

September 23, 2021



SouthWest Transit Commission

2120 Chestnut Street N
Chaska, MN 55318

Telephone 952-949-2287
Facsimile 952-974-7997
SWTransit.org

SOUTHWEST TRANSIT COMMISSION AGENDA

Thursday, September 23, 2021

Commission Meeting – 6:00 pm

Via Zoom at link below

**SouthWest Executive Staff will be present at East Creek Station
Chestnut Street and Canyon Blvd.
Chaska, MN**

No Work Session Scheduled for September 23rd

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

Join Zoom Meeting

<https://us06web.zoom.us/j/87602640308?pwd=UUg0RTJCcIk4Nm83aDlmek5MaTBRUT09>

Meeting ID: 876 0264 0308

Passcode: 368020

Optional Call in number 312-626-6799

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
Bob Roepke – City of Chaska
Mark Freiberg – City of Eden Prairie
Jody Bonnevier - At-Large Commissioner
Joy McKnight– Ex Officio City of Carver

GENERAL COUNSEL

Joshua Dorothy - Attorney

EXECUTIVE STAFF

Len Simich - Chief Executive Officer
Matt Fyten – Chief Operating Officer

Tony Kuykendall – Maintenance Director
Souriyong Souriya – Finance Director
Gary Groen – Financial Consultant
Al Halaas – First Transit Director/GM
Daniel LeGuen-Schmidt – HR Manager

COMMISSION MEETING AGENDA

- I. PUBLIC COMMENT**
- II. APPROVAL OF AGENDA**
- III. PAYMENT OF CLAIMS (Rollcall Vote)**
- IV. CONSENT**
 - A. Approval of Minutes of June Commission Meeting**
 - B. Approval of Financial Statements**
 - C. Ridership Report**
 - D. Energy Management System Server and Controller Upgrades**
- V. NEW BUSINESS**
 - A. Electric Bus Retrofit – Tony Kuykendall**
 - B. Emergency Procurement – Tony Kuykendall, Len Simich**
 - C. Reserve Reclassification and Approval of CIP – Gary Groen, Souriyong Souriya**
 - D. Open Meeting Law – Joshua Dorothy**
 - E. COVID Vaccination/Testing Policy – Daniel LeGuen-Schmidt**
 - F. Garage Security Gate “Place Holder” (Action and budget request will be brought forward at the September 23 meeting. Still awaiting final budget numbers) – Len Simich, Jason Kirsch**
 - G. CEO Search Firm Selection – Daniel LeGuen-Schmidt**
 - H. CEO Contract 2021 and 2022 – Chair Huang**
- VI. UPDATES**
- VII. ADJOURNMENT**

Payment of Claims

SouthWest Transit

06/17/2021 Thru 09/17/2021

Meeting Date: 09/23/2021

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
7922	ACE SECURITY TECHNOLOGIES	Maint. Farebox Safe	6/21/2021	\$ 420.00
7923	ARCPPOINT LABS OF EDEN PRAIRIE	Drug Testing	6/21/2021	\$ 240.00
7924	CDW GOVERNMENT	Fac. & Marketing Software	6/21/2021	\$ 264.62
7925	COMCAST BUSINESS	EPG June 21 Fiber Bill	6/21/2021	\$ 1,237.57
7926	CUMMINS NPOWER, LLC	Fleet Parts	6/21/2021	\$ 1,321.29
7927	DACOTAH PAPER CO.	Shop Supplies	6/21/2021	\$ 267.75
7928	DODGE OF BURNSVILLE	Fleet Parts	6/21/2021	\$ 180.15
7929	EDEN PRAIRIE NEWS	SWT Advertising	6/21/2021	\$ 1,047.18
7930	FACTORY MOTOR PARTS COMPANY	Core Credit	6/21/2021	\$ (39.20)
7930	FACTORY MOTOR PARTS COMPANY	Fleet Parts	6/21/2021	\$ 113.96
7931	NICHOLAS GORDON	Shoe Reimbursement	6/21/2021	\$ 50.00
7932	GOVERNMENT FINANCE OFFICERS ASSOCIATION	GFOA Membership Renewal	6/21/2021	\$ (100.00)
7932	GOVERNMENT FINANCE OFFICERS ASSOCIATION	GFOA New Membership	6/21/2021	\$ 150.00
7933	GRAINGER	Shop Tools	6/21/2021	\$ 7.86
7934	GUARDIAN MECHANICAL SERVICE INC.	Building Maint Service	6/21/2021	\$ 232.50
7935	INTERSTATE POWER SYSTEM, INC.	Fleet Parts	6/21/2021	\$ 933.67
7936	FRANK D MAY	Uniform Allowance - Boots	6/21/2021	\$ 50.00
7938	METRO SALES INC.	Copier Maint quarterly	6/21/2021	\$ 467.36
7939	MICRO CENTER	IT Supplies	6/21/2021	\$ 59.98
7940	MINUTEMAN PRESS	Printing Service	6/21/2021	\$ 420.00
7941	OFFICE DEPOT	Office Supplies	6/21/2021	\$ 220.26
7942	O'REILLY AUTOMOTIVE, INC.	Core Credit	6/21/2021	\$ (301.33)
7942	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	6/21/2021	\$ 289.08
7942	O'REILLY AUTOMOTIVE, INC.	Shop Supplies	6/21/2021	\$ 51.78
7943	PROGRESSIVE BUSINESS PUBLICATIONS	MAGAZINE SUBSCRIPTION	6/21/2021	\$ 299.00
7944	SIGN SOURCE, INC.	supplies	6/21/2021	\$ 306.50
7945	JAKE SIMICH	Envelopes	6/21/2021	\$ 53.03
7945	JAKE SIMICH	lunch meeting marketing	6/21/2021	\$ 125.49
7945	JAKE SIMICH	Office Supplies	6/21/2021	\$ 19.66
7946	KORY SIMICH	Facility Lunch Meeting	6/21/2021	\$ 104.02
7947	SOCIAL INDOOR	Marketing	6/21/2021	\$ 2,000.00
7948	SUBURBAN CHEVROLET	Fleet Parts	6/21/2021	\$ 595.52
7949	THE AFTERMARKET PARTS COMPANY	Fleet Parts	6/21/2021	\$ 1,959.07
7950	ULINE ATTN: ACCOUNTS RECEIVABLE	supplies	6/21/2021	\$ 1,338.95
7951	UNIFIRST CORPORATION	Drivers Uniforms	6/21/2021	\$ 258.48
7951	UNIFIRST CORPORATION	Uniforms	6/21/2021	\$ 70.55
7952	TIM HUKREIDE - WCH 2021 TREASURER	Advertising Cost	6/21/2021	\$ 800.00
7953	WILSON'S NURSERY INC.	Landscape Supplies	6/21/2021	\$ 935.45
7954	XCEL ENERGY	EPG June 21 Electric	6/21/2021	\$ 115.30
7954	XCEL ENERGY	SWS June 21 Electric	6/21/2021	\$ 3,115.19
7955	DAVE LINDAHL	Open House Music Entertainment	6/24/2021	\$ 600.00
7956	TOM GLENDENNING	Re-Issue Check from 12.11.2020	6/24/2021	\$ 500.00
7957	ABC BUS COMPANIES	Fleet Parts	6/24/2021	\$ 2,708.97
7958	ABLE CONCRETE RAISING INC.	Capital Cost for Construction	6/24/2021	\$ 8,400.00
7959	ALLSTATE PETERBILT	Fleet Parts	6/24/2021	\$ 192.93
7960	BACHMAN'S CREDIT DEPARTMENT	plants for front planter boxea	6/24/2021	\$ 239.84
7961	CITY OF CHASKA UTILITY BILLING	ECS Electric	6/24/2021	\$ 1,735.73
7962	COMPASS MINERALS AMERICA INC.	Black Dirt Facilities Landscaping	6/24/2021	\$ 5,049.59
7963	CRYSTEEL	Flat Bed / Install on 2021 Ram	6/24/2021	\$ 4,356.20
7963	CRYSTEEL	Fleet Parts	6/24/2021	\$ 84.00
7964	EMAINTE ENTERPRISES, LLC	eMaint Training	6/24/2021	\$ 8,655.00
7965	PETER M ENGSTROM	Reimbursement	6/24/2021	\$ 50.00

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Check Number	Vendor Name	Description	Check Date	Check Amount
7966	FAIRCHILD EQUIPMENT	Service Manual	6/24/2021	\$ 198.46
7967	GO INTELLECTUAL CAPITAL, LLC	HR Consulting	6/24/2021	\$ 110.00
7968	GRAINGER	supplies	6/24/2021	\$ 82.05
7968	GRAINGER	Vehicle Supplies	6/24/2021	\$ 1,591.26
7969	BEN GREEN	6.25.21 Payroll Adjustment	6/24/2021	\$ 8.41
7970	GUARDIAN MECHANICAL SERVICE INC.	service call	6/24/2021	\$ 227.50
7971	HEALTHPARTNERS INC.	Covid Testing	6/24/2021	\$ 4,255.00
7972	ADAM HEGEHOLZ	Reimbursement	6/24/2021	\$ 1,079.93
7973	DAVE JACOBSON	First Transit Meeting	6/24/2021	\$ 72.98
7974	JOHNSON CONTROLS, INC.	service call	6/24/2021	\$ 523.00
7975	TONY KUYKENDALL	Tony K APTA Trip Reimburse	6/24/2021	\$ 412.69
7976	LUBE-TECH & PARTNERS, LLC	Oil	6/24/2021	\$ 3,294.90
7977	MEDIACOM	Internet Service Payment	6/24/2021	\$ 374.89
7978	MENARDS	Facility Supplies	6/24/2021	\$ 124.69
7980	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	6/24/2021	\$ 226.81
7981	PARTSTREE.COM	Fleet Parts	6/24/2021	\$ 13.89
7982	POPP COMMUNICATIONS	May Phone Bill	6/24/2021	\$ 2,300.81
7983	PREVOST CAR INC.	Pandemic Cleaning Supplies	6/24/2021	\$ 23.07
7983	PREVOST CAR INC.	Vehicle Parts	6/24/2021	\$ 7,880.31
7984	ROYAL TIRE INC.	Tires	6/24/2021	\$ 189.72
7985	JAKE SIMICH	SW Commercial Meeting	6/24/2021	\$ 183.72
7986	KORY SIMICH	Electric Vehicle Meeting	6/24/2021	\$ 189.00
7987	LEN SIMICH	Electric Vehicle Trip	6/24/2021	\$ 2,302.38
7988	SITEONE LANDSCAPE SUPPLY, LLC	Landscape Supplies	6/24/2021	\$ 277.35
7989	SSI MN TRANCHE 3 ACCT: 10327096	US Solar Subscription	6/24/2021	\$ 5,952.60
7990	SUBURBAN CHEVROLET	Fleet Parts	6/24/2021	\$ 119.52
7991	SWEDEBRO, INC.	capital cost for Repairs	6/24/2021	\$ 8,400.00
7992	SYNCB AMAZON	Facility Supplies	6/24/2021	\$ 1,700.00
7993	TECHSTAR IT SOLUTIONS	Office 365 Sub.	6/24/2021	\$ 765.00
7994	THE AFTERMARKET PARTS COMPANY	Fleet Parts	6/24/2021	\$ 1,326.71
7995	THE SHERWIN-WILLIAMS CO	Building Supplies	6/24/2021	\$ 131.18
7996	TWIN CITIES TRANSPORT & RECOVE	Towing	6/24/2021	\$ 500.00
7997	UNIFIRST CORPORATION	Drivers Uniforms	6/24/2021	\$ 271.33
7997	UNIFIRST CORPORATION	Uniforms	6/24/2021	\$ 69.00
7998	WALKER CONSULTANTS	Professional Service - Construction	6/24/2021	\$ 668.75
7999	ALLSTATE PETERBILT	Fleet Parts	6/30/2021	\$ 186.41
8000	AVI SYSTEMS, INC.	Nextrip Monitor Support	6/30/2021	\$ 5,775.00
8001	CENTURYLINK	SWV Phone Charge	6/30/2021	\$ 122.66
8002	COMCAST BUSINESS - CABLE	SWS Cable Charge	6/30/2021	\$ 412.76
8003	CUMMINS NPOWER, LLC	Fleet Parts	6/30/2021	\$ 215.23
8003	CUMMINS NPOWER, LLC	Vehicle Parts	6/30/2021	\$ 528.01
8004	DODGE OF BURNSVILLE	New Flatbed Truck	6/30/2021	\$ 57,544.00
8005	FIDELITY SECURITY LIFE INSURANCE CO.	July 2021 Vision Insurance	6/30/2021	\$ 165.58
8006	FRANZ REPROGRAPHICS	Archive Fee	6/30/2021	\$ 100.00
8007	METRO SALES INC.	Copier Maint quarterly	6/30/2021	\$ 900.78
8008	MINNESOTA SAFETY COUNCIL	Continued Membership	6/30/2021	\$ 580.00
8009	MINUTEMAN PRESS	Business Cards	6/30/2021	\$ 45.00
8010	NCPERS MINNESOTA	Voluntary Life Insurance	6/30/2021	\$ 64.00
8011	NORTH CENTRAL BUS	Fleet Parts	6/30/2021	\$ 244.13
8012	OFFICE DEPOT	Office Supplies	6/30/2021	\$ 110.24
8012	OFFICE DEPOT	Ops Office Supplies	6/30/2021	\$ 19.99
8012	OFFICE DEPOT	Paper office	6/30/2021	\$ 187.20

SouthWest Transit

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8013	RSM US PRODUCT SALES LLC	IT Managed Service	6/30/2021	\$ 1,380.00
8014	LEN SIMICH	UMD CLA Advisory Council	6/30/2021	\$ 759.96
8015	SYNCB AMAZON	Dave's Gift	6/30/2021	\$ 199.99
8015	SYNCB AMAZON	Shop Equipment	6/30/2021	\$ 72.49
8016	T-MOBILE	Software Maintenance Contract	6/30/2021	\$ 4,648.62
8017	U.S. BANK EQUIPMENT FINANCE	Copier Lease	6/30/2021	\$ 699.00
8018	UNIFIRST CORPORATION	Drivers Uniforms	6/30/2021	\$ 516.96
8018	UNIFIRST CORPORATION	Uniforms	6/30/2021	\$ 135.80
8019	WALKER CONSULTANTS	Professional Service - Construction	6/30/2021	\$ 18,000.00
8020	XCEL ENERGY	CTS Electric	6/30/2021	\$ 775.62
8021	ALLSTATE PETERBILT	Fleet Parts	7/1/2021	\$ 4.96
8022	BACHMAN'S CREDIT DEPARTMENT	supplies	7/1/2021	\$ 105.80
8023	BRIAN BERG	Shoe Reimbursement	7/1/2021	\$ 50.00
8024	CENTURYLINK	ECS Phone	7/1/2021	\$ 470.20
8025	FACTORY MOTOR PARTS COMPANY	Core Credit	7/1/2021	\$ (102.00)
8025	FACTORY MOTOR PARTS COMPANY	Fleet Parts	7/1/2021	\$ 332.16
8026	GILLIG LLC	Fleet Parts	7/1/2021	\$ 47.75
8027	IMPERIAL SUPPLIES LLC	Shop Supplies	7/1/2021	\$ 420.28
8028	LIFE INSURANCE COMPANY OF NORTH AMERICA	Employee Life	7/1/2021	\$ 1,153.02
8029	NASSEFF MECHANICAL CONTRACTORS	service call	7/1/2021	\$ 1,160.00
8030	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	7/1/2021	\$ 17.36
8030	O'REILLY AUTOMOTIVE, INC.	Fleet Parts / Shop Supplies	7/1/2021	\$ 62.95
8030	O'REILLY AUTOMOTIVE, INC.	Fleet Parts Credit	7/1/2021	\$ (23.09)
8030	O'REILLY AUTOMOTIVE, INC.	Shop Supplies	7/1/2021	\$ 101.17
8031	PROFESSIONAL WIRELESS COMMUNICATIONS	Radio Console VPN	7/1/2021	\$ 2,465.00
8032	REPUBLIC SERVICES #894	Refuse Service	7/1/2021	\$ 1,263.56
8033	ROYAL TIRE INC.	Tires	7/1/2021	\$ 1,354.52
8034	RSM US PRODUCT SALES LLC	Managed IT Services	7/1/2021	\$ 1,590.00
8035	SOCIAL INDOOR	Advertising	7/1/2021	\$ 2,000.00
8036	SUMMIT COMPANIES	Annual fire inspection	7/1/2021	\$ 4,130.00
8037	THE AFTERMARKET PARTS COMPANY	A/C Condenser Coil	7/1/2021	\$ 2,736.22
8037	THE AFTERMARKET PARTS COMPANY	Fleet Parts	7/1/2021	\$ 327.27
8037	THE AFTERMARKET PARTS COMPANY	Fleet Parts Credit	7/1/2021	\$ (10.19)
8038	TOKEN TRANSIT INC.	Mobile Pmt App Update	7/1/2021	\$ 5,000.00
8039	TURBO SEAL LLC	replace paver with concr swv	7/1/2021	\$ 10,785.00
8040	WESTERN SPECIALTY CONTRACTORS	capital cost for Repairs	7/1/2021	\$ 46,378.00
8041	ALLSTATE PETERBILT	Fleet Parts	7/8/2021	\$ 16.02
8042	ARCPPOINT LABS OF EDEN PRAIRIE	Drug Screening	7/8/2021	\$ 48.00
8043	DACOTAH PAPER CO.	Paper Towels	7/8/2021	\$ 152.74
8044	GO INTELLECTUAL CAPITAL, LLC	HR Contracted Services	7/8/2021	\$ 165.00
8045	GUARDIAN MECHANICAL SERVICE INC.	service call	7/8/2021	\$ 540.00
8046	INTERSTATE POWER SYSTEM, INC.	Fleet Parts	7/8/2021	\$ 96.13
8047	MANSFIELD OIL COMPANY	Gen fuel	7/8/2021	\$ 1,387.49
8048	MENARDS	Shop Supplies	7/8/2021	\$ 39.94
8049	MICRO CENTER	Remote Power Strips	7/8/2021	\$ 59.98
8050	MINUTEMAN PRESS	Business Cards	7/8/2021	\$ 42.00
8051	OFFICE DEPOT	Office Supplies	7/8/2021	\$ 182.94
8052	MICHAEL SIMICH	APTA Expo Flights	7/8/2021	\$ 216.80
8053	SWEDEBRO, INC.	capital cost for construction	7/8/2021	\$ 14,000.00
8054	TECHSTAR IT SOLUTIONS	Office 365 Subscription	7/8/2021	\$ 765.00
8055	THE AFTERMARKET PARTS COMPANY	Fleet Parts	7/8/2021	\$ 847.71
8055	THE AFTERMARKET PARTS COMPANY	Fleet Parts Credit	7/8/2021	\$ (221.06)

SouthWest Transit

06/17/2021 Thru 09/17/2021

Meeting Date: 09/23/2021

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
8056	UNIFIRST CORPORATION	Drivers Uniforms	7/8/2021	\$ 258.48
8056	UNIFIRST CORPORATION	Uniforms	7/8/2021	\$ 67.90
8057	VERIFIED CREDENTIALS	Background Checks	7/8/2021	\$ 140.12
8058	ABC BUS COMPANIES	Fleet Parts	7/13/2021	\$ 595.97
8059	ALLSTATE PETERBILT	Fleet Parts	7/13/2021	\$ 724.89
8060	AVALLO WEB DEVELOPMENT	Website Hosting	7/13/2021	\$ 1,893.75
8061	CAPITAL ONE TRADE CREDIT	SUPPLIES	7/13/2021	\$ 79.89
8062	CENTURYLINK	CTS Phone Bill	7/13/2021	\$ 62.42
8063	CITY OF CHANHASSEN	CTS Water Bill	7/13/2021	\$ 208.12
8064	CITY OF EDEN PRAIRIE	EPG Water Bill	7/13/2021	\$ 1,872.14
8065	COMCAST BUSINESS - CABLE	Cable SWS 3 months	7/13/2021	\$ 1,084.53
8066	COMCAST BUSINESS	Internet Service	7/13/2021	\$ 1,237.57
8067	CUMMINS NPOWER, LLC	Fleet Parts	7/13/2021	\$ 187.01
8068	FACTORY MOTOR PARTS COMPANY	Batteries	7/13/2021	\$ 719.76
8068	FACTORY MOTOR PARTS COMPANY	Fleet Parts	7/13/2021	\$ 18.44
8069	FEDEX	Shipping Charges	7/13/2021	\$ 20.17
8070	JOHN HAGGENMILLER	Commission Meal	7/13/2021	\$ 452.61
8071	LOCAL GOVERNMENT INFORMATION SYSTEMS	Software Maintenance Contract	7/13/2021	\$ 1,423.00
8072	MVEC, MINNESOTA VALLEY ELECTRIC COOP	SWV Electric Bill	7/13/2021	\$ 1,554.66
8073	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	7/13/2021	\$ 786.29
8074	PIONEER RIM & WHEEL CO.	Fleet Parts	7/13/2021	\$ 531.24
8075	ROYAL TIRE INC.	Tires	7/13/2021	\$ 231.80
8076	KORY SIMICH	APTA Expo Flights	7/13/2021	\$ 402.80
8077	TASC	FSA/HSA Admin Fees	7/13/2021	\$ 277.07
8077	TASC	TASC Admin Fee	7/13/2021	\$ 35.00
8078	THE AFTERMARKET PARTS COMPANY	Fleet Parts	7/13/2021	\$ 125.44
8079	U.S. BANK EQUIPMENT FINANCE	ECS Copier	7/13/2021	\$ 148.00
8080	VERIZON WIRELESS	Wireless Phone	7/13/2021	\$ 105.03
8081	WALSER CHRYSLER JEEP DODGE	Fleet Parts	7/13/2021	\$ 48.56
8082	WEX BANK	Gasoline	7/13/2021	\$ 197.12
8083	ALLSTATE PETERBILT	Fleet Parts - Injectors	7/15/2021	\$ 2,592.96
8084	AMITY GRAPHICS	SW Prime Brochures	7/15/2021	\$ 1,526.40
8085	BEST VERSION MEDIA	Jul Aug Sep Neighbors Magazine	7/15/2021	\$ 2,972.63
8086	CHANHASSEN VILLAGER	Chanhassen Villager Subscript	7/15/2021	\$ 3,149.68
8087	CITY OF CHANHASSEN	CTS Water	7/15/2021	\$ 403.14
8087	CITY OF CHANHASSEN	SWV Lot Water	7/15/2021	\$ 192.63
8087	CITY OF CHANHASSEN	SWV Storm Water	7/15/2021	\$ 21.24
8087	CITY OF CHANHASSEN	SWV Water	7/15/2021	\$ 559.50
8088	FIDELITY SECURITY LIFE INSURANCE CO.	August COBRA	7/15/2021	\$ 140.51
8088	FIDELITY SECURITY LIFE INSURANCE CO.	August Health Partners	7/15/2021	\$ 28,578.46
8088	FIDELITY SECURITY LIFE INSURANCE CO.	July COBRA	7/15/2021	\$ 140.51
8088	FIDELITY SECURITY LIFE INSURANCE CO.	July Health Partners	7/15/2021	\$ 28,578.46
8089	FIRST TRANSIT, INC.	June First Transit	7/15/2021	\$ 215,170.40
8090	JOHNSON CONTROLS, INC.	EMS Server Repairs	7/15/2021	\$ 2,529.00
8091	KREMER SERVICES	Fleet Parts / Shop Supplies	7/15/2021	\$ 541.16
8092	MINUTEMAN PRESS	Business Cards	7/15/2021	\$ 87.43
8093	SD PROMOTIONS	Shirts and Sweatshirts	7/15/2021	\$ 2,770.60
8094	SIEMENS INDUSTRY, INC.	Door Access Srv Contract	7/15/2021	\$ 6,640.00
8095	KORY SIMICH	Facility Proj. Debrief	7/15/2021	\$ 63.70
8096	SITEONE LANDSCAPE SUPPLY, LLC	swv irrigation control box	7/15/2021	\$ 227.58
8097	SOCIAL INDOOR	Indoor Advertising	7/15/2021	\$ 2,000.00
8098	UNIFIRST CORPORATION	Drivers Uniforms	7/15/2021	\$ 271.33

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Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
8098	UNIFIRST CORPORATION	Uniforms	7/15/2021	\$ 70.92
8099	VER-TECH LABS	Bus Wash Soap	7/15/2021	\$ 2,237.40
8100	ABC BUS COMPANIES	Fleet Parts	7/23/2021	\$ 449.40
8101	ALLSTATE PETERBILT	Core Credit	7/23/2021	\$ (359.38)
8101	ALLSTATE PETERBILT	Fleet Parts	7/23/2021	\$ 716.25
8102	BA SERVICES LLC	supplies	7/23/2021	\$ 1,006.27
8103	CBIZ FINANCIAL SOLUTIONS, INC.	Q2 Advisory Service Fee	7/23/2021	\$ 12.90
8104	CUMMINS NPOWER, LLC	Fleet Parts	7/23/2021	\$ 796.24
8104	CUMMINS NPOWER, LLC	Vehicle Parts	7/23/2021	\$ 91.65
8105	EDEN PRAIRIE COMMUNITY FOUNDATION	Prairie Brewfest Fees	7/23/2021	\$ 1,000.00
8106	GRAINGER	building supplies	7/23/2021	\$ 440.32
8106	GRAINGER	Shop Supplies	7/23/2021	\$ 70.58
8107	GREGSON, ROSOW, JOHNSON & NILAN, LTD	SWV Lot 2	7/23/2021	\$ 5,245.34
8108	LEAGUE MN CITIES INS. TRUST	Prepaid Insurance	7/23/2021	\$ 77,338.00
8109	MENARDS	building supplies	7/23/2021	\$ 127.14
8109	MENARDS	wasp spray for trucks	7/23/2021	\$ 29.39
8110	O'REILLY AUTOMOTIVE, INC.	Shop Supplies	7/23/2021	\$ 11.98
8111	S&P GLOBAL MARKET INTELLIGENCE	Annual Fee	7/23/2021	\$ 279.00
8112	SAV PEST CONTROL	service call	7/23/2021	\$ 1,550.00
8113	SYNCB AMAZON	supplies	7/23/2021	\$ 297.94
8114	TASC	FSA/HSA Admin Fees	7/23/2021	\$ 164.25
8115	THE AFTERMARKET PARTS COMPANY	Fleet Parts	7/23/2021	\$ 1,862.88
8115	THE AFTERMARKET PARTS COMPANY	Fleet Parts Credit	7/23/2021	\$ (35.57)
8115	THE AFTERMARKET PARTS COMPANY	Vehicle Parts	7/23/2021	\$ 1,281.88
8116	THE SHERWIN-WILLIAMS CO	Building Supplies	7/23/2021	\$ 770.24
8117	WESTERN SPECIALTY CONTRACTORS	garage expansion	7/23/2021	\$ 7,140.00
8118	ABC BUS COMPANIES	Fleet Parts	7/26/2021	\$ 256.15
8119	ALLSTATE PETERBILT	Fleet Parts	7/26/2021	\$ 406.08
8120	BOYER FORD TRUCKS-PARTS DIST	Outside Repair	7/26/2021	\$ 4,001.92
8121	CARVER COUNTY	Internet	7/26/2021	\$ 1,080.00
8122	CE CONTRACT	capital cost for construction	7/26/2021	\$ 4,910.00
8123	DACOTAH PAPER CO.	Shop Supplies	7/26/2021	\$ 152.74
8124	MICHAEL DARTT	APTA Expo Flights	7/26/2021	\$ 222.80
8125	EPIC EVENT RENTAL	Dave J Retirement	7/26/2021	\$ 364.61
8126	MATTHEW FYTEN	APTA Expo Flights	7/26/2021	\$ 222.80
8127	GRAINGER	Fleet Parts	7/26/2021	\$ 20.66
8127	GRAINGER	supplies	7/26/2021	\$ 44.00
8128	HAY DOBBS P.A.	Garage Expansion	7/26/2021	\$ 4,650.90
8129	MEDIACOM	Internet Service Payment	7/26/2021	\$ 374.89
8130	MENARDS	mower oil and landscape fabric	7/26/2021	\$ 385.30
8130	MENARDS	paint and brushes for ecs	7/26/2021	\$ 223.64
8130	MENARDS	planter food for flowers	7/26/2021	\$ 21.96
8130	MENARDS	Shop Equipment	7/26/2021	\$ 34.99
8130	MENARDS	Shop Supplies	7/26/2021	\$ 4.97
8130	MENARDS	supplies	7/26/2021	\$ 110.23
8131	MERLE'S WATER CONDITIONING	service call	7/26/2021	\$ 149.00
8132	MICHAEL HODGES	Reimbursement Car Wash	7/26/2021	\$ 10.00
8133	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	7/26/2021	\$ 262.12
8133	O'REILLY AUTOMOTIVE, INC.	Oil	7/26/2021	\$ 37.96
8134	POPP COMMUNICATIONS	ECS Phone Bill	7/26/2021	\$ 2,295.95
8135	PUMP AND METER SERVICES, INC	supplies	7/26/2021	\$ 87.00
8136	SITEONE LANDSCAPE SUPPLY, LLC	irrigation repairs at ecs	7/26/2021	\$ 295.31

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Check Number	Vendor Name	Description	Check Date	Check Amount
8137	SNAP-ON TOOLS	Shop Tools	7/26/2021	\$ 57.50
8138	SSI MN TRANCHE 3 ACCT: 10327096	Subscription US Solar	7/26/2021	\$ 7,249.71
8139	SYNCB AMAZON	Fitness Equipment	7/26/2021	\$ 179.99
8140	THE DALE GREEN COMPANY	dirt for front landscaping	7/26/2021	\$ 428.50
8141	U.S. BANK EQUIPMENT FINANCE	Copier Lease	7/26/2021	\$ 699.00
8142	UHL COMPANY, INC.	Atmos air Prevost install	7/26/2021	\$ 4,747.50
8143	UNIFIRST CORPORATION	Drivers Uniforms	7/26/2021	\$ 258.48
8143	UNIFIRST CORPORATION	Uniforms	7/26/2021	\$ 67.90
8144	WALKER CONSULTANTS	capital cost for construction	7/26/2021	\$ 1,688.75
8145	CENTURYLINK	SWV Phone Bill	7/29/2021	\$ 122.40
8146	CENTURYLINK	ECS Phone Bill	7/29/2021	\$ 469.25
8147	CITY OF CHASKA UTILITY BILLING	ECS Electric	7/29/2021	\$ 1,870.16
8148	FIDELITY SECURITY LIFE INSURANCE CO.	Vision Insurance	7/29/2021	\$ 140.26
8149	FINANCE & COMMERCE SUBSCRIPTION SERVICES	MAGAZINE SUBSCRIPTION	7/29/2021	\$ 128.00
8150	FRANZ REPROGRAPHICS	Monthly Project Fee	7/29/2021	\$ 100.00
8151	HAY DOBBS P.A.	Garage Expansion	7/29/2021	\$ 7,785.00
8152	JASON KIRSCH	APTA Expo Flights	7/29/2021	\$ 254.51
8153	MENARDS	supplies	7/29/2021	\$ 20.68
8154	OCCUPATIONAL MEDICINE CONSULTS	DOT Testing	7/29/2021	\$ 115.00
8155	LEN SIMICH	APTA Expo Flights & Hotel	7/29/2021	\$ 2,141.32
8156	SYNCB AMAZON	Network Cables	7/29/2021	\$ 49.95
8156	SYNCB AMAZON	Network Jacks	7/29/2021	\$ 42.95
8157	TASC	TASC	7/29/2021	\$ 225.00
8158	UNIFIRST CORPORATION	Drivers Uniforms	7/29/2021	\$ 258.48
8158	UNIFIRST CORPORATION	Uniforms	7/29/2021	\$ 67.90
8159	WALKER CONSULTANTS	SWV CD's	7/29/2021	\$ 4,500.00
8160	WHEELCO TRUCK & TRAILER PARTS	Fleet Parts	7/29/2021	\$ 428.88
8161	WINTHROP & WEINSTINE, PA	Legislative Service	7/29/2021	\$ 4,000.00
8162	XCEL ENERGY	CTS Electric	7/29/2021	\$ 678.08
8196	AMITY GRAPHICS	State Fair Cards	8/5/2021	\$ 557.98
8197	ARCPPOINT LABS OF EDEN PRAIRIE	Drug Testing	8/5/2021	\$ 2,478.00
8198	CENTURYLINK	ECS PHONE BILL	8/5/2021	\$ 457.96
8199	COMCAST BUSINESS - CABLE	EPG Cable Service	8/5/2021	\$ 411.98
8200	DANIEL LE GUEN-SCHMIDT	COOKIES FOR SF DRIVERS	8/5/2021	\$ 59.97
8201	MICHAEL DARTT	WORK BOOTS	8/5/2021	\$ 134.99
8203	GRAINGER	Shop Supplies	8/5/2021	\$ 88.48
8203	GRAINGER	supplies	8/5/2021	\$ 566.60
8204	GREGERSON, ROSOW, JOHNSON & NILAN, LTD	SWV LOT 2	8/5/2021	\$ 5,643.57
8205	JOHN HAGGENMILLER	Meetings	8/5/2021	\$ 228.55
8206	HEALTHPARTNERS INC.	AUGUST 2021	8/5/2021	\$ 28,578.46
8206	HEALTHPARTNERS INC.	COBRA AUGUST	8/5/2021	\$ 140.51
8206	HEALTHPARTNERS INC.	JULY 2021	8/5/2021	\$ 28,578.46
8206	HEALTHPARTNERS INC.	JULY COBRA	8/5/2021	\$ 140.51
8207	LAC ENTERPRISE, INC.	landscape finishes out front	8/5/2021	\$ 13,360.39
8208	LEAGUE MN CITIES INS. TRUST	INSURANCE DEDUCTIBLE	8/5/2021	\$ 2,304.16
8209	LOCAL GOVERNMENT INFORMATION SYSTEMS	SOFTWARE MAINTENANCE CONTRACT	8/5/2021	\$ 1,423.00
8210	MENARDS	supplies	8/5/2021	\$ 24.28
8211	MINUTEMAN PRESS	Business Cards	8/5/2021	\$ 42.00
8212	MVEC, MINNESOTA VALLEY ELECTRIC COOP	SWV ELECTRIC	8/5/2021	\$ 1,371.42
8213	PITNEY BOWES INC	POSTAL MACHINE LEASE	8/5/2021	\$ 543.30
8214	PROJECT RESTORATIONS, INC.	capital cost for Repairs	8/5/2021	\$ 37,690.00
8215	REPUBLIC SERVICES #894	Refuse Service	8/5/2021	\$ 1,267.15

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Check Number	Vendor Name	Description	Check Date	Check Amount
8216	RSM US PRODUCT SALES LLC	Managed IT Services	8/5/2021	\$ 1,376.00
8216	RSM US PRODUCT SALES LLC	MSP IT Support	8/5/2021	\$ 78.00
8217	SITEONE LANDSCAPE SUPPLY, LLC	irrigation parts epg	8/5/2021	\$ 165.40
8217	SITEONE LANDSCAPE SUPPLY, LLC	irrigation repairs at ecs	8/5/2021	\$ 237.22
8218	SPORTWORKS NORTHWEST, INC.	Fleet Parts	8/5/2021	\$ 110.00
8219	STONEBROOKE EQUIPMENT INC.	Flatbed Trailer	8/5/2021	\$ 6,551.07
8220	SUMMIT COMPANIES	Annual fire inspection	8/5/2021	\$ 2,065.00
8221	SYNCB AMAZON	Dancing Man for Fair	8/5/2021	\$ 199.95
8221	SYNCB AMAZON	Shop Supplies	8/5/2021	\$ 66.33
8221	SYNCB AMAZON	Spinning Wheel	8/5/2021	\$ 75.08
8222	TECHSTAR IT SOLUTIONS	Office 365 Subscription	8/5/2021	\$ 765.00
8223	THE AFTERMARKET PARTS COMPANY	Fleet Parts	8/5/2021	\$ 966.11
8224	TURBO SEAL LLC	SWV Concrete & Asphalt	8/5/2021	\$ 5,000.00
8225	U.S. BANK EQUIPMENT FINANCE	ECS COPIER	8/5/2021	\$ 148.00
8226	VERIFIED CREDENTIALS	Background Checks	8/5/2021	\$ 183.35
8227	VISUAL IMPACT, LLC	driver barrier MCI d4500	8/5/2021	\$ 2,745.00
8228	WEX BANK	PRIME BUSES GAS	8/5/2021	\$ 1,098.53
8229	ABC BUS COMPANIES	Fleet Parts	8/11/2021	\$ 1,038.32
8230	C & J BUS REPAIR, INC.	Fleet Parts	8/11/2021	\$ 630.05
8231	CAPITAL ONE TRADE CREDIT	Northern Tool & Equip New Chainsaw	8/11/2021	\$ 222.84
8232	CENTERPOINT ENERGY	CTS GAS BILL	8/11/2021	\$ 15.34
8233	CENTURYLINK	CTS Phone Bill	8/11/2021	\$ 62.42
8234	COMCAST BUSINESS	Internet Service	8/11/2021	\$ 1,237.57
8235	CUMMINS NPOWER, LLC	Fleet Parts	8/11/2021	\$ 771.45
8236	CUSTOM COMMUNICATIONS INC.	security monitoring	8/11/2021	\$ 1,627.50
8237	EDEN PRAIRIE CHAMBER OF COMMER	Membership Dues	8/11/2021	\$ 659.00
8238	FACTORY MOTOR PARTS COMPANY	Core Credit	8/11/2021	\$ (90.00)
8238	FACTORY MOTOR PARTS COMPANY	Fleet Parts	8/11/2021	\$ 479.84
8239	FIRST TRANSIT, INC.	JULY FIRST TRANSIT	8/11/2021	\$ 210,508.77
8240	GO INTELLECTUAL CAPITAL, LLC	Growth Operators	8/11/2021	\$ 122.50
8241	GRAINGER	Shop Supplies	8/11/2021	\$ 15.68
8241	GRAINGER	State Fair Safety Vests	8/11/2021	\$ 780.00
8241	GRAINGER	supplies	8/11/2021	\$ 602.48
8242	DAVID HUDDLESTON	ASE CERTIFICATION	8/11/2021	\$ 128.00
8243	KLOOS ELECTRIC, INC.	Electric Services	8/11/2021	\$ 3,009.02
8243	KLOOS ELECTRIC, INC.	service call	8/11/2021	\$ 3,799.18
8244	SHAUN HARRISON LABELLE	DRONE PHOTO AND VIDEO	8/11/2021	\$ 9,300.00
8245	LIFE INSURANCE COMPANY OF NORTH AMERICA	EMPLOYEE LIFE	8/11/2021	\$ 1,153.02
8246	MENARDS	state fair	8/11/2021	\$ 20.40
8247	MINNESOTA PUBLIC TRANSIT ASSOC	MPTA DULUTH CONFERENCE	8/11/2021	\$ 200.00
8248	NAPA AUTO PARTS	Fleet Parts	8/11/2021	\$ 19.94
8249	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	8/11/2021	\$ 111.52
8250	ROYAL TIRE INC.	Tire Disposal	8/11/2021	\$ 51.00
8251	SPORTWORKS NORTHWEST, INC.	Fleet Parts	8/11/2021	\$ 140.00
8253	SYNCB AMAZON	Shop Supplies	8/11/2021	\$ 29.49
8253	SYNCB AMAZON	state fair	8/11/2021	\$ 78.00
8254	TASC	TASC	8/11/2021	\$ 27.74
8255	THE AFTERMARKET PARTS COMPANY	Fleet Parts	8/11/2021	\$ 519.78
8256	UNIFIRST CORPORATION	Drivers Uniforms	8/11/2021	\$ 271.33
8256	UNIFIRST CORPORATION	Uniforms	8/11/2021	\$ 70.92
8257	VISUAL IMPACT, LLC	driver barrier Prevost	8/11/2021	\$ 13,620.00
8257	VISUAL IMPACT, LLC	driver barriers lf MCI's	8/11/2021	\$ 16,320.00

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Check Number	Vendor Name	Description	Check Date	Check Amount
8258	WALKER CONSULTANTS	capital cost for construction	8/11/2021	\$ 857.50
8259	WAYTEK INC.	Shop Supplies	8/11/2021	\$ 15.12
8260	A TO Z RENTAL CENTER	Propane for the forklift	8/18/2021	\$ 54.40
8261	ABC BUS COMPANIES	Fleet Parts	8/18/2021	\$ 67.15
8262	CAPITAL ONE TRADE CREDIT	socket holder and jacket	8/18/2021	\$ 120.98
8263	CENTERPOINT ENERGY	ECS GAS BILL	8/18/2021	\$ 18.61
8264	CITY OF EDEN PRAIRIE	EPG WATER BILL	8/18/2021	\$ 1,216.32
8265	CLEARSOFT Water Conditioning	Supplies	8/18/2021	\$ 619.36
8266	COMCAST BUSINESS - CABLE	SWS CABLE SERVICE	8/18/2021	\$ 354.61
8267	CUMMINS NPOWER, LLC	Fleet Parts	8/18/2021	\$ 720.79
8268	DACOTAH PAPER CO.	Paper Towels / Gloves	8/18/2021	\$ 213.43
8269	ECM PUBLISHERS, INC.	EP COMM RESOURCE GUIDE	8/18/2021	\$ 583.00
8270	HENNEPIN COUNTY AR	RADIO SERVICE FEE	8/18/2021	\$ 327.04
8271	KYLE JACKELS	boot reimbursement	8/18/2021	\$ 150.00
8272	KLOOS ELECTRIC, INC.	service call	8/18/2021	\$ 5,712.33
8273	MENARDS	ant killer for garage	8/18/2021	\$ 35.60
8273	MENARDS	Facility Supplies	8/18/2021	\$ 59.86
8274	STEVEN MICHAEL	HOSE FOR VAC TRUCK	8/18/2021	\$ 53.73
8275	MN DEPT OF LABOR & INDUSTRY	elevator permits	8/18/2021	\$ 200.00
8276	MYERS TIRE - CHICAGO #12	Shop Supplies	8/18/2021	\$ 79.17
8277	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	8/18/2021	\$ 398.46
8278	OSI ENVIRONMENTAL, INC.	Used Absorbent Pad Disposal	8/18/2021	\$ 100.00
8278	OSI ENVIRONMENTAL, INC.	Used Anti-Freeze Disposal	8/18/2021	\$ 97.75
8278	OSI ENVIRONMENTAL, INC.	Used Oil Disposal	8/18/2021	\$ 150.00
8279	PAUL'S TWO-WAY RADIO REPAIR	radio replacement budgeted	8/18/2021	\$ 18,130.00
8280	POPP COMMUNICATIONS	ECS PHONE BILL	8/18/2021	\$ 2,295.27
8281	PRAIRIE LAWN & GARDEN	mower parts	8/18/2021	\$ 143.00
8282	PREVOST CAR INC.	Fleet Parts	8/18/2021	\$ 553.86
8283	ROYAL TIRE INC.	Tire Disposal	8/18/2021	\$ 20.00
8283	ROYAL TIRE INC.	Vehicle Parts	8/18/2021	\$ 873.52
8284	SCHELEN GRAY AUTO ELECTRIC	Fleet Parts	8/18/2021	\$ 379.49
8285	SCHINDLER ELEVATOR CORP.	ELEVATOR CONTRACT	8/18/2021	\$ 2,612.28
8286	KORY SIMICH	COVID-19 TEST	8/18/2021	\$ 101.80
8286	KORY SIMICH	FACILITY TEAM LUNCH	8/18/2021	\$ 120.00
8287	SITEONE LANDSCAPE SUPPLY, LLC	chemical for weeds	8/18/2021	\$ 194.74
8287	SITEONE LANDSCAPE SUPPLY, LLC	irrigation and lawn	8/18/2021	\$ 305.54
8288	SSI MN TRANCHE 3 ACCT: 10327096	Subscription US Solar	8/18/2021	\$ 5,671.12
8289	SUBURBAN CHEVROLET	Fleet Parts	8/18/2021	\$ 66.61
8290	SUN CONTROL OF MN	capital cost for construction	8/18/2021	\$ 7,184.50
8291	SWT-CASH	STATE FAIR SEED CASH	8/18/2021	\$ 6,000.00
8292	SYNCB AMAZON	Facility Supplies	8/18/2021	\$ 404.62
8292	SYNCB AMAZON	Shop Supplies	8/18/2021	\$ 169.99
8292	SYNCB AMAZON	State Fair	8/18/2021	\$ 109.99
8293	THE AFTERMARKET PARTS COMPANY	Fleet Parts	8/18/2021	\$ 2,369.80
8294	THE SHERWIN-WILLIAMS CO	supplies	8/18/2021	\$ 329.58
8295	TOLL GAS & WELDING SUPPLY	Shop Tools	8/18/2021	\$ 351.75
8296	UHL COMPANY, INC.	atmos air Prevost and low floo	8/18/2021	\$ 14,242.50
8297	VERIZON WIRELESS	Wireless Phone	8/18/2021	\$ 210.06
8298	WILSON'S NURSERY INC.	replacement plants for epg	8/18/2021	\$ 168.02
8299	XCEL ENERGY	SWS ELECTRIC	8/18/2021	\$ 1,381.66
8300	ABC BUS COMPANIES	Fleet Parts	8/19/2021	\$ 477.94
8301	ALLSTATE PETERBILT	Fleet Parts	8/19/2021	\$ 2,548.37

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Check Number	Vendor Name	Description	Check Date	Check Amount
8301	ALLSTATE PETERBILT	Fleet Parts Credit	8/19/2021	\$ (2,592.96)
8301	ALLSTATE PETERBILT	Vehicle Parts	8/19/2021	\$ 415.65
8302	ARCPOINT LABS OF EDEN PRAIRIE	State Fair Drug Testing	8/19/2021	\$ 816.00
8303	CUMMINS NPOWER, LLC	Fleet Parts	8/19/2021	\$ 1,298.96
8304	FACTORY MOTOR PARTS COMPANY	Core Credit	8/19/2021	\$ (60.00)
8304	FACTORY MOTOR PARTS COMPANY	Fleet Parts	8/19/2021	\$ 125.12
8304	FACTORY MOTOR PARTS COMPANY	Oil	8/19/2021	\$ 147.82
8305	FLEETPRIDE	Fleet Parts	8/19/2021	\$ 2,735.38
8306	GO INTELLECTUAL CAPITAL, LLC	Growth Operators	8/19/2021	\$ 197.50
8307	GRAINGER	Shop Supplies	8/19/2021	\$ 5.36
8308	HEALTHPARTNERS INC.	COBRA Health Insurance	8/19/2021	\$ 140.51
8309	IMPERIAL SUPPLIES LLC	Shop Supplies	8/19/2021	\$ 1,482.64
8310	MENARDS	Shop Tools	8/19/2021	\$ 167.96
8311	O'REILLY AUTOMOTIVE, INC.	Core Credit	8/19/2021	\$ (104.00)
8311	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	8/19/2021	\$ 239.24
8311	O'REILLY AUTOMOTIVE, INC.	Shop Supplies	8/19/2021	\$ 74.94
8312	PARTSTREE.COM	Shop Supplies	8/19/2021	\$ 36.54
8313	PRIORITY COURIER EXPERTS	Courier	8/19/2021	\$ 59.96
8314	REGENTS OF THE UNIVERSITY OF MINNESOTA	SF Layover Parking Dues	8/19/2021	\$ 1,684.00
8315	ROYAL TIRE INC.	Tires	8/19/2021	\$ 1,183.08
8315	ROYAL TIRE INC.	Tires Mounted / Outside Labor	8/19/2021	\$ 425.84
8315	ROYAL TIRE INC.	Vehicle Parts	8/19/2021	\$ 1,768.00
8316	SSI MN TRANCHE 3 ACCT: 10327096	Subscription US Solar	8/19/2021	\$ 856.35
8317	SUBURBAN CHEVROLET	Fleet Parts	8/19/2021	\$ 163.59
8317	SUBURBAN CHEVROLET	Shipping	8/19/2021	\$ 184.56
8318	SYNCB AMAZON	Shop Supplies	8/19/2021	\$ 193.98
8319	TASC	TASC Admin Fee	8/19/2021	\$ 251.83
8320	THE AFTERMARKET PARTS COMPANY	Fleet Parts	8/19/2021	\$ 307.87
8321	UNIFIRST CORPORATION	Drivers Uniforms	8/19/2021	\$ 528.84
8321	UNIFIRST CORPORATION	Uniforms	8/19/2021	\$ 135.80
8322	WALSER CHRYSLER JEEP DODGE	Fleet Parts	8/19/2021	\$ 904.80
8323	WHEELCO TRUCK & TRAILER PARTS	Fleet Parts	8/19/2021	\$ 2,159.16
8324	WINTHROP & WEINSTINE, PA	Legislative Service	8/19/2021	\$ 4,000.00
8325	ADVANCED KIOSKS	Lobby Kiosk Support	8/25/2021	\$ 3,627.00
8326	BEST VERSION MEDIA	Advertising	8/25/2021	\$ 990.91
8327	CARVER COUNTY	Internet	8/25/2021	\$ 1,080.00
8328	CHANHASSEN VILLAGER	Advertising	8/25/2021	\$ 1,439.52
8329	GRAINGER	supplies	8/25/2021	\$ 1,530.95
8329	GRAINGER	Vehicle Supplies	8/25/2021	\$ 956.42
8330	HEALTHPARTNERS INC.	Employee Health Insurance	8/25/2021	\$ 28,578.46
8331	HENNEPIN COUNTY AR	RADIO SERVICE FEE	8/25/2021	\$ 327.04
8332	MEDIACOM	Internet Service Payment	8/25/2021	\$ 374.89
8333	MINUTEMAN PRESS	Business Cards	8/25/2021	\$ 42.00
8333	MINUTEMAN PRESS	Prime Cards	8/25/2021	\$ 54.00
8334	OFFICE DEPOT	Office Supplies	8/25/2021	\$ 138.73
8335	PERISCOPE INVESTMENTS	state fair	8/25/2021	\$ 2,000.00
8336	SOCIAL INDOOR	Advertising	8/25/2021	\$ 2,000.00
8337	SYNCB AMAZON	Card Readers	8/25/2021	\$ 74.88
8338	T-MOBILE	Bus Wifi Service	8/25/2021	\$ 9,297.24
8339	XCEL ENERGY	CTS Electric	8/25/2021	\$ 1,185.62
8340	ENVIRONMENTAL EQUIPMENT & SERVICES INC.	capital equipment -sweeper	9/2/2021	\$ 134,145.00
8341	ABC BUS COMPANIES	Fleet Parts	9/2/2021	\$ 665.93

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Check Number	Vendor Name	Description	Check Date	Check Amount
8342	ALLSTATE PETERBILT	Fleet Parts	9/2/2021	\$ 214.33
8343	BATTERIES PLUS	Fleet Parts	9/2/2021	\$ 1,367.60
8344	JASON BERG	MILEAGE REIMBURSEMENT	9/2/2021	\$ 250.00
8345	C & J BUS REPAIR, INC.	Fleet Parts	9/2/2021	\$ 1,260.10
8346	CARVER COUNTY	Internet Payment	9/2/2021	\$ 1,080.00
8347	CUMMINS NPOWER, LLC	Fleet Parts	9/2/2021	\$ 5,549.31
8347	CUMMINS NPOWER, LLC	Shipping	9/2/2021	\$ 70.60
8347	CUMMINS NPOWER, LLC	Vehicle Parts	9/2/2021	\$ 374.57
8348	MICHAEL DARTT	APTA Flight Reimbursement	9/2/2021	\$ 203.24
8349	FACTORY MOTOR PARTS COMPANY	Core Credit	9/2/2021	\$ (150.00)
8349	FACTORY MOTOR PARTS COMPANY	Fleet Parts	9/2/2021	\$ 229.02
8350	FIDELITY SECURITY LIFE INSURANCE CO.	Eyemed	9/2/2021	\$ 166.24
8351	FRANZ REPROGRAPHICS	Monthly Project Fee	9/2/2021	\$ 100.00
8352	GRAINGER	Shop Supplies	9/2/2021	\$ 156.72
8352	GRAINGER	state fair	9/2/2021	\$ 157.59
8352	GRAINGER	supplies	9/2/2021	\$ 22.92
8353	HOGLUND BODY & EQUIPMENT, INC.	Vehicle Parts	9/2/2021	\$ 1,337.16
8354	INTERSTATE POWER SYSTEM, INC.	Fleet Parts	9/2/2021	\$ 1,940.49
8354	INTERSTATE POWER SYSTEM, INC.	Shipping	9/2/2021	\$ 33.67
8355	LHB INC.	Prof Fee - Sustain Action Plan	9/2/2021	\$ 10,317.50
8356	LIFE INSURANCE COMPANY OF NORTH AMERICA	Employee Life	9/2/2021	\$ 1,176.86
8357	MENARDS	concrete staining ecs	9/2/2021	\$ 55.37
8357	MENARDS	fabric for sws landscaping	9/2/2021	\$ 139.98
8357	MENARDS	handicap repainting	9/2/2021	\$ 79.44
8357	MENARDS	landscape staples	9/2/2021	\$ 29.99
8357	MENARDS	state fair	9/2/2021	\$ 192.36
8357	MENARDS	state fair supplies	9/2/2021	\$ 200.91
8357	MENARDS	supplies	9/2/2021	\$ 221.63
8358	MILLER TRUCKING OF BUFFALO INC	extra rock for ecs & epg	9/2/2021	\$ 1,467.10
8358	MILLER TRUCKING OF BUFFALO INC	rocking around ramp sws	9/2/2021	\$ 1,448.96
8359	MINUTEMAN PRESS	State Fair	9/2/2021	\$ 220.00
8360	MN DEPT OF LABOR & INDUSTRY	elevator permits	9/2/2021	\$ 200.00
8361	MYERS TIRE - CHICAGO #12	Shop Supplies	9/2/2021	\$ 202.71
8362	NAPA AUTO PARTS	Fleet Parts	9/2/2021	\$ 114.98
8363	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	9/2/2021	\$ 905.97
8363	O'REILLY AUTOMOTIVE, INC.	Fleet Parts / Shop Supplies	9/2/2021	\$ (252.60)
8364	PREVOST CAR INC.	Fleet Parts	9/2/2021	\$ 369.17
8365	PRIORITY COURIER EXPERTS	Courier	9/2/2021	\$ 77.18
8366	PROJECT RESTORATIONS, INC.	SWS Railing Repaint	9/2/2021	\$ 16,390.62
8367	ROYAL TIRE INC.	Tire Disposal	9/2/2021	\$ 342.14
8367	ROYAL TIRE INC.	tire services	9/2/2021	\$ 755.11
8367	ROYAL TIRE INC.	Tires	9/2/2021	\$ 884.00
8368	JAKE SIMICH	Mileage J.Simich	9/2/2021	\$ 36.96
8369	SYNCB AMAZON	building supplies	9/2/2021	\$ 47.27
8369	SYNCB AMAZON	SF - Key Rings	9/2/2021	\$ 16.98
8369	SYNCB AMAZON	SF Tickets	9/2/2021	\$ 208.76
8370	TECHSTAR IT SOLUTIONS	FW Replacement ECS	9/2/2021	\$ 787.50
8371	THE AFTERMARKET PARTS COMPANY	Fleet Parts	9/2/2021	\$ 5,352.81
8372	THE SHERWIN-WILLIAMS CO	supplies for ecs concrete seal	9/2/2021	\$ 22.54
8373	TWIN CITIES TRANSPORT & RECOVE	Towing	9/2/2021	\$ 450.00
8374	UNIFIRST CORPORATION	Drivers Uniforms	9/2/2021	\$ 264.42
8374	UNIFIRST CORPORATION	Uniforms	9/2/2021	\$ 67.90

SouthWest Transit

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Meeting Date: 09/23/2021

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
8375	VERIFIED CREDENTIALS	Driver Background Checks	9/2/2021	\$ 254.05
8376	ZAKIYA MCCURTIS	SF SALARY	9/2/2021	\$ 120.00
8377	ABC BUS COMPANIES	Fleet Parts	9/9/2021	\$ 283.18
8378	BATTERIES PLUS	CREDIT	9/9/2021	\$ (683.80)
8378	BATTERIES PLUS	Fleet Parts	9/9/2021	\$ 1,025.70
8379	C & J BUS REPAIR, INC.	Fleet Parts	9/9/2021	\$ 617.89
8380	CENTERPOINT ENERGY	CTS GAS BILL	9/9/2021	\$ 30.00
8380	CENTERPOINT ENERGY	EPG GAS BILL	9/9/2021	\$ 508.39
8381	CENTURYLINK	SWV PHONE BILL	9/9/2021	\$ 126.40
8382	CITY OF CHASKA UTILITY BILLING	ECS ELECTRIC	9/9/2021	\$ 2,015.74
8383	CITY OF EDEN PRAIRIE	EPG WATER BILL	9/9/2021	\$ 1,672.67
8384	COMCAST BUSINESS - CABLE	EPG Cable Service	9/9/2021	\$ 414.19
8385	CUMMINS NPOWER, LLC	Fleet Parts	9/9/2021	\$ 288.87
8386	DACOTAH PAPER CO.	Paper Towels / Gloves	9/9/2021	\$ 348.74
8387	FACTORY MOTOR PARTS COMPANY	Fleet Parts	9/9/2021	\$ 85.13
8388	FLEETPRIDE	Fleet Parts	9/9/2021	\$ 37.72
8389	GILLIG LLC	Fleet Parts	9/9/2021	\$ 1,265.44
8390	GREGERSON, ROSOW, JOHNSON & NILAN, LTD	GARAGE ROOF REPLACE	9/9/2021	\$ 3,315.00
8391	HENNEPIN COUNTY AR	RADIO SERVICE FEE	9/9/2021	\$ 327.04
8392	LISA RUUD SHOOK	Reimbursement Uber Ride	9/9/2021	\$ 15.99
8393	LOCAL GOVERNMENT INFORMATION SYSTEMS	SOFTWARE MAINTENANCE CONTRACT	9/9/2021	\$ 1,423.00
8394	LUBE-TECH & PARTNERS, LLC	Anti-Freeze	9/9/2021	\$ 1,825.96
8394	LUBE-TECH & PARTNERS, LLC	Oil	9/9/2021	\$ 6,530.86
8394	LUBE-TECH & PARTNERS, LLC	Over Payment Credit	9/9/2021	\$ (1,891.20)
8395	MN DEPT OF LABOR & INDUSTRY	PRESSURE VESSEL	9/9/2021	\$ 20.00
8396	MPLS ST. PAUL MAGAZINE SUBSCR	MAGAZINE SUBSCRIPTION	9/9/2021	\$ 9.99
8397	MVEC, MINNESOTA VALLEY ELECTRIC COOP	SWV ELECTRIC	9/9/2021	\$ 1,798.50
8398	NAPA AUTO PARTS	Fleet Parts	9/9/2021	\$ 28.99
8399	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	9/9/2021	\$ 35.77
8399	O'REILLY AUTOMOTIVE, INC.	Shop Supplies	9/9/2021	\$ 25.83
8400	ROYAL TIRE INC.	Tires	9/9/2021	\$ 715.71
8401	SCHMIT TOWING INC. & PREMIER PARKING	Towing	9/9/2021	\$ 290.00
8402	SUBURBAN CHEVROLET	Fleet Parts	9/9/2021	\$ 1,695.08
8403	SUN CONTROL OF MN	capital cost for construction	9/9/2021	\$ 7,184.50
8404	SW NEWS MEDIA	LOCAL PAPER MARKETING	9/9/2021	\$ 4,585.94
8405	THE AFTERMARKET PARTS COMPANY	Fleet Parts	9/9/2021	\$ 1,629.45
8406	T-MOBILE	Bus Wifi Service	9/9/2021	\$ 9,347.82
8407	TWIN CITIES TRANSPORT & RECOVER	Towing	9/9/2021	\$ 450.00
8408	U.S. BANK EQUIPMENT FINANCE	Copier Lease	9/9/2021	\$ 699.00
8409	WALSER CHRYSLER JEEP DODGE	Fleet Parts	9/9/2021	\$ 191.36
8410	WEX BANK	PRIME BUSES GAS	9/9/2021	\$ 170.71
8411	ACE SECURITY TECHNOLOGIES	service call	9/15/2021	\$ 369.00
8412	ALLSTATE PETERBILT	Fleet Parts	9/15/2021	\$ 44.38
8413	AMITY GRAPHICS	Marketing Brochures	9/15/2021	\$ 1,132.04
8414	ARCPPOINT LABS OF EDEN PRAIRIE	State Fair Drug Tests	9/15/2021	\$ 240.00
8415	DIESEL COMPONENTS INC.	Fleet Parts	9/15/2021	\$ 406.20
8416	DODGE OF BURNSVILLE	Fleet Parts	9/15/2021	\$ 208.00
8417	GILLIG LLC	Fleet Parts	9/15/2021	\$ 78.57
8418	GO INTELLECTUAL CAPITAL, LLC	HR Consultant	9/15/2021	\$ 690.00
8419	GRAINGER	Shop Supplies	9/15/2021	\$ 106.12
8419	GRAINGER	supplies	9/15/2021	\$ 732.12
8419	GRAINGER	tools	9/15/2021	\$ 1,037.12

SouthWest Transit				
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Meeting Date: 09/23/2021				
Payment of Claims				
Check Number	Vendor Name	Description	Check Date	Check Amount
8419	GRAINGER	Vehicle Supplies	9/15/2021	\$ 19.59
8420	GSSC CORPORATE OFFICE	CTS Video Server Replacement	9/15/2021	\$ 11,496.03
8420	GSSC CORPORATE OFFICE	ECS Video Server Replacement	9/15/2021	\$ 7,992.87
8420	GSSC CORPORATE OFFICE	SWV Video Server Replacement	9/15/2021	\$ 9,998.54
8421	HOGLUND BODY & EQUIPMENT, INC.	Shop Supplies	9/15/2021	\$ 251.10
8422	HUNTER AND MUELLER SERVICES INC.	Shop Tools	9/15/2021	\$ 447.99
8423	LHB INC.	PROF FEE - SUSTAIN ACTION PLAN	9/15/2021	\$ 10,524.00
8424	MARK HAVORKA	State Fair Wages	9/15/2021	\$ 130.00
8425	MENARDS	epg flower pots	9/15/2021	\$ 78.86
8425	MENARDS	epg sod replacement	9/15/2021	\$ 150.00
8425	MENARDS	Facility Supplies	9/15/2021	\$ 179.09
8425	MENARDS	SF ed center lawn fix	9/15/2021	\$ 44.85
8425	MENARDS	supplies	9/15/2021	\$ 6.43
8426	NAPA AUTO PARTS	Fleet Parts	9/15/2021	\$ 149.92
8426	NAPA AUTO PARTS	Shop Supplies	9/15/2021	\$ 21.00
8427	NORTH CENTRAL BUS	Fleet Parts	9/15/2021	\$ 153.83
8428	OCCUPATIONAL MEDICINE CONSULTS	Medical Exam	9/15/2021	\$ 120.00
8429	OFFICE DEPOT	Office Supplies	9/15/2021	\$ 205.90
8430	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	9/15/2021	\$ 396.34
8430	O'REILLY AUTOMOTIVE, INC.	Oil	9/15/2021	\$ 38.94
8430	O'REILLY AUTOMOTIVE, INC.	Shop Supplies	9/15/2021	\$ 406.25
8431	PREVOST CAR INC.	Fleet Parts	9/15/2021	\$ 198.26
8431	PREVOST CAR INC.	Fleet Parts	9/15/2021	\$ 372.77
8432	PRIORITY COURIER EXPERTS	Courier	9/15/2021	\$ 162.35
8433	ROYAL TIRE INC.	Tires	9/15/2021	\$ 1,140.09
8434	SAFELITE FULFILLMENT, INC.	Outside Repair	9/15/2021	\$ 931.00
8435	SYNCB AMAZON	Facility Supplies	9/15/2021	\$ 38.98
8435	SYNCB AMAZON	Shop Supplies	9/15/2021	\$ 17.98
8435	SYNCB AMAZON	Shop Tools	9/15/2021	\$ 35.78
8436	TASC	FSA/HSA Admin Fees	9/15/2021	\$ 521.57
8437	TECHSTAR IT SOLUTIONS	IT Service	9/15/2021	\$ 785.00
8438	THE AFTERMARKET PARTS COMPANY	Fleet Parts	9/15/2021	\$ 2,325.97
8439	TWIN CITIES TRANSPORT & RECOVE	Towing	9/15/2021	\$ 300.00
8440	UNIFIRST CORPORATION	Drivers Uniforms	9/15/2021	\$ 528.84
8440	UNIFIRST CORPORATION	Uniforms	9/15/2021	\$ 135.80
8441	VER-TECH LABS	Vehicle Parts	9/15/2021	\$ 76.67
8442	WAYNE CROOKER	State Fair Wages	9/15/2021	\$ 248.40
8443	WESTERN SPECIALTY CONTRACTORS	service call	9/15/2021	\$ 900.00
8444	WHEELCO TRUCK & TRAILER PARTS	Fleet Parts	9/15/2021	\$ 551.64
8445	ZAKIYA MCCURTIS	State Fair Wages	9/15/2021	\$ 120.00
8446	ZIEGLER INC.	Oil Samples	9/15/2021	\$ 1,443.50
		TOTAL		\$ 1,637,513.53
	ACH Withdraws			
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	6/21/2021	\$ 5,197.74
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	6/24/2021	\$ 8,876.90
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	7/6/2021	\$ 8,325.94
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	7/14/2021	\$ 5,987.53
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	7/19/2021	\$ 7,489.41
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	8/2/2021	\$ 8,347.45
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	8/5/2021	\$ 6,874.87
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	8/12/2021	\$ 8,968.95

SouthWest Transit

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Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	8/27/2021	\$ 16,746.77
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	9/2/2021	\$ 8,433.46
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	9/15/2021	\$ 4,478.23
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	6/18/2021	\$ 705.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	6/25/2021	\$ 1,170.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	7/2/2021	\$ 770.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	7/9/2021	\$ 865.50
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	7/16/2021	\$ 818.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	7/23/2021	\$ 800.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	7/30/2021	\$ 1,545.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	8/6/2021	\$ 705.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	8/13/2021	\$ 845.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	8/20/2021	\$ 1,025.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	8/27/2021	\$ 455.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	9/3/2021	\$ 695.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	9/10/2021	\$ 655.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	9/17/2021	\$ 445.00
	ADP PAYROLL FEES ADP - FEES 10TH9 4007976	Payroll Service	7/23/2021	\$ 659.55
	ADP PAYROLL FEES ADP - FEES 10TH9 8152712	Payroll Service	8/20/2021	\$ 629.98
	ADP PAYROLL FEES ADP - FEES 10TH9 9215157	Payroll Service	6/25/2021	\$ 613.95
	CARDMEMBER SERV WEB PYMT	Credit Card Payment	6/25/2021	\$ 9,068.17
	CARDMEMBER SERV WEB PYMT	Credit Card Payment	7/19/2021	\$ 5,125.51
	CARDMEMBER SERV WEB PYMT	Credit Card Payment	8/2/2021	\$ 7,119.25
	CARDMEMBER SERV WEB PYMT	Credit Card Payment	8/19/2021	\$ 4,743.27
	PAYPAL TRANSFER TSHEETS	Payroll Service	7/12/2021	\$ 248.00
	PAYPAL TRANSFER TSHEETS	Payroll Service	8/11/2021	\$ 254.00
	PAYPAL TRANSFER TSHEETS	Payroll Service	9/13/2021	\$ 1,148.00
	PITNEY BOWES POSTEDGE 44272615	Postage	8/4/2021	\$ 500.00
	POSITIVE PAY	Bank Fee	6/30/2021	\$ 50.00
	POSITIVE PAY	Bank Fee	7/30/2021	\$ 50.00
	POSITIVE PAY	Bank Fee	8/31/2021	\$ 25.00
	ACH ORIGINATION	Bank Fee	6/30/2021	\$ 40.00
	ACH ORIGINATION	Bank Fee	7/30/2021	\$ 40.00
	ACH ORIGINATION	Bank Fee	8/31/2021	\$ 40.00
		TOTAL		\$ 131,580.43
	Payroll			
	ADP, INC.	Payroll	6/24/2021	\$ 94,681.17
	ADP, INC.	Payroll	7/8/2021	\$ 116,801.10
	ADP, INC.	Payroll	7/22/2021	\$ 79,644.25
	ADP, INC.	Payroll	8/5/2021	\$ 85,065.15
	ADP, INC.	Payroll	8/19/2021	\$ 85,484.90
	ADP, INC.	Payroll	9/2/2021	\$ 161,676.31
	ADP, INC.	Payroll	9/16/2021	\$ 267,801.85
		TOTAL		\$ 891,154.73
	Monthly Reimbursement included in payroll totals			
	Justin Ambroz	Cell Phone Allowance		\$ 50.00
	Jon Christenson	Cell Phone Allowance		\$ 75.00
	Mike Dartt	Cell Phone Allowance		\$ 75.00
	Connor Froemming	Cell Phone Allowance		\$ 50.00
	Matt Fyten	Cell Phone Allowance		\$ 50.00

SouthWest Transit

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Meeting Date: 09/23/2021

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
	John Haggemiller	Cell Phone Allowance		\$ 75.00
	Kyle Jackels	Cell Phone Allowance		\$ 50.00
	Jason Kirsch	Cell Phone Allowance		\$ 50.00
	Tony Kuykendall	Cell Phone Allowance		\$ 50.00
	Daniel LeGuen-Schmidt	Cell Phone Allowance		\$ 50.00
	Steve Michael	Cell Phone Allowance		\$ 75.00
	Evan Rozelle	Cell Phone Allowance		\$ 50.00
	Ben Schuler	Cell Phone Allowance		\$ 50.00
	Jake Simich	Cell Phone Allowance		\$ 75.00
	Kory Simich	Cell Phone Allowance		\$ 75.00
	Len Simich	Cell Phone Allowance		\$ 85.00
	Mike Simich	Cell Phone Allowance		\$ 50.00
	Souriyong Souriya	Cell Phone Allowance		\$ 50.00
	Joe Townsend	Cell Phone Allowance		\$ 50.00
	Matt Vieth	Cell Phone Allowance		\$ 50.00
	Len Simich	Car Allowance		\$ 712.00
	Kevin Berg	Tools Allowance		\$ 100.00
	Ben Green	Tools Allowance		\$ 100.00
	Dave Huddleston	Tools Allowance		\$ 100.00
	Kyle Jackels	Tools Allowance		\$ 100.00
	Edwin Nama	Tools Allowance		\$ 100.00
	Bradley Peters	Tools Allowance		\$ 100.00
	Jordan Roske	Tools Allowance		\$ 100.00
	Lonnie Van Eps	Tools Allowance		\$ 100.00
	Matt Vieth	Tools Allowance		\$ 100.00
	Steve Michael	Tools Allowance		\$ 100.00
		TOTAL		\$ 2,897.00
		GRAND TOTAL		\$ 2,660,248.69

Consent

SOUTHWEST TRANSIT COMMISSION MINUTES

Thursday, June 24, 2021

Work Session– 6:00 pm

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

COMMISSION MEMBERS

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

GENERAL COUNSEL

Joshua Dorothy, Attorney

EXECUTIVE STAFF

Len Simich, Chief Executive Officer
Dave Jacobson, Chief Operating Officer
Matt Fyten, Operations and Planning Director
Tony Kuykendall – Vehicle Maintenance Manager
Souriyong Souriya – Finance Director
Al Halaas, Director/GM - First Transit

I. PUBLIC COMMENT

The meeting was called to order by Chair Huang at 6:27 pm. There was no public comment.

II. APPROVAL OF AGENDA

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

III. PAYMENT OF CLAIMS

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

IV. CONSENT

- A. **Approval of May 27, 2021 Minutes**
- B. **Approval of Financial Statements**
- C. **Approve Purchase and Installation of Bus Air Purification Systems**
- D. **Approve Purchase of Drivers' Barriers**

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

V. NEW BUSINESS

A. Legislative Update

Chief Executive Officer Simich updated the Commission on information related to the 2021 Legislative sessions. Matters discussed included:

- Special Legislative session began on June 14

- Senator Osmek/Representative Masin bill requiring the Met Council to provide suburban transit providers a share of federal COVID Recovery Funds via federal 5307 formula

Discussion only. No motion required.

B. Intercity Bus Service RFP Submittal

Chief Operating Officer Fyten stated that staff proposes submitting a Minnesota Intercity Bus Program grant application to the MN Department of Transportation to provide intercity bus transportation between the SWT service area and urban areas not in close proximity to the SWT service area.

Staff proposes piloting a one-year demonstration service between the SWT service area and the City of Hutchinson to the west. The SWT application will seek to have funds cover 100% of the service’s operating budget.

Motion: Roepke motioned, seconded by McDonald to adopt Resolution 21-06 authorizing the CEO to submit a Minnesota Intercity Bus Program grant application to the Minnesota Department of Transportation (MnDOT) for the purpose of providing intercity bus transportation between the SWT service area and urban areas not in close proximity to the SWT service area.

Roll Call Vote: Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Roepke, yes; Bonnevier, yes. The motion carried 6-0-0.

C. Repairs to East Creek Station Pavers and Snowmelt System

Facility Maintenance Engineer Dartt stated that that a leak has developed in the snowmelt system located under pavers at East Creek Station. As pavers need to be removed to complete repair of the snowmelt system and have started to deteriorate, the request is to repair the snowmelt system and replace pavers as needed.

A Request for Bid was issued by SWT; two restoration contractors responded as follows.

<u>Contractor</u>	<u>Price</u>
Western Specialty Contractors	\$39,400.00
Project Restorations	\$42,812.00

Motion: Narayanan motioned, seconded by Roepke to authorize SWT’s CEO to execute an agreement with Western Specialty Contractors in the amount not to exceed \$39,400.00 for repairs to East Creek Station pavers and snowmelt system. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Roepke, yes; Bonnevier, yes. The motion carried 6-0-0.

D. SouthWest Village Drain Additions and Paver Repairs

Facility Maintenance Engineer Dartt stated that at SouthWest Village there has been an ongoing issue of water draining causing a significant amount of ice buildup in the winter. Staff proposes installing a 25’ trench drain and piping it underground to the nearest storm sewer line about 40” away.

In addition, pavers have settled between the station and ramp. Staff proposes adding three drains and releveling the pavers to avoid holding water, eliminating a safety hazard.

A Request for Bid was issued by SWT; two restoration contractors responded as follows.

<u>Contractor</u>	<u>Price</u>
Project Restorations	\$62,302.00
Western Specialty Contractors	\$79,870.00

Motion: McDonald motioned, seconded by Freiberg to authorize SWT's CEO to execute an agreement with Project Restorations in the amount not to exceed \$62,302.00 for the SouthWest Village drain additions and paver repairs. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Roepke, yes; Bonnevier, yes. The motion carried 6-0-0.

VI. UPDATES

VII. ADJOURNMENT

Motion: McDonald motioned, seconded by Narayanan to adjourn. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Roepke, yes; Bonnevier, yes. The motion carried 6-0-0. The meeting adjourned at 7:29 pm.

June 24, 2021 SouthWest Transit Commission Minutes Prepared By: Linda Spevacek

Approved by: _____

Date: _____



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Souriyong Souriya – Finance Director

DATE: September 16, 2021

SUBJECT: SWT Financial Statements

REQUESTED ACTION: That the SWT Commission approve the July 2021 Financial Statement, August 2021 Investments and August 2021 Pledged Securities.

BUDGET IMPACT: This action has no budget impact.

BACKGROUND:

Attached to this memo are the following financial statements:

- The July 31, 2021, Financial Statement for General Fund Operating, capital projects and debt service funds.
- The investment of SWT funds into certificates of deposits (CDs) and rate of return from 0.40%-2.75%.
- Five institutions provided the pledged securities for collateral beyond the FDIC insured.

RECOMMENDATION: That the SWT Commission approve the July 2021 Financial Statement, August 2021 Investments and August 2021 Pledged Securities.



Balance Sheet for All Funds July 2021

Commission Meeting date 09.23.2021

Balance Sheet Category	Fund Name						Total
	General Fund	Capital State of Good Repairs/Asset Management	SWS Relocation Capital	Grant Projects	Debt Service		
Assets							
Cash & Investments	\$ 7,888,488	\$ 8,071,844	\$ 692,782	-	\$ 152,796	\$	16,805,910
Accounts Receivable	1,144,920		-	-	-		1,144,920
Other Assets	339,363	-	-	-	-		339,363
Total Assets	9,372,770	8,071,844	692,782	-	152,796		18,290,192
Liabilities							
Accounts Payable	3,947	-	-	-	-		3,947
Other Liabilities		-	-	-	-		-
Total Liabilities	3,947	-	-	-	-		3,947
Fund Balances							
Beginning Fund Balance-January 2020	7,522,658	8,096,846	697,796	-	137,487		16,454,787
Net Change in Fund Balance	1,846,165	(25,002)	(5,014)	-	15,309		1,831,458
Total Fund Balances	9,368,823	8,071,844	692,782	-	152,796		18,286,245
Total Liabilities & Fund Balances	\$ 9,372,770	\$ 8,071,844	\$ 692,782	-	\$ 152,796	\$	18,290,192



SouthWest Transit
 Revenue and Expenditures for All Funds
 Monthly Financial Report
 YTD July 2021

Commission Meeting date 09.23.2021

April=58.3%

General Fund 100	Adopted Budget	Current Month Actual	2021 YTD Actual	2021 YTD Balance	% YTD Budget
Revenues					
Passenger Fares	\$ 748,400	\$ 36,565	\$ 165,393	(583,007)	22.1%
Contract Revenue	33,600	4,753	29,487	(4,113)	87.8%
CMAQ Grant Revenue	283,000	-	19,242	(263,758)	0.0%
5307 NTD Funding	784,000	51,826	51,826	(732,174)	6.6%
MVST Revenue	7,034,450	877,103	5,447,145	(1,587,305)	77.4%
RAMVST Revenue	1,313,300	131,212	984,420	(328,880)	75.0%
Investment Income	10,000	382	6,902	(3,098)	69.0%
Other Local Revenues	204,500	3,500	153,355	(51,145)	75.0%
	10,411,250	1,105,340	6,857,771	(3,553,479)	65.9%
Other Sources					
Insurance Recoveries	-	-	7,137	7,137	-
Total Revenue	\$ 10,411,250	\$ 1,105,340	\$ 6,864,908	\$ (3,546,342)	65.9%
Expenditures					
Administration	\$ 1,406,292	\$ 153,878	\$ 760,424	645,868	54.1%
Operations	6,469,290	362,303	1,971,230	4,498,060	30.5%
Vehicle Maintenance	1,927,656	89,965	746,420	1,181,236	38.7%
Facility Maintenance	1,438,100	112,592	678,541	759,559	47.2%
Total Expenditures	11,241,338	718,738	4,156,615	7,084,723	37.0%
5307 NTD Schedule	784,000	-	51,826	732,174	6.6%
Capital Cost Of Operating	1,546,995	23,319	810,302	736,693	52.4%
Total Expenditures & Capital Cost of Operating	13,572,333	742,057	5,018,743	8,553,590	37.0%
Net Change in Fund Balance	\$ (3,161,083)	\$ 363,283	\$ 1,846,165		
Fund Balance, January 1			\$ 7,522,658		
Fund Balance, End of Current Period			\$ 9,368,823		
Months of Operating Expenditures			8		
Fund Balance as a % of the Expenditure Budget			69.0%		



SouthWest Transit
 Revenue and Expenditures for All Funds
 Monthly Financial Report
 YTD July 2021

Commission Meeting date 09.23.2021

April=58.3%

All Other Funds	Adopted Budget	Current Month Actual	2021 YTD Actual	2021 YTD Balance	% YTD Budget
Capital State of Good Repairs/Asset Management Fund					
Revenue	\$ 378,021	\$ 3,340	\$ 32,975	\$ (345,046)	8.7%
Expenditures	3,230,000	-	10,779	3,219,221	0.0%
Transfer In (Out)	-	-	-	-	0.0%
Net Change in Fund Balance	\$ (2,851,979)	\$ 3,340	\$ 22,196		
SWS Relocation Capital Projects Fund 338					
Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Expenditures	-	12,864	41,748	(41,748)	0.0%
Transfer In (Out)	-	-	-	-	-
Net Change in Fund Balance	\$ -	\$ (12,864)	\$ (41,748)		
Grant Projects Fund 336 & 337 - NTD Grant Funds					
Revenue	\$ -	\$ -	\$ 55,507	\$ 55,507	0.0%
Expenditures	-	-	55,507	(55,507)	0.0%
Net Change in Fund Balance	\$ -	\$ -	\$ -		

SouthWest Transit					
Pledged Securities Accounts - August 2021					
Security Description	Safekeeping Agent	Maturity Date	Pledged Date	Book Value	Pledged Value
Flagship Bank Minnesota					
Treasury	United Bankers Bank	9/30/2024	3/7/2021	\$ 2,062,200.79	\$ 2,000,000.00
Treasury	United Bankers Bank	7/31/2024	3/7/2021	\$ 1,039,051.51	\$ 1,000,000.00
Treasury	United Bankers Bank	1/31/2025	4/26/2021	\$ 1,541,249.81	\$ 1,500,000.00
Treasury	United Bankers Bank	7/15/2024	7/19/2021	\$ 998,718.46	\$ 1,000,000.00
FHLMC - FED Home Loan Mortgages	United Bankers Bank	11/1/2021	8/12/2015	\$ 233,582.96	\$ 233,325.85
MBS-FNMA/FHLMC	United Bankers Bank	9/1/2027	5/26/2020	\$ 161,459.77	\$ 161,459.77
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	\$ 247,928.60	\$ 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
US Treasury Notes	United Bankers Bank	7/31/2022	10/6/2016	\$ 749,865.13	\$ 750,000.00
FFCB-FED Credit Bank	United Bankers Bank	9/1/2021	10/6/2016	\$ 500,000.00	\$ 500,000.00
CMO 2009-26	United Bankers Bank	8/16/2022	6/30/2021	\$ 90,150.01	\$ 89,909.32
GNMA	United Bankers Bank	8/20/2040	7/20/2018	\$ 119,686.00	\$ 119,686.00
GNMA	United Bankers Bank	1/20/2033	1/20/2021	\$ 128,629.69	\$ 128,629.69
				\$ 8,615,522.73	\$ 8,475,010.63
BankVista					
FDIC	FDIC - State	10/6/2021	6/6/2018	\$ 250,000	\$ 250,000
FDIC	ICS Account	10/6/2021	6/6/2018	\$ 5,444,841	\$ 5,444,841
Tradition Capital Bank					
Edgewood OH City Sch Dist Bond	BMO Harris Bank N.A	12/1/2029	12/19/2019	\$ 533,985	\$ 500,000
Little Blue VLY MO SWR Dist SW Bond	BMO Harris Bank N.A	9/1/2027	9/26/2019	\$ 1,097,870	\$ 1,000,000
Port Neches-Groves TX Indep SC Bonds	BMO Harris Bank N.A	2/15/2026	7/26/2016	\$ 762,971	\$ 695,000
Fed Farm Credit Bank	BMO Harris Bank N.A	4/1/2033	4/1/2013	\$ 968,318	\$ 912,724
Alerus					
FRB Federal Reserve Custody	Bank of North Dakota	4/1/2026	6/22/2016	\$ 371,329	\$ 349,404
Americana Community Bank					
GNMA Pool # MA1119	United Bankers Bank	7/1/2042	8/25/2016	\$ 595,740	\$ 595,740
			Total	\$ 18,640,576	\$ 18,222,718
Summary Total Funds		8/31/2021			
Flagship Bank	\$ 7,574,480				
BankVista	\$ 5,694,841				
Tradition Capital Bank	\$ 2,266,763				
Alerus	\$ 274,444				
Americana Community Bank	\$ 818,424				
Total	\$ 16,628,953				
<i>Difference Extra</i>	\$ 1,593,765.77				



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Matt Fyten, Chief Operations Officer
Souriyong Souriya, Finance Director

DATE: September 23, 2021

SUBJECT: 2021 Ridership

REQUESTED ACTION

None required. For information purposes only.

BUDGET IMPACT

Outlined in Background of this memorandum.

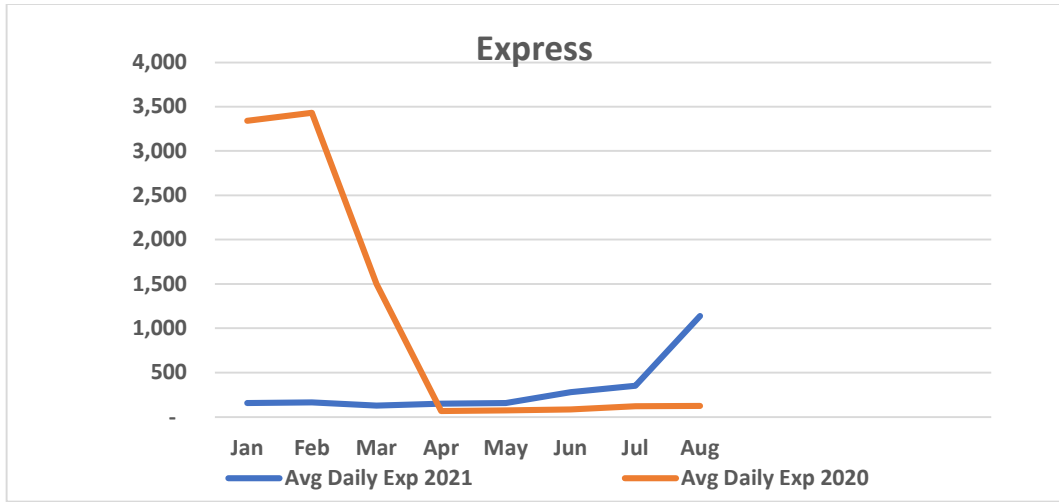
BACKGROUND

Eight months into 2021 ridership was 90,741. The total difference represents a drop of 59.3% ridership from eight months of 2020. Eight months of 2021 SW Prime ridership is also down compared to 2020, but with a lesser drop of around 2.9%.

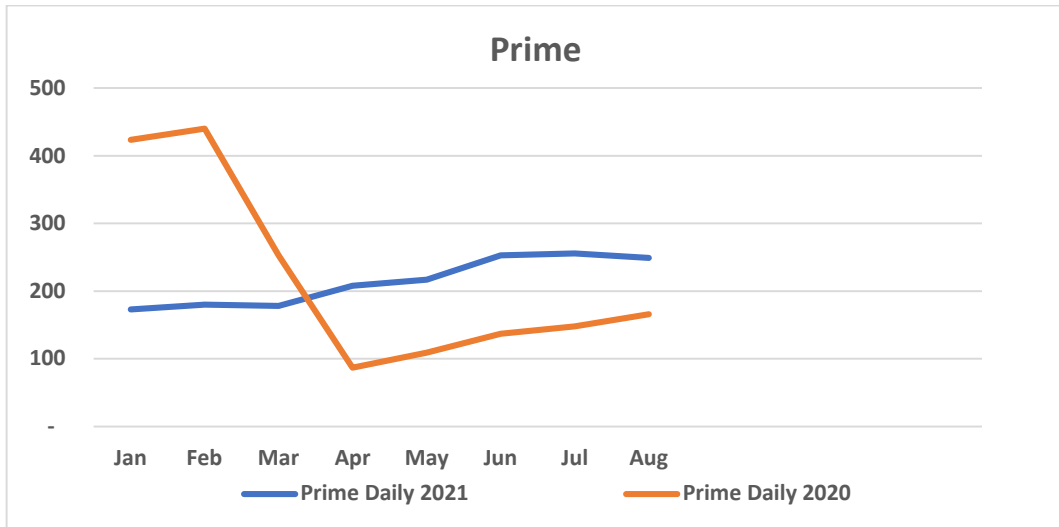
Prime service slowly continues to grow. During second quarter of 2021, SWT added SW Prime 494 service including airport service, SW Prime Shakopee Service, SW Prime Grocery Getter and Saturday Prime service. SWT also provides service to special events such as Twins games, football games and state fair service.

Service Type	January	February	March	April	May	June	July	August	Total
Express Route	3,129	3,235	2,969	3,297	3,136	6,126	7,320	25,057	54,269
SW Prime	3,450	3,605	4,091	4,568	4,340	5,569	5,377	5,472	36,472
2021 Total	6,579	6,840	7,060	7,865	7,476	11,695	12,697	30,529	90,741
2020 Total	82,820	77,478	38,584	3,392	3,600	4,834	5,899	6,086	222,693
YTD % Increase/Decrease	-92.1%	-91.6%	-89.7%	-86.0%	-82.6%	-77.4%	-72.2%	-59.3%	-59.3%

Express	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Avg Daily Exp 2021	156	162	129	150	157	278	349	1,139
Avg Daily Exp 2020	3,341	3,434	1,501	67	71	83	120	124



Prime	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Prime Daily 2021	173	180	178	208	217	253	256	249
Prime Daily 2020	423	440	253	87	109	137	148	166



RECOMMENDATION

None required. For information purposes only.



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Jason Kirsch – IT Manager
Mike Dartt – Facility Engineer

DATE: September 16, 2021

SUBJECT: Energy Management System Server and Controller Upgrades

REQUESTED ACTION:

That the SouthWest Transit Commission authorize its Chief Executive Officer to execute an agreement with Johnson Controls Inc. (JCI) for an amount not to exceed \$74,594 for replacement of SWT's energy management server and upgrade additional controllers.

BUDGET IMPACT: This project is budgeted and will use dollars from either the NTD 5307 funding or the SouthWest Transit reserves.

BACKGROUND:

SWT has an Energy Management System installed at the Eden Prairie Garage and SouthWest Village. This system's main purpose is to control equipment to keep space temperatures at their proper setpoint, monitors indoor air quality to activate exhaust fans when needed and provide feedback to staff on trends and failing equipment. This project covers 3 aspects of the system:

1. Replace an end-of-life Energy Management Server with a new cloud based server that will allow staff with local and remote access to all building energy management systems.
2. Connect the equipment that was installed with the recent garage remodel that was not 100% compatible with our current system.
3. Replace controller system for the Bus Wash Makeup Air Unit.

Johnson Controls Inc is a vendor on the MN Office of State Procurement and has been competitively bid.

SouthWest Transit has worked extensively in the past with JCI and we are comfortable that they can complete the required work.

This project was submitted to the Metropolitan Council for funding on March 19, 2021. We are still awaiting confirmation of the funding, but we need to proceed with this Commission action so we can ensure that this project will be completed by the end of the year.

RECOMMENDATION:

That the SouthWest Transit Commission authorize its Chief Executive Officer to execute an agreement with Johnson Controls Inc. (JCI) for an amount not to exceed \$74,594 for replacement of SWT's energy management server and upgrade additional controllers.

New Business



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Tony Kuykendall, Director of Vehicle and Facility Maintenance

DATE: September 13, 2021

SUBJECT: Electric Bus Retrofit

REQUESTED ACTION:

That the SouthWest Transit (SWT) Commission authorize its CEO to enter into an agreement with ABC Bus, Inc of Faribault MN in a sum not to exceed \$132,500.00 for the electric conversion of a SWT owned Ford transit 350 HD prime bus.

BUDGET IMPACT:

The cost of this project would come from the SWT general cost of operating capital reserves.

BACKGROUND:

SWT staff has followed the bus industries advancements in zero emissions vehicles for years. We now feel confident that the recent advancements in electric vehicle range, reliability and battery charging meet our needs. Staff would like to convert one SWT owned prime bus from gasoline to full electric propulsion. We feel this would be the perfect opportunity to test out the zero emissions market.

The conversion of this bus would be completed by Lightning eMotors of Loveland Colorado. Lightning has completed more small bus EV conversions than all other companies combined. The Lightning conversion has proved to be reliable, recently Lightning signed contracts with several small bus manufacturers to be their exclusive provider of EV propulsion systems. The above price would include the complete EV conversion, extended range battery pack, both slow charge A/C and fast charge D/C battery chargers and telematics monitoring of the bus.

The EV propulsion assembly and battery pack would carry a full 5-year 60,000-mile warranty. The A/C and D/C chargers carry a full 2-year unlimited warranty. The RFP for the 2016 Ford Transit 350 HD electric conversion was posted twice to our website, sent out to several EV manufacturers, and posted in two separate bus trade publications.

ABC was the only company to submit an RFP for the conversion.

RECOMMENDATION:

That the SouthWest Transit (SWT) Commission authorize its CEO to enter into an agreement with ABC Bus, Inc of Faribault MN in a sum not to exceed \$132,500.00 for the electric conversion of a SWT owned Ford transit 350 HD prime bus.



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Tony Kuykendall, Director of Vehicle and Facility Maintenance
Len Simich, CEO

DATE: September 15, 2021

SUBJECT: Emergency Procurement

REQUESTED ACTION:

To be determined by SouthWest Transit Commission

BUDGET IMPACT:

No immediate impact.

BACKGROUND:

The Covid-19 pandemic has changed the world in many ways. The pandemic has had a profound affect on the supply chain and made many items close to impossible to procure in a timely manner. The SWT maintenance department has waited over 160 days to obtain once common parts. Metro Transit informed us they have over 800 parts they are currently waiting on from Cummins alone.

This supply chain issue has also had a huge impact on the Auto industry. We have spent many hours attempting to find staff vehicles, only to be told auto manufacturers are 12 to 14 months behind. Auto manufacturers are so far behind they are refusing to accept future vehicle orders currently. I have talked to many dealerships who given the current conditions are not willing to hold new or used for any length of time, not even with a deposit.

Therefore, we are looking at temporary options to get us through the 'new normal' and to keep the agency moving forward, meeting its critical needs.

Since the 'Emergency State' we had been operating under a year ago has expired, our options are limited. We currently have our attorney looking into what we can do given the powers granted under state law or our governing JPA.

One option to consider: Increasing the spending limit of the CEO from \$25,000 to \$75,000.

As part of this, controls such as continuing to follow our purchasing policy would still be in place (obtaining quotes, bids, or buying from the State Contract or other pre-approved consortium).

Another stipulation would be to set up an approval process between the CEO and the Chair which would allow for a much faster turnaround.

As stated earlier, our attorney is looking at this as well as any other option the Commission would be willing to entertain.

RECOMMENDATION:

To be determined by SouthWest Transit Commission at their September 23, 2021, Meeting.



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Len Simich, CEO
Gary Groen, Financial Consultant
Souriyong Souriya, Finance Director

DATE: September 16, 2021

SUBJECT: Combination of Various Capital Projects and Debt Service Funds as of January 1, 2021 (Reserve Reclassification)

REQUESTED ACTION:

The Commission adopt Resolution #21-07 approve the combination of various capital projects and debt service funds to properly identify their future intended use.

BUDGET IMPACT:

The resolution will combine the approved 2021 budgets of the various capital projects and debt service funds. The combination of these funds does not impact the 2021 approved budget.

BACKGROUND:

One of the 2021 goals of SWT staff was to develop a comprehensive capital improvement plan from the various resources available in the SWT Transportation Asset Management (TAM) Plan, the report prepared by Walker Consultants and SWT staff review and input. The result of this process has been:

- 1) The preparation of a comprehensive capital improvement plan, and
- 2) The identification of internal resources that may be committed to the financing of the plan, and
- 3) The combination of various capital projects and debt service funds to identify the intended future use of SWT assets.

The Eden Prairie garage roofing project was identified as a major project to be completed in 2022 (although this was originally planned to be completed in 2021). The financing for the roof replacement project will be separated into a separate capital projects fund. The remaining assets available to finance future capital improvements and repair and maintenance will be combined into a single SWT Capital Improvement Fund.

RECOMMENDATION:

The Commission adopt Resolution #21-07 accepting the combination of the various capital projects and debt service funds to more properly reflect the intended future use of SWT assets.

Attachment: Resolution #21-07



**SOUTHWEST TRANSIT COMMISSION
RESOLUTION #21-07
2021 Combination of Various Funds to Finance Future Capital Improvement**

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

WHEREAS, It is the goal of SWT to maintain its assets in a state of good repair in accordance with Commission and federal guidelines, and

WHEREAS, SWT maintains a Transportation Asset Management (TAM) plan to plan for future repair and maintenance necessary to maintain its current assets, and

WHEREAS, SWT contracted with Walker Consultants to assess the condition of SWT current assets and prepare a schedule of the estimated cost of capital improvements and repair and maintenance thru 2040, and

WHEREAS, SWT staff has also reviewed the information in the TAM plan and Walker Consultants report to identify any additional capital improvements and repair and maintenance anticipated in the foreseeable future, and

WHEREAS, SWT has prepared a comprehensive capital improvement plan that includes information from the TAM plan, report of Walker Consultants and SWT staff review, and

WHEREAS, SWT staff has determined the Eden Prairie (EP) garage roof must be replaced in 2022 and it is prudent to establish a separate capital projects fund to identify monies to finance this project, and

WHEREAS, SWT staff has reviewed various capital projects and debt service funds which may be combined to provide the financing for the EP garage roof project and future capital improvements and repair and maintenance, and

WHEREAS, It is prudent for SWT to reorganize some of the capital projects and debt service funds to more properly align SWT monies with their intended future use.

NOW THEREFORE BE IT RESOLVED that the following funds, the respective 2021 budgets and fund balances as of January 1, 2021 be combined into the two new capital projects funds that more properly identify the future intended use as follows:

	January 1, 2021 Fund Balance
<u>Funds to be combined and closed</u>	
Capital and Equipment Capital Projects Fund	\$1,842,944
Capital Cost Deferred Capital Projects Fund	\$ 169,879
SWS Relocation Capital Projects Fund	\$ 697,796
Eden Prairie Garage Expansion Phase 2 Debt Service Fund	\$ 137,487
Eden Prairie Garage Remodel Debt Service Fund	<u>\$ 15,308</u>
 Total	 <u>\$2,863,414</u>
 <u>Funds established with this resolution</u>	
Eden Prairie Garage Roof Replacement Capital Projects Fund	\$1,953,550
SWT Capital Improvement Capital Projects Fund	<u>\$ 909,864</u>
 Total	 <u>\$2,863,414</u>

NOW THEREFORE, BE IT RESOLVED that the Commission hereby approves the combination of various funds to properly identify the resources for the EP garage roof repair and future capital improvements.

ADOPTED by the Commission of Southwest Transit on September 23, 2021

Mike Huang, Chairperson

ATTEST:

Len Simich, Chief Executive Officer



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Len Simich, CEO
Gary Groen, Financial Consultant
Souriyong Souriya, Finance Director

DATE: September 16, 2021

SUBJECT: Approve General Fund transfer to the SWT Capital Improvement Fund (Approval of CIP)

REQUESTED ACTION:

The Commission adopt Resolution #21-08 approving the transfer of \$2,000,000 from the General Fund to the SWT Capital Improvement Fund.

BUDGET IMPACT:

The transfer of \$2,000,000 from the General Fund to the SWT Capital Improvement Fund will be included in the 2021 budget amendments to be presented at a future Commission meeting. The transfer is consistent with the fund balance policy established by the Commission.

BACKGROUND:

The SWT staff has been working this year to complete a comprehensive capital improvement plan from the various resources of SWT including the Transportation Asset Management (TAM) Plan, the report of Walker Consultants and staff review and input. The capital improvement plan identifies the future improvements and repair and maintenance needs for the next several years that will not be financed by other sources. SWT has also identified current resources available in various funds to finance the improvements and repair and maintenance including \$2,000,000 from the General Fund.

RECOMMENDATION:

The Commission adopt Resolution #21-08 approving the transfer of \$2,000,000 from the General Fund to finance future capital improvements and repair and maintenance.

Attachment: Resolution #21-08



**SOUTHWEST TRANSIT COMMISSION
RESOLUTION #21-08
Approve Transfer From General Fund to SWT Capital Improvement Fund**

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

WHEREAS, SWT has completed a comprehensive capital improvement plan from the Transportation Asset Management (TAM) Plan, the report of Walker Consultants and review and input of SWT staff, and

WHEREAS, the SWT capital improvement plan identifies many projects that require financing from resources currently available within various SWT funds, and

WHEREAS, the financing for the SWT capital improvement plan includes monies from various capital projects funds, inactive debt service funds and the General Fund.

NOW THEREFORE, BE IT RESOLVED that the Commission hereby approves the transfer of \$2,000,000 from the General Fund to the SWT Capital Improvement Fund to finance future improvements and repair and maintenance projects.

ADOPTED by the Commission of SouthWest Transit on September 23, 2021

Mike Huang, Chairperson

ATTEST:

Len Simich, Chief Executive Officer



SOUTHWEST TRANSIT

To: SouthWest Transit Commission

From: Joshua A. Dorothy, General Counsel
David R. Hackworthy, Assistant General Counsel

Date: September 16, 2021

Subject: Commissioner Attendance at the 2021 APTA Conference

REQUESTED ACTION: None. For information only.

BUDGET IMPACT: None.

BACKGROUND:

At least four members of the Commission plan to attend the 2021 American Public Transportation Association Annual Conference & Expo (“APTA Conference”) on behalf of SouthWest Transit (“SouthWest”). The APTA Conference includes informational sessions, networking events, social gatherings, and an expo of vendors. Commission members attending the APTA Conference may meet with individuals interested in becoming candidates in SouthWest’s anticipated search for a new Chief Executive Officer.

This memorandum provides guidance regarding complying with the Minnesota Open Meeting Law and the Minnesota Government Data Practices Act during and after attendance at the APTA Conference.

Minnesota Open Meeting Law

The Open Meeting Law requires public bodies, like SouthWest, to hold their meetings open to the public. Although the Open Meeting Law does not define the term “meeting,” the Minnesota Supreme Court has defined a “meeting” as a gathering of at least a quorum of members from a governing body at which members discuss, decide, or receive information on issues relating to official business of that governing body. If the governing body has delegated its authority to another group or an individual, then meetings of that delegated group or individual are subject to the Open Meeting Law. However, the Minnesota Supreme Court has exempted “chance or social gatherings” from the requirements of the Open Meeting Law.

In light of these principles, we provide the following guidance regarding the Open Meeting Law related to the APTA Conference:

1. A “meeting” under the Open Meeting Law generally requires that a quorum of the Commission be in attendance. Because the Commission has seven members, a quorum is a gathering of four or more members. Therefore, one of the easiest ways to comply with the

Open Meeting Law is for Commission members to avoid gathering in a group of four or more. We recommend that, to the extent possible, Commission members attending the APTA Conference avoid meeting, in public or private, in groups larger than three Commission members.

2. With respect to general-attendance events at the APTA Conference likely to be attended by all attendees – such as the conference-wide kickoff and closing, expo, social gatherings, and networking events – to the extent these events are limited to information that is of general interest to public transit agencies, these are most likely not “meetings” under the Open Meeting Law. However, discussion of how such general information relates specifically to SouthWest’s official business may arguably constitute a “meeting,” if a quorum is present for such discussion. Accordingly, we recommend that, to the extent possible, Commission members attending the APTA Conference attend these general-attendance events separately or in small groups (of fewer than four Commission members) and avoid discussing how the general information may relate specifically to SouthWest’s official business.
3. With respect to meeting with individuals who may be interested in becoming candidates for the CEO search, we recommend avoiding describing such meetings as “interviews,” because of how that term is generally used in the search process. At the time of the APTA Conference, SouthWest will likely not be at an interview stage in its search process. Instead, we suggest that these meetings be described as “informational” or “getting to know each other” sessions.
4. We also recommend that, to the extent possible, the Commission avoid having more than three Commission members attending the APTA Conference meet with the same potential candidate. A series of related meetings, each of which is attended by less than a quorum but which collectively are attended by a quorum, can constitute a “meeting” for purposes of the Open Meeting Law. Accordingly, to comply with the Open Meeting Law, we recommend that a single potential candidate not meet with more than a total of three Commission members, whether individually or in small groups.
5. Because a “meeting” can be held by less than a quorum of the Commission if the Commission has delegated any of its authority to that group or individual, we recommend that SouthWest avoid delegating any decision-making power or responsibility to gather any specific information related to SouthWest’s official business to the Commission members attending the APTA Conference.

Minnesota Government Data Practices Act

The Data Practices Act governs “all data collected, created, received, maintained, or disseminated” by a covered government entity, including SouthWest. Among other things, the Data Practices Act requires SouthWest to provide access to all public data in SouthWest’s possession.

In light of these principles, we provide the following guidance regarding the Data Practices Act related to the APTA Conference:

1. Because Commission members attending the APTA Conference will be attending on behalf of SouthWest, the Data Practices Act may classify any conference materials, such as schedules of events, speaker biographies, and education and informational handouts, collected or received by these attendees as having been collected or received by SouthWest. Accordingly,

we recommend that Commission members attending the APTA Conference exercise discretion with respect to the materials they collect or receive.

2. To the extent possible, we recommend that Commission members attending the APTA Conference provide SouthWest with copies of the materials they collected or received. At a minimum, any materials that are later relied on, discussed, or otherwise used in the Commission's decision-making process should be provided to SouthWest.

SouthWest should also keep a record of any expenses paid or reimbursed to Commission members related to their attendance at the APTA Conference.

RECOMMENDATION: None. For information only.



SOUTHWEST TRANSIT

To: SouthWest Transit Commission
From: Daniel LeGuen-Schmidt, Human Resources Manager
Date: September 16, 2021
Subject: Covid-19 Vaccination Policy

REQUESTED ACTION: Approval.

BUDGET IMPACT: TBD

BACKGROUND:

The State of Minnesota released HR/LR Policy #1446 COVID-19 Proof of Vaccination and Testing on August 11, 2021 to prevent the transmission of Covid-19 in the workplace by requiring proof of COVID-19 vaccination status of employees who are required to be at the workplace, wish to access the workplace for more than 10 minutes, or other provide services outside the employees home; and by providing standards and expectations for mandatory testing of employees who have not provided proof of full COVID-19 vaccination.

SouthWest Transit has drafted a policy to mirror the expectations of the State of Minnesota for all SouthWest Transit staff. For the purposes of this policy, staff is defined as employees, contractors, vendors, volunteers, and interns working on behalf of SouthWest Transit.

RECOMMENDATION: That the commission approve this policy to align SouthWest Transit with the State of Minnesota.

SouthWest Transit Covid-19 Proof of Vaccination and Testing

For the purposes of this policy, staff is defined as employees, contractors, vendors, volunteers, and interns working on behalf of SouthWest Transit.

Proof of Vaccination Status

SouthWest Transit Staff who wish to access the workplace for more than 10 minutes, must submit to Human Resources proof regarding their COVID-19 vaccination status.

Human Resources will review the proof of COVID-19 vaccination provided by the staff member. Acceptable proof that an individual is fully vaccinated against COVID-19 includes:

- an original CDC COVID-19 vaccination card
- a paper or electronic copy of a CDC COVID-19 vaccination card

- if vaccinated in another country, then an original or copy of an alternative official vaccination record, as proof of FDA- or WHO-approved COVID-19 vaccination status

SouthWest Transit Staff have the right to refuse to receive a COVID-19 vaccination and to refuse to provide proof of their COVID-19 vaccination status, however, the staff member will be considered to be unvaccinated for the purposes of this policy.

Proof of full vaccination against COVID-19 must legibly show, at a minimum:

1. Name of the individual vaccinated
2. Date of birth of the individual vaccinated
3. The manufacturer of the vaccine
4. The date(s) on which the vaccine was administered

If the proof is not legible or verifiable in the form presented, Human Resources may ask the staff member to present the original document.

To be considered fully vaccinated against COVID-19, the employee must have received a COVID-19 vaccine that has been approved by the U.S. Food and Drug Administration (“FDA”) or the World Health Organization (“WHO”). If the vaccine was administered outside of the United States, documentation must include the above information in English.

Any documentation kept by Human Resources will be treated as a confidential medical record under applicable law. Information regarding whether a staff member has shown proof of full vaccination, and information on whether the staff member must submit to mandatory COVID-19 testing, will be provided to HR staff, members of SouthWest Transit’s Leadership Team with a business need to know, and others authorized by law.

Staff members who provide proof to agency Human Resources that they are fully vaccinated against COVID-19 are exempt from participation in the COVID-19 Testing Procedure under this Policy.

COVID-19 Testing Procedure for Staff Who Do Not Submit Proof of COVID-19 Vaccination

SouthWest Transit staff members who show proof of full vaccination against COVID-19 are not required to submit to COVID-19 testing. Until a staff member subject to this policy submits proof of full vaccination against COVID-19, they must undergo mandatory testing for COVID-19 at least weekly, as determined by SouthWest Transit. The COVID-19 test, and results must be conducted and handled in compliance with all applicable rules and laws. Due to the pandemic and staff members’ job-related interaction with others, COVID-19 testing is job-related and consistent with business necessity. A positive COVID-19 test result will not be used as the basis for discipline or discharge.

- A. Testing will be completed either at ARCPPoint Labs of Eden Prairie, CVS, or Walgreens.
- B. Staff members have the right to refuse to take a COVID-19 test.
 1. Staff members who consent to COVID-19 testing will proceed with the COVID-19 test.
 2. Staff members who refuse to submit to a COVID-19 test or refuse to provide documentation of test submission and test results, will be informed that they will be

excluded from the workplace, and may be subject to disciplinary action, up to and including discharge, for refusing a work directive.

- a. These staff members may be sent home and placed in no-pay status until they have been tested for COVID-19 or until management, in its sole discretion, determines they no longer require COVID-19 testing. Prior to being placed in no-pay status, the staff member will be offered a meeting with their supervisor to learn the reasons for being placed in no-pay status and to tell their side of the story.
 - b. Staff members in no-pay status who later determine they wish to be tested may obtain a COVID-19 test on their own time at their own expense and have the results reported to Human Resources.
3. Staff members who become fully vaccinated against COVID-19 or who did not previously provide their full COVID-19 vaccination status may present proof of full vaccination against COVID-19 and will be removed from the testing requirement.

C. Procedure for testing:

1. SouthWest Transit will determine testing dates which will occur at least weekly and will send the staff member to the testing facility. SouthWest Transit has sole discretion to choose or authorize the testing location and whether to accept the results from a particular testing method.
2. Testing will occur during work hours and be considered work time.
3. The staff member must provide HR documentation of test submission either on the same day or no later than the next day the staff member is scheduled to report to work and must submit documentation of test results on the same day the staff member receives them if it is a workday, or no later than the next day the staff member is scheduled to report to work.

D. Staff members with positive test results must call in to Human Resources and their supervisor, must not report to work, and must isolate according to current MDH Guidelines for the applicable profession.

1. The staff members supervisor and/or manager will determine if the staff member's job duties can be performed through telework.
2. If the staff member's supervisor and/or manager determines the job duties cannot be performed through telework or does not approve the staff member to telework, the staff member must contact HR to determine what type of leave the staff member may be eligible to use.

Confidentiality of Medical Information

SouthWest Transit must maintain the confidentiality of staff member COVID-19 test results and vaccination status as provided by law. All information gathered under this Policy, including test results, vaccination status, signed COVID19 Testing Consent forms, must be retained by HR according to the applicable retention schedule and in a secure medical file separate from the staff member's personnel file.

Testing information may be shared with the designated testing laboratory, the designated vendor, the Minnesota Department of Health, local public health, SWT HR staff, members of SWT's staff with a business need to know, and others authorized by law.

COVID-19 vaccination status may be shared with SWT HR staff, SWT's safety administrator, SWT's staff with a business need to know, and others authorized by law.



SOUTHWEST TRANSIT

To: SouthWest Transit Commission
From: Len Simich, CEO
Date: September 19, 2021
Subject: Garage Expansion Contract Awards

REQUESTED ACTION:

That the Commission authorize its CEO to enter into contracts with the contractors identified who submitted the low bid in relation to the work each will perform in the replacement of the security gate as the latest amendment to the “Garage Expansion/Modernization Project. Note: The complete listing of bids and quotes by package will be provided at the Commission meeting on Thursday, September 23, 2021.

Project Management – Big D: \$
Architectural & Engineering – Hay Dobbs: \$

Bid Package 1A.
Bid Package 1B.
Bid Package 1C.
Bid Package 1D.
Bid Package 1E.
Bid Package 1F.
Contingency
Total \$

Also being requested is to allow the CEO to approve any change orders and/or subcontracts which do not exceed \$35,000, as long as the change order or subcontract work does not change the original intent of the project, or exceed the total amount set aside in the contingency budget. All change orders will continue to appear on the payment application of the contractor approved by the Commission at its monthly meeting.

BUDGET IMPACT:

The action requested includes amending the original contract by _____. Funding for the project is coming from the sale of property to the Metropolitan Council for the SW LRT project.

BACKGROUND:

In June 2019 the Commission authorized a contract with Big D Construction to provide construction management services in relation to expanding office space and other improvements at the current garage and maintenance facility located in Eden Prairie.

Besides reviewing the design of the proposed expansion, completing a project estimate, schedule and provide construction administration, meet/direct contractor and providing on-site staff during the construction, review pay submittals, monitor safety and RFI's, and manage closeout procedures, Big D's contract called for them to develop bid packages, hold pre-bid meetings and solicit bids and/or quotes.

The bids/quotes identified in this memo represent the low bids/quotes received for each package. For packages that were likely to approach or exceed the statutory sealed-bid threshold, SWT solicited sealed bids. For all other packages, SWT solicited written quotes.

Because the Commission only meets once per month, and to keep the construction on schedule, prior Commissions only required significant change orders (i.e., those that change the original intent of the project or that exceed the contingency budget) receive Commission action prior to the CEO executing any Change Order in excess of \$35,000 (all costs however do appear on the payment application of the contractor approved by the Commission).

This was the same process used in the construction of the original Garage Expansion and Modernization Project, as well as with the construction of all SouthWest Transit ramps. stations, and previous garage additions.

RECOMMENDATION:

That the Commission authorize its CEO to enter into contracts with the contractors identified in this memo who submitted the low bid/quote in relation to the work each will perform in the construction of the garage office addition.

And that the Commission authorize its CEO to approve any change orders and/or subcontracts which do not exceed \$35,000, as long as the change order or subcontract work does not exceed \$35,000, as long as the change order does not change the original intent of the project, or exceed the total amount set aside in the contingency budget.



SOUTHWEST TRANSIT

To: SouthWest Transit Commission

From: Daniel LeGuen-Schmidt, Human Resources Manager

Date: September 16, 2021

Subject: CEO Search Firm Selection

REQUESTED ACTION: Approval.

BUDGET IMPACT: Up to \$50,000

BACKGROUND:

Len Simich, CEO of SouthWest Transit, plans to retire in 2022. To prepare for this transition, SouthWest Transit posted a Request for Proposal for an Executive Search firm. 4 proposals were received by Human Resources and reviewed with the Finance and Personnel Committee.

All proposals included a timeline of around 4 months from search firm start to new CEO start date. At this time, the Commission must determine if accepting a proposal is of the best interest or if this should be held off until early 2022. Please reference item H. CEO Contract 2021-2022 under New Business.

RECOMMENDATION: That the commission consider three options:

- 1) Approve top proposal
- 2) Adjust search timeline
- 3) Run search internally



SOUTHWEST TRANSIT

To: SouthWest Transit Commission

From: Mike Huang, Chair

Date: September 16, 2021

Subject: CEO Contract – Second Amendment

REQUESTED ACTION: That the Commission authorize the Chair to execute the proposed second amendment to the employment agreement with the Commission's CEO.

BUDGET IMPACT: None.

BACKGROUND:

The current employment agreement between SouthWest and its CEO, Len Simich, extends through December 31, 2022. Simich has expressed a desire to retire before that date. In connection with preparing for Simich's retirement, the Budget & Personnel Committee and Simich have discussed amending his current employment agreement. The proposed second amendment incorporates the following changes:

1. If Simich remains employed through December 10, 2021, SouthWest will pay a one-time lump-sum payment in order to bring Simich's 2021 compensation to the Governor's Salary Cap. This payment will be made with the final paycheck of the year.
2. If Simich remains employed through May 31, 2022, SouthWest will pay a one-time lump-sum payment in order to bring Simich's 2022 compensation to the Governor's Salary Cap. This payment will be made with Simich's regular final paycheck of the year.
3. Simich will be permitted to carry over all accrued and unused personal leave from calendar year 2021 to calendar year 2022, and to cash out all accrued and unused personal leave upon termination or resignation. No change is made to the rate at which Simich accrues personal leave.
4. The employment contract will expire on August 15, 2022.

RECOMMENDATION: That the Commission authorize the Chair to execute the proposed second amendment to the employment agreement with the Commission's CEO.

**SECOND AMENDMENT TO EMPLOYMENT CONTRACT
OF
LEN SIMICH**

THIS SECOND AMENDMENT TO EMPLOYMENT CONTRACT (“**Second Amendment**”) is made by and between SouthWest Transit (“**SouthWest**”) and Len Simich (“**Simich**”) as of the date of the last party’s signature below.

SouthWest and Simich are parties to that certain Employment Contract dated as of January 1, 2019 (“**Agreement**”), as modified by that certain Amendment to Employment Contract dated as of June 3, 2021 (“**First Amendment**”). SouthWest and Simich desire to amend the Agreement, as amended by the First Amendment, on the terms and conditions set forth in this Second Amendment.

The parties therefore agree as follows:

1. 2021 & 2022 Longevity Incentive Payments. Section 4 of the Agreement is deleted and replaced with the following:

- a. If neither party terminates Simich’s employment with SouthWest prior to December 10, 2021, SouthWest will pay to Simich a one-time lump-sum payment (“**2021 Longevity Incentive**”) in an amount equal to the difference between Simich’s 2021 compensation and the limitation on salary set forth in Minn. Stat. § 43A.17, subd. 9 (2020) (“**Governor’s Salary Cap**”). If applicable, SouthWest will pay the 2021 Longevity Incentive at the same time as Simich’s regular final paycheck of 2021.
- b. If neither party terminates Simich’s employment with SouthWest prior to May 31, 2022, SouthWest will pay to Simich a one-time lump-sum payment (“**2022 Longevity Incentive**”) in an amount equal to the difference between Simich’s 2022 compensation and the Governor’s Salary Cap. If applicable, SouthWest will pay the 2022 Longevity Incentive at the same time as Simich’s regular final paycheck of 2022.

2. Personal Leave Carry-Over. Notwithstanding Section 5.c of the Agreement and Section 1 of the First Amendment, Simich may carry over all accrued and unused personal leave from calendar year 2021 to calendar year 2022. Notwithstanding Section 5 of the Agreement and Section 2 of the First Amendment, Simich may cash out all accrued and unused personal leave upon termination or resignation. This Section 2 does not in any way modify the amount of personal leave Simich may accrue under the Agreement and the First Amendment.

3. Amended Termination Date. Section 1 of the Agreement is amended by deleting “December 31, 2022” and inserting “August 15, 2022.”

4. Affirmation. Except as expressly amended, revised, or modified by this Second Amendment, all provisions of the Agreement and First Amendment shall remain of full force and effect.

5. Effective Date. This Second Amendment will become effective when all parties have signed it. The date of this Second Amendment will be the date this Second Amendment is signed by the last party to sign it, as indicated by the date associated with that party's signature.

Each party is signing this Second Amendment on the date stated below that party's signature.

SOUTHWEST TRANSIT

By: _____
Mike Huang, Its Chair

LEN SIMICH

Date: _____

Date: _____

Updates

CEO Updates

SW Village Property Development – I continue to work on refining our development options for the SW Village property. Currently we have a multi-family housing development, an indoor tennis club, and a multi-level storage operation being examined. Each option has their pros and cons and come with varying levels of difficulty to obtain all the needed approvals. I have met with the Chanhassen City Manager to keep the city abreast the situation. I have also been able to finally get the attention of the SouthWest Village HOA and will soon be setting up a meeting with them in mid-October. I also plan to the City of Chanhassen staff to attend. Finally, Mn/DOT is scheduled to begin the appraisal of the property in question should SWT have interest in clearing the title of any deed restriction.

Strategic Plan – Between the State Fair and my surgery, the final draft of the plan is a bit delayed. I'd like to schedule a separate Strategic Planning Session with the Commission in October to finalize the plan, and to then bring forward for adoption by the end of the year.

2022 Legislative Actions – The Suburban Transit Association is in the process of drafting their 2022 legislative initiatives. The Commission will need to determine if it wants our efforts to be concentrated to those of the STA, or if we want to supplement the STA with our own initiatives and Lobbyist like the approach we took in 2021.

CFO, Consultants and/or Shared Resources – We recently interviewed potential candidates for the position of CFO. We have three who are very qualified and would round the executive team out for hopefully years to come.

The CFO or CAO position has remained open since Pat Qvale retired approximately five years ago. The CFO duties, which are broader than a typical CFO position entails, oversees HR, Marketing, Customer Service, IT as well as Finance. Replacing some of this oversight is also critical since Dave J, Gary G and I had incorporated many of the CFO's functions into our other responsibilities. With Dave retired and Gary and me not far behind, it seems appropriate to look at adding this position once again.

However, given we are not pulling out of the effects of the Pandemic anytime soon, and with uncertainty around funding, now may not be the time to add an upper-level salary. There are other options to consider including going the consultant route or possibly sharing the position with MVTA who also has a similar need. These will be discussed at a Budget and Personnel Committee meeting next week.

Driver Shortage – You have probably heard a lot about the shortage of bus drivers not only on systems like Metro Transit, but with school districts throughout the state. As one school district superintendent put it, "it's easier to find Big-Foot or a unicorn than find someone looking to drive a bus". While it hasn't been as difficult for us, we are still operating below our pre-pandemic levels. To add more service, we will need to hire more drivers. All the drivers furloughed during the early days of the pandemic are either

back to work, retired, or have taken employment elsewhere. We have raised our starting wage to \$22.50 (over a \$1 more than originally planned/negotiated). While this has made us more competitive, I wouldn't say it has made a big difference in the number of potential candidates knocking on our door. We will continue to monitor the situation and to develop strategies along the way. For now, we are in pretty good shape.

2022 Budget – Staff is currently in the process of developing the agency 2022 operating and capital budget. By taking a conservative budget/operating approach to 2021, and with the COVID funding assistance we have received from the federal government, our budget outlook for 2022 remains stable. The two big unknowns are ridership (i.e., farebox revenue) and the amount of MVST we will receive. MVST has performed above projections to this point, but with the limited number automobiles in circulation, this is somewhat concerning.

We anticipate bringing forward a “draft” 2022 budget for Commission review in October. After that, staff and the Budget and Personnel Committee will refine the budget in November and bring back the final document for approval at the Commission's December meeting. We hope to receive projected MVST revenue information from the State in November as well.

APTA Expo - Like most larger tradeshows in the industry, **APTA has decided to mandate certain safety measures and protocols in response to the recent surges of COVID-19 and associated variants.** These mandates are meant to keep everyone safe.

Below you'll find a full listing of the mandated protocols for attending or participating in [APTA's TRANSform Conference & EXPO.](#)

- **Proof of Vaccination** or a **Negative COVID-19 Test** taken within 72 hours of the event start date.
- **Masks will be required in-doors** at the Convention Center. Speakers will be allowed to remove masks at the podium if they are at least 6 feet away from audience.
- **Social distancing reminders** which include 6-foot floor markings and a contactless badge pick-up option.

Given the rise in positive COVID cases currently occurring in Florida, should any Commission member or staff have second thoughts about attending, please contact Daniel about canceling any reservations.

October Commission – I thought I'd provide a quick glimpse of what we are looking at for the October Commission agenda: Legislative Direction; Draft 2022 Budget; Strategic Plan; and Bus Wrap Contract. Of course, there are always other items added as we get closer to that date.

Operations, Planning, IT, Vehicle Maintenance and Facility Maintenance Updates September 2021

Operations & Planning Updates

State Fair - The State Fair is now in our rearview mirror. Unfortunately, ridership really didn't get a whole lot better than reported during the first week of the Fair. We finished with a total of 38,557 rides, which was down 66% from the all-time high recorded in 2019. In speaking with MVTA and Metro Transit staff they also indicated comparable ridership declines this year – between 60% - 70% decreases. Fair attendance was also down 40%.

There are many reasons for the decline including COVID concerns, having to wear masks on public transit, poor weather conditions, safety and economic concerns. All played some role in the reduction.

Staff held a meeting to review what went well and what needs to change prior to the 2022 State Fair. A couple things for the Commission to consider would be to cut service back to Friday, Saturday and Sunday's. Instead of providing 12 days of service, the reduction would be to only serve 6 or 7 days should Labor Day service be provided.

The reason for this approach are many including: weekends are the most attended days of the fair thus most cost effective for us; we can use our stations/ramps and avoid the cost of leasing any parking space at Wooddale Church; some of the retired vehicles we pull during weekdays are getting very tired and costly to operate; pulling back to weekends not only gives us the advantage of using better equipment, but using more experienced SWT drivers and school bus drivers. Finding Drivers and ground staff was extremely difficult this year. That's why Metro dropped from 12 locations to 3; and we can reduce the amount of overtime, which drives our overall costs much higher than it otherwise would be.

Another item to discuss is if we provide any service on Labor Day. Historically this day has had low ridership, and with many of our drivers working for school districts, getting enough to sign up for shifts on Labor Day has gotten to be more and more difficult. This year we cut service off after 7pm because most drivers had to be off the clock for their Tuesday morning school bus routes.

New Service Schedule Started – On Tuesday, September 7th a new service schedule was implanted that nearly doubled the amount of fixed route express service on the road. The service included the return of Route 695 – direct service to the U of M – and an increase in all other routes, including added direct service from Chaska/Chanhasen. The service also included the addition of more resources (two vehicles all day) on the SW Prime service.

At the time of this update the service has resulted in a near doubling of ridership on fixed route services and a slight increase in ridership on SW Prime. However, ridership still remains significantly down compared to pre-pandemic levels.

Community Services – In addition to our largest special event service of the year, the MN State Fair, we have provided numerous smaller community services. In August we worked with the Chaska police department to provide a Senior Picnic shuttle from all of the senior apartment complexes in the

community. In September we also provided shuttle service to the same senior residences free of charge to seniors going on boat rides on Lake Minnetonka.

In Chanhassen we provided trolley rides as part of the Chanhassen Rotary's Labor Day Car Show.

Finally, in Carver we provided shuttles services as part of the popular Steamboat Days event.

Sustainability Study – Work has commenced by LHB Corp. and SWT staff on the agency's Sustainability Study focused on identifying sustainability initiatives SWT should pursue in order to make our services and facilities more energy efficient over the next 10-20 years. The study is currently in the data gathering stage. LHB has analyzed the agency's current and past energy usage, as well as conducted an existing conditions assessment of SWT's facilities. Once compiled and reviewed by SWT staff, LHB will begin work on specific sustainability strategies for staff to review. The study is scheduled to be completed by Q1 of 2022.

Infrastructure Bill Projects – Staff is working with a consultant, McKinstry, to prepare for applying for Federal funds that may become available as part of a future Federal Infrastructure package. McKinstry is conducting an analysis of SWT's facilities to determine project feasibility and associated technical analysis that will inform any future Federal funding application(s). Projects being prepared for include solar roofs, electric vehicle charging stations and associated infrastructure at all SWT facilities (ramps and garages).

Gopher Football Service – Gopher Football service resumed after a year hiatus on September 2nd for the Gopher's game against Ohio State. We provided over 60 rides to the game, which is down from previous years, but still a good start. Service will continue for the remaining Gopher home games.

MVTA/SWT Planning Study – Staff continues to work with MVTA and Foursquare ITP on the agencies' Joint Planning Study. The timeline for completion of the study has been pushed out to early 2022 in order to conduct another round of more meaningful community/rider engagement now that ridership has started to increase, and hopefully will continue to through the end of the year.

Transit Asset Management Plan Update – SWT Staff is working closely with SRF Consulting to update our TAM plan and make sure it is compliant with FTA requirements. Once the plan has been updated, E-Maint will be used for all asset management and help feed into our Capital Improvement Plan to ensure assets that are due for replacement are budgeted for.

IT Updates

Video servers at Chanhassen Station, SouthWest Village, and East Creek station have been installed. The new servers replace old equipment that have met the end of their useful life.

SouthWest Station Ramp has some rusting out conduit that protect the network cables for the Camera and Code Blue systems. Kloos Electric has been contracted to replace the failing steel conduit with PVC that will last much longer.

Facilities Maintenance Updates

Fall landscaping- The facility team has been working hard to ensure all facilities plants and lawns are in tiptop shape and ready for winter. The process of winterizing all grounds and equipment will start shortly.

Building painting at EP garage- The team is in the process of painting the exterior of the EP garage, the project is moving along and will be completed shortly.

EP garage roof project- This project has been put on hold until spring due to a national shortage of roofing materials.

Vehicle Maintenance Updates

Winterization- The shop has started the yearly process of winterizing buses and equipment; this is a process that takes about a month and a half and is started every September.