

SOUTHWEST TRANSIT COMMISSION AGENDA

Thursday, August 18, 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
Souriyong Souriya – Finance Director
Al Halaas – First Transit Director/GM

WORK SESSION 6:00pm-6:30pm

Topic – U of M Presentation

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 June 23 Commission Meeting
 - B. Approval of Minutes of July 14 Commission Meeting
 - C. Approval of Minutes of July 21 Commission Meeting
 - D. Approval of Financial Statements – Souriya/Mancilla
 - E. Statutory Tort Liability Waiver – Souriya/Mancilla
 - F. Capital Improvement Plan – M. Simich/Souriya
 - G. Ridership – Souriya/Schuler
 - H. Road User Avoidance System - Kuykendall
- V. NEW BUSINESS**
 - A. CEO Search - Simich
 - B. SW Prime Fare Change/ Fall Service – Fyten/Schuler
 - C. COLA Adjustment – Mancilla-Diaz/Fyten
 - D. Bus Purchase Agreement Amendment– Fyten/Kuykendall
 - E. Southwest Village Development – Simich
- VI. LEGISLATIVE UPDATE**
- VII. UPDATES**
 - A. Staff Updates
 - B. Commissioner Updates
- VIII. ADJOURNMENT**

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

Payment of Claims

SouthWest Transit
6/16/2022 Thru 8/9/2022

Meeting Date: 8/18/2022

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
9872	ABC BUS COMPANIES	Fleet Parts	6/23/2022	\$ 270.72
9873	ARCPOINT LABS OF EDEN PRAIRIE	Drug Testing	6/23/2022	\$ 73.75
9874	CUMMINS SALES AND SERVICES	Fleet Parts	6/23/2022	\$ 483.03
9875	FACTORY MOTOR PARTS COMPANY	Fleet Parts	6/23/2022	\$ 66.94
9876	MATTHEW FYTEN	APTA Leadership	6/23/2022	\$ 1,410.66
9877	GRAINGER	Building Supplies	6/23/2022	\$ 366.66
9877	GRAINGER	Building Supplies	6/23/2022	\$ 196.44
9878	KL2 CONNECTS LLC	CEO Search Firm	6/23/2022	\$ 10,863.00
9879	MEDIACOM	Internet Seervice	6/23/2022	\$ 384.55
9880	MENARDS	Building Supplies	6/23/2022	\$ 130.03
9880	MENARDS	Building Supplies	6/23/2022	\$ 199.99
9880	MENARDS	Building Supplies	6/23/2022	\$ 650.69
9881	METRO SALES INC.	Copier Maintenance	6/23/2022	\$ 805.31
9882	NCPERS MINNESOTA	Voluntary Life Insurance	6/23/2022	\$ 64.00
9883	PRIORITY COURIER EXPERTS	Courier Service	6/23/2022	\$ 47.86
9884	ROYAL TIRE INC.	Shop Supplies	6/23/2022	\$ 104.00
9885	SOCIAL INDOOR	Advertising Service	6/23/2022	\$ 2,000.00
9886	SSI MN TRANCHE 3	Solar Subscription	6/23/2022	\$ 758.21
9887	TAGOVE LIMITED	Annual Licenses	6/23/2022	\$ 3,360.00
9888	THE AFTERMARKET PARTS COMPANY	Fleet Parts	6/23/2022	\$ 515.52
9889	UNIFIRST CORPORATION	Drivers Uniforms	6/23/2022	\$ 89.94
9890	XCEL ENERGY	Electric Service	6/23/2022	\$ 1,866.84
9891	MATTHEW VIETH	6.24.2022 Payroll	6/23/2022	\$ 206.04
9892	ABC BUS COMPANIES	Fleet Parts	6/28/2022	\$ 178.80
9893	CAPITAL ONE TRADE CREDIT	Shop Equipment	6/28/2022	\$ 349.45
9893	CAPITAL ONE TRADE CREDIT	Shop Supplies	6/28/2022	\$ 52.67
9894	CENTERPOINT ENERGY	Gas Service	6/28/2022	\$ 373.39
9895	CENTURYLINK	Internet Service	6/28/2022	\$ 124.72
9896	CENTURYLINK	Phone Service	6/28/2022	\$ 455.50
9897	JON CHRISTENSON	Uniform Allowance	6/28/2022	\$ 49.95
9898	CITY OF CHASKA UTILITY BILLING	Electric Service	6/28/2022	\$ 1,064.56
9899	CUMMINS SALES AND SERVICES	Outside Repair	6/28/2022	\$ 264.60
9900	FACTORY MOTOR PARTS COMPANY	Fleet Parts	6/28/2022	\$ 1,199.37
9900	FACTORY MOTOR PARTS COMPANY	Fleet Parts Credit	6/28/2022	\$ (120.00)
9900	FACTORY MOTOR PARTS COMPANY	Shop Supplies	6/28/2022	\$ 142.38
9901	FIDELITY SECURITY LIFE INSURANCE CO.	Vision Insurance	6/28/2022	\$ 167.06
9902	MATTHEW FYTEN	Driver Study Dinner	6/28/2022	\$ 108.66
9903	JENKS LISA	Reimbursement Uber Ride	6/28/2022	\$ 61.11
9904	MADISON NATIONAL LIFE INS CO, INC	LTD Insurance	6/28/2022	\$ 395.34
9905	MENARDS	Building Supplies	6/28/2022	\$ 346.57
9905	MENARDS	Building Supplies	6/28/2022	\$ 225.81
9905	MENARDS	Building Supplies	6/28/2022	\$ 2.97
9905	MENARDS	Building Supplies	6/28/2022	\$ 76.89
9905	MENARDS	Shop Supplies	6/28/2022	\$ 11.38
9905	MENARDS	Building Supplies	6/28/2022	\$ 0.35
9906	METRO SALES INC.	Copier Maintenance	6/28/2022	\$ 316.20
9907	MY CABLE MART LLC	IT Supplies	6/28/2022	\$ 81.48
9908	OSI ENVIRONMENTAL, INC.	Used Oil Disposal	6/28/2022	\$ 75.00
9909	PETERSON SHEET METAL, INC.	Service Call	6/28/2022	\$ 4,534.13
9909	PETERSON SHEET METAL, INC.	Service Call	6/28/2022	\$ 240.00
9910	KORY SIMICH	Uniform Allowance	6/28/2022	\$ 49.95
9911	SSI MN TRANCHE 1 LLC	Solar Subscription	6/28/2022	\$ 3,687.23
9912	SYNCB AMAZON	Building Supplies	6/28/2022	\$ 401.33
9912	SYNCB AMAZON	Fleet Parts / Shop Supplies	6/28/2022	\$ 62.98
9912	SYNCB AMAZON	IT Supplies	6/28/2022	\$ 88.32
9913	TAGOVE LIMITED	Cust Serv Online Chat/Video	6/28/2022	\$ 2,400.00
9914	THE AFTERMARKET PARTS COMPANY	Fleet Parts	6/28/2022	\$ 1,598.53
9915	U.S. BANK EQUIPMENT FINANCE	Copier Lease	6/28/2022	\$ 699.00
9916	UNIFIRST CORPORATION	Drivers Uniforms	6/28/2022	\$ 444.03

SouthWest Transit
6/16/2022 Thru 8/9/2022

Meeting Date: 8/18/2022

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
9917	USS MN VII MT LLC	Solar Subscription	6/28/2022	\$ 652.42
9918	BOYER FORD TRUCKS-PARTS DIST	Outside Repair	6/30/2022	\$ 5,296.39
9919	COMCAST BUSINESS - CABLE	Internet Service	6/30/2022	\$ 432.09
9920	DACOTAH PAPER CO.	Shop Supplies	6/30/2022	\$ 220.04
9921	FACTORY MOTOR PARTS COMPANY	Fleet Parts	6/30/2022	\$ 74.86
9922	GRAINGER	Building Supplies	6/30/2022	\$ 555.10
9923	HEALTHPARTNERS INC.	Health Insurance	6/30/2022	\$ 5,070.47
9923	HEALTHPARTNERS INC.	Health Insurance	6/30/2022	\$ 32,611.47
9924	HOGLUND BUS COMPANY	Fleet Parts	6/30/2022	\$ 24.30
9925	DAVID HUDDLESTON	H6r ASE Test Reimbursement	6/30/2022	\$ 84.00
9926	JOHNSON CONTROLS, INC.	EMS Hosting	6/30/2022	\$ 659.08
9927	JOHNSON PLASTICS	IT Supplies	6/30/2022	\$ 163.41
9928	KLOOS ELECTRIC, INC.	Service Call	6/30/2022	\$ 1,237.40
9928	KLOOS ELECTRIC, INC.	Service Call	6/30/2022	\$ 2,434.07
9928	KLOOS ELECTRIC, INC.	Service Call	6/30/2022	\$ 1,065.00
9928	KLOOS ELECTRIC, INC.	Service Call	6/30/2022	\$ 4,775.40
9929	MENARDS	Building Supplies	6/30/2022	\$ 27.99
9930	MICRO CENTER	IT Supplies	6/30/2022	\$ 2,519.82
9931	MINNESOTA LIFE INSURANCE COMPANY	Employee Life Insurance	6/30/2022	\$ 768.00
9932	MINUTEMAN PRESS	Marketing Supplies	6/30/2022	\$ 54.00
9933	MVEC, MINNESOTA VALLEY ELECTRIC COOP	Electric Service	6/30/2022	\$ 1,548.12
9934	ODP BUSINESS SOLUTIONS LLC	Office Supplies	6/30/2022	\$ 6.22
9935	O'REILLY AUTOMOTIVE, INC.	Battery Core Credit	6/30/2022	\$ (333.74)
9935	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	6/30/2022	\$ 1,885.47
9935	O'REILLY AUTOMOTIVE, INC.	Shop Supplies	6/30/2022	\$ 64.68
9936	PARTSTREE.COM	Fleet Parts	6/30/2022	\$ 193.60
9937	SUBURBAN CHEVROLET	Fleet Parts	6/30/2022	\$ 259.55
9938	THE AFTERMARKET PARTS COMPANY	Fleet Parts	6/30/2022	\$ 2,361.20
9939	TWIN CITY HARDWARE COMPANY	Bus fire Service	6/30/2022	\$ 1,165.00
9940	UNIFIRST CORPORATION	Drivers Uniforms	6/30/2022	\$ 464.50
9940	UNIFIRST CORPORATION	Drivers Uniforms	6/30/2022	\$ 89.94
9941	WEX BANK	Fuel Charges	7/1/2022	\$ 184.15
9942	ALLSTATE PETERBILT	Fleet Parts	7/7/2022	\$ 468.98
9943	CBIZ INVESTMENT ADVISORY SERVICES, LLC	Administration Fee	7/7/2022	\$ 801.00
9944	CENTERPOINT ENERGY	Gas Service	7/7/2022	\$ 32.52
9945	CITY OF CHANHASSEN	Water Service	7/7/2022	\$ 376.27
9945	CITY OF CHANHASSEN	Water Service	7/7/2022	\$ 1,139.21
9946	CITY OF EDEN PRAIRIE	Water Service	7/7/2022	\$ 1,233.87
9947	COMCAST BUSINESS	Internet Service	7/7/2022	\$ 1,256.13
9948	CUMMINS SALES AND SERVICES	Fleet Parts	7/7/2022	\$ 649.98
9949	DELEGARD TOOL COMPANY	Shop Equipment	7/7/2022	\$ 476.14
9950	ECOLAB	Building Supplies	7/7/2022	\$ 1,145.74
9951	GREGERSON, ROSOW, JOHNSON & NILAN, LTD	Legal Fees	7/7/2022	\$ 7,455.16
9952	HOGLUND BUS COMPANY	Fleet Parts	7/7/2022	\$ 37.80
9952	HOGLUND BUS COMPANY	Fleet Parts Credit	7/7/2022	\$ (12.33)
9953	KLOOS ELECTRIC, INC.	Replace Transformer & Circuit Breakers	7/7/2022	\$ 11,455.00
9954	LEAGUE MN CITIES INS. TRUST	Prepaid Ins 4th Installment	7/7/2022	\$ 83,647.00
9955	MICRO CENTER	IT Supplies	7/7/2022	\$ 469.98
9956	ODP BUSINESS SOLUTIONS LLC	Office Supplies	7/7/2022	\$ 51.02
9957	O'REILLY AUTOMOTIVE, INC.	Shop Supplies	7/7/2022	\$ 46.96
9958	REPUBLIC SERVICES #894	Trash Service	7/7/2022	\$ 1,928.15
9959	ROYAL TIRE INC.	Tire Disposal	7/7/2022	\$ 36.00
9960	SCHELEN GRAY AUTO ELECTRIC	Fleet Parts	7/7/2022	\$ 1,200.95
9961	LEN SIMICH	CEO Search Meeting	7/7/2022	\$ 123.00
9962	SW METRO CHAMBER OF COMMERCE	Annual Membership	7/7/2022	\$ 200.00
9963	SYNCB AMAZON	Building Supplies	7/7/2022	\$ 422.41
9964	THE AFTERMARKET PARTS COMPANY	Fleet Parts	7/7/2022	\$ 313.62
9965	T-MOBILE	Bus WiFi Service	7/7/2022	\$ 4,844.51
9966	U.S. BANK EQUIPMENT FINANCE	Copier Lease	7/7/2022	\$ 148.00

SouthWest Transit
6/16/2022 Thru 8/9/2022

Meeting Date: 8/18/2022

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
9967	UNIFIRST CORPORATION	Drivers Uniforms	7/7/2022	\$ 441.36
9967	UNIFIRST CORPORATION	Drivers Uniforms	7/7/2022	\$ 89.94
9968	VERIZON	Phone Service	7/7/2022	\$ 44.40
9969	AL HALAAS	Employee Recognition	7/12/2022	\$ 100.00
9970	ALLSTATE PETERBILT	Fleet Parts	7/12/2022	\$ 116.15
9971	LAWRENCE BRAUCHLE	Employee Recognition	7/12/2022	\$ 100.00
9972	CENTURYLINK	Internet Service	7/12/2022	\$ 63.37
9973	JON CHRISTENSON	Employee Recognition	7/12/2022	\$ 100.00
9974	CHUCK SNYDER	Employee Recognition	7/12/2022	\$ 100.00
9975	JAMES COEN	Employee Recognition	7/12/2022	\$ 100.00
9976	CUMMINS SALES AND SERVICES	Fleet Parts	7/12/2022	\$ 244.32
9977	MICHAEL DARTT	Vending Purchase	7/12/2022	\$ 1,443.00
9978	ROGER EVANS	Employee Recognition	7/12/2022	\$ 100.00
9979	EDWARD FAHLSTROM	Employee Recognition	7/12/2022	\$ 100.00
9980	RONALD FLOREA	Employee Recognition	7/12/2022	\$ 100.00
9981	FLYNN MIDWEST LP	EPG Roof Project	7/12/2022	\$ 275,768.76
9982	NICHOLAS GORDON	Employee Recognition	7/12/2022	\$ 100.00
9983	GRAINGER	Building Supplies	7/12/2022	\$ 170.80
9983	GRAINGER	HVAC supplies	7/12/2022	\$ 232.32
9983	GRAINGER	Shop Supplies	7/12/2022	\$ 14.22
9984	GARY A. GROEN	Employee Recognition	7/12/2022	\$ 100.00
9985	PAUL HAEG	Employee Recognition	7/12/2022	\$ 100.00
9986	RON HIBEN	Employee Recognition	7/12/2022	\$ 100.00
9987	NIKOLAY KORZH	Employee Recognition	7/12/2022	\$ 100.00
9988	LEAGUE MN CITIES INS. TRUST	Insurance Deductible	7/12/2022	\$ 2,500.00
9989	LEONARD ROBINSON	Employee Recognition	7/12/2022	\$ 100.00
9990	RANDY MATTSON	Employee Recognition	7/12/2022	\$ 100.00
9991	FRANK D MAY	Employee Recognition	7/12/2022	\$ 100.00
9992	MENARDS	Building Supplies	7/12/2022	\$ 54.95
9993	STEVEN MICHAEL	Employee Recognition	7/12/2022	\$ 100.00
9994	ZLATKO NIKOLIC	Employee Recognition	7/12/2022	\$ 100.00
9995	HALANE OLAD	Employee Recognition	7/12/2022	\$ 100.00
9996	GERALD REED	Employee Recognition	7/12/2022	\$ 100.00
9997	ROBERT ANDRESEN	Employee Recognition	7/12/2022	\$ 50.00
9998	SAV PEST CONTROL	Pest Control	7/12/2022	\$ 1,550.00
9999	ERIC SCHUMAN	Employee Recognition	7/12/2022	\$ 100.00
10000	KORY SIMICH	Employee Recognition	7/12/2022	\$ 100.00
10001	SPORTWORKS NORTHWEST, INC.	Fleet Parts	7/12/2022	\$ 2,357.00
10002	THE AFTERMARKET PARTS COMPANY	Fleet Parts	7/12/2022	\$ 2,581.37
10003	JOE TOWNSEND	Employee Recognition	7/12/2022	\$ 100.00
10004	GEORGE VANALSTINE	Employee Recognition	7/12/2022	\$ 100.00
10005	WAYNE VANBROCKLIN	Employee Recognition	7/12/2022	\$ 100.00
10006	VERIFIED CREDENTIALS	Employment Screening	7/12/2022	\$ 99.65
10007	RAY VOLK	Employee Recognition	7/12/2022	\$ 100.00
10008	WAYNE HURTIG	Employee Recognition	7/12/2022	\$ 100.00
10009	TAYLOR WERNES	Employee Recognition	7/12/2022	\$ 100.00
10010	DAVID WHITE	Employee Recognition	7/12/2022	\$ 100.00
10011	LEONID YAKOVENKO	Employee Recognition	7/12/2022	\$ 100.00
10012	VILAI YANG	Employee Recognition	7/12/2022	\$ 100.00
10013	ZIEGLER INC.	Oil Samples	7/12/2022	\$ 1,271.74
10014	CORY SCHAAK	Payroll Re-Issue 7.8.22	7/13/2022	\$ 590.12
10015	ADVANCED KIOSKS	CS Kiosk Upgrades	7/14/2022	\$ 2,582.50
10016	CENTERPOINT ENERGY	Gas Service	7/14/2022	\$ 41.59
10017	COMCAST BUSINESS - CABLE	Internet Service	7/14/2022	\$ 374.44
10017	COMCAST BUSINESS - CABLE	Internet Service	7/14/2022	\$ 385.48
10018	GRAINGER	HVAC supplies	7/14/2022	\$ 873.12
10019	HENNEPIN COUNTY AR	Radio Service	7/14/2022	\$ 338.72
10020	DAVID HUDDLESTON	Employee Recognition	7/14/2022	\$ 100.00
10021	KYLE JACKELS	Employee Recognition	7/14/2022	\$ 100.00

SouthWest Transit
6/16/2022 Thru 8/9/2022

Meeting Date: 8/18/2022

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
10022	MILLER TRUCKING OF BUFFALO INC	Landscape Supplies	7/14/2022	\$ 1,204.65
10023	POPP COMMUNICATIONS	Phone Service	7/14/2022	\$ 2,368.10
10024	JORDAN ROSKE	Employee Recognition	7/14/2022	\$ 100.00
10025	MICHAEL SIMICH	Employee Recognition	7/14/2022	\$ 100.00
10026	SUMMIT COMPANIES	Annual Fire Inspection	7/14/2022	\$ 2,078.50
10027	THE DALE GREEN COMPANY	Landscape Supplies	7/14/2022	\$ 130.00
10028	TWIN CITY HARDWARE COMPANY	Bus fire Service	7/14/2022	\$ 4,985.00
10029	WEX BANK	Fuel Charges	7/14/2022	\$ 95.11
10030	WINTHROP & WEINSTINE, PA	Legislative Service	7/14/2022	\$ 8,000.00
10031	ALLSTATE PETERBILT	Battery Core Credit	7/15/2022	\$ (300.00)
10031	ALLSTATE PETERBILT	Fleet Parts	7/15/2022	\$ 872.01
10032	CUMMINS SALES AND SERVICES	Fleet Parts	7/15/2022	\$ 676.88
10032	CUMMINS SALES AND SERVICES	Shop Supplies	7/15/2022	\$ 39.96
10033	DACOTAH PAPER CO.	Shop Supplies	7/15/2022	\$ 91.99
10034	GRAINGER	Building Supplies	7/15/2022	\$ 25.96
10034	GRAINGER	Building Supplies	7/15/2022	\$ 27.42
10034	GRAINGER	Shop Supplies	7/15/2022	\$ 46.31
10035	JOHN HAGGENMILLER	Expense Reimb-Mileage	7/15/2022	\$ 210.65
10036	IHEART MEDIA	Advertising	7/15/2022	\$ 3,909.86
10037	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	7/15/2022	\$ 488.32
10037	O'REILLY AUTOMOTIVE, INC.	Oil	7/15/2022	\$ 44.92
10037	O'REILLY AUTOMOTIVE, INC.	Shop Supplies	7/15/2022	\$ 324.52
10038	PRIORITY COURIER EXPERTS	Courier Service	7/15/2022	\$ 58.32
10039	JORDAN ROSKE	ASE Testing	7/15/2022	\$ 184.00
10040	ROYAL TIRE INC.	Fleet Parts	7/15/2022	\$ 469.19
10040	ROYAL TIRE INC.	Tires	7/15/2022	\$ 8,408.79
10041	ERIC SCHUMAN	Driver Rewards	7/15/2022	\$ 22.80
10042	SUBURBAN CHEVROLET	Fleet Parts	7/15/2022	\$ 179.50
10043	SW NEWS MEDIA	Advertising	7/15/2022	\$ 3,060.72
10044	SYNCB AMAZON	Fleet Parts	7/15/2022	\$ 36.08
10045	THE AFTERMARKET PARTS COMPANY	Fleet Parts	7/15/2022	\$ 1,518.33
10046	UNIFIRST CORPORATION	Drivers Uniforms	7/15/2022	\$ 472.78
10046	UNIFIRST CORPORATION	Drivers Uniforms	7/15/2022	\$ 92.28
10047	ZIEGLER INC.	Shop Supplies	7/15/2022	\$ 2.27
10048	ABC BUS COMPANIES	Fleet Parts	7/22/2022	\$ 34.45
10048	ABC BUS COMPANIES	Bus 624 Electric Conversion	7/22/2022	\$ 62,800.00
10049	ALLSTATE PETERBILT	Fleet Parts	7/22/2022	\$ 398.47
10050	BACHMAN'S CREDIT DEPARTMENT	Landscape Supplies	7/22/2022	\$ 205.83
10051	BIFFS, INC.	State Fair Service	7/22/2022	\$ 470.00
10052	CUSTOM ALARM	Service Call	7/22/2022	\$ 1,002.50
10053	FIRST TRANSIT, INC.	June Operating	7/22/2022	\$ 353,025.08
10054	GRAINGER	Building Supplies	7/22/2022	\$ 419.94
10055	GROUP HEALTH-WORKSITE	Health Partners	7/22/2022	\$ 115.00
10056	HEARTLAND BUSINESS SYSTEM	Mobile Router Antennas	7/22/2022	\$ 41,615.60
10057	HERC-U-LIFT	Service Call	7/22/2022	\$ 297.00
10058	HOGLUND BUS COMPANY	Fleet Parts	7/22/2022	\$ 44.48
10059	DAVE JACOBSON	Prof Fee-In House Drivers	7/22/2022	\$ 4,200.00
10060	JOHNSON CONTROLS, INC.	EMS Hosted Services	7/22/2022	\$ 659.08
10061	LINDSTROM RESTORATION	Bus fire Service	7/22/2022	\$ 142,701.10
10062	MEDIACOM	Internet Service	7/22/2022	\$ 384.55
10063	MENARDS	Building Supplies	7/22/2022	\$ 402.47
10063	MENARDS	Building Supplies	7/22/2022	\$ 11.29
10064	MINUTEMAN PRESS	Advertising Materials	7/22/2022	\$ 240.37
10065	O'REILLY AUTOMOTIVE, INC.	Battery Core Credit	7/22/2022	\$ (43.00)
10065	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	7/22/2022	\$ 232.55
10065	O'REILLY AUTOMOTIVE, INC.	Fleet Parts Credit	7/22/2022	\$ (72.80)
10065	O'REILLY AUTOMOTIVE, INC.	Shop Supplies	7/22/2022	\$ 5.72
10066	PRIORITY COURIER EXPERTS	Courier Service	7/22/2022	\$ 57.58
10067	SAV PEST CONTROL	Pest Control	7/22/2022	\$ 180.00

SouthWest Transit
6/16/2022 Thru 8/9/2022

Meeting Date: 8/18/2022

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
10067	SAV PEST CONTROL	Service Call	7/22/2022	\$ 1,550.00
10068	SITEONE LANDSCAPE SUPPLY, LLC	Irrigation Supplies	7/22/2022	\$ 625.66
10069	SOCIAL INDOOR	Advertising	7/22/2022	\$ 1,000.00
10070	SPORTWORKS NORTHWEST, INC.	Fleet Parts	7/22/2022	\$ 480.00
10071	SSI MN TRANCHE 1 LLC	Solar Subscription	7/22/2022	\$ 5,756.91
10072	SSI MN TRANCHE 3	Solar Subscription	7/22/2022	\$ 889.99
10073	SUMMIT COMPANIES	Annual Fire Inspection	7/22/2022	\$ 4,381.80
10073	SUMMIT COMPANIES	Service Call	7/22/2022	\$ 550.75
10074	SYNCB AMAZON	IT Supplies	7/22/2022	\$ 9.67
10074	SYNCB AMAZON	IT Supplies	7/22/2022	\$ 40.16
10074	SYNCB AMAZON	Late Fee	7/22/2022	\$ 5.29
10074	SYNCB AMAZON	Monitor Replacements	7/22/2022	\$ 2,091.96
10074	SYNCB AMAZON	Monitor Replacements	7/22/2022	\$ 449.98
10074	SYNCB AMAZON	Shop Equipment	7/22/2022	\$ 134.55
10074	SYNCB AMAZON	State Fair Supplies	7/22/2022	\$ 435.86
10075	THE AFTERMARKET PARTS COMPANY	Fleet Parts	7/22/2022	\$ 2,739.82
10076	TWIN CITIES TRANSPORT & RECOVER	Towing Service	7/22/2022	\$ 600.00
10077	VERIZON WIRELESS	Phone Service	7/22/2022	\$ 105.03
10078	VSIS INC	Panic/Router installs	7/22/2022	\$ 3,300.00
10079	WALKER CONSULTANTS	EPG Roof Structural Analysis	7/22/2022	\$ 16,388.84
10079	WALKER CONSULTANTS	SWS CD/CA 2022	7/22/2022	\$ 5,437.50
10080	WARDROP DAVE	Mileage Reimbursement	7/22/2022	\$ 634.94
10081	ZIEGLER INC.	Service Call	7/22/2022	\$ 1,333.55
10082	SIEMENS INDUSTRY, INC.	Deister Key System Project	7/22/2022	\$ 48,266.00
10082	SIEMENS INDUSTRY, INC.	Door Controller Rep Project	7/22/2022	\$ 36,917.00
10082	SIEMENS INDUSTRY, INC.	EPG Door Controller SA	7/22/2022	\$ 6,975.00
10083	ABC BUS COMPANIES	Fleet Parts	7/28/2022	\$ 419.86
10084	ALLSTATE PETERBILT	Fleet Parts	7/28/2022	\$ 320.74
10085	ARCPOINT LABS OF EDEN PRAIRIE	Drug Testing	7/28/2022	\$ 1,443.00
10086	CAPITAL ONE TRADE CREDIT	Building Supplies	7/28/2022	\$ 884.97
10087	CUMMINS SALES AND SERVICES	Fleet Parts	7/28/2022	\$ 224.69
10088	DAHL, ERIK	Bike Repair	7/28/2022	\$ 23.50
10089	DODGE OF BURNSVILLE	Fleet Parts	7/28/2022	\$ 823.18
10090	FACTORY MOTOR PARTS COMPANY	Fleet Parts	7/28/2022	\$ 632.53
10091	FIDELITY SECURITY LIFE INSURANCE CO.	Vision Insurance August	7/28/2022	\$ 167.06
10092	MATTHEW FYTEN	CEO Candidate Lunch	7/28/2022	\$ 158.75
10093	HEALTHPARTNERS INC.	Health Partners Insurance	7/28/2022	\$ 32,611.47
10094	HOGLUND BUS COMPANY	Fleet Parts	7/28/2022	\$ 50.30
10095	LEAGUE MN CITIES INS. TRUST	Insurance Deductible	7/28/2022	\$ 2,500.00
10096	MADISON NATIONAL LIFE INS CO, INC	Long Term Disability Insurance	7/28/2022	\$ 467.74
10097	MENARDS	Building Supplies	7/28/2022	\$ 37.99
10097	MENARDS	Shop Supplies	7/28/2022	\$ 32.58
10098	MINUTEMAN PRESS	Marketing Brochures	7/28/2022	\$ 135.00
10099	NAPA AUTO PARTS	Fleet Parts	7/28/2022	\$ 248.00
10100	NCBERS MINNESOTA	Voluntary Life Insurance	7/28/2022	\$ 64.00
10101	NORTH CENTRAL BUS	Fleet Parts	7/28/2022	\$ 736.03
10102	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	7/28/2022	\$ 739.25
10102	O'REILLY AUTOMOTIVE, INC.	Fleet Parts Credit	7/28/2022	\$ (22.00)
10102	O'REILLY AUTOMOTIVE, INC.	Shop Supplies	7/28/2022	\$ 10.99
10103	OSI ENVIRONMENTAL, INC.	Environmental Fee	7/28/2022	\$ 450.00
10104	REPUBLIC SERVICES #894	Trash Service	7/28/2022	\$ 1,815.78
10105	ROYAL TIRE INC.	Tires	7/28/2022	\$ 3,272.44
10106	JON RUKAVINA	Uniform Allowance	7/28/2022	\$ 50.00
10107	SAVEON	Advertising - July	7/28/2022	\$ 2,779.85
10107	SAVEON	Advertising Surcharge	7/28/2022	\$ 52.80
10108	KORY SIMICH	Uniform Allowance	7/28/2022	\$ 220.54
10109	SYNCB AMAZON	Fleet Parts	7/28/2022	\$ 251.95
10110	THE AFTERMARKET PARTS COMPANY	Fleet Parts	7/28/2022	\$ 1,282.42
10110	THE AFTERMARKET PARTS COMPANY	Fleet Parts Credit	7/28/2022	\$ (525.92)

SouthWest Transit
6/16/2022 Thru 8/9/2022

Meeting Date: 8/18/2022

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
10111	U.S. BANK EQUIPMENT FINANCE	Copier Lease	7/28/2022	\$ 699.00
10112	UNIFIRST CORPORATION	Drivers Uniforms	7/28/2022	\$ 881.65
10112	UNIFIRST CORPORATION	Drivers Uniforms	7/28/2022	\$ 179.88
10113	VSIS INC	Camera Installs	7/28/2022	\$ 1,000.00
10114	XCEL ENERGY	Electric Service	7/28/2022	\$ 1,714.42
10114	XCEL ENERGY	Electric Service	7/28/2022	\$ 1,953.23
10115	ABC BUS COMPANIES	Fleet Parts	8/4/2022	\$ 163.86
10116	ALLSTATE PETERBILT	Fleet Parts	8/4/2022	\$ 113.36
10117	CAPITAL ONE TRADE CREDIT	Building Supplies	8/4/2022	\$ 189.97
10118	CENTERPOINT ENERGY	Gas Service	8/4/2022	\$ 231.12
10119	CENTURYLINK	Phone Service	8/4/2022	\$ 466.00
10120	CITY OF CHASKA UTILITY BILLING	Water Service	8/4/2022	\$ 2,136.69
10121	CITY OF EDEN PRAIRIE	Water Service	8/4/2022	\$ 1,253.47
10122	COMCAST BUSINESS - CABLE	Internet Service	8/4/2022	\$ 58.94
10123	CUMMINS SALES AND SERVICES	Fleet Parts	8/4/2022	\$ 245.86
10124	DODGE OF BURNSVILLE	Fleet Parts	8/4/2022	\$ 492.75
10125	EDEN PRAIRIE COMMUNITY FOUNDATION	Prairie Brewfest Fee	8/4/2022	\$ 1,000.00
10126	FACTORY MOTOR PARTS COMPANY	Fleet Parts	8/4/2022	\$ 1,219.17
10127	JOHN HAGGENMILLER	Public Forum Reimbursement	8/4/2022	\$ 331.62
10128	LANO EQUIPMENT, INC.	Fleet Parts	8/4/2022	\$ 228.75
10129	LARKIN HOFFMAN	Legislative Service	8/4/2022	\$ 4,000.00
10130	LATINOS TRANSIT	Membership Fee	8/4/2022	\$ 50.00
10131	MARIA MANCILLA-DIAZ	HRCI Recertification	8/4/2022	\$ 219.00
10132	MATT'S AUTO SERVICE	Towing Service	8/4/2022	\$ 165.00
10133	MENARDS	Shop Supplies	8/4/2022	\$ 32.58
10133	MENARDS	Building Supplies	8/4/2022	\$ 10.08
10134	MVEC, MINNESOTA VALLEY ELECTRIC COOP	Electric Service	8/4/2022	\$ 1,729.70
10135	NAPA AUTO PARTS	Fleet Parts	8/4/2022	\$ 368.63
10136	ODP BUSINESS SOLUTIONS LLC	Office Supplies	8/4/2022	\$ 381.70
10137	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	8/4/2022	\$ 101.55
10138	PITNEY BOWES INC	Postal Machine Lease	8/4/2022	\$ 543.30
10139	JORDAN ROSKE	Certification Class Reimbursement	8/4/2022	\$ 797.20
10140	SCHELEN GRAY AUTO ELECTRIC	Fleet Parts	8/4/2022	\$ 1,200.99
10141	SD PROMOTIONS	State Fair Uniforms	8/4/2022	\$ 2,106.00
10142	KORY SIMICH	Uniform Allowance	8/4/2022	\$ 108.04
10143	SYNCB AMAZON	State Fair Supplies	8/4/2022	\$ 606.89
10143	SYNCB AMAZON	Building Supplies	8/4/2022	\$ 265.02
10144	THE AFTERMARKET PARTS COMPANY	Fleet Parts	8/4/2022	\$ 3,334.33
10145	JOE TOWNSEND	Uniform Allowance	8/4/2022	\$ 24.98
10146	UNIFIRST CORPORATION	Drivers Uniforms	8/4/2022	\$ 865.36
10146	UNIFIRST CORPORATION	Drivers Uniforms	8/4/2022	\$ 117.84
10147	VERIFIED CREDENTIALS	Background Checks	8/4/2022	\$ 48.25
10148	WEX BANK	Fuel Charges	8/4/2022	\$ 73.13
		TOTAL		\$ 1,403,845.82
		ACH Withdraws		
106	AVALLO WEB DEVELOPMENT	Website Refresh Project	6/27/2022	\$ 15,000.00
107	AVI SYSTEMS, INC.	NexTrip Monitor Service	6/27/2022	\$ 5,863.10
108	CDW GOVERNMENT	Kisok Computer Replacement	6/27/2022	\$ 4,128.36
110	FORKLIFTS OF MINNESOTA, INC.	Shipping Charge	6/30/2022	\$ 75.24
111	GUARDIAN MECHANICAL SERVICE INC.	Service Call	6/30/2022	\$ 3,402.00
112	HOGLUND BODY & EQUIPMENT, INC.	Shop Supplies	6/30/2022	\$ 517.07
113	LUBE-TECH & PARTNERS, LLC	Shop Supplies	6/30/2022	\$ 3,688.31
114	RSM US PRODUCT SALES LLC	IT Service	6/30/2022	\$ 1,145.00
116	KONECRANES INC.	Service Call	7/1/2022	\$ 775.00
117	PREVOST CAR INC.	Fleet Parts	7/1/2022	\$ 313.35
118	WAYTEK INC.	Shop Supplies	7/1/2022	\$ 143.63
120	BEST VERSION MEDIA	News Paper Advertismnt	7/8/2022	\$ 990.91
121	LUBE-TECH & PARTNERS, LLC	Shop Supplies	7/8/2022	\$ 2,678.73

SouthWest Transit
6/16/2022 Thru 8/9/2022

Meeting Date: 8/18/2022

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
123	GUARDIAN MECHANICAL SERVICE INC.	Bus Fire Service	7/13/2022	\$ 1,625.00
124	PREVOST CAR INC.	Fleet Parts	7/13/2022	\$ 1,583.09
126	AVALLO WEB DEVELOPMENT	Website Annual Hosting	7/15/2022	\$ 2,706.25
127	CDW GOVERNMENT	IT Supplies	7/15/2022	\$ 773.61
128	LOCAL GOVERNMENT INFORMATION SYSTEMS	Software License	7/15/2022	\$ 1,483.00
130	BEST VERSION MEDIA	Advertising	7/18/2022	\$ 990.91
131	PHMG	Advertising	7/18/2022	\$ 1,770.00
132	VER-TECH LABS	Building Supplies	7/18/2022	\$ 2,590.19
134	CARVER COUNTY	Internet Service	7/25/2022	\$ 780.00
135	INTERSTATE POWER SYSTEM, INC.	Fleet Parts	7/25/2022	\$ 1,212.02
136	RSM US PRODUCT SALES LLC	IT Service	7/25/2022	\$ 1,145.00
136	RSM US PRODUCT SALES LLC	IT Service	7/25/2022	\$ 970.00
140	AVI SYSTEMS, INC.	IT Service	8/5/2022	\$ 5,775.00
141	BEST VERSION MEDIA	Advertising	8/5/2022	\$ 990.91
142	GUARDIAN MECHANICAL SERVICE INC.	Service Call	8/5/2022	\$ 1,142.00
143	LOCAL GOVERNMENT INFORMATION SYSTEMS	Software License	8/5/2022	\$ 1,483.00
144	LUBE-TECH & PARTNERS, LLC	Shop Supplies	8/5/2022	\$ 689.84
145	PREVOST CAR INC.	Fleet Parts	8/5/2022	\$ 8.86
146	WAYTEK INC.	Fleet Parts	8/5/2022	\$ 96.90
	ACH ORIGATION	Bank Fee	6/30/2022	\$ 40.00
	ACH ORIGATION	Bank Fee	7/29/2022	\$ 40.00
	DOMESTIC WIRE TRANSFER FEE	Wire Transfer	6/21/2022	\$ 25.00
	DOMESTIC WIRE TRANSFER TO CUTTING EDGE DEVELOPMENT	Wire Transfer - Feasibility Study	6/21/2022	\$ 3,500.00
	DOMESTIC WIRE FEE	Wire Transfer	6/14/2022	\$ 25.00
	DOMESTIC WIRE TRANSFER TO ALERUS FINANCIAL TRUST DEPT.	Wire Transfer - Treasury Investment	6/14/2022	\$ 1,225,144.62
	CARDMEMBER SERV WEB PYMT *****6731	Credit Card Payment	6/21/2022	\$ 3,818.30
	CARDMEMBER SERV WEB PYMT *****6731	Credit Card Payment	7/18/2022	\$ 6,290.39
	PITNEY BOWES POSTEDGE 44272615	Postage	7/8/2022	\$ 500.00
	RETURNED DEPOSIT ITEM	Returned Check	7/25/2022	\$ 35.00
	RETURNED DEPOSIT ITEM CHARGE	Returned Check	7/25/2022	\$ 4.00
	INCOMING WIRE TRANSFER FEE	Transfer Fee	7/20/2022	\$ 15.00
	Mansfield Oil PAYMENTS 1653884	Bus Fuel	6/23/2022	\$ 25,540.77
	Mansfield Oil PAYMENTS 1654983	Bus Fuel	7/5/2022	\$ 31,365.71
	Mansfield Oil PAYMENTS 1656055	Bus Fuel	7/14/2022	\$ 20,189.02
	Mansfield Oil PAYMENTS 1656688	Bus Fuel	7/21/2022	\$ 2,390.69
	Mansfield Oil PAYMENTS 1657026	Bus Fuel	7/25/2022	\$ 27,794.60
	Mansfield Oil PAYMENTS 1657777	Bus Fuel	8/1/2022	\$ 33,806.02
	MET COUNCIL RETAILSLE CPOS SW	Go To Card Reimbursement	6/17/2022	\$ 1,642.00
	MET COUNCIL RETAILSLE CPOS SW	Go To Card Reimbursement	6/24/2022	\$ 1,492.00
	MET COUNCIL RETAILSLE CPOS SW	Go To Card Reimbursement	7/1/2022	\$ 2,376.50
	MET COUNCIL RETAILSLE CPOS SW	Go To Card Reimbursement	7/8/2022	\$ 1,067.00
	MET COUNCIL RETAILSLE CPOS SW	Go To Card Reimbursement	7/15/2022	\$ 1,783.00
	MET COUNCIL RETAILSLE CPOS SW	Go To Card Reimbursement	7/22/2022	\$ 935.50
	MET COUNCIL RETAILSLE CPOS SW	Go To Card Reimbursement	7/29/2022	\$ 2,306.00
	MET COUNCIL RETAILSLE CPOS SW	Go To Card Reimbursement	8/5/2022	\$ 2,493.00
	POSITIVE PAY	Bank Fee	6/30/2022	\$ 25.00
	POSITIVE PAY	Bank Fee	7/29/2022	\$ 25.00
		TOTAL		\$ 1,461,205.40
		Payroll		
	Paylocity	Payroll	6/23/2022	\$ 99,159.33
	Paylocity	Payroll	7/7/2022	\$ 102,321.55
	Paylocity	Payroll	7/21/2022	\$ 99,067.52
	Paylocity	Payroll	8/4/2022	\$ 109,020.88
		TOTAL		\$ 409,569.28
		Monthly Reimbursement included in payroll totals		
	Justin Ambroz	Cell Phone Allowance		\$ 50.00
	Jon Christenson	Cell Phone Allowance		\$ 75.00

Consent

SOUTHWEST TRANSIT COMMISSION MINUTES

Thursday, June 23, 2022

Work Session – 6:00 pm

Commission Meeting – Following Work Session

COMMISSION MEMBERS

Mike Huang – City of Chaska
PG Narayanan – City of Eden Prairie, (Rick Getschow, Alternate)
Jerry McDonald – City of Chanhassen
Mark Freiberg – City of Eden Prairie
McKayla Hatfield – City of Chaska
Elise Ryan – City of Chanhassen
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
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 6:52 pm. All Commissioners were present but Commissioners Freiberg and Narayanan. There was no public comment.

II. APPROVAL OF AGENDA

Motion: Roepke motioned, seconded by McDonald to approve the Agenda as presented. The motion carried 5-0-0.

III. PAYMENT OF CLAIMS

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

IV. CONSENT

- A. Approval of 5/5/2022 Commission Minutes
- B. Approval of 5/26/22 Commission Minutes
- C. Approval of 6/15/22 Commission Minutes
- D. Approval of Financial Statements
- E. Extension of Special Advisor to the Commission
- F. Extension of Interim CEO Position
- G. Title VI Update
- H. SW Station PM

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

V. NEW BUSINESS

A. CEO Search Firm

Attorney Dorothy stated that at the June 15, 2022 emergency meeting, the Commission voted to pause the then-current CEO search and requested staff to reach out to Baker Tilly to determine if they are interested and available to provide executive search services for a new CEO search.

Motion: Roepke motioned, seconded by Ryan to authorize the Interim CEO to enter into an agreement with Baker Tilly US, LLP for executive search services in an amount not to exceed \$26,500. The motion carried 5-0-0.

B. Budget Amendment

Interim CEO/Chief Operating Officer Fyten presented the proposed amendments to the 2022 General Fund Revenue and Expenditure Budgets.

2022 Proposed Amended Operating Budget:

Proposed Operating Revenue: \$15.9 million
Proposed Operating Expenditures - \$15.3 million

Motion: Roepke motioned, seconded by McDonald to adopt Resolution 22-18, the proposed amendment to the 2022 General Fund Revenue and Expenditure Budgets 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 with updates being provided at each Commission meeting.

A suggestion was made that once the agency's legislative initiatives for 2023 are set in place, legislators be invited to meet with the Commission.

Discussion only. No motion required.

VII. UPDATES

VIII. ADJOURNMENT

Motion: McDonald motioned, seconded Roepke by to adjourn. The motion carried 5-0-0. The meeting adjourned at 8:10 pm.

June 23, 2022 SouthWest Transit Commission Minutes Prepared By: Linda Spevacek

Approved by: _____

Date: _____

SOUTHWEST TRANSIT COMMISSION MINUTES

Thursday, July 14, 2022
Special Commission Meeting – 6:00 pm
SouthWest Transit Leonard L. Simich Garage and Offices
14405 W. 62nd St., Eden Prairie, MN 55346

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

Maria Mancilla-Diaz, Chief Administrative Officer
Len Simich, Special Advisor to the Commission
Tony Kuykendall, Maintenance Manager

I. CALL TO ORDER

The meeting was called to order by Chair Huang at 6:07 pm. Commissioners Huang, McDonald, Ryan, Hatfield, Freiberg, and Roepke were present in-person. Ex Officio Commissioner McKnight arrived at 6:12 p.m. Commissioner Narayanan was absent.

II. NEW BUSINESS

A. Purchase of Replacement Facilities Pickup Truck

Kuykendall presented the request to purchase a pickup truck that had previously been ordered by SouthWest, cancelled by the vendor, and then built by the manufacturer anyway. Kuykendall explained that the truck was being offered to SouthWest by the vendor at the 2021 state contract price used for the original order.

Motion: Roepke moved, seconded by McDonald, to authorize the interim CEO to enter into an agreement with Dodge of Burnsville in a sum not to exceed \$42,900.00 for purchase of a 2022 Dodge Ram 3500 pickup truck. The motion carried 6-0-0.

B. CEO Finalist Interview

The Commission conducted an interview with a finalist for the CEO role.

No action requested or taken.

III. ADJOURNMENT

Motion: Ryan moved, seconded by Hatfield, to adjourn. The motion carried 6-0-0. The meeting was adjourned at 7:30 p.m.

July 14, 2022 SouthWest Transit Commission Minutes

Prepared By: Joshua A. Dorothy

Approved by: _____

Date: _____

SOUTHWEST TRANSIT COMMISSION MINUTES

Thursday, July 21, 2022
Special Commission Meeting – 6:00 pm
East Creek Transit Station
2120 Chestnut Street North, Chaska, MN 55318

COMMISSION MEMBERS

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

GENERAL COUNSEL

Joshua Dorothy, Attorney

EXECUTIVE STAFF

Matt Fyten, Chief Operating Officer/Interim
Chief Executive Officer
Maria Mancilla-Diaz, Chief Administrative Officer
Len Simich, Special Advisor to the Commission

I. CALL TO ORDER

The meeting was called to order by Chair Huang at 6:00 pm. Commissioners Huang, Narayanan, McDonald, Ryan, Hatfield, and Freiberg, and Ex Officio Commissioner McKnight were present in-person. Commissioner Roepke arrived at 6:05 p.m.

II. NEW BUSINESS

A. CEO Candidate Discussion

The Commission discussed the CEO candidate who was interviewed on July 14, 2022.

Motion: Roepke moved, seconded by Freiberg, to move forward with conducting a reference check, pursuing a work visa, and negotiating terms of employment with David Wardrop. The motion carried 7-0-0.

III. ADJOURNMENT

Motion: Ryan moved, seconded by Narayanan, to adjourn. The motion carried 7-0-0. The meeting was adjourned at 7:08 p.m.

July 21, 2022 SouthWest Transit Commission Minutes

Prepared By: Joshua A. Dorothy

Approved by: _____

Date: _____



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission
FROM: Souriyong Souriya – Finance Director
DATE: August 18, 2022
SUBJECT: SWT Financial Statements

REQUESTED ACTION:

That the SWT Commission approve the June 2022 Financial Statement, July 2022 Investments and Pledged Securities.

BUDGET IMPACT: This action has no budget impact.

BACKGROUND:

Attached to this memo are the following financial statements:

- The June 30, 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 June 2022 Financial Statement, July 2022 Investments and Pledged Securities.



Commission Meeting date 08.18.2022

Balance Sheet for All Funds June 2022

Fund Name					
Balance Sheet Category	General Fund	Capital Improvement Fund	EPG Roof Replacement Fund	SWS Development Capital Fund	Total
Assets					
Cash & Investments	\$ 7,698,982	\$ 2,692,919	\$ 572,247	\$ 6,101,009	\$ 17,065,157
Accounts Receivable	2,898,850		-	-	2,898,850
Other Assets	349,650	-	-	-	349,650
Total Assets	10,947,482	2,692,919	572,247	6,101,009	20,313,657
Liabilities					
Accounts Payable	97,131	-	-	-	97,131
Other Liabilities	-	-	-	-	-
Total Liabilities	97,131	-	-	-	97,131
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	1,956,277	-	(1,378,419)	10,323	588,181
Total Fund Balances	10,850,351	2,692,919	572,247	6,101,009	20,216,526
Total Liabilities & Fund Balances	\$ 10,947,482	\$ 2,692,919	\$ 572,247	\$ 6,101,009	\$ 20,313,657



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

Commission Meeting date 08.18.2022

June=50.0%

General Fund 100	Amended Budget	Current Month Actual	2022 YTD Actual	2022 YTD Balance	% YTD Budget
Revenues					
Passenger Fares	\$ 613,800	\$ 72,216	\$ 387,078	(226,722)	63.1%
Contract Revenue	60,000	5,781	29,527	(30,473)	49.2%
CMAQ Grant Revenue	30,000	-	-	(30,000)	0.0%
5307 NTD Funding	923,088	-	68,588	(854,500)	7.4%
APR Act 5307	3,494,167	1,854,449	1,854,449	(1,639,718)	0.0%
MVST Revenue	8,991,000	798,705	4,453,725	(4,537,275)	49.5%
RAMVST Revenue	1,670,300	149,115	831,492	(838,808)	49.8%
Investment Income	10,000	1,773	6,495	(3,505)	65.0%
Other Local Revenues	170,900	44,632	142,481	(28,419)	83.4%
Total Revenue	\$ 15,963,255	\$ 2,926,671	\$ 7,773,835	\$ (8,189,420)	48.7%
Expenditures					
Administration	\$ 1,934,400	\$ 175,860	\$ 906,444	1,027,956	46.9%
Operations	6,168,600	466,148	2,503,239	3,665,361	40.6%
Vehicle Maintenance	1,897,800	128,601	773,059	1,124,741	40.7%
Facility Maintenance	1,623,310	115,524	726,053	897,257	44.7%
Total Expenditures	11,624,110	886,133	4,908,795	6,715,315	42.2%
5307 NTD Schedule	923,088	297,619	413,957	509,131	44.8%
Capital Cost Of Operating	2,764,212	267,766	770,882	1,993,330	27.9%
	3,687,300	565,385	1,184,839	2,502,461	32.1%
Total Expenditures & Capital Cost of Operating	15,311,410	1,451,518	6,093,634	9,217,776	39.8%
Excess of Revenues Over (Under) Expenditures	651,845	1,475,153	1,680,201	(1,028,356)	
Other Financing Sources (Uses)					
Insurance Recoveries	-	19,749	276,076	(276,076)	
Transfers In	-	-	-	-	
Transfers (Out)	-	-	-	-	
Total Other Financing Sources (Uses)	-	19,749	276,076	(276,076)	
Net Change in Fund Balance	\$ 651,845	\$ 1,494,902	\$ 1,956,277		
Fund Balance, January 1			\$ 8,894,074		
Fund Balance, End of Current Period			\$ 10,850,351		
Months of Operating Expenditures			9		
Fund Balance as a % of the Expenditure Budget			70.9%		



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

Commission Meeting date 08.18.2022

June=50.0%

All Other Funds	Amended Budget	Current Month Actual	2022 YTD Actual	2022 YTD Balance	% YTD Budget
Capital Improvement Fund 270					
Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Expenditures	-	-	-	-	0.0%
Transfer In (Out)	-	-	-	-	#DIV/0!
Net Change in Fund Balance	\$ -	\$ -	\$ -		
EPG Roof Replacement Fund 280					
Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Expenditures	2,000,000	584,735	1,378,419	621,581	68.9%
Transfer In (Out)	-	-	-	-	0.0%
Net Change in Fund Balance	\$ (2,000,000)	\$ (584,735)	\$ (1,378,419)		
SWS Development Capital Fund 360					
Revenue	\$ 45,000	2,439	10,323	\$ (34,677)	22.9%
Expenditures	-	-	-	-	0.0%
Transfer In (Out)	-	-	-	-	0.0%
Net Change in Fund Balance	\$ 45,000	\$ 2,439	\$ 10,323		

**SouthWest Transit Commission Investments
July 2022**

Broker	Purchase Date	Type	Description	Maturity Date	Type	Purchase Cost	Maturity Amount	Rate	Days to Maturity	Current Market Value	Accrued Interest	Months Term	
7/31/2022													
Tradition Bank	2/5/2022	CD	Tradition Bank CD 35509543	8/11/2022	CD	1,590,252.51	1,590,252.51	0.500%	11	1,590,252.51	3,878	6	
BankVista	10/6/2021	CD	BankVista CD 3301049	10/5/2022	CD	250,000.00	250,000.00	0.300%	66	250,000.00	282	12	
Tradition Bank	10/16/2021	CD	Tradition Bank CD 13813422	10/16/2022	CD	684,357.01	684,357.01	0.650%	77	686,576.87	746	12	
Flagship Bank	1/24/2022	CD	Flagship CD 100243	1/24/2023	CD	300,000.00	300,000.00	0.200%	177	300,000.00		12	
Flagship Bank	3/2/2019	CD	Flagship CD 100306	2/28/2023	CD	250,000.00	250,000.00	0.350%	212	250,000.00		24	
Flagship Bank	3/11/2020	CD	Flagship CD 100255	3/6/2023	CD	250,000.00	250,000.00	0.300%	218	250,000.00		12	
Flagship Bank	3/16/2021	CD	Flagship CD 200379	3/15/2023	CD	750,000.00	750,000.00	0.300%	227	750,000.00		12	
Alerus Bank	6/14/2022	Treas	6-month Treasury Notes	12/15/2022	Tr	1,000,000.00	1,000,000.00	1.560%	137	1,000,000.00		6	
Alerus Bank	6/14/2022	Treas	12-month Treasury Notes	6/15/2023	Tr	500,000.00	500,000.00	2.270%	319	500,000.00		12	
Total						5,574,609.52	5,574,609.52			5,576,829.38	4,905.10		
										<i>Flagship Bank - Nonprofit Checking</i>		1,009,467.72	
										<i>Flagship Bank - Money Market Acct</i>		4,700,481.27	
										<i>SWT - Cash on hand</i>		600.00	
										<i>Americana Community Bank</i>		825,638.78	
										<i>Alerus - Money Market Acct</i>		25,135.25	
										<i>BankVista - Money Market ICS Acct</i>		4,464,387.49	
Subtotal										\$ 11,025,710.51			
Grand Total										\$ 16,602,539.89			
Summary by Type (based upon current market value)						CDs Summary by banks							
CD						4,076,829.38	Banks		Amount				
US Govt Agency						1,500,000.00	Americana		-				
Checking/MM/ICS						11,025,710.51	Alerus		-				
						16,602,539.89	Bank Vista		250,000.00				
							Flagship		1,550,000.00				
							Tradition		2,276,829.38				
Maturity Dates						Amount				4,076,829.38			
Aug-22						\$	1,590,252.51						
Sep-22							-						
Oct-22						\$	936,576.87						
later						\$	3,050,000.00						
						\$	5,576,829.38		-				

SouthWest Transit					
Pledged Securities Accounts - July 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	\$ 1,928,281.26	\$ 2,000,000.00
Treasury	United Bankers Bank	7/31/2024	3/7/2021	\$ 971,757.81	\$ 1,000,000.00
Treasury	United Bankers Bank	1/31/2025	4/26/2021	\$ 1,433,554.70	\$ 1,500,000.00
Treasury	United Bankers Bank	7/15/2024	7/19/2021	\$ 946,093.75	\$ 1,000,000.00
Treasury	United Bankers Bank	1/31/2025	4/15/2022	\$ 955,703.13	\$ 1,000,000.00
MBS-FNMA/FHLMC	United Bankers Bank	9/1/2027	5/26/2020	\$ 114,581.20	\$ 116,983.73
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	\$ 248,251.57	\$ 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
CMO 2009-26	United Bankers Bank	8/16/2022	6/30/2021	\$ 58,102.63	\$ 57,908.90
GNMA	United Bankers Bank	8/20/2040	7/20/2018	\$ 93,634.90	\$ 93,056.10
GNMA	United Bankers Bank	1/20/2033	1/20/2021	\$ 100,882.30	\$ 100,882.30
FNMA	United Bankers Bank	10/1/2032	10/23/2012	\$ 165,326.02	\$ 167,855.60
MBS-FNMA/FHLMC	United Bankers Bank	10/1/2032	8/15/2015	\$ 178,992.67	\$ 181,559.51
				\$ 8,186,161.94	\$ 8,458,246.14
BankVista					
FDIC	ICS Account	NA	6/6/2018	\$ 4,714,387	\$ 4,714,387
Tradition Capital Bank					
Edgewood OH City Sch Dist Bond	BMO Harris Bank N.A	12/1/2029	12/19/2019	\$ 521,200	\$ 500,000
Little Blue VLY MO SWR Dist SW Bond	BMO Harris Bank N.A	9/1/2027	9/26/2019	\$ 1,073,990	\$ 1,000,000
Port Neches-Groves TX Indep SC Bonds	BMO Harris Bank N.A	2/15/2026	7/26/2016	\$ 744,123	\$ 695,000
Fed Farm Credit Bank	BMO Harris Bank N.A	4/1/2033	4/1/2013	\$ 660,905	\$ 699,376
Alerus					
FRB Federal Reserve Custody	Bank of North Dakota	4/1/2026	6/22/2016	\$ 340,000	\$ 340,000
US Treasury	US Security		6/14/2022	\$ 1,500,000	\$ 1,500,000
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	\$ 18,768,092	\$ 18,886,593
Summary Total Funds		7/31/2022			
Flagship Bank	\$ 7,260,130				
BankVista	\$ 4,714,387				
Tradition Capital Bank	\$ 2,276,829				
Alerus	\$ 1,500,000				
Americana Community Bank	\$ 825,639				
Total	\$ 16,576,986				
<i>Difference Extra</i>	\$ 2,309,607.57				



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Matt Fyten, Interim CEO
Maria Mancilla-Diaz, CAO

DATE: August 18, 2022

SUBJECT: Statutory Tort Liability Waiver

REQUESTED ACTION:

That the Commission adopt Resolution 22-20 stating that SWT does not waive the statutory tort limits for liability insurance coverage and authorizing the Interim Chief Executive Officer to sign the LMCIT liability coverage waiver form.

BUDGET IMPACT:

SWT's insurance premiums would be higher if SWT waives the statutory tort limit.

BACKGROUND:

Each year the League of Minnesota Cities Insurance Trust requests participants to waive or not waive the statutory tort limit. In previous years we have not waived the limit upon the advice of our general legal counsel, electing not to waive the statutory limit places a maximum of \$500,000 per individual and \$1,500,000 maximum for a single occurrence.

RECOMMENDATION:

That the Commission adopt Resolution 22-20 stating that SWT does not waive the statutory tort limits for liability insurance coverage and authorizing the Interim Chief Executive Officer to sign the LMCIT liability coverage waiver form.

Attachments: Liability Coverage Waiver Form
Resolution 22-20

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: SouthWest Transit

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: 08/18/2022

Signature: _____ Position: _____



**SOUTHWEST TRANSIT COMMISSION
RESOLUTION # 22-20
STATUTORY TORT LIABILITY WAIVER**

WHEREAS, the SouthWest Transit Commission operates as a Joint Powers entity for Cities of Eden Prairie, Chaska and Chanhassen to provide transit services under the laws of the State of Minnesota including Statute 473.384, 473.388 and/or Statute 471.59; and

WHEREAS, SouthWest Transit's insurance premiums would be higher if SouthWest transit waives the statutory tort limit; and

WHEREAS, in previous years SouthWest Transit has not waived the limit upon the advice of our general legal counsel

NOW, THEREFORE, BE IT RESOLVED, that the SWT Commission approves SouthWest Transit not waiving the statutory tort limits for liability insurance coverage and authorizes the Interim Chief Executive Officer to sign the League of Minnesota Cities Insurance Trust (LMCIT) liability coverage waiver form.

ADOPTED by the SouthWest Transit Commission on August 18, 2022.

Chair

ATTEST:

Interim Chief Executive Officer



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Maria Mancilla-Diaz, CAO
Souriyong Souriya, Finance Director
Michael Simich, Sr. Compliance, Procurement & Purchasing Analyst

DATE: August 18, 2022

SUBJECT: Six Year Capital Improvement Plan 2023-2028 (CIP)

REQUESTED ACTION:

None required. For informational purposes only.

BUDGET IMPACT:

There is no budget impact resulting from this request. The 2022 capital equipment and projects that are financed with current resources are included in the 2022 budget.

BACKGROUND:

SWT maintains a six-year capital improvement plan. The plan identifies capital equipment, major repair and maintenance items and plans for service expansion. 2022 equipment purchases and projects are financed thru the 2022 budgets of the General, Special Revenue, and Capital Projects Funds. SWT also maintains a Transportation Asset Management (TAM) system which provides a detailed listing of all agency assets and their expected replacement dates. This TAM system is an integral part of the planning process and provides the basis of many of the components of the CIP.

The 2023 planned service expansion will be implemented if additional funding is available from the 2023 state legislative session. The financing for the capital items includes local, state, and federal resources. The funding source for all CIP items is identified in the plan.

This six-year capital improvement plan is used for SWT internal planning and is also provided to the Metropolitan Council to assist in identifying the future transportation service needs for the metropolitan area and the resources necessary to finance those needs.

RECOMMENDATION:

None required. For informational purposes only.

SOUTHWEST TRANSIT CAPITAL IMPROVEMENT PLAN 2023-2028 Amended

Description Brief	Description Detail	Priority Ranking	NTD	Met Council	Federal / CMAQ	MnDOT	Unfunded	Total	2023	2024	2025	2026	2027	2028	Total	Category Total
NEW FACILITIES and EXPANSIONS	NEW FACILITIES and EXPANSIONS															17,000,000
SouthWest Village	3rd level parking ramp for Park and Ride 220 stalls est. \$4,000,000	3		800,000	3,200,000			4,000,000				4,000,000			4,000,000	-
Station Mobility Hubs	New Mobility Hubs for SWV,ECS,CTS stations	2					3,000,000	3,000,000	3,000,000						3,000,000	-
Solar Array and Charging Stations	Solar array at SWS and EPG and Charging Stations SWS,SWV, and ECS	1			2,000,000		2,000,000	4,000,000	4,000,000						4,000,000	-
Storage	Vehicle and Equipment storage facility	1					6,000,000	6,000,000	6,000,000						6,000,000	-
FACILITY REPAIR AND MAJOR RENOVATIONS	FACILITY REPAIR AND MAJOR RENOVATIONS															6,190,475
CTS Major Ramp PM	CTS Ramp Preventative Maintenance every 5 years	1	200,000					200,000			200,000				200,000	-
CTS Water Softener	Water Softener Replacement at CTS station	2					10,000	10,000	10,000						10,000	-
CTS LED Lights	Replacing all burnt out LED ramp lights	1					44,000	44,000	44,000						44,000	-
ECS Access System	Communication & Security System Upgrade (door access)	1					33,475	33,475	33,475						33,475	-
ECS Major Ramp & station PM	East Creek Station Ramp Preventative Maintenance every 5 years	1	200,000					200,000					200,000		200,000	-
ECS Island Project	Redesign of ECS center island for ease of bus and maintenance vehicle turn around	1					100,000	100,000	100,000						100,000	-
ECS Concrete	Concrete outside turnaround and walkway replacing the pavers due to deterioration	1					120,000	120,000	120,000						120,000	-
ECS LED Lights	170 LED light fixtures inside, outside and in parking area, replacing lighting system that is past useful life	1					60,000	60,000	60,000						60,000	-
SWS Major Ramp PM	SWS Ramp Preventative Maintenance every 5 years	1	260,000					260,000					260,000		260,000	-
Snow Dump Replacement at SW station	Snow Dump Replacement at SW station	1					30,000	30,000	30,000						30,000	-
Ramp Capacity Signage	Install ramp capacity signage at all ramps	1					200,000	200,000	200,000						200,000	-
SWS LED Lights	500 LED light fixtures inside ramp, replacing lighting system that is past useful life	1					170,000	170,000	170,000						170,000	-
SWS Ramp - Storage Fence	Installing a fenced off storage area at SWS	3					12,000	12,000		12,000					12,000	-
SWV Water Softeners	Water Softener Replacement	2					10,000	10,000			10,000				10,000	-
SWV Major Ramp PM	SWV Ramp Preventative Maintenance every 5 years	1	200,000					200,000				200,000			200,000	-
SWV Electric Heaters Replacement	Electric Heater Replacement	2					6,000	6,000		6,000					6,000	-
SWV Concrete project def 2023	Concrete outside turnaround and walkway replacing the pavers due to deterioration	1					200,000	200,000	200,000						200,000	-
SWV Code Blue Replacement	Upgrading outdated Code Blue equipment	1					12,000	12,000	12,000						12,000	-
SWV LED Lights	Replace burned out LED lights in ramp	1					30,000	30,000	30,000						30,000	-
EPG Garage Maintenance PM	Garage Preventave Maintenance every 5 years	1					150,000	150,000		150,000					150,000	-
EPG AC Mini Splits	AC Minni Splits - EPG-ACD-A01,02,03	2					15,000	15,000			15,000				15,000	-
EPG Fuel Pumps 1 and 2	Fuel pumps 1 and 2 - EPG- FDP-001,002 replacement	2					25,000	25,000	25,000						25,000	-
EPG Fuel Pumps 3 and 4	Fuel pumps 3 and 4 - EPG- FDP-003,004 replacement	2					30,000	30,000				30,000			30,000	-
EPG Water Heater	Water Heater - EPG -HWG-001 replacement	2					5,000	5,000			5,000				5,000	-
EPG Ingersoll Rand Air Compressor	Ingersoll-Rand Air Compressor - EPG -MSE-001	1					20,000	20,000	20,000						20,000	-
EPG Roof Top AC Units House Whole Office	Roof top AC units House Whole offices - EPG-RTU-001,002,003	3					30,000	30,000				30,000			30,000	-
EPG Under Ground Fuel Tank	Current under ground fuel tank has reached its useful life. Additional 20k under ground Fuel Tank will be more environmentally safe	1					150,000	150,000			150,000				150,000	-
EPG Rooftop Solar Panels	Adding Solar Panels to EPG facility	1					1,200,000	1,200,000	1,200,000						1,200,000	-
EP Roof on Canopy	EP Garage canopy roof replacement	1					50,000	50,000				50,000			50,000	-
EPG Irrigation System	Irrigation installment outer edge of parking lot	1					30,000	30,000	30,000						30,000	-
ECS Irrigation Additions	Irrigation additions at East Creek	1					5,000	5,000	5,000						5,000	-
SWV Irrigation Additions	Irrigation additions at SW Village	1					5,000	5,000	5,000						5,000	-
ECS Paver Replacement	Replace deteriorated pavers with new pavers	1					120,000	120,000		120,000					120,000	-
SWV Paver Replacement	Replace deteriorated pavers with new pavers	1					200,000	200,000			200,000				200,000	-
CTS Paver Replacement	Replace pavers with concrete	1					150,000	150,000					150,000		150,000	-
Mower Replacement	Replace Kabota Mower at end of useful life	1					20,000	20,000						20,000	20,000	-
Bus Wash Replacement	Installed 2015, useful life is 7 years	2					800,000	800,000			800,000				800,000	-
Bobcat Replacement	Replace 2012 bobcat at end of useful life	2					65,000	65,000			65,000				65,000	-
Sweeper Replacement	Replacement at end of useful life	2					50,000	50,000	50,000						50,000	-
Ticket Vending Machines	Three machiens: SWV, ECS, CTS	1	50,000				190,000	240,000	240,000						240,000	-
SWS Roof Replacement	East & West stairwells and clock tower	1					50,000	50,000	50,000						50,000	-
SWS Door hardware	security door replacement	1					10,000	10,000	10,000						10,000	-
CTS Ramp Sealant	ramp sealcoating	1					60,000	60,000			60,000				60,000	-
CTS Curtain Wall	Curtain wall and precast repairs	1					30,000	30,000			30,000				30,000	-
CTS Stairwell Paint and Floor Coat	stairwell repaint and floor coating	1					30,000	30,000			30,000				30,000	-
SWV Carpet	replace old and worn carpet	1					3,000	3,000				3,000			3,000	-
SWV Repaint Ramp	Paint parking ramp	1					50,000	50,000				50,000			50,000	-
SWV Ramp Sealant	ramp sealcoating	1					60,000	60,000				60,000			60,000	-
SWV Precast Maintenance	Precast maintenance	1					15,000	15,000				15,000			15,000	-
SWV Concrete Repair	repair damaged and cracked concrete	1					30,000	30,000				30,000			30,000	-
ECS Sealcoat	ramp sealcoating	1					10,000	10,000					10,000		10,000	-
EPG Chip Coat Asphalt	Chip coat asphalt	1					30,000	30,000					30,000		30,000	-
EPG Ventilation Replacement	Ventelation replacement	1					125,000	125,000					125,000		125,000	-
EPG LED Light Bulb Replacement	LED Lightbulb replacements	1					15,000	15,000					15,000		15,000	-
ECS Repaint Ramp	Repaint ramp	1					65,000	65,000					65,000		65,000	-
CTS Repaint Ramp	Repaint ramp	1					75,000	75,000					75,000		75,000	-
Snowblower attachment	Front end loader blower attachment	1					200,000	200,000	200,000						200,000	-
Lawn Mower - Kubota Lawn & Snow Machine	Replacement / mower - cab and broom (may arrive by EOY 2022)	2					35,000	35,000	35,000						35,000	-
Floor Scrubber	Replace current floor scrubber at end of useful life	2					40,000	40,000				40,000			40,000	-
SHOP REPLACEMENT AND UPGRADES	SHOP REPLACEMENT AND UPGRADES															5,000
Transmission Flushing Machine	Replace current machine that is at the end of its useful life	2					5,000	5,000	5,000						5,000	-
IT REPLACEMENT AND UPGRADES	IT REPLACEMENT AND UPGRADES															1,502,535

SOUTHWEST TRANSIT CAPITAL IMPROVEMENT PLAN 2023-2028 Amended

Description Brief	Description Detail	Priority Ranking	NTD	Met Council	Federal / CMAQ	MnDOT	Unfunded	Total	2023	2024	2025	2026	2027	2028	Total	Category Total
Technology Upgrades	Ongoing Computers/Switches/Monitors	1					266,498	266,498	41,200	42,436	43,709	45,020	46,371	47,762	266,498	-
Website/App Changes	Apps combined & Website Refresh	1					136,037	136,037	20,000	21,000	22,050	23,152	24,310	25,525	136,037	-
Security Camera Replacements - All Facilities	Security Camera Replacements - All Facilities	1					275,000	275,000	275,000						275,000	-
Replace Servers	Server Replacement	1					120,000	120,000			120,000				120,000	-
Replace Computers/Laptops	Replacement & Upgrades	1					110,000	110,000		75,000		35,000			110,000	-
Excavision Server Updates	For all locations: cameras and servers	2					100,000	100,000		40,000		60,000			100,000	-
Network Infrastructure	Network Firewalls & Wifi	1					320,000	320,000	320,000						320,000	-
Trailer Camera	Trailer security camera	1	60,000					60,000		60,000					60,000	-
Radio Consoles	replace radio consoles in dispatch area	2					80,000	80,000	80,000						80,000	-
Customer Kiosks	Replace Lobby Kiosks	1					35,000	35,000					35,000		35,000	-
VEHICLE EXPANSION																6,455,345
494 CMAQ Grant (Small Bus)	Maybe grant funded - 20% local share require	1		320,000	3,080,000			3,400,000	1,600,000				1,800,000		3,400,000	-
Mobility Hub CMAQ Grant (Small Bus)	Maybe grant funded - local share require	1		100,000	400,000			500,000		500,000					500,000	-
FTA Grant (5 Small Buses)	Maybe grant funded - local share require	1			690,500		72,625	763,125	363,125				400,000		763,125	-
Prime MD Vehicles	FTA Local Match - 20% local Match 2023	1					73,000	73,000	73,000						73,000	-
Electric Vehicles	2 per year \$70k per vehicle estimate	1					840,000	840,000	140,000	140,000	140,000	140,000	140,000	140,000	840,000	-
MnDOT Grant (2 Electric Prime Vehicles+ infrastructure)	Budgeted - MnDOT funded	1				679,220	200,000	879,220	429,220					450,000	879,220	-
VEHICLE REPLACEMENT																19,847,000
2 Braunability	For demand response vehicles (Prime)	1					130,000	130,000			130,000				130,000	-
4 ProMaters	For demand response vehicles (Prime)	1					260,000	260,000			260,000				260,000	-
2 Prime Dodge Grand Caravans	For demand response vehicles (Prime)	1					70,000	70,000			70,000				70,000	-
Bus #624	For demand response vehicles (Prime) - might be electrified	1					255,000	255,000				255,000			255,000	-
Bus #716 & 717	For Staff Vehicles	1					80,000	80,000	40,000	40,000					80,000	-
(Big buses) Replace Coach Vehicles	7 coaches for 7 coaches in 2021 (762,763,764,765,766,767,768)	1		4,410,000				4,410,000	4,410,000						4,410,000	-
Bus: 374 & 375	Replace two MCI's	1					1,400,000	1,400,000					1,400,000		1,400,000	-
Truck 693	Replace truck 693	1					55,000	55,000					55,000		55,000	-
Replace 7 MCI	7 MCI (121,235,236,237,238,239, 240)	1		4,900,000				4,900,000				4,900,000			4,900,000	-
Replace 4 MCI	4 MCI 2011 (902-905)	1		2,800,000				2,800,000			2,800,000				2,800,000	-
6 Braunability	6 Prime bus replacements from trolley 103	2		414,000				414,000			345,000	69,000			414,000	-
Trolley 523	Replace with Trolley	1		485,000				485,000			485,000				485,000	-
(Small) Cut-Away Bus Replacement	7 cut aways for 7 cut aways (568, 569, 570, 571, 572 & 816, 61079)	1		1,455,000				1,455,000	705,000			750,000			1,455,000	-
Non-Revenue Vehicles	2 Admin Vehicles replacement	1		90,000				90,000	45,000	45,000					90,000	-
Replacement MCI's	4 buses: 460-463	1		2,850,000				2,850,000						2,850,000	2,850,000	-
Replacement of Wheel Lifts	Replace 4 Bus Wheel Lifts	1		65,000				65,000					65,000		65,000	-
Replacement Truck	Replace truck 774	1		58,000				58,000					58,000		58,000	-
Non-Revenue Vehicles	Replace 2011 shop truck 911 (2023)	1		70,000				70,000	70,000						70,000	-
VEHICLE REHABS/OTHER																1,998,000
Rehab Plan	2 2013 MCI - bus #374 & 375	1		74,000				74,000	74,000						74,000	-
Rehab Plan	4 2014 MCI - bus #460 - 463	1		152,000				152,000	152,000						152,000	-
Rehab Plan	1 2015 Gillig Trolley - bus #523	1		38,000				38,000	38,000						38,000	-
Rehab Plan	12 2015 MCI - bus #427-430, 473-479, 452 & 453	1		468,000				468,000		468,000					468,000	-
Rehab Plan	6 2017 MCI - bus #705-710	1		240,000				240,000		240,000					240,000	-
Rehab Plan	9 2018 MCI - bus #831-840	1		369,000				369,000			369,000				369,000	-
Rehab Plan	5 Prevost buses (843,844,845,846, 847)	1		225,000				225,000			225,000				225,000	-
Rehab Plan	Two MCI CRT LE	1		84,000				84,000				84,000			84,000	-
Rehab Plan	Two Post Lifts	1					10,000	10,000					10,000		10,000	-
Rehab Plan	4 MCI's 190-193	1		168,000				168,000					168,000		168,000	-
Zero-Emission Bus Transition Plan 2023	Zero-Emission Bus Transition Plan 2023	1					80,000	80,000	80,000						80,000	-
Voice Radio Replacement Program	Bus & hand held radios	2					90,000	90,000	25,000	25,000			20,000	20,000	90,000	-
EPP PLAN																440,000
Door Access System Replacement	Replace/ upgrade door access system at all locations	2					400,000	400,000			400,000				400,000	-
Perimeter fencing	Update perimeter security fencing at the garage and station locations	2					15,000	15,000			15,000				15,000	-
Perimeter lighting	Upgrade the perimeter lighting at EP garage	2					25,000	25,000	25,000						25,000	-
SWT Expansion Funding Needs																44,175,000
Golden Triangle Transfer Station	Construct a transfer station in the Golden Triangle Area of Eden Prairie to allow for first mile last services to the SWT service area and to allow connections with the SWLRT Green Line, 169 BRT, American Blvd BRT services, new MVTA express service between Shakopee and Eden Prairie, and SWT reverse commute services.	2					2,000,000			2,000,000					2,000,000	-
BRT Station	Construct a BRT Station in Chanhassen for first and last mile services to SWT service areas	1					13,000,000	13,000,000			13,000,000				13,000,000	-
Transit Vans	Two Transit vans one for marketing one for IT	1					130,000	130,000	130,000						130,000	-
Coach Electric Bus	Add 2 per year to our fleet	1					12,000,000	12,000,000		2,400,000	2,400,000	2,400,000	2,400,000	2,400,000	12,000,000	-
40' Electric Buses	Two 40' EVs for Airport/494 Service	1					1,800,000	1,800,000		1,800,000					1,800,000	-
Cutaway Electric Bus	Cutaway Electric Bus	1					2,400,000	2,400,000	400,000	400,000	400,000	400,000	400,000	400,000	2,400,000	-
Garage EV Charging Infrastructure	1 Charger Per 2 Buses required	1					2,100,000	2,100,000	350,000	350,000	350,000	350,000	350,000	350,000	2,100,000	-
Depot EV Chargers (Bus)	Two Chargers Per Facility (\$400,000 each) - Install at SWS, SWV, CTS, EC	1					2,400,000	2,400,000	400,000	400,000	400,000	400,000	400,000	400,000	2,400,000	-
EV Charging Stations - SWS Ramp	45 Chargers	1					675,000	675,000			675,000				675,000	-
EV Charging Stations - SWV Ramp	25 Chargers	1					375,000	375,000					375,000		375,000	-
EV Charging Stations - CTS Ramp	21 Chargers	1					315,000	315,000				315,000			315,000	-
EV Charging Stations - EC Ramp	32 Chargers	2					480,000	480,000		480,000					480,000	-
SWV Solar Array	Solar array	2					2,000,000	2,000,000					2,000,000		2,000,000	-
EC Solar Array	Solar array	2					2,500,000	2,500,000		2,500,000					2,500,000	-

SOUTHWEST TRANSIT CAPITAL IMPROVEMENT PLAN 2023-2028 Amended

Description Brief	Description Detail	Priority Ranking	NTD	Met Council	Federal / CMAQ	MnDOT	Unfunded	Total	2023	2024	2025	2026	2027	2028	Total		Category Total
CTS Solar Array	Solar array	2					2,000,000	2,000,000				2,000,000			2,000,000	-	
TOTAL PROJECTS			970,000	20,635,000	9,370,500	679,220	65,958,635	97,613,355	26,170,020	12,314,436	23,989,759	16,875,172	10,889,681	7,374,287	97,613,355	-	97,613,355



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

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

DATE: August 4, 2022

SUBJECT: 2022 Q2 Ridership Totals

REQUESTED ACTION

None required. For information purposes only.

BUDGET IMPACT

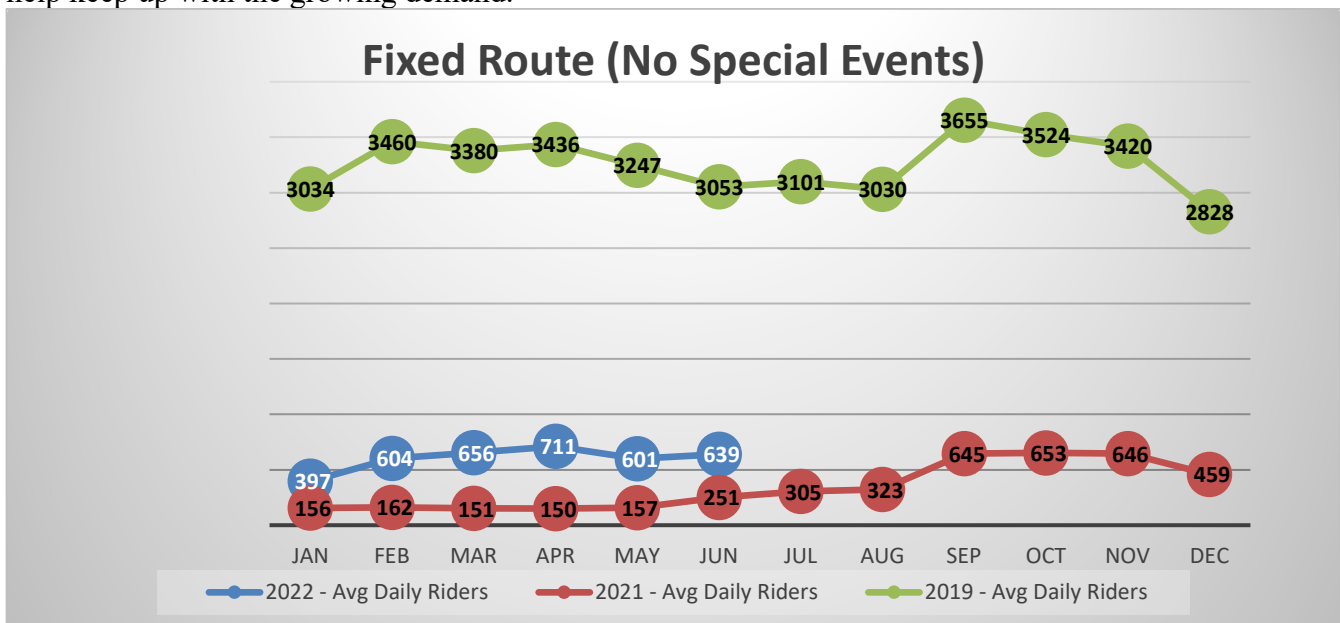
Outlined in Background of this memorandum.

BACKGROUND

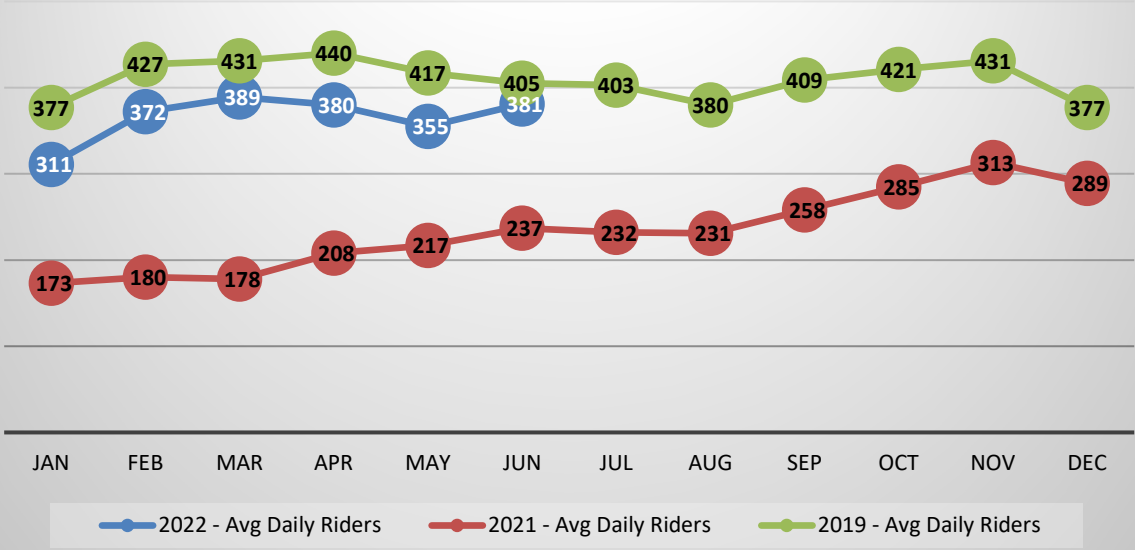
Total ridership for Quarter 2 of 2022 was 69,666. The total difference represents an increase of 157.7% compared to Quarter 2 of 2021 (27,036). Overall 2022 YTD (June) ridership is up by 173% compared to 2021.

Fixed route services, while above 2021 levels, are still far below our 2019 levels. Average daily ridership has stayed relatively flat since the schedule change was implemented last fall. The upcoming fall service change will look to combine route 690 and 699 service into route 698, with 15 minute frequencies during the AM and PM peaks.

SW Prime continues to bring in strong numbers and is getting closer to meeting 2019 average ridership. As part of the fall service change, we're planning to implement an additional 3 driver runs to help keep up with the growing demand.



SW Prime



RECOMMENDATION

None required. For information purposes only.



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Tony Kuykendall: Director of Vehicle and Facility Maintenance

DATE: 8/10/2022

SUBJECT: Vulnerable Road User Avoidance System

REQUESTED ACTION:

That the SWT commission authorize its Interim CEO to enter into an agreement with Rosco Collision Avoidance of Jamaica NY, in an amount not to exceed \$350,000.00 for the equipment, installation, training, and monitoring of 35 Vulnerable Road User Avoidance systems to be installed on SWT coach buses.

BUDGET IMPACT:

\$385,000.00 was approved for this project by the SWT Commission in the 2022 amended budget. The money for this project will come for SWT capital reserves.

BACKGROUND:

Every year in America over six thousand vulnerable road users are involved in accidents with motor vehicles. The highest percentage of fatalities involve buses and commercial vehicles. Over 90% of these accidents involving buses and commercial vehicles are caused by a vulnerable road user entering the vehicles' blind spot.

SWT staff set out to find a solution that would minimize the blind spot area and alert the driver of the presence of a vulnerable road user before a potential collision. We were seeking a system that would log these events and allow us the ability to monitor where and when these dangerous situations occurred. An RFB was written and released to potential vendors.

The following bid was presented to SWT.

- | | |
|-------------------------------|-----------------------------|
| • Rosco Collision Avoidance | \$350,000.00 for 35 coaches |
| • 5GAA Automotive Association | Did Not Bid |
| • DCS Technologies | Did Not Bid |

RECOMMENDATION:

That the SWT commission authorize its Interim CEO to enter into an agreement with Rosco Collision Avoidance of Jamaica NY, in an amount not to exceed \$350,000.00 for the equipment, installation, training, and monitoring of 35 Vulnerable Road User Avoidance systems to be installed on SWT coach buses.

New Business



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit Commission
From: Len Simich, Special Advisor to the Commission
Date: August 10, 2022
Subject: CEO Search

REQUESTED ACTION:

None. For discussion purposes only.

BUDGET IMPACT:

None

BACKGROUND:

A further update will be provided to the Commission on the status of negotiations with CEO candidate Wardrop when the Commission meets. Currently, negotiations are ongoing including a discussion of how best to approach the immigration process.

RECOMMENDATION:

None. For discussion purposes only.



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit (SWT) Commission

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

DATE: August 8, 2022

SUBJECT: SW Prime Fare Change/Fall Service Plan

REQUESTED ACTION:

That the SouthWest Transit (SWT) Commission authorize its Interim CEO to implement the proposed SW Prime fare changes and Fall service schedule to go into effect on September 6, 2022.

BUDGET IMPACT:

The Prime ridership for September through December is projected to be 27,500 rides. It's anticipated that the proposed fare increase would add \$20,000 in fare revenue.

With the fall service change, we have reduced express by 21 platform hours per day. However, there will be a \$150,000 increase to account for the increase in costs (primarily fuel and driver wages), and to account for the Prime hours that were added that went above what was originally budgeted.

Overall, the budget will see a net \$130,000 increase.

BACKGROUND:

Currently our Prime fares are:

- \$4 per adult
- \$4 for children between 6 and 12 years old accompanied by a paying adult
- \$2 for seniors, 65 and over, on Mondays from 9:00 am to 3:00 pm
- \$2 for those on the TAP program
- \$2 for Prime Essential
- \$5 for Prime MD
- \$4 for 494 West Zone
- \$6 for 494 East Zone
- \$8 for MSP (parties of 3-5 is a flat fare/rate of \$20 each way, groups larger than 5 people will pay an additional \$8/rider)

The proposed Prime fares are:

- \$5 per adult
- \$5 for children between 6 and 12 years old accompanied by a paying adult

- \$2.50 for seniors, 65 and over, on Mondays between 9:00 am and 3:00 pm
- \$2.50 for those on the TAP program
- \$2.50 for Prime Essential
- \$5 for Prime MD
- \$5 for 494 West Zone
- \$5 for 494 East Zone
- \$10 for MSP (parties of 3-5 is a flat fare/rate of \$30 each way, groups larger than 5 people will pay an additional \$10/rider)

Our express service is currently operating 58 trips (31 Eastbound, 27 Westbound). The proposed service schedule would be reduced down to 46 trips (25 Eastbound, 21 Westbound), combining route 690 and 699 into route 698, with 15 minute frequencies during AM and PM peak.

In order to collect as much feedback as possible, Rider Notices, attached, were placed in all express and SW Prime vehicles. The rider notice was also posted in all stations and on our website. Social media provided the ability to comment and/or have an exchange and Customer Service provided the ability to discuss questions. Finally, two public meetings were held on two different days.

To date, we have not received any feedback regarding the Prime fare increase.

We received feedback from riders of the 699 that were unhappy with the suspension of the route because having a direct route from SouthWest Village was preferred over having to stop at SouthWest Station.

There were 3 comments by 3 different people. All comments are attached.

RECOMMENDATION:

That the SouthWest Transit (SWT) Commission authorize its Interim CEO to implement the proposed SW Prime fare changes and Fall service schedule to go into effect on September 6, 2022.



Rider Notice

Issued: 7/11/22
Remove: 8/12/22

Proposed SW Prime Fare Increase

On Tuesday, September 6th

A SW Prime fare increase is proposed to go into effect.

Public forums will be held:

- **July 19th from 4:30pm – 6:00pm at SouthWest Station in Eden Prairie (13500 Technology Dr)**
- **July 26th 4:30pm – 6:00pm, at East Creek Station in Chaska (2120 N Chestnut Blvd)**

Public comments will also be accepted July 11 – August 12 via email at CustomerService@swtransit.org

www.swtransit.org · 952-949-2BUS (2287) · customerservice@swtransit.org

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

See reverse side for the full proposed fare changes.

Current SW Prime Fares:

- \$4 per adult
- \$4 for children between 6 and 12 years old accompanied by a paying adult
- \$2 for seniors, 65 and over, on Mondays from 9am to 3pm
- \$2 for those on the TAP program
- \$2 for Prime Essential
- \$5 for Prime MD
- \$4 for 494 West Zone
- \$6 for 494 East Zone
- \$8 for MSP (parties of 3-5 is a flat fare/rate of \$20 each way, groups larger than 5 people will pay an additional \$8/rider)

Proposed SW Prime Fares:

- \$5 per adult
- \$5 for children between 6 and 12 years old accompanied by a paying adult
- \$2.50 for seniors, 65 and over, on Mondays between 9:00 am and 3:00 pm
- \$2.50 for those on the TAP program
- \$2.50 for Prime Essential
- \$5 for Prime MD
- \$5 for 494 West Zone
- \$5 for 494 East Zone
- \$10 for MSP (parties of 3-5 is a flat fare/rate of \$30 each way, groups larger than 5 people will pay an additional \$10/rider)

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Rider Notice

Issued: 7/14/22
Remove: 8/12/22

Schedule Changes – Effective 9/6/22

- *Route 698 service will replace current route 690 and 699 (15 minute frequency during peaks).*
- *Route 600 reduced from 4 trips (2 AM trips/2 PM trips) to 2 trips (1 AM trip/1 PM trip)*

Public forums will be held:

- **July 19th from 4:30pm – 6:00pm at SouthWest Station in Eden Prairie (13500 Technology Dr)**
- **July 26th 4:30pm – 6:00pm, at East Creek Station in Chaska (2120 N Chestnut Blvd)**

See reverse side for schedule information.

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Eastbound		Carver Station	East Creek Station	SouthWest Village	SouthWest Station	35W & Lake St Station	12th & Hennepin	2nd Ave & 11th St	2nd Ave & Washington	Washington Ave & 2nd Ave N	4th St & Chicago Ave	Anderson Hall (West Bank)	Coffman Union (East Bank)	Oak St & Delaware St
Route	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM
698		5:30 AM	5:40 AM	5:50 AM			6:11 AM	6:15 AM	6:20 AM	6:22 AM				
698		5:45 AM	5:55 AM	6:05 AM			6:30 AM	6:34 AM	6:39 AM	6:41 AM				
698T	5:50 AM	6:00 AM	6:10 AM	6:20 AM			6:45 AM	6:49 AM	6:54 AM			6:59 AM	7:01 AM	7:06 AM
698		6:15 AM	6:25 AM	6:35 AM			7:00 AM	7:04 AM	7:09 AM	7:11 AM				
695		6:25 AM	6:35 AM	6:45 AM	7:06 AM						7:16 AM	7:21 AM	7:23 AM	7:28 AM
698		6:30 AM	6:40 AM	6:50 AM			7:15 AM	7:19 AM	7:24 AM	7:26 AM				
698		6:45 AM	6:55 AM	7:05 AM			7:30 AM	7:34 AM	7:39 AM	7:41 AM				
695		6:50 AM	7:00 AM	7:10 AM	7:31 AM						7:41 AM	7:46 AM	7:48 AM	7:53 AM
698		7:00 AM	7:10 AM	7:20 AM			7:45 AM	7:49 AM	7:54 AM	7:56 AM				
698		7:15 AM	7:25 AM	7:35 AM			8:00 AM	8:04 AM	8:09 AM	8:11 AM				
695		7:28 AM	7:38 AM	7:48 AM	8:09 AM						8:19 AM	8:24 AM	8:26 AM	8:31 AM
698		7:30 AM	7:40 AM	7:50 AM			8:15 AM	8:19 AM	8:24 AM	8:26 AM				
698C	7:35 AM	7:45 AM	7:55 AM	8:05 AM			8:30 AM	8:34 AM	8:39 AM	8:41 AM				
698		8:00 AM	8:10 AM	8:20 AM			8:45 AM	8:49 AM	8:54 AM	8:56 AM				
698		8:15 AM	8:25 AM	8:35 AM			9:00 AM	9:04 AM	9:09 AM	9:11 AM				
695		8:20 AM	8:30 AM	8:40 AM	9:01 AM						9:11 AM	9:16 AM	9:18 AM	9:23 AM
698		8:30 AM	8:40 AM	8:50 AM			9:15 AM	9:19 AM	9:24 AM	9:26 AM				
698U		8:45 AM	8:55 AM	9:05 AM			9:30 AM	9:34 AM	9:39 AM			9:44 AM	9:46 AM	9:51 AM
698U		9:00 AM	9:10 AM	9:20 AM			9:45 AM	9:49 AM	9:54 AM			9:59 AM	10:01 AM	10:06 AM
698U		9:15 AM	9:25 AM	9:35 AM			10:00 AM	10:04 AM	10:09 AM			10:14 AM	10:16 AM	10:21 AM
698U		9:30 AM	9:40 AM	9:50 AM			10:15 AM	10:19 AM	10:24 AM			10:29 AM	10:31 AM	10:36 AM
698U		10:30 AM	10:40 AM	10:50 AM			11:15 AM	11:19 AM	11:24 AM			11:29 AM	11:31 AM	11:36 AM
698U		11:30 AM	11:40 AM	11:50 AM			12:15 PM	12:19 PM	12:24 PM			12:29 PM	12:31 PM	12:36 PM
Route	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM
698U		2:35 PM	2:45 PM	2:55 PM			3:20 PM	3:24 PM	3:29 PM			3:34 PM	3:36 PM	3:41 PM

Westbound		Oak St & Delaware St	Northrop Mall (East Bank)	Willey Hall (West Bank)	3rd St & Chicago Ave	Washington Ave & Hennepin Ave	Marquette & 4th St	Marquette & 8th St	11th St & Harmon	35W & Lake St Station	SouthWest Station	SouthWest Village	East Creek Station	Carver Station
Route	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM
698U	11:40 AM	11:45 AM	11:47 AM				11:52 AM	11:56 AM	12:01 PM		12:26 PM	12:36 PM	12:46 PM	
Route	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM
698U	12:20 PM	12:25 PM	12:27 PM				12:32 PM	12:36 PM	12:41 PM		1:06 PM	1:16 PM	1:26 PM	
698U	1:20 PM	1:25 PM	1:27 PM				1:32 PM	1:36 PM	1:41 PM		2:06 PM	2:16 PM	2:26 PM	
698U	2:20 PM	2:25 PM	2:27 PM				2:32 PM	2:36 PM	2:41 PM		3:06 PM	3:16 PM	3:26 PM	
698U	2:50 PM	2:55 PM	2:57 PM				3:02 PM	3:06 PM	3:11 PM		3:36 PM	3:46 PM	3:56 PM	
698						3:12 PM	3:16 PM	3:20 PM	3:26 PM		3:51 PM	4:01 PM	4:11 PM	
698T	3:18 PM	3:23 PM	3:25 PM			3:42 PM	3:46 PM	3:50 PM	3:56 PM		4:21 PM	4:31 PM	4:41 PM	4:36 PM
698C						3:42 PM	3:46 PM	3:50 PM	3:56 PM		4:21 PM	4:31 PM	4:41 PM	4:51 PM
695	3:44 PM	3:48 PM	3:50 PM	3:53 PM			3:57 PM	4:01 PM	4:05 PM	4:11 PM	4:36 PM	4:46 PM	4:56 PM	
698						4:12 PM	4:16 PM	4:20 PM	4:26 PM		4:51 PM	5:01 PM	5:11 PM	5:21 PM
698C						4:12 PM	4:16 PM	4:20 PM	4:26 PM		4:51 PM	5:01 PM	5:11 PM	5:21 PM
695	4:14 PM	4:18 PM	4:20 PM	4:23 PM			4:27 PM	4:31 PM	4:35 PM	4:41 PM	4:35 PM	5:01 PM	5:11 PM	5:21 PM
698						4:27 PM	4:31 PM	4:35 PM	4:41 PM		5:06 PM	5:16 PM	5:26 PM	
695	4:29 PM	4:33 PM	4:35 PM	4:38 PM			4:42 PM	4:46 PM	4:50 PM	4:56 PM	4:50 PM	5:17 PM	5:27 PM	5:37 PM
698C						4:42 PM	4:46 PM	4:50 PM	4:56 PM		5:21 PM	5:31 PM	5:41 PM	5:51 PM
698U	4:49 PM	4:54 PM	4:56 PM				5:01 PM	5:05 PM	5:11 PM		5:36 PM	5:46 PM	5:56 PM	
698						5:12 PM	5:16 PM	5:20 PM	5:26 PM		5:51 PM	6:01 PM	6:11 PM	
695	5:10 PM	5:14 PM	5:16 PM	5:19 PM			5:27 PM	5:31 PM	5:35 PM	5:41 PM	5:31 PM	5:57 PM	6:07 PM	6:17 PM
698						5:27 PM	5:31 PM	5:35 PM	5:41 PM		6:06 PM	6:16 PM	6:26 PM	
698U	6:19 PM	6:24 PM	6:26 PM				6:31 PM	6:35 PM	6:41 PM		7:06 PM	7:16 PM	7:26 PM	

Reverse Commute

Westbound		Gateway Ramp	Marquette & 4th St	Marquette & 8th St	35W & Lake St Station	Southdale	Optum Campus (W 62 St)	Flying Cloud Dr @ Shady Oak Rd	W 76th St & Washington Ave	Eden Prairie Library	SouthWest Station	SouthWest Village	East Creek Station
Route	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM
600	6:25 AM	6:30 AM	6:32 AM	6:42 AM	6:58 AM	7:12 AM	7:16 AM	7:23 AM	7:33 AM	7:40 AM	7:50 AM	8:00 AM	

Eastbound		East Creek Station	SouthWest Village	SouthWest Station	Eden Prairie Library	W 76th & Washington Ave	Flying Cloud Dr @ Shady Oak Rd	Optum	Southdale	35W & Lake St Station	2nd Ave & Washington
Route	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM
600	3:35 PM	3:45 PM	3:55 PM	4:02 PM	4:14 PM	4:22 PM	4:26 PM	4:43 PM	4:56 PM	5:01 PM	

www.swtransit.org · 952-949-2BUS (2287) · customerservice@swtransit.org

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

Ben Schuler

From: SWT Customer Service
Sent: Wednesday, July 27, 2022 8:38 AM
To: Gieseke, Jessica
Subject: RE: Fall Schedule Changes - Removal of 699

Hi Jessica,

We appreciate your opinion and apologize for having to discontinue such routes as the 697 and 699. Unfortunately, we have to keep everyone in mind when making such decisions. Ridership is still at a small percentage of what it was pre-pandemic and that forces us to make cuts wherever possible.

We wish we could be everything to everybody but that can't be for now. If ridership changes upward in a drastic fashion, we will react in a swift manner as always.

We hope you understand and ask for your patience.

Best regards,



Eric Schuman
Customer Service Supervisor
Phone: 952.974.3106
Email: eschuman@swtransit.org
Web: www.swtransit.org

From: Gieseke, Jessica <jessica.gieseke@rbc.com>
Sent: Wednesday, July 27, 2022 8:19 AM
To: SWT Customer Service <customerservice@swtransit.org>
Subject: Fall Schedule Changes - Removal of 699

You don't often get email from jessica.gieseke@rbc.com. [Learn why this is important](#)

Please use caution - This email was sent from outside of our organization. Do not click on any links or open attachments unless you recognize the sender and know the content is safe.

I am disappointed in the decision to discontinue route 699 in the Fall Schedule changes. I commute from East Creek and post pandemic was disappointed that the 697 was discontinued initially, but has been taking the 699 a few times a week in its absence. Both the 697& 699 save so much more time over the 698 for riders in Chaska/Carver. Please reconsider adding back a route.

Jessica Gieseke | Sr. Analyst | Global Manager Research
RBC Wealth Management | 250 Nicollet Mall, Suite 1800 | Minneapolis, MN 55401
P: 612-313-1072 | jessica.gieseke@rbc.com

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Ben Schuler

From: SWT Customer Service
Sent: Wednesday, July 20, 2022 5:41 PM
To: billtester@yahoo.com
Subject: RE: New Express Schedule

Thanks for your email Bill!

I just want to clarify that we are not closing any of our current stations. Due to the fact that ridership is still down substantially, we are basing the new routes on current patterns and ridership. It's not that we don't want to provide direct service from each our bus stations, it just doesn't make economic sense.

We are even cutting our past most popular route, the 690, that was direct to/from SW Station in Eden Prairie.

We are very sorry that you and other customers are affected but we have no choice. We want to able to continue to provide service to our current customers and if the environment suddenly changes and ridership shoots up dramatically then we'll do as we've always done and add routes where appropriate.

I hope this helps.

Have a nice evening!



Eric Schuman
Customer Service Supervisor
Phone: 952.974.3106
Email: eschuman@swtransit.org
Web: www.swtransit.org

From: Form: Contact Us <do.not.reply@swtransit.org>
Sent: Wednesday, July 20, 2022 3:42 PM
To: SWT Customer Service <customerservice@swtransit.org>
Subject: (Do Not Reply) Contact Us email

Please use caution - This email was sent from outside of our organization. Do not click on any links or open attachments unless you recognize the sender and know the content is safe.

Contact Us

A new submission has been sent through **Contact Us** on Jul 20th, 2022 at 3:42 pm.

- First Name: Bill
- Last Name: Tester

- Email: billtester@yahoo.com
 - Phone Number: 612 419 5881
 - Your Message: Hi there Just passing along some feedback. It's my understanding you're considering stopping direct routes to Chanhassen. First the dinner theatre spot was closed and now potentially southwest village. Is there anyway you can further reduce routes of 699 instead? I and many of my fellow riders would not prefer to drive all the way to Eden Prairie for a direct option. If this occurs I likely will drive downtown instead. Thanks for listening Bill Tester - rider of 15 plus years.
-

Safari, 172.58.84.204

From: <https://www.swtransit.org/customer-service/>

Ben Schuler

From: SWT Customer Service
Sent: Wednesday, July 20, 2022 6:58 AM
To: Sherry Ekstrom
Subject: RE: Proposed Schedule Changes

Thanks for your email Sherry!

You are correct, we are still recovering from the lockdowns and "recovering" is a gentle word for it. Ridership is still down substantially and we are basing the new routes on current patterns and ridership. We want to be here for the next 30+ years so we have to take steps now in order to stay viable in these chaotic times. Most of our U of M riders leave from SW Station in Eden Prairie so we should have enough service for everyone.

Being a rider for 31 years, you know that SW Transit reacts quickly when needed and if ridership warrants it, then service changes will likely be made to accommodate the increase in ridership.

In addition, I strongly suggest that you attend the public forum being held at East Creek Station (41 & 212) in Chaska on July 26th from 4:30 to 6:00 pm to discuss your concerns regarding SW Transit's upcoming schedule changes. Please see the following link for more information, <https://swtransit.org/route-alert/2022-fall-service-changes/>.

I wish I had different/better news for you at this time but reality dictates these changes.

Thanks for your patience, understanding, and for being a loyal customer!

Best regards,



Eric Schuman
Customer Service Supervisor
Phone: 952-943-1100
Email: eschuman@swtransit.org
Web: www.swtransit.org

-----Original Message-----

From: Sherry Ekstrom <sherryekstrom091268@gmail.com>
Sent: Tuesday, July 19, 2022 4:12 PM
To: SWT Customer Service <customerservice@swtransit.org>
Cc: Ekstrom Sherry <sekstrom@schwebel.com>
Subject: Proposed Schedule Changes

[You don't often get email from sherryekstrom091268@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Please use caution - This email was sent from outside of our organization. Do not click on any links or open attachments unless you recognize the sender and know the content is safe.

I have reviewed the proposed schedule changes and note that all buses (eastbound and westbound) have to stop at SW Station in Eden Prairie. This is not a good proposal.

I've been taking the bus for 31 years and have been through many changes. You need to offer other options to retain the riders who are utilizing your service or they will seek other alternatives.

My suggestion: Instead of 15 minute intervals during peak times, set routes at 20 minute intervals with no stop at SW Station. This allows those that live in Chaska one stop (Chan) instead of two and those in Chan a straight-shot option downtown. This saves SW Transit the expense of one bus/gas/driver per hour during peak times.

I understand that ridership is still recovering from the pandemic, but I believe it will increase even more this fall when kids go back to school and the U of M is back in session. Please give riders better options.

Me and most of my fellow riders would prefer 3 options/hour versus 4 options/hour if it means we don't have to stop at SW Station.

It would also be wise for SW Transit not to "bite the hand that feeds you" considering you will be relying more on those residents in Carver, Chaska and Chanhassen to stay in business once the train is up and running to/from Eden Prairie.

Sherry Ekstrom

Sent from my iPhone



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit Commission

From: Maria Mancilla-Diaz, CAO
Matt Fyten, Interim CEO/COO

Date: August 11, 2022

Subject: Cost of Living Adjustment

REQUESTED ACTION:

That the SouthWest Transit Commission authorize its Interim CEO to implement a 5% cost of living adjustment (COLA) plus a merit pay increase up to 5% for all SouthWest Transit employees to be included as part of the agency's 2023 Budget.

BUDGET IMPACT:

Assuming on average an 8.5% increase for all SWT employees, the estimated added expense to the 2023 Budget is \$300K. 5% inflationary adjustment only applies to 2023. Future years requests/adjustments will come forward to the Commission as part of the normal budget preparation.

The current projected fund balance at the end of 2022 is \$9.5 million or 62.3% - well above the agency target of 35% - meaning current agency operating reserves are sufficient to allow for the added expense.

BACKGROUND:

As of July 2022, inflation remained high (8.5%).

Our employees are communicating a significant concern on monetary tightening. Necessities such as energy, food, and shelter are climbing at fast rates.

Our philosophy incorporates changing economic and competitive conditions to make informed decisions regarding pay. US employers are continuing to raise wages and there continues to be strong job growth.

The agency's Strategic Plan (adopted earlier this year) states one of its Core Values is that it is "committed to investing in the talents of our dedicated employees, and ensure that their safety, well-being, and work environment remains an agency priority." To remain competitive, ensure our employees' well-being, and to retain employees, our compensation proposal for 2023 is a 5% COLA across-the-board and a performance merit plan of 1-5% for wage/salary (Estimated \$300K).

Additionally, the agency's available funds, fiscal responsibility, and regulatory requirements are considered when putting together a comprehensive compensation package. Currently, the estimated fund balance on 12/31 will be \$9.5M or 62.3%.

RECOMMENDATION:

That the SouthWest Transit Commission authorize its Interim CEO to implement a 5% cost of living adjustment (COLA) plus a merit pay increase up to 5% for all SouthWest Transit employees to be included as part of the agency's 2023 Budget.



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit Commission

From: Matt Fyten, Interim CEO/COO
Tony Kuykendall, Vehicle and Facilities Maintenance Director

Date: August 10, 2022

Subject: Bus Purchase Agreement Amendment

REQUESTED ACTION:

That the SouthWest Transit (SWT) Commission authorize its Interim CEO to amend its purchase agreement with North Central Bus & Equipment, Inc. for an additional amount not to exceed \$72,240.

BUDGET IMPACT:

Available currently unbudgeted Federal NTD/5307 formula funds will be used for the amended amount.

BACKGROUND:

In January 2022, the SWT Commission approved the purchase of six Ford Transit vans with wheelchair lifts for the SW Prime MD service using grant funds awarded through the FTA's Innovative Coordinated Access and Mobility (ICAM) program.

At the time of the agreement, North Central Bus & Equipment, Inc. was upfront that it could not guarantee that 2022 chassis would be available to fulfill the order as agreed upon, and if that were the case, we'd likely have to amend the agreement to allow for using 2023 chassis (assuming a different cost for 2022 vs. 2023 chassis).

Unfortunately, supply chain issues persist throughout the economy, particularly in the auto sector, and staff was informed by North Central in July that 2022 chassis were not available for the order and that 2023 chassis would need to be used – resulting in an increased cost of \$12,040/vehicle (total cost increase of \$72,240).

Since Federal funds are being used in the purchase of these vehicles, staff reached out to Met Council procurement staff and confirmed that, given this development, the agency can enter into a sole source agreement with North Central for this change and include it as an amendment to the current agreement.

While disappointing, staff is recommending that the Commission agree to the increased cost, which will bring SWT's total cost for the purchase of the vehicles to \$144,865 – still a significant savings compared to SWT purchasing the vehicles outright, as grant funds make up \$290,500 of the now \$435,365 purchase price for the six vehicles.

Some good news is that the build of the vehicles has not been delayed and should the Commission approve this action it is expected that the vehicles will arrive and be in service by the end of Q2 2023.

RECOMMENDATION:

That the SouthWest Transit (SWT) Commission authorize its Interim CEO to amend its purchase agreement with North Central Bus & Equipment, Inc. for an additional amount not to exceed \$72,240.



SOUTHWEST TRANSIT

To: SouthWest Transit Commission

From: Len Simich, Advisor to the Commission

Date: August 10, 2022

Subject: SouthWest Village Development

REQUESTED ACTION:

That the SWT Commission establish a position on moving forward with development at SouthWest Village. Currently there are two options to consider for the SouthWest Village site (Lot 2 Block 1):

Option #1 - Ebert Construction has proposed purchasing the site for a total of \$750,000. Ebert would develop a 90,000 sq. ft. three-story self-storage building.

Option #2 – SouthWest Transit would develop a 50,000 sq. ft. three-story building for a cost estimated between \$6,000,000 - \$7,000,000 (all in).

BUDGET IMPACT:

Revenue generated under Option #1 (agreement with Ebert Construction) = \$750,000.

Cost to SouthWest Transit related to Option #2 = \$6,000,000 - \$7,000,000 (from development reserves).

BACKGROUND:

SouthWest Transit has been marketing its final parcel related to the SouthWest Village PUD for the past ten years. At the end of 2021, the Commission purchased the deed restriction Mn/DOT had over the property, giving the agency a clear title. The deed restriction was a significant hurdle to get the site developed.

Other issues that have impacted developer interest include the perceived difficult access from southbound 101/Great Plains Blvd (as vehicles travel south from highway 212); The current control over housing by the SouthWest Village HOA; the price/value SWT commands for the site (if parking is included); and supply chain issues as well as the increased cost of construction.

Since the first of the year, the site has generated a good level of interest. As previously reported, a developer was interested in constructing a flexible/shared workspace along with a coffee shop. There was also a day care option, veterinary clinic, car wash, as well as three developers interested in constructing multifamily housing on the site. Unfortunately, all have dropped off because of one or more of the reasons above and are no longer in play.

Pros and cons of both options:

Option #1 – Ebert Construction. Pro they have experience in constructing and managing storage facilities (they contract with Easy Storage and others in the industry to manage). Their offer covers the costs SWT has into the site, but it does not provide much if any of profit when you factor in the cost related to buying-out the deed restriction, stubbing out utilities grading the site, and the cost related to architectural and legal services to date.

Con besides not generating any positive revenue for SWT, the size of the proposed facility would occupy the entire site (minus the required setbacks), and while the facilities Ebert has constructed are good quality, they do lack some of the high finishes we envisioned to complement the rest of the site.

Ebert as well as our own consultant, have indicated the optimum size for a storage facility to be attractive for a future sale to investors is 70,000-100,000 sq. ft.

Option #2 – SWT develops the site on its own. Pro is we control the site as well as the construction, which will better ensure the quality of the facility and surrounding grounds. It also allows the agency to put the development funds it has generated over the years to work, with the potential for greater returns than we currently have available (returns for storage facilities have averaged 25-30% based on a 3–5-year hold period).

Another Pro that relates to both options is the ability for SWT to use/control the sixty parking stalls currently set aside in the ramp for future development (i.e., constructed and paid for with revenues generated from the initial SouthWest Station land sales).

The major Con is that development returns are not guaranteed. There is always a risk associated with development. However, risk can be minimized by leasing-up and holding the site/property (i.e., generating positive cash-flow) until the time it makes sense to sell the facility.

Should the Commission select Option #2, the next step would be to secure our team, undertake the following:

1. Due Diligence items:
 - a. ~~Feasibility Study~~ – completed.
 - b. Develop Budget for Entire Project Attached - Firming up all design agreements including Civil, Project Management for full diligence.

2. Next Steps / Concept Advancement
 - a. Release of the Architect RFP including a full concept package consisting of Site Plan, Floor Plans, Elevations, Conceptual Renderings.
 - b. Onboard / Select a Self-Storage Steel Design Builder.
 - c. Update Concept Budget with completed design proposals.
 - d. Conduct Alta Survey.
 - e. Conduct Geotechnical borings.
 - f. Complete full design and development schedule.
 - g. Complete project review with team.

3. Full Design Release (construction documents)
 - a. Execute and release all design agreements.
 - b. Award and onboard steel supplier design / build team member.
 - c. Pre-construction logistics and coordination (dry utilities, site mobilization, etc.).

RECOMMENDATION:

That the SWT Commission determine if it would like to move forward and refine one of the following two development options on the SouthWest Village site (Lot 2 Block 1):

Option #1 - Ebert Construction has proposed purchasing the site for a total of \$750,000. Ebert would develop a 90,000 sq. ft. three-story self-storage building.

Option #2 – SouthWest Transit would develop a 50,000 sq. ft. three-story building for a cost estimated between \$6,000,000 - \$7,000,000 (all in).

Attachments: Site Survey; Feasibility Overview; Ebert LOI; SW Development Concept

SouthWest Village Development Attachments

A - Site Survey

B - Feasibility Overview

C - Ebert LOI

D - SW Development Concept

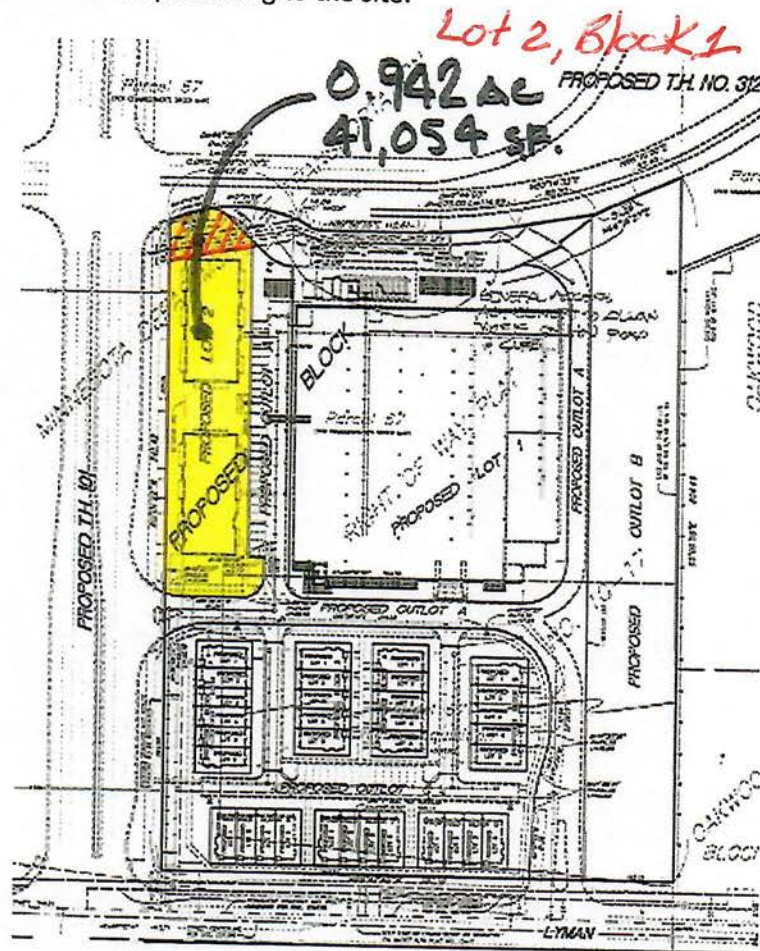
Len Simich

From: Len Simich
Sent: Thursday, June 24, 2021 4:02 PM
To: 'Lee Fredrick'
Cc: 'Bill Stauduhar 2 (wstauduhar@reagan.com)'
Subject: RE: development site

A

Hello Lee,

Thanks again for taking the time out of your busy schedule to met with us. The site address is 650 SW Village Drive, Chanhassen, MN 55317. Below is information pertaining to the site:



Len Simich
Chief Executive Officer and
General Manager
Phone: 952.974.3101
Mobile: 952.486.1898



CHANHASSEN, MN

COMMENTS AND CONCLUSIONS

This study is to determine the ability to develop a self-storage facility in the Chanhassen, MN area. The address of the potential project is 650 SW Village Drive (lot 2), Chanhassen, MN.

• If completed, the proposed facility will add a total 77,275 square feet of self-storage to the market. The proposed development is projected to have an experienced ownership, well trained staff, resources for customer service, marketing, modern technology, and modern security enhancements. The facility would be constructed as a multi-story project with a mix of temperature-controlled units. I do believe the project can be successful, in the proposed location, under specific circumstances.

The following items support this conclusion:

- The proposed facility is projected to be managed in a traditional manner and reach stabilization 85%-90% occupancy by Month 27.
- Ideally, a self-storage development would reach a minimum debt service coverage ratio of 1.30. The facility should reach a projected debt service coverage ratio of 1.00 by Month 17 of operation at which time the project will be 56% occupied. The facility is estimated to reach a debt service coverage ratio of 2.28 at the end of the third year of operations. This is assuming a conventional loan with 20% equity.
- Most self-storage developments are currently facing two challenges. The first is the cost of construction. The cost of self-storage construction has increased significantly over the last few years. The second challenge is property tax valuations.

Municipalities have been more aggressive in valuing commercial real estate, which has led to increased property taxes for self-storage facilities. I do believe a self-storage project will have stable demand in the market if the project moves forward. The following items support this conclusion:

- The existing self-storage facilities in the area are estimated to have physical occupancies that exceed 90's%, which signals a high demand for self-storage in the area.
- In the Target Area there is one additional self-storage planned or under construction.
- The market is determined to be a four-mile radius. Utilizing the current demographic estimates for population and businesses, the current demand numbers show an excess demand of 211,888 sq.ft. using the national average of 6.2. If using the Minnesota average of 4.91 there is a demand of 114,679 sq. ft. *Source: 2022 Self Storage Almanac. This includes all sub-par competition and any projects in the development stage.

DEMOGRAPHIC INFORMATION

1. Generally, a suburban property will have a target area radius of two or five miles, and a more rural property may have a trade area radius of seven to twenty. Very dense areas such as Manhattan may only require a target area of one mile or less.

48. Set up a referral program not only with your current tenants. Also consider setting up referral programs with existing competition. As competitors in this market are very well occupied, let them help you during rent up.

FINANCIAL ANALYSIS

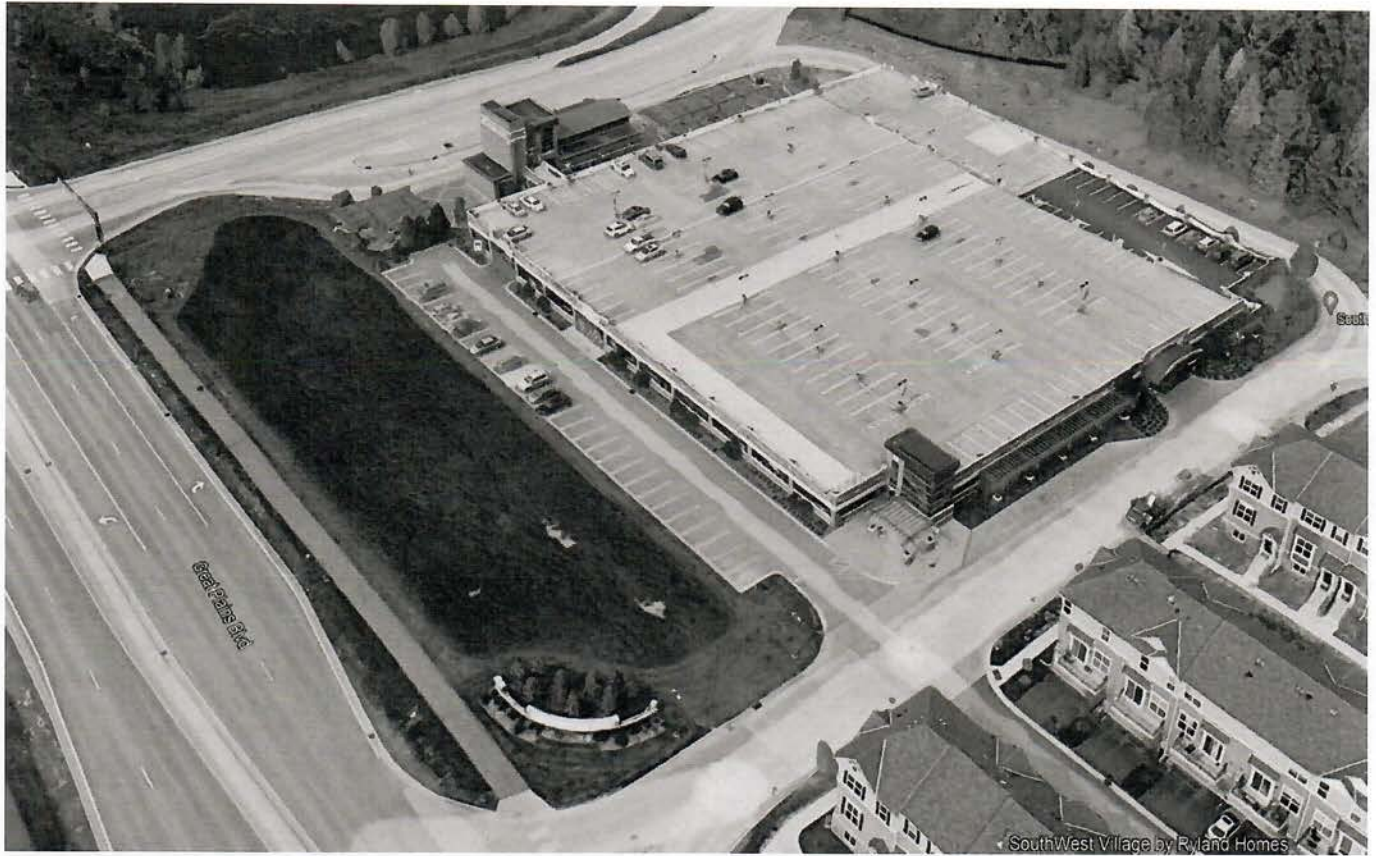
49. On the "Entrepreneurial Report" If this property were being appraised or sold in today's market it would demand a 5.5-cap and would have a 132% profit or \$17,018,199.
50. Built into the projection cost is "Lease Up" interest to help the property cover the mortgage until the facility reaches maturity. This is represented as holding costs on the construction projections.
51. Lease up assumptions are based on a conservative lease up schedule taking 27 months to reach stabilization which is considered between 85% and 90% occupied.
52. This property will break even and cover the debt service at 56% occupied and should be achieved by approximately the 17th month of operation.
53. Debt service for the facility was figured on an interest only construction loan at the rate of 5% with 20% down
54. Projected time of construction is 12 Months.
55. Expenses were estimated as accurately as possible for a future facility in this area.

MISCELLANEOUS

56. As the sector transitioned from the lockdown that started mid-March into the new socially distanced normal, consumer activity has proven the product type remains essential to the U.S. consumer and is only further emphasized by societal dislocation seen in recession environments.
57. The strong performance of the sector throughout the pandemic has industry professionals characterizing it as having moved out of recession territory and into a V-shaped recovery, with Memorial Day 2020 as the inflection point. This likely applies more to stabilized and near-stabilized assets with remaining uncertainty for lease-up properties.
58. Revenue management systems were built during the last recovery and are conditioned to thrive in this environment, as performance metrics are showing today.
59. Currently the publicly traded self-storage companies own 19.6% of all storage facilities in the U.S. and 32.2% of all rentable square footage. The other top 94 operators own 9.8% of all self-storage facilities and 18.0% of rentable square footage, and independent operators own 70.6% of all self-storage facilities and 49.8% of rentable square footage. These top 100 account for 50.2% of the total square footage of all self-storage.



SouthWest Transit Proposal Self-Storage Development





23350 COUNTY ROAD 10 CORCORAN, MINNESOTA 55357

EST. 1968

PH (763) 498.7844 FX (763) 498.9951 (800) 627.1669

August 9, 2022

Len Simich
SouthWest Transit
14405 W 62nd St
Eden Prairie, MN 55346

RE: Lot 2, Block 1 Southwest Village, Chanhassen, MN

Len Simich:

We are pleased to present this offer to purchase & develop a new three-story with lower level, self-storage facility complimenting the existing parking structure. Proposed elevations and site plan attached.

Purchaser: Ebert Construction
DBA (E&R Investments LLC)

23350 County Road 10
Corcoran, MN 55357
Phone 763-498-7844

Seller: SouthWest Transit

Property: Lot 2, Block 1, Southwest Village, Carver County, MN

Including the use of access by easement:

A portion of Outlot A for access and use of existing parking as required by the city

Purchase Price: \$750,000 – Seven Hundred Fifty Thousand and No/100.

Initial Earnest
Money:

\$100,000.00 to be deposited with escrow agent, Commercial Partners Title upon the execution of a purchase agreement. The Earnest Money shall be credited against the Purchase Price at Closing.

Conditions to
Purchase:

The Purchaser shall have a period ninety (90) days from the date of Fully executed purchase agreement to satisfy or waive the following Conditions to Closing:

- (i) Purchaser pursuing and accepting city development approvals for an approximate 98,000 sq ft three-story with lower level, self-storage building to be developed on the property.
- (ii) Purchaser obtaining a satisfactory environmental study & report.
- (iii) Purchaser obtaining satisfactory soil tests at purchaser's expense. (no constructive damage)
- (iv) Purchaser reviewing and accepting title insurance commitment.
- (v) Purchase reviewing and accepting Seller's Information as defined below.

If, despite Purchaser's best efforts, Purchaser is unable to satisfy or waive the above Conditions to Purchase, Purchaser has the right to terminate the Purchase Agreement and receive return of the initial Earnest Money.

Purchaser shall have the right to extend the Conditions to Purchase Date by two additional thirty (30) day extensions with an additional \$25,000 of Earnest Money for each extension so long as Purchaser has made applications with the City for development. In no event shall the Purchase Agreement be terminated if Purchaser is still actively pursuing and waiting on City schedules for final review permits or approvals (planning commission, EDA, City Council). In the event Purchaser has received approvals for its intended self-storage project and does not close all Earnest is non-refundable and released to Seller upon a signed cancellation.

If Purchaser does not send Seller a written notice of Purchaser's waiver of the Conditions to Purchase, or right to extend, the purchase agreement shall be deemed terminated, Purchaser's Earnest Money shall be returned to Purchaser and the parties shall have no further rights or obligations to each other. Seller shall cooperate with and reasonably aid Purchaser in the satisfaction of the aforementioned contingencies.

Seller Information:

Within ten (10) days of execution of the purchase agreement, Seller shall provide Purchaser with the following:

- (i) All information Seller has related to the conditions of the site including environmental and soil conditions. Seller will provide Purchaser with copies of any reports previously obtained or information previously received, including without limitation any information or reports of any governmental agency concerning the property that are in the Seller's possession or control.
- (ii) A copy of any current survey, engineering drawings or plats.
- (iii) Copies of all architectural drawings and plans previously prepared for the site.

Closing Date: Within 30 days of final city approvals.

Title Inspection: Within fifteen (15) days of the execution of a purchase agreement, Seller will provide Purchaser a title insurance commitment. It will be the Purchaser's responsibility for any owner's policy of title insurance and associated premium. Purchaser will have thirty (30) days after receipt of the title insurance commitment to notify Seller of any objections to title and Seller shall have sixty (60) days to cure any defects.

Seller Warranties: Seller warrants to Purchaser at the time of execution of the purchase agreement and upon Closing that the following are true and correct:

- 1) Seller is in good standing and has all the appropriate authority.
- 2) Property is in full compliance with all applicable codes, laws and orders.
- 3) Convey good and marketable title.
- 4) No action or litigation pending.
- 5) No leases, easements, options or right of first refusal exist.
- 6) Cooperation with Purchaser in obtaining any necessary approvals.
- 7) Seller will locate and cap all wells located upon property.
- 8) No environmental issues other than those that are disclosed.

Real Estate Taxes: Real estate taxes are zero.

Assessments: Seller shall pay all levied, pending and/or deferred special assessments at Closing.

Agreement: Prior to Closing, the Purchaser may assign the obligations of the purchase agreement to an affiliate of Purchaser with sufficient financial ability to Close on the Purchase.

Brokerage: No brokers are involved with this transaction.

SIGNATURE PAGE FOLLOWS

This letter is intended to be an expression of interest by the parties signing or accepting this letter to the transaction herein. Notwithstanding anything to the contrary, in no event shall this letter be deemed to be or constitute a binding contract agreement or other legally enforceable obligation between said persons or entities as to such matters. Upon signing of this letter agreement, the parties agree to negotiate the terms of a binding purchase agreement.

Sincerely,



Greg Hayes

VP Real Estate & Development

Purchaser:

Ebert Construction

Seller:

SouthWest Transit

By:



Its: Vice President

Date: August 8, 2022

By: _____

Its: _____

Date: _____



Relevant Experience



- 220 101st Ave NW, Coon Rapids, MN
- 3-Story / 100,800 Sq Ft



- 4095 Nichols Rd, Eagan, MN
- 3-Story / 91,000 Sq Ft



- 5721 Logan Ave N, Brooklyn Park, MN
- 4-Story / 112,000 Sq Ft



- 7340 Fir Lane, Corcoran, MN
- 2-Story / 101,800 Sq Ft



- 12986 63rd Ave N, Maple Grove, MN
- 4-Story / 116,832 Sq Ft



- 8570 Aspen Lane N, Brooklyn Park, MN
- 4-Story / 127,830 Sq Ft



- 7725 Washington Ave S., Edina, MN
- 2-Story + Lower Level / 113,690 Sq Ft
- Conversion of Existing Plus Addition



- 230 W61st St, Minneapolis, MN
- 4-Story / 127,830 Sq Ft.



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D

Draft
For Discussion Only



Proposed Unit Storage Facility - Southeast View



DATE: 07/30/21
PROJECT NO.: 12009.023

SWT Village Unit Storage Concepts
Southwest Transit

SK. 1



Draft
For Discussion Only



Proposed Unit Storage Facility - Southwest View



DATE: 07/30/21
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SWT Village Unit Storage Concepts
SouthWest Transit

SK. 2



Legislative Update

Updates

Updates August 2022

Operations & Planning Update

MVST Update – July MVST receipts continue to show a decline year-to-year (down 5% compared to 2021 through July). This is not totally surprising given the record amount of receipts MVST received during the COVID-19 pandemic. Supply chain issues, coupled along with rising inflation most certainly has contributed to the decline.

Electric Vehicle Update – July/August saw the introduction of three EVs to the SW Prime service (two Volvo XC-30s and a converted Ford Transit Van from eLightning Motors). Thus far staff has been pleased with their reliability and performance as they have stayed true to the rated ranges during the Summer months. We still wait to see what impact cold weather will have on the vehicles, but so far we are seeing a 75% reduction in fuel costs per mile compared to comparable gas vehicles.

As we gain more experience and confidence in the vehicles, we will begin to have them out in revenue service more and more. So far, so good.

State Fair – Staff is putting the finishing touches on prep for the State Fair service. All indicators point to much better ridership compared to 2021, so let's hope the weather cooperates and people come out to enjoy the Great Minnesota Get Together. Final staff training will take place over the next week before service starts on Thursday 8/25. Just a reminder that we are only operating Thursdays-Sundays this year in the hopes that we see ridership increases that justify expanded services in the coming years.

Shakopee and Airport Prime Services – Staff is pleased to report that both services have seen significant increases in ridership. Both services are now averaging 40-50 rides/day, including Saturdays – practically doubling the amount of ridership since the Spring. Another vehicle is planned to be added to Prime service in August/September to address the increased demand, with more vehicles planned for implementation in 2023.

Met Council Fleet Discussions – Staff continued preliminary discussions with Met Council staff on fleet replacement and expansion in the coming years. The discussion was productive. Currently, the FTA is requesting that the Council submit a fleet utilization plan for the entire region, which includes SWT projected vehicle usage. Simply put, we need more SW Prime vehicles and it's not completely clear at this point if we will need our current full allotment of coach transit vehicles in the future. That said, the Council did express a willingness to work with SWT on ensuring its replacement funding stays intact – meaning there is an openness to allowing for the replacement of one vehicle for a different vehicle type in order to address changing service demographics/levels. These conversations are ongoing, and can be challenging, but thus far have been productive.

Gophers/Vikings Service – As has been the case for several years, SWT will offer service to home Gopher Football and Vikings games from Chaska, Chanhassen, and Eden Prairie. The service will continue to be \$5 round trip. The first Gopher game is scheduled for Sept. 1, and staff is confident the necessary preparations have been made and we are ready to go.

Vikings service is a little unique this year in that we will only be providing service to seven of the nine scheduled home games at US Bank Stadium. The reason for this is that two of the home games fall on holidays – Thanksgiving and Christmas Eve. Given both days are holidays for SWT staff, we felt it important that they have that time with their families and loved ones. Additionally, the service would have been expensive to operate due to having to pay double-time for holiday pay.

IT Updates

IT has had a busy summer with the **router replacement project**. The new 5G routers are getting speeds topping out at 500 mbps. For a mobile device, this is amazing. It will provide us with the bandwidth needed for the added remote camera viewing and other devices that will connect to it, as well as provide our passengers with a phenomenal online experience.

The **Door Controller replacement project** is well underway. The programming is complete and hardware installation starts this week.

Facilities Updates

The facilities crew has been working hard to ensure all SWT properties are looking good before the start of the Minnesota State Fair. The facilities team has been busy ensuring all **State Fair prep work** is completed prior to the Fair.

Facilities management has been working with several contractors to complete ongoing projects, and to make sure projects slated to start after the State Fair remain on track. The management team continues to work with Walker and Flynn to complete the **SWT garage roof project** which has carried on longer than anticipated.

Vehicle Maintenance updates

The Vehicle maintenance team has been working hard to ensure our **State Fair Fleet** is ready for action before the start of the State Fair. There has been a challenge this year given many parts supply chain issues.

The vehicle maintenance team's newest member **Jordan Sorvari (Inventory Control Specialist)** has had a few weeks to settle in, I'm happy to report he is doing well and is enjoying his new role.

Administration

Federal Funds Request – If the Commission recalls, staff has been working with McKinstry on a \$4M Federal Funds Request proposal for solar arrays and EV charging at the EP Garage and stations. Staff received good news in the Congressman Phillips has included our project in his requests and that the Energy Subcommittee has the project listed currently as one of the projects moving forward. Lobbying efforts continue for the funds, but this is a good sign that the project has a good chance of eventually receiving funding. We should find out sometime this Fall if our project moves forward for further

consideration to be included in a final bill to be approved by both the House and Senate, and eventually signed by the President.

Human Resources

State Fair Workforce- We have been very busy reactivating and welcoming new State Fair Drivers. We processed 135 hires and have been collaborating with First Transit to make sure the drivers are receiving refresher or new training.

Best of the Best- We had a great turn out at our employee engagement/ Best of the Best BBQ. This event recognized drivers, employees from various departments, and third-party support that have made major contributions to the agency. The facilities crew did an amazing job hosting the event and the employees had a blast!

MVTA Benefits and Human Resources Collaboration- The agency CAOs met to discuss possible collaboration on benefit plans and sharing an HR FTE. Initial legal findings suggest that we would need to set up a joint powers agreement. MVTA and SWT will each find 2 brokers to quote benefits under a potential JP. We're excited to explore ways to collaborate and find synergies.

Finance

Budget Assumptions- 2023 budget assumptions are starting to take shape and we will be reaching out to our Budget Committee for budget planning. Thereafter, we will be reaching out to the various departments to start developing and completing the 2023 budget.

Marketing

Branding and Communication- The team continues to expand reach and communication. State Fair advertising is underway. The team has been attending travel trainings, car shows, and various community events. New brochures have been designed to reflect fare and service changes. The team has been looking to do new things such as working with car auto shops and how Prime can be used effectively to add riders.



SouthWest Transit 2022 Report Card

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	2022 Totals
CUSTOMER SERVICE								
Compliments Received	6	2	3	9	19	27	33	99
Complaints/Suggestions Received	6	10	5	5	8	8	14	56
Respond to all complaints within one business day	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Resolve all complaints within five business days	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Customer Service Calls Received	323	402	475	411	380	491	507	2989
Customer Service Call Hours	12:21:03	16:10:06	20:22:47	15:10:41	13:59:35	19:55:47	20:28:11	118:28:10
CS Mean Ring Time (Goal of 25 seconds)	8	9	14	13	30	18	11	15
SW Prime Calls Received	4014	4434	5465	4776	4873	4889	5039	33490
SW Prime Call Hours	72:21:18	79:50:37	103:47:45	84:35:48	83:35:01	97:57:56	97:59:14	620:07:39
SW Prime Mean Ring Time (Goal of 25 seconds)	22	24	23	25	20	21	25	23
Customer Service Kiosk Requests	141	169	284	175	172	192	192	1325
Customer Service Kiosk Mean Response Time (goal - 35 seconds)	27	15	32	41	20	39	38	30
Go-To Kiosk Purchases	13	6	39	28	35	43	32	196
OPERATIONS								
Average Revenue Trips Per Day	62	61	60	60	60	59	58	60.0
Total Late Trips (Departures > 5 Mins Late)	2	0	0	3	1	1	0	7
On Time Percentage (Departures < 3)	99.9	100.0	100.0	99.8	99.9	99.9	100.0	99.9
Standing Passengers	0	0	0	0	0	0	0	0
Missed Trips (Departures > 15 Mins Late)	0	1	0	0	0	0	0	1
Missed Stops	0	0	0	0	0	0	0	0
RIDERSHIP								
Fixed Route Monthly Ridership (Includes Special Events)	8,975	12085	15094	14992	12619	15565	13063	92,393
Fixed Route Daily Average	427	604	656	714	601	639	604	606
Special Events Monthly Ridership	630	0	0	59	0	1,497	979	3,165
On-Demand Monthly Ridership	7,188	8,241	9,824	9,002	8,265	9,223	8,600	60,343
On-Demand Daily Average (weekday)	311	372	389	380	355	381	378	367
Increase Ridership over the 2021 level by a minimum of 1%.	145.70%	171.90%	192.60%	196.00%	192.60%	173.00%	151.60%	
MAINTENANCE - ACCIDENTS								
Service Related	4	4	5	3	3	2	2	23
Service Related Costs	\$2,765.00	\$7,526.00	\$1,689.00	\$2,663.00	\$1,237.00	\$2,517.00	\$125.00	\$18,522.00
Non-Service Related	0	3	4	1	1	0	2	11
Non-Service Related Costs	\$0.00	\$5,031.00	\$2,571.00	\$28.00	\$55.00	\$0.00	\$429.00	\$8,114.00
Chargeable Accidents (≥ \$2,500)	1	3	1	2	0	1	0	8
Chargeable Accidents (< \$2,500)	1	1	3	1	1	0	2	9
Incident (<\$100)	0	1	2	0	1	1	2	7
Total Cost for Non-Chargeable Accidents	\$0.00	\$3,849.00	\$1,182.00	\$163.00	\$27.00	\$17.00	\$0.00	\$5,238.00
Total Accident Cost	\$2,765.00	\$12,557.00	\$4,260.00	\$2,691.00	\$1,292.00	\$2,517.00	\$554.00	\$26,636.00
PM Compliance (Goal of 91%)	97.00%	90.00%	90.00%	92.00%	91.00%	98.00%	81.00%	91.29%
MAINTENANCE - ROADCALLS								
In Service Roadcalls (NTD Definition)	3	7	4	11	5	6	9	45
NTD Miles Between Roadcalls for Major Mechanical Failure	72,568	74,351	176,223	54,507	54,841	44,333	26,014	71,834
Affected Passengers	6	16	16	60	29	42	18	187
FACILITIES								
Safety Issues Identified	14	7	5	8	7	3	9	53
Safety Issues Addressed	14	7	5	8	7	3	9	53
Housekeeping Issues Identified	14	8	12	3	1	2	7	47
Housekeeping Issues Addressed	14	8	12	3	1	2	7	47