

SOUTHWEST TRANSIT COMMISSION AGENDA

Thursday, May 26, 2022

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

Work Session – 6:00pm-6:30pm

Commission Meeting – 6:30 pm

Meeting: In-person

COMMISSION MEMBERS

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

GENERAL COUNSEL

Joshua Dorothy - Attorney

EXECUTIVE STAFF

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

WORK SESSION 6:00pm-6:30pm

Topic – CEO Search

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 April Commission Meeting
 - B. Approval of Financial Statements – Finance
 - C. Backup Repository Upgrades - Kirsch
 - D. Network Infrastructure Security Wall - Kirsch
 - E. Disaster Recovery Site Hard Drive Upgrade - Kirsch
 - F. Main Server Infrastructure Hard Drive Upgrade - Kirsch
 - G. Generator Monitoring Systems – Kirsch
 - H. Garage Doors – Dartt
 - I. SWV HVAC Replacements - Dartt
- V. NEW BUSINESS**
 - A. CEO Finalist – Huang/Le Guen-Schmidt
- VI. LEGISLATIVE UPDATE**
- VII. UPDATES**
- VIII. ADJOURNMENT**

Payment of Claims

SouthWest Transit
4/22/2022 Thru 5/19/2022

Meeting Date: 5/26/2022

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
9566	CDW GOVERNMENT	Adobe License	4/22/2022	\$ 149.33
9566	CDW GOVERNMENT	Firewall Replacement	4/22/2022	\$ 4,313.48
9567	NCPERS MINNESOTA	Voluntary Life Insurance	4/22/2022	\$ 64.00
9568	RSM US PRODUCT SALES LLC	IT Managed Services	4/22/2022	\$ 1,145.00
9569	BORTON VOLVO	EV Vehicle Down Payment #1	4/22/2022	\$ 500.00
9570	BORTON VOLVO	EV Vehicle Down Payment #2	4/22/2022	\$ 500.00
9571	4IMPRINT, INC.	Marketing Supplies	4/28/2022	\$ 636.08
9572	ALLSTATE PETERBILT	Fleet Parts	4/28/2022	\$ 698.79
9573	CENTERPOINT ENERGY	Utilities payment	4/28/2022	\$ 5,091.52
9574	CENTURYLINK	Telephone payment	4/28/2022	\$ 455.05
9575	CITY OF CHASKA UTILITY BILLING	Utilities payment	4/28/2022	\$ 2,106.20
9576	DACOTAH PAPER CO.	Building Supplies	4/28/2022	\$ 623.20
9577	FACTORY MOTOR PARTS COMPANY	Battery Core Credit	4/28/2022	\$ (60.00)
9577	FACTORY MOTOR PARTS COMPANY	Fleet Parts	4/28/2022	\$ 719.20
9578	FIDELITY SECURITY LIFE INSURANCE CO.	Vision Insurance	4/28/2022	\$ 167.06
9579	JOHN HAGGENMILLER	Expense Reimb - Commission meeting	4/28/2022	\$ 433.86
9580	HENNEPIN COUNTY AR	Radio Service	4/28/2022	\$ 338.72
9581	KLOOS ELECTRIC, INC.	Electric Repair	4/28/2022	\$ 840.00
9582	LEAGUE MN CITIES INS. TRUST	Insurance Deductible	4/28/2022	\$ 2,500.00
9583	MENARDS	Shop Supplies	4/28/2022	\$ 44.99
9583	MENARDS	Building Supplies	4/28/2022	\$ 24.18
9584	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	4/28/2022	\$ 278.54
9585	PRIORITY COURIER EXPERTS	Postal Service	4/28/2022	\$ 68.84
9586	REPUBLIC SERVICES #894	Trash Service	4/28/2022	\$ 1,736.55
9587	SUBURBAN CHEVROLET	Fleet Parts	4/28/2022	\$ 138.90
9588	SYNCB AMAZON	Fleet Parts	4/28/2022	\$ 246.91
9589	THE AFTERMARKET PARTS COMPANY	Fleet Parts	4/28/2022	\$ 2,607.40
9590	U.S. BANK EQUIPMENT FINANCE	Copier Lease	4/28/2022	\$ 699.00
9591	UNIFIRST CORPORATION	Uniform Service	4/28/2022	\$ 474.53
9591	UNIFIRST CORPORATION	Uniform Service	4/28/2022	\$ 86.94
9592	WALSER CHRYSLER JEEP DODGE	Fleet Parts	4/28/2022	\$ 499.20
9593	XCEL ENERGY	Utility Electric	4/28/2022	\$ 581.06
9594	4IMPRINT, INC.	Marketing Supplies	5/4/2022	\$ 920.25
9595	ABC BUS COMPANIES	Fleet Parts	5/4/2022	\$ 2,294.84
9596	ALLSTATE PETERBILT	Fleet Parts	5/4/2022	\$ 30.93
9597	ARCPPOINT LABS OF EDEN PRAIRIE	Drug Testing	5/4/2022	\$ 126.00
9597	ARCPPOINT LABS OF EDEN PRAIRIE	Quarterly Drug Testing	5/4/2022	\$ 73.75
9598	BERGANKDV	Audit Services	5/4/2022	\$ 26,140.00
9599	CENTERPOINT ENERGY	Utility Gas	5/4/2022	\$ 366.80
9600	CHANHASSEN REDBIRDS	Marketing Advertising	5/4/2022	\$ 600.00
9601	CITY OF EDEN PRAIRIE	Utility Water/Sewer	5/4/2022	\$ 1,090.11
9602	CUMMINS SALES AND SERVICES	Parts Credit	5/4/2022	\$ (10.00)
9602	CUMMINS SALES AND SERVICES	Fleet Parts	5/4/2022	\$ 2,467.52
9603	FAIRCHILD EQUIPMENT	Fleet Parts	5/4/2022	\$ 1,789.87
9604	GREGERSON, ROSOW, JOHNSON & NILAN, LTD	Legal Fees	5/4/2022	\$ 5,035.00
9605	LEAGUE MN CITIES INS. TRUST	Insurance Deductible	5/4/2022	\$ 2,407.18
9606	MPCA	Building Permit	5/4/2022	\$ 304.65
9607	MINUTEMAN PRESS	Printed Marketing Materials	5/4/2022	\$ 42.00
9608	MVEC, MINNESOTA VALLEY ELECTRIC COOP	Utility Electric	5/4/2022	\$ 1,946.22
9609	MY CABLE MART LLC	IT Supplies	5/4/2022	\$ 84.36
9610	NAPA AUTO PARTS	Fleet Parts	5/4/2022	\$ 108.00
9611	NORTH CENTRAL BUS	Fleet Parts	5/4/2022	\$ 383.42
9612	OFFICE DEPOT	Office Supplies	5/4/2022	\$ 34.10
9613	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	5/4/2022	\$ 351.79

SouthWest Transit
4/22/2022 Thru 5/19/2022

Meeting Date: 5/26/2022

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
9614	PITNEY BOWES INC	Postal Machine Lease	5/4/2022	\$ 543.30
9615	ROYAL TIRE INC.	Tires	5/4/2022	\$ 736.12
9616	RSM US PRODUCT SALES LLC	MSP Anti-Virus	5/4/2022	\$ 374.75
9616	RSM US PRODUCT SALES LLC	MSP Consulting	5/4/2022	\$ 267.75
9616	RSM US PRODUCT SALES LLC	MSP Office 365 Sub	5/4/2022	\$ 950.00
9617	SD PROMOTIONS	Marketing Materials	5/4/2022	\$ 1,856.25
9618	SUBURBAN CHEVROLET	Fleet Parts	5/4/2022	\$ 193.06
9619	SYNCB AMAZON	Fleet Parts	5/4/2022	\$ 59.00
9619	SYNCB AMAZON	Fleet Parts	5/4/2022	\$ 154.27
9620	THE AFTERMARKET PARTS COMPANY	Fleet Parts	5/4/2022	\$ 563.25
9621	THE LUTHERAN PRAYERBOOK	Advertising	5/4/2022	\$ 481.00
9622	THE MN TRANSPORTATION ALLIANCE	Membership	5/4/2022	\$ 465.00
9623	TWIN CITY GARAGE DOOR CO.	fire Service Call Garage door	5/4/2022	\$ 2,650.00
9624	U.S. BANK EQUIPMENT FINANCE	Copier Lease	5/4/2022	\$ 148.00
9625	UNIFIRST CORPORATION	Uniform Service	5/4/2022	\$ 461.42
9625	UNIFIRST CORPORATION	Uniform Service	5/4/2022	\$ 176.22
9626	4IMPRINT, INC.	Marketing Materials	5/12/2022	\$ 809.77
9627	ALLSTATE PETERBILT	Fleet Parts	5/12/2022	\$ 1,135.94
9628	CENTURYLINK	Internet Service	5/12/2022	\$ 62.65
9629	CHASKA CUBS BASEBALL	Marketing Advertising	5/12/2022	\$ 500.00
9630	CUMMINS SALES AND SERVICES	Fleet Parts	5/12/2022	\$ 1,067.46
9631	DACOTAH PAPER CO.	Building Supplies	5/12/2022	\$ 247.63
9632	FACTORY MOTOR PARTS COMPANY	Shop Supplies	5/12/2022	\$ 196.14
9633	GRAINGER	Building Supplies	5/12/2022	\$ 719.64
9633	GRAINGER	Building Supplies	5/12/2022	\$ 46.54
9634	HOGLUND BUS COMPANY	Fleet Parts	5/12/2022	\$ 179.74
9635	IMPERIAL SUPPLIES LLC	Fleet Parts	5/12/2022	\$ 1,267.44
9636	JIM'S TRUCK AND TRAILER	Outside Repair	5/12/2022	\$ 1,346.06
9637	JOHNSON CONTROLS, INC.	EMS Cloud Hosting	5/12/2022	\$ 659.08
9638	KLOOS ELECTRIC, INC.	Service Call	5/12/2022	\$ 1,520.00
9638	KLOOS ELECTRIC, INC.	Service Call	5/12/2022	\$ 3,280.00
9639	LANO EQUIPMENT, INC.	Fleet Parts	5/12/2022	\$ 1,748.79
9640	LISA RUUD SHOOK	Customer Fare Refund	5/12/2022	\$ 15.99
9641	MCKINSTRY LOCKBOX	Prof Fee - Fed Grant Funding	5/12/2022	\$ 9,500.00
9642	MERLE'S WATER CONDITIONING	Service Call	5/12/2022	\$ 697.05
9643	MINNESOTA LIFE INSURANCE COMPANY	Employee Life Insurance	5/12/2022	\$ 800.00
9644	NORTH CENTRAL BUS	Fleet Parts	5/12/2022	\$ 872.15
9645	OFFICE DEPOT	Office Supplies	5/12/2022	\$ 88.37
9646	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	5/12/2022	\$ 720.56
9647	OSI ENVIRONMENTAL, INC.	Used Oil Disposal	5/12/2022	\$ 150.00
9648	PRAIRIE LAWN & GARDEN	Fleet Parts	5/12/2022	\$ 133.94
9649	PRIORITY COURIER EXPERTS	Postal Service	5/12/2022	\$ 97.84
9650	STORMS WELDING & MFG	Service Call	5/12/2022	\$ 146.08
9651	SWEDEBRO, INC.	Concrete Repair	5/12/2022	\$ 3,075.00
9652	SYNCB AMAZON	Shop Tools	5/12/2022	\$ 110.09
9652	SYNCB AMAZON	Building Supplies	5/12/2022	\$ 91.37
9653	THE AFTERMARKET PARTS COMPANY	Fleet Parts	5/12/2022	\$ 3,015.38
9654	UNIFIRST CORPORATION	Uniform Service	5/12/2022	\$ 475.61
9654	UNIFIRST CORPORATION	Uniform Service	5/12/2022	\$ 89.94
9655	WALSER CHRYSLER JEEP DODGE	Fleet Parts	5/12/2022	\$ 308.00
9656	ZIEGLER INC.	Service Call	5/12/2022	\$ 1,220.58
9657	ABDUL MUNEEB	Customer Fare Refund	5/12/2022	\$ 13.50
9658	ACE SECURITY TECHNOLOGIES	Fleet Parts	5/12/2022	\$ 1,239.00
9659	ALLSTATE PETERBILT	Fleet Parts	5/12/2022	\$ 655.20

SouthWest Transit
4/22/2022 Thru 5/19/2022

Meeting Date: 5/26/2022

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
9659	ALLSTATE PETERBILT	Fleet Parts Credit	5/12/2022	\$ (212.50)
9660	CENTERPOINT ENERGY	Utility Gas	5/12/2022	\$ 456.06
9661	CENTURYLINK	Internet Service	5/12/2022	\$ 62.65
9662	COMCAST BUSINESS - CABLE	Internet Service	5/12/2022	\$ 433.07
9663	CUMMINS SALES AND SERVICES	Fleet Parts	5/12/2022	\$ 754.48
9664	CUSTOM COMMUNICATIONS INC.	Building Security	5/12/2022	\$ 253.44
9664	CUSTOM COMMUNICATIONS INC.	Building Security	5/12/2022	\$ 1,419.24
9665	HAY DOBBS	Prof Serv - Site Improvements	5/12/2022	\$ 4,060.00
9666	DODGE OF BURNSVILLE	Fleet Parts	5/12/2022	\$ 204.00
9667	FACTORY MOTOR PARTS COMPANY	Fleet Parts	5/12/2022	\$ 13.05
9668	FREEWHEEL BIKE - EVENTS	Bike Maintenance	5/12/2022	\$ 1,034.82
9669	GRANICUS	Commission Package Software	5/12/2022	\$ 7,500.00
9670	HENNEPIN COUNTY AR	Monthly Radio Service	5/12/2022	\$ 338.72
9671	HOGLUND BUS COMPANY	Fleet Parts	5/12/2022	\$ 79.76
9672	MENARDS	Building Supplies	5/12/2022	\$ 24.07
9673	MICHAEL BOLAND	Driver uniforms	5/12/2022	\$ 50.00
9674	ODP BUSINESS SOLUTIONS LLC	Office Supplies	5/12/2022	\$ 50.14
9675	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	5/12/2022	\$ 117.39
9675	O'REILLY AUTOMOTIVE, INC.	Fleet Parts Credit	5/12/2022	\$ (2.16)
9676	PITNEY BOWES INC	Postage	5/12/2022	\$ 27.49
9677	ROYAL TIRE INC.	Tire Disposal	5/12/2022	\$ 54.00
9678	LEN SIMICH	Expense Reimb - Various Meeting	5/12/2022	\$ 1,656.62
9679	SUBURBAN CHEVROLET	Fleet Parts	5/12/2022	\$ 178.59
9680	SUMMIT COMPANIES	Service Call	5/12/2022	\$ 850.72
9681	SYNCB AMAZON	Building Supplies	5/12/2022	\$ 4.33
9682	THE AFTERMARKET PARTS COMPANY	Fleet Parts	5/12/2022	\$ 166.35
9683	T-MOBILE	Bus Wi-Fi Service	5/12/2022	\$ 4,787.59
9684	VERIZON WIRELESS	Wireless Telephone	5/12/2022	\$ 105.03
9685	WALSER CHRYSLER JEEP DODGE	Fleet Parts	5/12/2022	\$ 486.40
9687	ZAHL PETROLEUM MAINTENANCE CO.	Service Call	5/12/2022	\$ 248.25
9688	WINTHROP & WEINSTINE, PA	Legislative Service- March & April	5/12/2022	\$ 8,000.00
9689	4IMPRINT, INC.	Marketing Materials	5/17/2022	\$ 897.39
9690	ALLSTATE PETERBILT	Fleet Parts	5/17/2022	\$ 141.01
9690	ALLSTATE PETERBILT	Fleet Parts Credit	5/17/2022	\$ (27.36)
9691	CDW GOVERNMENT	Laptop Purchases	5/17/2022	\$ 3,411.62
9692	DODGE OF BURNSVILLE	Fleet Parts	5/17/2022	\$ 1,239.50
9693	FACTORY MOTOR PARTS COMPANY	Battery Core Credit	5/17/2022	\$ (150.00)
9693	FACTORY MOTOR PARTS COMPANY	Fleet Parts	5/17/2022	\$ 481.69
9694	FIRST TRANSIT, INC.	April Operating	5/17/2022	\$ 308,376.05
9695	JOHN HAGGENMILLER	Mileage Reimbursement	5/17/2022	\$ 161.28
9696	IHEART MEDIA	Advertising Service	5/17/2022	\$ 3,702.65
9697	LIFE INSURANCE COMPANY OF NORTH AMERICA	Life Insurance	5/17/2022	\$ 1,182.46
9698	MEDIACOM	Internet Service	5/17/2022	\$ 776.60
9699	MESSERLI KRAMER	Legislative Service	5/17/2022	\$ 7,000.00
9700	MICRO CENTER	IT Supplies	5/17/2022	\$ 200.96
9700	MICRO CENTER	IT Supplies	5/17/2022	\$ 139.98
9701	NCPERS MINNESOTA	Voluntary Life Insurance	5/17/2022	\$ 64.00
9702	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	5/17/2022	\$ 19.96
9703	POPP COMMUNICATIONS	Phone Bill	5/17/2022	\$ 2,416.10
9704	PUMP AND METER SERVICES, INC	Service Call	5/17/2022	\$ 253.00
9705	SUBURBAN CHEVROLET	Fleet Parts	5/17/2022	\$ 153.05
9706	SW NEWS MEDIA	Advertising	5/17/2022	\$ 4,271.37
9707	TASC	Health Savings Account Maintenance	5/17/2022	\$ 22.58
9708	THE AFTERMARKET PARTS COMPANY	Fleet Parts	5/17/2022	\$ 906.89

SouthWest Transit
4/22/2022 Thru 5/19/2022

Meeting Date: 5/26/2022

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
9709	UHL COMPANY, INC.	Service Call	5/17/2022	\$ 3,457.00
9710	WALKER CONSULTANTS	Capital Construction EPG Roof	5/17/2022	\$ 4,475.00
9711	WALSER CHRYSLER JEEP DODGE	Fleet Parts	5/17/2022	\$ 308.00
		TOTAL		\$ 500,759.62
	ACH Withdraws			
72	DIVERSIFIED PLUMBING & HEATING, INC.	Jetting of EPG drains	4/22/2022	\$ 675.00
73	PREVOST CAR INC.	Fleet Parts	4/22/2022	\$ 216.00
75	INTERSTATE POWER SYSTEM, INC.	Fleet Parts	4/29/2022	\$ 113.57
76	VER-TECH LABS	Bus Wash Soap	4/29/2022	\$ 2,974.22
78	AVALLO WEB DEVELOPMENT	Website Redesign	5/5/2022	\$ 15,000.00
80	CARVER COUNTY	CTS Fiber Internet	5/13/2022	\$ 1,080.00
81	I-STATE TRUCK CENTER	Fleet Parts	5/13/2022	\$ 120.00
82	LOCAL GOVERNMENT INFORMATION SYSTEMS	Software License	5/13/2022	\$ 1,483.00
83	MENTORMATE, INC.	Mobile App Updates	5/13/2022	\$ 55.00
84	VER-TECH LABS	Service Call	5/13/2022	\$ 191.64
86	BEST VERSION MEDIA	Advertising	5/18/2022	\$ 990.91
87	PAUL'S TWO-WAY RADIO REPAIR	Radio Purchase	5/18/2022	\$ 19,355.00
87	PAUL'S TWO-WAY RADIO REPAIR	Radio Repair	5/18/2022	\$ 250.00
	ACH ORIGATION	Bank Fee	4/29/2022	\$ 40.00
	CARDMEMBER SERV WEB PYMT *****6731	Credit Card Payment	4/25/2022	\$ 5,584.57
	CARDMEMBER SERV WEB PYMT *****6731	Credit Card Payment	5/18/2022	\$ 5,036.67
	Mansfield Oil PAYMENTS 1647904	Bus Fuel	4/27/2022	\$ 26,695.38
	Mansfield Oil PAYMENTS 1648378	Bus Fuel	5/2/2022	\$ 2,245.57
	Mansfield Oil PAYMENTS 1649158	Bus Fuel	5/9/2022	\$ 24,106.19
	Mansfield Oil PAYMENTS 1649944	Bus Fuel	5/16/2022	\$ 16,212.59
	Mansfield Oil PAYMENTS 1650324	Bus Fuel	5/19/2022	\$ 3,060.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	4/22/2022	\$ 1,845.50
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	4/29/2022	\$ 1,425.50
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	5/6/2022	\$ 1,276.00
	POSITIVE PAY	Bank Fee	4/29/2022	\$ 25.00
		TOTAL		\$ 130,057.31
	Payroll			
	Paylocity	Payroll	4/28/2022	\$ 96,249.11
	Paylocity	Payroll	5/12/2022	\$ 94,943.23
		TOTAL		\$ 191,192.34
	Monthly Reimbursement included in payroll totals			
	Justin Ambroz	Cell Phone Allowance		\$ 50.00
	Jon Christenson	Cell Phone Allowance		\$ 75.00
	Mike Dartt	Cell Phone Allowance		\$ 75.00
	Connor Froemming	Cell Phone Allowance		\$ 50.00
	Matt Fyten	Cell Phone Allowance		\$ 50.00
	John Hagenmiller	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

SouthWest Transit
4/22/2022 Thru 5/19/2022

Meeting Date: 5/26/2022

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
	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
	Maria Mancilla-Diaz	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
	Bradley Peters	Tools Allowance		\$ 100.00
	Jordan Roske	Tools Allowance		\$ 100.00
	Lonnie Van Eps	Tools Allowance		\$ 100.00
	Matt Vieth	Tools Allowance		\$ 100.00
	Steve Michael	Tools Allowance		\$ 100.00
		TOTAL		\$ 2,997.00
		GRAND TOTAL		\$ 822,009.27

Consent

SOUTHWEST TRANSIT COMMISSION MINUTES

Thursday, April 28, 2022
Commission Meeting – 6:00 pm
Work Session – following Commission Meeting

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

GUEST

Andrew Grice, BerganKDV, Ltd.

EXECUTIVE STAFF

Len Simich – Special Advisor to the Commission
Matt Fyten – Interim CEO/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 6:06 pm. Commissioners Freiberg and Hatfield were present in-person. Commissioners Huang, McDonald, and Roepke were present via Zoom (Commissioner Roepke joined the meeting at 6:22 pm). Commissioners Narayanan and Ryan were absent. There was no public comment.

II. APPROVAL OF AGENDA

Motion: McDonald motioned, seconded by Freiberg to approve the Agenda as presented. **Roll Call Vote:** Huang, yes; McDonald, yes; Hatfield, yes; Freiberg, yes. The motion carried 4-0-0.

III. PAYMENT OF CLAIMS

Motion: Freiberg motioned, seconded by Hatfield to approve the Payment of Claims. **Roll Call Vote:** Huang, yes; McDonald, yes; Hatfield, yes; Freiberg, yes. The motion carried 4-0-0.

IV. CONSENT

- A. **Approval of 3/24/2022 Minutes**
- B. **Approval of Financial Statements**
- C. **Policy Updates**
- D. **Website Redesign**
- E. **CTS Generator**
- F. **Garage Door Replacement**
- G. **Ridership Summary**
- H. **FTA Grant Applications**
- I. **Bus Rehabs**

Motion: McDonald motioned, seconded by Freiberg to approve the Consent Agenda. **Roll Call Vote:** Huang, yes; McDonald, yes; Hatfield, yes; Freiberg, yes. The motion carried 4-0-0.

V. NEW BUSINESS

- A. **2021 Audited Annual Comprehensive Financial Report**

Finance Director Souriya thanked staff for their assistance in the audit process and introduced Andrew Grice of BerganKDV, Ltd.

Mr. Grice reviewed results of the 2021 Comprehensive Annual Financial Report with the Commission. Grice stated SouthWest Transit received an unmodified opinion that SWT's financial statements for year ended December 31, 2021 are presented in conformity with generally accepted accounting principles (GAAP). No material weaknesses were identified; no significant deficiencies were identified.

Motion: McDonald motioned, seconded by Roepke to adopt Resolution #22-12 accepting the audited Annual Comprehensive Financial Report for the fiscal year ended December 31, 2021. **Roll Call Vote:** Huang, yes; McDonald, yes; Hatfield, yes; Freiberg, yes; Roepke, yes. The motion carried 5-0-0.

B. 2022 Budget Amendment

Interim CEO/COO Fyten stated that anticipated revenues adopted as part of the 2022 Budget are running ahead of what was forecasted for two primary reasons:

- Motor Vehicle Sales Tax (MVST) receipts are running ahead of the State's initial forecast
- SWT will receive a share of the third round of Federal COVID stimulus funds via the American Rescue Plan (ARP)

This will result in over \$5 million in unbudgeted revenues in 2022. Staff is recommending adoption of the proposed Capital/Operations Plan consisting of currently unbudgeted projects identified as agency needs guided by the SWT Strategic Plan.

Projects include IT security upgrades, added services that will meet the growing demand for SW Prime services, and more express bus service options for customers starting in the Fall.

Adoption of this proposed Capital/Operations Plan for 2022 would result in just over \$3 million of additional expenditures not currently part of the adopted 2022 Budget.

Special Advisor to the Commission Simich stated that any project over \$25,000 would need to come back to Commission for approval.

Motion: Roepke motioned, seconded by McDonald to adopt the proposed Capital/Operations Plan and amend the 2022 Budget to include the proposed Capital/Operations Plan and additional revenues. **Roll Call Vote:** Huang, yes; McDonald, yes; Hatfield, yes; Freiberg, yes; Roepke, yes. The motion carried 5-0-0.

C. Electric Vehicle Purchase

Interim CEO/COO Fyten stated that as Prime ridership continues to grow, the demand for additional vehicles continues to grow. \$100,000 was budgeted in 2022 for purchase of two staff vehicles. This money would be reallocated for purchase of two Prime vehicles; the remaining \$24,000 is part of the Commission's approval of the proposed Capital/ Operations Plan and associated 2022 Budget Amendment.

Director of Vehicle and Facility Maintenance Kuykendall stated that staff has been working closely with various automakers to find timely viable options to meet SWT's demand. Given current supply chain issues and long vehicle build times, Kuykendall recommends purchasing two Volvo C40 vehicles at \$61,000 each with projected delivery in 20 to 45 days.

Commissioner McDonald stated that, considering the higher up-front cost, he would like to see a comparison between these electric vehicles and current Prime vehicles before going further with the purchase of additional electric vehicles in the future.

Interim CEO/COO Fyten stated that software will be installed on each vehicle to provide statistics for analysis.

Motion: McDonald motioned, seconded by Freiberg to authorize its Interim CEO to enter into an agreement with Borton Volvo of Golden Valley Minnesota in an amount not to exceed \$124,000 for the purchase of two Volvo C40 recharge fully electric SUVs. **Roll Call Vote:** Huang, yes; McDonald, yes; Hatfield, yes; Freiberg, yes; Roepke, yes. The motion carried 5-0-0.

D. Mower/Snow Machine Purchase

Grounds and Facility Manager Simich requested approval to purchase a Kubota lawn and snow machine. \$20,000 was budgeted in 2022 for the purchase of a replacement lawn mower. An additional \$15,000 is being requested to purchase an enclosed cab machine, which would provide a machine that can be operated year-round as opposed to being season specific.

Motion: Roepke motioned, seconded by McDonald to authorize its Interim CEO to enter into an agreement with Lano Equipment for the purchase of the Kubota lawn and snow machine for an amount not to exceed \$35,000. **Roll Call Vote:** Huang, yes; McDonald, yes; Hatfield, yes; Freiberg, yes; Roepke, yes. The motion carried 5-0-0.

E. Dump Truck Purchase

Grounds and Facility Manager Simich stated that snow removal at SouthWest Station in Eden Prairie now requires staff to haul snow off site following clearing of the ramp deck, resulting in a need for a dump truck equipped with a plow attachment. With the plow attachment removed, this truck can be used in the spring and summer months to haul dirt and mulch to refresh SWT facilities.

\$115,000 was budgeted for a snow blower attachment which would be allocated to this purchase. The remaining \$85,000 is part of the Commission's approval of the proposed Capital/Operations Plan and associated 2022 Budget Amendment.

Motion: Roepke motioned, seconded by McDonald to authorize its Interim CEO to enter into an agreement with Boyer Trucks for an amount not to exceed \$124,000 and with Towmaster Truck Equipment for an amount not to exceed \$76,000 for the purchase of a Freightliner 113 SD dump truck equipped with a plow. **Roll Call Vote:** Huang, yes; McDonald, yes; Hatfield, yes; Freiberg, yes; Roepke, yes. The motion carried 5-0-0.

F. Door Controller Replacement

IT Manager Kirsch stated that SWT uses a hardware controller to secure doors at all of its facilities. This controller has reached its end of life and parts can no longer be purchased in the event of a failure. A design for this project was prepared by SWT staff and Siemens Industry Inc.

Motion: Roepke motioned, seconded by McDonald to authorize its Interim CEO to execute an agreement with Siemens Industry, Inc. for an amount not to exceed \$47,715.00 for door controller replacement. **Roll Call Vote:** Huang, yes; McDonald, yes; Hatfield, yes; Freiberg, yes; Roepke, yes. The motion carried 5-0-0.

G. Cellular Router Replacement/Addition

IT Manager Kirsch stated that SWT currently has cellular routers installed in its coach fleet of buses and at all facilities. These devices are reaching their end of life.

This project would replace the end-of-life routers and would add routers to the SW Prime fleet and non-revenue vehicles to support live streaming of security cameras and panic alarm systems. Dollars would come from the SouthWest Transit capital cost of operating budget.

Chair Huang questioned if our monthly cost would increase.

Kirsch replied that cost will increase only because of the additional modems.

Motion: Roepke motioned, seconded by McDonald to authorize its Interim CEO to execute an agreement with Heartland Business Systems for an amount not to exceed \$258,201.52 for the Cellular Router Replacement/Addition project. **Roll Call Vote:** Huang, yes; McDonald, yes; Hatfield, yes; Freiberg, yes; Roepke, yes. The motion carried 5-0-0.

H. Contractor Access Securement System

IT Manager Kirsch stated that SWT currently stores a card access badge in a lock box at its park and ride locations to allow contractors to access parts of the building necessary to complete their task. To prevent possible theft or vandalism, staff suggests installing a system more secure than just sharing a 4-digit lockbox code.

Systems would be installed at SouthWest Station, SouthWest Village, Chanhassen Transit Station, and East Creek Station. Dollars would come from the SouthWest Transit capital cost of operating budget.

Motion: Roepke motioned, seconded by McDonald to authorize its Interim CEO to execute an agreement with Siemens Industry, Inc. for an amount not to exceed \$86,350.00 for the contractor access securement system. **Roll Call Vote:** Huang, yes; McDonald, yes; Hatfield, yes; Freiberg, yes; Roepke, yes. The motion carried 5-0-0.

VI. LEGISLATIVE UPDATE

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

Special Advisor to the Commission Simich reported on developments in the legislature and meetings conducted with various legislators.

Discussion only. No motion required.

VII. UPDATES

VIII. ADJOURNMENT

Motion: Freiberg motioned, seconded by Hatfield to adjourn. **Roll Call Vote:** Huang, yes; McDonald, yes; Hatfield, yes; Freiberg, yes; Roepke, yes. The motion carried 5-0-0. The meeting was adjourned at 7:59 p.m.



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission
FROM: Souriyong Souriya – Finance Director
DATE: May 26, 2022
SUBJECT: SWT Financial Statements

REQUESTED ACTION:

That the SWT Commission approve the March 2022 Financial Statement, April 2022 Investments and Pledged Securities.

BUDGET IMPACT: This action has no budget impact.

BACKGROUND:

Attached to this memo are the following financial statements:

- The March 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 March 2022 Financial Statement, April 2022 Investments and Pledged Securities.



Commission Meeting date 05.26.2022

Balance Sheet for All Funds March 2022

Fund Name					
Balance Sheet Category	General Fund	Capital Improvement Fund	EPG Roof Replacement Fund	SWS Development Capital Fund	Total
Assets					
Cash & Investments	\$ 7,907,127	\$ 2,692,919	\$ 1,945,821	\$ 6,093,818	\$ 18,639,685
Accounts Receivable	1,035,831		-	-	1,035,831
Other Assets	346,150	-	-	-	346,150
Total Assets	9,289,108	2,692,919	1,945,821	6,093,818	20,021,666
Liabilities					
Accounts Payable	69,562	-	-	-	69,562
Other Liabilities	-	-	-	-	-
Total Liabilities	69,562	-	-	-	69,562
Fund Balances					
Beginning Fund Balance-January	8,894,074	2,692,919	1,950,666	6,090,686	19,628,345
Net Change in Fund Balance	325,472	-	(4,845)	3,131	323,758
Total Fund Balances	9,219,546	2,692,919	1,945,821	6,093,817	19,952,103
Total Liabilities & Fund Balances	\$ 9,289,108	\$ 2,692,919	\$ 1,945,821	\$ 6,093,817	\$ 20,021,665



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

Commission Meeting date 05.26.2022

March=25.0%

General Fund 100	Adopted Budget	Current Month Actual	2022 YTD Actual	2022 YTD Balance	% YTD Budget
Revenues					
Passenger Fares	\$ 548,800	\$ 75,419	\$ 181,708	(367,092)	33.1%
Contract Revenue	72,000	5,634	11,099	(60,901)	15.4%
CMAQ Grant Revenue	30,000	-	-	(30,000)	0.0%
5307 NTD Funding	705,000	35,721	35,721	(669,279)	5.1%
MVST Revenue	7,591,000	795,861	2,053,906	(5,537,094)	27.1%
RAMVST Revenue	1,417,300	148,584	383,456	(1,033,844)	27.1%
Investment Income	10,000	723	1,544	(8,456)	15.4%
Other Local Revenues	224,000	38,769	49,639	(174,361)	22.2%
Total Revenue	\$ 10,598,100	\$ 1,100,711	\$ 2,717,073	\$ (7,881,027)	25.6%
Expenditures					
Administration	\$ 1,751,388	\$ 151,437	\$ 391,635	1,359,753	22.4%
Operations	6,069,100	448,174	1,030,860	5,038,240	17.0%
Vehicle Maintenance	1,859,100	146,497	349,512	1,509,588	18.8%
Facility Maintenance	1,446,210	149,644	358,695	1,087,515	24.8%
Total Expenditures	11,125,798	895,752	2,130,702	8,995,096	19.2%
5307 NTD Schedule	705,000	18,212	55,880	649,120	7.9%
Capital Cost Of Operating	1,452,500	173,993	217,208	1,235,292	15.0%
	2,157,500	192,205	273,088	1,884,412	12.7%
Total Expenditures & Capital Cost of Operating	13,283,298	1,087,957	2,403,790	10,879,508	18.1%
Excess of Revenues Over (Under) Expenditures	(2,685,198)	12,754	313,283	(2,998,481)	
Other Financing Sources (Uses)					
Insurance Recoveries	-	8,572	12,189	(12,189)	0.0%
Transfers In	-	-	-	-	0.0%
Transfers (Out)	-	-	-	-	0.0%
Total Other Financing Sources (Uses)	-	8,572	12,189	(12,189)	0.0%
Net Change in Fund Balance	\$ (2,685,198)	\$ 21,326	\$ 325,472		
Fund Balance, January 1			\$ 8,894,074		
Fund Balance, End of Current Period			\$ 9,219,546		
Months of Operating Expenditures			8		
Fund Balance as a % of the Expenditure Budget			69%		



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

Commission Meeting date 05.26.2022

March=25.0%

All Other Funds	Adopted Budget	Current Month Actual	2022 YTD Actual	2022 YTD Balance	% YTD Budget
Capital Improvement Fund 270					
Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Expenditures	-	-	-	-	0.0%
Transfer In (Out)	-	-	-	-	#DIV/0!
Net Change in Fund Balance	\$ -	\$ -	\$ -		
EPG Roof Replacement Fund 280					
Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Expenditures	2,000,000	4,845	4,845	1,995,155	0.2%
Transfer In (Out)	-	-	-	-	0.0%
Net Change in Fund Balance	\$ (2,000,000)	\$ (4,845)	\$ (4,845)		
SWS Development Capital Fund 360					
Revenue	\$ 45,000	1,585	3,131	\$ (41,869)	7.0%
Expenditures	-	-	-	-	0.0%
Transfer In (Out)	-	-	-	-	0.0%
Net Change in Fund Balance	\$ 45,000	\$ 1,585	\$ 3,131		

SouthWest Transit					
Pledged Securities Accounts - April 2022					
Security Description	Safekeeping Agent	Maturity Date	Pledged Date	Book Value	Pledged Value
Flagship Bank Minnesota					
Treasury	United Bankers Bank	9/30/2024	3/7/2021	\$ 2,048,820.71	\$ 2,000,000.00
Treasury	United Bankers Bank	7/31/2024	3/7/2021	\$ 1,030,169.49	\$ 1,000,000.00
Treasury	United Bankers Bank	1/31/2025	4/26/2021	\$ 1,533,251.05	\$ 1,500,000.00
Treasury	United Bankers Bank	7/15/2024	7/19/2021	\$ 999,014.38	\$ 1,000,000.00
Treasury	United Bankers Bank	10/15/2024	10/15/2021	\$ 2,000,729.61	\$ 1,700,000.00
Treasury	United Bankers Bank	5/26/2022	2/28/2022	\$ 499,913.19	\$ 500,000.00
Treasury	United Bankers Bank	1/31/2025	4/15/2022	\$ 981,776.72	\$ 1,000,000.00
MBS-FNMA/FHLMC	United Bankers Bank	9/1/2027	5/26/2020	\$ 126,739.07	\$ 126,739.07
Wells Natl West	United Bankers Bank	1/17/2023	4/2/2020	\$ 249,000.00	\$ 249,000.00
Enerbank USA	United Bankers Bank	9/13/2024	9/25/2019	\$ 248,162.61	\$ 249,000.00
Morgan Stanley	United Bankers Bank	11/14/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
3RD FED SVGS	United Bankers Bank	11/25/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
Sallie MAE	United Bankers Bank	7/21/2026	9/29/2021	\$ 248,000.00	\$ 248,000.00
US Treasury Notes	United Bankers Bank	7/31/2022	10/6/2016	\$ 749,963.14	\$ 750,000.00
CMO 2009-26	United Bankers Bank	8/16/2022	6/30/2021	\$ 66,195.21	\$ 66,140.80
GNMA	United Bankers Bank	8/20/2040	7/20/2018	\$ 99,984.06	\$ 99,984.06
GNMA	United Bankers Bank	1/20/2033	1/20/2021	\$ 110,266.19	\$ 110,266.19
FNMA	United Bankers Bank	10/1/2032	10/23/2012	\$ 177,241.47	\$ 177,241.47
MBS-FNMA/FHLMC	United Bankers Bank	10/1/2032	8/15/2015	\$ 191,838.62	\$ 191,838.62
				\$ 11,855,065.52	\$ 11,462,210.21
BankVista					
FDIC	ICS Account	NA	6/6/2018	\$ 5,455,687	\$ 5,455,687
Tradition Capital Bank					
Edgewood OH City Sch Dist Bond	BMO Harris Bank N.A	12/1/2029	12/19/2019	\$ 521,200	\$ 500,000
Little Blue VLY MO SWR Dist SW Bond	BMO Harris Bank N.A	9/1/2027	9/26/2019	\$ 1,073,990	\$ 1,000,000
Port Neches-Groves TX Indep SC Bonds	BMO Harris Bank N.A	2/15/2026	7/26/2016	\$ 744,123	\$ 695,000
Fed Farm Credit Bank	BMO Harris Bank N.A	4/1/2033	4/1/2013	\$ 660,905	\$ 699,376
Alerus					
FRB Federal Reserve Custody	Bank of North Dakota	4/1/2026	6/22/2016	\$ 340,000	\$ 340,000
Americana Community Bank					
FNMA Pool #MA1119	United Bankers Bank	7/1/2042	6/21/2018	\$ 336,912	\$ 342,379
FNMA Pool #MA3744	United Bankers Bank	8/1/2049	6/28/2021	\$ 184,143	\$ 178,190
Chandler AZ Ex	United Bankers Bank	7/1/2031	3/10/2022	\$ 506,269	\$ 459,015
			Total	\$ 21,678,295	\$ 21,131,856
Summary Total Funds 4/30/2022					
Flagship Bank	\$ 8,747,846				
BankVista	\$ 5,706,897				
Tradition Capital Bank	\$ 2,245,600				
Alerus	\$ 274,843				
Americana Community Bank	\$ 824,922				
Total	\$ 17,800,108				
<i>Difference Extra</i>	\$ 3,331,748.38				



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Jason Kirsch

DATE: May 19, 2022

SUBJECT: Backup Repository Upgrades

REQUESTED ACTION:

That the SouthWest Transit Commission authorize its Interim Chief Executive Officer to execute an agreement with RSM for an amount not to exceed \$21,554 for the Backup Repository Upgrades project.

BUDGET IMPACT: This project will use dollars from the SouthWest Transit capital cost of operating budget.

BACKGROUND:

2 years ago, SWT invested in a new server and backup system to protect the agency from unexpected outages and data loss. With the changing times, cyber-attacks are now our biggest threat. A new backup system would time lock our backups, preventing cyber criminals from destroying our critical backups before attacking our main system. This project would add a new time locked backup repository to our main location and reconfigure our current backup repository to be reused at our disaster recovery site.

Hardware would be purchased under the Sourcewell cooperative purchasing contract and the labor for installation would be completed by RSM, our current managed service provider under our previously contracted labor rates.

RECOMMENDATION:

That the SouthWest Transit Commission authorize its Interim Chief Executive Officer to execute an agreement with RSM for an amount not to exceed \$21,554 for the Backup Repository Upgrades project.



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Jason Kirsch

DATE: May 19, 2022

SUBJECT: Network Infrastructure Security Wall

REQUESTED ACTION:

That the SouthWest Transit Commission authorize its Interim Chief Executive Officer to execute an agreement with RSM for an amount not to exceed \$13,946 for the network infrastructure security wall project.

BUDGET IMPACT: This project will use dollars from the SouthWest Transit capital cost of operating budget.

BACKGROUND:

SWT currently uses a collection of hardware to provide virtual servers needed for operations. These virtual server's management systems currently are accessible through our main staff network. In the event of a malicious user gaining access to our network, it would be easier for them to try to attack our servers.

The proposed security wall would partition off our server infrastructure and place it behind a secure area of the network that would require additional authentication to access. This is a best practice for infrastructure security.

Hardware would be purchased under the Sourcewell cooperative purchasing contract and the labor for installation would be completed by RSM, our current managed service provider under our previously contracted labor rates.

RECOMMENDATION:

That the SouthWest Transit Commission authorize its Interim Chief Executive Officer to execute an agreement with RSM for an amount not to exceed \$13,946 for the network infrastructure security wall project.



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Jason Kirsch

DATE: May 19, 2022

SUBJECT: Disaster Recovery Site Hard Drive Upgrade

REQUESTED ACTION:

That the SouthWest Transit Commission authorize its Interim Chief Executive Officer to execute an agreement with RSM for an amount not to exceed \$6,554 for the disaster recovery site hard drive upgrade project.

BUDGET IMPACT: This project will use dollars from the SouthWest Transit capital cost of operating budget.

BACKGROUND:

SWT currently houses a disaster recovery server system at SouthWest Village. In the event of a failure of our main servers at the Eden Prairie Garage, this system can be made live in a short amount of time so staff can continue operations.

Like the main garage storage infrastructure, hard drive space is reaching capacity. This project would double the available capacity and set us up with the capacity we need for the future.

Hardware would be purchased under the Sourcewell cooperative purchasing contract and the labor for installation would be completed by RSM, our current managed service provider under our previously contracted labor rates.

RECOMMENDATION:

That the SouthWest Transit Commission authorize its Interim Chief Executive Officer to execute an agreement with RSM for an amount not to exceed \$6,554 for the disaster recovery site hard drive upgrade project.



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Jason Kirsch

DATE: May 19, 2022

SUBJECT: Main Server Infrastructure Hard Drive Upgrade

REQUESTED ACTION:

That the SouthWest Transit Commission authorize its Interim Chief Executive Officer to execute an agreement with RSM for an amount not to exceed \$18,613 for the main server infrastructure hard drive upgrade project.

BUDGET IMPACT: This project will use dollars from the SouthWest Transit capital cost of operating budget.

BACKGROUND:

SWT currently uses a collection of hardware to provide virtual servers needed for operations. These virtual servers use a Storage Area Network (SAN) system as storage for each server's files. This system is reaching capacity and needs to be increased. This project will double the current storage capacity by adding additional hard drives to the SAN. The upgrade will provide enough storage well into the future.

Hardware would be purchased under the Sourcewell cooperative purchasing contract and the labor for installation would be completed by RSM, our current managed service provider under our previously contracted labor rates.

RECOMMENDATION:

That the SouthWest Transit Commission authorize its Interim Chief Executive Officer to execute an agreement with RSM for an amount not to exceed \$18,613 for the main server infrastructure hard drive upgrade project.



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Jason Kirsch

DATE: May 19, 2022

SUBJECT: Generator Monitoring

REQUESTED ACTION:

That the SouthWest Transit Commission authorize its Interim Chief Executive Officer to execute an agreement with Mid-West Generator for an amount not to exceed \$6,443.44 and yearly monitor fee of 1,580.00 for the Generator Monitoring project.

BUDGET IMPACT: This project will use dollars from the SouthWest Transit capital cost of operating budget.

BACKGROUND:

SouthWest Transit facilities have emergency backup power provided by a generator. These generators will supply power to SouthWest Station, SouthWest Village, East Creek Station and the Eden Prairie Garage in a power outage. These generators do not have remote monitoring. We recently had an issue at the SouthWest Station location where a faulty ground caused the generator to start. It ran for a week before it was noticed by staff doing their weekly inspection. Having a monitoring system in place would have notified staff immediately of the start up and we could react to the problem and correct it. It will also send notifications of any maintenance that might be needed for the generator.

Staff requested quotes from 2 vendors we have worked with in the past for servicing our generators and received the following quotes to install and monitor the generators.

Vendor	Installation	Yearly Monitoring	Notes
Ziegler Cat	\$ 13,420.84	\$ 1,460.00	Does not include electrician time
Mid-West Generator	\$ 6,443.44	\$ 1,580.00	

RECOMMENDATION:

That the SouthWest Transit Commission authorize its Interim Chief Executive Officer to execute an agreement with Mid-West Generator for an amount not to exceed \$6,443.44 and yearly monitor fee of 1,580.00 for the Generator Monitoring project.



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit (SWT) Commission
From: Mike Dartt Facility Engineer
Date: May 20, 2022
Subject: Eden Prairie Garage Door Replacement Project

REQUESTED ACTION

That the SWT Commission authorize its Interim Chief Executive Officer to execute an agreement with Crawford Door Sales in the amount not to exceed \$245,365.00 for replacing Seven Doors at the Eden Prairie Garage.

BUDGET IMPACT

This project was budgeted to fund eight doors in 2022. We have already moved forward on one door last month. Funds for the project will come from the agency working capital reserve account and /or NTD.

BACKGROUND

SWT has been switching our garage doors from traditional metal doors to the highspeed rubber doors. The reason for this is that it costs significantly less to repair should the door become damaged.

The request for bid (RFB) has been given to 3 different door vendors. The results are below.

<u>Contractor</u>	<u>Price</u>
Twin City Garage Door	\$ Declined to Bid
Crawford Door Inc.	\$ 245,365.00
Overhead Door Co.	\$ 283,875.00

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 Crawford Door Sales. in the amount not to exceed \$245,365.00



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit (SWT) Commission
From: Mike Dartt, Facility Engineer
Date: May 19, 2022
Subject: SouthWest Village HVAC Replacements:

REQUESTED ACTION

That the SWT Commission authorize its Interim Chief Executive Officer to execute an agreement with Guardian Mechanical in the amount not to exceed \$92,900.00 for the SouthWest Village HVAC Replacements.

BUDGET IMPACT

This project has been budgeted for 2022. Funds will come from Capital cost of Operations.

BACKGROUND

The Village has a geo-thermo system with some mechanical components at the end of their useful life. They are a great efficient way to heat the facility. The approved contractor will be replacing six premium efficiency water to air heat pumps, two floor mounted water to water heat pumps, four circulators and two pumps with premium efficient motors. The current units have started costing more to maintain and need to be replaced.

SWT invited Three mechanical contractors to bid the project.
We have received 3 bids:

<u>Contractor</u>	
Guardian Mechanical	\$92,900.00
UHL	\$93,400.00
PSM	\$157,408.94

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

RECOMMENDATION

That the SWT Commission authorize its Interim Chief Executive Officer to execute an agreement with Guardian Mechanical in the amount not to exceed \$92,900.00 for the Eden Prairie Garage Radiant Heater Repairs and Replacements.

New Business



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit Commission

From: Daniel Le Guen-Schmidt, Human Resources Director

Date: May 26, 2022

Subject: CEO Search Recommendation

REQUESTED ACTION:

That the SWT Commission make a decision on next steps in the CEO search.

BUDGET IMPACT

None.

BACKGROUND:

Three finalists were interviewed by the full Commission on May 18, 2022. Having completed the final interviews, the Commission can move to the next step in the CEO search process.

RECOMMENDATION

That the SWT Commission make a decision on next steps in the CEO search.

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Legislative Update



SOUTHWEST TRANSIT

To: SouthWest Transit Commission

From: Mike Huang, Chair
Len Simich, CEO

Date: May 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 that would move the suburban providers under Mn/DOT never had any legs and was not given a hearing. Option is dead for this season. Depending on the results of this November's election, this may be something to revisit during the 2023 session.*
- ***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). *Like the first bullet, no appetite to take this on this year. However, given the recent position by the Metropolitan Council regarding our (SWT's) request for local match funding, this is something that should be pushed again in 2023.*
- ***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 (Chair of the Senate Transportation Committee). The Senator 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). Although not introduced as such, I have been told this is one of the negotiating points the Senate intends to bring up in the Conference Committee. We will know by the time the Commission meets on May 26th if any portion of our request made it into any final legislation.

- **Three new Legislative opportunities have come up in the past month. One would be to split the tax on motor vehicle parts between roads and transit 60/40 (40% for transit). This split would be like the current MVST split where the Twin Cities Region would get 35%, and of the 35%, the suburban providers would receive 3.75%. The senate as well as Maple Grove and Plymouth do not support the split and would like to see 100% go to roads. This will be hashed out in the Conference Committee. The second is a bill authored by Representative Hornstein which would provide \$1.3 million (total) to the suburban providers for Micro Transit expansion. This will also be discussed in conference Committee and has a good chance to be included in the final transportation bill. If passed, this would provide SWT with approximately \$400,000 (one time funding). The third new initiative would provide the suburban providers 10% of the funding the house earmarked for electric vehicles. The Senate included this in their position, and it will be hashed out in the Conference Committee.**
- **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. *The Metropolitan Council did pass this in April and plans to distribute the third (and final) round of COVID Relief funding, the American Rescue Plan Act (ARPA) funding to the suburban systems. This will bring an additional \$3.5 million to SWT.*
- **Federal – Staff has submitted a proposal for \$2 million to go towards our sustainability efforts. To be considered we need the support of our federal delegation. Representative Phillips agreed to be our main sponsor and our project was included as one of the fifteen he put forward for consideration.**

RECOMMENDATION:

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

Updates

Updates May 2022

Operations & Planning Update

MVST Update – April MVST receipts showed a decline compared to previous month as it appears supply chain issues and inflation have started to slow auto sales (though they remain strong overall). Staff is carefully monitoring MVST revenues and reviewing the budget carefully. Staff is planning to bring forward a Budget Amendment to the Commission in June for its consideration.

SouthWest Village Development – Staff continues to refine options and costs related to any future development at SouthWest Village. As previously discussed, the option of SouthWest developing the site as a multi-level storage facility is still a possibility. With the cost of construction materials skyrocketing, staff is refining it's plans to fit within the previously estimated \$6 million dollar budget. Two other potential options are also being pursued. One would continue with constructing a multi-level storage facility, but instead of SouthWest taking the lead, a private development company would. Another option being pursued is recycling an old option with a developer we worked with in 2017. This developer may be interested in bringing a serviced/flexible workspace facility and another commercial use like coffee to the site. In both options above, SouthWest could choose if it would want to partner in this type of venture or just sell the land. The only issue with the ~~later~~latter is the agency wouldn't generate much profit since we just bought out the deed restriction at the end of 2021 for market value.

Additional Prime Service – In April, the Commission approved additional spending for added SW Prime service. The budgeted amount will allow for two additional vehicles to be added to weekday services for the rest of the year. The planned implementation of these vehicles going into service is Tuesday, May 31st.

Electric Vehicle Deliveries – We are waiting on three EV arrivals for the SW Prime service. By the time the Commission meets in May we should have the two Volvo EVs that were approved by the Commission in April at the garage. It is anticipated they will be service ready by mid-June. The last EV we are waiting on is a retrofit of an unreliable gas-powered SW Prime vehicle. The retrofit is being conducted by eLightning Motors in Colorado and we are hopeful the vehicle will be ready to be transported back to be put into service by the end of June (though this vehicle has been delayed several times, so this may be optimistic).

Twins Service Start – Twins service is slated to start June 8th and will continue up till the State Fair at which point a determination will be made if the service will continue through September/October (here's hoping the team is in contention and we need to extend the service).

FTA Grant Submittals – Staff has completed and submitted grant applications to the FTA for its Lo-No Vehicle Emissions and Bus & Bus Facilities Programs. The ask for both is to replace up to 10 vehicles (6 small vehicles and 4 coach vehicles) with fully-electric EVs. The Bus & Bus Facilities application also has an ask for funds for a new vehicle storage facility to be constructed on the Eden Prairie Garage site that

would house up to 12 coach-sized vehicles. We should know by the end of the Summer if we are selected for either or both awards.

Zero-Emission Bus Transition Plan – Staff is holding off on procuring a “full” ZEB Plan as the FTA has signed that small providers (which SWT is considered in the FTA’s eyes) may not need to complete a “full” transition plan and can satisfy the requirement with a much smaller “skinny” plan, which staff has already developed.

IT Updates

The **EPG Front Gate Project** is complete. This system will provide added security to our garage facility by restricting access at the main entrance point. Staff will be closing the gate on Monday, May 23.

To better protect SWT’s data from loss and corruption, SWT is migrating it’s **Office 365 backup data** to include off site, cloud backups. This project is scheduled to be complete this week.

Facilities Updates

The Facilities depart has been working hard to complete planting, grass seeding and general exterior cleanup of all facilities. The garage restoration project is close to completion, the painters have completed the painting of the walls and ceiling in C bay. Electrical components and garage door replacement will be completed shortly. The ramp painting project at the old SWT hub is well underway and should be completed yet this month. The garage roofing project is underway, the project is behind schedule but is progressing.

Vehicle Maintenance updates

The maintenance department is excited to take delivery of both Volvo electric vehicles this month and will be getting these vehicles into service as soon as possible. The maintenance department has been busy finishing up warm weather services. MCI has completed all but two retrofits, these buses are waiting on parts and are expected to be completed by the time of the Commission meeting.

Administration

Website Refresh

The website refresh has moved along quickly. The update should be live May 31, 2022. Information has been consolidated to remove redundancies, the experience for mobile users will improve and the overall compliance with ADA requirements will be met. Thank you to the Marketing and IT teams for getting this update done!