

# **SOUTHWEST TRANSIT COMMISSION AGENDA**

**Thursday, March 24, 2022**

**Work Session – 6pm-6:30pm**

**Commission Meeting – 6:30 pm**

**Meeting: Virtual/Zoom**

**NOTICE:** The SouthWest Transit Commission Chair has determined it not prudent for the safety of the Commission, Staff, or public to conduct in-person meetings in response to the COVID-19 pandemic at this time. Accordingly, Commission members will participate in this meeting via Zoom and the meeting will be conducted under Minnesota Statutes section 13D.021 at the date and time stated above. We encourage any interested member of the public to monitor the meeting remotely.

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

Join Zoom Meeting

<https://us06web.zoom.us/j/82064322314?pwd=SHoyRkUyWWVyODUvNlVQdHV0c0NrUT09>

Meeting ID: 820 6432 2314

Passcode: 877560

### **COMMISSION MEMBERS**

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

### **GENERAL COUNSEL**

Joshua Dorothy - Attorney

### **EXECUTIVE STAFF**

Len Simich – Special Advisor to the Commission  
Maria Mancilla-Diaz – Chief Administrative Officer  
Matt Fyten – Interim CEO/Chief Operating Officer  
Tony Kuykendall – Maintenance Director  
Daniel LeGuen-Schmidt - HR Director  
Souriyong Souriya – Finance Director  
Al Halaas – First Transit Director/GM

## **WORK SESSION 6pm-6:30pm**

**Topic – Agency Sustainability Action Plan**

## **COMMISSION MEETING AGENDA**

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

- I. PUBLIC COMMENT**
- II. APPROVAL OF AGENDA**
- III. PAYMENT OF CLAIMS** (Rollcall Vote)
- IV. CONSENT**
  - A. Approval of Minutes of February Commission Meeting
  - B. Approval of Financial Statements - Finance
  - C. Agency Sustainability Action Plan - Fyten
  - D. East Creek Preventative Maintenance - Dartt
  - E. Emergency Preparedness Plan - Kirsch
- V. LEGISLATIVE UPDATE**
- VI. NEW BUSINESS**
  - A. Regional Solicitation Applications – Fyten/Schuler
  - B. CEO Search Recommendation – Huang/Dorothy
- VII. UPDATES**
- VIII. CLOSED SESSION:** The Commission wishes to discuss with its legal counsel strategy regarding two matters of threatened litigation. The first matter concerns data practices and alleged defamation. The second matter concerns allegations regarding SouthWest's Disruptive Rider Policy. Accordingly, the Chair will entertain a motion to close the meeting under Minnesota Statutes section 13D.05, subdivision 3.
- IX. ADJOURNMENT**

# Payment of Claims

**SouthWest Transit**  
**2/18/2022 Thru 3/17/2022**

**Meeting Date: 3/24/2022**

**Payment of Claims**

<b>Check Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Check Amount</b>
9237	ALLSTATE PETERBILT	Fleet Parts	2/24/2022	\$ 423.20
9238	CAPITAL ONE TRADE CREDIT	Building Supplies	2/24/2022	\$ 799.99
9239	CENTURYLINK	Phone Bill	2/24/2022	\$ 61.75
9240	CITY OF CHASKA UTILITY BILLING	Water/Sewer Bill	2/24/2022	\$ 2,108.08
9241	CUMMINS NPOWER, LLC	Fleet Parts	2/24/2022	\$ 63.32
9242	FACTORY MOTOR PARTS COMPANY	Credit	2/24/2022	\$ (147.00)
9242	FACTORY MOTOR PARTS COMPANY	Fleet Parts	2/24/2022	\$ 1,678.42
9242	FACTORY MOTOR PARTS COMPANY	Fleet Parts	2/24/2022	\$ 514.50
9243	GILLIG LLC	Fleet Parts	2/24/2022	\$ 8.56
9244	GRAINGER	Building Supplies	2/24/2022	\$ 1,015.48
9245	HENNEPIN COUNTY AR	Radio Service	2/24/2022	\$ 338.72
9246	HILDI INCORPORATED	Audit Services	2/24/2022	\$ 2,875.00
9247	MENARDS	Building Supplies	2/24/2022	\$ 241.66
9248	MINUTEMAN PRESS	Printing Service	2/24/2022	\$ 330.00
9249	NAPA AUTO PARTS	Shop Supplies	2/24/2022	\$ 48.37
9250	NINA HOFFENBERG	Uniform Reimbursement	2/24/2022	\$ 44.99
9251	POPP COMMUNICATIONS	Phone Bill	2/24/2022	\$ 2,287.43
9252	ROYAL TIRE INC.	Tires	2/24/2022	\$ 42.00
9253	RSM US PRODUCT SALES LLC	IT MSP Contracted services	2/24/2022	\$ 1,227.62
9254	SD PROMOTIONS	Marketing Supplies	2/24/2022	\$ 1,195.00
9255	SEON SYSTEMS SALES INC.	Bus Camera Sys Service Contrac	2/24/2022	\$ 583.00
9256	SSI MN TRANCHE 1 LLC	Solar Energy Subscription	2/24/2022	\$ 2,380.40
9257	SYNCB AMAZON	Fleet Parts	2/24/2022	\$ 217.04
9257	SYNCB AMAZON	Fleet Parts	2/24/2022	\$ 55.96
9258	U.S. BANK EQUIPMENT FINANCE	Copier Lease	2/24/2022	\$ 699.00
9259	UNIFIRST CORPORATION	Drivers Uniforms	2/24/2022	\$ 471.08
9259	UNIFIRST CORPORATION	Drivers Uniforms	2/24/2022	\$ 86.94
9260	USS MN VII MT LLC	Solar Energy Subscription	2/24/2022	\$ 344.48
9261	XCEL ENERGY	Electric Bill	2/24/2022	\$ 933.44
9261	XCEL ENERGY	Electric Bill	2/24/2022	\$ 1,866.27
9262	ABC BUS COMPANIES	Fleet Parts	3/4/2022	\$ 1,236.63
9263	ALLEN'S SERVICE INC.	Towing Service	3/4/2022	\$ 975.00
9264	ALLSTATE PETERBILT	Fleet Parts	3/4/2022	\$ 326.75
9265	BRUSKE PRODUCTS	Vehicle Parts	3/4/2022	\$ 365.03
9266	CENTERPOINT ENERGY	Gas Bill	3/4/2022	\$ 12,235.20
9267	CENTURYLINK	Phone Bill	3/4/2022	\$ 462.14
9268	CITY OF EDEN PRAIRIE	Water/Sewer Bill	3/4/2022	\$ 1,325.34
9269	COMCAST BUSINESS - CABLE	Internet Service	3/4/2022	\$ 195.76
9270	CUMMINS NPOWER, LLC	Fleet Parts	3/4/2022	\$ 403.32
9271	DACOTAH PAPER CO.	Shop Supplies	3/4/2022	\$ 238.72
9272	EDEN PRAIRIE CHAMBER OF COMMER	State of the City Luncheon	3/4/2022	\$ 779.00
9273	FACTORY MOTOR PARTS COMPANY	Fleet Parts	3/4/2022	\$ 777.72
9273	FACTORY MOTOR PARTS COMPANY	Fleet Parts	3/4/2022	\$ 1,674.00
9274	FAIRCHILD EQUIPMENT	Fleet Parts	3/4/2022	\$ 161.30
9275	FIDELITY SECURITY LIFE INSURANCE CO.	Insurance	3/4/2022	\$ 161.14
9276	FIRESIDE HEARTH & HOME	Service Call	3/4/2022	\$ 497.00
9277	GOVERNMENT FINANCE OFFICERS ASSOCIATION	GFOA Membership Renewal	3/4/2022	\$ 475.00
9278	GRAINGER	Building Supplies	3/4/2022	\$ 245.02
9278	GRAINGER	Building Supplies	3/4/2022	\$ 6,496.71
9278	GRAINGER	Building Supplies	3/4/2022	\$ 158.94
9279	HOGLUND BUS COMPANY	Fleet Parts	3/4/2022	\$ 77.04
9280	HOTSY MINNESOTA	Service Call	3/4/2022	\$ 761.80
9281	INDIGO SIGNWORKS	Building Supplies	3/4/2022	\$ 950.00
9282	MADISON NATIONAL LIFE INS CO, INC	LTD Insurance	3/4/2022	\$ 805.49

**SouthWest Transit**  
**2/18/2022 Thru 3/17/2022**

**Meeting Date: 3/24/2022**

**Payment of Claims**

<b>Check Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Check Amount</b>
9283	MATT'S AUTO SERVICE	Towing Service	3/4/2022	\$ 244.00
9284	METROPOLITAN FORD OF EDEN PRAIRIE	Fleet Parts	3/4/2022	\$ 164.06
9285	MINNESOTA LIFE INSURANCE COMPANY	Employee Life Insurance	3/4/2022	\$ 803.00
9286	NATIONAL PEN CO. LLC	Office Supplies	3/4/2022	\$ 489.13
9287	NCPERS MINNESOTA	Life Insurance	3/4/2022	\$ 64.00
9288	OCCUPATIONAL MEDICINE CONSULTS	Drug Testing	3/4/2022	\$ 75.00
9289	GERALD REED	Meeting Reimbursement	3/4/2022	\$ 92.85
9290	REPUBLIC SERVICES #894	Trash & Recycling	3/4/2022	\$ 3,256.67
9291	ROYAL TIRE INC.	Tires	3/4/2022	\$ 1,359.34
9292	SAVEON	Marketing Supplies	3/4/2022	\$ 3,847.00
9293	SCHLOMKA SERVICES LLC	Service Call	3/4/2022	\$ 720.48
9294	LEN SIMICH	Cell Phone Allowance	3/4/2022	\$ 811.00
9295	DAVE SIMONEAU	Consulting - In House Driver Study	3/4/2022	\$ 1,900.00
9296	SUBURBAN CHEVROLET	Fleet Parts	3/4/2022	\$ 408.43
9297	SYNCB AMAZON	Fleet Parts	3/4/2022	\$ 69.96
9297	SYNCB AMAZON	Fleet Parts	3/4/2022	\$ 391.38
9297	SYNCB AMAZON	Fleet Parts	3/4/2022	\$ 141.96
9298	THE AFTERMARKET PARTS COMPANY	Fleet Parts	3/4/2022	\$ 1,604.75
9299	T-MOBILE	Bus Wifi Service	3/4/2022	\$ 4,787.59
9300	U.S. BANK EQUIPMENT FINANCE	Copier Lease	3/4/2022	\$ 148.00
9301	UNIFIRST CORPORATION	Drivers Uniforms	3/4/2022	\$ 495.78
9301	UNIFIRST CORPORATION	Drivers Uniforms	3/4/2022	\$ 86.94
9302	VERIFIED CREDENTIALS	Background Checks	3/4/2022	\$ 111.30
9303	VISUAL IMPACT, LLC	Driver Barriers	3/4/2022	\$ 3,175.00
9304	WALSER CHRYSLER JEEP DODGE	Fleet Parts	3/4/2022	\$ 715.20
9305	WEX BANK	Fuel	3/4/2022	\$ 144.44
9306	TOWN & COUNTRY TRAILER SALES	Trailer Purchase	3/10/2022	\$ 5,275.00
9307	ALLSTATE PETERBILT	Fleet Parts	3/10/2022	\$ 829.91
9308	BOYER FORD TRUCKS-PARTS DIST	Fleet Parts	3/10/2022	\$ 53.74
9309	BTR OF MINNESOTA	Vehicle Parts	3/10/2022	\$ 982.74
9310	CDW GOVERNMENT	Adobe Software Lic	3/10/2022	\$ 182.53
9310	CDW GOVERNMENT	Adobe Software Lic	3/10/2022	\$ 357.64
9310	CDW GOVERNMENT	Adobe Software Lic	3/10/2022	\$ 3,411.62
9311	CENTERPOINT ENERGY	Gas Bill	3/10/2022	\$ 708.93
9312	CENTURYLINK	Phone Bill	3/10/2022	\$ 124.50
9313	CHASKA TOWN COURSE	Town Course Ads	3/10/2022	\$ 2,800.00
9314	COMCAST BUSINESS	Internet Service	3/10/2022	\$ 1,237.57
9315	DODGE OF BURNSVILLE	Fleet Parts	3/10/2022	\$ 1,198.00
9316	EDEN PRAIRIE CHAMBER OF COMMER	State of the City Luncheon	3/10/2022	\$ 30.00
9317	FACTORY MOTOR PARTS COMPANY	Fleet Parts	3/10/2022	\$ 996.38
9317	FACTORY MOTOR PARTS COMPANY	Fleet Parts	3/10/2022	\$ 3,348.00
9318	FAIRCHILD EQUIPMENT	Vehicle Parts	3/10/2022	\$ 125.08
9319	GREGERSON, ROSOW, JOHNSON & NILAN, LTD	Legal Fees	3/10/2022	\$ 7,716.77
9320	HEALTHPARTNERS INC.	Health & Dental Insurance	3/10/2022	\$ 30,729.37
9321	HENNEPIN COUNTY AR	Radio Service	3/10/2022	\$ 338.72
9322	HOTSY MINNESOTA	Service Call	3/10/2022	\$ 200.20
9323	INDIGO SIGNWORKS	Building Supplies	3/10/2022	\$ 200.00
9323	INDIGO SIGNWORKS	Building Supplies	3/10/2022	\$ 515.49
9324	JOHNSON CONTROLS, INC.	EMS Controls Upgrade	3/10/2022	\$ 6,328.50
9324	JOHNSON CONTROLS, INC.	EMS Controls Upgrade	3/10/2022	\$ 659.12
9325	KLOOS ELECTRIC, INC.	Service Call	3/10/2022	\$ 1,693.88
9326	MENARDS	Building Supplies	3/10/2022	\$ 9.99
9326	MENARDS	Building Supplies	3/10/2022	\$ 198.00
9326	MENARDS	Building Supplies	3/10/2022	\$ 41.04

**SouthWest Transit**  
**2/18/2022 Thru 3/17/2022**

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<b>Check Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Check Amount</b>
9327	MINNESOTA PUBLIC TRANSIT ASSOC	Memembership Dues	3/10/2022	\$ 2,385.00
9328	MINUTEMAN PRESS	Office Supplies	3/10/2022	\$ 87.43
9328	MINUTEMAN PRESS	Office Supplies	3/10/2022	\$ 70.00
9328	MINUTEMAN PRESS	Office Supplies	3/10/2022	\$ 166.00
9328	MINUTEMAN PRESS	Office Supplies	3/10/2022	\$ 60.80
9329	NATE REINHARDT (MNGFOA 2020 TREASURER)	Memembership Dues	3/10/2022	\$ 70.00
9330	NAYAX	Processing Fee	3/10/2022	\$ 15.90
9331	OFFICE DEPOT	Office Supplies	3/10/2022	\$ 490.80
9331	OFFICE DEPOT	Office Supplies	3/10/2022	\$ 125.57
9332	O'REILLY AUTOMOTIVE, INC.	Credit	3/10/2022	\$ (22.00)
9332	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	3/10/2022	\$ 695.99
9332	O'REILLY AUTOMOTIVE, INC.	Credit	3/10/2022	\$ (338.92)
9333	RDO EQUIPMENT CO.	Service Call	3/10/2022	\$ 2,451.00
9334	ROYAL TIRE INC.	Tires	3/10/2022	\$ 70.00
9334	ROYAL TIRE INC.	Tires	3/10/2022	\$ 436.76
9335	RSM US PRODUCT SALES LLC	IT MSP Contracted services	3/10/2022	\$ 1,090.00
9335	RSM US PRODUCT SALES LLC	IT MSP Contracted services	3/10/2022	\$ 138.60
9336	SD PROMOTIONS	Marketing Supplies	3/10/2022	\$ 3,135.75
9337	SHAKOPEE CHAMBER OF COMMERCE	Membership Fee	3/10/2022	\$ 350.00
9338	SUBURBAN CHEVROLET	Fleet Parts	3/10/2022	\$ 74.48
9339	SUMMIT COMPANIES	Fire Inspection	3/10/2022	\$ 780.00
9340	SYNCB AMAZON	Fleet Parts	3/10/2022	\$ 100.94
9340	SYNCB AMAZON	Fleet Parts	3/10/2022	\$ 75.12
9340	SYNCB AMAZON	Fleet Parts	3/10/2022	\$ 210.00
9341	TECHSTAR IT SOLUTIONS	IT Service	3/10/2022	\$ 1,068.75
9342	THE HR WEEKLY Business Management Daily	Subscription	3/10/2022	\$ 297.00
9343	JOE TOWNSEND	Cell Phone Allowance	3/10/2022	\$ 29.99
9344	UBISENSE AMERICA LLC	Prime Vehicle Transponders	3/10/2022	\$ 13,908.00
9345	UNIFIRST CORPORATION	Drivers Uniforms	3/10/2022	\$ 632.11
9345	UNIFIRST CORPORATION	Drivers Uniforms	3/10/2022	\$ 225.08
9346	WALKER CONSULTANTS	Professional Service - Construction	3/10/2022	\$ 9,345.00
9347	ALLSTATE PETERBILT	Fleet Parts	3/17/2022	\$ 219.92
9348	CDW GOVERNMENT	Adobe Software Lic	3/17/2022	\$ 943.11
9349	CENTERPOINT ENERGY	Gas Bill	3/17/2022	\$ 1,184.56
9350	CENTURYLINK	Phone Bill	3/17/2022	\$ 125.02
9351	DIESEL COMPONENTS INC.	Vehicle Parts	3/17/2022	\$ 691.65
9352	FEDEX	Shipping	3/17/2022	\$ 39.75
9353	HENNEPIN COUNTY AR	Radio Service	3/17/2022	\$ 268.00
9354	KLOOS ELECTRIC, INC.	Service Call	3/17/2022	\$ 4,408.50
9355	LHB INC.	Prof. Services - Climate Action Plan	3/17/2022	\$ 885.00
9356	MENARDS	Building Supplies	3/17/2022	\$ 39.99
9357	METRO SALES INC.	Copier Maintenance	3/17/2022	\$ 630.21
9358	MVEC, MINNESOTA VALLEY ELECTRIC COOP	Utilities Electric	3/17/2022	\$ 8,332.49
9359	RSM US PRODUCT SALES LLC	IT MSP Contracted services	3/17/2022	\$ 352.25
9360	TASC	Insurance	3/17/2022	\$ 22.58
9361	VERIZON WIRELESS	Cellular Service	3/17/2022	\$ 105.03
		<b>TOTAL</b>		<b>\$ 207,451.94</b>
	<b>ACH Withdraws</b>			
41	LUBE-TECH & PARTNERS, LLC	Fleet Parts	2/25/2022	\$ 536.27
42	VER-TECH LABS	Fleet Parts	2/25/2022	\$ 2,167.08
44	CARVER COUNTY	Annual Maint Fiber Connection	3/7/2022	\$ 1,080.00
45	DIVERSIFIED PLUMBING & HEATING, INC.	Service Call	3/7/2022	\$ 450.00
46	GUARDIAN MECHANICAL SERVICE INC.	Service Call	3/7/2022	\$ 2,032.50

**SouthWest Transit**  
**2/18/2022 Thru 3/17/2022**

**Meeting Date: 3/24/2022**

**Payment of Claims**

<b>Check Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Check Amount</b>
47	HOGLUND BODY & EQUIPMENT, INC.	Service Call	3/7/2022	\$ 3,057.72
48	INTERSTATE POWER SYSTEM, INC.	Fleet Parts	3/7/2022	\$ 483.00
50	BEST VERSION MEDIA	Marketing Advertising	3/11/2022	\$ 990.91
51	INTERSTATE POWER SYSTEM, INC.	Fleet Parts	3/11/2022	\$ 556.90
52	LOCAL GOVERNMENT INFORMATION SYSTEMS	Software License	3/11/2022	\$ 1,483.00
53	PREVOST CAR INC.	Fleet Parts	3/11/2022	\$ 6,321.94
	ACH ORIGATION	Bank Fee	2/28/2022	\$ 40.00
	CARDMEMBER SERV WEB PYMT *****6731	Credit Card Payment	2/25/2022	\$ 2,483.41
	CARDMEMBER SERV WEB PYMT *****6731	Credit Card Payment	3/17/2022	\$ 5,252.02
	Mansfield Oil PAYMENTS 1641544	Bus Fuel	2/25/2022	\$ 15,539.87
	Mansfield Oil PAYMENTS 1641710	Bus Fuel	2/28/2022	\$ 2,449.11
	Mansfield Oil PAYMENTS 1643297	Bus Fuel	3/14/2022	\$ 20,932.63
	Mansfield Oil PAYMENTS 1643635	Bus Fuel	3/17/2022	\$ 14,731.38
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	2/18/2022	\$ 695.50
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	2/25/2022	\$ 1,500.50
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	3/4/2022	\$ 1,030.50
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	3/11/2022	\$ 805.50
	POSITIVE PAY	Bank Fee	2/28/2022	\$ 25.00
	ADP PAYROLL FEES ADP - FEES 10TH9 8638844	Payroll Fees	2/23/2022	\$ 1,185.55
		<b>TOTAL</b>		<b>\$ 85,830.29</b>
		<b>Payroll</b>		
	Paylocity	Payroll	3/3/2022	\$ 97,161.56
	Paylocity	Payroll	3/17/2022	\$ 92,836.49
		<b>TOTAL</b>		<b>\$ 189,998.05</b>
		<b>Monthly Reimbursement included in payroll totals</b>		
	Justin Ambroz	Cell Phone Allowance		\$ 50.00
	Jon Christenson	Cell Phone Allowance		\$ 75.00
	Mike Dartt	Cell Phone Allowance		\$ 75.00
	Connor Froemming	Cell Phone Allowance		\$ 50.00
	Matt Fyten	Cell Phone Allowance		\$ 50.00
	John Haggenmiller	Cell Phone Allowance		\$ 75.00
	Kyle Jackels	Cell Phone Allowance		\$ 50.00
	Jason Kirsch	Cell Phone Allowance		\$ 50.00
	Tony Kuykendall	Cell Phone Allowance		\$ 50.00
	Daniel LeGuen-Schmidt	Cell Phone Allowance		\$ 50.00
	Steve Michael	Cell Phone Allowance		\$ 75.00
	Nicholas Peters	Cell Phone Allowance		\$ 50.00
	Evan Rozelle	Cell Phone Allowance		\$ 50.00
	Ben Schuler	Cell Phone Allowance		\$ 50.00
	Jake Simich	Cell Phone Allowance		\$ 75.00
	Kory Simich	Cell Phone Allowance		\$ 75.00
	Len Simich	Cell Phone Allowance		\$ 85.00
	Mike Simich	Cell Phone Allowance		\$ 50.00
	Souriyong Souriya	Cell Phone Allowance		\$ 50.00
	Joe Townsend	Cell Phone Allowance		\$ 50.00
	Matt Vieth	Cell Phone Allowance		\$ 50.00
	Len Simich	Car Allowance		\$ 712.00
	Kevin Berg	Tools Allowance		\$ 100.00
	Ben Green	Tools Allowance		\$ 100.00
	Dave Huddleston	Tools Allowance		\$ 100.00
	Kyle Jackels	Tools Allowance		\$ 100.00
	Edwin Nama	Tools Allowance		\$ 100.00

**SouthWest Transit**

**2/18/2022 Thru 3/17/2022**

**Meeting Date: 3/24/2022**

**Payment of Claims**

<b>Check Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Check Amount</b>
	Bradley Peters	Tools Allowance		\$ 100.00
	Jordan Roske	Tools Allowance		\$ 100.00
	Lonnie Van Eps	Tools Allowance		\$ 100.00
	Matt Vieth	Tools Allowance		\$ 100.00
	Steve Michael	Tools Allowance		\$ 100.00
		<b>TOTAL</b>		<b>\$ 2,947.00</b>
		<b>GRAND TOTAL</b>		<b>\$ 483,280.28</b>



# Consent

# SOUTHWEST TRANSIT COMMISSION MINUTES

Thursday, February 24, 2022

Work Session– 6:00 pm

Commission Meeting – Following Work Session approx. 6:30 pm

## COMMISSION MEMBERS

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

## GENERAL COUNSEL

Joshua Dorothy, Attorney

## EXECUTIVE STAFF

Len Simich – Chief Executive Officer  
Matt Fyten – Chief Operating Officer  
Maria Mancilla-Diaz – Chief Administrative Officer  
Tony Kuykendall – Maintenance Director  
Daniel LeGuen-Schmidt – HR Director  
Souriyong Souriya – Finance Director  
Al Halaas – First Transit Director/GM

### I. PUBLIC COMMENT

The meeting was called to order by Chair Huang at 6:27 pm. All members were present but Freiberg and Ryan with Chanhassen City Manager Hokkanen serving as alternate to Commissioner Ryan. There was no public comment.

### II. APPROVAL OF AGENDA

**Motion:** Narayanan motioned, seconded by Roepke to approve the Agenda as presented. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Hokkanen, yes; Hatfield, yes; Roepke, yes. The motion carried 6-0-0.

### III. PAYMENT OF CLAIMS

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

### IV. CONSENT

- A. **Approval of 1/27/2022 Minutes**
- B. **Approval of Financial Statements**
- C. **2022-2024 Strategic Plan**
- D. **Blanket Purchase Orders – Resolution 22-05**

**Motion:** Hatfield motioned, seconded by McDonald to approve the Consent Agenda. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Hokkanen, yes; Hatfield, yes; Roepke, yes. The motion carried 6-0-0.

### V. LEGISLATIVE UPDATE

Chair Huang requested feedback from the Commissioners as to meetings/discussions they had with key Legislators and/or local elected officials regarding SWT's Legislative priorities. Each City's Commissioners provided updates. Meetings will continue.

**Discussion only. No motion required.**

## VI. NEW BUSINESS

### A. Chief Executive Officer Search Update

Human Resources Director LeGuen-Schmidt stated that the Budget and Personnel Committee has interviewed several candidates for the CEO position. The field has narrowed; further interviews are scheduled.

**Discussion only. No motion required.**

### B. Interim CEO Agreement

HR Director LeGuen-Schmidt stated that as CEO Len Simich is retiring, an interim CEO needs to be appointed to provide day-to-day leadership to the agency. Chief Operating Officer Matt Fyten is being suggested for this position.

As CEO Simich will stay on to work on Legislative needs and agency initiatives, the Commission is requested to appoint Simich as Special Advisor to the Commission.

**Motion:** Narayanan motioned, seconded by Roepke to:

- adopt Resolution 22-06:
  - appointing Matt Fyten as Interim Chief Executive Officer from February 27, 2022 to May 27, 2022 or until the Commission appoints a new Chief Executive Officer, whichever is earlier
  - appointing Len Simich as Special Advisor to the Commission from February 27, 2022 to May 31, 2022
- authorize the Chair to execute the letter agreement with the Interim CEO

**Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Hokkanen, yes; Hatfield, yes; Roepke, yes. The motion carried 6-0-0.

### C. SouthWest Village Development

Chief Executive Officer Simich stated that the one-acre parcel adjacent to the SouthWest Village Station has been marketed for over the past ten years. One of the main impediments for development was the deed restriction which had been placed on the property by Mn/DOT when the property was originally transferred to SWT. In December, 2021 the Commission approved a buy-out of the deed restriction. This buy-out has been completed.

In evaluating development options for the site, the one that provided the highest ROI as well as having the highest demand was indoor storage.

**Motion:** Narayanan motioned, seconded by Roepke to authorize the CEO to begin the development process related to constructing a multi-level (3) storage facility on the one acre parcel SWT owns adjacent to the SouthWest Village Station and ramp. The process includes:

- assembling the team
- getting all contracts in place
- beginning the entitlement, design, construction document preparation
- undertaking the construction bidding process

**Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Hokkanen, yes; Hatfield, yes; Roepke, yes. The motion carried 6-0-0.

#### D. **New Services Initiative**

COO Fyten stated that the agency looks to continually evolve its services to meet changing travel patterns and demographic patterns. Discussion included:

- Expanded SW Prime Services
- Expanded Airport Services
- Expanded SW Prime MD Services
- Expanded Midday Express Services

Implementations of these services vary in size and scope. Various other factors are involved as well including estimated rider demand, vehicle availability, driver staffing levels.

**Discussion only. No motion required.**

#### E. **Bringing Drivers In-House Analysis**

CEO Simich stated that the driving function (drivers, supervisors/management, training, hiring, administrative services) is the only remaining function SWT has not taken in house. Bringing the function in-house would provide SWT with greater control, performance, and reliability to better reflect our brand.

**Motion:** Narayanan motioned, seconded by McDonald to authorize staff to conduct an in-depth analysis related to bringing the driving function in-house and deliver a final report to the Commission at its April or May meeting. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Hokkanen, yes; Hatfield, yes; Roepke, yes. The motion carried 6-0-0.

#### F. **Declaration of Emergency and Bid Award**

CEO Simich stated that clean-up costs incurred from the February 11 fire are anticipated to be more than \$175,000. The normal process under State Statute would be to solicit sealed bids. However, the League of Minnesota Cities, SWT's insurance provider, will solicit bids for the clean-up on our behalf. By declaring an emergency, we can expedite the normal timeline required for the bid issuance and then award a bid for the clean-up.

**Motion:** Narayanan motioned, seconded by McDonald to adopt Resolution 22-07 stating that the Board:

- Declares the Situation to be a special emergency under Minnesota Statutes sections 365.68 and 415.01, and
- Authorizes the CEO to purchase the following goods and services from the indicated suppliers for amounts not to exceed the respectively indicated amounts:
  - Building Cleaning from Lindstrom Restoration for an amount not to exceed \$191,912.60
  - Bus Cleaning from Lindstrom Restoration for an amount not to exceed \$39,275.90

**Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Hokkanen, yes; Hatfield, yes; Roepke, yes. The motion carried 6-0-0.

**Motion:** McDonald motioned, seconded by Narayanan to authorize the CEO to enter into an agreement with Lindstrom Restoration for a base amount of \$231,188.50 plus any additional related expenses that are covered by insurance for the restoration of the Eden Prairie Garage and vehicles that were impacted by the bus fire. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Hokkanen, yes; Hatfield, yes; Roepke, yes. The motion carried 6-0-0.

### VII. **UPDATES**

#### VIII. **CLOSED SESSION**

**Motion:** Hatfield motioned, seconded by McDonald to move to Closed Session for purposes as stated in the Agenda. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Hokkanen,

yes; Hatfield, yes; Roepke, yes. The motion carried 6-0-0.

**IX. REOPEN CLOSED SESSION**

**Motion:** Narayan motioned, seconded by Roepke to close the closed session and return to open session. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes, Hokkanen, yes; Hatfield, yes, Roepke, yes. The motion carried 6-0-0.

**X. ADJOURNMENT**

**Motion:** McDonald motioned, seconded by Narayanan to adjourn. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Hokkanen, yes; Hatfield, yes; Roepke, yes. The motion carried 6-0-0. The meeting was adjourned at 9:41 pm.

February 24, 2022 SouthWest Transit Commission Minutes

Prepared By: Linda Spevacek

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

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



**SOUTHWEST TRANSIT**

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**MEMORANDUM**

**TO:** SouthWest Transit Commission  
**FROM:** Souriyong Souriya – Finance Director  
**DATE:** March 24, 2022  
**SUBJECT:** SWT Financial Statements

**REQUESTED ACTION:**

That the SWT Commission approve the preliminary December 2021 and January 2022 Financial Statement, February 2022 Investments and Pledged Securities.

**BUDGET IMPACT:** This action has no budget impact.

**BACKGROUND:**

Attached to this memo are the following financial statements:

- Preliminary financial review for the year ended December 31, 2021, and January 31, 2022, Financial Statement for General Fund Operating and Capital Projects Funds.
- The investment of SWT funds into certificates of deposits (CDs) and rate of return from 0.30%-0.750%.
- Five institutions provided the pledged securities for collateral beyond the FDIC insured.

**RECOMMENDATION:**

That the SWT Commission approve the preliminary December 2021 and January 2022 Financial Statement, February 2022 Investments and Pledged Securities.



Commission Meeting date 03.24.2022

## Balance Sheet for All Funds January 2022

Fund Name					
Balance Sheet Category	General Fund	Capital Improvement Fund	EPG Roof Replacement Fund	SWS Development Capital Fund	Total
<b>Assets</b>					
Cash & Investments	\$ 7,791,269	\$ 2,692,920	\$ 1,950,666	\$ 6,090,745	\$ 18,525,600
Accounts Receivable	1,087,009		-	-	1,087,009
Other Assets	466,372	-	-	-	466,372
<b>Total Assets</b>	<b>9,344,650</b>	<b>2,692,920</b>	<b>1,950,666</b>	<b>6,090,745</b>	<b>20,078,981</b>
<b>Liabilities</b>					
Accounts Payable	364,370	-	-	-	364,370
Other Liabilities	-	-	-	-	-
<b>Total Liabilities</b>	<b>364,370</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>364,370</b>
<b>Fund Balances</b>					
Beginning Fund Balance-January 1	8,894,076	2,692,920	1,950,666	6,090,745	19,628,407
Net Change in Fund Balance	86,204	-	-	-	86,204
<b>Total Fund Balances</b>	<b>8,980,280</b>	<b>2,692,920</b>	<b>1,950,666</b>	<b>6,090,745</b>	<b>19,714,611</b>
<b>Total Liabilities &amp; Fund Balances</b>	<b>\$ 9,344,650</b>	<b>\$ 2,692,920</b>	<b>\$ 1,950,666</b>	<b>\$ 6,090,745</b>	<b>\$ 20,078,981</b>



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

Commission Meeting date 03.24.2022

Jan=8.3%

<b>General Fund 100</b>	Adopted Budget	Current Month Actual	2022 YTD Actual	2022 YTD Balance	% YTD Budget
<b>Revenues</b>					
Passenger Fares	\$ 548,800	\$ 47,392	\$ 47,392	(501,408)	8.6%
Contract Revenue	72,000	-	-	(72,000)	0.0%
CMAQ Grant Revenue	30,000	-	-	(30,000)	0.0%
5307 NTD Funding	705,000	-	-	(705,000)	0.0%
MVST Revenue	7,591,000	652,301	652,301	(6,938,699)	8.6%
RAMVST Revenue	1,417,300	121,782	121,782	(1,295,518)	8.6%
CRRSA Section 5307	-	-	-	-	0.0%
Investment Income	10,000	206	206	(9,794)	2.1%
Other Local Revenues	224,000	5,845	5,845	(218,155)	2.6%
	<b>10,598,100</b>	<b>827,526</b>	<b>827,526</b>	<b>(9,770,574)</b>	<b>7.8%</b>
Other Sources					
Insurance Recoveries	-	2,523	2,523	2,523	-
<b>Total Revenue</b>	<b>\$ 10,598,100</b>	<b>\$ 830,049</b>	<b>\$ 830,049</b>	<b>\$ (9,768,051)</b>	<b>7.8%</b>
<b>Expenditures</b>					
Administration	\$ 1,751,388	\$ 92,632	\$ 92,632	1,658,756	5.3%
Operations	6,069,100	405,876	405,876	5,663,224	6.7%
Vehicle Maintenance	1,859,100	85,820	85,820	1,773,280	4.6%
Facility Maintenance	1,446,210	80,567	80,567	1,365,643	5.6%
<b>Total Expenditures</b>	<b>11,125,798</b>	<b>664,895</b>	<b>664,895</b>	<b>10,460,903</b>	<b>6.0%</b>
5307 NTD Schedule	705,000	-	-	705,000	0.0%
Capital Cost Of Operating	1,452,500	78,950	78,950	1,373,550	5.4%
	<b>2,157,500</b>	<b>78,950</b>	<b>78,950</b>	<b>2,078,550</b>	<b>3.7%</b>
<b>Total Expenditures &amp; Capital Cost of Operating</b>	<b>13,283,298</b>	<b>743,845</b>	<b>743,845</b>	<b>12,539,453</b>	<b>5.6%</b>
Transfers (Out)	-	-	-	-	0.0%
	<b>13,283,298</b>	<b>743,845</b>	<b>743,845</b>	<b>12,539,453</b>	<b>5.6%</b>
<b>Net Change in Fund Balance</b>	<b>\$ (2,685,198)</b>	<b>\$ 86,204</b>	<b>\$ 86,204</b>		
<b>Fund Balance, January 1</b>			<b>\$ 8,894,076</b>		
<i>Adjusted Fund balance</i>					
<b>Fund Balance, End of Current Period</b>			<b>\$ 8,980,280</b>		
<b>Months of Operating Expenditures</b>			<b>8</b>		
<b>Fund Balance as a % of the Expenditure Budget</b>			<b>67.6%</b>		





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

Commission Meeting date 03.24.2022

Jan=8.3%

All Other Funds	Adopted Budget	Current Month Actual	2022 YTD Actual	2022 YTD Balance	% YTD Budget
<b>Capital Improvement Fund 270</b>					
Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Expenditures	-	-	-	-	0.0%
Transfer In (Out)	-	-	-	-	#DIV/0!
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>EPG Roof Replacement Fund 280</b>					
Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Expenditures	2,000,000	-	-	2,000,000	0.0%
Transfer In (Out)	-	-	-	-	#DIV/0!
<b>Net Change in Fund Balance</b>	<b>\$ (2,000,000)</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>SWS Development Capital Fund 360</b>					
Revenue	\$ 45,000	58	58	\$ (44,942)	0.1%
Expenditures	-	-	-	-	0.0%
Transfer In (Out)	-	-	-	-	0.0%
<b>Net Change in Fund Balance</b>	<b>\$ 45,000</b>	<b>\$ 58</b>	<b>\$ 58</b>		



Commission Meeting date 03.24.2022

**Balance Sheet for All Funds  
December 2021 - Preliminary Audit**

Fund Name					
Balance Sheet Category	General Fund	Capital Improvement Fund	EPG Roof Replacement Fund	SWS Development Capital Fund	Total
<b>Assets</b>					
Cash & Investments	\$ 8,018,397	\$ 2,692,919	\$ 1,950,666	\$ 6,088,469	\$ 18,750,452
Accounts Receivable	1,157,846		-	2,217	1,160,063
Other Assets	382,725	-	-	-	382,725
<b>Total Assets</b>	<b>9,558,968</b>	<b>2,692,919</b>	<b>1,950,666</b>	<b>6,090,686</b>	<b>20,293,240</b>
<b>Liabilities</b>					
Accounts Payable	664,893	-	-	-	664,893
Other Liabilities	-	-	-	-	-
<b>Total Liabilities</b>	<b>664,893</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>664,893</b>
<b>Fund Balances</b>					
Beginning Fund Balance-January 2020	7,522,658	2,897,009	-	6,035,120	16,454,787
Net Change in Fund Balance	1,371,418	(204,090)	1,950,666	55,566	3,173,560
<b>Total Fund Balances</b>	<b>8,894,076</b>	<b>2,692,919</b>	<b>1,950,666</b>	<b>6,090,686</b>	<b>19,628,347</b>
<b>Total Liabilities &amp; Fund Balances</b>	<b>\$ 9,558,969</b>	<b>\$ 2,692,919</b>	<b>\$ 1,950,666</b>	<b>\$ 6,090,686</b>	<b>\$ 20,293,240</b>



SouthWest Transit  
 Revenue and Expenditures for All Funds  
 Monthly Financial Report  
 YTD December 2021 - Preliminary Audit

Commission Meeting date 03.24.2022

Dec=100.0%

<b>General Fund 100</b>	Amended Budget	Current Month Actual	2021 YTD Actual	2021 YTD Balance	% YTD Budget
<b>Revenues</b>					
Passenger Fares	\$ 405,000	\$ 50,176	\$ 521,820	116,820	128.8%
Contract Revenue	33,600	10,316	56,504	22,904	168.2%
CMAQ Grant Revenue	69,000	-	20,542	(48,458)	0.0%
5307 NTD Funding	682,629	21,985	348,607	(334,022)	51.1%
MVST Revenue	8,735,000	692,146	9,045,479	310,479	103.6%
RAMVST Revenue	1,632,000	129,221	1,656,215	24,215	101.5%
CRRSA Section 5307	2,072,432	-	2,072,432	-	0.0%
Investment Income	10,000	6,815	15,480	5,480	154.8%
Other Local Revenues	324,500	31,907	260,989	(63,511)	80.4%
	<b>13,964,161</b>	<b>942,565</b>	<b>13,998,067</b>	<b>33,906</b>	<b>100.2%</b>
Other Sources					
Insurance Recoveries	-	166,962	174,324	174,324	-
<b>Total Revenue</b>	<b>\$ 13,964,161</b>	<b>\$ 1,109,527</b>	<b>\$ 14,172,392</b>	<b>\$ 208,231</b>	<b>101.5%</b>
<b>Expenditures</b>					
Administration	\$ 1,464,112	\$ 237,202	\$ 1,447,984	16,128	98.9%
Operations	4,871,040	981,475	4,865,776	5,264	99.9%
Vehicle Maintenance	1,594,350	205,492	1,494,877	99,473	93.8%
Facility Maintenance	1,385,680	193,998	1,286,426	99,254	92.8%
<b>Total Expenditures</b>	<b>9,315,182</b>	<b>1,618,167</b>	<b>9,095,063</b>	<b>220,119</b>	<b>97.6%</b>
5307 NTD Schedule	682,629	-	348,607	334,022	51.1%
Capital Cost Of Operating	1,273,745	543,592	1,346,229	(72,484)	105.7%
	<b>1,956,374</b>	<b>543,592</b>	<b>1,694,836</b>	<b>261,538</b>	<b>86.6%</b>
<b>Total Expenditures &amp; Capital Cost of Operating</b>	<b>11,271,556</b>	<b>2,161,759</b>	<b>10,789,899</b>	<b>481,657</b>	<b>95.7%</b>
Transfers (Out)	2,000,000	4,842	2,004,842	(4,842)	100.2%
	<b>13,271,556</b>	<b>2,166,601</b>	<b>12,794,741</b>	<b>476,815</b>	<b>96.4%</b>
<b>Net Change in Fund Balance</b>	<b>\$ 692,605</b>	<b>\$ (1,057,074)</b>	<b>\$ 1,377,651</b>		
<b>Fund Balance, January 1</b>			<b>\$ 7,522,658</b>		
<i>Adjusted Fund balance</i>					
<b>Fund Balance, End of Current Period</b>			<b>\$ 8,900,309</b>		
<b>Months of Operating Expenditures</b>			<b>9</b>		
<b>Fund Balance as a % of the Expenditure Budget</b>			<b>67.1%</b>		



SouthWest Transit  
 Revenue and Expenditures for All Funds  
 Monthly Financial Report  
 YTD December 2021 - Preliminary Audit

Commission Meeting date 03.24.2022

Dec=100.0%

All Other Funds	Amended Budget	Current Month Actual	2021 YTD Actual	2021 YTD Balance	% YTD Budget
<b>Capital Improvement Fund 270</b>					
Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Expenditures	-	207,230	207,230	-	0.0%
Transfer In (Out)	2,863,415	2,900,149	2,900,149	(36,734)	101.3%
<b>Net Change in Fund Balance</b>	<b>\$ 2,863,415</b>	<b>\$ 2,692,919</b>	<b>\$ 2,692,919</b>		
<b>EPG Roof Replacement Fund 280</b>					
Revenue	\$ -	\$ -	\$ -	-	0.0%
Expenditures	-	1,000	49,334	(49,334)	0.0%
Transfer In (Out)	2,000,000	2,000,000	2,000,000	-	100.0%
<b>Net Change in Fund Balance</b>	<b>\$ 2,000,000</b>	<b>\$ 1,999,000</b>	<b>\$ 1,950,666</b>		
<b>SWS Development Capital Fund 360</b>					
Revenue	\$ 45,000	4,351	53,862	\$ 8,862	119.7%
Expenditures	-	-	-	-	0.0%
Transfer In (Out)	-	-	-	-	0.0%
<b>Net Change in Fund Balance</b>	<b>\$ 45,000</b>	<b>\$ 4,351</b>	<b>\$ 53,862</b>		

SouthWest Transit					
Pledged Securities Accounts - February 2022					
Security Description	Safekeeping Agent	Maturity Date	Pledged Date	Book Value	Pledged Value
<b>Flagship Bank Minnesota</b>					
Treasury	United Bankers Bank	9/30/2024	3/7/2021	\$ 2,052,138.08	\$ 2,000,000.00
Treasury	United Bankers Bank	7/31/2024	3/7/2021	\$ 1,032,371.65	\$ 1,000,000.00
Treasury	United Bankers Bank	1/31/2025	4/26/2021	\$ 1,535,234.22	\$ 1,500,000.00
Treasury	United Bankers Bank	7/15/2024	7/19/2021	\$ 998,941.01	\$ 1,000,000.00
Treasury	United Bankers Bank	10/15/2024	10/15/2021	\$ 2,000,778.36	\$ 1,700,000.00
Treasury	United Bankers Bank	9/1/2027	5/26/2020	\$ 499,704.86	\$ 500,000.00
MBS-FNMA/FHLMC	United Bankers Bank	1/17/2023	4/2/2020	\$ 134,182.31	\$ 134,182.31
Wells Natl West	United Bankers Bank	9/13/2024	9/25/2019	\$ 249,000.00	\$ 249,000.00
Enerbank USA	United Bankers Bank	11/14/2024	1/9/2020	\$ 248,104.59	\$ 249,000.00
Morgan Stanley	United Bankers Bank	11/25/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
3RD FED SVGS	United Bankers Bank	7/21/2026	9/29/2021	\$ 247,000.00	\$ 247,000.00
Sallie MAE	United Bankers Bank	7/31/2022	10/6/2016	\$ 248,000.00	\$ 248,000.00
US Treasury Notes	United Bankers Bank	2/25/2022	12/31/2021	\$ 749,938.84	\$ 750,000.00
CMO 2009-26	United Bankers Bank	8/16/2022	6/30/2021	\$ 71,633.88	\$ 71,542.22
GNMA	United Bankers Bank	8/20/2040	7/20/2018	\$ 104,137.80	\$ 104,137.80
GNMA	United Bankers Bank	1/20/2033	1/20/2021	\$ 111,914.14	\$ 111,914.14
FNMA	United Bankers Bank	10/1/2032	10/23/2012	\$ 185,057.58	\$ 185,057.58
MBS-FNMA/FHLMC	United Bankers Bank	10/1/2032	8/15/2015	\$ 200,212.83	\$ 200,212.83
				<b>\$ 10,915,350.15</b>	<b>\$ 10,497,046.88</b>
<b>BankVista</b>					
FDIC	FDIC - State	10/6/2022	6/6/2018	\$ 250,000	\$ 250,000
FDIC	ICS Account	NA	6/6/2018	\$ 5,452,056	\$ 5,452,056
<b>Tradition Capital Bank</b>					
Edgewood OH City Sch Dist Bond	BMO Harris Bank N.A	12/1/2029	12/19/2019	\$ 521,200	\$ 500,000
Little Blue VLY MO SWR Dist SW Bond	BMO Harris Bank N.A	9/1/2027	9/26/2019	\$ 1,073,990	\$ 1,000,000
Port Neches-Groves TX Indep SC Bonds	BMO Harris Bank N.A	2/15/2026	7/26/2016	\$ 744,123	\$ 695,000
Fed Farm Credit Bank	BMO Harris Bank N.A	4/1/2033	4/1/2013	\$ 660,905	\$ 699,376
<b>Alerus</b>					
FRB Federal Reserve Custody	Bank of North Dakota	4/1/2026	6/22/2016	\$ 340,000	\$ 340,000
<b>Americana Community Bank</b>					
FNMA Pool #MA1119	United Bankers Bank	7/1/2042	6/21/2018	\$ 345,749	\$ 360,406
FNMA Pool #MA3744	United Bankers Bank	8/1/2049	6/28/2021	\$ 190,397	\$ 190,320
Chandler AZ Ex	United Bankers Bank	7/1/2031	3/10/2022	\$ 506,321	\$ 477,830
			<b>Total</b>	<b>\$ 21,000,090</b>	<b>\$ 20,462,036</b>
<b>Summary Total Funds</b>					
		<b>2/28/2022</b>			
Flagship Bank	\$	9,545,111			
BankVista	\$	5,704,436			
Tradition Capital Bank	\$	2,272,600			
Alerus	\$	274,732			
Americana Community Bank	\$	824,558			
<b>Total</b>	<b>\$</b>	<b>18,621,436</b>			
<i>Difference Extra</i>	<b>\$</b>	<b>1,840,599.37</b>			





## SOUTHWEST TRANSIT

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**To:** SouthWest Transit Commission  
**From:** Matt Fyten, Interim CEO/COO  
**Date:** March 16, 2022  
**Subject:** Sustainability Plan

**REQUESTED ACTION:**

That the SouthWest Transit (SWT) Commission adopt the proposed SWT Sustainability Plan.

**BUDGET IMPACT:**

None. However, initiatives undertaken as part of the plan will vary in size and cost. Those costs that exceed the CEO's spending authority will be brought before the Commission for consideration.

**BACKGROUND:**

In 2021, the SWT Commission approved working with LHB Corp. to develop a Sustainability Action Plan to serve as a roadmap to follow in making the agency more energy efficient. Efforts between LHB and staff centered around facility improvements and transitioning to a zero-emission fleet that resulted in the following goals being recommended for adoption:

1. Decrease building energy use intensity by 25% by 2030 from 2015
2. 100% renewable electricity by 2030
3. Zero-emission vehicle fleet and equipment by 2050

LHB Corp. will be presenting to the Commission during its work session to review the plan, goals, and actions, as well as answer any questions the Commission has on this effort. The final draft of the plan is attached to this memo.

**RECOMMENDATION:**

That the SouthWest Transit (SWT) Commission adopt the proposed SWT Sustainability Plan.

# SouthWest Transit Sustainability Plan

March 2022

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**Prepared by:**  
Becky Alexander, LHB



# Acknowledgements

Thanks to the U.S. Federal Transit Administration (FTA) and the American Public Transportation Association (APTA) for providing resources to support sustainability planning – including the template used for this report – through the FTA’s *Sustainable Transit for a Healthy Planet Challenge*.

Photos provided by SouthWest Transit

## **SouthWest Transit Staff**

Len Simich, Chief Executive Officer

Matt Fyten, Chief Operations Officer

Mike Dartt, Facilities Maintenance Manager

## **Prepared by LHB**

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## **Greenhouse Gas Emissions Assessment by ORANGE Environmental**

Michael Orange

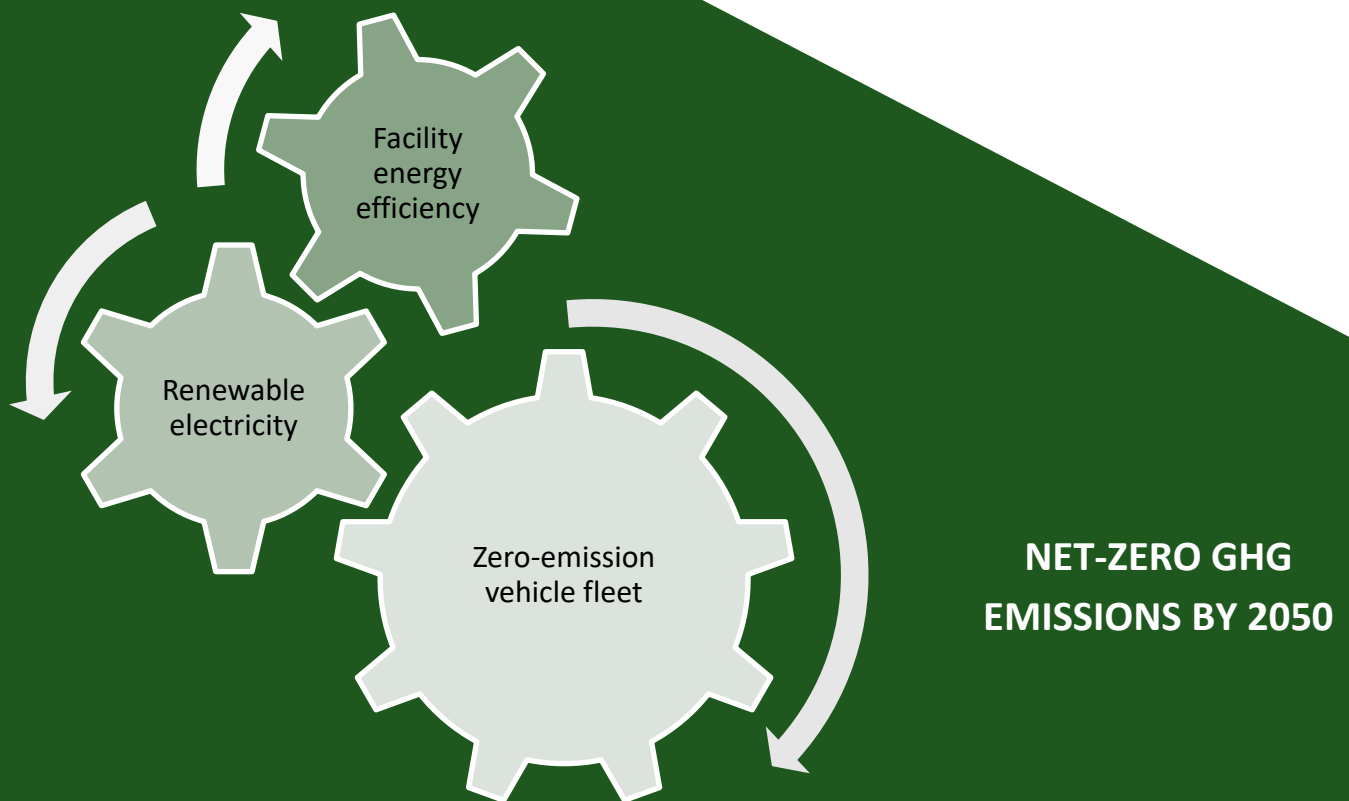
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# Introduction

This plan was developed to support sustainability within the communities served by SouthWest Transit. It reports the results of a baseline greenhouse gas (GHG) emissions inventory for the years 2015-2020, establishes goals for reducing energy use and GHG emissions from the agency’s fleet and facilities, and – with feedback from key stakeholders within the agency – establishes a roadmap of tangible action items to achieve these goals by 2050. This plan is intended to be a living document that continues to evolve as implementation occurs and technologies, regulations, partnerships, and funding opportunities shift. Progress updates will be developed annually with highlights included in the agency’s public reports.

*Figure 1.*  
SouthWest Transit's sustainability approach, with goals for facility energy efficiency, renewable electricity and zero-emissions vehicles supporting an overall goal of net-zero GHG emissions by 2050



# Agency Overview

In 1986, the cities of Chaska, Chanhassen, and Eden Prairie chose to opt out of the Metropolitan Transit Commission transit system and under a joint powers agreement created their own transit system, SouthWest Metro Transit (now called SouthWest Transit). This agency is a part of the regional transit system that includes a variety of public and private agencies serving the Twin Cities Metropolitan Area, with regional transit policies administered through the Metropolitan Council.

SouthWest Transit provides express service to and from downtown Minneapolis and the University of Minnesota, routes to several other job/student/retail centers, local on-demand door-to-door service (microtransit), non-emergency medical transportation, and seasonal transportation to special events and recreational destinations.

SouthWest Transit consistently provides over 1 million passenger trips annually (pre COVID-19 pandemic) and owns and operates around 85 vehicles (large buses, small buses, trolleys, and a 1947 Greyhound bus restored for promotional use). The agency owns a bus garage and maintenance facility in Eden Prairie that also includes administrative offices. It operates five park and ride locations throughout Eden Prairie, Chanhassen, Chaska, and Carver. These transit stations each include parking for 400-1000 vehicles (primarily in parking ramps) and an air-conditioned transit station for passengers.

The majority of SouthWest Transit’s revenue – which totaled \$12.4M in 2019 – comes from intergovernmental funding through the Minnesota State Vehicle Sales Tax, while about a quarter comes from passenger fares. Nearly 60% of the operating budget funds vehicle operations expenses (e.g. drivers, uniforms, and fuel), 20% funds vehicle maintenance, and the remainder is split between facility maintenance and administration.

Additional information about the agency can be found in its [annual report](#).



# Emissions Inventory

SouthWest Transit’s GHG emissions for 2015, 2017, 2019, and 2020 have been assessed using methodologies consistent with the *Local Government Operations Protocol for the Quantification and Reporting of Greenhouse Gas Emissions Inventories*, produced by ICLEI and The Climate Registry.<sup>1</sup>

The assessment analyzes GHGs from fuel used for the agency’s transit services as well as electricity and natural gas used at their bus garage and four owned transit stations.<sup>2</sup> The majority (84%) of the agency’s GHG emissions are from transportation fuel used for transit services, with 73% from large buses and 11% from small buses. The remaining 16% are from facility energy use, with the Eden Prairie Garage and Maintenance Facility emitting roughly the same amount of GHGs as the four transit stations combined (Figure 2).

The agency’s emissions decreased 9% from 2015 to 2019 due primarily to the start of on-demand service and the associated shift from large to small buses. From 2019 to 2020, emissions dropped 48% due to the decrease in transit services during the COVID-19 pandemic (Figure 3).

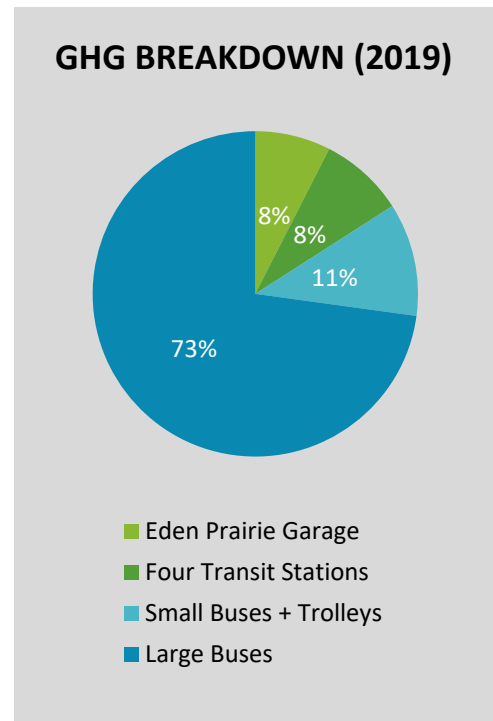


Figure 2. SouthWest Transit GHG emissions breakdown for 2019

## SOUTHWEST TRANSIT GREENHOUSE GAS EMISSIONS

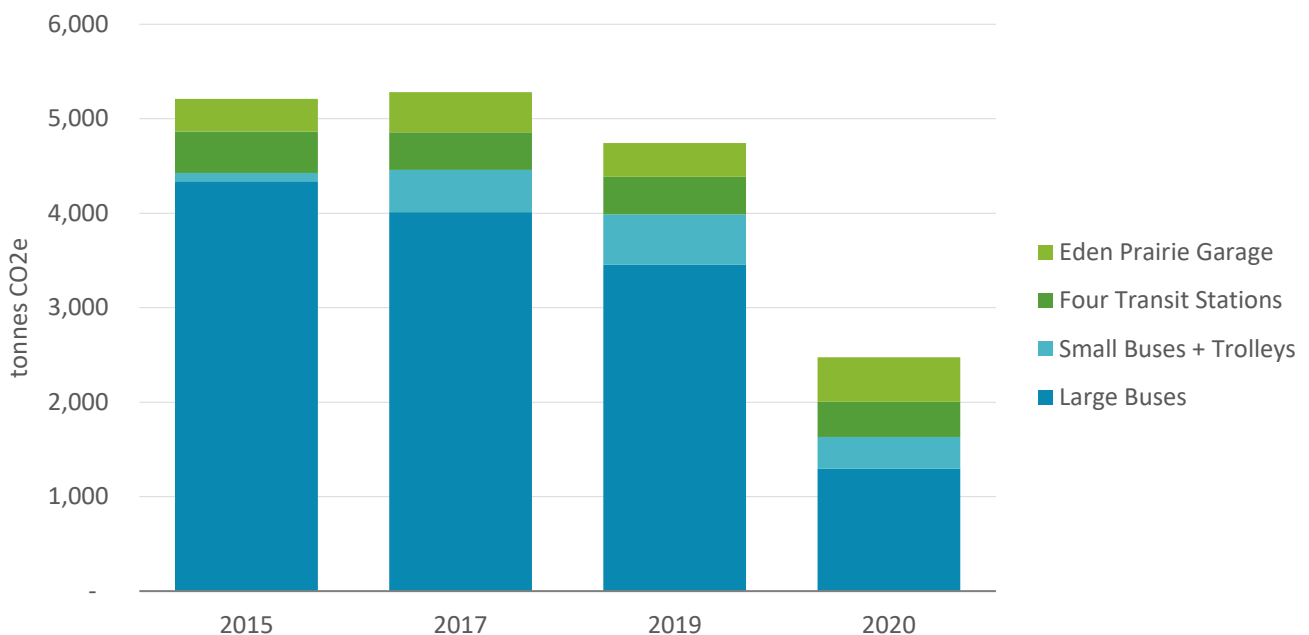


Figure 3. SouthWest Transit GHG emissions by source from 2015 to 2020

## Transit Services

Despite a 3% increase in fleet miles traveled from 2015 to 2019 (Figure 4), fleet emissions dropped by 10% over this time period (Figure 5). This is due to the shift from large to small buses with the addition of on-demand services in 2017. Shifting over 400,000 annual miles to these small buses – which are nearly twice as fuel efficient – helped cause a 13% decrease in emissions per mile traveled.

2020 fleet emissions dropped by 59% from 2019 as miles traveled were cut in half due to the COVID-19 pandemic, with the greatest reduction in service coming from large buses.

It should be noted that much of the emissions caused by SouthWest Transit’s operations are displacing regional transportation sector emissions by shifting users from passenger cars to transit, reducing congestion, and enabling more compact development patterns. These emission “credits” have not been quantified for this assessment.

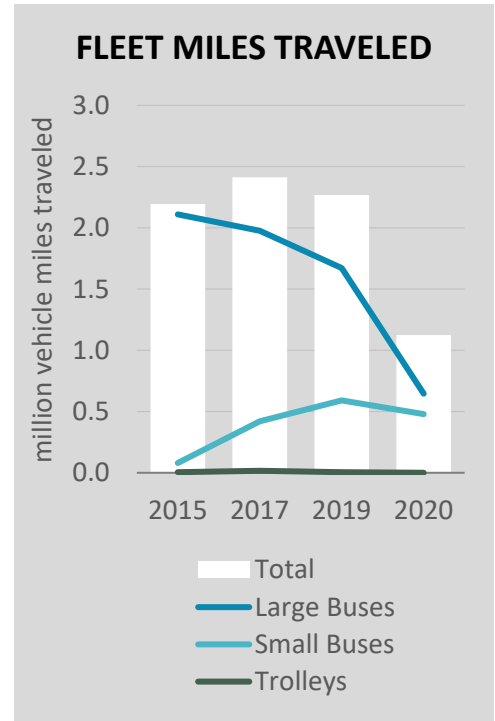


Figure 4. SouthWest Transit fleet miles traveled by vehicle type from 2015 to 2020

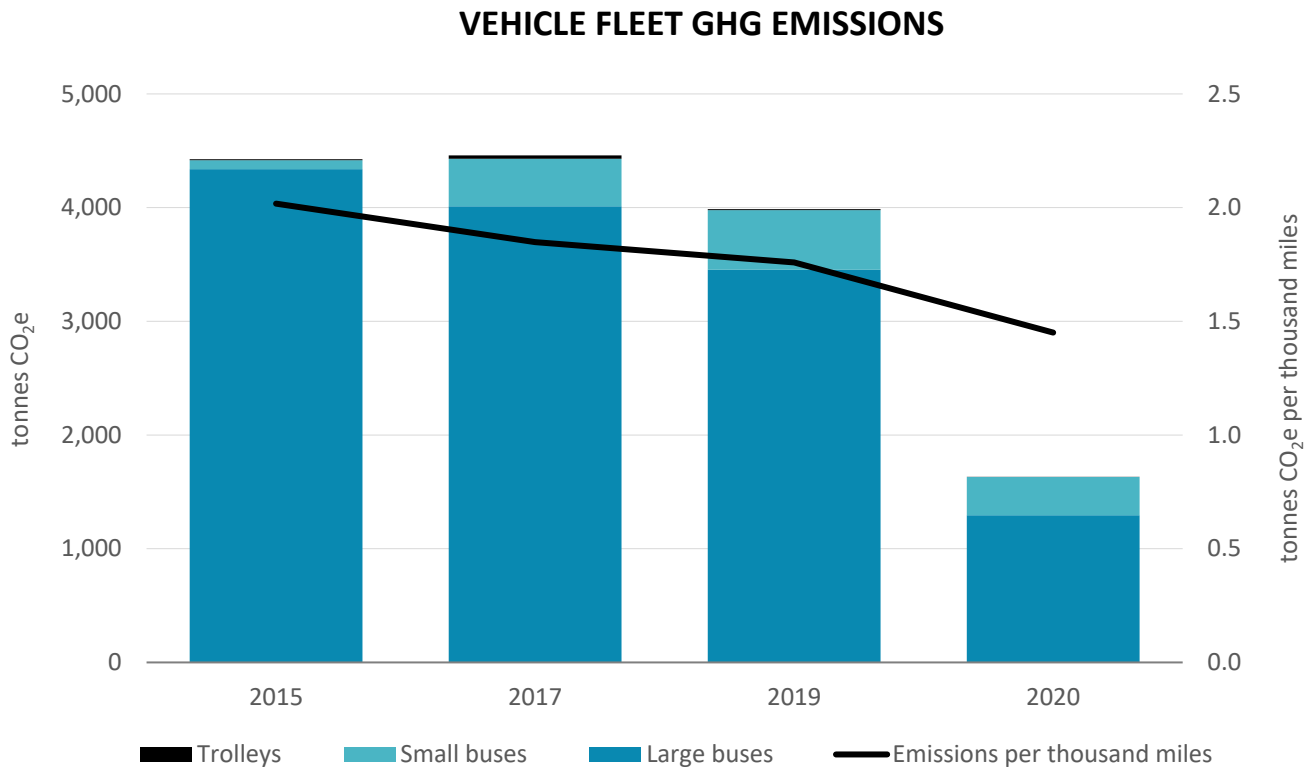


Figure 5. SouthWest Transit fleet GHG emissions by vehicle type and overall fleet GHG emissions intensity from 2015 to 2020

## Facilities

The Eden Prairie Garage and Maintenance Facility uses electricity and natural gas to serve its enclosed bus garage, maintenance shop, and office spaces. The agency’s four transit stations use energy to serve small indoor spaces as well as for lighting their open-air parking structures. Two of the transit stations (SouthWest Station and SouthWest Village) are all-electric, using heat pumps rather than natural gas equipment for heating.

Facility energy use varied significantly over the study period, with the highest year (2020) 26% higher than the lowest year (2015) (Figure 6). Some of the changes can be attributed to shifts in building use. In 2019-2020, the agency relocated administrative staff from the SouthWest Station to SouthWest Village and the Eden Prairie Garage, where an additional level of office space was constructed. This construction project also added air conditioning to the maintenance shop and upgrades to the natural gas-powered infrared heaters in the garage, helping explain why natural gas use at this facility increased by 76% from 2019 to 2020.

Energy use variation in several of the transit stations can also be attributed to weather – 2019 was the coldest winter – as well as energy efficiency projects such as switching to LED lighting, which has been occurring since before the 2015 baseline year.<sup>3</sup> There did not appear to be significant facility energy savings associated with the reduction in transit services during the COVID-19 pandemic in 2020. This, along with the large variation in energy use over time, suggests there may be opportunities to implement low- or no-cost energy-efficient operations strategies to reduce energy use and associate emissions and costs.

Although facility GHG emissions trends are heavily dependent on energy use, the sources of energy are also impactful. Despite the 26% increase in energy use from 2015 to 2020, facility GHG emissions only increased by 8%. This reflects the relative breakdown between natural gas and electricity as well as cleaner electricity supplied by the utility companies serving the facilities; the electricity emissions rate (tonnes CO<sub>2</sub>e per kWh) dropped by 11% over this time period.

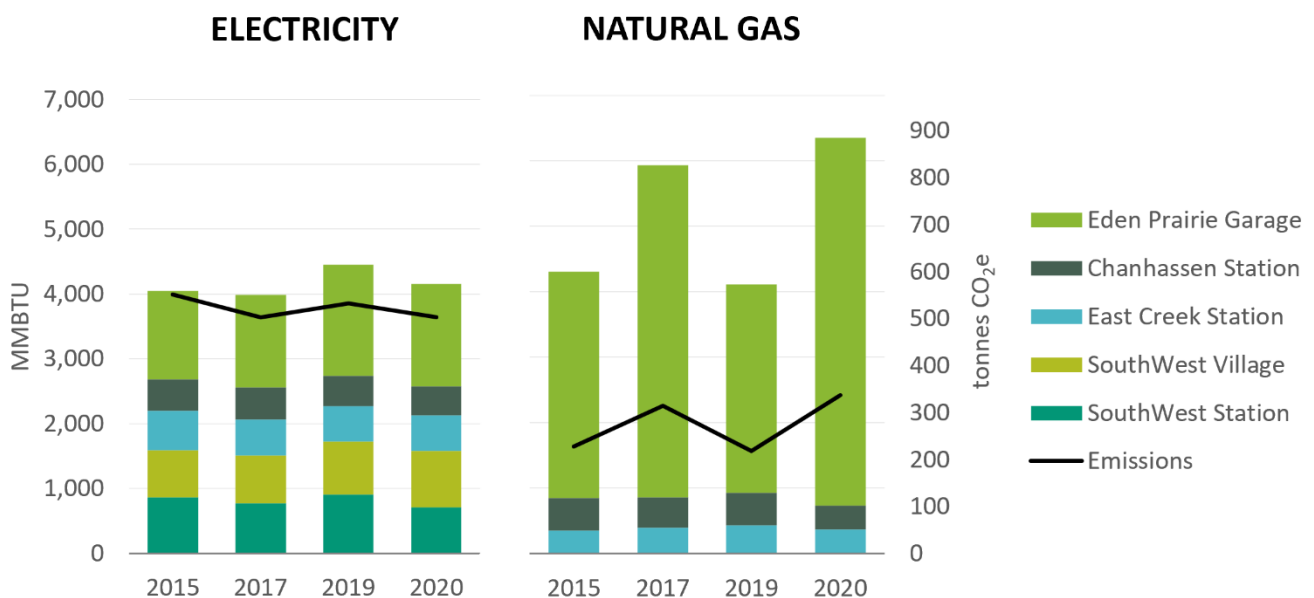


Figure 6. SouthWest Transit facility electricity use (left) and natural gas use (right) by facility for 2015 to 2020, with units shown on the left vertical axis. Total GHG emissions from electricity and natural gas use are shown as lines, with units shown on the right vertical axis.

# Past and Current Initiatives

## Agency Actions

Over the past decade, SouthWest Transit has engaged in several efforts that have reduced energy use and GHG emissions, including replacing lighting fixtures with LEDs and expanding microtransit services that improve system efficiency and use smaller vehicles with better fuel economy.

Additionally, SouthWest Transit has a history of innovation as an early adopter of transit-oriented development, coach express buses, 45-foot low floor buses, wi-fi, and phone apps. The agency is currently working on an autonomous vehicle demonstration pilot service in Eden Prairie and will be piloting its first electric vehicle as part of its SW Prime microtransit service.

## City Goals

This Sustainability Plan was inspired by Eden Prairie's Climate Action Plan, which presents a goal of community-wide carbon-neutrality by 2050. The Climate Action Plan models a pathway to achieve this through strategies ranging from local solar electricity to 100% electric vehicles (Table 1). Eden Prairie's actions can inform and support those taken by SouthWest Transit.

Relevant Eden Prairie actions include:

- Promote building and operations Best Management Practices
- Publicize financial [resources for energy efficiency and renewable energy projects](#) on City website
- Create a Commercial Energy Squad program
- Promote renewable energy
- Encourage flex [utility] pricing participation
- Promote participation in Xcel Energy's renewable energy programs such as [Windsource®](#) and [Renewable\\*Connect®](#)
- Provide education on types of green power options
- Adopt and enforce an energy disclosure policy
- Prepare for grid modernization and battery stations
- Educate, promote and continue offering [PACE financing](#) for clean energy projects
- Explore incentives to promote fuel switching

The other communities SouthWest Transit serves also include sustainability policies related to renewable energy, building efficiency, and electric vehicles in their 2040 Comprehensive Plans (Table 1).



Table 1. Relevant sustainability goals and policies for communities served by SouthWest Transit

	Eden Prairie <sup>4</sup>	Chaska <sup>5</sup>	Chanhausen <sup>6</sup>
<b>Renewable Energy</b>	10% local solar electricity by 2030	Encourage businesses to participate in renewable energy programs or install renewable energy systems	Support business solar development
<b>Building Efficiency</b>	50% participation in utility conservation programs by 2025 for large users	Promote and support energy efficient building design and operations	--
<b>Building Electrification</b>	70% commercial building electrification by 2050	--	--
<b>Electric Vehicles</b>	100% electrification of vehicles by 2050	Implementation of electric vehicle technologies along transit areas, where cost-effective	Explore vehicle electrification

## State Goals

The State of Minnesota also has sustainability goals that can inform SouthWest Transit’s efforts, including:

- Reduce greenhouse gas emissions (GHG) statewide to a level at least 15% below 2005 base levels by 2015, 30% by 2025, and 80% by 2050 (Minn. Stat. §216H.02).
- Derive 25% by 2025 of total energy used in the state from renewable resources for heating, industrial processes, transportation, and electricity generation (Minnesota Statute §216.05).
- Derive 25% of retail electricity sold in the state from renewable resources by 2025; 30% for Xcel Energy by 2020 (Minn. Stat. §216B.1691, Subdivision 2a).
- Generate 1.5% of public utility retail electricity sales from solar energy by 2020, and 10% of all retail electricity sales from solar energy by 2030 (Minn. Stat. §216B.1691, Subd. 2f).
- Achieve energy savings of 1.5% of average annual retail sales each year for electric and natural gas utilities, unless adjusted by the commissioner to no less than 1.0% (Minn. Stat. §216.241).

New policy proposals presented by the Walz-Flanagan administration include 100% carbon-free electricity by 2040, as well as a goal to reduce carbon in existing buildings by 50% by 2035.<sup>7</sup>

## Federal Goals

In April 2021, President Biden set a goal for the United States to achieve a 50-52 percent reduction in economy-wide net greenhouse gas pollution in 2030, from 2005 levels. To support this goal, the U.S. Federal Transit Administration launched the *Sustainable Transit for a Healthy Planet Challenge*, which calls on transit agencies to develop GHG reduction goals and strategies. SouthWest Transit was one of the 170 agencies that signed up for the Challenge.<sup>8</sup>

# Goals and Strategies

SouthWest Transit has established an overarching goal to achieve **net-zero GHG emissions by 2050**. This goal is supported by three additional goals, each of which is supported by one or more strategies (Figure 7) as well as a series of actions.

1. Decrease building energy use intensity by 25% by 2030 from 2015
2. 100% renewable electricity by 2030
3. Zero-emission vehicle fleet and equipment by 2050

## SouthWest Transit Sustainability Goals and Strategies

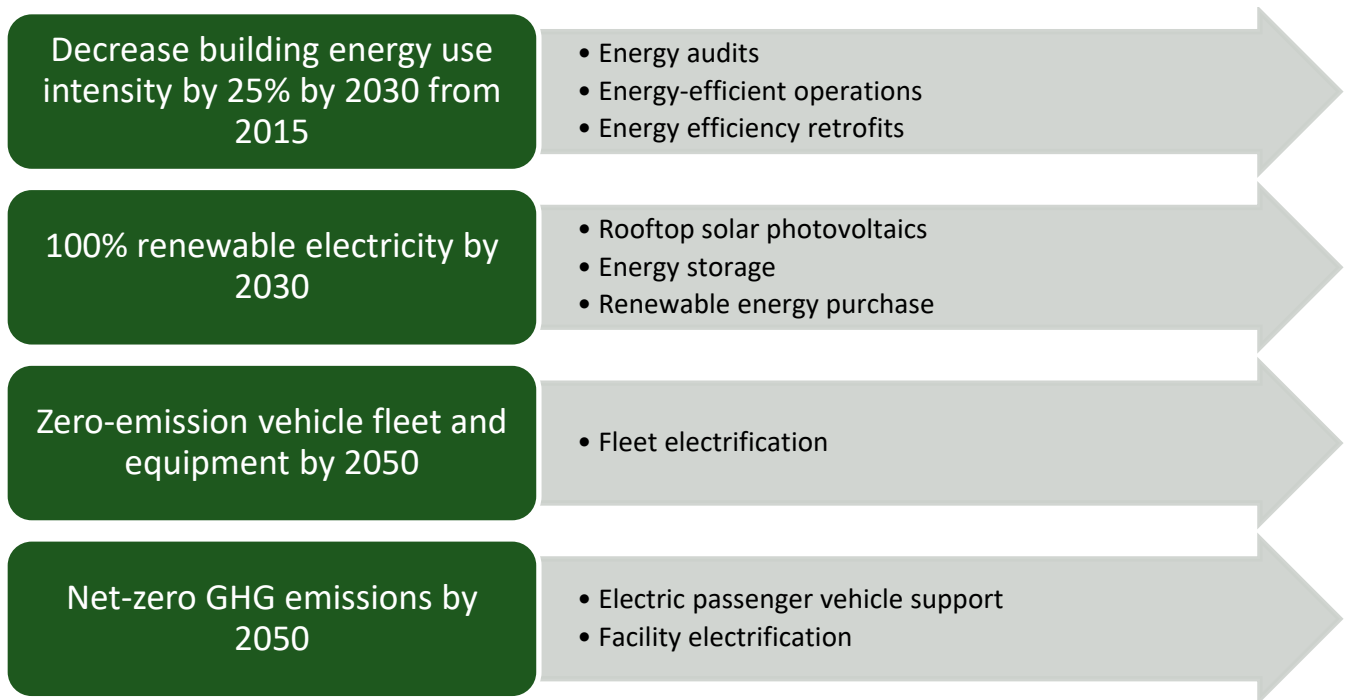


Figure 7. SouthWest Transit sustainability goals and strategies

# Actions

The action matrix below identifies specific actions for each strategy, along with metrics to track progress, a timeframe for completion, and the responsible party. This matrix is intended to be used as a work plan during the implementation period. See Appendix A: Timeline for Actions for a breakdown of near- vs. long-term actions.

## GOAL #1: DECREASE BUILDING ENERGY USE INTENSITY BY 25% BY 2030 FROM 2015

Strategy	Actions	Metric	Timeframe	Responsible
<b>Energy audits</b>	Develop a current set of owner’s project requirements (OPR) for the Eden Prairie Garage. Include a seasonal/weather-based bus wash schedule and define ventilation requirements for the existing bus fleet and as the fleet changes. <sup>9</sup>	Y/N OPR complete	Summer 2022	Vehicle & Facilities Maintenance Director
	Confirm the OPRs are current for the transit stations.	Y/N OPRs complete	Summer 2022	Vehicle & Facilities Maintenance Director
	Conduct an energy audit of the Eden Prairie Garage – including process loads – to identify large energy users and potential retrofit projects.	Y/N energy audit complete	Fall 2022	Vehicle & Facilities Maintenance Director
	Conduct energy audits of the four transit stations.	# of facilities with energy audit complete	Fall 2022	Vehicle & Facilities Maintenance Director
<b>Energy-efficient operations</b>	Conduct re-commissioning of the Eden Prairie Garage, informed by the large energy users/wasters identified in the audit. Update the building’s sequence of operations based on the current OPR, including recommendations to adjust building operations (e.g. ventilation) as the fleet transitions to electric.	Y/N re-commissioning complete  Y/N sequence of operations updated	Winter 2022/2023	Vehicle & Facilities Maintenance Director
	Participate in the B3 Energy-Efficient Operations program for the Eden Prairie Garage.	Y/N participating in program	Spring 2023 – Ongoing	COO & Vehicle & Facilities Maintenance Director
	Ensure the seasonal bus wash schedule is being followed at the Eden Prairie Garage.	Y/N schedule being following	Spring 2023 – Ongoing	Facilities Engineer
	Conduct regular leak detection in compressed air systems at the Eden Prairie Garage.	# of annual leak detection activities	Spring 2023 – Ongoing	Vehicle & Facilities Maintenance Director & Facilities Engineer

Strategy	Actions	Metric	Timeframe	Responsible
	Conduct regular checks of lighting controls and operation at the transit stations.	# of annual lighting checks	Fall 2022 – Ongoing	Facilities Engineer
	Track building energy use for all facilities in B3 Benchmarking. Review data monthly and investigate any unexpected changes.	Y/N energy data is up-to-date in B3 Benchmarking  % reduction in building energy use intensity from 2015 (goal is 25%)	Spring 2022 – Ongoing	COO & Vehicle & Facilities Maintenance Director
	Track water use for the Eden Prairie Garage in B3 Benchmarking, with the bus wash water broken out from other water uses. Review data monthly and investigate any unexpected changes.	Y/N water data is up-to-date in B3 Benchmarking	Spring 2022 – Ongoing	COO & Vehicle & Facilities Maintenance Director
	When the fleet transition is 50% complete, update the Eden Prairie Garage OPR, conduct re-commissioning, and update the sequence of operations.	Y/N re-commissioning complete	TBD	CEO, COO & Vehicle & Facilities Maintenance Director
	When the fleet transition is 100% complete, update the Eden Prairie Garage OPR, conduct re-commissioning, and update the sequence of operations.	Y/N re-commissioning complete	TBD	CEO, COO & Vehicle & Facilities Maintenance Director
<b>Energy efficiency retrofits</b>	Develop and implement an equipment replacement protocol to ensure equipment is replaced with energy- and water-efficient models at end-of-life, and to prioritize electric equipment (vs. fossil fuel-based).	Y/N equipment replacement plan developed	Spring 2022 – Ongoing	Vehicle & Facilities Maintenance Director
	Develop an implementation plan for energy efficiency retrofits recommended in the energy audits, including timeline, estimated costs, and funding sources. Prioritize electric equipment (vs. fossil fuel-based).	Y/N implementation plan developed	Spring 2023	COO, Vehicle & Facilities Maintenance Director
	Implement energy efficiency retrofits.	# of retrofit projects completed	Summer 2023 – Summer 2028	Vehicle & Facilities Maintenance Director, Facilities Engineer

## GOAL #2: 100% RENEWABLE ELECTRICITY BY 2030

Strategy	Actions	Metric	Timeframe	Responsible
Rooftop solar photovoltaics	Coordinate with the electric utilities serving each facility to understand current regulatory and programmatic opportunities and constraints regarding rooftop solar photovoltaics.	Y/N rooftop solar opportunities and constraints identified	Spring 2022	CEO, COO, Vehicle & Facilities Maintenance Director, Facilities Engineer
	Engage a solar specialist to develop an RFP for solar photovoltaics on the Eden Prairie Garage rooftop, defining the targeted size, structural reinforcing plan, and system configuration.	Y/N RFP developed	Summer 2022	CEO, COO, Vehicle & Facilities Maintenance Director, Facilities Engineer
	Install solar photovoltaic system on Eden Prairie Garage.	# kW of solar PV installed  % of total agency electricity use offset by rooftop solar generation (from all facilities)	Fall 2022 – Fall 2026	Vehicle & Facilities Maintenance Director, Facilities Engineer
	Engage a solar specialist to develop an RFP for solar photovoltaic canopies on the transit stations' parking decks, defining the targeted initial size, structural reinforcing plan (if needed), system configuration, and recommendations for future expansion.	Y/N RFP developed	Winter 2022	CEO, COO, Vehicle & Facilities Maintenance Director, Facilities Engineer
	Install solar photovoltaic canopies on transit stations with provisions to expand as electric loads increase to accommodate personal vehicle charging.	# kW of solar PV installed  % of total agency electricity use offset by rooftop solar generation (from all facilities)	Spring 2023 – Spring 2035	CEO, COO, Vehicle & Facilities Maintenance Director
	Expand solar arrays on transit stations to accommodate increased electric loads and/or changes in solar tariffs.	# kW of solar PV installed	TBD	CEO, COO, Vehicle & Facilities Maintenance Director

Strategy	Actions	Metric	Timeframe	Responsible
<b>Energy storage</b>	Evaluate the best approach for energy storage at the Eden Prairie Garage and transit stations to maximize renewable energy generation, optimize energy cost savings, and provide resilience.	Y/N energy storage approach developed	Fall 2023	COO, Vehicle & Facilities Maintenance Director
	If appropriate, implement energy storage.	kWh of energy storage capacity	TBD	CEO, COO, Vehicle & Facilities Maintenance Director
<b>Renewable energy purchase</b>	Purchase renewable energy credits (RECs) for all electricity use not covered by rooftop solar.	% of total agency electricity purchased from renewable sources (goal is 100%) <sup>10</sup>	Fall 2029 – Ongoing	COO, Vehicle & Facilities Maintenance Director

### GOAL #3: ZERO-EMISSION VEHICLE FLEET & EQUIPMENT BY 2050

Strategy	Actions	Metric	Timeframe	Responsible
<b>Fleet electrification</b>	Develop vehicle electrification agency requirements defining service criteria (e.g. bus size and range), bus count, bus technology, and charging location(s) and timing.	Y/N requirements developed	Winter 2022	COO, Planning Department, Vehicle & Facilities Maintenance Director
	In coordination with the Metropolitan Council, develop an electric vehicle purchasing plan that will result in all electric buses by 2050.	Y/N plan developed	Winter 2023	COO, Vehicle & Facilities Maintenance Director
	Identify potential funding sources and pursue funding.	\$ pursued	Winter 2022 - Ongoing	CEO, COO, Vehicle & Facilities Maintenance Director
	Complete small electric vehicle and equipment pilot/testing and associated facility upgrades.	Y/N pilot complete	Summer 2022 – Spring 2024	COO, Vehicle & Facilities Maintenance Director
	Develop a Basis of Design defining charging infrastructure, facility retrofit requirements, resilience approach, and utility interface (e.g tariffs, peak loads, load shifting through battery storage).	Y/N BOD developed	Summer 2023	Vehicle & Facilities Maintenance Director, Facilities Engineer
	Develop a Concept of Operations Plan to define equipment performance criteria and an operational strategy to maximize resilience and minimize the cost of energy.	Y/N plan developed	Summer 2023	Vehicle & Facilities Maintenance Director, Facilities Engineer
	Upgrade facilities to accommodate electric vehicles.	Y/N facilities updated	Summer 2024 – Ongoing	CEO, COO, Vehicle & Facilities Maintenance Director
	Complete large electric bus pilot/testing.	Y/N pilot complete	Spring 2025 – Fall 2030	CEO, COO, Vehicle & Facilities Maintenance Director
	Implement vehicle purchasing plan.	% of vehicles that are electric (goal is 100%)	Spring 2025 – Winter 2049	COO, Vehicle & Facilities Maintenance Director

**GOAL #4: NET-ZERO GHG EMISSIONS BY 2050**

Strategy	Actions	Metric	Timeframe	Responsible
<b>Electric passenger vehicle support</b>	Develop a plan for adding EV charging infrastructure for passenger vehicles at facilities, targeting at least 40% of all utilized parking spots by 2050. The plan should include the number, location, and type of chargers, potential for engaging third-party partners (to install, own, operate, and/or maintain charging stations), approach to metering/billing, expansion capabilities, and a detailed timeline.	Y/N plan developed	Spring 2023	CEO, COO, Vehicle & Facilities Maintenance Director
	Implement EV charging infrastructure plan.	% of parking spots with electric vehicle supply equipment	Summer 2023 – Winter 2049	CEO, COO, Vehicle & Facilities Maintenance Director
<b>Facility electrification</b>	Develop facility electrification plan including which natural gas loads can be replaced with electric alternatives, an approach for any equipment without electric alternatives, a cost analysis, funding sources, and a detailed timeline.	Y/N plan developed	Spring 2023	CEO, COO, Vehicle & Facilities Maintenance Director
	Implement facility electrification plan.	% of energy use provided by fossil fuels (goal is 0%)	Summer 2023 – Winter 2039	CEO, COO, Vehicle & Facilities Maintenance Director



# Implementation and Monitoring

Accountability for achieving the sustainability goals outlined in this plan must come from agency leadership, who will need to ensure the goals remain a priority among other agency efforts, maintain a strong team to implement actions, and sustain the momentum for this work over time. To the extent practical, the actions listed here will be incorporated into existing agency processes and products, making them an integral part of the workflow rather than an additional responsibility that may not always reach the top of the priority list.

With support from agency leadership, an internal working group of staff members will implement the plan’s actions and track progress. Detailed internal updates and summary-level public updates will be produced annually, and updated GHG inventories will be conducted every three years (Table 2).

Table 2. Plan implementation action matrix

Strategy	Actions	Timeframe	Responsible
<b>Implement working group</b>	Establish an internal working group of staff members responsible for plan implementation.	Spring 2022	CEO, COO, Vehicle & Facilities Maintenance Director
	Develop detailed steps for completing each near-term action, such as identifying and securing funding, engaging external consultants or partners, etc.	Spring 2022	Working group
	Meet regularly to report on working group activities and work through any issues that arise.	Monthly	Working group
	Record current status and open questions for each action within the action matrix in preparation for each working meeting.	Monthly	Working group
	Update the action matrix as needed to reflect changes in technologies, regulations, partnerships, and funding opportunities that may impact the actions and timelines.	As needed	Working group
<b>Report progress</b>	Produce an internal annual report on implementation progress and share with agency leadership. This should describe the work to-date, report on the metrics listed in the action matrix, and highlight any changes made to the actions or timeline.	Annually, by December 15	Working group
	Highlight current sustainability actions and metrics in the agency’s annual report and State of the Agency presentation to the SouthWest Transit Commission.	Annually, by February 15	CEO, COO, Vehicle & Facilities Maintenance Director
	Conduct a GHG inventory of agency operations for the most recent three years, using the same scope and methodology as the baseline inventories conducted for the Sustainability Plan. <sup>11</sup>	Every three years, starting in Spring 2024	Vehicle & Facilities Maintenance Director, Facilities Engineer

## Partnerships

While several of the actions listed in this plan can be accomplished internally, strategic partnerships will enable more efficient and meaningful progress. This will involve coordination and collaboration with current partners such as the Metropolitan Council and Minnesota Department of Transportation, as well as other transit service providers in the area – several of whom are working toward similar goals.

As described in the Past and Current Initiatives section, the City of Eden Prairie is working on multiple initiatives that can support SouthWest Transit, such as providing connections to resources for energy efficiency, renewable energy, and building electrification. Similarly, the cities of Chaska and Chanhassen may be interested in partnering to install local renewable energy and EV charging infrastructure. By serving as a pilot or case study, the agency can help inspire additional action within the communities it serves.

Energy utilities will be another key partner in plan implementation. The utilities serving SouthWest Transit’s facilities offer incentives for energy audits, commissioning, and efficiency retrofits, and may be interested in partnering on renewable energy, storage, and EV charging projects.

Finally, it will be valuable to connect with specialists from the private sector – who can provide additional expertise and capacity for specialized tasks – as well as other transit agencies from around the country to exchange lessons learned.

## Value Alignment

The actions listed in this plan will be implemented in accordance with the agency’s mission to: *provide customers a first-class experience while bringing value to the businesses and the communities we serve*, as well as its values of:

- Commitment to Excellence
- Commitment to Customer Satisfaction and Service
- Commitment to Innovation, Technology, and Entrepreneurship
- Commitment to Employee Morale and Well-Being
- Commitment to Financial Strength and Independence
- Commitment to Leadership
- Commitment to the Communities We Serve

This alignment with values will include considering how actions demonstrate leadership and innovation as well as how they impact customers, employees, and the agency’s financial independence. For example, the agency will consider how environmental benefits (such as air quality improvements from zero emissions buses) are distributed equitably across its service area during plan rollout, as well as how their actions can best support operational resilience (such as setting up rooftop solar plus energy storage to serve as backup power).

# Appendix A: Timeline for Actions

This list groups SouthWest Transit’s sustainability actions based on their implementation timeline. For more detail on what the actions entail, see the Actions section of the Sustainability Plan.

## In the first six months:

- Develop current owner’s project requirements (OPR) for Eden Prairie Garage and confirm OPRs for transit stations.
- Begin tracking building energy and water use.
- Develop an equipment replacement protocol.
- Develop an RFP for solar photovoltaics on the Eden Prairie Garage.
- Begin small electric bus pilot/testing and associated facility upgrades.

## In the first year:

- Conduct energy audits of five owned facilities.
- Recommission Eden Prairie Garage.
- Begin regular lighting checks at the transit stations.
- Begin implementing equipment replacement protocol.
- Begin installing solar photovoltaic system on Eden Prairie Garage.
- Develop an RFP for solar photovoltaic canopies on the transit stations.
- Develop bus electrification agency requirements and an electric bus purchasing plan, and pursue funding for electric buses.
- Complete small electric bus pilot/testing and associated facility upgrades.
- Continue to track building energy and water use.

## In the first three years:

- Participate in Energy-Efficient Operations program for the Eden Prairie Garage. Begin to use seasonal bus wash schedule and conduct regular leak detection in compressed air systems.
- Develop an implementation plan for energy efficiency retrofits and begin implementing.
- Begin installing solar photovoltaic canopies on transit stations.
- Evaluate energy storage options.
- Upgrade facilities to accommodate electric buses (based on a Basis of Design and Concept of Operations Plan).
- Develop an EV charging infrastructure plan for passenger vehicles and begin implementing.
- Develop a facility electrification plan and begin implementing.
- Complete: installation of solar photovoltaic system on Eden Prairie Garage and small electric bus pilot/testing and associated facility upgrades.
- Continue: tracking building energy and water use, regular lighting checks at the transit stations, implementing equipment replacement protocol, and pursuing funding for electric buses.

## By 2050:

- Update OPR, conduct recommissioning, and update the sequence of operations for Eden Prairie Garage.
- Expand solar arrays on transit stations.
- Implement energy storage.
- Purchase renewable energy credits.
- Complete large electric bus pilot/testing.
- Implement bus purchasing plan.
- Complete: energy efficiency retrofits, installation of solar photovoltaic canopies on transit stations, EV charging infrastructure for passenger vehicles, and facility electrification.
- Continue: tracking building energy and water use, regular lighting checks at the transit stations, energy-efficient operations for the Eden Prairie Garage (including seasonal bus wash schedule and regular leak detection in compressed air systems), implementing equipment replacement protocol, and pursuing funding for electric buses.

# Notes

<sup>1</sup> The *Local Government Operations Protocol for the Quantification and Reporting of Greenhouse Gas Emissions Inventories* serves as a national standard to define which emissions sources and activities should be included in an operations-based inventory and provides methodologies to account for these emissions. The ICLEI Protocol accounts for the six internationally recognized GHGs that directly impact the climate (carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons, and sulfur hexafluoride). While these gases have different levels of heat-trapping potential, they are assessed using the common metric of carbon dioxide equivalents (CO<sub>2</sub>e). Consistent with the ICLEI Protocol, greenhouse gases are expressed in metric tonnes, which equal 1,000 kilograms, or 2,204.6 U.S. pounds.

All the sources of data for the GHG assessment are transparent, fully identified, verifiable, and reliable. They consist of SouthWest Transit records and staff reports; utility records and reports to the Minnesota Public Utilities Commission; internationally recognized methodologies and published scientific papers regarding the calculation of GHG emissions; federal, state, and county agencies (USDOT, USEPA, MNDOT, MPCA) and other published sources.

<sup>2</sup> Carver Station is completely owned by the City of Carver. However, the agency operates from the facility and maintains it on a contract basis. The GHG assessment does not include the emissions related to the operation of the facility, but it does include the emissions associated with liquid fuel consumption from vehicular operations based at the facility.

Greenhouse gas emissions related to the management of solid waste and sanitary sewer outflows are negligible compared to the emissions from transportation fuels and facility operations. Consistent with the ICLEI protocol, these emissions can be considered as *de minimis* and addressed qualitatively instead of quantitatively.

The agency also operates several maintenance vehicles and a 1947 Greyhound bus that the maintenance staff restored for promotional and ceremonial purposes. Emissions from fuel consumption for these operations is negligible compared to the overall agency GHG footprint, and as such, they are also considered *de minimis* emissions.

<sup>3</sup> LED lighting changeouts for the SouthWest Village and SouthWest Station facilities were completed during 2015. Bulbs in the Eden Prairie Garage (not the office area) were changed out in December 2020 to LED.

<sup>4</sup> Eden Prairie Climate Action Plan, March 17, 2020. These targets represent the strategies used to model a pathway to Eden Prairie's carbon neutrality goal. <https://www.edenprairie.org/community/sustainable-eden-prairie/climate-action-plan>

<sup>5</sup> City of Chaska, 2040 Comprehensive Plan, Chapter 3 Natural and Environmental Resources Protection and Chapter 6 Transportation. <https://www.chaskamn.com/605/2040-Comprehensive-Plan>

<sup>6</sup> City of Chanhassen 2040 Comprehensive Plan, adopted February 10, 2020. <https://www.ci.chanhassen.mn.us/1328/2040-Comprehensive-Plan>

<sup>7</sup> Office of Governor Tim Walz and Lt. Governor Peggy Flanagan, "Governor Walz, Lieutenant Governor Flanagan, House and Senate DFL Energy Leads Announce Plan to Achieve 100 Percent Clean Energy in Minnesota by 2040," January 21, 2021. <https://mn.gov/governor/news/?id=1055-463873>

<sup>8</sup> For more information, visit FTA's *Sustainable Transit for a Healthy Planet Challenge* website: <https://www.transit.dot.gov/climate-challenge>

<sup>9</sup> This initial set of Owner's Project Requirements will not reflect the electrical system changes needed to charge EVs that are acquired in the future.

<sup>10</sup> Including rooftop solar (if RECs are owned) and purchased RECs

<sup>11</sup> In future years, consider normalizing operational GHG emissions by passenger miles traveled or a similar indicator to better understand GHG emissions in the context of provided services.



# SOUTHWEST TRANSIT

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## MEMORANDUM

**To:** SouthWest Transit (SWT) Commission  
**From:** Mike Dartt, Facility Maintenance Engineer  
**Date:** March 15, 2022  
**Subject:** East Creek Station and Ramp Preventive Maintenance Repairs

### REQUESTED ACTION

That the SWT Commission authorize its Interim Chief Executive Officer to execute an agreement with Western Specialty Contractors in the amount not to exceed \$169,560.00 for the East Creek Station and Ramp Repairs.

### BUDGET IMPACT

This project was budgeted for 2021 for a cost of \$200,000.00. The low/recommended quotation came in under the budgeted amount. Funds will be used from NTD/ working capital to cover the total project cost.

### BACKGROUND

SWT has a scheduled preventive maintenance for all its ramps in five-year intervals. For 2022, the East Creek ramp and station have been budgeted for preventative maintenance actions.

SWT had a preventive maintenance inspection conducted by Walker Restoration, who provided its professional opinion and assisted in the development of a scoping document for the quote package.

The ramp, built in 2012, was found to have typical types of distress cracking and deterioration. In order to maintain the ramp in good condition, various repairs are needed. Items such as cracks in the floor surface, columns, worn traffic coating, asphalt milling, electrical, and joint sealants all need to be repaired, removed and/or added.

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

<u>Contractor</u>	<u>Price</u>
Western Specialty Contractors	\$169,560.00
Project Restorations	\$212,983.00
Paragon	\$ No Bid
Cy-Con Inc.	\$175,992.00
Restoration Systems	\$245,841.00

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

**RECOMMENDATION**

That the SWT Commission authorize its Interim Chief Executive Officer to execute an agreement with Western Specialty Contractors in the amount not to exceed \$169,560.00 for the East Creek Station and Ramp Repairs.



**SOUTHWEST TRANSIT**

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## **MEMORANDUM**

**TO:** SouthWest Transit Commission

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

**DATE:** March 16, 2022

**SUBJECT:** SWT Emergency Preparedness Plan (EPP) Updates

**REQUESTED ACTION:** That the Commission adopt revisions and amendments to the 2022 Emergency Preparedness Plan (EPP) for the Agency.

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

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

- **Substantive changes:** The majority of changes were administrative in nature, bringing the plan up to date with updated partnering agreements and changes in internal structure and responsibilities. New this year, SouthWest Transit's Public Transportation Agency Safety Plan and Information Security Program were added to the appendix.
- **Administrative changes:** Names/titles and contact numbers for internal use were updated, and any current mutual aid agreements or memos of understanding were re-confirmed or revised to reflect current needs and capabilities. Please see the attached EPP Index document for the scope of the project; each plan was reviewed and administratively revised as necessary to keep it current, topical, and comprehensive.
- **Distribution:** In the past the EPP was distributed to SWT Commissioners and Staff using a USB drive. This year, the plan will be hosted on a shared One Drive and the link will be distributed to those needing access.

**RECOMMENDATION:** That the Commission adopt the 2022 revisions and amendments to the Emergency Preparedness Plan

## **Introduction**

### **1.0 Emergency Plan Index**

- 1.1 Index

### **2.0 Homeland Security Alert**

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

### **3.0 Crisis Mitigation**

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

### **4.0 Crisis Communications**

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

### **5.0 Weather Emergencies**

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

### **6.0 Vehicle Emergencies**

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



- 7.0 Facility Emergencies**
  - 7.1 Building Evacuation Plans
    - 7.1.1 SW Station*
    - 7.1.2 SW Village*
    - 7.1.3 Chan Station*
    - 7.1.4 East Creek*
    - 7.1.5 Eden Prairie Garage*
  - 7.2 Parking Ramp Elevator Alarms
  - 7.3 Fuel Spill Procedures
  - 7.4 Chemical Spill Procedures
  - 7.5 Contaminated Bus/Area Plan
  - 7.6 Natural Gas Odor Procedure
  - 7.7 Facility Medical Emergency Plan
  
- 8.0 Violence Emergencies**
  - 8.1 Visitor Identification Plan
  - 8.2.1 Personal Alarms
  - 8.2.2 Code Blue Public Safety Call Box
  - 8.3 Disruptive Customer Procedure
  - 8.4 Incident Response Plan
  - 8.5 Bomb Threat Response Plan
  - 8.6 Suspicious Object Response Plan
  - 8.7 Internal Violence Response Plan
  - 8.8 Public Protest Response Plan
  - 8.9 Special Event Security Plan
  
- 9.0 Regional Emergencies**
  - 9.1 Mutual Aid Response Plan
  - 9.2 Local Emergency Response Volunteers
  - 9.3 Pandemic Outbreak Plan
  - 9.4 COVID-19 Preparedness Plan for SWT
  
- 10.0 “Agency” Service Recovery**
  - 10.1 Agency Service Recovery
  - 10.2 Alternative Fuel
  - 10.3 Alternative Garage
  - 10.4 Alternative Fleet
  - 10.5 Electronic Data Security
  - 10.6 Records Security

**11.0 “Route” Service Recovery**

11.1 Route Service Recovery Plan

**12.0 Post Event Analysis & Planning**

12.1 Post Event Analysis & Planning

12.2 Event Checklist

**13.0 Future & Proposed Activities**

13.1 Industry Statement on Capital Equipment Needs

13.2 Security Capital Investments

13.3 Other Emergency Preparedness Activities

## ***Appendices***

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### **Public Transportation Agency Safety Plan** SWT PTASP

#### **Communications**

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

#### **Violence**

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

#### **Regional Assistance**

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

#### **Forms**

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

#### **Memo Of Understanding**

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

#### **Information Technology**

SWT Information Security Program

# Legislative Update



## SOUTHWEST TRANSIT

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**To:** SouthWest Transit Commission

**From:** Mike Huang, Chair  
Len Simich, CEO

**Date:** March 17, 2022

**Subject:** Legislative Update

### **REQUESTED ACTION:**

Through the remainder of the 2022 Minnesota Legislative Session, there will be a standing Agenda item to discuss up to date legislative information and for Commission members to report on meetings/discussions they have with key Legislators and/or local elected officials regarding SWT's Legislative priorities.

### **BUDGET IMPACT:**

**None.**

### **BACKGROUND:**

#### **Legislative Actions**

- ***Seek a Legislative change that would allow SWT to better control and fund its operations.*** Actions that would allow the agency to control the type of services offered, fares charged, vehicles operated and vehicle ownership, Actions could also include a structural change by transferring oversight responsibilities from the Metropolitan Council. Besides eliminating the competition for funding that currently exists, this allows the suburban systems to be grouped with peer operations like Duluth, St. Cloud, Mankato, and Rochester who are already under Mn/DOT oversight. *A bill authored by Senator Pratt has been drafted. Met with the Senate Chair Newman about moving this forward. He would like to see DFL support in the way of signing on to the bill from the Legislators in the SWT and MVTA service area before holding a hearing. Currently working with both of our Lobbyist to see if we can make this happen.*
- ***Seek Legislative action that would allow SWT to directly receive the property tax revenue collected/taxed in our communities for transit capital*** (i.e., the regional transit tax collected by the Metropolitan Council to retire debt issued for capital purposes). *Tied to first bullet.*
- ***Seek Legislation to obtain an equitable share and direct disbursement of MVST funding.*** The current structure in place since 2001 does not provide suburban systems with an equitable share. When transit funding shifted in the metro area from the property tax to MVST in 2001, the suburban transit systems received a snapshot of what we had been earning which equaled 17.39% of the MVST funding. From 2007 until 2019, that amount dropped to 12.87%. Since 2020 the suburban transit systems have received a slight increase

which now totals 13.3% of the MVST dedicated to transit in the Twin Cities region. *Discussed this with Senator Newman as well. Feels this may be too heavy of a lift. Also wants DFL support from our service area. Indicated a better approach may be an incremental increase over a series of 4-5 years (which may make sense as Metro Mobility costs will shift completely away from MVST by then).*

- ***Seek Legislative Action to secure our share of funding from the third pot of funding related to COVID Relief the “American Rescue Plan.”*** SouthWest Transit (as well as all the suburban transit providers) received from the CARES Act and CRRSA. Both were distributed to the providers via the federal 5307 formula. Funding from the third bill, the American Rescue Plan, has been received by the Metropolitan Council who has indicated they are not distributing the funds via formula but by need. Something (need) that has not been defined. *If all goes as planned, the Metropolitan Council is going to take action to distribute the third (and final) round of COVID Relief funding, the American Rescue Plan Act (ARPA) funding to the suburban systems which will bring an additional \$3.5 million to SWT. Legislation authored by Senator Osmeck and Representative Masen is in place and will be introduced should the Council fail to take action.*

**RECOMMENDATION:**

That Special Advisor to the Commission as well as the Commission members report back monthly on activities as well as meetings/discussions they have with key Legislators and/or local elected officials regarding SWT’s Legislative priorities.

**New Business**



## SOUTHWEST TRANSIT

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### MEMORANDUM

**TO:** SouthWest Transit Commission

**FROM:** Matt Fyten, Interim CEO/COO  
Ben Schuler, Senior Systems and Operations Analyst

**DATE:** March 14, 2022

**SUBJECT:** Regional Solicitation Grant Submittals

#### REQUESTED ACTION:

That the SouthWest Transit (SWT) Commission adopt Resolutions 22-08 and 22-09 authorizing its Interim CEO to submit two separate Regional Solicitation grants to the Metropolitan Council for the following grant applications:

1. Regional Solicitation Transit **Expansion** Grant for SW Prime North Expansion for a total request of \$7 million.
2. Regional Solicitation Transit **Expansion** Grant for a Golden Triangle Mobility Hubs project for a total request of \$6 million.

#### BUDGET IMPACT:

In a successful award of a Regional Solicitation grant, requests require a 20 percent match to the 80 percent federal contribution. Below are the estimated costs of each project as well as the estimated 20 percent local match.

1. SW Prime North Service: 20 percent of \$7 million is \$1.4 million for local match.
2. Golden Triangle Mobility Hubs and Bus Transfer Station: 20 percent of \$6 million is \$1.2 million for local match.

If the SWT Regional Solicitation grant applications are successful and the Metropolitan Council is either unable or unwilling to provide the 20 percent local match, the responsibility for the local match then falls to the SWT Commission. At that point, staff would come back to the Commission requesting local support of the Commission. It will be at that point where the Commission will decide whether or not to move forward with the project and how the local match would be achieved.

#### BACKGROUND:

The Regional Solicitation process occurs every two years and is led by the Transportation Advisory Board (TAB) – who ultimately determine which applications are awarded with the assistance of the TAB's advisory committees (Technical, Funding & Programming, and Planning). This year's Regional Solicitation applications are due April 14<sup>th</sup> to TAB, with award notices generally sent out



in the Fall. Awarded projects for this round of applications have programmed funding years of 2026 and 2027. Staff intends to submit the following projects/applications:

**SW Prime North Service** – Estimated Cost: \$7 million. This application would allow for the SW Prime microtransit service to be extended north to the communities of Minnetonka, Hopkins, Edina, Excelsior, St. Louis Park, and select business/industrial areas of Plymouth. This project will seek funding for both operations and vehicles.

**Golden Triangle Mobility Hubs** – Estimated Cost: \$6 million. This application will provide for mobility hubs consisting of added SW Prime service, bike/scooter share, and a Golden Triangle bus transfer station to be located in the eastern portion of the Golden Triangle to allow for better transit connectivity to I-494 and US 169. The hubs are planned to be catered around planned LRT stations in Eden Prairie (Town Center, Golden Triangle, and City West Stations). This project will seek funding for both operations and capital (SW Prime vehicles, bikes and scooters).

**RECOMMENDATION:**

That the SouthWest Transit (SWT) Commission adopt Resolutions 22-08 and 22-09 authorizing its Interim CEO to submit two separate Regional Solicitation grants to the Metropolitan Council for the following grant applications:

1. Regional Solicitation Transit **Expansion** Grant for SW Prime North Expansion for a total request of \$7 million.
2. Regional Solicitation Transit **Expansion** Grant for a Golden Triangle Mobility Hubs project for a total request of \$6 million.



**SOUTHWEST TRANSIT COMMISSION  
RESOLUTION #22-08  
Regional Solicitation grant application for  
SW Prime North Service**

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

**WHEREAS**, the SouthWest Transit Commission considers it in the best interest of the agency to apply for a Regional Solicitation grant to increase service quality, regional connectivity and first/last mile services;

**WHEREAS**, the implementation of SW Prime North Service to the communities of Minnetonka, Hopkins, Edina, Excelsior, St. Louis Park, and select business/industrial areas of Plymouth.

**WHEREAS**, the proposed SW Prime service expansion utilizes the already proven microtransit service concept pioneered by the SW Prime service;

**WHEREAS**, the proposed SW Prime North Service will significantly increase connectivity to the SWT service area;

**NOW THEREFORE, BE IT RESOLVED** that the SWT Commission authorizes its Interim Chief Executive Officer to submit a Regional Solicitation grant application to the Metropolitan Council for its proposed SW Prime North expansion service.

**ADOPTED** by the Commission of SouthWest Transit on March 24, 2022.

\_\_\_\_\_  
Mike Huang, Chairperson

**ATTEST:**

\_\_\_\_\_  
Matt Fyten, Interim Chief Executive Officer



**SOUTHWEST TRANSIT COMMISSION  
RESOLUTION #22-09  
Regional Solicitation grant application for  
Golden Triangle Mobility Hubs and Bus Transfer Station**

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

**WHEREAS**, the SouthWest Transit Commission considers it in the best interest of the agency to apply for a Regional Solicitation grant to increase service quality, regional connectivity and first/last mile services;

**WHEREAS**, the implementation of the Golden Triangle Mobility Hubs project will allow for increased connectivity to and from the SWT service area;

**WHEREAS**, the proposed Golden Triangle Mobility Hubs will aid in servicing increased ridership resulting from SWLRT services once operational;

**WHEREAS**, the proposed Golden Triangle Bus Transfer Station will greater facilitate transit connections between SWT, SWLRT, and BRT services;

**NOW THEREFORE, BE IT RESOLVED** that the SWT Commission authorizes its Interim Chief Executive Officer to submit a Regional Solicitation grant application to the Metropolitan Council for the implementation of the Golden Triangle Mobility Hubs project.

**ADOPTED** by the Commission of SouthWest Transit on March 24, 2022.

\_\_\_\_\_  
Mike Huang, Chairperson

**ATTEST:**

\_\_\_\_\_  
Matt Fyten, Interim Chief Executive Officer



# SOUTHWEST TRANSIT

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## MEMORANDUM

**To:** SouthWest Transit Commission

**From:** Daniel Le Guen-Schmidt, Human Resources Director

**Date:** March 24, 2022

**Subject:** CEO Search Recommendation

### REQUESTED ACTION:

That the SWT Commission reevaluate the CEO selection process and determine if any change is needed.

### BUDGET IMPACT

None.

### BACKGROUND:

To date, the Budget and Personnel Committee has reviewed 5 candidates. Of those 5, two appeared to come to the top, however, one has withdrawn.

The Committee would like feedback from the full Commission on the process going forward. Things to consider would be to reissue the search notification with additional specifications for the experience the Commission would like in its CEO and possibly an adjustment to the salary range; entertaining additional proposals from search firms with a stronger track record in the mid-west and with a proven track record with placing diverse candidates; move the process to include the Committee of the Whole; and extending the agency's agreements with the Interim CEO and Commission Advisor past May 31.

### RECOMMENDATION

That the SWT Commission determine any changes to its process for selecting its new CEO.

# Updates

## Updates March 2022

### ***Operations & Planning Update***

**Eden Prairie Job Fair** – the agency has agreed to partner with the Eden Prairie Foundation for its Make-It Manufacturing job fair at Eden Prairie City Center on April 12. SWT will be providing free SW Prime rides to and from the event as well as participating in the event educating potential local employees on the services SWT provides.

**Minnesota Twins Service** – With Major League Baseball coming to an agreement and deciding that the 2022 season will proceed as scheduled, SWT will be providing Twins Service in 2022. Service details are being finalized, but service to Opening Day will be provided, and then service to Monday-Friday home games will start when schools let out in June and continue throughout the Summer up to State Fair at which point it will be determined if service will continue into the Fall.

**Ridership** – SW Prime service continues to increase ridership, having reached pre-pandemic ridership levels. Additionally, express services have started to show signs of continued increase with daily riders reaching levels of 500 or more. With more businesses bringing employees back to the office in Downtown over the coming months, it is expected that ridership should continue to increase on the express side. As always, staff is closely monitoring ridership patterns and will adjust accordingly.

**FTA Bus Grants/Zero-Emission Fleet Transition Plan** – Through the passage of the Bipartisan Infrastructure Law, there are significant increases in funding available for FTA competitive grant programs. Two major programs, Low or No Emission Vehicle Program and the Bus and Bus Facilities program, are currently open for grant submittals. Staff is currently working on a scope(s) for possible projects and will bring its proposed grant application for one or both programs forward to the Commission at its April meeting.

A new requirement of the Lo or No Emission Program is that transit agencies must prepare and submit a Zero-Emission Fleet Transition Plan with its application. Staff is currently speaking with vendors and industry experts on the best path forward to ensuring it has a complying plan when submitting any planned applications this year.

**Proposed Fare Changes** – Staff met with Met Council staff regarding potential fare changes the Council is considering. The proposed fare changes would be for Urban Local services bringing the standard rush hour fare down to \$2 (from \$2.50) and the reduced rush hour fare for children and seniors to \$1 (from \$2.50). No changes for Express or Demand Response services are being considered at this time, so these proposed changes would not impact SWT riders. However, staff voiced concerns to Met Council staff on how this could impact the funding/revenue side of the equation for providers, and what measures the Council is taking to ensure that funding of agencies isn't negatively impacted should these fare changes go into effect. Met Council staff stated they were conducting more research into the projected financial impacts of the proposed changes, and it is anticipated that more discussions will occur with suburban providers before any formal action on fares is taken by the Met Council.

### ***IT Updates***

The **EPG Gate project** is slowly moving forward. Due to supply chain issues, we are waiting on gate opener safety devices to arrive. Transponders that will automatically open the gates will be installed in all SWT vehicles soon. We are looking forward to the project being completed in early April.

To help with our **Cyber Security**, all SWT computers now feature hard drive encryption. Soon all staff will be issued USB drives with the same encryption. This will help prevent data theft if a computer or USB drive is ever lost, misplaced, or stolen.

### ***Facilities Updates***

The Facilities department has been busy finishing up indoor projects and planning for upcoming spring projects. The Facilities team is looking over and repairing spring and summer equipment. The facilities department is currently coordinating with contractors on several large jobs including the garage roof replacement, East Creek Station PM, front gate replacement and garage and bus fire clean up.

### ***Vehicle Maintenance updates***

The shop crew has been busy completing preventive maintenance projects. The shop has ordered parts and will be starting warm weather services on April 1<sup>st</sup>. The shop has been working closely with Lindstrom restoration to review and inspect cleaned buses. We have been able to put several buses back into service following the fire. We plan to have all non-recall affected buses back in service very shortly.

### ***Administration***

#### **Certificate of Achievement for Excellence in Financial Reporting**

Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to SouthWest Transit for its annual comprehensive financial report for the fiscal year ended December 31, 2020. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

### **Agency Financial Audit**

The site work related to the agency financial audit has been completed. We have spoken to the Auditors, and it appears everything was in order and there weren't any major issues/findings. BerganKDV will be at our April meeting to provide a full report of the 2021 Audit.

### **Driver Study**

Work on the analysis of bringing the drivers in-house will be wrapping up in the next few weeks. The evaluation of both the pros and cons of bringing the service in-house, as well as identifying the pathway on what will need to occur is almost complete. Any financial impacts this approach may have on the organization will be completed in the coming weeks. Staff plans to dedicate the next two work sessions of the Commission to dive into the subject in greater detail.

### **Village Development**

Staff has met with a contract management firm, an owners-rep, and architect to begin the process of estimating the cost of constructing a multi-level storage facility on the SouthWest Village site. We hope to have a cost estimate to share with the Commission at its April meeting to determine if it would like to move forward with the development.

### **Staff Evaluation and COLA**

Staff is working on a revised performance evaluation process which will include a cost-of-living adjustment (COLA). As you may remember, the Commission made a COLA adjustment for 2021 and 2022. With the competition for employees ever increasing, and with inflation continuing to rise, staff is evaluating the process that was in place up through 2012 where a COLA adjustment was included with an individual's performance when examining annual increases. Additional information including a proposed change to the agency performance/annual increase process will be forth coming in the next few months.

### **Budget**

With MVST continuing its strong performance, and with the additional funding we are anticipating through the American Rescue Plan Act, staff is in the process of evaluating service expansion/new services, as well as capital improvements it would like to bring forward to the Commission for action. It is anticipated a recommendation will be brought forward to the Commission meeting by its May meeting.