 2021 General Fund revenue budget totals \$10,411,250. Southwest Transit prepared its General Fund budget using the following revenue assumptions:

- The Motor Vehicle Sales Tax Revenue (MVST) and Regional Allocated Motor Vehicle Sales Tax Revenue (RAMVST) is based on the Minnesota Department of Revenue projection of the sales tax to be collected for public transportation services in accordance with Minnesota Statutes. The 2021 MVST and RAMVST revenue forecast is based on 95% of the State's most recent revenue forecast and information received from the Metropolitan Council. The 2021 allocation of the MVST and RAMVST between the Metropolitan Council and the Suburban Transit Providers will remain the same as 2020.
- The combined MVST and RAMVST totaling \$8,347,750 included in the 2021 revenue budget is based on 95% of the State's most recent revenue projection. The 95% revenue factoring is consistent with the policy and recommendation of the Metropolitan Council. While sales tax collections have remained strong throughout 2020 both COVID 19 and the overall economy may affect future sales tax collections. The 2021 MVST and RAMVST revenue budget represents a 3.9% decrease from 2020.
- The MVST and RAMVST account for nearly 80% of the revenue necessary to finance the anticipated operations of SWT in 2021.

- Passenger fares are estimated at \$748,400 or 7.2% of total budgeted revenues. The 2021 estimate is 5% of the pre-COVID 19 ridership level and is based on the ridership information from April through September 2020. It is expected the current ridership levels will continue well into 2021. This estimate is substantially less than the original 2020 passenger fare revenue budget of \$3,035,600.
- Pass through expenditures are financed from grant reimbursements. 2021 grant reimbursements are expected from the CMAQ grant financing the Carver and 494 contract service (\$283,000) and 5307 NTD (\$784,000). SWT's 20% share of the CMAQ grant and the 494 corridor service is included in the operations expenditure budget.
- Other miscellaneous total \$195,500 and include advertising revenues primarily from bus wrap advertising.

## **General Fund Expenditures**

### **Overall Expenditures**

#### **Staffing**

The overall staffing for SWT was decreased during 2020 in response to the COVID 19 pandemic. These reductions are reflected in the proposed amendments to the 2020 budget. Th staff positions will be added back again in 2021 and are reflected in the proposed expenditure budget. The 2021 budgeted salaries have been increased by 3% and health insurance benefits are increased by 9% based on information received to date. The 2021 budget also includes the reassignment of current staff within the various departments.

#### **Casualty, Liability and Workers Compensation Insurance**

The insurance included in the 2020 amended budget were increased to reflect the increased premium cost. SWT met with its agent October 2020 to review the insurance coverage and premiums for 2021. The total premium is estimated at \$455,000 which is approximately 5% more than the 2020 premium costs. The premium is allocated to the various departments within the General Fund budget.

#### **Capital Cost of Operating**

These costs are best described as major capital expenditures for equipment and facility maintenance, repair and replacement that do not occur on an annual basis. The more significant items include technology upgrades, preventative maintenance assessments and additional vehicles and equipment.

Financing required for the capital cost of operations that exceed those funds available in the General Fund may be financed from funds in the Capital and Equipment Fund, Capital Cost Reserve, Development Fund or Federal Transportation funding (NTD) available thru the MC. The complete list of capital items scheduled for 2021 includes those items that will be financed by SWT sources. NTD funding is anticipated to finance an additional \$784,000 of SWT capital costs.

## **Administration**

The Administration Department provides the management and support systems for the Agency. The Department includes the activities of the Commission, Administration, Financial and Budget Services, Payroll, Personnel, Risk Management and IT Services not charged to other departments. The administrative staff includes the CEO, Chief Administrative Officer, HR Administration and Payroll, Marketing and Customer Service Representatives and the Finance Department.

The 2021 administrative staff includes 7.00 Full-time Equivalents (FTE's), an increase of 1.0 FTEs from the 2020 amended budget. This staff increase is in response to the service level increases expected after the pandemic. The 2021 proposed administrative budget totals \$1,406,292, an increase \$126,192 or 9.9% from the 2020 administrative amended budget total of \$1,280,100.

## **Operations**

The 2020 amended budget totals \$4,589,000 and the 2021 proposed budget totals \$6,469,290, an increase of \$1,880,290 or an increase of 41.0% from the 2020 amended budget. The 2021 budget reflects the gradual return of service to the pre-COVID 19 pandemic levels. It is expected the current service levels will continue until ridership levels begin to increase and the demand for additional service returns. Current service levels will continue through March 2021 before service levels will be reevaluated.

Included in the operations budget for 2021 is the cost of 494 corridor expansion. This cost includes the addition of several Prime vehicles (100% share is funded by federal and Metropolitan Council resources) and the related contractual and operating cost (SWT share is 20%) of the new services.

If there is any additional revenue available (MVST, RAMVST or State Appropriation) or increased demand for services returns, SWT will use the revenue to continue to restore service reductions of prior years.

**Fuel Cost** - The 2021 diesel fuel cost estimate is \$460,350. The cost per gallon is estimated at \$2.45 for 2021. The diesel fuel cost has fluctuated since 2016 and actual cost per gallon in 2020 has fluctuated but has averaged \$2.24 in 2020 year-to-date.

The gas budget has also decreased to \$108,000 and is based on current service levels. As the Prime service has increased the vehicles replaced and added to the SWT fleet are gas vehicles rather than diesel vehicles which are more fuel efficient. The fuel and gas cost estimates of \$2.75 per gallon are based on the 2020 estimated service miles driven plus the new service expected to be added in 2021.

**Contracted Purchased Services** – The 2021 operating budget for contracted services has increased to \$4,463,250 and is approximately 30% higher than the level in the 2020 amended budget. The 2021 contracted service total also includes the 20% share of the new 494 corridor service.

**Other**-The operations staffing is 7.0 FTE compared to 5.50 FTEs currently. The 2020 adopted budget included 7.50 FTE and was reduced by 2.0 FTE due to the COVID pandemic.

## **Vehicle Maintenance**

The Vehicle Maintenance budget for 2021 is \$1,927,656 compared to the 2020 amended budget of \$1,802,800, an increase of 6.9%. The vehicle maintenance staff was reduced due to the reduced service levels but will increase in 2021. The 2020 adopted budget included 12.50 FTE and its reduced to 11.50 FTE in the proposed 2021 budget.

## **Facilities**

The Facility Maintenance budget for 2021 is \$1,438,100 compared to an amended 2020 budget totaling \$1,332,150, an increase of 8.0%. The 2020 adopted budget included 9.0 FTE and will remain at 9.50 FTE in the proposed 2021 budget.

## **DEBT SERVICE FUNDS**

**Debt Service Funds** - The debt service funds are used to accumulate the resources for, and the payment of the general long-term debt principal, interest and related costs. The SWT debt includes just one bond issue. The Commission approved the transfer of funds from the SW Development fund sufficient to finance all debt service principal and interest payments for the life of the bond issue. This money may be transferred to an irrevocable trust by the end of the current year. As a result, the SWT financial statements would not report either the debt outstanding or the assets pledged for the debt retirement.

## **CAPITAL PROJECTS FUNDS**

**Capital Project Funds** – The only capital projects activities of SWT are accounted for in the Capital and Equipment, Relocation Capital Fund (related to the SWLRT agreement), and Development Funds which are used to account for the accumulation of resources to be used for acquisition, construction and maintenance of SWT property, plant and equipment. The Commission has established Capital Projects Funds to finance the future repair and maintenance costs to assure the SWT assets are maintained in a state of good repair. All capital projects fund are combined into one fund in 2021.



**SOUTHWEST TRANSIT  
2021 PROPOSED BUDGET**

**2021 Budget Summary**

<u>Fund</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>Transfers</u>	<u>Contribution (Use) of Fund Balance</u>	<u>Amended Budget Fund Balance 1/1/21</u>	<u>Projected Ending Fund Balance 12/31/21</u>
<b>General fund</b>	\$ 10,411,250	\$ 13,572,333	\$ -	\$ (3,161,083)	\$ 6,607,558	\$ 3,446,476
<b>Capital projects funds</b>						
State of Good Repairs/ Asset Management	378,021	3,230,000	-	(2,851,979)	4,927,323	2,075,344
<b>Total</b>	<u>\$ 10,789,271</u>	<u>\$ 16,802,333</u>	<u>\$ -</u>	<u>\$ (6,013,062)</u>	<u>\$ 11,534,881</u>	<u>\$ 5,521,820</u>

SOUTHWEST TRANSIT  
2020 FINAL AMENDED BUDGET AND  
2021 PROPOSED BUDGET (With Increase services)

**General Fund Summary of Revenues and Expenditures**

	Actual 2019	2020 Adopted Budget	Amendments	2020 Final Amended Budget	YTD June 2020	2021 Proposed Budget	Percent Change 2020 Adopted to 2020 Amended	Percent Change 2020 Adopted to 2021 Proposed	Percent Change 2020 Final Amended to 2021 Proposed
<b>REVENUES</b>									
Intergovernmental revenue									
Motor Vehicle Excise Tax (MVST)	\$ 7,569,170	\$ 7,606,000	\$ (283,286)	\$ 7,322,714	\$ 3,329,185	\$ 7,034,450	-3.7%	-7.5%	-3.9%
RAMVST	1,411,843	1,406,000	(38,879)	1,367,121	621,545	1,313,300	-2.8%	-6.6%	-3.9%
State Appropriations GF	141,617	-	-	-	-	-	-	-	-
CMAQ Grant	46,350	-	1,730	1,730	1,730	283,000	-	-	16258.4%
CARES ACTS 5307	-	-	2,525,156	2,525,156	-	-	-	-	-100.0%
5307 NTD Funding	-	-	642,087	642,087	-	784,000	-	-	22.1%
Passenger fares	2,977,194	3,035,600	(2,389,433)	646,167	574,700	748,400	-78.7%	-75.3%	15.8%
Miscellaneous revenue									
Contracted Revenue	75,112	70,000	(45,000)	25,000	16,577	33,600	-64.3%	-52.0%	34.4%
Advertising and concessions	267,587	165,000	(79,500)	85,500	46,785	195,500	-48.2%	18.5%	128.7%
Interest on investments	71,129	10,000	-	10,000	11,267	10,000	0.0%	0.0%	0.0%
Miscellaneous other	132,282	45,000	(36,000)	9,000	5,247	9,000	-80.0%	-80.0%	0.0%
<b>Total revenues</b>	<b>12,692,284</b>	<b>12,337,600</b>	<b>296,875</b>	<b>12,634,475</b>	<b>4,607,037</b>	<b>10,411,250</b>	<b>2.4%</b>	<b>-15.6%</b>	<b>-17.6%</b>
<b>EXPENDITURES</b>									
Administration	1,436,837	1,470,800	(190,700)	1,280,100	619,621	1,406,292	-13.0%	-4.4%	9.9%
Operations	6,791,240	7,427,300	(2,838,300)	4,589,000	2,436,575	6,469,290	-38.2%	-12.9%	41.0%
Vehicle maintenance	2,033,522	2,189,000	(386,200)	1,802,800	822,983	1,927,656	-17.6%	-11.9%	6.9%
Facility maintenance	1,225,179	1,402,150	(70,000)	1,332,150	644,849	1,438,100	-5.0%	2.6%	8.0%
Related capital cost of operations	723,000	546,600	212,200	758,800	144,519	1,546,995	38.8%	183.0%	103.9%
5307 NTD Funding	-	-	642,087	642,087	-	784,000	-	-	22.1%
<b>Total expenditures</b>	<b>12,209,778</b>	<b>13,035,850</b>	<b>(2,630,913)</b>	<b>10,404,937</b>	<b>4,668,548</b>	<b>13,572,333</b>	<b>-20.2%</b>	<b>4.1%</b>	<b>30.4%</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>482,506</b>	<b>(698,250)</b>	<b>2,927,788</b>	<b>2,229,538</b>	<b>(61,511)</b>	<b>(3,161,083)</b>			
<b>Other Financing Sources (Uses)</b>									
Insurance Recoveries	60,593	-	-	-	-	-			
Transfer In/(Out)	(455,690)	-	-	-	-	-			
<b>Total Other Financing Sources (Uses)</b>	<b>(395,097)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			
<b>Net change in fund balance</b>	<b>87,409</b>	<b>(698,250)</b>	<b>-</b>	<b>2,229,538</b>	<b>-</b>	<b>(3,161,083)</b>			
<b>Fund Balance - January 1</b>	<b>4,290,610</b>	<b>4,378,020</b>	<b>-</b>	<b>4,378,020</b>	<b>-</b>	<b>6,607,558</b>			
<b>Estimated Fund Balance - December 31</b>	<b>\$ 4,378,020</b>	<b>\$ 3,679,770</b>	<b>\$ -</b>	<b>\$ 6,607,558</b>	<b>\$ -</b>	<b>\$ 3,446,476</b>			
<b>Fund Balance as a % of 2020 Adopted Budget</b>		<b>28.2%</b>		<b>50.7%</b>					
<b>Fund Balance as a % of Estimated 2021 Budget</b>						<b>25.4%</b>			

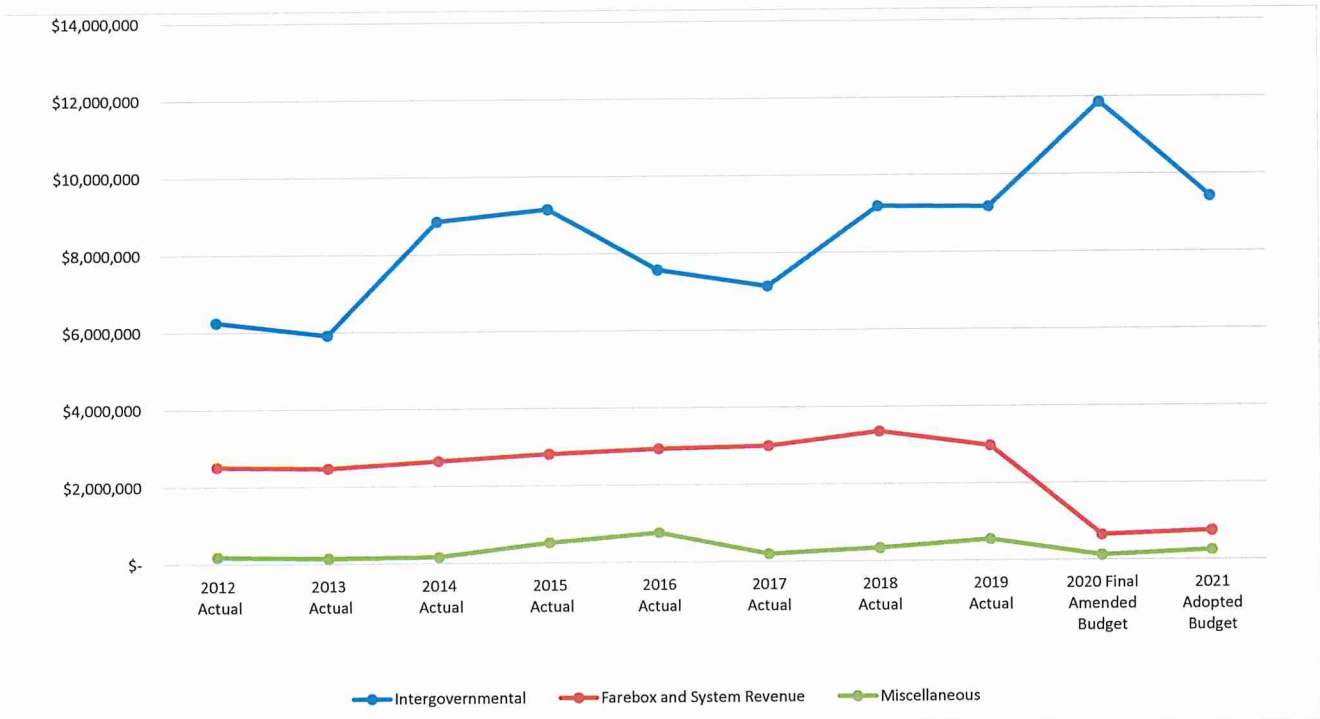
**SouthWest Transit**  
**Agency Fund Balance Reserves for 2021 proposed budget**

As of December 2020	General Fund	Capital State of Good Repairs/Asset Management	Total
<b>Estimated Fund balance reserve end of 2020</b>	6,607,558	4,927,323	11,534,881
Estimated Net Change in Fund Balance Per 2021 proposed budget	\$ (3,161,083)	\$ (2,851,979)	\$ (6,013,062)
<b>Estimated Fund Balance, EOY 2021</b>	<b>\$ 3,446,476</b>	<b>\$ 2,075,344</b>	<b>\$ 5,521,820</b>

SOUTHWEST TRANSIT  
2020 FINAL AMENDED BUDGET AND  
2021 PROPOSED BUDGET

**General Fund (100) - Revenue Summary**

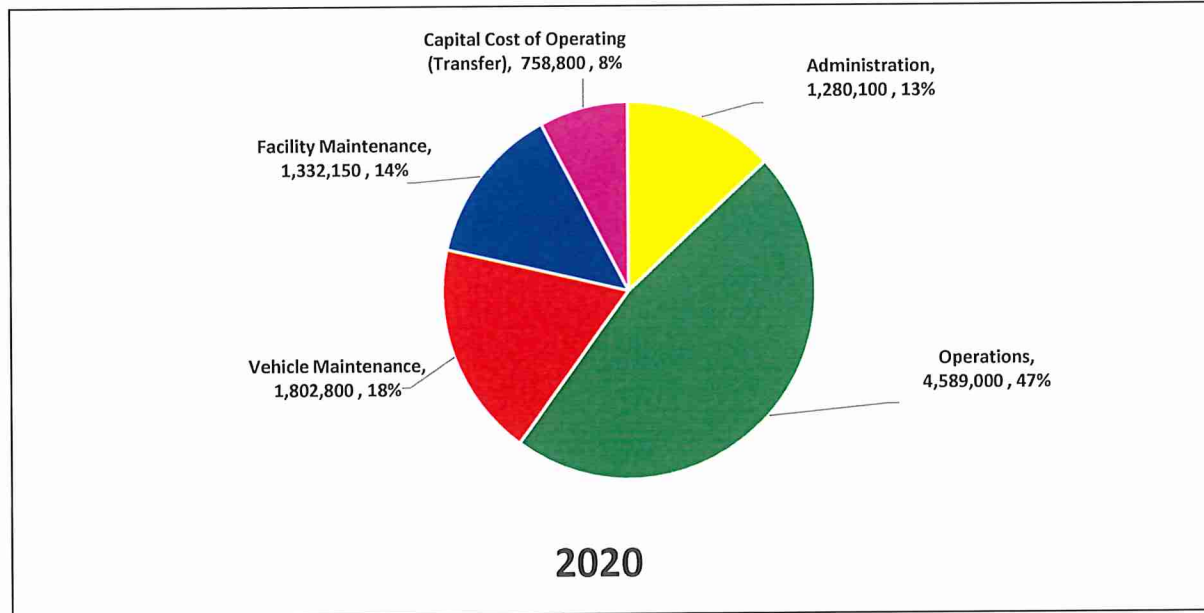
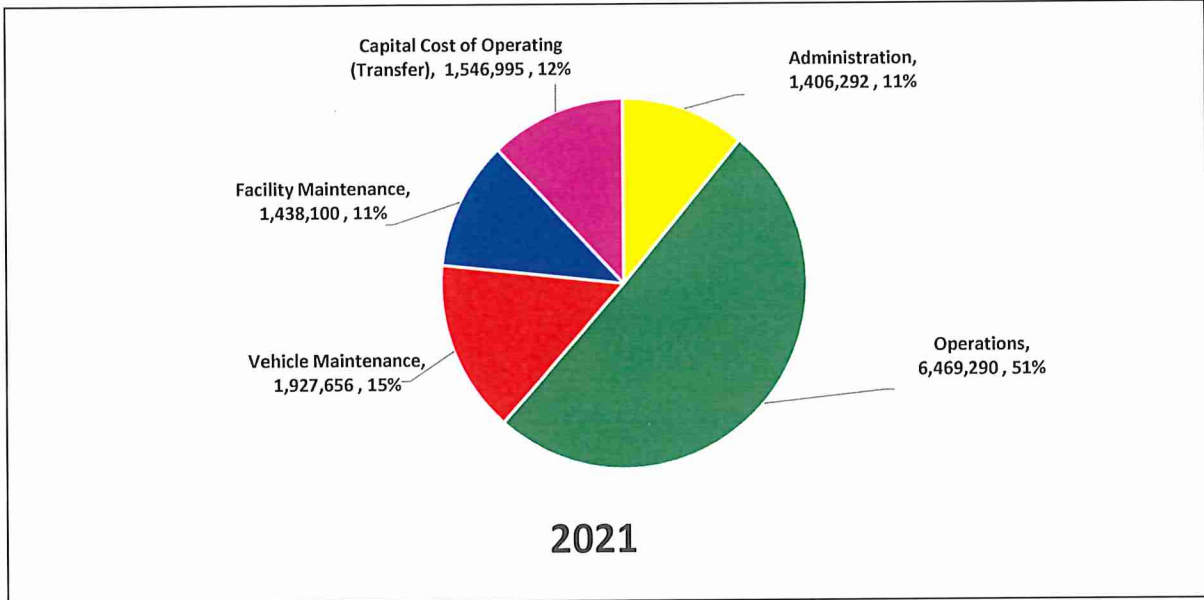
OBJECT ACCOUNT	DESCRIPTION	Actual 2019	2020 Adopted Budget	Amendments	2020 Final Amended Budget	YTD June 2020	2021 Proposed Budget
<b>REVENUES</b>							
<b>Intergovernmental revenue (350)</b>							
4062	Motor Vehicle Excise Tax (MVST)	\$ 7,569,170	\$ 7,606,000	\$ (283,286)	\$ 7,322,714	\$ 3,329,185	\$ 7,034,450
4063	RAMVST	1,411,843	1,406,000	(38,879)	1,367,121	621,545	1,313,300
4064	State Appropriations GF	141,617	-	-	-	-	-
4043	CMAQ Grants	46,350	-	1,730	1,730	1,730	283,000
4046	CARES ACTS 5307	-	-	2,525,156	2,525,156	-	-
4134	5307 NTD Funding	-	-	642,087	642,087	-	784,000
		<u>9,168,980</u>	<u>9,012,000</u>	<u>2,846,808</u>	<u>11,858,808</u>	<u>3,952,460</u>	<u>9,414,750</u>
<b>Farebox and system revenue</b>							
4010	Passenger fares	2,977,194	3,035,600	(2,389,433)	646,167	574,700	748,400
		<u>2,977,194</u>	<u>3,035,600</u>	<u>(2,389,433)</u>	<u>646,167</u>	<u>574,700</u>	<u>748,400</u>
<b>Miscellaneous revenue</b>							
4082	Contracted revenue	75,112	70,000	(45,000)	25,000	16,577	33,600
4092	Advertising & concessions	267,587	165,000	(79,500)	85,500	46,785	195,500
4102	Interest on Investments	71,129	10,000	-	10,000	11,267	10,000
4134	Miscellaneous Revenue	132,282	45,000	(36,000)	9,000	5,247	9,000
		<u>546,110</u>	<u>290,000</u>	<u>(160,500)</u>	<u>129,500</u>	<u>79,876</u>	<u>248,100</u>
<b>Total 100 REVENUES</b>		<u>\$ 12,692,284</u>	<u>\$ 12,337,600</u>	<u>\$ 296,875</u>	<u>\$ 12,634,475</u>	<u>\$ 4,607,037</u>	<u>\$ 10,411,250</u>



SOUTHWEST TRANSIT  
2020 FINAL AMENDED BUDGET AND  
2021 PROPOSED BUDGET

**General Fund (100) - Expenditures Summary**

	Actual 2019	2020 Adopted Budget	Amendments	2020 Final Amended Budget	YTD June 2020	2021 Proposed Budget
<b>EXPENDITURES</b>						
Administration	\$ 1,436,837	\$ 1,470,800	\$ (190,700)	\$ 1,280,100	\$ 619,621	\$ 1,406,292
Operations	6,791,240	7,427,300	(2,838,300)	4,589,000	2,436,575	6,469,290
Vehicle maintenance	2,033,522	2,189,000	(386,200)	1,802,800	822,983	1,927,656
Facility maintenance	1,225,179	1,402,150	(70,000)	1,332,150	644,849	1,438,100
Related capital cost of operations	723,000	546,600	212,200	758,800	144,519	1,546,995
5307 NTD Funding	-	-	642,087	642,087	-	784,000
	<u>12,209,778</u>	<u>13,035,850</u>	<u>(2,630,913)</u>	<u>10,404,937</u>	<u>4,668,548</u>	<u>13,572,333</u>
<b>Total 100 EXPENDITURES</b>	<u>\$ 12,209,778</u>	<u>\$ 13,035,850</u>	<u>\$ (2,630,913)</u>	<u>\$ 10,404,937</u>	<u>\$ 4,668,548</u>	<u>\$ 13,572,333</u>



SOUTHWEST TRANSIT  
2020 FINAL AMENDED BUDGET AND  
2021 PROPOSED BUDGET

General Fund (100)

BUSINESS UNIT	OBJECT ACCOUNT	DESCRIPTION	2020		Amendments	2020 Final Amended Budget	YTD June 2020	2021 Proposed Budget
			Actual 2019	Adopted Budget				
<b>REVENUES</b>								
100300	4015	Route 682 Fares	\$ 397,891	\$ 355,300	\$ (354,821)	\$ 480	\$ 480	\$ 250,000
100300	4016	Route 690 Fares	962,586	983,900	(782,900)	201,000	196,457	20,000
100300	4017	Route 691 Fares	7,378	-	-	-	-	-
100300	4018	Route 692 Fares	31,148	-	-	-	-	-
100300	4019	Route 695 Fares	231,762	257,600	(209,447)	48,153	48,153	-
100300	4020	Route 699 Fares	354,942	444,200	(372,851)	71,349	71,349	-
100300	4021	Route 698 Fares	429,861	437,900	(323,726)	114,174	99,086	40,000
100300	4022	Route 697 Fares	240,924	200,000	(130,447)	69,553	69,553	-
100300	4023	Route 600 Fares	7,535	51,300	(37,300)	14,000	8,027	10,000
100300	4024	Route 602 Fares	5,498	22,600	(17,942)	4,658	4,658	-
100300	4025	SW Flex - Shuttle 602	13,730	-	-	-	-	225,000
100300	4026	SW Flex - Red 600	33,623	-	-	-	-	-
100301	4027	SW Prime	260,316	282,800	(160,000)	122,800	76,936	203,400
100300	4082	Local Contracted Service	75,112	70,000	(45,000)	25,000	16,577	33,600
100350	4043	CMAQ	-	-	-	-	-	214,000
100350	4044	CMAQ TMA Grant	46,350	-	1,730	1,730	1,730	69,000
100350	4046	CARES ACTS 5307	-	-	2,525,156	2,525,156	-	-
100350	4062	Motor Vehicle Excise Tax (MVST)	7,569,170	7,606,000	(283,286)	7,322,714	3,329,185	7,034,450
100350	4063	RAMVST	1,411,843	1,406,000	(38,879)	1,367,121	621,545	1,313,300
100350	4064	State Appropriations GF	141,617	-	-	-	-	-
100350	4065	Met Council Grants	-	-	-	-	-	-
100350	4066	State Fuel Tax Refund	15,708	-	9,000	9,000	5,047	9,000
100350	4067	State Grant Funding	18,000	-	-	-	-	-
100350	4084	Exp Reimb from Met Council	-	-	-	-	-	-
100320	4092	Advertising Revenues	241,829	165,000	(85,000)	80,000	41,250	195,000
100320	4093	Concessions	802	-	-	-	-	500
100320	4094	Rental Program	24,956	-	5,500	5,500	5,535	-
100320	4102	Interest on Investments	71,129	10,000	-	10,000	11,267	10,000
100320	4134	Miscellaneous Revenue	98,574	45,000	(45,000)	-	200	-
100350	4134	5307 NTD Schedule	-	-	642,087	642,087	-	784,000
<b>Total 100 REVENUES</b>			<b>\$ 12,692,284</b>	<b>\$ 12,337,600</b>	<b>\$ 296,875</b>	<b>\$ 12,634,475</b>	<b>\$ 4,607,037</b>	<b>\$ 10,411,250</b>
<b>Total 100 EXPENDITURES</b>			<b>\$ 12,209,778</b>	<b>\$ 13,035,850</b>	<b>\$ (2,630,913)</b>	<b>\$ 10,404,937</b>	<b>\$ 4,668,548</b>	<b>\$ 13,572,333</b>
<b>Revenues Over/(Under) Expenditures</b>			<b>\$ 482,506</b>	<b>\$ (698,250)</b>	<b>\$ 2,927,788</b>	<b>\$ 2,229,538</b>	<b>\$ (61,511)</b>	<b>\$ (3,161,083)</b>
<b>Other Financing Sources (Uses)</b>								
Insurance Recoveries			60,593	-	-	-	-	-
Transfer In/(Out)			(455,690)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>			<b>\$ (395,097)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net change in fund balance</b>			<b>\$ 87,409</b>	<b>\$ (698,250)</b>	<b>\$ -</b>	<b>\$ 2,229,538</b>	<b>\$ -</b>	<b>\$ (3,161,083)</b>
<b>Fund Balance - January 1</b>			<b>4,290,610</b>	<b>4,378,020</b>	<b>-</b>	<b>4,378,020</b>	<b>-</b>	<b>6,607,558</b>
<b>Estimated Fund Balance - December 31</b>			<b>\$ 4,378,020</b>	<b>\$ 3,679,770</b>	<b>\$ -</b>	<b>\$ 6,607,558</b>	<b>\$ -</b>	<b>\$ 3,446,476</b>
<b>Fund Balance as a % of 2020 Adopted Budget</b>				<b>28.2%</b>		<b>50.7%</b>		
<b>Fund Balance as a % of Estimated 2021 Budget</b>								<b>25.4%</b>
<b>Transfer to Capital Fund - State of Good Repairs/Asset Management</b>								<b>\$ 53,392</b>

SOUTHWEST TRANSIT  
2020 FINAL AMENDED BUDGET AND  
2021 PROPOSED BUDGET

General Fund (100)

BUSINESS UNIT	OBJECT ACCOUNT	DESCRIPTION	Actual 2019	2020 Adopted Budget	Amendments	2020 Final Amended Budget	YTD June 2020	2021 Proposed Budget
<b>EXPENDITURES</b>								
<b>ADMINISTRATION (100400)</b>								
100400	6003	Regular Salaries and Wages	\$ 629,982	\$ 649,100	\$ (110,000)	\$ 539,100	\$ 279,808	\$ 641,400
100400	6007	PTO Payout	-	-	20,000	20,000	10,808	20,000
100400	6008	Overtime	879	-	-	-	1,281	-
100400	6017	Employer FICA	-	46,600	(2,300)	44,300	22,123	49,100
100400	6018	Employer PERA	-	45,100	(1,300)	43,800	21,910	47,300
100400	6019	Employer Health & Dental	-	103,300	(59,000)	44,300	22,084	56,400
100400	6020	Unemployment Compensation	-	-	-	-	-	5,000
100400	6022	Auto Allowance	-	8,544	-	8,544	4,272	8,600
100400	6023	Tuition Reimbursement	2,552	2,000	-	2,000	-	2,000
100400	6024	Other Employer Benefits	175,350	10,800	(600)	10,200	5,101	12,100
		<b>Total Personal Services</b>	<b>808,763</b>	<b>865,444</b>	<b>(153,200)</b>	<b>712,244</b>	<b>367,387</b>	<b>841,900</b>
100400	6037	Professional Service - Legal	70,343	65,000	10,000	75,000	37,737	75,000
100400	6038	Professional Service-Technical	154,298	74,400	-	74,400	22,482	63,816
100400	6040	Professional Service-Payroll S	-	33,500	-	33,500	16,926	32,800
100400	6042	Professional Service-Other	-	54,000	-	54,000	25,969	86,100
100400	6057	Office Supplies	6,981	5,000	-	5,000	4,474	5,000
100400	6058	Postage & Shipping	2,790	3,000	-	3,000	1,040	2,000
100400	6059	Printing Costs	582	1,200	-	1,200	1,319	1,500
100400	6060	Small Tools & Equipment	3,450	5,000	-	5,000	800	5,000
100400	6061	Office Equipment Maintenance	4,574	9,000	-	9,000	709	5,000
100400	6062	Software Maintenance Contract	10,009	19,100	-	19,100	5,020	19,100
100400	6067	Memberships and Dues	11,699	12,000	-	12,000	2,152	5,000
100400	6068	Mileage and Parking	9,294	2,456	-	2,456	245	1,000
100400	6069	Meetings Training & Conference	37,702	30,000	(7,500)	22,500	8,517	20,000
100400	6070	STA Charges	17,434	17,500	-	17,500	17,583	17,600
100400	6071	Advertising and Marketing	246,426	223,000	(40,000)	183,000	91,729	187,000
100400	6072	Employment Advertisements	-	2,500	-	2,500	-	-
100400	6075	Employee Events & Training	4,396	5,000	-	5,000	946	5,000
100400	6076	Merchant Fees	-	17,500	-	17,500	3,617	8,000
100400	6077	Other Administrative Charges	24,673	2,500	-	2,500	444	1,000
100400	6091	Communications	1,397	1,100	-	1,100	1,060	1,600
		<b>Total Administrative Charges</b>	<b>606,048</b>	<b>582,756</b>	<b>(37,500)</b>	<b>545,256</b>	<b>242,766</b>	<b>541,516</b>
100400	6142	Lease/Rentals - Office Equipmt	10,763	12,400	-	12,400	4,361	10,800
100400	6172	Property/Auto/Liability	7,924	6,700	-	6,700	3,358	7,000
100400	6173	Worker's Compensation Insurance	3,339	3,500	-	3,500	1,749	5,076
		<b>Total Operating &amp; Insurance</b>	<b>22,026</b>	<b>22,600</b>	<b>-</b>	<b>22,600</b>	<b>9,467</b>	<b>22,876</b>
		<b>Total Operating Costs</b>	<b>1,436,837</b>	<b>1,470,800</b>	<b>(190,700)</b>	<b>1,280,100</b>	<b>619,621</b>	<b>1,406,292</b>
100400	6207	Capital Costs of Operating	10,950	-	-	-	-	30,000
		<b>Total Administration Expenditures</b>	<b>\$ 1,447,787</b>	<b>\$ 1,470,800</b>	<b>\$ (190,700)</b>	<b>\$ 1,280,100</b>	<b>\$ 619,621</b>	<b>\$ 1,436,292</b>

SOUTHWEST TRANSIT  
2020 FINAL AMENDED BUDGET AND  
2021 PROPOSED BUDGET

General Fund (100)

BUSINESS UNIT	OBJECT ACCOUNT	DESCRIPTION	Actual 2019	2020 Adopted Budget	Amendments	2020 Final Amended Budget	YTD June 2020	2021 Proposed Budget
<b>EXPENDITURES</b>								
<b>OPERATIONS (100420)</b>								
100420	6003	Regular Salaries and Wages	\$ 443,331	\$ 459,500	\$ (73,000)	\$ 386,500	\$ 193,068	\$ 434,000
100420	6004	Special Event Salaries and Wag	263,329	250,000	(245,000)	5,000	(1,254)	250,000
100420	6005	Wages - Part-Time	-	-	-	-	21,759	10,000
100420	6006	Dispatch Salaries & Wages	81,168	112,300	-	112,300	51,320	114,100
100420	6007	PTO Payout	-	-	14,000	14,000	7,074	40,000
100420	6008	Overtime	1,926	-	-	-	1,237	-
100420	6017	Employer FICA	-	61,325	(25,000)	36,325	18,118	61,900
100420	6018	Employer PERA	-	41,900	(3,800)	38,100	19,054	42,500
100420	6019	Employer Health & Dental	-	108,700	(53,400)	55,300	27,671	92,000
100420	6020	Unemployment Compensation	476	-	-	-	-	10,000
100420	6021	Uniforms Allowance	-	-	-	-	48	-
100420	6022	Auto Allowance	-	2,100	-	2,100	1,050	2,100
100420	6023	Tuition Reimbursement	-	-	-	-	-	-
100420	6024	Other Employer Benefits	170,094	11,175	-	11,175	3,551	10,400
		<b>Total Personal Services</b>	<u>960,324</u>	<u>1,047,000</u>	<u>(386,200)</u>	<u>660,800</u>	<u>342,696</u>	<u>1,067,000</u>
100420	6038	Professional Service-Technical	-	-	-	-	8,500	50,000
100420	6057	Office Supplies	1,625	3,200	-	3,200	-	3,200
100420	6058	Postage & Shipping	18	-	-	-	-	-
100420	6059	Printing Costs	14,706	15,000	(10,000)	5,000	169	5,000
100420	6060	Small Tools & Equipment	178	1,000	-	1,000	-	1,000
100420	6061	Office Equipment Maintenance	7,560	6,000	-	6,000	2,043	6,000
100420	6062	Software Maintenance Contract	172,637	173,100	-	173,100	56,066	169,860
100420	6065	Radio Services & Supplies	3,437	4,000	-	4,000	1,875	4,000
100420	6067	Memberships and Dues	-	-	2,280	2,280	2,280	2,280
100420	6068	Mileage and Parking	2,944	1,400	-	1,400	130	500
100420	6069	Meetings Training & Conference	22,526	31,500	(15,000)	16,500	1,560	5,000
100420	6073	Miscellaneous-Special Event	34,726	35,000	(35,000)	-	-	30,000
100420	6077	Other Administrative Charges	43,359	48,000	(35,000)	13,000	8,953	3,250
100420	6091	Communications	2,525	2,400	-	2,400	1,200	2,400
		<b>Total Administrative Charges</b>	<u>306,241</u>	<u>320,600</u>	<u>(92,720)</u>	<u>227,880</u>	<u>82,775</u>	<u>282,490</u>
100420	6118	Driver Uniforms	23,403	25,000	(11,380)	13,620	2,432	50,000
100420	6124	Motor Fuel - Diesel	796,985	820,000	(479,000)	341,000	216,576	460,350
100420	6125	Motor Fuel - Gasoline	131,175	287,000	(207,000)	80,000	51,142	108,000
100420	6132	Contracted Purchase of Service	4,205,336	4,562,000	(1,662,000)	2,900,000	1,586,930	4,163,250
100420	6133	Driver Incentive	1,100	40,000	-	40,000	-	20,000
100420	6143	Lease/Rental - Facilities	5,075	5,100	-	5,100	2,333	2,000
100420	6172	Property/Auto/Liability	318,245	287,000	-	287,000	143,378	282,000
100420	6173	Worker's Compensation	17,803	13,600	-	13,600	6,802	19,200
100420	6174	Insurance Deductible	25,553	20,000	-	20,000	1,511	15,000
		<b>Total Operating &amp; Insurance</b>	<u>5,524,675</u>	<u>6,059,700</u>	<u>(2,359,380)</u>	<u>3,700,320</u>	<u>2,011,104</u>	<u>5,119,800</u>
		<b>Total Operating Costs</b>	<u>6,791,240</u>	<u>7,427,300</u>	<u>(2,838,300)</u>	<u>4,589,000</u>	<u>2,436,575</u>	<u>6,469,290</u>
100420	6207	Capital Costs of Operating	139,166	247,100	(44,400)	202,700	35,216	557,500
		<b>Total Operations Expenditures</b>	<u>\$ 6,930,406</u>	<u>\$ 7,674,400</u>	<u>\$ (2,882,700)</u>	<u>\$ 4,791,700</u>	<u>\$ 2,471,792</u>	<u>\$ 7,026,790</u>



SOUTHWEST TRANSIT  
2020 FINAL AMENDED BUDGET AND  
2021 PROPOSED BUDGET

General Fund (100)

BUSINESS UNIT	OBJECT ACCOUNT	DESCRIPTION	Actual 2019	2020 Adopted Budget	Amendments	2020 Final Amended Budget	YTD June 2020	2021 Proposed Budget
<b>EXPENDITURES</b>								
<b>VEHICLE MAINTENANCE (100430)</b>								
100430	6003	Regular Salaries and Wages	\$ 846,840	\$ 827,700	\$ (77,700)	\$ 750,000	\$ 346,237	\$ 736,000
100430	6005	Wages - Part-Time	44,510	54,000	(14,000)	40,000	21,759	46,406
100430	6007	PTO Payout	-	-	12,000	12,000	5,459	12,000
100430	6008	Overtime	13,896	10,000	(7,500)	2,500	868	5,000
100430	6017	Employer FICA	-	65,200	-	65,200	26,402	59,300
100430	6018	Employer PERA	-	59,800	-	59,800	26,526	57,100
100430	6019	Employer Health & Dental	-	120,700	-	120,700	40,360	109,300
100430	6020	Unemployment Compensation	4,294	-	-	-	-	10,000
100430	6021	Uniforms Allowance	18,414	16,000	-	16,000	8,975	5,000
100430	6023	Tuition Reimbursement	-	4,000	-	4,000	-	10,000
100430	6024	Other Employer Benefits	248,678	11,800	-	11,800	5,699	10,400
		<b>Total Personal Services</b>	<u>1,176,632</u>	<u>1,169,200</u>	<u>(87,200)</u>	<u>1,082,000</u>	<u>482,285</u>	<u>1,060,506</u>
100430	6057	Office Supplies	361	1,000	-	1,000	80	500
100430	6058	Postage & Shipping	3,510	7,000	(3,500)	3,500	737	4,000
100430	6059	Printing Costs	500	750	-	750	250	500
100430	6060	Small Tools & Equipment	7,500	8,500	(3,500)	5,000	880	19,200
100430	6063	Fleet Maint. & Inventory Softw	8,491	14,500	-	14,500	-	4,800
100430	6065	Radio Services & Supplies	4,161	4,000	(1,000)	3,000	465	2,000
100430	6066	Environmental Charges	8,246	16,000	-	16,000	2,976	12,000
100430	6067	Memberships and Dues	-	250	-	250	-	250
100430	6068	Mileage and Parking	80	400	-	400	-	400
100430	6069	Meetings Training & Conference	5,379	12,000	(6,000)	6,000	1,727	8,000
100430	6077	Other Administrative Charges	1,840	1,300	-	1,300	376	1,500
100430	6091	Communications	1,244	1,200	-	1,200	1,199	1,800
		<b>Total Administrative Charges</b>	<u>41,312</u>	<u>66,900</u>	<u>(14,000)</u>	<u>52,900</u>	<u>8,692</u>	<u>54,950</u>
100430	6112	Vehicle/Equip Mtc. Parts	502,333	555,000	(245,000)	310,000	159,188	475,000
100430	6114	Tires	64,059	120,000	(60,000)	60,000	18,622	72,000
100430	6115	Bus Washer Supplies	18,466	24,000	-	24,000	7,945	18,000
100430	6116	Vehicle/Equip Contracted Maint	38,444	50,000	(10,000)	40,000	15,357	30,000
100430	6117	Vehicle Bodyshop Repair	96,058	100,000	(20,000)	80,000	46,359	70,000
100430	6119	Pandemic	-	-	60,000	60,000	42,412	30,000
100430	6127	Diesel Exhaust Fluid	25,997	20,000	-	20,000	8,160	34,000
100430	6128	Fuel and Lubricants (DEF)	45,889	55,000	(10,000)	45,000	20,054	50,000
100430	6161	Vehicle Registration & Permits	-	1,000	-	1,000	-	1,000
100430	6172	Property/Auto/Liability	437	400	-	400	188	500
100430	6173	Worker's Compensation	23,895	27,500	-	27,500	13,721	31,700
		<b>Total Operating &amp; Insurance</b>	<u>815,578</u>	<u>952,900</u>	<u>(285,000)</u>	<u>667,900</u>	<u>332,007</u>	<u>812,200</u>
		<b>Total Operating Costs</b>	<u>2,033,522</u>	<u>2,189,000</u>	<u>(386,200)</u>	<u>1,802,800</u>	<u>822,983</u>	<u>1,927,656</u>
100430	6207	Capital Costs of Operating	371,201	44,000	87,100	131,100	23,987	165,470
		<b>Total Vehicle Maintenance Expenditures</b>	<u>\$ 2,404,723</u>	<u>\$ 2,233,000</u>	<u>\$ (299,100)</u>	<u>\$ 1,933,900</u>	<u>\$ 846,971</u>	<u>\$ 2,093,126</u>

SOUTHWEST TRANSIT  
2020 FINAL AMENDED BUDGET AND  
2021 PROPOSED BUDGET

General Fund (100)

BUSINESS UNIT	OBJECT ACCOUNT	DESCRIPTION	Actual 2019	2020 Adopted Budget	Amendments	2020 Final Amended Budget	YTD June 2020	2021 Proposed Budget
<b>EXPENDITURES</b>								
<b>FACILITY MAINTENANCE (100440 - 447)</b>								
100440-447	6003	Regular Salaries and Wages	\$ 262,709	\$ 389,200	\$ (57,000)	\$ 332,200	\$ 170,708	\$ 375,200
100440-447	6005	Wages - Part-Time	114,278	81,200	-	81,200	45,895	100,500
100440-447	6007	PTO Payout	-	-	7,000	7,000	3,814	7,000
100440-447	6008	Overtime	1,930	5,000	-	5,000	1,396	5,000
100440-447	6017	Employer FICA	-	34,900	-	34,900	18,281	36,400
100440-447	6018	Employer PERA	-	31,800	-	31,800	16,156	35,100
100440-447	6019	Employer Health & Dental	-	76,200	-	76,200	25,162	73,600
100440-447	6020	Unemployment Compensation	1,560	-	-	-	-	10,000
100440-447	6021	Uniforms Allowance	4,300	2,500	-	2,500	1,812	3,500
100440-447	6023	Tuition Reimbursement	2,521	-	-	-	-	1,000
100440-447	6024	Other Employer Benefits	100,546	7,300	-	7,300	2,451	6,700
		<b>Total Personal Services</b>	<b>487,843</b>	<b>628,100</b>	<b>(50,000)</b>	<b>578,100</b>	<b>285,674</b>	<b>654,000</b>
100440-447	6041	Facility Security Costs	37,114	27,300	-	27,300	11,760	21,000
100440-447	6060	Small Tools & Equipment	9,924	9,500	-	9,500	1,013	8,200
100440-447	6064	Exterminating Services	390	1,000	-	1,000	-	2,000
100440-447	6067	Memberships and Dues	595	500	-	500	580	2,000
100440-447	6068	Mileage and Parking	-	300	-	300	-	300
100440-447	6069	Meetings Training & Conference	2,945	5,000	-	5,000	2,380	6,000
100440-447	6077	Other Administrative Charges	121	100	-	100	292	400
100440-447	6087	Utilities - Electric	-	109,500	-	109,500	46,027	106,000
100440-447	6088	Utilities - Gas	-	55,000	-	55,000	27,486	54,000
100440-447	6089	Utilities - Water/Sewer	-	21,000	-	21,000	8,430	20,500
100440-447	6090	Utilities - Other	180,650	20,000	-	20,000	(184)	48,500
100440-447	6091	Communications	36,482	38,500	-	38,500	19,189	37,800
100440-447	6092	Refuse Service	14,834	12,000	-	12,000	5,375	13,000
100440-447	6093	Internet & Cable Service	38,558	50,200	-	50,200	24,022	42,900
		<b>Total Administrative Charges</b>	<b>321,613</b>	<b>349,900</b>	<b>-</b>	<b>349,900</b>	<b>146,370</b>	<b>362,600</b>
100440-447	6112	Vehicle/Equip Mtc. Parts	-	-	-	-	228	-
100440-447	6116	Vehicle/Equip Contracted Maint	346	10,000	-	10,000	-	10,000
100440-447	6137	General Operating Supplies	51,212	51,500	-	51,500	28,875	51,000
100440-447	6138	Sand & Salt Supplies	9,246	15,000	-	15,000	6,195	15,000
100440-447	6139	Contract Repair- Equip. & Blds	78,774	95,000	-	95,000	51,281	89,000
100440-447	6144	Lease/Rentals - Snow Equipment	-	45,000	(20,000)	25,000	11,955	20,000
100440-447	6157	Contract Facility Maintenance	97,045	68,000	-	68,000	49,551	67,200
100440-447	6158	Contracted Snow Removal	42,761	-	-	-	-	-
100440-447	6159	Exterior & Lot Maintenance	14,891	27,500	-	27,500	5,156	26,000
100440-447	6161	Vehicle Registration & Permits	1,555	650	-	650	400	900
100440-447	6162	Other Taxes and Fees	400	500	-	500	-	500
100440-447	6163	Elevator Maintenance Services	17,336	17,800	-	17,800	13,039	22,800
100440-447	6172	Property/Auto/Liability	85,956	74,900	-	74,900	36,989	83,700
100440-447	6173	Worker's Compensation Insurance	16,201	18,300	-	18,300	9,134	35,400
		<b>Total Operating &amp; Insurance</b>	<b>415,723</b>	<b>424,150</b>	<b>(20,000)</b>	<b>404,150</b>	<b>212,805</b>	<b>421,500</b>
		<b>Total Operating Costs</b>	<b>1,225,179</b>	<b>1,402,150</b>	<b>(70,000)</b>	<b>1,332,150</b>	<b>644,849</b>	<b>1,438,100</b>
100440-447	6207	Capital Costs of Operating	201,683	85,500	169,500	255,000	85,315	794,025
		<b>Total Facility Maintenance Expenditures</b>	<b>1,426,862</b>	<b>1,487,650</b>	<b>99,500</b>	<b>1,587,150</b>	<b>730,164</b>	<b>2,232,125</b>
		<b>Other Financing Sources (Uses)</b>						
		Capital Costs of Operating/transfers	-	170,000	-	170,000	-	-
		5307 NTD Schedule in 2021 Budget	-	-	642,087	642,087	-	419,000
		5307 NTD Schedule in 2021 Budget	-	-	-	-	-	365,000
		<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>170,000</b>	<b>642,087</b>	<b>812,087</b>	<b>-</b>	<b>784,000</b>
		<b>Total 100 Expenditures</b>	<b>\$ 12,209,778</b>	<b>\$ 13,035,850</b>	<b>\$ (2,630,913)</b>	<b>\$ 10,404,937</b>	<b>\$ 4,668,548</b>	<b>\$ 13,572,333</b>

SOUTHWEST TRANSIT  
2020 FINAL AMENDED BUDGET AND  
2021 PROPOSED BUDGET

**Capital Fund - State of Good Repairs/Asset Management**

BUSINESS UNIT	OBJECT ACCOUNT	DESCRIPTION	Actual 2019	2020 Adopted Budget	Amendments	2020 Final Amended Budget	YTD June 2020	2021 Proposed Budget
<b>Revenues</b>								
280320	4102	Interest on Investments	\$ 273,136	\$ 15,000	\$ 100,000	\$ 115,000	\$ 102,868	\$ 50,000
280320	4112	Interest on Contract	164,190	155,790	-	155,790	121,531	148,346
280320	4122	Load Repayment	163,830	172,230	-	172,230	42,479	179,675
280320	4134	Miscellaneous Revenue	292,036	-	-	-	-	-
		<b>Total Revenues</b>	<b>893,192</b>	<b>343,020</b>	<b>100,000</b>	<b>443,020</b>	<b>266,878</b>	<b>378,021</b>
<b>Expenditures</b>								
280400	6206	Improvements Other than Blds.	17,171	22,000	-	22,000	-	3,150,000
280442	6204	Capital Outlay - Building	1,341,914	2,210,000	3,375,000	5,585,000	2,825,226	80,000
		<b>Total Expenditures</b>	<b>1,359,085</b>	<b>2,232,000</b>	<b>3,375,000</b>	<b>5,607,000</b>	<b>2,825,226</b>	<b>3,230,000</b>
<b>Other Financing Sources (Uses):</b>								
280351	4154	Issuance of Capital Lease	-	-	4,266,933	4,266,933	4,266,933	-
280351	4156	Transfer In - Other	3,093,670	2,210,000	(2,210,000)	-	-	-
280440	6223	Transfer Out - Other	(3,733,799)	(2,243,182)	(3,783,635)	(6,026,817)	-	-
		<b>Net Transfers</b>	<b>(640,129)</b>	<b>(33,182)</b>	<b>(1,726,702)</b>	<b>(1,759,884)</b>	<b>4,266,933</b>	<b>-</b>
		<b>Net change</b>	<b>(1,106,022)</b>	<b>(1,922,162)</b>	<b>(5,001,702)</b>	<b>(6,923,864)</b>	<b>1,708,585</b>	<b>(2,851,979)</b>
		Projected Current Year Fund Balance				\$ 4,927,323		
		Projected Following Year's Fund Balance						\$ 2,075,344

SOUTHWEST TRANSIT  
2020 FINAL AMENDED BUDGET AND  
2021 PROPOSED BUDGET

**Debt Service Fund**

BUSINESS UNIT	OBJECT ACCOUNT	DESCRIPTION	Actual 2019	2020 Adopted Budget	Amendments	2020 Final Amended Budget	YTD June 2020	2021 Proposed Budget
<b>Revenues</b>								
408320	4102	Interest on Investments	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -
408350	4065	NTD Funding	318,416	231,335	(2,957)	228,378	228,378	-
		<b>Total Revenues</b>	<b>318,566</b>	<b>231,335</b>	<b>(2,957)</b>	<b>228,378</b>	<b>228,378</b>	<b>-</b>
<b>Expenditures</b>								
408442	6145	Principal - Capital Lease	1,596,577	231,335	6,841,618	7,072,953	1,554,449	-
408442	6160	Interest on Capital Lease	102,421	33,182	436,517	469,699	43,142	-
		<b>Total Expenditures</b>	<b>1,698,998</b>	<b>264,517</b>	<b>7,278,135</b>	<b>7,542,652</b>	<b>1,597,591</b>	<b>-</b>
<b>Other Financing Sources (Uses):</b>								
408351	4154	Issuance of Capital Lease	-	-	1,233,067	1,233,067	1,233,067	-
408351	4156	Transfer In - Other	1,095,819	33,182	5,993,635	6,026,817	6,026,818	-
		<b>Net Transfers</b>	<b>1,095,819</b>	<b>33,182</b>	<b>7,226,702</b>	<b>7,259,884</b>	<b>6,026,818</b>	<b>-</b>
		<b>Net change</b>	<b>(284,613)</b>	<b>-</b>	<b>(54,390)</b>	<b>(54,390)</b>	<b>4,657,605</b>	<b>-</b>
		Projected Current Year Fund Balance				\$ -		
		Projected Following Year's Fund Balance						\$ -

SOUTHWEST TRANSIT  
2020 FINAL AMENDED BUDGET AND  
2021 PROPOSED BUDGET

BUSINESS UNIT	OBJECT ACCOUNT	Description	Actual 2019	2020 Adopted Budget	Amendments	2020 Final Amended Budget	YTD June 2020	2021 Proposed Budget
			\$	\$	\$	\$	\$	\$
<b>Facility Maintenance SWS 440</b>								
100440	6021	Uniforms Allowance	637	-	-	-	-	-
100440	6041	Facility Security Costs	4,394	6,000	-	6,000	3,324	3,800
100440	6060	Small Tools & Equipment	4,169	3,500	-	3,500	-	2,000
100440	6064	Exterminating Services	195	-	-	-	-	1,000
100440	6069	Meetings Training & Conference	-	-	-	-	150	-
100440	6087	Utilities - Electric	-	23,500	-	23,500	11,880	24,000
100440	6089	Utilities - Water/Sewer	-	500	-	500	271	500
100440	6090	Utilities - Other	47,355	-	-	-	(184)	500
100440	6091	Communications	10,646	11,300	-	11,300	5,185	10,500
100440	6092	Refuse Service	2,454	-	-	-	-	-
100440	6093	Internet & Cable Service	4,799	5,100	-	5,100	6,437	4,200
100440	6116	Vehicle/Equip Contracted Maint	-	-	-	-	-	2,500
100440	6137	General Operating Supplies	10,299	10,000	-	10,000	6,323	10,000
100440	6139	Contract Repair- Equip. & Bldgs	11,743	19,000	-	19,000	9,981	15,000
100440	6157	Contract Facility Maintenance	12,456	15,000	-	15,000	4,842	13,000
100440	6158	Contracted Snow Removal	13,794	-	-	-	-	-
100440	6159	Exterior & Lot Maintenance	2,205	10,000	-	10,000	1,542	5,000
100440	6161	Vehicle Registration & Permits	658	250	-	250	400	500
100440	6163	Elevator Maintenance Services	8,069	7,600	-	7,600	8,020	8,600
100440	6172	Property/Auto/Liability	20,863	14,400	-	14,400	7,194	14,800
<b>Total Business Unit 100440</b>			<b>154,734</b>	<b>126,150</b>	<b>-</b>	<b>126,150</b>	<b>65,367</b>	<b>115,900</b>

SOUTHWEST TRANSIT  
2020 FINAL AMENDED BUDGET AND  
2021 PROPOSED BUDGET

BUSINESS UNIT	OBJECT ACCOUNT	Description	Actual 2019	2020 Adopted Budget	Amendments	2020 Final Amended Budget	YTD June 2020	2021 Proposed Budget
<b>Facility Maintenance EPG Garage 442</b>								
100442	6003	Regular Salaries and Wages	262,709	389,200		332,200	\$ 170,708	375,200
100442	6005	Wages - Part-Time	114,278	81,200		81,200	45,895	100,500
100442	6007	PTO Payout	-	-	7,000	7,000	3,814	7,000
100442	6008	Overtime	1,930	5,000		5,000	1,396	5,000
100442	6017	Employer FICA	-	34,900		34,900	18,281	36,400
100442	6018	Employer PERA	-	31,800		31,800	16,156	35,100
100442	6019	Employer Health & Dental	-	76,200		76,200	25,162	73,600
100442	6020	Unemployment Compensation	1,560	-		-	-	10,000
100442	6021	Uniform Allowance	3,663	2,500		2,500	1,812	3,500
100442	6023	Tuition Reimbursement	2,521	-		-	-	1,000
100442	6024	Other Employer Benefits	100,481	7,300		7,300	2,451	6,700
100442	6041	Facility Security Costs	4,089	3,700		3,700	1,805	3,800
100442	6060	Small Tools & Equipment	240	3,000		3,000	479	3,200
100442	6064	Exterminating Services	195	1,000		1,000	-	1,000
100442	6067	Memberships and Dues	595	500		500	580	2,000
100442	6068	Mileage and Parking	300	300		300	-	300
100442	6069	Meetings Training & Conference	2,945	5,000		5,000	2,230	6,000
100442	6077	Other Administrative Charges	121	100		100	292	400
100442	6087	Utilities - Electric	-	20,000		20,000	3,819	20,000
100442	6088	Utilities - Gas	-	45,000		45,000	23,555	45,000
100442	6089	Utilities - Water/Sewer	-	15,000		15,000	6,149	15,000
100442	6090	Utilities - Other	65,344	20,000		20,000	-	48,000
100442	6091	Communications	10,947	10,500		10,500	5,298	10,000
100442	6092	Refuse Service	12,380	12,000		12,000	5,375	13,000
100442	6093	Internet & Cable Service	20,888	20,000		20,000	6,986	20,040
100442	6112	Vehicle/Equip Mtc. Parts	-	-		-	228	-
100442	6116	Vehicle/Equip Contracted Maint	346	10,000		10,000	-	2,500
100442	6137	General Operating Supplies	20,696	22,000		22,000	15,482	22,000
100442	6138	Sand & Salt Supplies	9,246	15,000		15,000	6,195	15,000
100442	6139	Contract Repair- Equip. & Bids	38,763	44,000		44,000	30,543	44,000
100442	6144	Lease/Rentals - Snow Equipment	-	45,000	(20,000)	25,000	11,955	20,000
100442	6157	Contract Facility Maintenance	37,417	20,000		20,000	32,539	21,200
100442	6158	Contracted Snow Removal	3,792	-		-	-	-
100442	6159	Exterior & Lot Maintenance	1,486	5,000		5,000	258	10,000
100442	6161	Vehicle Registration & Permits	898	400		400	-	400
100442	6162	Other Taxes and Fees	400	500		500	-	500
100442	6163	Elevator Maintenance Services	-	-		-	-	3,500
100442	6172	Property/Auto/Liability	23,902	22,000		22,000	10,991	31,400
100442	6173	Worker's Compensation Insurance	16,201	18,300		18,300	9,134	35,400
<b>Total Business Unit 100442</b>			<b>758,032</b>	<b>986,400</b>	<b>(70,000)</b>	<b>916,400</b>	<b>459,567</b>	<b>1,047,640</b>

SOUTHWEST TRANSIT  
2020 FINAL AMENDED BUDGET AND  
2021 PROPOSED BUDGET

BUSINESS UNIT	OBJECT ACCOUNT	Description	Actual 2019	2020 Adopted Budget	Amendments	2020 Final Amended Budget	YTD June 2020	2021 Proposed Budget
<b>Facility Maintenance P &amp; R 443</b>								
100443	6041	Facility Security Costs	-	-	-	-	\$ 1,786	-
100443	6087	Utilities - Electric	-	1,500	-	1,500	341.76	-
100443	6090	Utilities - Other	1,626	-	-	-	-	-
100443	6137	General Operating Supplies	521	500	-	500	198.00	-
100443	6139	Contract Repair- Equip. & Bids	1,221	-	-	-	-	-
100444	6157	Contract Facility Maintenance	117	-	-	-	-	-
100443	6172	Property/Auto/Liability	1,281	2,000	-	2,000	595.92	-
<b>Total Business Unit 100443</b>			<b>4,766</b>	<b>4,000</b>	<b>-</b>	<b>4,000</b>	<b>2,922</b>	<b>-</b>
<b>Facility Maintenance SWV 444</b>								
100444	6024	Other Employer Benefits	\$ 65	\$ -	\$ -	\$ -	\$ -	\$ -
100444	6041	Facility Security Costs	16,126	5,600	-	5,600	1,551	4,200
100444	6060	Small Tools & Equipment	240	1,000	-	1,000	535	1,000
100444	6087	Utilities - Electric	-	26,500	-	26,500	15,487	30,000
100444	6089	Utilities - Water/Sewer	-	3,500	-	3,500	1,398	3,000
100444	6090	Utilities - Other	28,874	-	-	-	-	-
100444	6091	Communications	6,918	7,500	-	7,500	3,866	8,100
100444	6093	Internet & Cable Service	8,005	19,800	-	19,800	7,650	17,400
100444	6116	Vehicle/Equip Contracted Maint	-	-	-	-	-	2,500
100444	6137	General Operating Supplies	7,487	6,000	-	6,000	4,394	6,000
100444	6139	Contract Repair- Equip. & Bids	9,450	14,000	-	14,000	5,259	14,000
100444	6157	Contract Facility Maintenance	19,595	15,000	-	15,000	3,800	15,000
100444	6158	Contracted Snow Removal	10,891	-	-	-	-	-
100444	6159	Exterior & Lot Maintenance	6,231	5,000	-	5,000	3,067	5,000
100444	6163	Elevator Maintenance Services	4,651	5,000	-	5,000	5,019	5,500
100444	6172	Property/Auto/Liability	15,560	14,300	-	14,300	7,122	14,700
<b>Total Business Unit 100444</b>			<b>134,093</b>	<b>123,200</b>	<b>-</b>	<b>123,200</b>	<b>59,147</b>	<b>126,400</b>

SOUTHWEST TRANSIT  
2020 FINAL AMENDED BUDGET AND  
2021 PROPOSED BUDGET

BUSINESS UNIT	OBJECT ACCOUNT	Description	Actual 2019	2020 Adopted Budget	Amendments	2020 Final Amended Budget	YTD June 2020	2021 Proposed Budget
<b>Facility Maintenance CTS 446</b>								
100446	6041	Facility Security Costs	4,973	6,000	-	6,000	\$ 1,647	4,600
100446	6060	Small Tools & Equipment	5,035	1,000	-	1,000	-	1,000
100446	6087	Utilities - Electric	-	17,000	-	17,000	5,383	11,000
100446	6088	Utilities - Gas	-	6,000	-	6,000	1,924	5,000
100446	6089	Utilities - Water/Sewer	-	2,000	-	2,000	612	2,000
100446	6090	Utilities - Other	13,523	-	-	-	-	-
100446	6091	Communications	3,068	3,000	-	3,000	2,429	3,000
100446	6093	Internet & Cable Service	4,157	4,600	-	4,600	2,515	540
100446	6137	General Operating Supplies	6,161	6,000	-	6,000	1,149	6,000
100446	6139	Contract Repair- Equip. & Bldgs	7,365	8,000	-	8,000	1,543	6,000
100446	6157	Contract Facility Maintenance	9,674	8,000	-	8,000	4,143	8,000
100446	6158	Contracted Snow Removal	4,525	-	-	-	-	-
100446	6159	Exterior & Lot Maintenance	3,267	4,500	-	4,500	167	3,000
100446	6163	Elevator Maintenance Services	2,172	2,500	-	2,500	-	2,500
100446	6172	Property/Auto/Liability	7,752	7,000	-	7,000	3,491	7,100
<b>Total Business Unit 100446</b>			<b>71,673</b>	<b>75,600</b>	<b>-</b>	<b>75,600</b>	<b>25,002</b>	<b>59,740</b>
<b>Facility Maintenance ECS 447</b>								
100447	6041	Facility Security Costs	7,531	6,000	-	6,000	\$ 1,647	4,600
100447	6060	Small Tools & Equipment	240	1,000	-	1,000	-	1,000
100447	6087	Utilities - Electric	-	21,000	-	21,000	9,116	21,000
100447	6088	Utilities - Gas	-	4,000	-	4,000	2,007	4,000
100447	6090	Utilities - Other	23,929	-	-	-	-	-
100447	6091	Communications	4,901	6,200	-	6,200	2,412	6,200
100447	6093	Internet & Cable Service	709	700	-	700	434	720
100447	6116	Vehicle/Equip Contracted Maint	-	-	-	-	-	2,500
100447	6137	General Operating Supplies	6,048	7,000	-	7,000	1,329	7,000
100447	6139	Contract Repair- Equip. & Bldgs	10,233	10,000	-	10,000	3,955	10,000
100447	6157	Contract Facility Maintenance	17,786	10,000	-	10,000	4,228	10,000
100447	6158	Contracted Snow Removal	9,759	-	-	-	-	-
100447	6159	Exterior & Lot Maintenance	1,703	3,000	-	3,000	122	3,000
100447	6163	Elevator Maintenance Services	2,444	2,700	-	2,700	-	2,700
100447	6172	Property/Auto/Liability	16,599	15,200	-	15,200	7,595	15,700
<b>Total Business Unit 100447</b>			<b>101,882</b>	<b>86,800</b>	<b>-</b>	<b>86,800</b>	<b>32,844</b>	<b>88,420</b>
<b>Total Expenditures Facilities (440-447)</b>			<b>1,225,179</b>	<b>1,402,150</b>	<b>(70,000)</b>	<b>1,332,150</b>	<b>644,849</b>	<b>1,438,100</b>
100440	6207	Capital Costs of Operating	23,978	20,000	62,220	82,220	\$ -	100,000
100442	6207	Capital Costs of Operating	170,605	45,500	65,220	110,720	73,815	344,025
100444	6207	Capital Costs of Operating	-	-	18,220	18,220	11,500	100,000
100446	6207	Capital Costs of Operating	7,100	-	16,220	16,220	-	100,000
100447	6207	Capital Costs of Operating	-	20,000	7,620	27,620	-	150,000
<b>Total Capital Costs of Operating</b>			<b>201,683</b>	<b>85,500</b>	<b>169,500</b>	<b>255,000</b>	<b>85,315</b>	<b>794,025</b>
<b>Total For Facilities</b>			<b>1,426,862</b>	<b>1,487,650</b>	<b>99,500</b>	<b>1,587,150</b>	<b>750,164</b>	<b>2,232,125</b>

## 2020 Capital Costs of Operating and Other Capital Projects

Dept	PROJECT NAME	Note	2020 Final			Actual costs	Ordered or Not	Needs Commission Approval	Reasons to move forward with these items
			Adopted Budget	Amended Budget	Amended Total Budget				
OPS	Technology Upgrades	computer, switches, Monitors	70,000	70,000	70,000	In progress	Yes	Operating budget	
OPS	Exaevision Server Upgrade		25,000	53,700	78,700	78,649	Yes	Part of the construction project at EPG. Project is done.	
OPS	Emaint- Asset Management Software	Replace Somax & Dossier	54,000		54,000	In progress	Yes	Already been approved	
EPG	Led Light upgrades	Will still have disposal fees for this	25,500	(13,300)	12,200	Ordered	Yes	To finish all facility's with LED upgrade was on 2020, moved to 2021 and moved back to 2020	
ALL	Prof Fee- Pm for SWS, EPG, SWV, CTS& ECS	20 year Preventive Maint/Asset Management IMPR.77k	60,000	17,000	77,000		Yes	Already been done and approved in 2020	
SWS	Need to add to budget for SWS Electrical Conduit Relocation	MC Paid \$59,934.89		66,000	66,000		Yes	Already been done and approved in 2020	
VM	Driver Barrier for 15MCI's			36,000	36,000	Ordered	Yes	Already been done and approved in 2020	
EPG	Locker Rooms			20,000	20,000	Estimated	Yes	completed was approved by the commission for covid preparedness plan.	
SWV	Glass at SWV	Actual price	2,000		2,000	Ordered		To finish the 2020 garage remodel project	
EPG	Pre order bus wash soap	Actual price	10,000		10,000	Ordered		Was on 2021, moved forward to 2020. Glass seals broke and water inbetween it has fogged the glass and looks bad.	
EPG	Facility Toolbox and Tools	Still being purchased		15,000	15,000	In progress		Was on 2021, moved forward to 2020. To get it at 2020 prices.	
VM	Scrap Steel Bins	Actual price		1,000	1,000	Ordered		Was on 2021, moved forward to 2020. To better equip facility personnel so we don't have to borrow staff's personal tools.	
EPG	New Four Wheeler	Actual price		11,000	10,100	Ordered		Was on 2021, moved forward to 2020. To keep metal scrape room organized.	
EPG	Straight Plows for Bobcat	Actual price		6,400	6,400	Ordered		Was on 2021, moved forward to 2020. To use for all year utility vehicle, plowing, yard maintenance, ETC....	
EPG	Grapple for Bobcat	Actual price		6,000	3,100	Ordered		Was on 2021, moved forward to 2020. Item we identified after last snow season as a need to better remove snow and to get 2020 prices	
EPG	Bobcat Snow Bucket	Actual price		2,000	2,000	Ordered		Was on 2021, moved forward to 2020 this is a needed attachment for in house projects	
EPG	New Salt Shed	Actual price		4,000	2,800	Ordered		Was on 2021, moved forward to 2020. After last snow season to better remove snow and to get 2020 prices	
ECS	Cage for ECS	Actual price		11,400	11,400	Ordered		Was on 2021, moved forward to 2020. Old shed rusting out. It's need of replacement now.	
EPG	R.O. Window Equipment	Actual price		3,200	3,186	Ordered		Was on 2021, moved forward to 2020. To protect our equipment we keep onsite and additional storage.	
EPG	SF Wind Sign Holders x25	Actual price		6,000	5,914	Ordered		Was on 2021, moved forward to 2020. To better clean our facility windows and not have to sub contract this out anymore.	
VM	Snap On Appollo scan tool	Actual price		4,400	4,400	Ordered		Was on 2021, moved forward to 2020. To get it at 2020 prices.	
VM	Robin Air 34888HD a/c machine	Actual price		5,600	5,531	Ordered		Was on 2021, moved forward to 2020. Old scan tool can no longer be updated not completely compatible with 2019 or newer vehicles	
VM	345 Passenger Barriers for 15 MCI's	Actual price		39,100	39,072	Ordered	Yes	Old machine is over 20 years old and recently broke, the part needed to repair the machine is no longer available.	
VM	Additional 345 Passenger Barriers for 15 MCI's	Actual price		39,100	39,072	Not Ordered	Yes	Already been done and approved in 2020	
VM	Viper Floor machine for Shop	Actual price		5,900	5,824	Ordered		waiting commission approval. Can still get in 2020 this will add 15 more usable buses for route service while providing covid protection	
ALL	Popcorn Maker	Actual price		1,200	1,179	Ordered		The floor scrubber we currently have now will cost more to repair then it is worth and has been very unreliable the new unit has a 5 year full warranty	
ALL	Walk-behind Brush Cutter	Actual price		2,900	2,894	Ordered		Was on 2021, moved forward to 2020. To get it at 2020 prices. To replace the unfixable one we had.	



## 2020 Capital Costs of Operating and Other Capital Projects

Dept	PROJECT NAME	Note	2020 Final			Actual costs	Ordered or Not	Needs Commission Approval	Reasons to move forward with these items
			Adopted Budget	Amended Budget	Amended Total Budget				
EPG	TCGD Door 8 replacement and repairs to doors 2-6	Actual price	3,700	3,700	3,700	3,810	Ordered		
	Total 2020		359,300	588,800	588,800	235,403			we have some Damaged doors and others need repairs.

## 2021 Capital Costs of Operating and Other Capital Projects

Dept	PROJECT NAME	Note	2021			Actual costs	Ordered or Not	Needs Commission Approval
			Adopted Budget	Proposed Budget	Amended Total Budget			
EPG	New Roof for EP Garages A, B, Shop and Office	Per Walker 20 Asset plan		2,500,000		Not Ordered	Yes	Move a few years ahead getting the oldest parts of our roof for replaced pre 20 year asset plan done by Walker Consultants. We currently have a few areas that have minor leaks. Will need to bid to get Pricing. This is Walkers estimate.
EPG	Landscaping for EPG			50,000		Not Ordered	Yes	To finish the 2020 garage remodel project
EPG	Thermo Imaging	move to 2021		5,000		Not Ordered		Recommended in 20 year plan by walker Consultants Move to 2021
ECS	ECS pre cast repairs	Per Walker 20 Asset plan		50,000		Not Ordered	Yes	We found some minor cracking in the pre-cast that need repair before it gets bad.
EPG	EPG Planter boxes			5,000		Not Ordered		To finish the 2020 garage remodel project
EPG	Caulk outside EPG	Per Walker 20 Asset plan		20,000		Not Ordered		Recommended in 20 year plan by walker Consultants
EPG	Fix Bird Bath in Asphalt			5,000		Not Ordered		To finish the 2020 garage remodel project
EPG	Fuel Island Canopy	Hay/Dobbs Design?		150,000		Not Ordered	Yes	Has been on a would like to do list years and since we have finished the Gas Pumps this would complete the project.
EPG	Concrete around outside Fuel Island	Add this to Canopy Project		10,000		Not Ordered		Add to canopy project.
EPG	John Deere Loader	Off State Contract		150,000		Not Ordered	Yes	Will be used primarily for snow removal. Will be a great asset when SWS is complete and we have to haul snow away. It will also be used for grounds projects.
EPG	Loader snow blower	Off State Contract		115,000		Not Ordered	Yes	Will be used primarily for snow removal. Will be a great asset when SWS is complete and we have to haul snow away(loading trucks).
EPG	Trailer for hauling equipment	2 quotes Lano and RDO		30,000		Not Ordered	Yes	Needed for moving the facility equipment to and from all locations.
EPG	New Boom Lift	Off HGAC Buy (Houston-Galveston Area Consortium)		100,000		Not Ordered	Yes	Boomlift need for all locations for maintaining our facilities. Including window washing, building maintenance and contracted outside repairs. Rental and delivery is very expensive multiple times per year.
EPG	Small scissor lift	Off HGAC Buy (Houston-Galveston Area Consortium)		15,000		Not Ordered		Small lift to use inside of buildings and fits thru doors. Use for lights, window cleaning, painting.
ALL	Interchangeable LED Boards for stations	\$100,800 per best high quality billboard + installation		500,000 est.		Not Ordered		LED Digital Light Billboards for signage such as SF, Twins, Vikes, could sell add space and promote community events.
EPG	NO/CO Sensor & and automated initiators	Per Walker 20 Asset plan		40,000		Not Ordered	Yes	Recommended in 20 year plan by walker Consultants
EPG	Ventilation Equipment replacement	Per Walker 20 Asset plan		40,000		Not Ordered	Yes	Recommended in 20 year plan by walker Consultants
SWV	PM for SWV (NTD) funds	Per Walker 20 Asset plan		160,000		Not Ordered	Yes	Scheduled for 2021 NTD funds
CTS	PM for CTS (NTD) funds	Per Walker 20 Asset plan		130,000		Not Ordered	Yes	Scheduled for 2021 NTD funds
CTS	CTS Generator			75,000		Not Ordered	Yes	Scheduled for 2021 NTD funds - no generator at CTS
EPG	Atmos Air installed in SWV, CTS and ECS	UHL's price		10,000		Ordered		Will be completed in February 2021 already approved by SWT commission.
EPG	New Bobcat scheduled for 2021 already	State contract price		62,875		Not Ordered	Yes	Scheduled for replacement in 2021 per our plan
EPG	Main Service GFI Testing at EPG	Per Walker 20 Asset plan		3,000		Not Ordered		Recommended in 20 year plan by walker Consultants
ALL	Used Truck Vacuum	State contract price		135,000		Not Ordered	Yes	To replace the Sweeper we currently have. It can be used year round + wet or dry. So we can keep the ramps cleaner and clean them more often.
VM	Drivers barriers for 30 MCI coaches	complete remaining MCIs		72,000		Not Ordered	Yes	Covid 19 protection for passengers and driver.
VM	Air purification 30 MCIs	complete remaining MCIs		33,000		Not Ordered	Yes	Covid 19 protection for passengers and driver. This will update the fleet with covid protection
VM	Atmos air in the first 15 MCI buses	Actual price		16,470		ordered		Will be completed in February 2021 already approved by SWT commission.
EPG	Atmos Air installed at EPG	UHL's price		18,150		Ordered		Will be completed in February 2021 already approved by SWT commission.
VM	Voice radio replacement program			44,000			Yes	Replacement of old outdated hand held radios and four spare for the new style bus radios.
OPS	FTA Local Match - Prime MID Vehicles			58,100		Not Ordered	Yes	Local Match requirement for awarded FTA Access and Mobility Grant for Prime MD expansion vehicles.

## 2021 Capital Costs of Operating and Other Capital Projects

Dept	PROJECT NAME	Note	2021			Actual Costs	Ordered or Not	Needs Commission Approval	Local Match requirement for vehicles needed to operate awarded 494 Service CMAQ Grant Demonstrate DEV Efficiency on SW Prime Yearly IT Operational Costs. Install external wireless access points to support network operations Replace SW Prime aging iPads New Item, We usually have a good amount of changes needed to coding and we should budget this going forward. Replace aging camera servers at SWV, ECS and CTS. Replace some aging cameras. Add 1 camera trailer to assist with monitoring State Fair operations. Replace 2 older camera heads to match new technology. Replace aging bus wifi routers with new 5G ready models Upgrade hardware in current lobby kiosks. Support more Touch Free options Customer service pre load Go To Bus Cards
			Adopted Budget	Proposed Budget	Amended Total Budget				
OPS	CMAQ Local Match - 494 Service Vehicles	10 Small Buses		320,000		320,000	Not Ordered	yes	
OPS	Two Electric Vehicles for SW Prime			200,000		200,000			
IT	IT Operational Costs	Computer/Switches/Monitors/Operating Materials		40,000		40,000	Not Ordered		
IT	Exterior WiFi at EPG			3,000		3,000	Not Ordered		
IT	SW Prime iPad Replacement			7,500		7,500	Not Ordered		
IT	Website/Mobile App Updates			30,000		30,000	Not Ordered		
IT	Facility Camera Upgrades	Replace Servers as well.		60,000		60,000	Not Ordered		
IT	Remote Camera Trailer	Replace 2 existing camera heads as well.		35,000		35,000	Not Ordered		
IT	Bus WiFi Router Replacement			152,000		152,000	Not Ordered		
IT	Lobby Kiosk Upgrades			35,000		35,000	Not Ordered		
IT	Pre loaded Go To Cards			25,000		25,000	Not Ordered		
<b>Total 2021</b>				<b>5,520,095</b>		<b>1,670,788</b>			

SOUTHWEST TRANSIT  
2020 FINAL AMENDED BUDGET AND  
2021 PROPOSED BUDGET

**Budgeted Employee Full Time Equivalent**

Department	Position	2019 Actual	2020 Adopted Budget	2020 Final Amended Budget	2021 Proposed Budget
Administration	Chief Executive Officer	1.00	1.00	1.00	1.00
Administration	CAO	-	-	-	1.00
Administration	HR Admin	1.00	1.00	1.00	1.00
Administration	Finance Director	1.00	1.00	1.00	1.00
Administration	Customer Service & Marketing	1.00	1.00	-	-
Administration	Customer Service Representative	1.00	1.00	1.00	1.00
Administration	Finance	1.00	1.00	1.00	1.00
Administration	Customer Service & Marketing	1.00	1.00	1.00	1.00
Administration	Customer Service & Marketing	1.00	1.00	-	-
Administration	Customer Service Representative/Ops Amb	0.75	0.50	0.50	-
<i>Administration Total</i>		<u>8.75</u>	<u>8.50</u>	<u>6.50</u>	<u>7.00</u>
Facility Mtc	Facility Maintenance Manager	1.00	1.00	1.00	1.00
Facility Mtc.	Facility Maintenance worker	1.00	1.00	1.00	1.00
Facility Mtc	Grounds and Construction Manager	1.00	1.00	1.00	1.00
Facility Mtc	Facility Maintenance worker	2.00	2.00	5.00	5.50
Facility Mtc	Utility Worker	-	2.00	1.00	1.00
Facility Mtc.	Part-time Facility Maintenance	2.00	2.00	-	-
<i>Facility Mtc Total</i>		<u>7.00</u>	<u>9.00</u>	<u>9.00</u>	<u>9.50</u>
Operations	Chief Operating Officer	1.00	1.00	0.50	1.00
Operations	Dispatcher/Supervisor	1.00	2.00	2.00	2.00
Operations	Finance and IT Support	1.00	1.00	1.00	1.00
Operations	Customer Service Representative	-	0.50	-	-
Operations	Operations & Planning Director	1.00	1.00	1.00	1.00
Operations	Associate Transit Planner	1.00	1.00	-	1.00
Operations	Supervisor of Technologies Security/Facilities	1.00	1.00	1.00	1.00
<i>Operations Total</i>		<u>6.00</u>	<u>7.50</u>	<u>5.50</u>	<u>7.00</u>
Vehicle Maintenance	Vehicle Maint Manager	1.00	1.00	1.00	1.00
Vehicle Maintenance	Vehicle Maint Supervisor	1.00	1.00	1.00	1.00
Vehicle Maintenance	Assistant Vehicle Maint Supervisor	1.00	1.00	1.00	1.00
Vehicle Maintenance	A Technician	2.00	3.00	2.00	2.00
Vehicle Maintenance	B Technician	2.50	2.50	1.50	2.50
Vehicle Maintenance	C Technician	3.00	2.00	3.00	2.00
Vehicle Maintenance	Inventory Control Specialist	1.00	1.00	1.00	1.00
Vehicle Maintenance	Apprentice Mechanic	1.00	1.00	1.00	1.00
Vehicle Maintenance	Utility Worker	2.00	-	-	0.50
<i>Vehicle Maint Total</i>		<u>14.50</u>	<u>12.50</u>	<u>11.50</u>	<u>12.00</u>
<b>Total Positions</b>		<u><u>36.25</u></u>	<u><u>37.50</u></u>	<u><u>32.50</u></u>	<u><u>35.50</u></u>

SOUTHWEST TRANSIT CAPITAL IMPROVEMENT PLAN 2021-2026 Amended

NO.	Description Brief	Description Detail	Comments	Priority Ranking	Met Council	Federal/ CMAQ	Unfunded	Total	2021	2022	2023	2024	2025	2026	Total	Category Total
1	NEW FACILITIES and EXPANSIONS	NEW FACILITIES and EXPANSIONS														
2	SouthWest Village	3rd level parking ramp for Park and Ride 230 stalls est. \$4,000,000			800,000	3,200,000		4,000,000				4,000,000				4,000,000
3	FACILITY REPAIR AND MAJOR RENOVATIONS	FACILITY REPAIR AND MAJOR RENOVATIONS														
4	CTS Ramp PM	CTS Ramp Preventative Maintenance every 5 years		1				205,000	130,000					75,000	205,000	13,862,625
5	CTS Water Softener	Water Softener Replacement		2				5,000	5,000						5,000	
6	CTS Security Camera System	Security Camera System - CTS-SEC-001		1				60,000	60,000						60,000	
7	ECG Access System	Communication & Security System Upgrade		1				25,750	25,750		25,750				25,750	
8	ECG Ramp PM	East Creek Station Ramp Preventative Maintenance every 5 years		1				200,000	200,000		200,000				200,000	
9	SWS Ramp PM	SWS Ramp Preventative Maintenance every 5 years		1				110,000	110,000		110,000				110,000	
10	EP Garage Maintenance PM	Garage PM every 5 years		1				300,000	300,000			300,000			300,000	
11	SWS Curb Repair	Curbing Repair		3				30,000	30,000			30,000			30,000	
12	SWS Ramp - Storage Fence	Storage Fence Install		3				12,000	12,000						12,000	
13	SWS Water Softeners	Water Softener Replacement		3				5,000	5,000						5,000	
14	SWS Ramp PM	SWS Ramp Preventative Maintenance every 5 years		1				200,000	200,000		200,000				200,000	
15	SWS Electric Heaters Replacement	Electric Heater Replacement		2				6,000	6,000						6,000	
16	SWS Camera's System	Camera's System Replacement		2				50,000	50,000					50,000	50,000	
17	SWS Heater & AC Replacement	HVAC Replacement		3				5,000	5,000						5,000	
18	SWS Heat Pump - I-8 Replacement	Heat Pump 1 - 8 Replacement		1				75,000	75,000						75,000	
19	SWS Code Blue Replacement	Code Blue Replacement		1				12,000	12,000						12,000	
20	EPG AC Mini Splits	AC Mini Splits - EPG-ACD-A01.02.03		2				10,000	10,000						10,000	
21	EPG Fuel Pumps 1 and 2	Fuel pumps 1 and 2 - EPG-FDP-001.002 replacement		2				25,000	25,000						25,000	
22	EPG Fuel Pumps 3 and 4	Fuel pumps 3 and 4 - EPG-FDP-003.004		2				30,000	30,000						30,000	
23	EPG Water Heater	Water Heater - EPG-HWG-001		3				5,000	5,000				5,000		5,000	
24	EPG - 4 Sensors Lifts	1 sensors lifts		3				15,000	15,000						15,000	
25	EPG Ingersoll Rand Air Compressor	Ingersoll-Rand Air Compressor - EPG-ISE-001		1				20,000	20,000		20,000				20,000	
26	EPG Garage Doors C	Garage C Garage Doors - EPG-GGD-C02.C03.C08.C09		3				120,000	120,000						120,000	
27	EPG EPDM, Asphalt built up roof	EPDM, Asphalt built up roof - EPG-ROF-001.A01.A02.A03.C01.		1				450,000	450,000					450,000	450,000	
28	Office	Roof top AC units House Whole offices - EPG-RTU-001.002.003		2				30,000	30,000						30,000	
29	EPG Under Ground Fuel Tank	Current under ground fuel tank reach its useful life. Additional 20k under ground		1				124,000	124,000					124,000	124,000	
30	EPG Garage Bay Doors	Replace garage bay doors		1				240,000	240,000		240,000				240,000	
31	EPG Garage C & D roof replacement	New Roof for EP Garages A,B, Shop and Office		1				2,500,000	2,500,000						2,500,000	
32	EP Roof on Canopy and Office	EP Garage		1				150,000	150,000						150,000	
33	Bus Wash Replacement	Installed 2015, useful life is 7 years		2				800,000	800,000						800,000	
34	Medication	Expand capacity at Edin Prairie Garage facility. Add offices, Add parking stalls;		2				8,000,000	8,000,000						8,000,000	
35	Bobcat replacement	replace unit, 2012 model		2				62,875	62,875						62,875	
36	Sweeper replacement	Replacement		2				50,000	50,000		50,000				50,000	
37	Lawn mower	Replacement		2				10,000	10,000		10,000				10,000	
38	Floor scrubber	Replacement		2				40,000	40,000					40,000	40,000	
39	SHOP REPLACEMENT AND UPGRADES	SHOP REPLACEMENT AND UPGRADES														25,000
40	Event oil drain system	In Shop		2				25,000	25,000						25,000	
41	IT REPLACEMENT AND UPGRADES	IT REPLACEMENT AND UPGRADES														1,500,000
42	Technology Upgrades	Ongoing Computers/Switches/Monitors		1				140,000	140,000		20,000	20,000	20,000	20,000	140,000	
43	Upgrade Fleetnet	Upgrade existing Fleetnet		1				500,000	500,000		500,000				500,000	
44	Replace Servers	Server Replacement		1				120,000	120,000				120,000		120,000	
45	Replace Computers/Laptops	Replacement & Upgrades		1				195,000	195,000						195,000	
46	Expansion Server Updates	For all locations		2				120,000	120,000		20,000	20,000	20,000	20,000	105,000	
47	Network Infrastructure	Network Firewalls & Wifi		1				100,000	100,000			100,000			100,000	
48	Replace Wifi Routers Buses	Replacement & Upgrades		1				152,000	152,000						152,000	
49	Replace Firewalls	Replace Agency Firewalls		2				45,000	45,000						45,000	
50	Customer Kiosks	Replace Lobby kiosks		1				35,000	35,000						35,000	
51	Voice Radio Replacement Program	Bus & hand held radios		2				184,000	184,000		44,000	46,000	50,000		184,000	
52	VEHICLE EXPANSION	VEHICLE EXPANSION														3,053,125
53	494 CMAQ Grant (Small Bus)	Maybe grant funded - local share require		1		1,600,000		1,600,000	1,600,000						1,600,000	
54	Mobility Hub CMAQ Grant (Small Bus)	Maybe grant funded - local share require		1		500,000		500,000	500,000			500,000			500,000	
55	FTA Grant (5 Small Buses)	Maybe grant funded - local share require		1		363,125		363,125	363,125						363,125	
56	2 Braunability	For demand response vehicles (Prime)		1		130,000		130,000	130,000				130,000		130,000	
57	4 ProMeters	For demand response vehicles (Prime)		1		250,000		250,000	250,000				250,000		250,000	
58	2 Prime Dodge Grand Caravans	For demand response vehicles (Prime)		1		70,000		70,000	70,000				70,000		70,000	

SOUTHWEST TRANSIT CAPITAL IMPROVEMENT PLAN 2021-2026 Amended

NO.	Description Brief	Description Detail	Comments	Priority Ranking	NTD	Met Council	Federal/CMAQ	Unfunded	Total	2021	2022	2023	2024	2025	2026	Total	Category Total
59	Bus #716 & 717	For demand response vehicles (Prime)		1		80,000			80,000		80,000					80,000	
60	VEHICLE REPLACEMENT	VEHICLE REPLACEMENT		1		80,000			80,000							80,000	
61	Replace 6 low floor	7 coaches for 7 coaches in 2021	In 2021	1		4,410,000			4,410,000		4,410,000					4,410,000	
62	Replace 7 MCI	6 LP (608 510, 608 512, 615, 616) with MCLF	2 in 2019 & 4 in 2020	1		3,400,000			3,400,000							3,400,000	
63	Replace 4 MCI	4 MCI (121,235,236,237,238,239, 240)		1		4,500,000			4,500,000						4,500,000	4,500,000	
64	Trolley 103	Replace with small prime vehicles - One van remaining		1		2,600,000			2,600,000						2,600,000	2,600,000	
65	Trolley 323	Replace with Trolley		1		60,000			60,000						60,000	60,000	
66	(Small) Out-Of-Way Bus Replacement	6 cut aways for 6 cut aways		1		460,000			460,000						460,000	460,000	
67	Non-Revenue Vehicles	1985, 569, 570, 571, 572 & 616, 617(9)	Replace of Two 2013 Equinox	1		1,245,000			1,245,000		595,000				650,000	1,245,000	
68	Non-Revenue Vehicles	2 Admin Vehicles replacement	Replacement of 1995 & 2006	1		70,000			70,000		35,000				70,000	70,000	
69	VEHICLE REHABS	Replace Facility truck 1998 & 2006, 2011 shop truck 311 (2025)		1		180,000			180,000		50,000				70,000	180,000	
70	Rehab Plan	7 2012 MCI - bus #121, 235 - 240	\$35K per bus estimate	1		245,000			245,000		245,000					245,000	
71	Rehab Plan	2 2013 MCI - bus #374 & 375	\$37K per bus estimate	1		74,000			74,000		74,000					74,000	
72	Rehab Plan	4 2014 MCI - bus #469 - 463	\$37K per bus estimate	1		148,000			148,000		148,000					148,000	
73	Rehab Plan	1 2015 Gilla Trolley - bus #523	\$37K per bus estimate	1		37,000			37,000		37,000					37,000	
74	Rehab Plan	12 2015 MCI - bus #427-430, 473-479, 452 & 453	\$37K per bus estimate	1		444,000			444,000		444,000					444,000	
75	Rehab Plan	9 2018 MCI - bus #831-840	\$37K per bus estimate	1		222,000			222,000		222,000					222,000	
76	Rehab Plan	5 Prevost buses (643,644,645,646, 647)	\$37,500 per bus estimate	1		337,500			337,500		337,500					337,500	
77	EPP PLAN	HOMELAND SECURITY	\$45,000 per bus estimate	1		225,000			225,000		225,000				225,000	225,000	
78	Portable Video Surveillances	For all facilities		1		80,000			80,000		80,000					80,000	
79	Door Access System Replacement	All facilities		1		200,000			200,000		200,000					200,000	
80	Perimeter fencing	Garages multiple locations		1		50,000			50,000		50,000					50,000	
81	Perimeter lighting	EP Garage		1		25,000			25,000		25,000					25,000	
82	Bomb Resistant Garbage Cans	All locations - 30 cans		1		45,000			45,000		45,000					45,000	
83	DEBT SERVICE	LONG TERM DEBT SERVICE		1		-			-		-				-	-	
84	Debt Service	Eden Prairie Garage Facility Lease Purchase Agreement, Series 2020	NTD Funding-Principal paid in 2020	1		-			-		-				-	-	
85	SWT Prime Service Fleet Expansion & Modernization	SWT Expansions Facility & Vehicle Needs	Add 15 expansion vehicles to the SW Prime fleet to meet increasing demand and to expand the service area to adjacent communities, Replace 6 vehicles that are well beyond their useful life (21 vehicles)	2		2,100,000		2,100,000	2,100,000		500,000	1,000,000	600,000			2,100,000	
86	Golden Triangle Transfer Station	Conduct a transfer station in the Golden Triangle Area of Eden Prairie to allow for first mile last services to the SWT service area and to allow connections with the SWART Green Line, 169 BRT, American Blvd BRT services, new MATA express service between Shakopee and Eden Prairie, and SWT reverse commute services.		2		2,000,000		2,000,000	2,000,000				2,000,000			2,000,000	
87	SW Prime 1464 North Prime Expansion Vehicles	Introduce SW Prime demand response service between the SW Prime service area and communities along the I-494 north corridor (Mimethonia, Pymouth, Maple Grove).		2		1,300,000		1,300,000	1,300,000		700,000	600,000				1,300,000	
88	TOTAL PROJECTS				205,000	22,510,625	3,200,000	21,083,625	46,999,250	9,628,000	14,695,000	3,060,750	7,727,000	5,648,500	6,240,000	46,999,250	46,999,250



**SOUTHWEST TRANSIT COMMISSION  
RESOLUTION #20-10  
2020 Final Amended General Fund Operating Budget**

**WHEREAS**, the SouthWest Transit staff has prepared the 2020 Final Amended operating budget on general guidelines from the Commission, and;

**Whereas**, the SWT budget for the General Fund operating budget are presented in the 2020 Amended budget document, and

**Whereas**, the General Fund expenditures will be financed by the planned not to use the reserves, and

**Whereas**, the SWT Amended Budget General Fund balance at 50.7% of the budgeted expenditures, and

**Whereas**, the SWT staff met with the Budget Task Force on November 18, and

WHEREAS, the budgets for all funds are summarized as follows:

**WHEREAS**, SWT staff requests the approval of the following 2020 budget amendments:

- The General Fund revenue budget estimates have been increased by \$296,875 due primarily to \$2.5 million in Federal CARES Act funding and decreased \$322,165 from MVST and RAMVST, and
- Fare revenue has been decreased \$2,389,433 due covid pandemic and ridership decline.
- Miscellaneous revenue decreased by \$160,500.
- 5307 NTD Funding \$642,087
  
- The General Fund expenditures budget estimates have been decreased by \$2,630,913.
  
- The General Fund expenditure resources have been reallocated as follows:
  - Administration is decreased by \$190,700
  - Operations is decreased by \$2,838,300
  - Vehicle Maintenance is decreased by \$386,200
  - Facility Maintenance is decreased by \$70,000 and
  - Capital costs of operations were increased by \$212,200
  - 5307 NTD Funding \$642,087.

**NOW, THEREFORE, BE IT RESOLVED** that the approved 2020 General Fund Final Amended budget is as follows:

						<b>2020 Final Amended Budget</b>	
						<b>Revenue</b>	<b>Expenditures</b>
<b>General Fund</b>						\$ 12,634,475	\$ 10,404,937

**ADOPTED** by the SouthWest Transit Commission on the 10th day of December 2020.

\_\_\_\_\_  
Chair

**ATTEST:**

\_\_\_\_\_  
Secretary Treasurer





**SOUTHWEST TRANSIT COMMISSION  
RESOLUTION #20-11  
2021 Operating Budget**

**WHEREAS**, the SouthWest Transit staff has prepared the 2021 operating budget on general guidelines from the Commission and the regional revenue allocation model currently in place, and;

**Whereas**, the SWT budget for the General Fund operating budget and the budgets for the debt service funds and the capital projects funds are presented in the 2021 budget document, and

**Whereas**, the General Fund expenditures will be financed by the planned use of \$3,161,083 of reserves, and

**Whereas**, the Budget will maintain the General Fund balance at 25.4% of the budgeted expenditures which is within the fund balance guidelines established by the Commission, and

**Whereas**, the SWT staff met with the Budget Task Force on November 18, and

WHEREAS, the budgets for all funds are summarized as follows:

<b>Fund</b>	<b>Revenue</b>	<b>Expenditures</b>
General fund	\$ 10,411,250	\$ 13,572,333
<b>Capital projects funds</b>		
State of Good Repairs/Asset Management	378,021	3,230,000
<b>Total</b>	<b>\$ 10,789,271</b>	<b>\$ 16,802,333</b>

**NOW, THEREFORE, BE IT RESOLVED** that the 2021 budget be adopted for the above-mentioned funds.

**ADOPTED** by the SouthWest Transit Commission on the 10th day of December 2020.

\_\_\_\_\_  
Chair

**ATTEST:**

\_\_\_\_\_  
Secretary Treasurer



## SOUTHWEST TRANSIT

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### MEMORANDUM

**TO:** SouthWest Transit Commission

**FROM:** Len Simich, CEO  
Joshua Dorothy, Attorney  
Gary Groen, Financial Consultant  
Souriyong Souriya, Finance Director

**DATE:** December 10, 2020

**SUBJECT:** Discharging lease payment obligations to JPMorgan Chase Bank, N.A.

#### REQUESTED ACTION

That the Commission approve Resolution 20-12 for discharge of rental payment obligations under a Lease-Purchase Agreement in an amount up to \$5,261,525.82 from Debt Service Fund.

#### BUDGET IMPACT

The requested action has no impact on the General Fund operations of SWT. The Debt Service Fund has sufficient funds previously set aside in order to service the debt obligations that are proposed to be discharged.

#### BACKGROUND

In December 2019, the Commission authorized the issuance of \$5,500,000 in debt to refinance existing debt and finance the improvements at the Eden Prairie Garage to replace the offices lost at SouthWest Station in order to accommodate the SWLRT project. In January 2020, SWT entered into a Lease-Purchase Agreement with JPMorgan Chase Bank, N.A. ("Chase"). The funds to service the debt to Chase were available from the proceeds of the sale of real estate at SouthWest Station to the Metropolitan Council.

The Lease-Purchase Agreement permits SWT to prepay the unpaid principal at any time on or after April 1, 2024. However, the Lease-Purchase Agreement also permits SWT to discharge its obligations at any time by making an irrevocable deposit into escrow an amount sufficient to discharge the remaining rental payment obligations, including principal and interest payments through April 1, 2024 and the repayment of outstanding principal on April 1, 2024. SWT's financial advisor has calculated this amount to be \$5,261,525.82. Additional expenses may be incurred related to establishing the escrow account.

Due to the circumstances of uncertainty regarding COVID-19, staff recommends discharging the obligation by making the irrevocable deposit into escrow. Staff is working with Chase to confirm the amount, to arrange the escrow, and to coordinate any necessary documents. Staff anticipates making the deposit no later than December 31, 2020 if possible.

#### RECOMMENDATION

That the Commission approve Resolution 20-12

Attachment: Resolution 20-12



**SOUTHWEST TRANSIT  
RESOLUTION # 20-12**

**A RESOLUTION PROVIDING FOR THE DISCHARGE OF RENTAL PAYMENT OBLIGATIONS UNDER A LEASE-  
PURCHASE AGREEMENT**

**WHEREAS**, SouthWest Transit operates as a Joint Powers entity established by the Cities of Eden Prairie, Chaska and Chanhassen to provide transit services under the law of the State of Minnesota, including Minnesota Statutes Sections 473.384, 473.388, and 471.59; and

**WHEREAS**, on December 12, 2019, the SouthWest Transit Commission authorized SouthWest Transit to enter into a Lease-Purchase Agreement (“Lease”) and associated documents with JPMorgan Chase Bank, NA (“Lender”) in order to finance renovations to SouthWest Transit’s garage facility located at 14405 West 62nd Street, Eden Prairie, Minnesota and to refinance previous garage improvements;

**WHEREAS**, in light of the circumstances of uncertainty surrounding the ongoing COVID-19 pandemic, the SouthWest Transit Commission desires to discharge SouthWest Transit’s rental payment obligations under the Lease.

**NOW THEREFORE, BE IT RESOLVED THAT:**

1. It is hereby found, determined and declared to be necessary and desirable and in the best interests of SouthWest Transit for SouthWest Transit to discharge its obligation to pay the rental payments due under the Lease.
2. The Chief Executive Officer is hereby authorized to deposit with the Lender or the Lender’s designee an amount up to \$5,261,525.82 in order to discharge SouthWest Transit’s obligation to pay the rental payments due under the Lease.
3. The Chief Executive Officer is further authorized to execute such documents, take such other actions, and incur such other costs as are necessary to discharge SouthWest Transit’s obligation to pay the rental payments due under the Lease.

**ADOPTED** by the Board of Commissioners of SouthWest Transit on December 10, 2020.

\_\_\_\_\_  
Brad Aho, Chairperson

**ATTEST:**

\_\_\_\_\_  
Len Simich, Chief Executive Officer



## SOUTHWEST TRANSIT

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**To:** SouthWest Transit Commission  
**From:** Len Simich, CEO  
**Date:** December 2, 2020  
**Subject:** Property Agreement

**REQUESTED ACTION:**

That the Commission authorize it's CEO to amend the property agreement related to SouthWest Station with the Metropolitan Council to provide 10 additional months at no (zero) additional charge to complete the construction related to the SWLRT line at SouthWest Station.

The total number of months the Council now has to complete the work is 40 months from the first date that SWT customers relocated to the temporary indoor passenger lobby.

**BUDGET IMPACT:**

**\$0/Zero**

**BACKGROUND:**

The original Property Agreement with the Metropolitan Council provided 30 months from the first date that SWT customers relocated to the temporary indoor passenger lobby to complete all construction at SouthWest Station.

All time beyond the initial 30-month period was subject to reimbursement from the Metropolitan Council to SWT for any expenses and/or related loss of fare revenue related to operating from the temporary indoor passenger facility.

**RECOMMENDATION:**

That the Commission authorize it's CEO to amend the property agreement related to SouthWest Station with the Metropolitan Council to provide 10 additional months at no (zero) additional charge to complete the construction related to the SWLRT line at SouthWest Station.

The total number of months the Council now has to complete the work is 40 months from the first date that SWT customers relocated to the temporary indoor passenger lobby.

**AMENDMENT NUMBER ONE**  
**To**  
**Metropolitan Council Contract No. 17M047**  
**SOUTHWEST STATION PROPERTY AGREEMENT**

Metropolitan Council, a public corporation and political subdivision of the State of Minnesota (the "Council"), and SouthWest Transit, a Joint Powers Board organized under the laws of the State of Minnesota ("SWT") (the Council and SWT are sometimes referred to individually as a "Party" and collectively as the "Parties") agree that the Southwest Station Property Agreement entered into effective December 7, 2017 is amended in the following particulars:

1. Section 3.c is deleted, and the following is inserted in its place:

(a) The Council shall use its commercially reasonable efforts to Substantially Complete (as defined in the Construction Agreement) the Bus Facilities within forty (40) months from the first date that SWT customers are relocated to a temporary indoor passenger lobby to accommodate construction of the Station Project. The Council will reimburse SWT for actual expenses, in an amount not-to-exceed \$2,000,000, for fare reduction and administrative costs directly incurred due to operating a temporary indoor passenger lobby, during the period commencing on the forty (40) month anniversary of the date that SWT customers are relocated to a temporary indoor passenger lobby through the date that the Bus Facilities are Substantially Complete. This reimbursement shall be classified by the Council as capital funds and shall not be included in the Council's calculation of SWT's operating reserve fund / fund balance, including but not limited to the calculation for allocating Regionally Allocated Motor Vehicle Sale Tax funds.

**IN WITNESS WHEREOF**, the Parties have caused this Amendment to be executed by their duly authorized representatives on the dates indicated below. Furthermore, this Amendment may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

**THE COUNCIL:**

Metropolitan Council

By: \_\_\_\_\_  
Mary Bogie, Acting Regional Administrator

**SWT:**

SouthWest Transit

By: \_\_\_\_\_  
Len Simich, Chief Executive Officer



## **SOUTHWEST TRANSIT**

---

### **MEMORANDUM**

**To:** SouthWest Transit (SWT) Commission

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

**Date:** Dec. 2, 2020

**Subject:** Skid Steer Procurement

#### **REQUESTED ACTION**

That the SWT Commission authorizes its Chief Executive Officer to execute an agreement with: Lano Equipment Not to exceed \$62,874.53 for the purchase of a Bobcat.

#### **BUDGET IMPACT**

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

#### **BACKGROUND**

In 2011, SWT had purchased a Bobcat skid loader which is used throughout the year for both landscaping and snow removal.

The original bobcat is now nearing 10-years-old and is nearing the end of its useful life (Normal useful life is 7-8 years).

The purpose of this memorandum is to request a new bobcat. The need is even grader now that SW facility staff has taken over snow removal at all SWT sites.

The proposed vendor is part of the Department of administration "State Contract" and has already been competitively processed. Additionally, the recommended vendor, Lano Equipment has performed work satisfactorily for SWT in the past and is a known firm to SWT.

#### **REQUESTED ACTION**

That the SWT Commission authorizes its Chief Executive Officer to execute an agreement with: Lano Equipment not to exceed \$62,774.53 for the purchase of a Bobcat.



## SOUTHWEST TRANSIT

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### MEMORANDUM

**To:** SouthWest Transit (SWT) Commission

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

**Date:** Dec.2, 2020

**Subject:** Loader Procurement

#### REQUESTED ACTION

That the SWT Commission authorizes its Chief Executive Officer to execute an agreement with: RDO Equipment Not to exceed \$144,496.28 for the purchase of a new John Deere Loader.

#### BUDGET IMPACT

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

#### BACKGROUND

As we continue to improve our abilities to handle our own snow removal, we found that the loader rented for the 2019-20 season was crucial in our ability to move snow piles quickly and effectively. As SouthWest Station continues to go through changes, a loader will also be needed for loading trucks to haul snow away from the ramp following a drop due to lack of room with LRT coming in.

The proposed vendor is part of the Department of administration "State Contract" and has already been competitively processed. Additionally, the recommended vendor, Lano Equipment has performed work satisfactorily for SWT in the past and is a known firm to SWT.

#### REQUESTED ACTION

That the SWT Commission authorizes its Chief Executive Officer to execute an agreement with: RDO Equipment Not to exceed \$144,496.28 for the purchase of a new John Deere Loader.



## SOUTHWEST TRANSIT

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### MEMORANDUM

**TO:** SouthWest Transit Commission

**FROM:** Tony Kuykendall, Director of Vehicle Maintenance and Facilities

**DATE:** November 27th, 2020

**SUBJECT:** Contract to purchase bus row separators (COVID-19 response plan)

**REQUESTED ACTION:**

That the SouthWest Transit (SWT) Commission authorize its CEO to enter into an agreement with Acrylic Designs Associates of Minneapolis for the purchase of 345 plexiglass shields with ram mounts to equip 15 MCI coach buses at a cost not to exceed \$39,071.25.

**BUDGET IMPACT:**

The cost of this customer and pandemic improvement will come from the SWT capital cost of operating fund.

**BACKGROUND:**

As part of the COVID-19 response plan SWT developed to ensure our customers remain safe and feel safe through this difficult COVID pandemic, SWT is working hard to get customers back on the bus. To minimize the spread of germs from person to person and surface to surface, SWT is proposing the installation of passenger plexiglass separators into an additional 15 buses. These would be the same separators we installed previously on 15 MCI fixed route buses.

Currently only our daily route buses are equipped with passenger barriers, we need an additional 15 COVID safe buses. We are limited to using the same buses daily without the ability to rotate buses. When a spare bus is put into service it is run without barriers, this reduces passenger capacity, passenger safety and completely changes the seating arrangement of the bus.

The addition of these passenger barriers will allow SWT the flexibility we need to rotate buses, run safe spare buses and accommodate larger passenger counts as passengers return to riding the bus. The addition of these barriers will also allow for future growth while maintaining safety and social distancing. These barriers are one more way SWT shows our customers their health, safety and comfort are our top priorities.

**RECOMMENDATION:**

That the SouthWest Transit (SWT) Commission authorize its CEO to enter into an agreement with Acrylic Designs Associates of Minneapolis for the purchase of 345 plexiglass shields with ram mounts to equip 15 MCI coach buses at a cost not to exceed \$39,071.25.





## SOUTHWEST TRANSIT

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### MEMORANDUM

**TO:** SouthWest Transit (SWT) Commission

**FROM:** Matt Fyten, Operations Director

**DATE:** December 2, 2020

**SUBJECT:** SWT/MVTA Planning Study

**REQUESTED ACTION:**

None at this time. Staff will bring forward the requested action upon determining the recommended proposer and price.

**BUDGET IMPACT:**

The costs for this study are budgeted as part of the 2021 Operating Budget.

**BACKGROUND:**

For decades SouthWest Transit (SWT) and the Minnesota Valley Transit Authority (MVTA) have worked cooperatively to improve suburban transit in their respective service areas and in the Twin Cities as a whole. Given our similar service area dynamics and operating characteristics, as well as a need to thoroughly reexamine our services as we look to build back smarter after the COVID-19 pandemic, both SWT and the MVTA feel now is the right time to complete a joint planning study of both of our service areas. Such a study will not only serve to help both agencies better plan their services into the future, but also help identify what synergies and partnership opportunities might exist between each other's services.

A Request for Proposals (RFP) was released by the MVTA for the study in October 2020. The RFP received proposals from six different proposers of which three were selected for interviews with the study's Scoring Committee, which I sit on. Interviews with the finalists were conducted on 12/1/20 and at the time of this memo a selection of a recommended proposer had yet to be made. The three proposers under consideration are:

- NelsonNygaard
- Foursquare
- SRF

The recommended proposer for the study will be determined the week of 12/7. Staff will bring forward an updated memo to the Commission with the recommended proposer, pricing for the finalists, and how costs will be shared between SWT and MVTA.

**RECOMMENDATION:**

None at this time. Staff will bring forward the requested action upon determining the recommended proposer and price.



## SOUTHWEST TRANSIT

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### MEMORANDUM

**TO:** SouthWest Transit Commission

**FROM:** Len Simich, CEO

**DATE:** December 1, 2020

**SUBJECT:** 2021 Officers and Task Force Members

**REQUESTED ACTIONS:**

That the Commission appoint the officers and task force members recommended by the Nominating Committee (Budget and Personnel Task Force) for 2021.

**Officers**

- Chair – Mike Huang
- Vice Chair – PG Narayanan
- Secretary/Treasurer – Jerry McDonald or elected member from Chanhassen

**Task Forces**

- Budget & Personnel/Agency Governance Task Force– Chair Huang, Vice Chair Narayanan, and Commissioner McDonald or elected representative from Chanhassen. This Committee was established to review/recommend matters related to the agency’s budget and personnel policies. The role of this Task Force has been expanded to act as the annual Nominating Committee for agency officers, as well as to partake in any discussions related to the potential merge with MVTA.
- Suburban Transit Association – Commissioner McDonald (or elected Chanhassen Representative from Chanhassen), Vice Chair Narayanan (Eden Prairie), Chair Huang (Chaska). CEO Len Simich is the identified alternate for the three city members.
- Operations/Marketing Advisory Task Force – Commissioner Bonnevier, Open Eden Prairie seat; Open Chanhassen seat (one of two), Commissioner Roepke; and Ex-Officio Member Mayor Johnson from the City of Carver.
- Legislative Outreach and Strategic Planning – These activities will be undertaken by a Committee of the Whole approach.

**BUDGET IMPACT:**

None.

**BACKGROUND:**

Each December the Commission appoints members to serve as officers and on the established agency task forces/committees for the following year (2021).

**RECOMMENDATIONS:**

That the Commission appoint the Commission members identified in this memo to serve as Officers and Task Force Members for 2021.



## SOUTHWEST TRANSIT

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### MEMORANDUM

**To:** SouthWest Transit Commission

**From:** Len Simich, CEO

**Date:** December 5, 2020

**Subject:** Results of the Agency 2020 Goals and Objectives

**REQUESTED ACTION:**

That the Commission's accept the results of the 2020 Agency Goals and Objectives.

**BUDGET IMPACT:**

Achievement of the goals established at the beginning of the year, qualifies staff (excluding the CEO) for an annual Merit Award. This amount is budgeted each year as part of the employee compensation identified in the annual agency budget.

**BACKGROUND:**

Attached you will find the results of the 2020 Agency Goals/Objectives established by the Commission at the beginning of the year.

Completion of agency goals are factored into each employee's annual review and is considered part of their annual merit reward. This helps ensure a "team based" approach to the overall agency success.

As we all know 2020 was far from a normal year. Transit agencies around the entire country were severely impacted by COVID-19, and SouthWest Transit was no exception.

While we suffered losses in both ridership and farebox revenue, the cost containment actions taken early on not only allowed us to deliver a balanced budget for 2020 but has set us up to recover fully by the end of 2021.

As for the goals identified for 2020, I believe the Commission will be very pleased at what was accomplished given the circumstances we had to deal with over the course of the year.

Some of the highlights include addressing numerous safety related concerns due to COVID-19 including the development of rider and personnel policies and procedures; implementing numerous cost savings measures including service and capital reductions; cleaning/disinfecting both vehicles and facility protocols; and the implementation of both an air purification system and physical separation barriers to keep our staff and riding public as safe as possible.

Other major accomplishments include: Delivering a garage expansion and remodeling project on-time and within budget; Revising the agency Strategic Plan; Completion of the agency Asset Management and Emergency Preparedness Plans; And the Installation of vehicle annunciators.

**RECOMMENDATION:**

That the Commission's accept the results of the 2020 Agency Goals and Objectives.

## *The 2020 Agency Goals*

### *Improve System Quality:*

1. Maintain customer satisfaction at 99% or better. **Survey not completed due to COVID**
2. Respond to all complaints within one business day. Resolve complaints/respond to customer within 5 business days from the date complaint received. **Completed**
3. Answer phone inquiries within 15 seconds of call coming in. **Completed**
4. Answer virtual customer service calls in 35 seconds or less **Completed**
5. Daily inspect facilities and vehicles and ensure that all pass Leadership Team spot inspections for maintenance and cleanliness. **Completed**
6. Address all overload situations within 8 days of established pattern (minimum 5 occurrences). **Completed** (twist related to COVID an overload situation was less than 50% of a vehicles maximum capacity).
7. Complete all assigned audits of drivers/routes assigned (at least one per route/driver per year using both SW staff and secret riders). **Completed** (through COVID).
8. Ensure all schedule outlets, stations and vehicles have up-to-date schedules (inspect bi-weekly). **Completed**
9. Achieve less than 2.5% dissatisfaction with schedule and other information disseminated (currently at 3% dissatisfied). **Survey not completed due to COVID**

### *Improve System Reliability, Safety and Security:*

1. Maintain the number of road calls per mile to at least 1 per 48,000 miles or better (NTD Standard). **Achieved**
2. Maintain on-time performance at 99% of 1<sup>st</sup> stop, and 95% of arrival time. Audited quarterly by Dispatch. **Achieved**
3. Perform 100% of scheduled trips/stops throughout the year (NTD definition). **Achieved**
4. Maintain the number of chargeable accidents at or below .75 per 100,000 miles traveled (NTD). Reduce overall chargeable accident rate by 5% over what was experienced in 2019. **Achieved**
5. Pass OSHA audit/inspection without any major violations (code red). **Achieved**
6. Zero days lost due to preventable injury. **Achieved**
7. Complete all EPP training and perform per the plan during times of emergencies or unplanned situations (i.e. storms and others). **Achieved**
8. Pass State Patrol vehicle inspections without any violations. **Achieved**

### *Strengthen the Overall Agency:*

1. Increase Ridership over the 2019 level by a minimum of 1%, and/or improve the cost effectiveness/subsidy per passenger over the 2019 level. **Not Achieved due to COVID**
2. Maintain overall system subsidy per passenger under \$7.25 (Average for both Express and Prime). **Not Achieved due to COVID**
3. Maintain a healthy fund balance between 25% - 35% of our annual operating funds. **Achieved**

4. Reduce discrepancy between the actual inventory and the amount shown in the system at 1% or less and not exceed \$260,000 in overall value. **Achieved**
5. Achieve an “unqualified” outside audit opinion (highest opinion available); findings should include no material weaknesses, no noncompliance findings, no internal control issues and no significant deficiencies. **Achieved**

### **“Major Projects/Tasks”**

#### **Administrative**

- Continue to refine agency succession strategies. Implement Organizational changes and fill key positions. **Achieved**
- Complete Strategic Plan update and implement/follow-through on items/actions outlined. **Achieved**
- Complete garage/future administrative office build-out within budget and on time. **Achieved**
- Ensure Asset Management Plan is updated annually and meet all federal requirements. **Achieved**
- Ensure Safety and Security Plans (EPP) is updated annually and meet all federal requirements. **Achieved**
- Maintain Brand (Vehicle and facility appearance; Schedule service appropriately; Display professional image at all times; Ensure correct information is disseminated). **Achieved**
- Advocate for funding increase or redistribution. **Not Achieved due to COVID**

#### **Technology**

- Complete annunciator project. **Achieved**
- Implement cyber security plans/Create Network Computer Security Policies. **Achieved/In Process**
- Implement Virtual Customer Service System. **Achieved**
- eMaint Migration. **Did not Achieve**
- IT –Video Conferencing. **Achieved**

#### **Planning**

- Expand Prime MD service. **In Process**
- Make progress on autonomous vehicle demonstration service. **In Process**
- Finalize 494 CMAQ service plan. **In Process**
- Implement Airport Service. **In Process**
- Complete facility and roadway improvement plan (improve access and travel time for buses and customers). **Achieved**



## Ops

- Pursue an electric vehicle for Prime. *In Process*
- Procure additional 9 vehicles. **Not Achieved due to COVID**
- Implement additional strategies as needed to attract and retain quality drivers. Goal is to be 125%/FTE equivalent driver compliment needed on any given day. **Achieved**
- Secure all needs for operating the State Fair service (driver force; ground staff; parking; and \$8 fare). **Not Achieved due to COVID**

## Marketing/Customer Service

- Implement Bus Back Campaign. **Not Achieved due to COVID**
- Increase Perks usage to 1700+ users. **Not Achieved due to COVID**
- Develop and implement bigger holiday event with the Arb. **Not Achieved due to COVID**
- Develop and implement new Prime and Prime MD marketing campaign. **Achieved**
- Develop and implement formal community and business outreach program (Carver County TMA). **Not Achieved due to COVID**
- Implement tracking system for marketing materials and effectiveness. **Achieved**
- Maintain/update web page. **Achieved**
- Create more brand awareness in and outside of organization “Premier Provider of Transit Services”. **Achieved** (COVID Response well received)
- Conduct target marketing activities (College, seniors, reverse commuter’s, downtown commuters, minority populations, others). **Not Achieved due to COVID**
- Implement travel training. **Not Achieved due to COVID**

## Finance

- Work Closer with departments strengthen financial understanding. **Achieved**
- Effectively invest new revenues and continue laddering implementation. **Achieved**
- Install/implement new accounting software. **Achieved**
- Achieve GFOA Award. **Achieved**
- Secure training and advancement opportunities for all finance staff. **Achieved**
- Audit service RFP. **Not Achieved due to COVID**
- Banking service RFP. **Not Achieved due to COVID**
- Complete NTD sampling. **Achieved**
- Set up future Asset Management Fund Balance/Reserve Account. **Achieved**

## HR

- Monitor and update job descriptions, grade totals, and salary ranges as needed (i.e. classification and compensation studies). Identify “Steps” for advancement. *In Process*
- Conduct 2 “all staff” training sessions. **Not Achieved due to COVID**
- Conduct annual employee engagement survey. **Not Achieved due to COVID**
- Conduct monthly OSHA safety training. **Achieved**
- Identify benefit options. *In Process*

### Facilities

- Oversee construction of garage improvements. **Achieved**
- Complete 20 year assessment/PM outlook tied to the Asset Management Plan. **Achieved**
- Complete ramp PM repairs Village, CTS, and EC). **Achieved**
- Ensure SWS meets brand standards during SWLRT construction. **Achieved**
- Obtain two IFMA and one Construction Management certifications. **Achieved**
- Ensure all staff is trained and using Somax. **In Progress**

### Vehicle Maintenance

- Achieve a PM compliance of 91%. **Achieved**
- One technician certified in each of the Cummins engines. **Achieved**
- Collectively complete 100 MCI training classes. **Achieved**
- Ensure every tech attempts ASE testing with an overall 90% pass rate. **Did not Achieve**
- Pass all State inspections. **Achieved**
- Complete all mid-life rehabs. **Achieved**

# Updates

## **Operations, Planning, IT, Marketing, Vehicle Maintenance and Facility Maintenance, December 2020**

**Ridership** levels remain relatively unchanged since October with express services still significantly down from pre-pandemic levels and SW Prime ridership at about 50% of pre-pandemic levels.

**Shakopee Prime Service** – Staff is close to finalizing service planning that will allow for the expansion of SW Prime services into a large area of the city of Shakopee. The service would operate similar to our current Normandale Community College service, which has riders book rides in advance as to assure efficient allocation of vehicles. With Shakopee being part of the MVTA's service area this service will only be providing trips that go between the SW Prime service area and Shakopee, not Shakopee to Shakopee rides. Being a microtransit service, SWT is able to launch this service needing virtually no new resources/costs as the existing SW Prime fleet will be able to handle the initial service demand. The service is slated to start in January 2021.

**SWT/MVTA Planning Study** – Staff has been working with the MVTA on a joint planning study of the SWT/MVTA service areas that will take place throughout 2021. Finalist firms have been selected and interviewed by the project steering committee with a vendor expected to be recommended to both SWT and MVTA Commissions in early December.

**Annunciators** that automatically call out the stops on SWT express buses have been live for the past month and staff is happy to report that the technology has been operating with minimal issues. We have not received any complaints about the technology from riders to date. Staff continues to monitor the annunciator technology and make tweaks to ensure geo-location accuracy.

The delivery of the long overdue **MCI coach four low floors** are now being delayed again, now due to COVID at the assembly plant in Pembina, North Dakota. The latest delivery date was scheduled for around Thanksgiving. Now, it is wait and see, again.

We have just started transitioning **driver uniforms** from Cintas to Unifirst as planned. The total transition should be completed by mid-December where every driver has their uniform and all issues addressed.

**Staff Presentations** – Staff has recently been asked to present to several group including the Eden Prairie Chamber, Chaska Rotary, University of Minnesota, and the FTA. The presentations have focused on the agency's response to the COVID-19 pandemic, as well as our insights into microtransit having been one of the earliest adopters of the service type (which has taken off during the pandemic) via SW Prime.

**494 Service** – Staff continues to wait on the Met Council to get clarification from the FTA as to whether or not we are able to operate a scaled-down version of the CMAQ grant-awarded 494 service between Eden Prairie and the Mall of America/Airport. Staff will provide further updates as we learn more.

After much research, the SWT maintenance team has identified and ordered a proven **air purification system** for the Prime buses. We are expecting delivery of the Tesla AirDog ion systems this week and plan to have them installed and operational prior to the December commission meeting.

The SWT maintenance department has received our order of **fifteen driver's barriers**. We are currently in the process of installing the new driver's barriers and hope to have these installs completed over the next few weeks.

**Facilities** has been working hard getting everything ready for winter. The replacement of the radiant heaters at the garage has been completed. We are currently working on converting lights over to more efficient LED lighting, this project will be completed by Friday Dec. 6<sup>th</sup>. As always we are working hard to ensure all buildings and buses remain clean and disinfected, ensuring our customers and employees remain as safe as possible.



## SOUTHWEST TRANSIT

---

**To:** SouthWest Transit Commission  
**From:** Brad Aho, Chair  
**Date:** December 4, 2019  
**Subject:** CEO Performance Review

**REQUESTED ACTION:**

That the Commission review and evaluate the performance of the CEO for 2020.

The Commission can increase the CEO's base salary based on performance and any limitation on salary set forth in statute (i.e. Governor's Cap). For 2019, the Commission's legal council will provide the difference between the salary paid to the CEO and the cap maximum.

In conjunction with the performance review, the Commission can consider providing a lump-sum merit award for 2020.

Note – In light of COVID-19 and the impacts the pandemic has had upon ridership, budget and agency staffing, the CEO has requested any salary increase and/or merit bonus related to his 2020 performance be forfeited.

However, the CEO has requested a review of his current contract by May 2021, once the agency has the opportunity to begin the process of rebuilding from the reductions it has experienced since the onslaught of Covid-19 (March 2020).

**BUDGET IMPACT:**

TBD

**BACKGROUND:**

Annually the Commission evaluates the performance to the CEO based on the goals and objectives established at the beginning of the year.

Attached is the evaluation process which includes the goals established for 2019 and a brief description of what was accomplished in each.

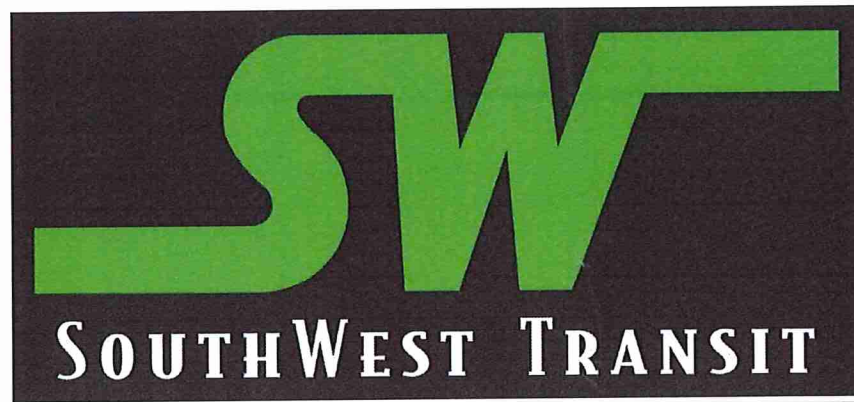
**RECOMMENDATION:**

To be determined at the December 12, 2019 meeting of the Commission.

**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 documents). 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**

<b>RATING</b>	<b>DESCRIPTION</b>	<b>RATING</b>
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**

#### **Lead Agency Response to the COVID-19 Pandemic.**

As we all know 2020 was far from a normal year. Transit agencies around the entire country were severely impacted by COVID-19, and SouthWest Transit was no exception.

While we suffered losses in both ridership and farebox revenue, the cost containment actions taken early on not only allowed us to deliver a balanced budget for 2020 but has set us up to recover fully by the end of 2021.

Some of the highlights include addressing numerous safety related concerns due to COVID-19 including the development of rider and personnel policies and procedures; implementing numerous cost savings measures including service and capital reductions; cleaning/disinfecting both vehicles and facility protocols; and the implementation of both an air purification system and physical separation barriers to keep our staff and riding public as safe as possible.

#### **Specific actions related to addressing COVID-19 included:**

- Developing a plan to ensure social distancing on vehicles; in stations; and between staff members, customers, and contractors.
- Developing a plan to 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\_\_***

**1. 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\_\_***

## 2. 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?***

<b>Responsibility #1</b>	<b>Improve the Strategic Focus of the Agency: <i>Overall Score</i></b> _____
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***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?***

<b>Responsibility #2</b>	<b>Accomplishment of Management Objectives: Overall Score</b> _____
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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, ensuing 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?*

<b>Responsibility #3</b>	<b>Financial Management and Resource Development: Overall Score _____</b>
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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?*

<b>Responsibility #4</b>	<b>Board Relations/Partnership: Overall Score _____</b>
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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?*

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<b>Responsibility #5</b>	<b>External Liaison and Public Image: Overall Score</b> _____
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