

SOUTHWEST TRANSIT COMMISSION AGENDA

Thursday, February 24, 2022

Work Session – 6pm-6:30pm

Commission Meeting – 6:30 pm

Meeting: Virtual/Zoom

Using a Computer (allows viewing of presentation and guests)

Join Zoom Meeting

<https://us06web.zoom.us/j/87192748078?pwd=SkVPekZiNmhKNEZoZlRweTNQVFBmZz09>

Meeting ID: 871 9274 8078

Passcode: 941265

1. Go to

COMMISSION MEMBERS

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

GENERAL COUNSEL

Joshua Dorothy - Attorney

EXECUTIVE STAFF

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

WORK SESSION 6pm-6:30pm

Topic – Bus Fire

COMMISSION MEETING AGENDA

**Commission Meeting Starts at upon the conclusion of the Work Session. –
Approximately 6:30pm**

- I. PUBLIC COMMENT**
- II. APPROVAL OF AGENDA**
- III. PAYMENT OF CLAIMS** (Rollcall Vote)
- IV. CONSENT**
 - A. Approval of Minutes of January Commission Meeting
 - B. Approval of Financial Statements
 - C. 2022-2024 Strategic Plan
 - D. Blanket Purchase Orders
- V. LEGISLATIVE UPDATE**
- VI. NEW BUSINESS**
 - A. CEO Search Update – LeGuen-Schmidt
 - B. Interim CEO Agreement – Huang/Dorothy
 - C. SW Village Development - Simich
 - D. New Service Initiatives – Fyten
 - E. Bringing Drivers In-House “Analysis” – Simich/Fyten
 - F. Declaration of Emergency and Bid Award – Simich/Dorothy
- VII. UPDATES**
- VIII. CLOSED SESSION:** The Commission wishes to discuss with its legal counsel strategy regarding two matters of threatened litigation. The first matter concerns data practices and alleged defamation. The second matter concerns allegations regarding SouthWest’s Disruptive Rider Policy. Accordingly, the Chair will entertain a motion to close the meeting under Minnesota Statutes section 13D.05, subdivision 3.
- IX. ADJOURNMENT**

Payment of Claims

SouthWest Transit
1/21/2022 Thru 2/17/2022

Meeting Date: 2/24/2022

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
9083	ABC BUS COMPANIES	Fleet Parts	1/26/2022	\$ 275.24
9083	ABC BUS COMPANIES	Fleet Parts	1/26/2022	\$ 367.56
9084	ALLSTATE PETERBILT	Fleet Parts	1/26/2022	\$ 674.80
9085	BATTERIES PLUS	Fleet Parts	1/26/2022	\$ 399.42
9086	DACOTAH PAPER CO.	Shop Supplies	1/26/2022	\$ 238.72
9087	FASTENAL COMPANY	Bulding Supplies	1/26/2022	\$ 2.44
9088	FIDELITY SECURITY LIFE INSURANCE CO.	Insurance	1/26/2022	\$ 135.82
9089	FIRST TRANSIT, INC.	Dec Operation service	1/26/2022	\$ 376,890.93
9090	GOVERNMENT FINANCE OFFICERS ASSOCIATION	GFOA Membership Renewal	1/26/2022	\$ 280.00
9091	GRAINGER	Building Supplies	1/26/2022	\$ 1,742.97
9091	GRAINGER	Building Supplies	1/26/2022	\$ 377.72
9091	GRAINGER	Building Supplies	1/26/2022	\$ 131.94
9091	GRAINGER	Building Supplies	1/26/2022	\$ 53.06
9091	GRAINGER	Building Supplies	1/26/2022	\$ 479.44
9092	GREGERSON, ROSOW, JOHNSON & NILAN, LTD	Legal Fees	1/26/2022	\$ 5,773.87
9093	HOME DEPOT CREDIT SERVICES	Building Supplies	1/26/2022	\$ 189.84
9094	JOHNSON CONTROLS, INC.	EMS Controls Upgrade	1/26/2022	\$ 22,009.45
9094	JOHNSON CONTROLS, INC.	EMS Upgrades	1/26/2022	\$ 6,326.15
9095	KL2 CONNECTS LLC	Prof Fee - New CEO Consult	1/26/2022	\$ 10,863.00
9096	KLOOS ELECTRIC, INC.	Service Call	1/26/2022	\$ 3,381.30
9097	KNOWBE4 INC.	Sec and Compliance Training	1/26/2022	\$ 6,214.99
9098	MN STATE PATROL COMMERCIAL VEHICLE	Vehicle Inspection Decals	1/26/2022	\$ 28.00
9099	NAPA AUTO PARTS	Shop Supplies	1/26/2022	\$ 97.09
9100	RESA POWER LLC	IT Testing & Preventive Maintenance	1/26/2022	\$ 3,200.00
9101	ROYAL TIRE INC.	Tires	1/26/2022	\$ 94.00
9102	STEVE LAFRANCE	Asset Management	1/26/2022	\$ 3,500.00
9103	SYNCB AMAZON	Fleet Parts	1/26/2022	\$ 602.98
9103	SYNCB AMAZON	Building Supplies	1/26/2022	\$ 130.74
9104	THE AFTERMARKET PARTS COMPANY	Fleet Parts	1/26/2022	\$ 945.97
9104	THE AFTERMARKET PARTS COMPANY	Warranty Credit	1/26/2022	\$ (537.78)
9105	UNIFIRST CORPORATION	Drivers Uniforms	1/26/2022	\$ 572.11
9106	XCEL ENERGY	EPG Electric Bill	1/26/2022	\$ 1,586.64
9107	AMITY GRAPHICS	Printing Service	1/28/2022	\$ 283.49
9107	AMITY GRAPHICS	Printing Service	1/28/2022	\$ 874.93
9108	BATTERIES PLUS	Fleet Parts	1/28/2022	\$ 30.86
9109	CUMMINS NPOWER, LLC	Fleet Parts	1/28/2022	\$ 88.22
9110	EDEN PRAIRIE COMMUNITY FOUNDATION	Admin-Staffs Chamber Lunch Meeting	1/28/2022	\$ 100.00
9111	HENNEPIN COUNTY AR	Radio Service	1/28/2022	\$ 327.04
9112	MADISON NATIONAL LIFE INS CO, INC	LTD Insurance	1/28/2022	\$ 380.53
9113	NAPA AUTO PARTS	Shop Supplies	1/28/2022	\$ 32.59
9114	OFFICE DEPOT	Office Supplies	1/28/2022	\$ 132.27
9115	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	1/28/2022	\$ 218.34
9115	O'REILLY AUTOMOTIVE, INC.	Shop Supplies	1/28/2022	\$ 8.92
9116	PIXELWERX, LLC	Shop Supplies	1/28/2022	\$ 425.00
9117	POPP COMMUNICATIONS	ECS Phone Bill	1/28/2022	\$ 2,289.60
9118	ROYAL TIRE INC.	Tires	1/28/2022	\$ 1,047.62
9119	MICHAEL SIMICH	GFOA Conference	1/28/2022	\$ 445.80
9120	SSI MN TRANCHE 3	Solar Energy Subscription	1/28/2022	\$ 1,259.42
9121	SUBURBAN TRANSIT ASSOCIATION	2022 STA Membership Dues	1/28/2022	\$ 17,564.00
9122	THE AFTERMARKET PARTS COMPANY	Fleet Parts	1/28/2022	\$ 1,728.37
9123	UNIFIRST CORPORATION	Drivers Uniforms	1/28/2022	\$ 87.90
9124	WALSER CHRYSLER JEEP DODGE	Fleet Parts	1/28/2022	\$ 279.20
9125	XCEL ENERGY	EPG Electric Bill	1/28/2022	\$ 604.53
9126	ZIEGLER INC.	Service Call	1/28/2022	\$ 1,021.53

SouthWest Transit
1/21/2022 Thru 2/17/2022

Meeting Date: 2/24/2022

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
9127	BAN-KOE SYSTEMS, INC.	CTS Sec Cam Replacement	2/3/2022	\$ 894.70
9127	BAN-KOE SYSTEMS, INC.	EPG SEC Cam Replacement	2/3/2022	\$ 1,463.22
9128	CAPITAL ONE TRADE CREDIT	Return	2/3/2022	\$ (179.95)
9128	CAPITAL ONE TRADE CREDIT	Bulding Supplies	2/3/2022	\$ 299.95
9128	CAPITAL ONE TRADE CREDIT	Bulding Supplies	2/3/2022	\$ 179.95
9129	CENTERPOINT ENERGY	EPG Gas Bill	2/3/2022	\$ 11,587.71
9130	CENTURYLINK	CTS Phone Bill	2/3/2022	\$ 462.14
9131	CITY OF EDEN PRAIRIE	EPG Water Sewer	2/3/2022	\$ 1,013.50
9132	COMCAST BUSINESS - CABLE	Internet Service	2/3/2022	\$ 374.64
9133	DEPARTMENT OF PUBLIC SAFETY	Vehicle Permits	2/3/2022	\$ 200.00
9134	HAY DOBBS	Prof. Services - Front Gate Imprvmt.	2/3/2022	\$ 1,040.00
9135	EDEN PRAIRIE CHAMBER OF COMMER	State of the City Luncheon	2/3/2022	\$ 105.00
9136	ENV. SYSTEMS RESEARCH INST., INC.	Desktop Maintenance	2/3/2022	\$ 406.02
9137	FACTORY MOTOR PARTS COMPANY	Fleet Parts	2/3/2022	\$ 130.63
9137	FACTORY MOTOR PARTS COMPANY	Battery Core Credit	2/3/2022	\$ (110.00)
9138	FRANZ REPROGRAPHICS	Monthly Arch Command	2/3/2022	\$ 100.00
9139	GILLIG LLC	Fleet Parts	2/3/2022	\$ 5.42
9140	GRAINGER	Building Supplies	2/3/2022	\$ 99.28
9141	JOHN HAGGENMILLER	Mileage Reimbursement	2/3/2022	\$ 157.28
9142	KLOOS ELECTRIC, INC.	Service Call	2/3/2022	\$ 2,078.40
9143	LHB INC.	Prof. Services - Climate Action Plan	2/3/2022	\$ 3,178.25
9144	MENARDS	Building Supplies	2/3/2022	\$ 244.92
9145	MINNESOTA SAFETY COUNCIL	Membership	2/3/2022	\$ 580.00
9146	M-K GRAPHICS	AP Checks Printing	2/3/2022	\$ 298.98
9147	NORTH CENTRAL BUS	Fleet Parts	2/3/2022	\$ 304.74
9148	BRADLEY PETERS	1.21.2022 Payroll	2/3/2022	\$ 100.00
9149	PITNEY BOWES INC	Postal Machine Lease	2/3/2022	\$ 543.30
9150	JORDAN ROSKE	Uniform Allowance	2/3/2022	\$ 109.99
9151	ROYAL TIRE INC.	Tires	2/3/2022	\$ 17.00
9152	SD PROMOTIONS	Marketing Supplies	2/3/2022	\$ 995.00
9153	SOCIAL INDOOR	Marketing Advertising	2/3/2022	\$ 2,000.00
9154	SW METRO CHAMBER OF COMMERCE	General Membership Luncheon	2/3/2022	\$ 120.00
9155	SYNCB AMAZON	Building Supplies	2/3/2022	\$ 64.15
9155	SYNCB AMAZON	Building Supplies	2/3/2022	\$ 229.95
9155	SYNCB AMAZON	Shop Supplies	2/3/2022	\$ 274.24
9155	SYNCB AMAZON	Shop Tools	2/3/2022	\$ 70.00
9156	THE AFTERMARKET PARTS COMPANY	Fleet Parts	2/3/2022	\$ 309.03
9157	T-MOBILE	Bus Wifi Service	2/3/2022	\$ 4,787.59
9158	U.S. BANK EQUIPMENT FINANCE	Copier Lease	2/3/2022	\$ 768.90
9159	ULINE ATTN: ACCOUNTS RECEIVABLE	Shop Supplies	2/3/2022	\$ 650.75
9160	UNIFIRST CORPORATION	Drivers Uniforms	2/3/2022	\$ 424.14
9161	USS MN VII MT LLC	Solar Energy Subscription	2/3/2022	\$ 189.57
9162	VERIFIED CREDENTIALS	Background Checks	2/3/2022	\$ 69.65
9163	WALSER CHRYSLER JEEP DODGE	Fleet Parts	2/3/2022	\$ 34.08
9164	ZIEGLER INC.	Service Call	2/3/2022	\$ 1,940.00
9165	AMITY GRAPHICS	Brochures	2/10/2022	\$ 296.43
9166	CDW GOVERNMENT	Adobe Software Lic	2/10/2022	\$ 3,361.54
9167	CENTERPOINT ENERGY	CTS Gas Bill	2/10/2022	\$ 270.36
9168	CITY OF CHASKA UTILITY BILLING	ECS Water/Sewer	2/10/2022	\$ 2,313.33
9169	EARL F. ANDERSEN	Building Supplies	2/10/2022	\$ 156.80
9170	CONNOR FROEMMING	Uniform Allowance	2/10/2022	\$ 219.99
9171	GREGERSON, ROSOW, JOHNSON & NILAN, LTD	Legal Fees	2/10/2022	\$ 6,253.60
9172	HEALTHPARTNERS INC.	Health & Dental Insurance	2/10/2022	\$ 29,179.85
9173	HOTSY MINNESOTA	Service Call	2/10/2022	\$ 317.25

SouthWest Transit
1/21/2022 Thru 2/17/2022

Meeting Date: 2/24/2022

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
9174	KL2 CONNECTS LLC	Prof Fee - New CEO Consult	2/10/2022	\$ 10,863.00
9175	LEAGUE MN CITIES INS. TRUST	Insurance Deductible	2/10/2022	\$ 2,500.00
9176	MENARDS	Building Supplies	2/10/2022	\$ 188.85
9177	MN DEPT OF LABOR & INDUSTRY	Elevator Permit	2/10/2022	\$ 200.00
9178	NAPA AUTO PARTS	Shop Supplies	2/10/2022	\$ 40.07
9179	NCPERS MINNESOTA	Life Insurance	2/10/2022	\$ 64.00
9180	OFFICE DEPOT	Office Supplies	2/10/2022	\$ 265.56
9181	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	2/10/2022	\$ 102.06
9182	OTIS ELEVATOR COMPANY	Service Call	2/10/2022	\$ 8,939.76
9183	OVERHEAD DOOR CO.	Service Call	2/10/2022	\$ 1,133.90
9184	BRADLEY PETERS	2.4.2022 Payroll	2/10/2022	\$ 100.00
9185	RSM US PRODUCT SALES LLC	IT MSP Contracted services	2/10/2022	\$ 1,398.50
9185	RSM US PRODUCT SALES LLC	Network Hardening and 2FA	2/10/2022	\$ 12,600.00
9186	SEON SYSTEMS SALES INC.	Bus Camera Sys Service Contrac	2/10/2022	\$ 6,180.00
9187	SW NEWS MEDIA	Marketing Advertising	2/10/2022	\$ 1,199.72
9188	SYNCB AMAZON	Building Supplies	2/10/2022	\$ 32.58
9189	TASC	Insurance	2/10/2022	\$ 22.58
9190	U.S. BANK EQUIPMENT FINANCE	Copier Lease	2/10/2022	\$ 148.00
9191	UNIFIRST CORPORATION	Drivers Uniforms	2/10/2022	\$ 422.90
9191	UNIFIRST CORPORATION	Drivers Uniforms	2/10/2022	\$ 178.82
9192	WALSER CHRYSLER JEEP DODGE	Fleet Parts	2/10/2022	\$ 461.60
9193	WINTHROP & WEINSTINE, PA	Legislative Service	2/10/2022	\$ 4,000.00
9194	XCEL ENERGY	SWS Electric Bill	2/10/2022	\$ 2,435.56
9195	ABC BUS COMPANIES	Fleet Parts	2/11/2022	\$ 507.53
9196	ALLSTATE PETERBILT	Fleet Parts	2/11/2022	\$ 1,874.74
9197	CENTERPOINT ENERGY	ECS Gas Bill	2/11/2022	\$ 1,130.34
9198	CUMMINS NPOWER, LLC	Fleet Parts	2/11/2022	\$ 388.17
9199	HERITAGE GLASS COMPANY	Service Call	2/11/2022	\$ 1,315.00
9200	LANO EQUIPMENT, INC.	Fleet Parts	2/11/2022	\$ 93.60
9201	MINNESOTA LIFE INSURANCE COMPANY	Employee Life Insurance	2/11/2022	\$ 803.00
9202	NAPA AUTO PARTS	Shop Supplies	2/11/2022	\$ 179.98
9203	NORTH CENTRAL BUS	Fleet Parts	2/11/2022	\$ 162.63
9204	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	2/11/2022	\$ 437.36
9205	OSI ENVIRONMENTAL, INC.	Oil Filter Recycling	2/11/2022	\$ 50.00
9206	ROYAL TIRE INC.	Tires	2/11/2022	\$ 436.76
9207	SUBURBAN CHEVROLET	Fleet Parts	2/11/2022	\$ 282.22
9207	SUBURBAN CHEVROLET	Fleet Parts Credit	2/11/2022	\$ (69.25)
9208	SYNCB AMAZON	Building Supplies	2/11/2022	\$ 175.00
9208	SYNCB AMAZON	Fleet Parts	2/11/2022	\$ 202.40
9208	SYNCB AMAZON	Shop Supplies	2/11/2022	\$ 27.49
9209	THE AFTERMARKET PARTS COMPANY	Fleet Parts	2/11/2022	\$ 247.50
9210	WALSER CHRYSLER JEEP DODGE	Fleet Parts	2/11/2022	\$ 104.00
9211	XCEL ENERGY	SWS Electric Bill	2/11/2022	\$ 3,755.63
9212	SRF CONSULTING GROUP INC.	Prof Service - Asset Mgmt Plan	2/16/2022	\$ 1,305.08
9213	ALLSTATE PETERBILT	Fleet Parts	2/16/2022	\$ 189.07
9214	JON CHRISTENSON	Uniform Allowance	2/16/2022	\$ 48.00
9215	COMCAST BUSINESS - CABLE	Internet Service	2/16/2022	\$ 30.59
9216	COMCAST BUSINESS	Internet Service	2/16/2022	\$ 1,237.57
9217	CUMMINS NPOWER, LLC	Fleet Parts	2/16/2022	\$ 70.33
9218	CUSTOM COMMUNICATIONS INC.	Building Security	2/16/2022	\$ 1,672.68
9219	FACTORY MOTOR PARTS COMPANY	Battery Core Credit	2/16/2022	\$ (660.00)
9219	FACTORY MOTOR PARTS COMPANY	Fleet Parts	2/16/2022	\$ 2,204.64
9220	FIRST TRANSIT, INC.	Operation Service	2/16/2022	\$ 317,655.65
9221	LHB INC.	Prof Service - Climate Action	2/16/2022	\$ 4,811.75

SouthWest Transit
1/21/2022 Thru 2/17/2022

Meeting Date: 2/24/2022

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
9222	MEDIACOM	Internet Service	2/16/2022	\$ 379.51
9223	METRO TRANSIT ACCOUNTS RECEIVABLE	Farebox Repair	2/16/2022	\$ 357.62
9224	METROPOLITAN FORD OF EDEN PRAIRIE	Fleet Parts	2/16/2022	\$ 126.46
9225	NORTH CENTRAL BUS	Fleet Parts	2/16/2022	\$ 356.12
9226	OFFICE DEPOT	Office Supplies	2/16/2022	\$ 139.18
9227	O'REILLY AUTOMOTIVE, INC.	Shop Supplies	2/16/2022	\$ 46.97
9228	PRIORITY COURIER EXPERTS	Courier	2/16/2022	\$ 67.11
9229	REGENTS OF THE UNIVERSITY OF MINNESOTA	Suburban Transit Study	2/16/2022	\$ 6,000.00
9230	ROYAL TIRE INC.	Tires	2/16/2022	\$ 1,256.86
9231	SOCIAL INDOOR	Marketing Advertising	2/16/2022	\$ 2,000.00
9232	SWEDEBRO, INC.	Capital Cost for Repairs SWS Ramp	2/16/2022	\$ 3,300.00
9233	THE AFTERMARKET PARTS COMPANY	Fleet Parts	2/16/2022	\$ 3,448.60
9234	TWIN CITY GARAGE DOOR CO.	Service Call	2/16/2022	\$ 357.50
9235	UNIFIRST CORPORATION	Drivers Uniforms	2/16/2022	\$ 462.78
9235	UNIFIRST CORPORATION	Drivers Uniforms	2/16/2022	\$ 88.62
9236	VERIZON WIRELESS	Cellular Service	2/16/2022	\$ 105.03
		TOTAL		\$ 969,879.12
		ACH Withdraws		
21	BEST VERSION MEDIA	Marketing Advertising	1/28/2022	\$ 990.91
22	CARVER COUNTY	Annual Maint Fiber Connection	1/28/2022	\$ 483.80
22	CARVER COUNTY	SWV Fiber Internet	1/28/2022	\$ 1,080.00
23	GUARDIAN MECHANICAL SERVICE INC.	Service Call	1/28/2022	\$ 1,265.50
24	HOGLUND BODY & EQUIPMENT, INC.	Service Call	1/28/2022	\$ 3,594.23
25	INTERSTATE POWER SYSTEM, INC.	Fleet Parts	1/28/2022	\$ 1,230.70
26	LUBE-TECH & PARTNERS, LLC	Fleet Parts	1/28/2022	\$ 4,801.60
26	LUBE-TECH & PARTNERS, LLC	Fleet Parts	1/28/2022	\$ 3,328.00
28	FORKLIFTS OF MINNESOTA, INC.	Fleet Parts	2/4/2022	\$ 75.16
29	HOGLUND BODY & EQUIPMENT, INC.	Service Call	2/4/2022	\$ 8,656.03
30	INTERSTATE POWER SYSTEM, INC.	Service Call	2/4/2022	\$ 824.25
31	LOCAL GOVERNMENT INFORMATION SYSTEMS	Software License	2/4/2022	\$ 11,816.00
33	BEST VERSION MEDIA	Marketing Advertising	2/11/2022	\$ 990.91
34	FORKLIFTS OF MINNESOTA, INC.	Shop Supplies	2/11/2022	\$ 152.14
35	GUARDIAN MECHANICAL SERVICE INC.	Service Call	2/11/2022	\$ 3,225.00
37	CUMMINS ALLISON	Office Equip. Maint.	2/16/2022	\$ 826.00
38	FORKLIFTS OF MINNESOTA, INC.	Fleet Parts	2/16/2022	\$ 160.20
39	PAUL'S TWO-WAY RADIO REPAIR	Radio Service	2/16/2022	\$ 350.00
	ACH ORIGINATION	Bank Fee	1/31/2022	\$ 40.00
	CARDMEMBER SERV WEB PYMT *****6731	Credit Card Payment	1/24/2022	\$ 8,032.75
	Mansfield Oil PAYMENTS 1633629	Bus Fuel	1/31/2022	\$ 17,591.52
	Mansfield Oil PAYMENTS 1640383	Bus Fuel	2/14/2022	\$ 8,260.97
	Mansfield Oil PAYMENTS 1640647	Bus Fuel	2/16/2022	\$ 8,495.23
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	1/21/2022	\$ 1,091.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	1/28/2022	\$ 445.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	2/4/2022	\$ 610.50
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	2/14/2022	\$ 555.50
	POSITIVE PAY	Bank Fee	1/31/2022	\$ 25.00
	PITNEY BOWES POSTEDGE 44272615	Postage	2/3/2022	\$ 500.00
		TOTAL		\$ 89,497.90
		Payroll		
	Paylocity	Payroll	2/3/2022	\$ 96,192.53
	Paylocity	Payroll	2/17/2022	\$ 92,755.02

SouthWest Transit
1/21/2022 Thru 2/17/2022

Meeting Date: 2/24/2022

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
		TOTAL		\$ 188,947.55
	Monthly Reimbursement included in payroll totals			
	Justin Ambroz	Cell Phone Allowance		\$ 50.00
	Jon Christenson	Cell Phone Allowance		\$ 75.00
	Mike Dartt	Cell Phone Allowance		\$ 75.00
	Connor Froemming	Cell Phone Allowance		\$ 50.00
	Matt Fyten	Cell Phone Allowance		\$ 50.00
	John Haggenmiller	Cell Phone Allowance		\$ 75.00
	Kyle Jackels	Cell Phone Allowance		\$ 50.00
	Jason Kirsch	Cell Phone Allowance		\$ 50.00
	Tony Kuykendall	Cell Phone Allowance		\$ 50.00
	Daniel LeGuen-Schmidt	Cell Phone Allowance		\$ 50.00
	Steve Michael	Cell Phone Allowance		\$ 75.00
	Nicholas Peters	Cell Phone Allowance		\$ 50.00
	Evan Rozelle	Cell Phone Allowance		\$ 50.00
	Ben Schuler	Cell Phone Allowance		\$ 50.00
	Jake Simich	Cell Phone Allowance		\$ 75.00
	Kory Simich	Cell Phone Allowance		\$ 75.00
	Len Simich	Cell Phone Allowance		\$ 85.00
	Mike Simich	Cell Phone Allowance		\$ 50.00
	Souriyong Souriya	Cell Phone Allowance		\$ 50.00
	Joe Townsend	Cell Phone Allowance		\$ 50.00
	Matt Vieth	Cell Phone Allowance		\$ 50.00
	Len Simich	Car Allowance		\$ 712.00
	Kevin Berg	Tools Allowance		\$ 100.00
	Ben Green	Tools Allowance		\$ 100.00
	Dave Huddleston	Tools Allowance		\$ 100.00
	Kyle Jackels	Tools Allowance		\$ 100.00
	Edwin Nama	Tools Allowance		\$ 100.00
	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		\$ 2,947.00
		GRAND TOTAL		\$ 1,248,324.57

Consent

SOUTHWEST TRANSIT COMMISSION MINUTES

Thursday, January 27, 2022

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
McKayla Hatfield – City of Chaska
Elise Ryan – City of Chanhassen
Bob Roepke - At-Large Commissioner (*appointed at Item V.b*)
Joy McKnight – Ex Officio City of Carver

GENERAL COUNSEL

Joshua Dorothy, Attorney

EXECUTIVE STAFF

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

I. PUBLIC COMMENT

The meeting was called to order by Chair Huang at 7:04 pm. There was no public comment.

II. APPROVAL OF AGENDA

Motion: Narayanan motioned, seconded by McDonald to approve the Agenda as presented.

Roll Call Vote: Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Hatfield, yes. The motion carried 5-0-0.

III. PAYMENT OF CLAIMS

Motion: McDonald motioned, seconded by Narayanan to approve the Payment of Claims. **Roll**

Call Vote: Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Hatfield, yes. The motion carried 5-0-0.

IV. CONSENT

A. **Approval of 12/9/2021 Commission Meeting Minutes**

B. **Approval of Financial Statements**

C. **Designation of Official Newspaper – Resolution 22-01**

D. **Designation of Official Depositories – Resolution 22-02**

E. **Employee Manual/Policy Update**

F. **Official Contract Award to KL2 to Conduct the CEO Search**

G. **2022 Marketing Plan**

H. **Blanket Purchase Orders – Resolution 22-03**

I. **Ridership**

J. **2022 Agency Goals**

Motion: McDonald motioned, seconded by Freiberg to approve the Consent Agenda. **Roll Call**

Vote: Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Hatfield, yes. The motion carried 5-0-0.

V. NEW BUSINESS

A. INTRODUCE NEW CAO MARIA MANCILLA-DIAZ

Chief Executive Officer Simich stated that Maria Mancilla-Diaz has joined the SWT staff as Chief Administrative Officer, filling a position which hasn't been staffed full time since 2013. Commission welcomed her to the Agency.

DISCUSSION ONLY. No motion required.

B. APPOINT AT-LARGE COMMISSIONER

CEO Simich stated that the Budget and Personnel Committee met on January 6, 2022 to discuss the open At-Large Commissioner position. As of that date, only one person had applied for the position. Bob Roepke, having recently resigned his Commission seat appointed by the City of Chaska, expressed interest in serving.

Motion: Narayanan motioned, seconded by McDonald to appoint Bob Roepke as At-Large Commissioner for the three-year period beginning January 27, 2022 through December 31, 2024. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Hatfield, yes. The motion carried 5-0-0.

C. CEO SEARCH UPDATE

Human Resources Director LeGuen-Schmidt stated that screening interviews have begun. KL2 Connects anticipates having a number of semifinalists to present to the Commission in the coming weeks.

DISCUSSION ONLY. No motion required.

D. BUS PURCHASE USING FTA GRANT FUNDS

Chief Operations Fyten stated that SWT was awarded \$290,500 by the Federal Transit Administration (FTA) as part of the FTA's Innovative Coordinated Access and Mobility solicitation. These funds are to be used to purchase up to six vehicles for the SW Prime MD service. The award is contingent on SWT providing a 20% local match of \$72,625; this funding is included in the agency's 2022 budget.

Bids Received

Gas Vehicle:

North Central Bus & Equipment Inc.	\$60,695	with wheelchair lift
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Electric Vehicle:

GreenPower Motor Company	\$287,423	without wheelchair lift
	\$312,823	with wheelchair lift

ABC Companies	\$295,124.60	without wheelchair lift
	\$298,124.60	with wheelchair lift

Staff recommends purchase of six vehicles proposed by North Central Bus & Equipment Inc. Staff also recommends increasing local match by \$1,045 to \$73,670 to allow for purchase of a sixth vehicle.

Motion: Narayanan motioned, seconded by Roepke to adopt Resolution 22-04 authorizing its CEO to purchase up to six vehicles for the SWPrime MD service for an amount not to exceed \$364,170 from North Central Bus and Equipment, Inc. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Hatfield, yes; Roepke, yes. The motion carried 6-0-0.

E. RESCHEDULE SWT AWARDS DINNER

CEO Simich stated that at the December 2021 Commission meeting six individuals were selected to receive the Commission's Friend of Transit, Distinguished Career and Outstanding Political Champion awards, with a presentation to be held. Commission suggested dates in February and March for the ceremony; CEO Simich will reach out to the award recipients to confirm a date.

DISCUSSION ONLY. No motion required.

F. LEGISLATIVE UPDATE

Chief Executive Officer Simich stated that initial meetings have been held with a number of legislators, with more scheduled.

One of the agency's strategic planning goals is to improve its ability to control and fund its operation. Discussion involved getting the Commission more involved in the Legislative/lobbying process. Chair Huang suggests that Commission members reach out and report back monthly on meetings/discussions they have had with key Legislators and/or local elected officials regarding the agency's legislative priorities.

DISCUSSION ONLY. No motion required.

VI. UPDATES

VII. ADJOURNMENT

Motion: Hatfield motioned, seconded by Roepke to adjourn. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Hatfield, yes; Roepke, yes. The motion carried 6-0-0. The meeting adjourned at 8:15 pm.

January 27, 2022 SouthWest Transit Commission Minutes Prepared By: Linda Spevacek

Approved by: _____

Date: _____



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Souriyong Souriya – Finance Director

DATE: February 24, 2022

SUBJECT: SWT Financial Statements

REQUESTED ACTION:

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

BUDGET IMPACT: This action has no budget impact.

BACKGROUND:

Attached to this memo are the following financial statements:

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

RECOMMENDATION:

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



Commission Meeting date 02.24.2022

Balance Sheet for All Funds December 2021 - Preliminary Audit

Fund Name					
Balance Sheet Category	General Fund	Capital Improvement Fund	EPG Roof Replacement Fund	SWS Development Capital Fund	Total
Assets					
Cash & Investments	\$ 8,018,397	\$ 2,692,215	\$ 1,950,666	\$ 6,087,980	\$ 18,749,258
Accounts Receivable	1,144,619		-	-	1,144,619
Other Assets	382,725	-	-	-	382,725
Total Assets	9,545,741	2,692,215	1,950,666	6,087,980	20,276,602
Liabilities					
Accounts Payable	506,155	3,141	-	1,704	511,000
Other Liabilities	-	-	-	-	-
Total Liabilities	506,155	3,141	-	1,704	511,000
Fund Balances					
Beginning Fund Balance-January 2020	7,522,658	2,897,009	-	6,035,120	16,454,787
Net Change in Fund Balance	1,516,929	(207,934)	1,950,666	51,155	3,310,816
Total Fund Balances	9,039,587	2,689,075	1,950,666	6,086,275	19,765,603
Total Liabilities & Fund Balances	\$ 9,545,742	\$ 2,692,216	\$ 1,950,666	\$ 6,087,979	\$ 20,276,603



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

Commission Meeting date 02.24.2022

Dec=100.0%

General Fund 100	Adopted Budget	Current Month Actual	2021 YTD Actual	2021 YTD Balance	% YTD Budget
Revenues					
Passenger Fares	\$ 405,000	\$ 50,176	\$ 521,820	116,820	128.8%
Contract Revenue	33,600	4,816	51,005	17,405	151.8%
CMAQ Grant Revenue	69,000	-	20,542	(48,458)	0.0%
5307 NTD Funding	682,629	21,985	348,607	(334,022)	51.1%
MVST Revenue	8,735,000	692,146	9,045,479	310,479	103.6%
RAMVST Revenue	1,632,000	129,221	1,656,215	24,215	101.5%
CRRSA Section 5307	2,072,432	-	2,072,432	-	0.0%
Investment Income	10,000	487	9,152	(848)	91.5%
Other Local Revenues	324,500	30,507	259,589	(64,911)	80.0%
	13,964,161	929,337	13,984,840	20,679	100.1%
Other Sources					
Insurance Recoveries	-	166,962	174,324	174,324	-
Total Revenue	\$ 13,964,161	\$ 1,096,299	\$ 14,159,164	\$ 195,003	101.4%
Expenditures					
Administration	\$ 1,464,112	\$ 194,005	\$ 1,404,939	59,173	96.0%
Operations	4,871,040	952,888	4,837,037	34,003	99.3%
Vehicle Maintenance	1,594,350	170,806	1,460,192	134,158	91.6%
Facility Maintenance	1,385,680	168,955	1,261,014	124,666	91.0%
Total Expenditures	9,315,182	1,486,654	8,963,182	352,000	96.2%
5307 NTD Schedule	682,629	-	348,607	334,022	51.1%
Capital Cost Of Operating	1,273,745	527,145	1,330,447	(56,702)	104.5%
	1,956,374	527,145	1,679,054	277,320	85.8%
Total Expenditures & Capital Cost of Operating	11,271,556	2,013,799	10,642,236	629,320	94.4%
Transfers (Out)	2,000,000	-	2,000,000	-	100.0%
	13,271,556	2,013,799	12,642,236	629,320	95.3%
Net Change in Fund Balance	\$ 692,605	\$ (917,500)	\$ 1,516,929		
Fund Balance, January 1			\$ 7,522,658		
<i>Adjusted Fund balance</i>					
Fund Balance, End of Current Period			\$ 9,039,587		
Months of Operating Expenditures			10		
Fund Balance as a % of the Expenditure Budget			68.1%		



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

Commission Meeting date 02.24.2022

Dec=100.0%

All Other Funds	Adopted Budget	Current Month Actual	2021 YTD Actual	2021 YTD Balance	% YTD Budget
Capital Improvement Fund 270					
Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Expenditures	-	-	207,934	-	0.0%
Transfer In (Out)	-	-	-	-	0.0%
Net Change in Fund Balance	\$ -	\$ -	\$ (207,934)		
EPG Roof Replacement Fund 280					
Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Expenditures	-	1,000	49,334	(49,334)	0.0%
Transfer In (Out)	-	2,000,000	2,000,000	-	-
Net Change in Fund Balance	\$ -	\$ 1,999,000	\$ 1,950,666		
SWS Development Capital Fund 360					
Revenue	\$ -	\$ 1,644	\$ 51,155	\$ 51,155	0.0%
Expenditures	-	-	-	-	0.0%
Transfer In (Out)	-	-	-	-	0.0%
Net Change in Fund Balance	\$ -	\$ 1,644	\$ 51,155		

SouthWest Transit Commission Investments
January 2022

Broker	Purchase Date	Type	Description	Maturity Date	Typ e	Purchase Cost	Maturity Amount	Rate	Days to Maturity	Current Market Value	Accrued Interest	Months Term	
			1/31/2022										
Tradition Bank	2/5/2021	CD	Tradition Bank CD 13812681	2/5/2022	CD	1,500,000.00	1,500,000.00	0.750%	5	1,587,121.51	2,479	12	
Americana	1/21/2021	CD	Americana 13087266	2/12/2022	CD	545,075.68	545,075.68	0.500%	12	548,727.69	81	12	
Americana	1/12/2021	CD	Americana 17954691	2/12/2022	CD	273,348.24	273,348.24	0.670%	12	275,179.67	40	13	
Flagship Bank	3/11/2020	CD	Flagship CD 100255	3/6/2022	CD	250,000.00	250,000.00	0.400%	34	250,000.00		12	
Flagship Bank	3/16/2021	CD	Flagship CD 200379	3/15/2022	CD	750,000.00	750,000.00	0.400%	43	750,000.00		12	
BankVista	10/6/2021	CD	BankVista CD 3301049	10/5/2022	CD	250,000.00	250,000.00	0.300%	247	250,000.00	115	12	
Tradition Bank	10/16/2021	CD	Tradition Bank CD 13813422	10/16/2022	CD	650,000.00	650,000.00	0.650%	258	685,478.23	391	12	
Flagship Bank	1/24/2022	CD	Flagship CD 100243	1/24/2023	CD	300,000.00	300,000.00	0.200%	358	300,000.00		12	
Flagship Bank	3/2/2019	CD	Flagship CD 100306	2/28/2023	CD	250,000.00	250,000.00	0.350%	393	250,000.00		24	
				Total		4,768,423.92	4,768,423.92			4,896,507.10	3,105.21		
			<i>Flagship Bank - Nonprofit Checking</i>								4,711,891.07		
			<i>Flagship Bank - Money Market Acct</i>								3,450,781.82		
			<i>Alerus - Money Market Acct</i>								274,444.20		
			<i>BankVista - Money Market ICS Acct</i>								5,453,306.55		
				Subtotal						\$ 13,890,423.64			
				Grand Total						\$ 18,786,930.74			
	Summary by Type (based upon current market value)					CDs Summary by banks							
	CD		4,896,507.10			<i>Banks</i>	<i>Amount</i>						
	US Govt Agency		-			<i>Americana</i>	823,907.36						
	Checking/MM/ICS		13,890,423.64			<i>Alerus</i>	274,444.20						
			18,786,930.74	-		<i>Bank Vista</i>	250,000.00						
						<i>Flagship</i>	1,550,000.00			8,162,672.89			
						<i>Tradition</i>	2,272,599.74			4,953,306.55			
	Maturity Dates		Amount				5,170,951.30						
	Feb-22		\$ 2,411,028.87										
	Mar-22		1,000,000.00										
	Apr-22		\$ -										
	later		\$ 1,485,478.23										
			\$ 4,896,507.10	-									

SouthWest Transit					
Pledged Securities Accounts - January 2022					
Security Description	Safekeeping Agent	Maturity Date	Pledged Date	Book Value	Pledged Value
Flagship Bank Minnesota					
Treasury	United Bankers Bank	9/30/2024	3/7/2021	\$ 2,053,741.48	\$ 2,000,000.00
Treasury	United Bankers Bank	7/31/2024	3/7/2021	\$ 1,033,436.02	\$ 1,000,000.00
Treasury	United Bankers Bank	1/31/2025	4/26/2021	\$ 1,536,192.74	\$ 1,500,000.00
Treasury	United Bankers Bank	7/15/2024	7/19/2021	\$ 998,905.55	\$ 1,000,000.00
Treasury	United Bankers Bank	10/15/2024	10/15/2021	\$ 2,000,801.92	\$ 1,700,000.00
MBS-FNMA/FHLMC	United Bankers Bank	9/1/2027	5/26/2020	\$ 138,579.20	\$ 138,579.20
Wells Natl West	United Bankers Bank	1/17/2023	4/2/2020	\$ 249,000.00	\$ 249,000.00
Enerbank USA	United Bankers Bank	9/13/2024	9/25/2019	\$ 248,076.55	\$ 249,000.00
Morgan Stanley	United Bankers Bank	11/14/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
3RD FED SVGS	United Bankers Bank	11/25/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
Sallie MAE	United Bankers Bank	7/21/2026	9/29/2021	\$ 248,000.00	\$ 248,000.00
US Treasury Notes	United Bankers Bank	7/31/2022	10/6/2016	\$ 749,927.10	\$ 750,000.00
FHLB DISC	United Bankers Bank	2/25/2022	12/31/2021	\$ 999,968.67	\$ 600,000.00
CMO 2009-26	United Bankers Bank	8/16/2022	6/30/2021	\$ 74,555.69	\$ 74,442.33
GNMA	United Bankers Bank	8/20/2040	7/20/2018	\$ 105,266.62	\$ 105,266.62
GNMA	United Bankers Bank	1/20/2033	1/20/2021	\$ 119,636.55	\$ 119,636.55
FNMA	United Bankers Bank	10/1/2032	10/23/2012	\$ 189,719.87	\$ 189,719.87
MBS-FNMA/FHLMC	United Bankers Bank	10/1/2032	8/15/2015	\$ 205,030.39	\$ 205,030.39
				\$ 11,444,838.35	\$ 10,622,674.96
BankVista					
FDIC	FDIC - State	10/6/2022	6/6/2018	\$ 250,000	\$ 250,000
FDIC	ICS Account	NA	6/6/2018	\$ 5,452,056	\$ 5,452,056
Tradition Capital Bank					
Edgewood OH City Sch Dist Bond	BMO Harris Bank N.A	12/1/2029	12/19/2019	\$ 521,200	\$ 500,000
Little Blue VLY MO SWR Dist SW Bond	BMO Harris Bank N.A	9/1/2027	9/26/2019	\$ 1,073,990	\$ 1,000,000
Port Neches-Groves TX Indep SC Bonds	BMO Harris Bank N.A	2/15/2026	7/26/2016	\$ 744,123	\$ 695,000
Fed Farm Credit Bank	BMO Harris Bank N.A	4/1/2033	4/1/2013	\$ 660,905	\$ 699,376
Alerus					
FRB Federal Reserve Custody	Bank of North Dakota	4/1/2026	6/22/2016	\$ 340,000	\$ 340,000
Americana Community Bank					
GNMA Pool # MA1119	United Bankers Bank	7/1/2042	8/25/2016	\$ 574,706	\$ 574,706
			Total	\$ 21,061,818	\$ 20,133,813
Summary Total Funds		1/31/2022			
Flagship Bank	\$	9,712,673			
BankVista	\$	5,703,307			
Tradition Capital Bank	\$	2,271,479			
Alerus	\$	274,444			
Americana Community Bank	\$	823,907			
Total	\$	18,785,810			
<i>Difference Extra</i>	\$	1,348,003.77			



SOUTHWEST TRANSIT

To: SouthWest Transit Commission

From: Len Simich, CEO

Date: February 18, 2022

Subject: Strategic Plan

REQUESTED ACTION:

That the Commission adopt the 2022-2024 Strategic Plan

BUDGET IMPACT:

None

BACKGROUND:

The Commission and staff have been developing the 2022-2024 Strategic Plan for the greater part of the past year. Attached is the 2022-2024 Plan that incorporates all recommendations made over the course of the plan development.

RECOMMENDATION:

That the Commission adopt the 2022-2024 Strategic Plan.

SOUTHWEST TRANSIT STRATEGIC PLAN

2022-2024

Adopted February, 2022



SOUTHWEST TRANSIT

*The greatest thing in the world is not so
much where we are, but in which
direction we are moving –*

Oliver Wendell Holmes

Executive Overview

The SouthWest Transit Commission has put forth this strategic plan to further achieve our vision of being a premium transit system that provides extraordinary services, facilities, and equipment.

Our vision is dictated by our commitment to providing the best service for our customers and the communities we serve. As we look toward the future, we see that maintaining our service quality, expanding our service options, improving safety, remaining financially strong, and providing leadership on transportation issues will be necessary if we intend to be successful and stay ahead of customer needs and expectations.

In completing a strategic plan, the general statement “the next 3-5 years will be the most critical and challenging the agency has ever been through” is used allot. In the case of SouthWest Transit, truer words have never been spoken.

Besides replacing the agency’s top two positions (CEO and COO); having to deal with rebuilding the system as a result of the pandemic; wrestling control and funding away from the Metropolitan Council, meeting staffing needs in tight and competitive labor market; dealing with supply chain issues on virtually everything we purchase; designing and implementing connecting service related to the SWLRT as well as determining how to operate together out of the same location (SouthWest Station); and ensuring for the safety of our customers and staff will all be top priorities.

A great organization is one that delivers superior performance and makes a distinctive impact over an extended period. Maintaining service quality, providing customer friendly and reliable services, and meeting service needs is necessary if we plan to rebuild and eventually increase ridership once again.

Strategic Planning Process

The strategic planning process undertaken by the SouthWest Transit Commission included an examination of the following:

- An understanding of where SouthWest Transit has come from.
- An understanding of the internal and external conditions affecting the organization.
- Re-examination/confirmation of SouthWest Transit's Mission.
- Re-examination/confirmation of SouthWest Transit's Core Values.
- Identification of the agency's goals and the actions necessary to reach those goals.

By completing this plan, the intention is to have the entire organization understand the agency's mission and values, and to have a clear vision of what it will take to achieve the desired level of excellence.

We recognize that achieving the vision is not only a means of maximizing our resources, but that it is also a process of expressing our aspirations. Therefore, the strategic plan is to be a living document that embodies the organization's way of thinking and performing. As our environment, organization, and strategies continue to change, our strategic plan will evolve to manage these changes.

2022-2024 Strategic Plan

MISSION: *“SouthWest Transit is committed to providing exceptional services that not only meets the needs but exceeds all expectations of those we serve.”*

VISION: *“To deliver the highest quality, most innovative, safest, and customer friendly transit services in our region.”*

BRAND: *Trusted, High Quality, Innovative.*

CREDO: *“Expect the Best.”*

CORE VALUES:

- ▶ **“Commitment to Excellence”** - Committed to providing, safe, dependable, and cost-effective services, along with high quality facilities and vehicles.
- ▶ **“Commitment to Customer Satisfaction and Service”** - Committed to providing exceptional customer service, keeping the customer in the forefront of all decisions.
- ▶ **“Commitment to Innovation, Technology, and Entrepreneurship”**- Committed to bringing new and innovative ways of providing transit services to our customers and communities.
- ▶ **“Commitment to our Employees’ Health, Morale, and Professional Development”** - Committed to investing in the talents of our dedicated employees, and ensure that their safety, well-being, and work environment remains an agency priority.
- ▶ **“Commitment to Financial Strength”** - Committed to ensuring financial viability to meet operating expenses while maintaining productive service levels allowing for growth.
- ▶ **“Commitment to Leadership”** - Committed to expanding our leadership role by providing influence on transportation.
- ▶ **“Commitment to our Communities”** - Committed to providing value to the communities we serve by operating with discipline, integrity, and acceptance of diverse viewpoints.

Critical Issues - Opportunities/Threats

- **Metropolitan Council** - Operating and capital funding including policy control; planning priorities; vehicle ownership and replacement; and service expansion.
- **COVID-19 Impacts** - Future of Downtown Mpls Ridership; Federal Funding; Reserves; Staff/Customer Safety; Protocols; Rebuilding the System; Pivoting into New Markets, Changing fleet composition.
- **Commission** - Engage, Lead, Inspire.
- **Staff** - Attracting/Retaining/Developing Staff.
- **Supply Chain** – Navigating through delays on everything we purchase (Vehicle, Vehicle parts, fuel, raw materials, etc.).
- **Equity** - Being mindful of equity and access for all. Serving diverse markets.
- **Safety and Security** – Customers and staff need to feel safe.
- **Support** - Local Government Inclusion. Legislative support and (Funding; Policies, etc....).
- **Community** – Need to maintain and build even Stronger Community Relationships with organizations and local businesses.
- **Emerging Technologies** – Need to position the agency to take advantage of modern technology such as electric and autonomous vehicles; software advancements; other advancements that allow customers the freedom to conduct business the way they prefer.
- **SWLRT** – Build strong partnerships with the region relating to the construction, cohabitation, and service delivery. Ensure agreements with the Metropolitan Council are adhered to.
- **Long Term Survival** - Potential merge with other provider(s). Establish long range plans for the delivery of new service and service types.

Strategic GOALS

Goal #1: Improve the agency's ability to control and fund its operation.

Rational: To be successful at meeting our Mission and Vision for the future, SWT needs to gain independence from the Metropolitan Council

and have control over operational policy, service delivery, and budgets. The Metropolitan Council has not taken a regional approach to transit, and as the region's largest provider of transit services (Metro Transit and Metro Mobility), funding and policy decisions are at times in direct conflict to suburban services leaving our system at a disadvantage.

Responsibility: *Commission (meet with key stakeholders to gain support for our positions), and Senior Staff (develop action steps and execute the plan).*

Strategies:

- *Seek a Legislative change that would allow SWT to better control and fund its operations. Actions that would allow the agency to control the type of services offered, fares charged, vehicles operated and vehicle ownership, Actions could also include a structural change by transferring oversight responsibilities from the Metropolitan Council. Besides eliminating the competition for funding that currently exists, this allows the suburban systems to be grouped with peer operations like Duluth, St. Cloud, Mankato, and Rochester who are already under Mn/DOT oversight.*
- *Seek an equitable share of MVST funding through the Legislature. The formula from 2002 has not kept current with the growth which has occurred in the suburbs. The Transfer of MVST funding will be necessary if oversight should transfer.*
- *SWT should seek control of the transit tax collected in our three cities (Chanhassen, Chaska, and Eden Prairie). This is especially critical if oversight should transfer.*
- *Seek change to become a direct recipient of federal funding including all 5307 funding, grants, and COVID relief. This will require action by the Governor, which we will need to enlist the support of our State and Federal Legislators if this is to happen.*
- *Urge the Met Council and TAB to distribute public transit investments equitably throughout the metro region regardless of transit type/mode (majority of investments have been funneled to BRT/LRT). The suburbs have the same transit needs as the core cities, and while investments have grown, the suburbs struggle for its share of funding to provide services that meet those needs of our expanding service areas.*

- Educate and find true legislative champions. Need to convince legislators now is the time for strong action. This is especially important should the results of the next election put those more sympathetic to suburban transit in control.
- Build stronger community relationships. This group will also need to play a significant role with local, state, and federal legislators.
- Develop annual initiatives, engage all Commission members, and meet with all area and influential Legislators as well as other key stakeholders.
- Evaluate our ability to work together with like-minded organizations (STA).
- Find a better/more efficient way to maximize relationships with our alliances.
- Continue the pursuit of non-traditional revenue streams such as the revenue generated from advertising, leasing, parking, and real estate development.

Goal #2: Add/maintain/and build a strong staff to meet the agency's needs now and into the future.

Rational: Change is inevitable. SWT has had the fortune of maintaining a stable management team for many years. With the recent retirement of the COO and pending retirement of the CEO, maintaining stability as well as addressing many critical issues such as building back from COVID 19; gaining independence from the Metropolitan Council; managing budgets; maintaining an adequate work force during this time of worker shortages by doing whatever is needed to develop, train, and pay to keep critical staff in place will be vital in the coming years. Overall, we must continue to build upon the culture where everyone feels welcome, included, and valued.

Responsibility: Commission (CEO hiring, funding and support), and Senior Staff (develop action steps and execute the plan).

Strategies:

- Hire new CEO that maintains and helps conduct the vision and values established over the past 35 years.
- Maintain an agency culture that makes employees feel welcomed, valued, and included.

- Improve communications, engage employees, and provide them with a voice in setting the course of action for the agency.
- Provide a positive physical working environment.
- Maintain adequate staffing levels to optimize operations and address critical needs.
- Inventory existing talent (leadership skills, behaviors, knowledge): Each staff member has and continues to be evaluated using a classification system identifying the potential for advancement. This evaluation process should continue to be conducted annually as part of the annual performance review process.
- Identify pivotal positions that would negatively impact vital functions should they become vacant. These positions included those that require specific skills, which are difficult to replace and/or have no identified replacement.
- Recruit and/or develop employees to fill pivotal roles and functions that preserve both the short- and long-term viability of the organization. Currently over 60% of SWT employees started their career with SWT in an entry level position.
- Update/revise job functions and compensation to reflect responsibilities that correspond to the marketplace. Provide for advancement possibilities when available.
- Invest in employees through training and professional development. Training programs have and should continue to be established as part of each employee's annual work plan. Identify the type of training that will help the employee not only fulfill their current position, but to become a more valuable leader for the organization.
- Develop each employee's performance plan to include strategies built around the agency's core values and leadership.
- Evaluate bringing the last operational function in-house – Drivers. This will be evaluated to ensure quality, and to attract and retain the best employees that enable us to meet SouthWest Transit's needs and standards.

Goal #3: Ensure the safety and security of customers, staff, and assets.

Rational: Customer and staff safety is at the core of everything we do. Whether it relates to keeping customers and staff safe while on our

vehicles or in our facilities, providing a state-of-the-art driver and safety training program, or taking advanced precautions like we did during the recent pandemic, safety is key to keep customers riding and staff comfortable coming to work.

Responsibility: *Commission (develop policies and funding), and All Staff (assist with the development of policies, develop action steps and execute the plan).*

Strategies:

- Update and implement the Emergency Preparedness Plan and train all staff accordingly. Add procedures developed during the COVID Pandemic and the updated procedures addressing cyber security.
- Continue zero tolerance of any violation of the rider code of conduct.
- Review and improve physical security systems at all facilities and on vehicles (cameras, panic alarms, motion sensors, etc.).
- Renew safety review committee and security incident review teams.
- Develop and implement a strong cyber security plan.
- Conduct and pass annual OSHA audit.
- Conduct monthly safety meetings with all staff.
- Work with the City of Eden Prairie and Metro Transit in advance of LRT starting up operations in Eden Prairie.
- Maintain and expand plans/protocols to keep staff and customers safe as it relates to current and future pandemics.
- Continue to develop actions and work with neighboring agencies and groups to help address the issue of homeless and provide guidance/assistance to individuals in need who use our services, and/or unfortunately try and use our stations as temporary housing.

Goal #4: Ensure financial stability through internal actions that meet the agency's objectives and long-term funding needs.

Rational: *Keeping the agency financially strong and maintaining public trust in our ability to be effective stewards of public funding will be paramount as we move into an unsettled future following the large ridership and revenue declines as the result of COVID 19.*

Responsibility: *Commission (funding and establishing policy), and Senior Staff (assist with policy development, develop action steps and execute the plan).*

Strategies:

- Deliver a balanced budget annually.
- Evaluate and adjust services to ensure they remain cost effective.
- Maintain a minimum general fund reserve balance of 25% - 35% of the annual operating budget.
- Maintain debt at or below 10% of annual budget.
- Update and maintain asset management and capital improvement plans. Maintain assets to maximize their useful life and develop a capital replacement strategy/budget for maintenance and replacement.
- Advocate for equitable share of state and federal resources. Continue to collaborate with the Metropolitan Council, Legislature, and others to seek out new funding sources, or actions to increase the level of funding for suburban transit operations.
- Approach service from an entrepreneurial point of view, undertake cost sharing partnerships where and when appropriate.
- Aggressively pursue development options for the SW Village site.
- Actively pursue outside grant opportunities.
- Monitor and Maintain agency financial policies (reserves; capital; cash flow; financial liability; investments; other).
- Explore non-traditional revenue sources such as the development of real estate holdings and developing cost sharing partnerships centered around service delivery keeping mindful of federal charter regulations.
- Program/reinvest reserves generated from real estate transactions to meet service or service deliver needs, or in actions that generate future revenue streams for the agency.
- Pursue cost saving measures wherever possible through technology, energy efficiencies, and workforce resources.
- Minimize risks/agency financial exposure.
- Ensure procurements undertaken to provide best value to the organization and taxpayers.

Goal #5: Undertake initiatives that support environmental sustainability.

Rational: Invest and implement those things that make sense on both environmentally and financially.

Responsibility: Commission (funding and policy development), and Senior Staff (assist with policy development, develop action steps and execute the plan).

Strategies:

- Decrease building energy use intensity by 15% by 2050.
- Achieve 100% renewable electricity by 2050.
- Zero-emission bus fleet by 2050.
- Seek opportunities to become more energy independent via solar power technologies at our facilities.
- Net-zero GHG emissions by 2050.
- Prepare facilities for electric vehicles by installing electric vehicle charging infrastructure at garage and other SWT facilities by 2030.
- Limit impervious surfaces at our facilities using raingardens, pervious pavers, etc.
- Implement and promote multimodal services such as electric carshare, bikeshare, scooters, within our operations.
- Implement a recycling program to reduce single use waste by 50% in the next three years.

Goal #6: Maintain Operational Excellence by providing reliable, safe, comfortable transit service, which meets customers' needs and increases confidence in the overall operation.

Rational: Nothing else matters if the operation does not meet the needs or expectations of the people we serve.

Responsibility: Commission (funding, direction setting, support and policy setting), and All Staff (assist with policy development, develop action steps and execute the plan).

Strategies:

- Provide the best equipment and facilities possible.
- Maintain lofty standards ensuring reliability and predictability, including:

- Maintaining on-time performance at 99% or better.
- Operate 100% of scheduled trips.
- Maintaining miles between road-calls at 1 per 48,000 miles traveled or better.
- Maintain miles between chargeable accidents at or better than .75 per every 100,000 miles traveled.
- Maintain customer satisfaction at 99% or better.
- Address all overload situations within 48 hours.
- Inspect vehicles and facilities daily.
- Ensure all schedule outlets have up-to-date information.
- Require and monitor adherence to all operating procedures (pre-trip, post –trip, pull-outs, weather starts, spare driver deployment, etc.).
- Maintain the driver compliment at 125% of current work pieces/shifts.
- Maintain street supervision practices by having a supervisor on the street for a minimum of 8 hours per day, including the "boots on the ground" practice downtown during the PM peak.
- Ensure that all drivers receive training related to bus systems and procedures, such as heating and cooling operations, farebox and AVL, lift operations, and others as needed/identified.
- Ensure all staff receives proper training to maintain proficiency in new equipment and technologies.
- Continue preventative maintenance on every vehicle at or above the recommended standards.
- Maintain/stock adequate parts to minimize any bus down-time.
- Ensure all staff meet training requirements including SWT's transit ambassador/customer service training.
- Provide regular communications to our customers, government partners, and to the general community.
- Ensure correct/up-to-date information is in our buses, at our facilities, at the schedule outlets, and on our web page.
- Ensure that the main customer service desk is fully staffed throughout the day and phones are answered in a timely manner.
- Continue to uphold those things developed by our customers, such as the "Rider Expectations and Responsibilities" and cell phone policy.
- Always promptly acknowledge customer concerns and make them understand that their opinions truly matter.
- Ensure that all staff are willing to make the extra effort for customers.

- Ensure routes are scheduled properly and operate as printed (on-time performance both start and end). This includes staying ahead of those things (weather, congestion, construction) that negatively impact on-time performance. Ensure that spares are placed into service in advance of known occurrences.
- Ensure facilities are clean and in top shape.
- Keep stations free from snow and ice during and following snowstorms.
- Update procedures manuals to remain current to job functions, responsibilities, and needs.
- Continue quality control inspections by management staff and outside personnel that both observe and document findings.
- Maintain professional relationships with vendors and contractors.
- Establish a clear vision for the agency. Communicate direction and expectations with all staff.

Goal #7: Expand service options/initiatives that increases ridership; serve those with the greatest mobility needs; improves access to the system for everyone (equity), add value to the overall customer experience; and develop broad-based support for SouthWest Transit’s operations.

Rational: Meet the needs and expectations of the people we serve, especially as we begin to build back from the ridership losses experienced during the pandemic.

Responsibility: Commission (funding, direction setting, support and policy setting), and All Staff (assist with policy development, develop action steps and execute the plan).

Strategies:

- Rebuild service to pre-pandemic levels. When doing this, reestablish service in a controlled manner that adapts to the new demand.
- Initiate service to new markets. Potential increases include but are not limited to: Prime and Prime MD expansions; Added late-night and Sunday Prime services; North/west 494 corridor to compliment the south/east 494 services; LRT Green Line connections in Eden Prairie and possibly Opus/Minnetonka; Expanded special Event services; Additional Suburb to Suburb connectivity, County wide service in the

Carver County as well as connections to neighboring counties to the west; Possibly add mid-morning and mid-day commuter services to address employment pattern changes.

- Develop strategic partnerships with key stakeholders as well as other providers.
- Actively seek early, continuing, and proactive public involvement to better understand our customers and our community's mobility needs.
- Continue providing community focused services.
- Plan/develop services that are mindful of equity and access for all. Actively engage diverse audiences throughout our service area.
- Support and pursue infrastructure advances that provide time advantages for transit.
- Identify and secure additional funding to implement new service initiatives.

Appendices/Supporting Information

ORGANIZATIONAL HISTORY

SouthWest Transit was organized in 1986 in accordance with Minnesota State Statutes, which allowed a city or group of cities meeting certain criteria to “opt-out” of the Metropolitan Transit Commission transit system and form their own transit system. At that time, Chaska, Chanhassen, and Eden Prairie chose to opt-out and create their own transit system, SouthWest Metro Transit. Eventually, nine other metro suburbs chose to do the same.

SouthWest Transit operates under a joint powers’ agreement between the three cities. The Commission was structured with seven members: three city council members, one from each community; three appointed members, one from each community; and one rider representative, a position appointed by the Commission. This structure allows the communities to maintain balanced control over the agency’s business.

The agency’s Chief Executive Officer (CEO) is appointed by the Commission to administer the day-to-day activities of SWT, including operations, finance, planning, marketing, policy development, contract negotiations, risk management, customer service, labor relations, emergency preparedness, facility management, real estate development, and human resources including the administration of personnel matters and the hiring and termination of all employees.

The CEO also must possess the ability to solve complex issues, be strategic and creative in his or her thinking, and perform multiple tasks including establishing priorities on everything from capital investments to service delivery.

SERVICES

SouthWest Transit provides a variety of services to meet the needs of the communities we serve - Chaska, Chanhassen and Eden Prairie, Carver, and Victoria.

- *Express Service* – Provides express bus trips to Downtown Minneapolis and the University of Minnesota.
- *Reverse Commute* – SouthWest Transit operates one of the region’s oldest reverse commute programs, bringing workers from the urban core to job sites in our service area.
- *Local* – Prime and Prime MD provides community connections within our service area, and to neighboring communities such as Shakopee, Bloomington, Edina, Richfield, and St. Louis Park.
- *Special Services* – State Fair, Twins, Vikings, Gophers Football, Summer Adventures, Concerts, and seasonal services to the Minnesota Landscape Arboretum.
- *Trips* – Pre-Pandemic SouthWest Transit operated approximately 150 one-way bus trips per day and currently has a fleet of seventy-two buses.
- *Ridership* – Pre-Pandemic SouthWest Transit provided over one million passenger trips per year.
- *Discounted Fares* - SouthWest provides discounted and/or free rides to individuals challenged financially (Regional TAP and SW TAP Program)

or searching for employment through one of the job search programs offered in our communities.

PREVIOUS STRATEGIC PLANNING ACTIVITIES

SouthWest Transit has guided its operations through Strategic Planning since 1998. All Strategic Plans since have addressed several critical issues facing the agency, which if ignored, could have set the agency years behind or eliminated what was once referred to as the “opt-out transit experiment.”

Result from previous strategic planning initiatives include:

- Successfully addressed dismal financial situation.
- Placed internal focus on the customer, improving the perception of the operation achieving a 99% customer satisfaction in the past 10 years.
- Improved confidence of local, regional, and state governments in our operation.
- Improved service reliability of the transit operation with an on-time performance rating of 99%, and in-service breakdowns three times less than the national average.
- Established our Brand – “Premier Provider.”
- First agency to bring new vehicle types into our region such as commuter coach buses.
- First system to fully equip buses with Wi-Fi in the region.
- Reversed declining ridership and became one of the fastest growing systems in the state for five consecutive years.

- Expanded service coverage area and designed a new type of service which grew into one of the first micro-transit operating in the U.S. (Prime and Prime MD).
- Completed the first metro area transit Emergency Preparedness and Asset Management Plans.
- Developed real estate in a “Transit Oriented” fashion that generated a new revenue stream which allowed provided an opportunity to construct a new station, purchase vehicles, and expand our administrative and maintenance facility without the assistance of any state or federal resources.
- Recognized: Twice as the Minnesota Transit System of the Year; Multiple National Awards for Safety and Security; Multiple Awards for Financial Excellence; Recognized as an Employer of the Year; and received the National Transit System of the Year from the American Public Transportation Association.

RELATIONSHIPS

Commission/Founding Cities

At least one elected representative from each of the SWT communities must serve on the SouthWest Transit Commission (City Council member or Mayor from Chaska, Chanhassen, and Eden Prairie). Three other members (one from each City) will be appointed by the member cities. This additional member can but does not have to be an elected representative. The seventh member of the Commission is the “At-Large” position. This individual is selected by the six city representatives on the Commission.

The three cities are interested in SouthWest Transit for a variety of reasons:

- Stewardship of taxpayers' dollars for transit.
- Provision of transit services to aid local mobility (work trips, recreational trips, service trips, etc.).
- Contributions to reduced congestion and improved air quality by provision of an alternative to single occupancy vehicles.
- Economic stability for business in the area by providing access to job from the overall region.

Riders

Our riders include specialized groups including, but not limited to, commuters to downtown, reverse commuters, senior citizens, college students, youth, and individuals needing transportation assistance or are mobility challenged. Each has special needs to be met by the transit agency.

Metropolitan Council

Upon its formation, the agency automatically became part of the regional transit system, which included a variety of public and private transit agencies falling under the Metropolitan Council's oversight such as Metro Transit, Metro Mobility, the regional demand response program, the University of Minnesota system, and the five suburban transit systems including SWT.

The Metropolitan Council is responsible for the coordination of all transit services in the seven-county metropolitan area including establishing the regional fare structure for fixed route services, and managing all revenue

related to transit operations such as the state motor vehicle sales tax (MVST), regional transit capital funding provided through the state Legislature (RTC), and all federal funding including grant funds and 5307 formula funds.

To avoid duplication of services and to provide for a transit system that would best serve the region, all the systems are coordinated via regional transit policies administered through the Metropolitan Council.

Mn/DOT

Mn/DOT constructs and manages Minnesota's roadways. They have goals related to congestion mitigation, air quality, travel safety and freeway improvements, and funding. Funding sources are sometimes shared by transportation and transit interests. Infrastructure improvements, such as High Occupancy Vehicle access lanes to the freeways and bus shoulders, serve both the needs of MnDOT and SouthWest Transit.

Other Service Providers

SouthWest Transit coordinates services and shares issues and concerns with other suburban providers, as well as Metro Transit and private providers.



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit Commission

From: Len Simich, CEO

Date: February 24, 2022

Subject: Resolution #22-05 Implementing a Blanket Purchase Orders System

REQUESTED ACTION:

That the SWT Commission adopt Resolution 22-05 Implementing a Blanket Purchase Order System.

BUDGET IMPACT:

None

BACKGROUND:

An opportunity exists to improve day to day operations by implementing a Blanket Purchase Order System. This in turn will provide budgetary control, simplification of accounting methodologies, and the streamlining of transactions.

RECOMMENDATION:

That the SWT Commission adopt Resolution 22-05 Implementing a Blanket Purchase Order System and Blanket Purchase Orders for qualifying vendors.

Attachments: Resolution 22-05; Vendor List



**SOUTHWEST TRANSIT COMMISSION
RESOLUTION #22-05 IMPLEMENTING A BLANKET PURCHASE ORDER SYSTEM
FOR SOUTHWEST TRANSIT FOR 2022**

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

WHEREAS, the SWT Commission authorizes improvements to day to day operations; and

WHEREAS, the implementation of a Blanket Purchase Order System shall provide improvements to day to day operations by providing budgetary control, simplifying Accounting methodologies, and streamlining transactions.

WHEREAS, the Blanket Purchase Orders shall conform to the procurement and purchasing policies set forth by federal law, state law, the JPA, and SWT bylaws.

NOW THEREFORE BE IT RESOLVED, the Commission approves implementing a Blanket Purchase Order System and Blanket Purchase Orders for the following:

Supplier	BPO #	Description	Annual Amount	Start Date	End Date	Declining Balance
First Transit	SWT11823	Operating Contract	\$ 2,830,201.00	2/1/2022	12/31/2022	
Mansfield	SWT11822	Fuel	\$ 343,750.00	2/1/2022	12/31/2022	
CDW	SWT11824	Computer/Technology	\$ 30,000.00	2/1/2022	12/31/2022	
Grainger	SWT11825	Shop Supplies	\$ 15,000.00	2/1/2022	12/31/2022	
Fed Ex	SWT11826	Shipping Charges	\$ 2,000.00	2/1/2022	12/31/2022	
Royal Tire	SWT11827	Tire (Repair Only)	\$ 1,100.00	2/1/2022	12/31/2022	

ADOPTED by the SouthWest Transit Commission on January 27, 2022.

Mike Huang, Chairperson

ATTEST:

Len Simich, Chief Executive Officer

Supplier	BPO #	Description	Annual Amount	Start Date	End Date
First Transit	SWT11823	Operating Contract	\$ 2,830,201.00	2/1/2022	12/31/2022
Mansfield	SWT11822	Fuel	\$ 343,750.00	2/1/2022	12/31/2022
CDW	SWT11824	Computer/Technology	\$ 30,000.00	2/1/2022	12/31/2022
Grainger	SWT11825	Shop Supplies	\$ 15,000.00	2/1/2022	12/31/2022
Fed Ex	SWT11826	Shipping Charges	\$ 2,000.00	2/1/2022	12/31/2022
Royal Tire	SWT11827	Tire (Repair Only)	\$ 1,100.00	2/1/2022	12/31/2022
Kloos Electric	SWT11828	Facilities Services	\$ 25,000.00	2/1/2022	12/31/2022
Menards	SWT11829	Supplies	\$ 15,000.00	2/1/2022	12/31/2022
Northern Tool	SWT11830	Supplies	\$ 5,000.00	2/1/2022	12/31/2022
Grainger	SWT11831	Supplies	\$ 15,000.00	2/1/2022	12/31/2022
Guardian Mechanical	SWT11832	Services	\$ 10,000.00	2/1/2022	12/31/2022
Ver-Tech	SWT11833	Services	\$ 10,000.00	2/1/2022	12/31/2022
TCGD	SWT11834	Services	\$ 2,500.00	2/1/2022	12/31/2022
Overhead Garage	SWT11835	Services	\$ 2,500.00	2/1/2022	12/31/2022
Lano	SWT11836	Services	\$ 5,000.00	2/1/2022	12/31/2022
Eco Lab	SWT11837	Services	\$ 2,000.00	2/1/2022	12/31/2022
Epic Rental	SWT11838	Services	\$ 2,000.00	2/1/2022	12/31/2022
A-Z Rental	SWT11839	Services	\$ 2,000.00	2/1/2022	12/31/2022
PPG Paint	SWT11840	Services	\$ 2,000.00	2/1/2022	12/31/2022
Sherwin Williams	SWT11841	Services	\$ 5,000.00	2/1/2022	12/31/2022
Pump and Meter	SWT11842	Services	\$ 2,000.00	2/1/2022	12/31/2022
Ace Lock and Safe	SWT11843	Services	\$ 2,000.00	2/1/2022	12/31/2022
Dakota Paper	SWT11844	Facilities Services	\$ 5,000.00	2/1/2022	12/31/2022



SOUTHWEST TRANSIT

To: SouthWest Transit Commission

From: Mike Huang, Chair
Len Simich, CEO

Date: February 18, 2022

Subject: Legislative Update

REQUESTED ACTION:

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

BUDGET IMPACT:

None.

BACKGROUND:

One of the agency's strategic planning goals is to improve the agency's ability to control and fund its operation. The principle and possibly the only way to accomplish this through Legislative policy.

During the strategic planning process, it was discussed to get the Commission more involved in the Legislative/lobbying process.

To date, initial meetings have been held with the following:

- Representative Pryor (PG and Len)
- Representative Kotyza-Witthuhn (PG and Len)
- Representative Elkins (Mike and Len)
- Senator Cwodzinski (PG and Len)
- Senator Osmek (Mike and Len)
- Senator Coleman (Mike and Len)
- Carver Co. Commissioner Fahey (Mike and Len)
- Carver Co. Commissioner Udermann (Mike and Len)
- Carver Co. Commissioner Degler (Mike and Len)
- Representative Morrison (Mike and Len)
- Representative Boe (Mike and Len)
- Carver Co. Commissioner Tom Workman (Mike, McKayla, Len)

Waiting on meeting confirmations:

- Representative Nash

- Senator Lopez-Franzen
- Congressman Dean Philips
- Congressman Tom Emmer (Mayor Ryan has spoken to Congressman Emmer related to SWT's initiatives)

RECOMMENDATION:

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

2022 SouthWest Transit Legislative Priorities

Legislative Actions

1. ***Seek a Legislative change that would allow SWT to better control and fund its operations.*** Actions could include seeking a change by transferring oversight responsibilities from the Metropolitan Council to Mn/DOT. Besides eliminating the competition for funding that currently exists, this allows the suburban systems to be grouped with peer operations like Duluth, St. Cloud, Mankato, and Rochester who are already under Mn/DOT oversight.
 - a. ***Should priority #1 not generate the needed support.*** Seek Legislative action that would expand agency autonomy providing SWT the ability to direct its own operations. Things such as the type of services offered, fares charged, and vehicle procurement and ownership, should all fall under the control of the local and elected Commission members.
2. ***Seek Legislative action that would allow SWT to directly receive the property tax revenue collected/taxed in our communities for transit capital (i.e., the regional transit tax collected by the Metropolitan Council to retire debt issued for capital purposes).***
3. ***Seek Legislation to obtain an equitable share and direct disbursement of MVST funding.*** The current structure in place since 2001 does not provide suburban systems with an equitable share. When transit funding shifted in the metro area from the property tax to MVST in 2001, the suburban transit systems received a snapshot of what we had been earning which equaled 17.39% of the MVST funding. From 2007 until 2019, that amount dropped to 12.87%. Since 2020 the suburban transit systems have received a slight increase which now totals 13.3% of the MVST dedicated to transit in the Twin Cities region.
4. ***Seek Legislative Action to secure our share of funding from the third pot of funding related to COVID Relief the “American Rescue Plan.” SouthWest Transit (as well as all the suburban transit providers) received from the CARES Act and CRRSA. Both were distributed to the providers via the federal 5307 formula. Funding from the third bill, the American Rescue Plan, has been received by the Metropolitan Council who has indicated they are not distributing the funds via formula but by need. Something (need) that has not been defined.***

Legislative Support

- Ensure public investments are targeted equitability throughout the metro region. The suburbs have many of the same needs as the core cities, and funding to provide services to meet those needs continues to grow. Public investment funding is controlled by the Metropolitan Council and TAB. Legislative support could help ensure transit systems like SWT receive its fair share.

- Minnesota is poised to have over \$800,000 available from federal infrastructure legislation. For SWT to secure funding under this program for initiatives related to our sustainability efforts (i.e., sustainability initiatives are the type of projects targeted under the new legislation). Both Federal and State Legislative support will be needed for SWT to be successful.
- The Governor would need to designate suburban systems to become direct recipients of federal funding including all 5307 funding, grants, and COVID relief. Legislative support could help persuade the Governor with this initiative.

New Business



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit Commission

From: Daniel Le Guen-Schmidt, Human Resources Director

Date: February 24, 2022

Subject: CEO Search Update

REQUESTED ACTION:

That the Commission approve an anticipated recommendation by the Budget and Personnel Committee.

BUDGET IMPACT

None.

BACKGROUND:

The Budget and Personnel Committee will be conducting screening interviews of CEO candidates the week of February 21. They anticipate making a recommendation on next steps to the full Commission on February 24.

RECOMMENDATION

That the SWT Commission approve anticipated recommendation from the Budget and Personnel Committee.



SOUTHWEST TRANSIT

To: SouthWest Transit Commission

From: Len Simich, CEO

Date: February 18, 2022

Subject: SouthWest Village Development

REQUESTED ACTION:

That the Commission authorize its CEO to begin the development process related to constructing a multi-level (3) storage facility on the one acre parcel it owns adjacent to the SouthWest Village Station and ramp.

This process includes moving forward with assembling the team, and begin the entitlement, design, construction document preparation, and undertake the construction bidding process.

BUDGET IMPACT:

Cost will be determined once the project including the actual size of the facility has been approved. Based on a 70,000 s.f. facility, the estimated costs are as follows:

Construction Costs - \$6 million (options include using development reserves or issuing debt).

Architectural and Engineering (soils analysis, traffic impacts, water run-off, /storage, prepare design/construction documents, etc.) - \$150,000 (est).

Construction Management (finalize construction documents, determine construction pricing/ budget, value engineer design, obtain construction permits, competitively bid work components, and generate construction contract on behalf of SWT- \$300,000 (est).

Owners Representation (Determine feasibility; Negotiate on behalf of the agency for A&E and contract management services; Assist with architectural design and review all construction documents; Conduct entitlement services/city approvals including attending necessary meetings, hearings and obtaining necessary signatures; Review progress and billings; Coordinate with the HOA - \$150,000 (est).

Total estimated budget = \$6.6 million

BACKGROUND:

The one-acre parcel adjacent to the SouthWest Village Station is guided for commercial development as part of the Planned Unit Development currently approved by the City of Chanhassen.

The property has been marketed for over the past ten years, and while we have had interest from private developers, one of the main impediments for getting development on the site was the deed restriction that had been placed on the property by Mn/DOT at the time of the property transfer to SWT.

In December (2021), the Commission approved a buy-out of the deed restriction which has occurred.

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

To maximize the return, a multi-level structure would be required. To fit the surroundings and meet SWT's brand, the exterior of the facility would need to be designed to look more like an office building than a storage facility (see attachments).

Staff has completed a conceptual design and has meet with City (Chanhassen) staff to discuss and review the project. While no approvals have been granted, the city was supportive of the concept.

SWT staff is now in position to begin moving forward with assembling the team, and begin the entitlement, design, construction document preparation, and undertake the construction bidding process.

RECOMMENDATION:

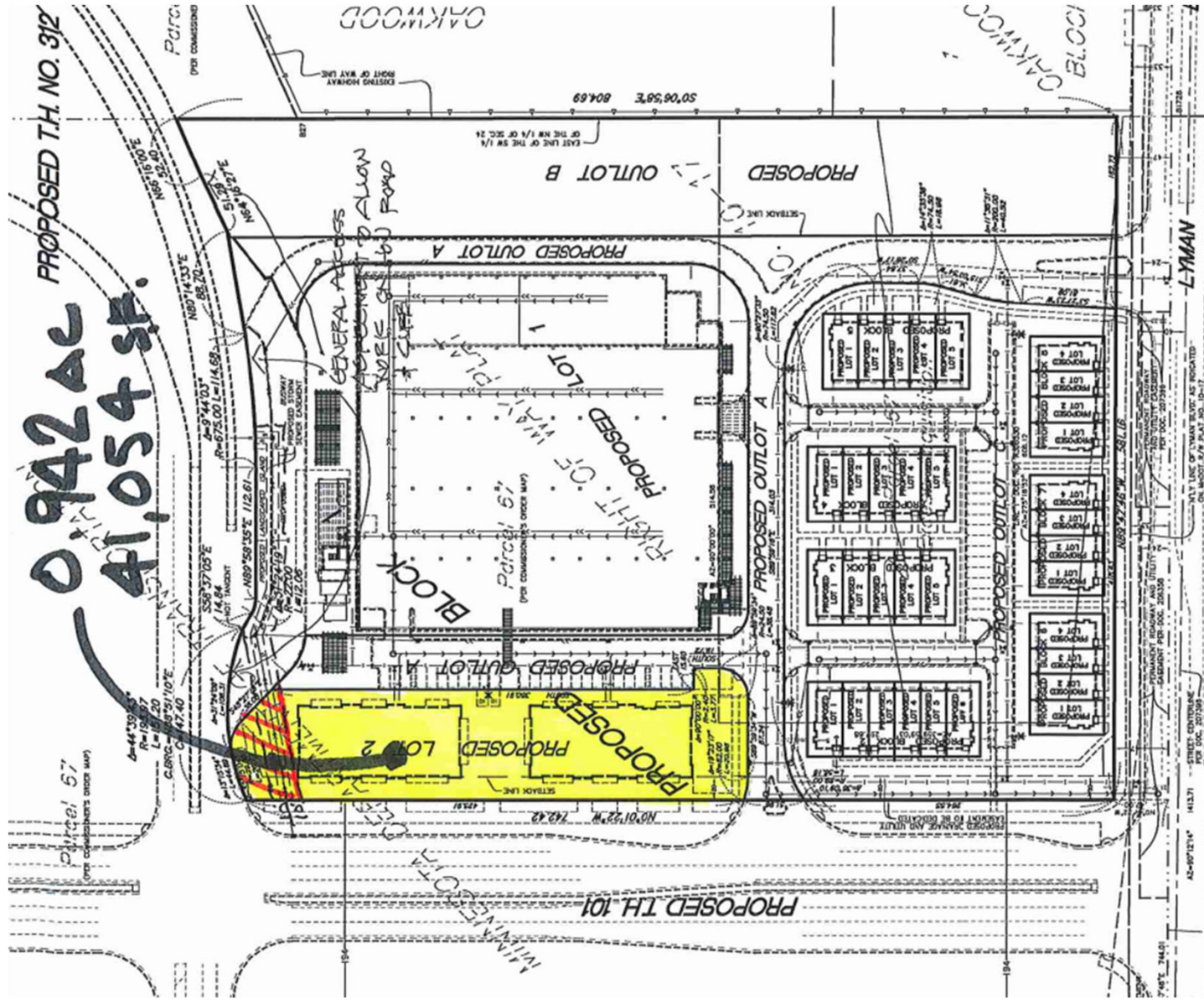
That the Commission authorize its CEO to begin the development process related to constructing a multi-level (3) storage facility on the one acre parcel it owns adjacent to the SouthWest Village Station and ramp. This process includes moving forward with assembling the team; Getting all contracts in place; Begin the entitlement, design, construction document preparation; Undertake the construction bidding process.

Note: All contracts will come to the Commission for approval prior to any work commencing.



0.942 AC
41,054 SF.

PROPOSED TH. NO. 312



Parcel 57
(FOR COMMENT'S ORDER MAP)

Parcel
(FOR COMMENT'S ORDER MAP)

OAKWOOD

OAKWOOD
BLOCK

LYMAN

PROPOSED TH. NO. 101

OPTION 3
CORNER



OPTION 3
BUSWAY





STORAGE
24/7

NO PARKING - FIRE LANE



SOUTHWEST TRANSIT

To: SouthWest Transit Commission
From: Matt Fyten, COO
Date: February 16, 2022
Subject: Service Initiatives

REQUESTED ACTION:

None. This item is for discussion purposes.

BUDGET IMPACT:

The service initiatives discussed in this memo vary in size and scope. Their implementations will also vary depending upon multiple factors: estimated rider demand, vehicle availability, driver staffing levels, etc.

The majority of services discussed are not currently part of the 2022 Operations Budget. It is estimated that the discussed services will increase the 2022 Operations Budget between \$500K-\$1M depending on the number of services implemented and when the services are implemented. Expenses related to the discussed services would be funded using existing agency operating reserves.

BACKGROUND:

As the agency looks to continually evolve its services to meet changing travel patterns and demographic patterns, staff is looking at the following service initiatives for implementation:

- **Expanded SW Prime Services** – The SW Prime service continues to gain ridership, now achieving near pre-pandemic ridership levels. Staff believes significant opportunity exists to grow and expand the SW Prime service as more point-to-point suburb-to-suburbs service demand grows. Areas of potential expansion include the Cities of Minnetonka, Edina, St. Louis Park, Hopkins, and Excelsior. Areas such as Cologne and Waconia are also being explored in Carver County. Staff is targeting May 2022 to start rolling out portions of these planned service expansions.
- **Expanded Airport Services (Lyft/Uber Partnership)** – Staff is currently in discussions with both Lyft and Uber to develop a mutually beneficial program that will allow riders to access SW Prime services to/from MSP Airport beyond the current airport service operating hours by having Lyft and/or Uber supplement SW Prime services via a voucher or subsidy program. Staff intends to bring this pilot program to the Commission in Spring 2022 for consideration.

- **Expanded SW Prime MD Services** – As the SW Prime service area would expand, so too would the SW Prime MD service area along with it allowing greater access to medical services for SW Prime riders. Staff would also seek to grow the number of partnerships with medical providers, such as the partnership that currently exists with Ridgeview Medical who is helping to offset a portion of the cost of SW Prime MD rides to customers.
- **Expanded Midday Express Services** – It is still somewhat unknown how express services will evolve post-pandemic. There are signs of Downtown Minneapolis employers starting to bring employees back to the office as soon as March of this year (City of Minneapolis, US Bank, Wells Fargo). While future commuter travel patterns to Downtown are still unknown, surveys and anecdotal research so far suggests that commuters will be looking for more flexible transit options where they are offered more frequency to/from Downtown throughout the workday. Therefore, staff is looking at options to increase its midday express service options to/from Downtown to ensure SWT services remain an attractive and viable option to changing Downtown commuter patterns. Staff is keeping a close eye on ridership and will make adjustments accordingly, but it is likely these services would be in place by Fall of this year at the latest.

Again, these are the current service expansion opportunities that staff is exploring, but as always, staff will be looking for additional service expansion opportunities to ensure SWT remains a leader in service innovation and delivery.

RECOMMENDATION:

None. This item is for discussion purposes.



SOUTHWEST TRANSIT

To: SouthWest Transit Commission

From: Len Simich, CEO
Matt Fyten, COO

Date: February 18, 2022

Subject: Analysis – Bringing the Driver Services In-House

REQUESTED ACTION:

That the Commission authorize staff to conduct an in-depth analysis related to bringing the driving function in-house. A final report would be delivered to the Commission at either the April or May meeting of the Commission.

BUDGET IMPACT:

Estimated not to exceed \$10,000 (Cost related to outside Consulting Services and does not reflect any in-house cost/time related to Len, Matt, Maria, Daniel, and Joshua).

BACKGROUND:

The driving function (drivers, supervisors/management, training, hiring, administrative services) is the only remaining function SWT has not taken in-house. Prior to 2000, vehicle maintenance, dispatch services, customer service, grounds and building maintenance were all contracted out.

Bringing the services in-house provided SWT with greater control, performance, and reliability to better reflect our brand. SWT's contract with its driver service provider is a cost-plus arrangement where SWT pays for all costs directly, including a management service fee (i.e., profit) of a quarter-million dollars annually.

Bringing the driver function in-house was identified during the recent strategic planning discussions. Over the past few years staff has been concerned that SWT needs and priorities are not being met by its current provider especially in the areas of hiring, training, and communication.

Given the employment climate we find ourselves in (and will probably continue to be in for some time), staff does not have the confidence that our provider who's contract with the Metropolitan Council for Metro Mobility is much larger than the one with SWT, and it appears to be its priority, receiving the bulk of its attention and drives its decisions/positions.

Although we have increased our wage packages above what is being paid at the other locations managed by the contractor (i.e., Metro Mobility, as well as the U of M, and Plymouth), the flow of applicants as well as transfers to our location has not been reflected by our efforts.

The current contract we have for driver services concludes on December 31st, 2023. SWT has the option of extending for another 4 years, go through a bid process to identify providers interested in providing driver services, or bring the service in-house.

To provide information related to both the pros and cons of bringing the service in-house, as well as identifying the pathway on what will need to occur as well as any financial impacts this may have on the organization, staff is recommending completing an in-depth analysis.

Industry data is good, but the granular data of how it will work specifically for SW Transit and its mission is more important in making the right decisions. Information such as:

- What do we potentially lose or gain, and how would the changes impact each of our departments and our operations processes?
- What is the impact on our personnel and our work environment?
- What would it cost, and what would those costs be?
- What are the advantages and disadvantages?
- Are there industry wide conditions we should consider which affect our decision?
- What experience have other organizations gone through which might give further insight?

These are the questions must be answered to make the right decisions.

To provide the data and analysis from both industry wide and SouthWest specific experiences, we have reached out to two former long term employees to assist us in our efforts: Dave Jacobson, former General Manager for Metro Mobility and SWT COO, has a wealth of management experience with our current contractor as well as public sector contracting; and Dave Simoneau, who had 25 years with SouthWest in capacities ranging from Driver up to Director of Operations/General Manager.

The following is the tentative scope we have identified to guide the conversation.

- Industry conditions and experiences that affect the contracting decision,
- The benefits and challenges of contracting as currently exists at SouthWest Transit.
- The pros and cons of changing to in-house Driver services.
- The effects of changing on each SWT department.
- The effect on SWT leadership structure and reorganization required.
- Cost comparisons including both transition and ongoing recurring expenses.
- The impacts on both contractor and agency personnel.
- What processes, procedures, and expertise are necessary to directly operate with a completely internal staff.
- Identify any State and/or Federal requirements related to bringing driver services in house from a private contractor (regulation 13, others).

RECOMMENDATION:

That the Commission authorize staff to conduct an in-depth analysis related to bringing the driving function in-house and deliver a final report to the Commission at either its April or May meeting.



SOUTHWEST TRANSIT

To: SouthWest Transit Commission

From: Len Simich, CEO
Joshua Dorothy, Agency Attorney

Date: February 18, 2022

Subject: Declaration of Emergency and Bid Award

REQUESTED ACTION:

That the Commission Declare an Emergency related to the fire on February 11 and award a contract for the clean up to the lowest responsible bidder.

BUDGET IMPACT:

Cost is anticipated to be more than \$175,000. The lowest responsible bid will be brought forward at the February 24th meeting for action.

BACKGROUND:

Since the cost is anticipated to be more than \$175,000, the normal process under State Statute would call for a sealed bids. However, the League of Minnesota Cities, our insurance provider, will be soliciting the bids for the clean-up on our behalf. By declaring an emergency, we can expedite the normal timeline required for the bid issuance and award the contract on February 25 and begin the clean-up process shortly after that.

RECOMMENDATION:

That the Commission Declare an Emergency related to the fire on February 11 and award a contract for the clean up to the lowest responsible bidder.

Updates

Operations, Planning, IT, Vehicle Maintenance and Facility Maintenance Updates February 2022

Operations & Planning Updates

Bus Fire Cleanup & Operations Impact – Investigation into the cause of the bus fire is underway by the Eden Prairie Fire Department. Staff is working with the League of Minnesota Cities on insurance claims related to impacted vehicles and the building itself. Fortunately, while fewer vehicles are available for service as we work to get them thoroughly cleaned, we have been able to operate our full compliment of services uninterrupted. Impacted vehicles, aside from the bus that burned, should be back in operation by early March, if not earlier. Obviously, more vehicles are being parked outside with Garage C being unavailable, but staff was quick to come up with a temporary parking plan that has worked to ensure all service operate uninterrupted.

Electric Vehicle Infrastructure Update – Staff had a productive meeting with Xcel Energy discussing how the agency can best prepare itself for a fleet of electric vehicles in the future. Xcel has a couple programs that staff is currently researching – one where Xcel would ensure the needed electricity and infrastructure is provided to our Eden Prairie Garage facility at no up-front cost to the agency, and another where Xcel would work with a third-party vendor on installing telematic devices on all SWT vehicles to determine which vehicles would show the greatest ROI if converted to electric vehicles.

Staff is currently reviewing the programs from a liability standpoint, as well as determine the right scope of any program should it be what's best for the agency.

Sustainability Action Plan Update – Work with LHB continues on the agency's Sustainability Action Plan. The document is in its final draft form and being reviewed. It looks like the plan will be brought forth to the Commission for adoption at its March or April meeting.

Carver County Vaccine Assistance – While SW Prime currently provides free rides to any individuals going to or from to get their COVID-19 vaccinations, we are partnering with Carver County Human Services to assist them with a free vaccine clinic at the Carver County Government Center from 10am-1pm on Saturday, February 26th. Anyone seeking a vaccine as part of the program will be given free Prime rides to and from their appointments.

IT Updates

The Eden Prairie garage now has better **Wi-Fi coverage** outside of the building. This will increase speed and stability for the vehicles that need to transfer data between our servers and the on board systems.

Security Awareness Testing and training has started with those employees that have access to SWT's systems. Users will receive monthly training on the latest cyber security threats, as well as practice emails to test their knowledge. Staff is looking at including Commission members on this new system as well.

Facilities Updates

Between snow falls the Facilities crew has been completing indoor projects around SouthWest Transit locations. These projects include painting, cleaning, and organizing. Since the fire, the Facilities team has been washing buses and cleaning areas around the garage to minimize the tracking of soot around the building.

Vehicle Maintenance updates

The maintenance team has been completing preventive maintenance on buses and equipment. Since the fire the maintenance team has been busy in servicing buses for route. We have added buses back to the active service fleet to cover the buses that were removed from active service.