

SOUTHWEST TRANSIT COMMISSION AGENDA

Thursday, June 23, 2022

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

Work Session – 6:00pm-6:30pm

Commission Meeting – 6:30 pm

Meeting: In-person

COMMISSION MEMBERS

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

GENERAL COUNSEL

Joshua Dorothy - Attorney

EXECUTIVE STAFF

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

WORK SESSION 6:00pm-6:30pm

Topic – Future Services and Staffing

COMMISSION MEETING AGENDA

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

- I. PUBLIC COMMENT**
- II. APPROVAL OF AGENDA**
- III. PAYMENT OF CLAIMS** (Rollcall Vote)
- IV. CONSENT**
 - A. Approval of Minutes of May 5 Commission Meeting
 - B. Approval of Minutes of May 26 Commission Meeting
 - C. Approval of Minutes of June 15 Commission Meeting
 - D. Approval of Financial Statements – Finance
 - E. Extension of Special Advisor to the Commission – Le Guen-Schmidt
 - F. Extension of Interim CEO Position - Le Guen-Schmidt
 - G. Title VI Update – Schuler/Fyten
 - H. SW Station PM – Kuykendall
- V. NEW BUSINESS**
 - A. CEO Search Firm - Dorothy/Le Guen-Schmidt
 - B. Budget Amendment – Souriya/Mancilla-Diaz
- VI. LEGISLATIVE UPDATE**
- VII. UPDATES**
 - A. Village Development - Simich
 - B. Staff Updates
 - C. Commissioner Updates
- VIII. ADJOURNMENT**

Payment of Claims

SouthWest Transit
5/20/2022 Thru 6/15/2022

Meeting Date: 6/23/2022

Payment of Claims

| Check Number | Vendor Name | Description | Check Date | Check Amount |
|---------------------|--------------------------------------|-------------------------------|-------------------|---------------------|
| 9712 | MICHAEL SIMICH | GFOA Conference Reimbursement | 5/20/2022 | \$ 207.00 |
| 9715 | ADVANTAGE COATING | Fire Repairs Contractor | 5/20/2022 | \$ 37,486.00 |
| 9716 | AMERICAN PUBLIC TRANSPORTATION | APTA Membership Dues | 5/20/2022 | \$ 5,000.00 |
| 9717 | BORTON VOLVO | EV Vehicle Purchase | 5/20/2022 | \$ 60,185.00 |
| 9718 | CENTURYLINK | Internet Service | 5/20/2022 | \$ 124.72 |
| 9719 | MENARDS | Building Supplies | 5/20/2022 | \$ 461.04 |
| 9720 | OCCUPATIONAL MEDICINE CONSULTS | Medical Testing | 5/20/2022 | \$ 120.00 |
| 9721 | SITEONE LANDSCAPE SUPPLY, LLC | Building Supplies | 5/20/2022 | \$ 311.26 |
| 9721 | SITEONE LANDSCAPE SUPPLY, LLC | Building Supplies | 5/20/2022 | \$ 656.57 |
| 9722 | SNAP-ON TOOLS | Building Supplies | 5/20/2022 | \$ 113.00 |
| 9723 | SYNCB AMAZON | Marketing | 5/20/2022 | \$ 89.55 |
| 9724 | USS MN VII MT LLC | Solar Subscription | 5/20/2022 | \$ 455.74 |
| 9725 | WALKER CONSULTANTS | Prof Fee - Ramp PM | 5/20/2022 | \$ 13,050.00 |
| 9725 | WALKER CONSULTANTS | Prof fee - Roof Engineering | 5/20/2022 | \$ 8,856.79 |
| 9726 | BORTON VOLVO | EV Vehicle Purchase | 5/20/2022 | \$ 60,185.00 |
| 9727 | CENTERPOINT ENERGY | Gas Bill | 5/24/2022 | \$ 3,235.14 |
| 9728 | COMCAST BUSINESS - CABLE | Internet Service | 5/24/2022 | \$ 374.44 |
| 9729 | COMPASS MINERALS AMERICA INC. | Building Supplies | 5/24/2022 | \$ 1,864.92 |
| 9730 | GRAINGER | Building Supplies | 5/24/2022 | \$ 598.50 |
| 9731 | JOHN HAGGENMILLER | Mileage Reimbursement | 5/24/2022 | \$ 161.28 |
| 9732 | HEALTHPARTNERS INC. | May & June Medical Insurance | 5/24/2022 | \$ 60,340.84 |
| 9733 | HOME DEPOT CREDIT SERVICES | Building Supplies | 5/24/2022 | \$ 20.00 |
| 9734 | INDIGO SIGNWORKS | Building Supplies | 5/24/2022 | \$ 935.50 |
| 9735 | MENARDS | Building Supplies | 5/24/2022 | \$ 244.92 |
| 9735 | MENARDS | Shop Supplies | 5/24/2022 | \$ 24.96 |
| 9736 | PRIORITY COURIER EXPERTS | Courier | 5/24/2022 | \$ 32.48 |
| 9737 | ROYAL TIRE INC. | Tire Disposal | 5/24/2022 | \$ 72.00 |
| 9737 | ROYAL TIRE INC. | Tires | 5/24/2022 | \$ 882.52 |
| 9738 | SAV PEST CONTROL | Pest Control | 5/24/2022 | \$ 2,625.00 |
| 9739 | SCHINDLER ELEVATOR CORP. | Elevator Service | 5/24/2022 | \$ 139.09 |
| 9739 | SCHINDLER ELEVATOR CORP. | Elevator Service | 5/24/2022 | \$ 317.22 |
| 9740 | SYNCB AMAZON | Building Supplies | 5/24/2022 | \$ 357.29 |
| 9740 | SYNCB AMAZON | Building Supplies | 5/24/2022 | \$ 237.30 |
| 9740 | SYNCB AMAZON | Marketing | 5/24/2022 | \$ 461.97 |
| 9740 | SYNCB AMAZON | Shop Equipment | 5/24/2022 | \$ 172.30 |
| 9740 | SYNCB AMAZON | Shop Supplies | 5/24/2022 | \$ 44.06 |
| 9740 | SYNCB AMAZON | Building Supplies | 5/24/2022 | \$ 24.98 |
| 9741 | UNIFIRST CORPORATION | Drivers Uniforms | 5/24/2022 | \$ 466.96 |
| 9741 | UNIFIRST CORPORATION | Drivers Uniforms | 5/24/2022 | \$ 89.94 |
| 9742 | ABC BUS COMPANIES | Fleet Parts | 5/26/2022 | \$ 417.38 |
| 9743 | ALLSTATE PETERBILT | Fleet Parts | 5/26/2022 | \$ 588.57 |
| 9744 | ECOLAB | Building Supplies | 5/26/2022 | \$ 833.95 |
| 9745 | FEDEX | Shipping | 5/26/2022 | \$ 25.00 |
| 9746 | FIDELITY SECURITY LIFE INSURANCE CO. | Vision Insurance | 5/26/2022 | \$ 167.06 |
| 9747 | GRAINGER | Shop Supplies | 5/26/2022 | \$ 180.58 |
| 9748 | IMPERIAL SUPPLIES LLC | Building Supplies | 5/26/2022 | \$ 84.60 |
| 9749 | MADISON NATIONAL LIFE INS CO, INC | LTD Insurance | 5/26/2022 | \$ 395.34 |
| 9750 | MENARDS | Building Supplies | 5/26/2022 | \$ 299.25 |
| 9750 | MENARDS | Building Supplies | 5/26/2022 | \$ 76.89 |
| 9750 | MENARDS | Building Supplies | 5/26/2022 | \$ 22.40 |
| 9751 | NAPA AUTO PARTS | Fleet Parts | 5/26/2022 | \$ 114.46 |
| 9752 | NORTH CENTRAL BUS | Fleet Parts | 5/26/2022 | \$ 167.66 |
| 9753 | O'REILLY AUTOMOTIVE, INC. | Battery Core Credit | 5/26/2022 | \$ (22.00) |
| 9753 | O'REILLY AUTOMOTIVE, INC. | Fleet Parts | 5/26/2022 | \$ 1,118.77 |
| 9754 | SUBURBAN CHEVROLET | Fleet Parts | 5/26/2022 | \$ 664.15 |
| 9755 | SYNCB AMAZON | Building Supplies | 5/26/2022 | \$ 167.86 |
| 9755 | SYNCB AMAZON | Late Fee | 5/26/2022 | \$ 7.75 |
| 9756 | THE AFTERMARKET PARTS COMPANY | Fleet Parts | 5/26/2022 | \$ 1,835.04 |
| 9757 | UNIFIRST CORPORATION | Drivers Uniforms | 5/26/2022 | \$ 463.76 |

SouthWest Transit
5/20/2022 Thru 6/15/2022

Meeting Date: 6/23/2022

Payment of Claims

| Check Number | Vendor Name | Description | Check Date | Check Amount |
|---------------------|--------------------------------------|----------------------------|-------------------|---------------------|
| 9757 | UNIFIRST CORPORATION | Drivers Uniforms | 5/26/2022 | \$ 89.94 |
| 9758 | 4IMPRINT, INC. | Marketing Materials | 6/2/2022 | \$ 476.16 |
| 9758 | 4IMPRINT, INC. | Marketing Materials | 6/2/2022 | \$ 897.39 |
| 9759 | ABC BUS COMPANIES | Fleet Parts | 6/2/2022 | \$ 2,228.22 |
| 9760 | ARCPOINT LABS OF EDEN PRAIRIE | Drug Testing | 6/2/2022 | \$ 234.00 |
| 9761 | CENTURYLINK | Phone Bill | 6/2/2022 | \$ 455.05 |
| 9762 | CITY OF CHASKA UTILITY BILLING | Electric Bill | 6/2/2022 | \$ 1,976.80 |
| 9763 | CITY OF EDEN PRAIRIE | Water/Sewer Bill | 6/2/2022 | \$ 1,325.34 |
| 9764 | COMCAST BUSINESS - CABLE | Internet Service | 6/2/2022 | \$ 443.07 |
| 9765 | CUMMINS SALES AND SERVICES | Battery Core Credit | 6/2/2022 | \$ (984.43) |
| 9765 | CUMMINS SALES AND SERVICES | Fleet Maintenance | 6/2/2022 | \$ 774.18 |
| 9765 | CUMMINS SALES AND SERVICES | Fleet Parts | 6/2/2022 | \$ 707.22 |
| 9766 | DACOTA PAPER CO. | Building Supplies | 6/2/2022 | \$ 348.25 |
| 9767 | ECOLAB | Building Supplies | 6/2/2022 | \$ 550.76 |
| 9768 | FEDEX | Shipping | 6/2/2022 | \$ 144.05 |
| 9769 | FLYNN MIDWEST LP | Roof Replacement project | 6/2/2022 | \$ 575,362.75 |
| 9770 | MATTHEW FYTEN | APTA Leadership conference | 6/2/2022 | \$ 303.53 |
| 9771 | HEARTLAND BUSINESS SYSTEM | Cell Router Replacement | 6/2/2022 | \$ 216,585.92 |
| 9772 | JOHNSON CONTROLS, INC. | EMS Controls Project | 6/2/2022 | \$ 5,273.75 |
| 9773 | LANO EQUIPMENT, INC. | Fleet Parts | 6/2/2022 | \$ 74.89 |
| 9774 | MENARDS | Building Supplies | 6/2/2022 | \$ 150.21 |
| 9774 | MENARDS | Building Supplies | 6/2/2022 | \$ 4.40 |
| 9775 | MVEC, MINNESOTA VALLEY ELECTRIC COOP | Electric Bill | 6/2/2022 | \$ 1,520.34 |
| 9776 | ODP BUSINESS SOLUTIONS LLC | Office Supplies | 6/2/2022 | \$ 55.59 |
| 9776 | ODP BUSINESS SOLUTIONS LLC | Office Supplies | 6/2/2022 | \$ 114.48 |
| 9777 | O'REILLY AUTOMOTIVE, INC. | Fleet Parts | 6/2/2022 | \$ 187.58 |
| 9778 | PUMP AND METER SERVICES, INC | Service Call | 6/2/2022 | \$ 3,872.95 |
| 9779 | REPUBLIC SERVICES #894 | Trash Service | 6/2/2022 | \$ 1,775.91 |
| 9780 | ROYAL TIRE INC. | Tires | 6/2/2022 | \$ 486.14 |
| 9780 | ROYAL TIRE INC. | Tire Credit | 6/2/2022 | \$ (170.00) |
| 9780 | ROYAL TIRE INC. | Tires | 6/2/2022 | \$ 3,508.98 |
| 9781 | RSM US PRODUCT SALES LLC | IT Managed Services | 6/2/2022 | \$ 1,554.50 |
| 9781 | RSM US PRODUCT SALES LLC | Office 365 Sub | 6/2/2022 | \$ 974.74 |
| 9782 | SEON SYSTEMS SALES INC. | EV Car Camera Systems | 6/2/2022 | \$ 3,928.42 |
| 9782 | SEON SYSTEMS SALES INC. | EV Car Camera Systems | 6/2/2022 | \$ 3,928.42 |
| 9783 | SOCIAL INDOOR | Advertising | 6/2/2022 | \$ 2,000.00 |
| 9784 | SSI MN TRANCHE 1 LLC | Solar Subscription | 6/2/2022 | \$ 3,294.46 |
| 9785 | SSI MN TRANCHE 3 | Solar Subscription | 6/2/2022 | \$ 491.21 |
| 9786 | SUBURBAN CHEVROLET | Fleet Parts | 6/2/2022 | \$ 257.31 |
| 9787 | SYNCB AMAZON | IT Supplies | 6/2/2022 | \$ 435.00 |
| 9787 | SYNCB AMAZON | Electric Vehicle Charging | 6/2/2022 | \$ 325.97 |
| 9789 | THE AFTERMARKET PARTS COMPANY | Fleet Parts | 6/2/2022 | \$ 7,837.67 |
| 9790 | T-MOBILE | Bus WiFi Service | 6/2/2022 | \$ 4,787.59 |
| 9791 | TURBO SEAL LLC | Parking Lot Maintenance | 6/2/2022 | \$ 1,250.00 |
| 9792 | U.S. BANK EQUIPMENT FINANCE | Copier Lease | 6/2/2022 | \$ 699.00 |
| 9793 | UNIFIRST CORPORATION | Drivers Uniforms | 6/2/2022 | \$ 89.94 |
| 9794 | VERIFIED CREDENTIALS | Background Checks | 6/2/2022 | \$ 189.65 |
| 9795 | WALSER CHRYSLER JEEP DODGE | Fleet Parts | 6/2/2022 | \$ 87.40 |
| 9796 | WESTERN SPECIALTY CONTRACTORS | East Creek Ramp PM | 6/2/2022 | \$ 169,560.00 |
| 9797 | WEX BANK | Fuel | 6/2/2022 | \$ 435.26 |
| 9798 | XCEL ENERGY | Electric Bill | 6/2/2022 | \$ 607.44 |
| 9798 | XCEL ENERGY | Electric Bill | 6/2/2022 | \$ 2,418.85 |
| 9799 | FORKLIFTS OF MINNESOTA, INC. | Forklift Purchase | 6/8/2022 | \$ 32,867.00 |
| 9800 | ACE SECURITY TECHNOLOGIES | Service Call | 6/9/2022 | \$ 185.00 |
| 9801 | ALLSTATE PETERBILT | Fleet Parts | 6/9/2022 | \$ 745.88 |
| 9801 | ALLSTATE PETERBILT | Fleet Parts Credit | 6/9/2022 | \$ (205.63) |
| 9802 | CENTERPOINT ENERGY | Gas Bill | 6/9/2022 | \$ 114.18 |
| 9803 | COMCAST BUSINESS | Internet Service | 6/9/2022 | \$ 2,475.14 |
| 9804 | CUMMINS SALES AND SERVICES | Fleet Parts Credit | 6/9/2022 | \$ (49.50) |

SouthWest Transit
5/20/2022 Thru 6/15/2022

Meeting Date: 6/23/2022

Payment of Claims

| Check Number | Vendor Name | Description | Check Date | Check Amount |
|---------------------|--|-------------------------------|-------------------|---------------------|
| 9804 | CUMMINS SALES AND SERVICES | Fleet Parts | 6/9/2022 | \$ 55.77 |
| 9805 | FACTORY MOTOR PARTS COMPANY | Fleet Parts | 6/9/2022 | \$ 238.81 |
| 9806 | MATTHEW FYTEN | Mileage Reimbursement | 6/9/2022 | \$ 276.50 |
| 9808 | GRAINGER | Building Supplies | 6/9/2022 | \$ 837.77 |
| 9808 | GRAINGER | Shop Supplies | 6/9/2022 | \$ 1,195.11 |
| 9808 | GRAINGER | Building Supplies | 6/9/2022 | \$ 79.51 |
| 9809 | GREGERSON, ROSOW, JOHNSON & NILAN, LTD | Legal Fees | 6/9/2022 | \$ 9,257.16 |
| 9810 | HENNEPIN COUNTY AR | Radio Service | 6/9/2022 | \$ 338.72 |
| 9811 | IHEART MEDIA | Advertisement | 6/9/2022 | \$ 3,978.95 |
| 9812 | KREMER SERVICES | Fleet Parts | 6/9/2022 | \$ 680.06 |
| 9813 | KREPELA PAINTING | Painting Supplies | 6/9/2022 | \$ 77,000.00 |
| 9814 | LANO EQUIPMENT, INC. | Equipment Repair | 6/9/2022 | \$ 121.41 |
| 9815 | MATT'S AUTO SERVICE | Bus Fire Service Call | 6/9/2022 | \$ 320.00 |
| 9816 | MAURICE PEARL | CEO Interview Exp. Reim | 6/9/2022 | \$ 114.33 |
| 9817 | MENARDS | Building Supplies | 6/9/2022 | \$ 366.07 |
| 9817 | MENARDS | Building Supplies | 6/9/2022 | \$ 23.58 |
| 9817 | MENARDS | Shop Supplies | 6/9/2022 | \$ 84.14 |
| 9818 | MINNESOTA LIFE INSURANCE COMPANY | Employee Life Insurance | 6/9/2022 | \$ 628.00 |
| 9819 | MYERS TIRE - CHICAGO #12 | Shop Supplies | 6/9/2022 | \$ 112.81 |
| 9820 | NORTH CENTRAL BUS | Fleet Parts | 6/9/2022 | \$ 197.82 |
| 9821 | ODP BUSINESS SOLUTIONS LLC | Building Supplies | 6/9/2022 | \$ 223.92 |
| 9822 | O'REILLY AUTOMOTIVE, INC. | Fleet Parts | 6/9/2022 | \$ 103.60 |
| 9822 | O'REILLY AUTOMOTIVE, INC. | Fleet Parts | 6/9/2022 | \$ 278.23 |
| 9822 | O'REILLY AUTOMOTIVE, INC. | Shop Supplies | 6/9/2022 | \$ 1.79 |
| 9822 | O'REILLY AUTOMOTIVE, INC. | Warranty Credit | 6/9/2022 | \$ (217.72) |
| 9823 | OSI ENVIRONMENTAL, INC. | Used Crushed Filters | 6/9/2022 | \$ 50.00 |
| 9824 | PRAIRIE LAWN & GARDEN | Fleet Parts | 6/9/2022 | \$ 232.06 |
| 9825 | PRIORITY COURIER EXPERTS | Courier | 6/9/2022 | \$ 32.75 |
| 9826 | ROYAL TIRE INC. | Tire Disposal | 6/9/2022 | \$ 54.00 |
| 9826 | ROYAL TIRE INC. | Tires | 6/9/2022 | \$ 293.00 |
| 9827 | SEON SYSTEMS SALES INC. | Fleet Parts | 6/9/2022 | \$ 1,271.00 |
| 9828 | MICHAEL SIMICH | GFOA Conference Reimbursement | 6/9/2022 | \$ 745.82 |
| 9829 | SITEONE LANDSCAPE SUPPLY, LLC | Irrigation Repairs | 6/9/2022 | \$ 86.72 |
| 9830 | STARTRIBUNE | Advertising | 6/9/2022 | \$ 3,000.00 |
| 9831 | SUBURBAN CHEVROLET | Outside Repair | 6/9/2022 | \$ 1,095.15 |
| 9831 | SUBURBAN CHEVROLET | Outside Repair | 6/9/2022 | \$ 165.00 |
| 9832 | SW NEWS MEDIA | Advertising | 6/9/2022 | \$ 1,199.72 |
| 9833 | SYNCB AMAZON | Building Supplies | 6/9/2022 | \$ 77.84 |
| 9833 | SYNCB AMAZON | Building Supplies | 6/9/2022 | \$ 5.27 |
| 9833 | SYNCB AMAZON | Office Supplies | 6/9/2022 | \$ 156.94 |
| 9834 | THE AFTERMARKET PARTS COMPANY | Fleet Parts | 6/9/2022 | \$ 30.89 |
| 9834 | THE AFTERMARKET PARTS COMPANY | Fleet Parts | 6/9/2022 | \$ 521.34 |
| 9835 | TWIN CITIES TRANSPORT & RECOVER | Towing Service | 6/9/2022 | \$ 500.00 |
| 9836 | U.S. BANK EQUIPMENT FINANCE | Copier Lease | 6/9/2022 | \$ 148.00 |
| 9837 | UNIFIRST CORPORATION | Drivers Uniforms | 6/9/2022 | \$ 930.09 |
| 9837 | UNIFIRST CORPORATION | Drivers Uniforms | 6/9/2022 | \$ 89.94 |
| 9838 | SAWYER SUTHERLAND | Sponsorship | 6/15/2022 | \$ 400.00 |
| 9839 | ABC BUS COMPANIES | Fleet Parts | 6/15/2022 | \$ 672.83 |
| 9839 | ABC BUS COMPANIES | Fleet Parts Credit | 6/15/2022 | \$ (595.30) |
| 9840 | ALLSTATE PETERBILT | Fleet Parts | 6/15/2022 | \$ 115.08 |
| 9841 | CENTERPOINT ENERGY | Gas Bill | 6/15/2022 | \$ 69.76 |
| 9842 | COMCAST BUSINESS - CABLE | Internet Service | 6/15/2022 | \$ 374.44 |
| 9843 | EDEN PRAIRIE LOCAL NEWS | Advertising | 6/15/2022 | \$ 4,095.00 |
| 9844 | FACTORY MOTOR PARTS COMPANY | Fleet Parts | 6/15/2022 | \$ 504.47 |
| 9845 | FEDEX | Building Supplies | 6/15/2022 | \$ 25.00 |
| 9846 | FIRST TRANSIT, INC. | May Operating | 6/15/2022 | \$ 320,366.53 |
| 9847 | CONNOR FROEMMING | Uniform Reimbursement | 6/15/2022 | \$ 12.31 |
| 9848 | HOME DEPOT CREDIT SERVICES | Building Supplies | 6/15/2022 | \$ 119.96 |
| 9849 | MARIA MANCILLA-DIAZ | GFOA Conference Reimbursement | 6/15/2022 | \$ 1,107.97 |

SouthWest Transit
5/20/2022 Thru 6/15/2022

Meeting Date: 6/23/2022

Payment of Claims

| Check Number | Vendor Name | Description | Check Date | Check Amount |
|---------------------|--|-------------------------------------|-------------------|------------------------|
| 9850 | MENARDS | Building Supplies | 6/15/2022 | \$ 73.93 |
| 9850 | MENARDS | Shop Supplies | 6/15/2022 | \$ 32.58 |
| 9851 | METRO SALES INC. | Copier Maintenance | 6/15/2022 | \$ 744.81 |
| 9852 | MILLER TRUCKING OF BUFFALO INC | Building Supplies | 6/15/2022 | \$ 1,192.50 |
| 9853 | MINUTEMAN PRESS | Marketing Supplies | 6/15/2022 | \$ 85.00 |
| 9854 | MY CABLE MART LLC | IT Supplies | 6/15/2022 | \$ 49.08 |
| 9855 | ODP BUSINESS SOLUTIONS LLC | Office Supplies | 6/15/2022 | \$ 93.51 |
| 9856 | O'REILLY AUTOMOTIVE, INC. | Fleet Parts | 6/15/2022 | \$ 360.34 |
| 9856 | O'REILLY AUTOMOTIVE, INC. | Shop Supplies | 6/15/2022 | \$ 101.57 |
| 9857 | POPP COMMUNICATIONS | Phone Bill | 6/15/2022 | \$ 2,307.75 |
| 9858 | ROYAL TIRE INC. | Tire Disposal | 6/15/2022 | \$ 54.00 |
| 9858 | ROYAL TIRE INC. | Tires | 6/15/2022 | \$ 247.57 |
| 9859 | SITEONE LANDSCAPE SUPPLY, LLC | Irrigation Repairs | 6/15/2022 | \$ 29.69 |
| 9860 | SOURIYONG SOURIYA | GFOA Conference Reimbursement | 6/15/2022 | \$ 353.57 |
| 9861 | SUBURBAN CHEVROLET | Fleet Parts | 6/15/2022 | \$ 63.48 |
| 9862 | SW NEWS MEDIA | Advertising | 6/15/2022 | \$ 227.70 |
| 9863 | TASC | FSA/HSA Admin Fees | 6/15/2022 | \$ 22.58 |
| 9864 | THE AFTERMARKET PARTS COMPANY | Fleet Parts | 6/15/2022 | \$ 687.37 |
| 9865 | THE DALE GREEN COMPANY | Building Supplies | 6/15/2022 | \$ 80.00 |
| 9866 | UNIFIRST CORPORATION | Drivers Uniforms | 6/15/2022 | \$ 454.61 |
| 9866 | UNIFIRST CORPORATION | Drivers Uniforms | 6/15/2022 | \$ 92.28 |
| 9867 | VERIZON WIRELESS | Phone Bill | 6/15/2022 | \$ 105.03 |
| 9868 | VSIS INC | Vehicle Camera System Installs | 6/15/2022 | \$ 4,900.00 |
| 9869 | WALKER CONSULTANTS | Capital Costs for Repairs | 6/15/2022 | \$ 18,191.71 |
| 9869 | WALKER CONSULTANTS | Roof Replacement | 6/15/2022 | \$ 9,371.90 |
| 9870 | BRIAN WELLS | CEO Interview Exp. Reimb | 6/15/2022 | \$ 110.99 |
| 9871 | WINTHROP & WEINSTINE, PA | Legislative Service | 6/15/2022 | \$ 4,000.00 |
| | | TOTAL | | \$ 1,806,975.54 |
| | | ACH Withdraws | | |
| 89 | PREVOST CAR INC. | Fleet Parts | 6/3/2022 | \$ 1,359.41 |
| 89 | PREVOST CAR INC. | Shop Supplies | 6/3/2022 | \$ 0.25 |
| 91 | BEST VERSION MEDIA | Advertising | 6/10/2022 | \$ 990.91 |
| 92 | CARVER COUNTY | Internet Service | 6/10/2022 | \$ 1,080.00 |
| 93 | GUARDIAN MECHANICAL SERVICE INC. | Bus Fire Service Call | 6/10/2022 | \$ 1,625.00 |
| 94 | I-STATE TRUCK CENTER | Fleet Parts | 6/10/2022 | \$ 360.00 |
| 95 | LOCAL GOVERNMENT INFORMATION SYSTEMS | Software License | 6/10/2022 | \$ 1,483.00 |
| 96 | VER-TECH LABS | Fleet Parts | 6/10/2022 | \$ 2,631.01 |
| | ACH ORIGATION | Bank Fee | 5/31/2022 | \$ 40.00 |
| | DOMESTIC WIRE TRANSFER FEE | Wire Transfer | 6/8/2022 | \$ 25.00 |
| | DOMESTIC WIRE TRANSFER TO CUTTING EDGE DEVELOPMENT | Wire Transfer - Feasibility Study | 6/8/2022 | \$ 3,500.00 |
| | DOMESTIC WIRE FEE | Wire Transfer | 6/14/2022 | \$ 25.00 |
| | DOMESTIC WIRE TRANSFER TO ALERUS FINANCIAL TRUST DEPT. | Wire Transfer - Treasury Investment | 6/14/2022 | \$ 1,225,144.62 |
| | Mansfield Oil PAYMENTS 1650662 | Bus Fuel | 5/23/2022 | \$ 9,860.40 |
| | Mansfield Oil PAYMENTS 1651413 | Bus Fuel | 5/23/2022 | \$ 29,834.19 |
| | Mansfield Oil PAYMENTS 1652752 | Bus Fuel | 6/13/2022 | \$ 20,262.48 |
| | MET COUNCIL RETAILSAL CPOS SW | Go To Card Reimbursement | 5/20/2022 | \$ 3,030.50 |
| | MET COUNCIL RETAILSAL CPOS SW | Go To Card Reimbursement | 5/27/2022 | \$ 1,460.50 |
| | MET COUNCIL RETAILSAL CPOS SW | Go To Card Reimbursement | 6/3/2022 | \$ 2,042.50 |
| | MET COUNCIL RETAILSAL CPOS SW | Go To Card Reimbursement | 6/10/2022 | \$ 1,465.50 |
| | POSITIVE PAY | Bank Fee | 5/31/2022 | \$ 25.00 |
| | | TOTAL | | \$ 1,306,245.27 |
| | | Payroll | | |
| | Paylocity | Payroll | 5/26/2022 | \$ 94,241.52 |
| | Paylocity | Payroll | 6/9/2022 | \$ 95,995.41 |
| | Paylocity | PTO Payout | 6/9/2022 | \$ 23,267.05 |
| | | TOTAL | | \$ 213,503.98 |

SouthWest Transit
5/20/2022 Thru 6/15/2022

Meeting Date: 6/23/2022

Payment of Claims

| Check Number | Vendor Name | Description | Check Date | Check Amount |
|---|-----------------------|----------------------|------------|------------------------|
| 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 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 |
| | 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 |
| | Maria Mancilla-Diaz | Cell Phone Allowance | | \$ 50.00 |
| | Len Simich | Car Allowance | | \$ 712.00 |
| | Kevin Berg | Tools Allowance | | \$ 100.00 |
| | Ben Green | Tools Allowance | | \$ 100.00 |
| | Dave Huddleston | Tools Allowance | | \$ 100.00 |
| | Kyle Jackels | Tools Allowance | | \$ 100.00 |
| | Edwin Nama | Tools Allowance | | \$ 100.00 |
| | Bradley Peters | Tools Allowance | | \$ 100.00 |
| | Jordan Roske | Tools Allowance | | \$ 100.00 |
| | Lonnie Van Eps | Tools Allowance | | \$ 100.00 |
| | Matt Vieth | Tools Allowance | | \$ 100.00 |
| | Steve Michael | Tools Allowance | | \$ 100.00 |
| | | | | |
| | | TOTAL | | \$ 2,997.00 |
| | | | | |
| | | GRAND TOTAL | | \$ 3,326,724.79 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Consent

SOUTHWEST TRANSIT COMMISSION MINUTES

Thursday, May 5, 2022
Commission Meeting – 5:30 pm

COMMISSION MEMBERS

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

GENERAL COUNSEL

Joshua Dorothy, Attorney

EXECUTIVE STAFF

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

I. PUBLIC COMMENT

The meeting was called to order by Chair Huang at 5:30 pm. All Commission members were present but Commissioner Ryan. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Hatfield, yes; Roepke, yes.

There was no public comment.

II. APPROVAL OF AGENDA

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

III. NEW BUSINESS

A. Approval of Special Advisor Extension

HR Director LeGuen-Schmidt stated that to accommodate the continued search for a new Chief Executive Officer, staff is requesting an extension of the Special Advisor appointment. This would allow for continuity of leadership while the search process wraps up.

Motion: Freiberg motioned, seconded by Roepke to approve the extension of Len Simich as Special Advisor to the Commission from May 31, 2022 to June 30, 2022. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Hatfield, yes; Roepke, yes. The motion carried 6-0-0.

B. Approval of CEO Finalists

HR Director LeGuen-Schmidt stated that the Budget and Personnel Committee has selected three candidates to be interviewed by the SWT Commission and staff for the position of Chief Executive Officer.

Budget and Personnel Committee members stated that they are confident in the selections made and that each candidate is very qualified to serve in the role as CEO.

Discussion continued as to the format of the interviews. The goal is to conduct interviews over the next two weeks with a final announcement to be made at the May 26 Commission meeting.

LeGuen-Schmidt invited Commissioners to submit questions to him to be included in the interview process.

Motion: Roepke motioned, seconded by Narayanan to approve interviewing the three candidates brought forward by the Budget and Personnel Commission for the position of Chief Executive Officer. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Hatfield, yes; Roepke, yes. The motion carried 6-0-0.

IV. ADJOURNMENT

Motion: Freiberg motioned, seconded by McDonald 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 was adjourned at 5:58 pm.

May 5, 2022 SouthWest Transit Commission Minutes Prepared By: Linda Spevacek

Approved by: _____

Date: _____

SOUTHWEST TRANSIT COMMISSION MINUTES

Thursday, May 26, 2022

Work Session – 6:00 pm

Commission Meeting – Following Work Session

COMMISSION MEMBERS

Mike Huang – City of Chaska
PG Narayanan – City of Eden Prairie, (Rick Getschow, Alternate)
Jerry McDonald – City of Chanhassen
Mark Freiberg – City of Eden Prairie
McKayla Hatfield – City of Chaska
Elise Ryan – City of Chanhassen
Bob Roepke – At-Large Commissioner
Joy McKnight – Ex Officio City of Carver

GENERAL COUNSEL

Joshua Dorothy, Attorney

EXECUTIVE STAFF

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

I. PUBLIC COMMENT

The meeting was called to order by Chair Huang at 8:14 pm. All Commissioners were present but Commissioners Ryan and Narayanan. Eden Prairie City Manager Getschow was present as an Alternate for Commissioner Narayanan. There was no public comment.

II. APPROVAL OF AGENDA

Motion: Freiberg motioned, seconded by McDonald to approve the Agenda as presented. The motion carried 6-0-0.

III. PAYMENT OF CLAIMS

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

IV. CONSENT

- A. Approval of 4/28/2022 Commission Minutes
- B. Approval of Financial Statements
- C. Backup Repository Upgrades
- D. Network Infrastructure Security Wall
- E. Disaster Recovery Site Hard Drive Upgrade
- F. Main Server Infrastructure Hard Drive Upgrade
- G. Generator Monitoring Systems
- H. Garage Doors
- I. SWV HVAC Replacements

Motion: Roepke motioned, seconded by Freiberg to approve the Consent Agenda. The motion carried 6-0-0.

V. NEW BUSINESS

- A. CEO Finalist

HR Director LeGuen-Schmidt stated that three candidates for the position of Chief Executive Officer had been interviewed by the full Commission on May 18, 2022. Staff is requesting direction on next steps in the search process.

Motion: Hatfield motioned, seconded by Freiberg to move forward with conducting a background check and negotiating an employment contract with Maria Mancilla-Diaz. The motion carried 6-0-0.

B. Interim CEO Extension

HR Director LeGuen-Schmidt requested that the contract for the Interim CEO be extended to allow for continuity of leadership while the hiring process for a new CEO continues.

Motion: Hatfield motioned, seconded by McDonald to adopt Resolution 22-13 authorizing the Chair to extend the interim appointment to July 31, 2022, or until a new CEO is appointed, whichever is earlier. The motion carried 6-0-0.

C. AllOver Media Contract Amendment

Special Adviser to the Commission Simich stated that AllOver Media has not been able to build back demand for advertising on buses. This can be attributed to peak hour traffic still being behind 2019 levels as most of the downtown workforce is still not working on site.

Motion: Freiberg motioned, seconded by Roepke to approve contract changes with AllOver Media as presented for the remainder of 2022. At the end of November 2022 SWT will determine if the remainder of the contract with AllOver Media through 2024 should stay in place, or if the agreement should terminate and other bus marketing options be explored. The motion carried 6-0-0.

VI. LEGISLATIVE UPDATE

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

Commissioner Roepke suggested that candidates for upcoming elections be invited to a workshop with Commissioners and that staff prepare a list of questions to be available for any such meetings.

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

Discussion only. No motion required.

VII. UPDATES

VIII. ADJOURNMENT

Motion: Roepke motioned, seconded by McDonald to adjourn. The motion carried 6-0-0. The meeting adjourned at 9:05 pm.

May 26, 2022 SouthWest Transit Commission Minutes Prepared By: Linda Spevacek

Approved by: _____

Date: _____

SOUTHWEST TRANSIT COMMISSION MINUTES

Wednesday, June 15, 2022
Emergency Commission Meeting – 6:30 pm
East Creek Transit Station
2120 Chestnut Street North, Chaska

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

I. CALL TO ORDER

The meeting was called to order by Chair Huang at 6:37 pm. Commissioners Huang, McDonald, Ryan, Hatfield and Freiberg were present in-person. Commissioner Roepke joined the meeting in-person at 6:47 pm. Commissioner Narayanan was absent.

II. NEW BUSINESS

A. CEO Search

Chair Huang summarized the negotiations with CEO candidate Maria Mancilla-Diaz, including the impasse that precipitated calling the emergency meeting.

Motion: McDonald moved, seconded by Roepke, to pause the current CEO search. The motion carried 6-0-0.

III. ADJOURNMENT

Motion: Roepke moved, seconded by Freiberg, to adjourn. The motion carried 6-0-0. The meeting was adjourned at 8:40 p.m.

June 15, 2022 SouthWest Transit Commission Minutes

Prepared By: Joshua A. Dorothy

Approved by: _____

Date: _____



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission
FROM: Souriyong Souriya – Finance Director
DATE: June 23, 2022
SUBJECT: SWT Financial Statements

REQUESTED ACTION:

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

BUDGET IMPACT: This action has no budget impact.

BACKGROUND:

Attached to this memo are the following financial statements:

- The April 30, 2022, Financial Statement for General Fund Operating and Capital Projects Funds.
- The investment of SWT funds into certificates of deposits (CDs) and rate of return from 0.30%-0.750%.
- Five institutions provided the pledged securities for collateral beyond the FDIC insured.

RECOMMENDATION:

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



Commission Meeting date 06.23.2022

Balance Sheet for All Funds April 2022

| Fund Name | | | | | |
|--|---------------------|--------------------------|---------------------------|------------------------------|----------------------|
| Balance Sheet Category | General Fund | Capital Improvement Fund | EPG Roof Replacement Fund | SWS Development Capital Fund | Total |
| Assets | | | | | |
| Cash & Investments | \$ 7,798,950 | \$ 2,692,919 | \$ 1,165,838 | \$ 6,096,425 | \$ 17,754,132 |
| Accounts Receivable | 1,037,696 | | - | - | 1,037,696 |
| Other Assets | 389,723 | - | - | - | 389,723 |
| Total Assets | 9,226,369 | 2,692,919 | 1,165,838 | 6,096,425 | 19,181,551 |
| Liabilities | | | | | |
| Accounts Payable | 26,283 | - | - | - | 26,283 |
| Other Liabilities | - | - | - | - | - |
| Total Liabilities | 26,283 | - | - | - | 26,283 |
| Fund Balances | | | | | |
| Beginning Fund Balance-January | 8,894,074 | 2,692,919 | 1,950,666 | 6,090,686 | 19,628,345 |
| Net Change in Fund Balance | 306,012 | - | (784,828) | 5,739 | (473,077) |
| Total Fund Balances | 9,200,086 | 2,692,919 | 1,165,838 | 6,096,425 | 19,155,268 |
| Total Liabilities & Fund Balances | \$ 9,226,369 | \$ 2,692,919 | \$ 1,165,838 | \$ 6,096,425 | \$ 19,181,551 |



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

Commission Meeting date 06.23.2022

March=33.3%

| General Fund 100 | Amended Budget | Current Month Actual | 2022 YTD Actual | 2022 YTD Balance | % YTD Budget |
|---|----------------------|----------------------------|---------------------|------------------------|-----------------|
| Revenues | | | | | |
| Passenger Fares | \$ 638,800 | \$ 70,480 | \$ 252,188 | (386,612) | 39.5% |
| Contract Revenue | 72,000 | 7,005 | 18,103 | (53,897) | 25.1% |
| CMAQ Grant Revenue | 30,000 | - | - | (30,000) | 0.0% |
| 5307 NTD Funding | 705,000 | - | 35,721 | (669,279) | 5.1% |
| APR Act 5307 | 3,494,167 | - | - | (3,494,167) | 0.0% |
| MVST Revenue | 8,991,000 | 795,154 | 2,849,060 | (6,141,940) | 31.7% |
| RAMVST Revenue | 1,670,300 | 148,452 | 531,908 | (1,138,392) | 31.8% |
| Investment Income | 10,000 | 1,153 | 2,697 | (7,303) | 27.0% |
| Other Local Revenues | 248,000 | 7,954 | 57,592 | (190,408) | 23.2% |
| Total Revenue | \$ 15,859,267 | \$ 1,030,198 | \$ 3,747,269 | \$ (12,111,998) | 23.6% |
| Expenditures | | | | | |
| Administration | \$ 1,751,388 | \$ 152,148 | \$ 543,783 | 1,207,605 | 31.0% |
| Operations | 6,455,200 | 499,958 | 1,530,877 | 4,924,323 | 23.7% |
| Vehicle Maintenance | 1,895,600 | 144,698 | 494,210 | 1,401,390 | 26.1% |
| Facility Maintenance | 1,446,210 | 141,781 | 502,494 | 943,716 | 34.7% |
| Total Expenditures | 11,548,398 | 938,585 | 3,071,364 | 8,477,034 | 26.6% |
| 5307 NTD Schedule | 705,000 | 46,750 | 103,289 | 601,711 | 14.7% |
| Capital Cost Of Operating | 4,086,100 | 65,539 | 281,009 | 3,805,091 | 6.9% |
| | 4,791,100 | 112,289 | 384,298 | 4,406,802 | 8.0% |
| Total Expenditures & Capital Cost of Operating | 16,339,498 | 1,050,874 | 3,455,662 | 12,883,836 | 21.1% |
| Excess of Revenues Over (Under) Expenditures | (480,231) | (20,676) | 291,607 | (771,838) | |
| Other Financing Sources (Uses) | | | | | |
| Insurance Recoveries | - | 2,216 | 14,405 | (14,405) | 0.0% |
| Transfers In | - | - | - | - | 0.0% |
| Transfers (Out) | - | - | - | - | 0.0% |
| Total Other Financing Sources (Uses) | - | 2,216 | 14,405 | (14,405) | 0.0% |
| Net Change in Fund Balance | \$ (480,231) | \$ (18,460) | \$ 306,012 | | |
| Fund Balance, January 1 | | | \$ 8,894,074 | | |
| Fund Balance, End of Current Period | | | \$ 9,200,086 | | |
| Months of Operating Expenditures | | | 7 | | |
| Fund Balance as a % of the Expenditure Budget | | | 56.3% | | |



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

Commission Meeting date 06.23.2022

March=33.3%

| All Other Funds | Amended Budget | Current Month Actual | 2022 YTD Actual | 2022 YTD Balance | % YTD Budget |
|---|-----------------------|----------------------------|---------------------|---------------------|-----------------|
| Capital Improvement Fund 270 | | | | | |
| Revenue | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Expenditures | - | - | - | - | 0.0% |
| Transfer In (Out) | - | - | - | - | #DIV/0! |
| Net Change in Fund Balance | \$ - | \$ - | \$ - | | |
| EPG Roof Replacement Fund 280 | | | | | |
| Revenue | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Expenditures | 2,000,000 | 779,983 | 784,828 | 1,215,172 | 39.2% |
| Transfer In (Out) | - | - | - | - | 0.0% |
| Net Change in Fund Balance | \$ (2,000,000) | \$ (779,983) | \$ (784,828) | | |
| SWS Development Capital Fund 360 | | | | | |
| Revenue | \$ 45,000 | 2,608 | 5,739 | \$ (39,261) | 12.8% |
| Expenditures | - | - | - | - | 0.0% |
| Transfer In (Out) | - | - | - | - | 0.0% |
| Net Change in Fund Balance | \$ 45,000 | \$ 2,608 | \$ 5,739 | | |

| SouthWest Transit | | | | | |
|--|----------------------|---------------------|--------------|-------------------------|-------------------------|
| Pledged Securities Accounts - May 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 | \$ 2,047,106.73 | \$ 2,000,000.00 |
| Treasury | United Bankers Bank | 7/31/2024 | 3/7/2021 | \$ 1,029,031.72 | \$ 1,000,000.00 |
| Treasury | United Bankers Bank | 1/31/2025 | 4/26/2021 | \$ 1,532,226.42 | \$ 1,500,000.00 |
| Treasury | United Bankers Bank | 7/15/2024 | 7/19/2021 | \$ 999,052.29 | \$ 1,000,000.00 |
| Treasury | United Bankers Bank | 10/15/2024 | 10/15/2021 | \$ 2,000,704.42 | \$ 1,700,000.00 |
| Treasury | United Bankers Bank | 1/31/2025 | 4/15/2022 | \$ 982,338.27 | \$ 1,000,000.00 |
| MBS-FNMA/FHLMC | United Bankers Bank | 9/1/2027 | 5/26/2020 | \$ 123,713.59 | \$ 123,713.59 |
| 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 | \$ 248,192.58 | \$ 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 | \$ 749,975.70 | \$ 750,000.00 |
| CMO 2009-26 | United Bankers Bank | 8/16/2022 | 6/30/2021 | \$ 63,509.31 | \$ 63,472.00 |
| GNMA | United Bankers Bank | 8/20/2040 | 7/20/2018 | \$ 99,512.82 | \$ 99,512.82 |
| GNMA | United Bankers Bank | 1/20/2033 | 1/20/2021 | \$ 102,673.58 | \$ 102,673.58 |
| FNMA | United Bankers Bank | 10/1/2032 | 10/23/2012 | \$ 174,172.54 | \$ 174,172.54 |
| MBS-FNMA/FHLMC | United Bankers Bank | 10/1/2032 | 8/15/2015 | \$ 187,590.12 | \$ 187,590.12 |
| | | | | \$ 11,330,800.09 | \$ 10,941,134.65 |
| BankVista | | | | | |
| FDIC | ICS Account | NA | 6/6/2018 | \$ 5,455,687 | \$ 5,455,687 |
| Tradition Capital Bank | | | | | |
| Edgewood OH City Sch Dist Bond | BMO Harris Bank N.A | 12/1/2029 | 12/19/2019 | \$ 521,200 | \$ 500,000 |
| Little Blue VLY MO SWR Dist SW Bond | BMO Harris Bank N.A | 9/1/2027 | 9/26/2019 | \$ 1,073,990 | \$ 1,000,000 |
| Port Neches-Groves TX Indep SC Bonds | BMO Harris Bank N.A | 2/15/2026 | 7/26/2016 | \$ 744,123 | \$ 695,000 |
| Fed Farm Credit Bank | BMO Harris Bank N.A | 4/1/2033 | 4/1/2013 | \$ 660,905 | \$ 699,376 |
| Alerus | | | | | |
| FRB Federal Reserve Custody | Bank of North Dakota | 4/1/2026 | 6/22/2016 | \$ 340,000 | \$ 340,000 |
| Americana Community Bank | | | | | |
| FNMA Pool #MA1119 | United Bankers Bank | 7/1/2042 | 6/21/2018 | \$ 336,912 | \$ 342,379 |
| FNMA Pool #MA3744 | United Bankers Bank | 8/1/2049 | 6/28/2021 | \$ 184,143 | \$ 178,190 |
| Chandler AZ Ex | United Bankers Bank | 7/1/2031 | 3/10/2022 | \$ 506,269 | \$ 459,015 |
| | | | Total | \$ 21,154,029 | \$ 20,610,781 |
| Summary Total Funds | | 5/31/2022 | | | |
| Flagship Bank | \$ | 9,030,778 | | | |
| BankVista | \$ | 5,708,747 | | | |
| Tradition Capital Bank | \$ | 2,276,829 | | | |
| Alerus | \$ | 299,967 | | | |
| Americana Community Bank | \$ | 825,639 | | | |
| Total | \$ | 18,141,960 | | | |
| <i>Difference Extra</i> | \$ | 2,468,821.15 | | | |



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit Commission

From: Daniel Le Guen-Schmidt, Human Resources Director

Date: June 23, 2022

Subject: Special Advisor to the Commission Appointment Extension

REQUESTED ACTION:

That the SWT Commission adopt the attached Resolution 22-14 and authorize the Chair to execute the extension of the Special Advisor to the Commission appointment.

BUDGET IMPACT

None.

BACKGROUND:

To accommodate the start of a new CEO, an extension of an Interim appointment is being requested to allow for continuity of leadership while the transition takes place.

RECOMMENDATION

That the SWT Commission adopt the attached Resolution 22-14 and authorize the Chair to execute the extension of the Special Advisor to the Commission appointment.



**SOUTHWEST TRANSIT
RESOLUTION # 22-14**

A RESOLUTION APPROVING THE EXTENSION OF AN INTERIM APPOINTMENT

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 law of the State of Minnesota including Minnesota Statute Section 473.384, 473.388 and Statute 471.59; and

WHEREAS, in Resolution # 22-06, the SouthWest Transit Commission appointed Len Simich as Special Advisor to the Commission, with such appointment having limited duration as set forth in Resolution # 22-06, as extended by the SouthWest Transit Commission on May 5, 2022; and

WHEREAS, Len Simich is employed by SWT under the terms and conditions of an employment contract dated as of January 1, 2019, as amended effective June 3, 2021, which currently has a term expiring on August 15, 2022; and

WHEREAS, the SouthWest Transit Commission desires to extend the interim appointment to September 7, 2022 and extend the term of Simich's employment contract to September 7, 2022.

NOW THEREFORE, BE IT RESOLVED

1. That the appointment of Len Simich as Special Advisor to the Commission be extended from June 30, 2022 to September 7, 2022.
2. That the Chair is authorized to execute an amendment to the Employment Contract between SouthWest Transit and Len Simich to extend the term of such Employment Contract to September 7, 2022.

ADOPTED by the Commission of SouthWest Transit on June 23, 2022.

Mike Huang, Chairperson

ATTEST:

Jerry McDonald, Secretary/Treasurer



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit Commission

From: Daniel Le Guen-Schmidt, Human Resources Director

Date: June 20, 2022

Subject: Interim CEO Appointment Extension

REQUESTED ACTION:

That the SWT Commission adopt the attached Resolution 22-19 and authorize the Chair to execute the extension of the Interim CEO appointment.

BUDGET IMPACT

Minimal – temporary increase for duration of appointment.

BACKGROUND:

To accommodate the continued search for a new CEO, an extension of Interim appointments is being requested to allow for continuity of leadership while the search process wraps up.

RECOMMENDATION

That the SWT Commission adopt the attached Resolution 22-19 and authorize the Chair to execute the extension of the Interim CEO appointment.



**SOUTHWEST TRANSIT
RESOLUTION # 22-19**

A RESOLUTION APPROVING THE EXTENSION OF CERTAIN INTERIM APPOINTMENTS

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 law of the State of Minnesota including Minnesota Statute Section 473.384, 473.388 and Statute 471.59; and

WHEREAS, in Resolution # 22-06, the SouthWest Transit Commission appointed Matt Fyten as Interim CEO, with such appointments having limited durations as set forth in Resolution # 22-06 and Resolution # 22-13; and

WHEREAS, the SouthWest Transit Commission desires to extend the interim appointment to September 30, 2022 or until a new CEO is appointed, which ever is earlier

NOW THEREFORE, BE IT RESOLVED

1. That the appointment of Matt Fyten as Interim CEO be extended from July 31, 2022 to September 30, 2022.

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

Mike Huang, Chairperson

ATTEST:

Jerry McDonald, Secretary/Treasurer



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit Commission

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

Date: June 15, 2022

Subject: Title VI Update

REQUESTED ACTION:

That the SWT Commission adopt resolutions 22-15, 22-16, and 22-17 to approve of the following: Title VI plan update, Major Service Change and Disparate Impact/Disproportionate Burden (DIDB) Policies, and the Title VI Equity Analysis for the March 23rd 2020 Service Change.

BUDGET IMPACT:

None

BACKGROUND:

Every three years the region undergoes a Federal Triennial review, that includes a review of SWT's Title VI plan.

After the review of the Title VI Plan, minor updates were recommended by the Metropolitan Council.

Title VI Update Highlights:

- Update website to include Title VI complaint procedures and the Language Assistance Plan.
- Update Title VI complaint form.
- Update public meeting notices to include verbiage regarding reasonable accommodations.

Major Service Change and DIDB Policies:

- Updated to include public health crises to be exempt from being defined as a Major Service Change.

Title VI Equity Analysis – March 23rd 2020 Service Change

- Any time there is a major service change, a disparate impact and disproportionate burden analysis must take place to determine whether or not a service change will have adverse impacts on minority and low-income populations. A disparate impact was found, however, due to the nature of the pandemic, SWT had to respond in an expedited fashion, therefore service alternates could not be analyzed.

RECOMMENDATION:

That the SWT Commission adopt resolutions 22-15, 22-16, and 22-17 to approve of the following: Title VI plan update, Major Service Change and Disparate Impact/Disproportionate Burden (DIDB) Policies, and the Title VI Equity Analysis for the March 23rd 2020 Service Change.



**SOUTHWEST TRANSIT COMMISSION
RESOLUTION #22-15
Title VI Plan Update**

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

WHEREAS, the Federal Transit Administration (FTA) requires SouthWest Transit to update the Title VI plan every 3 years;

WHEREAS, the Title VI plan ensures equitable delivery of service, specifically to minority and low-income populations.

WHEREAS, the Metropolitan Council reviewed the draft plan update and recommended updating the following: update website with Title VI complaint procedures, update the Title VI complaint form, and updating public meeting notices to include verbiage regarding reasonable accommodations;

WHEREAS, the proposed updates to the Title VI plan will keep us compliant with both the Metropolitan Council and the FTA;

NOW THEREFORE, BE IT RESOLVED that the SWT Commission adopts resolution 22-15 approving of the Title VI Plan Update.

ADOPTED by the Commission of SouthWest Transit on June 23, 2022.

Mike Huang, Chairperson

ATTEST:

Matt Fyten, Interim Chief Executive Officer



**SOUTHWEST TRANSIT COMMISSION
RESOLUTION #22-16
Major Service Change and Disparate Impact/Disproportionate Burden Policies**

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

WHEREAS, the Major Service Change policy establishes the threshold that defines a major service change;

WHEREAS, the Disparate Impact/Disproportionate Burden policy establishes the threshold which identifies when adverse effects of a major service change or any fare change are borne disproportionately by minority and low-income populations;

WHEREAS, the proposed changes to the Major Service Change policy adds service changes caused by Public Health Crises to be exempt from being defined as a major service change;

NOW THEREFORE, BE IT RESOLVED that the SWT Commission adopts resolution 22-16 approving of the updates to the Major Service Change and Disparate Impact/Disproportionate Burden Policies.

ADOPTED by the Commission of SouthWest Transit on June 23, 2022.

Mike Huang, Chairperson

ATTEST:

Matt Fyten, Interim Chief Executive Officer



**SOUTHWEST TRANSIT COMMISSION
RESOLUTION #22-17
Title VI Equity Analysis – March 23 2020 Service Change**

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, SouthWest Transit has a responsibility to operate effective and efficient services and be good stewards of taxpayer dollars;

WHEREAS, in response to the pandemic and decrease in ridership, service was reduced on March 23 2020;

WHEREAS, a Title VI Equity Analysis was completed and a disparate impact was found, change borne by minority populations had a delta value of 21.9%, which is over the 20% limit defined in the Disparate Impact Policy;

WHEREAS, SouthWest Transit had to respond to the pandemic in an expedited fashion and therefore alternative service plans could not be analyzed;

NOW THEREFORE, BE IT RESOLVED that the SWT Commission adopts resolution 22-17 approving of the results of the Title VI Equity Analysis for the March 23rd 2020 service change.

ADOPTED by the Commission of SouthWest Transit on June 23, 2022.

Mike Huang, Chairperson

ATTEST:

Matt Fyten, Interim Chief Executive Officer



SouthWest Transit (SWT) Title VI Plan

DRAFT

SouthWest Transit

14405 W 62nd St

Eden Prairie, MN 55346

June, 2022

I - Introduction / Plan Statement

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that “no person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance” (42 U.S.C. Section 2000d).

SouthWest Transit (SWT) is committed to ensuring that no person is excluded from participation in, or denied the benefits of transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B. This plan was developed to guide SWT in administration and management of Title VI-related activities.

Title VI Manager Contact Information:

Matt Fyten
Chief Operating Officer
SouthWest Transit
14405 W 62nd
Eden Prairie, MN 55346

II – General Requirements: Title VI Information Dissemination

- Title VI information posters shall be prominently and publicly displayed in SWT facilities and on their revenue vehicles. The name of the Title VI Manager is available on the website, at www.swtransit.org/about/Commitment-to-Fairness. **Exhibit A** includes a list of locations where the SWT Title VI notice is posted.
- All employees shall be provided a copy of the Title VI Plan and are required to sign the Acknowledgement of Receipt (see **Exhibit B**)
- Title VI information shall be disseminated to SWT annually via Employee bulletin boards and in payroll envelopes. This process reminds employees of SWT’s policy statement, and of their Title VI responsibilities in their daily work and duties.

- During New Employee Orientation, new employees shall be informed of the provisions of Title VI and SWT's expectations to perform their duties accordingly and be provided a copy of the Title VI Plan and are required to sign the Acknowledgement of Receipt (see **Exhibit B**).

III - Subcontracts and Vendors

All subcontractors and vendors who receive payments from SouthWest Transit where funding originates from any federal assistance are subject to the provisions of Title VI or the Civil Rights Act of 1964 as amended.

Written contracts shall contain non-discrimination language, either directly or through the bid specification package which becomes a component of the contract.

IV - Record Keeping

The Title VI Manager or his/her designee will maintain permanent records, which include, but are not limited to, 1) signed acknowledgements of receipt from the employees indicated the receipt of the Title VI Plan, 2) copies of the Title VI complaints or lawsuits and related documentation, and 3) records of correspondence to and from complainants and Title VI investigations.

V - General Requirements: Title VI Complaint Procedures & Complaint Form

Any person who believes that s/he individually, as a member of any specific class, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, as amended, may file a written complaint with SWT. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to Matt Fyten, SWT's COO for review and action.

In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 calendar days after:

- The date of the alleged act of discrimination; or
- The date when the person(s) became aware of the alleged discrimination.;
- Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

SWT may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for doing so.

Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to a Board member or employee of SWT, the person shall be interviewed by the COO or his/her designee. If necessary, the COO or his/her designee will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall be handled in the usual manner.

Within 10 business days, the COO or his/her designee will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as the Federal Transit Administration (FTA). Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

The complaint should include the following information:

- Name, address, and phone number of the complainant.
- Names and address(es) (if known) of alleged discriminating official(s).
- Basis of complaint (i.e., race color, national origin, sex, age, disability).
- Date of alleged discriminatory act(s).
- Date of complaint received by SWT.
- A statement of the complaint.
- Other agencies (State, local or Federal) where the complaint has been filed.

The investigation will be conducted in a full, fair and impartial manner by the COO or his/her designee. Results of the investigation will be presented to the SouthWest Transit Commission for a determination. Every effort will be made to respond to the Title VI complaints within 60 working days of receipt of such complaints. Complaints will be determined to be:

- Substantiated (confirmed)
- not substantiated (alleged) or
- inconclusive (no substantiated findings were found)

Following the investigation, SWT will send a final written response letter to the complainant identifying the final determination. In the letter notifying the complainant that the complaint is not substantiated, the complainant will be advised of his or her right to:

1. appeal within (5) business days of receipt of the final written decision and/or
2. File a complaint externally with the U.S. Department of Transportation and/or the FTA.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator

East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, DC 20590

As noted above, within 60 working days, the COO or his/her designee will conduct and complete an investigation of the allegation, and based on the information received, will render a recommendation for action in a “Report of Findings,” including an explanation of the actions SWT has taken or proposed to resolve the issue raised in the complaint. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the Report of Findings.

Should a formal process be required, the complainant has the right to be represented by an attorney or other representative of his/her own choosing. A date/ time will be scheduled to accommodate the right of the complainant to bring witnesses and present testimony and evidence. As with the informal process, within 60 days, the COO will conduct and complete an investigation of the allegation and based on the information obtained, will render a recommendation for action in a “Report of Findings,” including an explanation of the actions SWT has taken or proposed to resolve the issue raised in the complaint.

Within 90 calendar days of receipt of the complaint, the Chief Executive Officer or his designee will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights if they are dissatisfied with the final decision rendered by SWT.

The Title VI complaints are to be submitted in writing to:

Matt Fyten
COO
SouthWest Transit
14405 W 62nd St
Eden Prairie, MN 55346
Or
mfyten@swtransit.org

Complaints can be mailed directly to the address or emailed to the email address, above. For complaints submitted by facsimile or email, an original, signed copy of the complaint must be mailed to the COO as soon as possible, but no later than 180 calendar days from the alleged date of discrimination.

All complaints alleging discrimination based on race, color, or national origin in a service or benefit provided will be directly addressed by SWT and shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. In addition, Executive Order 12898 (Environmental Justice)

prohibits discrimination based on income status. Additionally, SWT shall make every effort to address all complaints in an expeditious and thorough manner.

See **Exhibits C and D** for the SWT Complaint Form and a Log of Title VI Complaints. The expectation is the complainant will answer the question(s) that they are able at the time of the complaint.

VI – General Requirements: Title VI Investigations, Complaints, and Lawsuits

Southwest Transit is not aware of any Title VI investigations, complaints, and lawsuits filed since the previous Title VI plan was submitted. Exhibit D includes a log that would capture these investigations, complaints, and lawsuits.

VII – General Requirements: Public Participation Plan

SouthWest Transit has undertaken the following community outreach efforts to engage the public in planning and decision-making processes, as well as its marketing and outreach activities:

- Has established a website at www.swtransit.org to post information, policies, maps, schedules, news, rider alerts, and meeting notices. This brochure clearly states contact information for SouthWest Transit and lists the “Commitment to Fairness” policy. The SWT website uses Google Translate allowing those using the website access to several different languages.
- Uses other social media, such as Facebook, Instagram and Twitter, to communicate with riders on possible issues. SWT also has a system of “Commuter Alerts” to send out broadcast emails to bus riders and other interested individuals about information, policies, maps, schedules, news, rider alerts, and meeting notices.
- Rider Alert flyers are directly distributed to bus riders on the bus by the drivers and posted at the park-and-ride locations.
- Bus schedules and maps are distributed in public places like the SouthWest Transit Station and are included in the metropolitan area distribution of schedules managed by Metro Transit, a working division of the Metropolitan Council.
- Every year, a comprehensive user survey is undertaken and other subject-specific surveys are used as needed.
- SouthWest Transit Commission meeting notices and agendas are posted per the State of Minnesota open meeting statutes. Transit business items for the Commission meeting are included in the agenda. Agendas and minutes of each meeting are available online and/or upon request.
- All communication efforts include a Limited English Proficiency (LEP) component when requested. As cited in the LAP plan, if it is expected that meeting attendees of LEP

communities will consist of 33% or more, then meeting materials will be translated to the needed language. At the drafting of this document no requests have been made and no groups in an open setting had more than 33 percent of one language group other than English.

- At times when a typical meeting format would not be best suited to conduct the outreach, SWT will find other means to conduct the outreach. That may include but is not limited to direct mailings, phone conversations, or meeting individuals at their place of work or home if willing. In this SW believes that all riders including Title VI protected populations as well as those with ADA needs will receive the necessary information.
- Documentation of public outreach efforts can be seen in Exhibit M

The public will be invited to participate in the planning and decision process whether through public meetings or surveys whenever major service changes are contemplated. When a major change to an existing service is proposed, SouthWest Transit convenes a public hearing to discuss feasibility and welcome suggestions. The public is also invited to attend all SouthWest Transit Commission meetings that are open to the public.

Citizens and passengers may call SouthWest Transit at 952-949-2287 to lodge a complaint or comment between the hours of 6:00 am and 6:00 pm weekdays to speak to a person.

VIII - General Requirements: Limited English Proficiency (LEP) Plan

SouthWest Transit has developed this Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to SWT services including Local Fixed Route, Commuter Express, Guaranteed Ride Home and other transportation services as required by Executive Order 13166. A customer with Limited English Proficiency is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

The plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training staff, how to notify LEP persons that assistance is available, and information for future plan updates. In developing the plan, SWT undertook a U.S. Department of Transportation four factor LEP analysis which considered the following:

1. number or proportion of LEP persons eligible in the SWT service area who may be served or are likely to encounter a SWT program, activity, or service;
2. frequency with which LEP individuals come in contact with SWT services;
3. Nature and importance of the program, activity or service provided by SWT to the LEP population; and
4. Resources available to SWT and overall cost to provide LEP assistance. A brief description of these considerations is provided in the following section.

See **Appendix 1** for a copy of the LEP Plan. See **Exhibits E and F** for LEP surveys and a Log of Requests for Interpretation/Translation.

IX – General Requirements: Demographics of Non-Elected Committees & Councils

Southwest Transit utilizes a formalized seven-member Transit Commission outlined in its JPA by laws. Each of the three City Council's at a minimum appoints at least one elected City Council member and one appointed individual from their City. That second person could also be another elected Council member, from the three cities of Eden Prairie, Chanhassen and Chaska. For the seventh spot on the SWT Commission, there is an open process by the SWT Commission of appointing an individual who resides in one of the three communities SWT serves. As of the drafting of this plan, the seven member Commission is comprised of five elected officials two from Eden Prairie (both are City Council members), two from Chanhassen (one position is vacant and the other is a City Council member) and two from Chaska (both are City Council members). The final position on the Commission goes through an open application process of SWT and is selected by the SWT Commission. SouthWest Transit does not select the members of its commission, that is the responsibility of the 3 cities (Eden Prairie, Chaska, Chanhassen) of the Joint Powers Agreement under which SWT was formed.

X – General Requirements: Monitoring Sub-Recipients

Southwest Transit does not have sub recipients, and therefore does not keep a schedule of sub recipient Title VI program submissions.

XI – General Requirements: Facility Siting Equity Analysis

Southwest Transit has not constructed any facilities since the 2014 Title VI program submission.

XII – General Requirements: Approval of Title VI Program

Exhibit J provides documentation of the approval of Southwest Transit's Title VI program by its board

XIII – Transit Provider Requirements: Service Standards & Policies

In 2010, SWT worked with other service providers in the region to complete a Regional Service Improvement Plan, which focused on evaluating opportunities for system expansion. As part of this undertaking, SWT relied on an extensive public improvement process to help develop standards for both design (service type, span, frequency, stop spacing, and facilities) and performance. The standards developed by SWT were used internally to create a Service

Investment Strategy and externally to meet requirements of the regional 2030 Transportation Policy Plan and the Regional Service Improvement Plan. The System-Wide Standards described below use this work as a foundation.

As of 2022, SWT operates a total of 7 fixed routes using 31 morning and 27 afternoon trips. These routes serve the three SWT partner cities of Eden Prairie, Chanhassen, and Chaska as well as Carver, Downtown Minneapolis, Southdale Mall, Edina, and the University of Minnesota. The following sections describe the FTA required quantitative standards and policies used by SWT when planning and monitoring transit services.

Service Standards

To provide a brief background on service area, it consists of the cities of Eden Prairie, Chanhassen and Chaska. SWT also provides fixed route service and on-demand service to the City of Carver, and on-demand service to the City of Victoria, both under service contracts. As seen on Table 1 in the Four Factor analysis almost 86 percent of the population in the service area is Caucasian followed by Asian with almost seven percent. With that background SWT's service standards are:

- **Vehicle Loads:** The SWT standard is 100 percent seated loads. Trip ridership on SouthWest Transit (SWT) commuter/express trips are reviewed daily to look for patterns of standing loads. When an individual trip experiences standees, the trip is examined for possible solutions to reduce the number of standees in the context of available financial and vehicle resources.
- **Vehicle Headways:** For express routes serving downtown Minneapolis and the University of Minnesota, SWT has a goal of a minimum of 60 minutes off peak for headways. For peak express service, it ranges between five minutes and 15 minutes, again depending on the previous bullet's statement of vehicle loads and demand.
- **On-Time Performance:** The goal is that 99 percent of all trips depart their first time point, pending weather, road construction, reroutes, etc. causing atypical conditions, on time for all regular route service. Due to the nature of express bus service an "on-time trip" is defined as a trip that is zero minutes early and not more than five minutes late. However, note for those time points classified as "drop-off" time points in the schedule, buses can be early due to the nature of the express bus service. An analysis is done quarterly using the automated vehicle locator (AVL) system provided by the region's data visual monitoring to determine compliance with this goal.
- **Service Availability:** SWT is primarily a commuter express service. SWT had a goal of placing one park and ride facility in each city of the JPA. That objective has now been met. Size for the park and ride facilities is based on the following analysis – 1) amount of

routes based off existing service after time; and 2) demographic analysis does dictate size requirements. Currently, SWT matches its resources with service demand.

Service Policies

SWT is primarily express service. Where there are opportunities/areas where the fixed route travels locally, it operates as a “flag” service, meaning it will stop anywhere until it is on the highway, pending safe conditions. As a result, shelters and stations are not placed along the route with the exception of the large park-and-ride lots. This Title VI plan incorporates the following “Service Policies:”

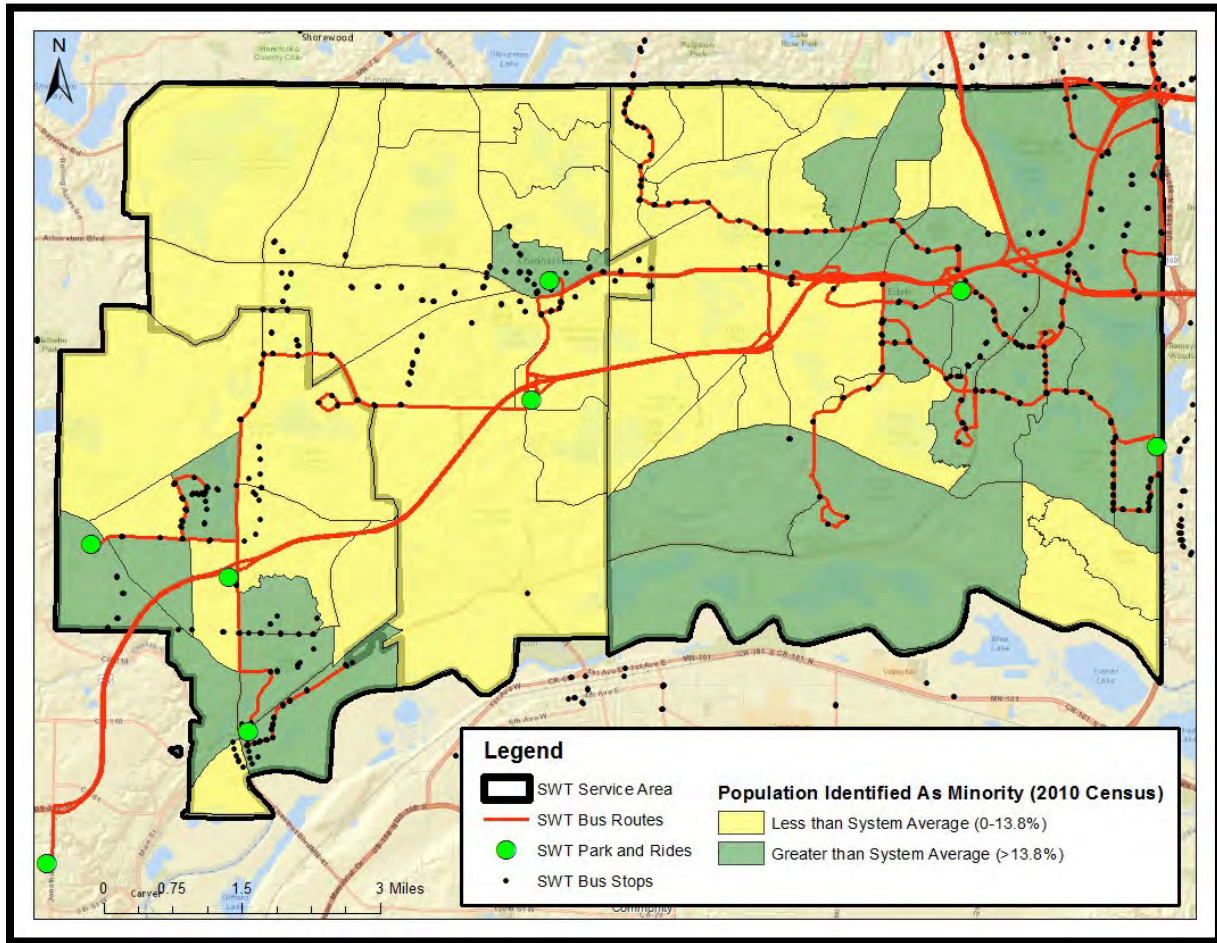
- Distribution of Transit Amenities: The local portion of SWTs express routes operate as a “flag” service, meaning we stop anywhere on a local street that it is safe to stop along the route enabling a customer to board and de-board. If a customer flags down the driver, the bus will pick them up. As a result, shelters are not typically placed along the route. With that being said, SWT does not place shelters at these locations because there is not enough demand to warrant the cost. That is why SWT, with the approval of this plan, the standard for constructing a shelter will be when a specific stop averages over 20 daily boardings.

A station is defined as a more substantial rider waiting facility that is ADA accessible with a full HVAC system, restrooms, security cameras, access to customer services, bus service information, lighting, and trash cans. SWT has four stations, one located in Eden Prairie, two located in Chanhassen, and one located in Chaska. Three of the stations take advantage of Highway 212 and the last one takes advantage of Highway 5.

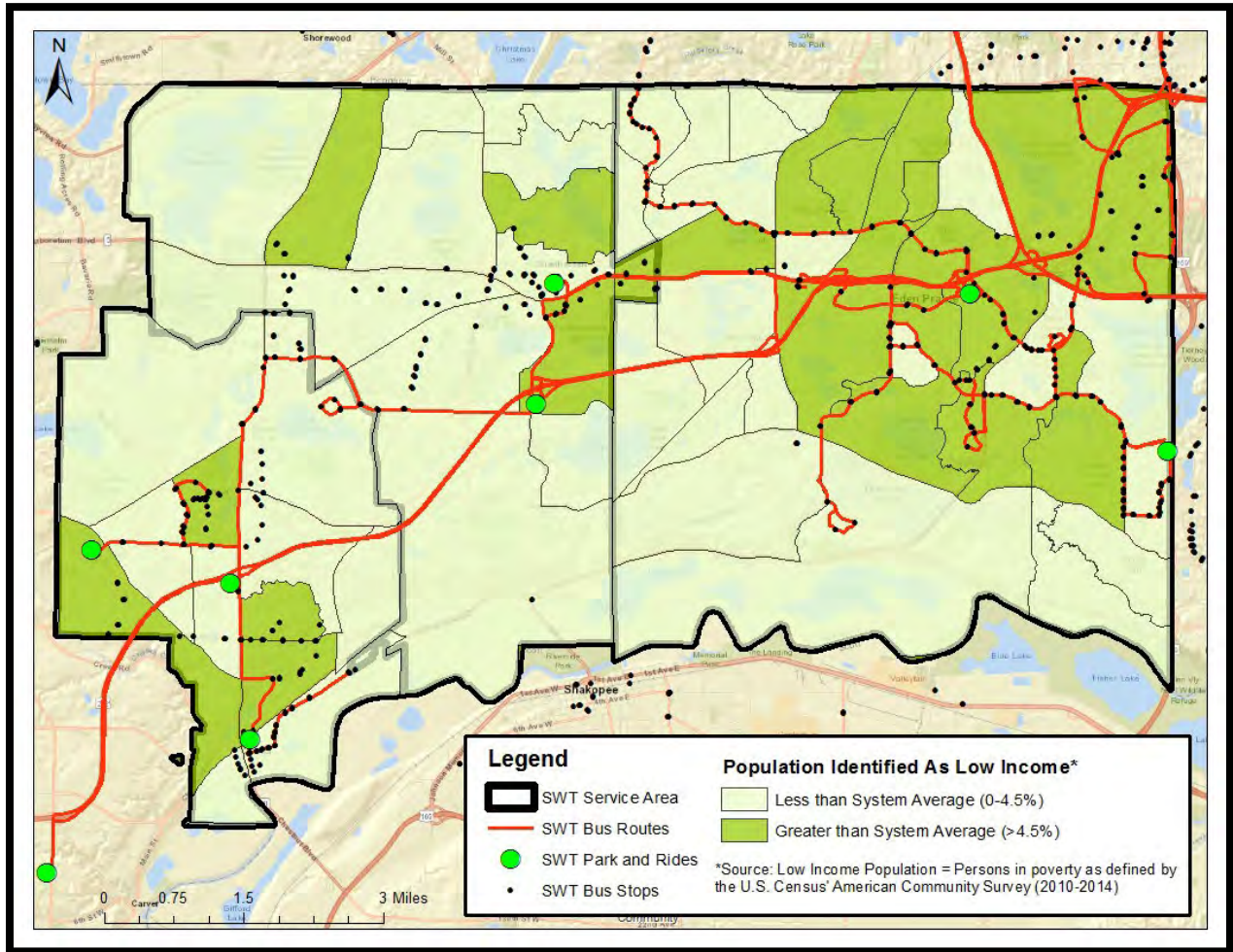
- Vehicle Assignment by Mode: SWT express service has three types of buses – fifty-seven 45 foot coaches, ten 40 foot low floor, and one 30 foot trolley style bus. Each bus style has a different passenger capacity. Buses are assigned to specific routes and trips based on the ridership levels to help prevent standing loads. The assignments are analyzed at a minimum quarterly. For seasonal local service, SWT uses the trolley. Ridership is the only measure to determine which vehicles are used for specific routes. This is also dependent on the interlining of the given run and the order that the vehicles are parked in SWT garage. After the size of the bus is dictated, Dispatch assigns the first bus in line that matches the capacity criteria for the given run as it is a first in/first out garage.

XIV – Transit Provider Requirements: Demographic & Service Profile Maps & Charts

Service Area and Facilities Map – Population Identified as Minority



Service Area and Facilities Map – Population Identified as Low Income



XV – Transit Provider Requirements: Demographic Ridership & Travel Patterns

Demographic Information

The following statistics were collected in the Fall of 2019 and 2021, as part of the annual rider survey that SWT conducts. A survey was not collected in the Fall of 2020 due to the ongoing Covid pandemic.

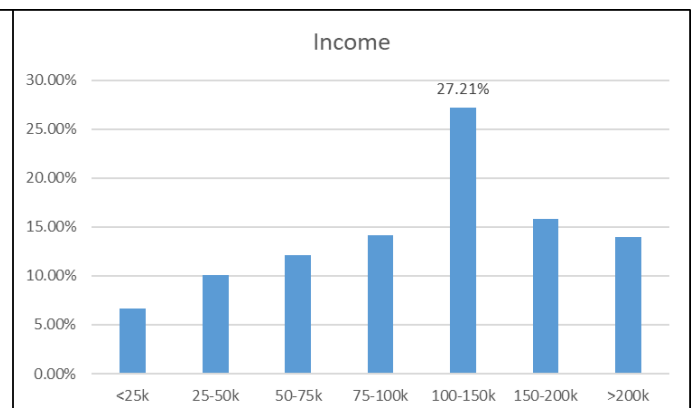
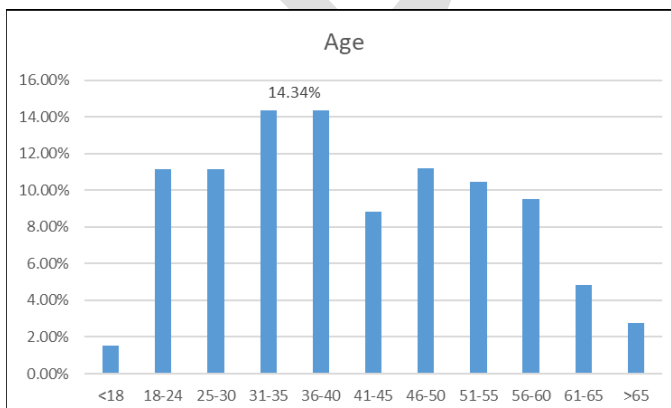
| What is your gender? | |
|----------------------|--------|
| Male | Female |
| 579 | 632 |
| 47.81% | 52.19% |

| What is your age? | | | | | |
|-------------------|--------|--------|--------|--------|-------|
| <18 | 18-24 | 25-30 | 31-35 | 36-40 | 41-45 |
| 20 | 145 | 145 | 187 | 187 | 115 |
| 1.53% | 11.12% | 11.12% | 14.34% | 14.34% | 8.82% |

| 46-50 | 51-55 | 56-60 | 61-65 | >65 |
|--------|--------|-------|-------|-------|
| 146 | 136 | 124 | 63 | 36 |
| 11.20% | 10.43% | 9.51% | 4.83% | 2.76% |

| What is your approximate household income? | | | | | | |
|--|--------|--------|---------|----------|----------|--------|
| <25k | 25-50k | 50-75k | 75-100k | 100-150k | 150-200k | >200k |
| 72 | 110 | 132 | 154 | 296 | 172 | 152 |
| 6.62% | 10.11% | 12.13% | 14.15% | 27.21% | 15.81% | 13.97% |

| What is your primary language? | | | | | | |
|--------------------------------|-------|-------|---------|--------|--------|-------|
| English | Hindi | Tamil | Spanish | Telugu | Somali | Other |
| 1183 | 17 | 10 | 15 | 8 | 4 | 24 |
| 93.81% | 1.35% | 0.79% | 1.19% | 0.63% | 0.32% | 1.91% |



Travel Patterns

| Where do you normally BEGIN your trip on SWT? | | | | |
|---|----------------|--|--------------------|----------------|
| SW Station P&R | SW Village P&R | Chanhassen Transit Station (2019 only) | East Creek Station | Carver Station |
| 746 | 216 | 70 | 315 | 34 |
| 51.14% | 14.80% | 4.80% | 21.59% | 2.33% |

| Minneapolis | Southdale Mall | Other |
|-------------|----------------|-------|
| 31 | 18 | 29 |
| 2.12% | 1.23% | 1.99% |

| What city do you live in? | | |
|---------------------------|-----|--------|
| Eden Prairie | 767 | 49.29% |
| Chaska | 262 | 16.84% |
| Chanhassen | 174 | 11.18% |
| Waconia | 63 | 4.05% |
| Carver | 62 | 3.98% |
| Victoria | 60 | 3.86% |
| Minnetonka | 33 | 2.12% |
| Minneapolis | 26 | 1.67% |
| Shakopee | 20 | 1.29% |
| Bloomington | 15 | 0.96% |
| Jordan | 12 | 0.77% |
| Cologne | 11 | 0.71% |
| Excelsior | 7 | 0.45% |
| Belle Plaine | 8 | 0.51% |
| Edina | 8 | 0.51% |
| Hopkins | 6 | 0.39% |
| Norwood | 6 | 0.39% |
| Mayer | 5 | 0.32% |
| St Paul | 5 | 0.32% |
| Glencoe | 6 | 0.39% |

XVI – Transit Provider Requirements: Monitoring Study Results

The Monitoring Study was planned to be completed in 2021. However, due to the reduction in service on March 23rd, 2020, SWT no longer operates 50+ vehicles during peak. Therefore, SWT is no longer required to complete the Monitoring Study. SWT continues to monitor the number of vehicles out in service to ensure compliance with FTA and Title VI requirements. The next study will be conducted in 2024, assuming SWT is operating 50+ vehicles in peak. The most recent Monitoring Study conducted in 2018 can be found at **Exhibit I**.

XVII – Transit Provider Requirements: Policy Development & Public Engagement Process

Effective October 1, 2012, FTA Circular 4702.1B requires transit providers located in urbanized areas of more than 200,000 who received federal funding and operate at least 50 peak vehicles, to develop two new policies:

- 1) A Major Service Change Policy, with thresholds that determine when a service equity analysis is required; and,
- 2) A Disparate Impact/Disproportionate Burden Policy, with thresholds that measure adverse impacts on minority and low-income populations.

SouthWest Transit partnered with Metropolitan Council/Metro Transit to develop the policies in **Appendix 2 and Appendix 3**.

The Major Service Change and Disparate Impact/Disproportionate Burden policies are based on existing practices used by Metropolitan Council and were reviewed by eight local advocacy groups. Additionally, policies used by transit agencies across the country were considered, including Los Angeles, CA; Washington, D.C.; Fort Worth, TX; Houston TX; Atlanta, GA; and Portland, OR.

Local public participation was available through five public hearings that were held across the region in February 2013. Comments were accepted by email, fax, mail, and/or phone, with the public comment period closing 10 days after the last public hearing. Details of the proposed policies and public hearings were also made available in the *State Register*, *Star Tribute*, *Pioneer Press*, *Finance & Commerce*, *Capitol Report*, *Anoka County Union*, *Waconia Patriot*, *Rosemount Town Pages*, *Shakopee Valley News*, *Lillie Suburban Newspaper*, *Asian American Press*, and the *MN Spokesman Recorder*. A total of five people attended the public hearings and comments were received from seven people; although, some comments did not specifically relate to the proposed Title VI policies.

The Major Service Change and Disparate Impact/Disproportionate Burden Policies will be added to SWT's planning process, with additional analyses conducted as described in the policies.

XVIII – Transit Provider Requirements: Service & Fare Equity Analysis since Previous Title VI Program

SouthWest Transit has not conducted any fare changes since the submission of the 2014 Title VI plan. SWT has conducted a service change on March 23, 2020, that does warrant a service equity analysis. The results of that Service Equity Analysis can be found under Exhibit L.

*Note – SWT did have subsequent service changes after March 23, 2020 that under the Major Service Change Policy, normally would warrant a Service Equity Analysis. However, since the reduction that took place on March 23, 2020, SWT currently operates 20 fixed route buses during peak and is no longer subject to the Title VI requirements to conduct an analysis. SWT will monitor services and is aware that once the 50 bus threshold is surpassed, this will once again be a requirement. Although SWT is no longer subject to conduct an SEA, we will still inform the public of major service changes as well as request feedback prior to the implementation of the service change.

IXX - System-Wide Standards

Transit System Monitoring

For purposes of the FTA Triennial transit monitoring review, SWT will evaluate Service Standards and Policies by selecting a *sample* of minority and non-minority routes. The following steps outline the general review process.

- The SWT ridership database and the Census will be used as primary data sources.
- Census data will be used to identify the total minority and non-minority populations within a ¼ mile of fixed-route and ½ mile of transit stations.
- Population totals and ridership levels will be compared to the Service Standards and Policies to determine whether discrepancies exist and whether a disparate impact exists.
- System-wide service standards/policies will be re-evaluated as needed to ensure equitable distribution.
- The Transit System Monitoring report will be approved by the SWT Commission every three years, at a minimum.

Appendix 1: Limited English Proficiency Plan

The Limited English Proficiency Plan has been prepared to address SouthWest Transit's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills accessing the services offered by SWT. The plan has been prepared in accordance with Title VI of the Civil Rights Acts of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled "Improving Access to Services for Persons with Limited English Proficiency", indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal transit funds, including SWT where applicable relating to SWT services and facilities.

SWT has developed this Limited English Proficiency Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) who wish to access services provided by SWT. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English.

This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, SWT undertook the U.S. DOT four-factor LEP analysis which considers the following:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a SWT program, activity or service.
2. The frequency with which LEP persons come in contact with SWT programs, activities or services.
3. The nature and importance of programs, activities or services provided by SWT to the LEP population.
4. The resources available to SWT and overall cost to provide LEP assistance.

Four-Factor Analysis:

1. The number or proportion of Limited English Proficiency (LEP) persons in the service area who may be served or are likely to encounter a SWT program, activity or service.

The SouthWest Transit staff reviewed the population estimates found in the 2016-2020 American Community Survey (ACS) 5 Year Estimates and determined, based on 2020 Census data that 109,902 persons live in the SWT service area (City of Eden Prairie – 60,537; City of Chanhassen – 24,409; City of Chaska – 24,956). The 2016-2020 American Community Survey (ACS) is used to determine the percentage of people who speak English less than “very well”, see chart below

Table 1. Population in SWT service area who speak English less than “very well”

| | EDEN PRAIRIE | % OF TOTAL POPULATION | CHANHASSEN | % OF TOTAL POPULATION | CHASKA | % OF TOTAL POPULATION |
|------------------------------------|--------------|-----------------------|------------|-----------------------|--------|-----------------------|
| Spanish | 905 | 1.49% | 61 | 0.25% | 288 | 1.15% |
| Other Indo-European languages | 820 | 1.35% | 63 | 0.26% | 45 | 0.18% |
| Asian and Pacific Island languages | 1,112 | 1.84% | 344 | 1.41% | 269 | 1.08% |
| Other languages | 917 | 1.51% | 0 | 0.00% | 0 | 0.00% |

Source: U.S. Census Bureau, 2016-2020 American Community Survey 5-Year Estimates (2020)

A. How LEP persons interact with the agency

- LEP Customers interact with SWT drivers and staff most notably by talking to the drivers and staff and the drivers and staff determine what the questions are by taking time and being patient with the customer. In other cases family and friends also assist with the conversation. There are also community advocates that work with SWT assisting their community with communication and transportation. Finally, in extreme cases when the informal approach doesn't work, SWT will make arrangements to have an interpreter (depending on the language or hearing disability) to ensure we are able to communicate with one another and insure input and identify solutions to the questions.
- In addressing the ACS data no identified LEP population crosses the Safe Harbor threshold of an eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered. In Eden Prairie the total of LEP persons that speak Asian and Pacific languages is over 1,000. However since the ACS groups multiple languages under this category, it is SWT's determination that no one language in that group would cross the Safe Harbor threshold. Furthermore, the amount of SWT's service area population that utilizes SWT's services is 3.5%. When applying this percentage to each LEP communities, no one group totals more than 40 people.

- B. Identification of LEP communities, and assessing the number or proportion of LEP persons from each language group to determine the appropriate language services for each language group
 - As seen in Table 1, the level of LEP communities has been identified by SWT through analysis of ACS data. SWT's determination is that the level of language services provided currently is appropriate for the given LEP population in the service area.
 - C. The literacy skills of LEP populations in their native languages, in order to determine whether translation of documents will be an effective practice
 - Literacy skills of the LEP population appears to be high, based on the driver surveys conducted. In addition the average percentage of SWT's population that achieved a high school education or higher is 96.5%. With this percentage it can be assumed that literacy rates are at a high level whether English or in a native language. That being said, if SWT were to translate documents it would be an effective practice.
 - D. Whether LEP persons are underserved by the recipient due to language barriers
 - At this point in time, it does not appear that LEP persons are not underserved due to language barriers.
- 2. The frequency with which LEP persons come in contact with SWT programs, activities or services.**
- SWT assessed the frequency with which staff and drivers have, or could have, contact with LEP persons. This includes documenting phone inquiries and surveying vehicle operators. **Exhibit E** includes the driver and customer service representative surveys. **Exhibit F** contains the log to record inquiries for requests for interpreters and requests for translated SWT documents.
 - SWT surveyed its drivers/supervisors (receiving 43 responses) and customer service staff in 2016 with the following results: summary tables and surveys attached in **Exhibit E**. The survey was conducted in English. SW found this to be an acceptable method due to the fact that all staff is English proficient.
 - SWT conducts a rider survey annually to gauge customer satisfaction, route performance, opinions and idea, demographics, etc. From the demographics section, SW asks the question "What is your primary language?" 2019/2021 answers show that 93.81% chose English, 1.35% chose Hindi, 1.19% chose Spanish and all other responses were under 1% of ridership.
- 3. The nature and importance of programs, activities or services provided by SWT to the LEP population.**
- SWT offers several programs for the LEP population always trying to be inclusive of all individuals including:
 - o A new how to ride program that is in conjunction with the three cities police departments.
 - o Working with the three cities' outreach departments hold listening sessions to make communication and riding the bus easier.
 - o Holds rider focus groups.

- Hold customer experience meetings
- Hold listening sessions at the park and ride facilities attended by, at a minimum, the CEO and COO of SWT.
- Meet with the Hispanic community sharing programs and listening for new ideas.
- Provides a Job Seekers pass to those who need it.
- All of these attempts tries to be inclusive of the various communities because SWT wants them to ride its service.

4. The resources available to SouthWest Transit and overall cost to provide LEP assistance.

- SWT has resources that will be used for providing LEP assistance with no limitation, and has determined that it could afford a professional interpreter and translation service. To this point in time, that service has not been required.
- The amount of staff and driver training that might be needed was also considered. Based on the four-factor analysis, SWT developed its LEP Plan as outlined in the following section.

Limited English Proficiency (LEP) Plan Outline

SWT will provide assistance to LEP persons who utilize SW transit services upon request. SWT is unable to tell if an individual needs assistance unless asked. However, if it helps the situation in the conversation, SWT will contact an interpreter to bridge the language gap. Currently, SWT has limited staff as well as the ability to contact a language interpreter in Spanish. For LEP populations that are not Spanish speakers, interpreter services such as Language Line are accessible. This service is available by request through the customer services desk. Other languages in the SWT geographical area appear to have a strong English as a Second Language (ESL) skills.

Language Assistance Measures

Although there is a very low percentage in the SWT Service Area of LEP individuals, that is, persons who speak English “not well” or “not at all”, SWT will ensure that the following measures are in place:

- SWT Title VI Policy and Limited English Proficiency Plan will be posted on the agency website at www.swtransit.org/about/Commitment-to-Fairness.
- When an interpreter is needed in person or on the telephone, staff will attempt to determine what language is required and then 1) see if there is a staffer internally who can assist in the interpretation; if that does not work, 2) access a language assistance person or program such as Language Line. That means a person or program that SWT, through its outreach efforts have identified, would be contacted/used in an effort to make the communication as easy as possible.

Staff Training

The following training will be provided to SWT staff that is directly involved with the transit services:

- Information on SWT’s Title VI Policy and LEP responsibilities.

- Description of language assistance services offered to the public.
- Documentation of language assistance (including Language Line use) and document translation requests via **Exhibit F**.
- How to handle a potential Title VI/LEP complaint.

Outreach Techniques

Due to the small local LEP population, the SouthWest Transit-initiated outreach activities are expected to be minimal, but the following procedure will be utilized as the need arises:

- When the staff prepares a document or schedules a meeting for which the target audience is expected to consist of at least 33 percent LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population.

Monitoring and Updating the LEP Plan

SWT will update the LEP as required by U.S. DOT. At a minimum, the plan will be reviewed and updated when data from the 2022 U.S. Census is available, or when it is clear that higher concentrations of LEP individuals are present in the SouthWest Transit service area. SWT will look for additional mid census data to ensure that if the Safe Harbor threshold is met, then the required steps will take place. If no thresholds are met within a three year times span then SWT will maintain the schedule of updating the plan every three years.

Dissemination of the SWT LEP Plan

A link to the SouthWest Transit LEP Plan and the Title VI Plan will be included on the SWT website, www.swtransit.org/about/Commitment-to-Fairness. Any person or agency with internet access will be able to access and download the plan from the SWT website. Alternatively, any person or agency may request a copy of the plan via telephone, fax, mail, email, or in person, and shall be provided a copy of the plan at no cost. LEP individuals may request a copy of the plan in translation which SWT will provide. Questions or comments regarding the LEP Plan may be submitted to SWT as follows:

Matt Fyten
Chief Operating Officer
SouthWest Transit
14405 W. 62nd St.
Eden Prairie, MN 55346

Appendix 2: Major Service Change Policy

SouthWest Transit (SWT) Major Service Change Policy Effective after SWT Commission Approval

The Federal Transit Administration's (FTA) updated Circular 4702.1B includes new requirements that all transit providers in an urbanized area of more than 200,000 who receive federal funding and operate at least 50 peak vehicles, establish a policy defining the threshold used to identify a major service change. The major service change threshold is used to determine when a more detailed service equity analysis is required. All increases or decreases in fixed route service that meet the major service change threshold require a Title VI Equity Analysis prior to implementation, which must be presented to SWT's Commission for consideration and recorded in SWT's Title VI Plan.

Further, the FTA requires public engagement in the decision-making process used to develop this policy. The major service change policy will be approved by SWT's Commission and incorporated into SWT's Title VI Plan.

Major Service Change Thresholds

In support of a regional approach to developing a major service change policy, SWT recommends adopting criteria in collaboration with the Metropolitan Council. Due to differences in system size and service types, the criteria below includes slight modifications that best reflect SWT's service area.

A major service change meets at least one of the following criteria:

- a) An existing route or set of routes with one or more net increases or decreases within a 12 month period of more than a 25% change in the daily platform hours.
- b) A new route in a new coverage area.
- c) Elimination of a transit route without alternate service or a fixed route replacement.

The following service changes are exempt:

- a) Seasonal service changes.
- b) Route number or branch letter designation.
- c) Any change or discontinuation of a demonstration route within the first 24 months of operation.
- d) Changes on special service routes such as State Fair, sporting events, and special events.
- e) Route changes caused by an emergency. Emergencies include, but are not limited to, major construction, labor strikes, inadequate fuel supplies, and public health crises.
- f) Any service change that does not meet the conditions of a major service change as defined above.

Appendix 3: Disparate Impact/Disproportionate Burden Policy

SouthWest Transit (SWT) Effective upon SWT Commission Approval

The Federal Transit Administration's (FTA) updated Circular 4702.1B includes new requirements that all transit providers, in an urbanized area of more than 200,000 who receive federal funding and operate at least 50 peak vehicles develop a policy for measuring disparate impacts and disproportionate burdens. The policy must include a threshold for determining when:

- 1) Adverse impacts are borne disproportionately by minority or low-income populations; and,
- 2) Benefits are not equitably shared by minority or low-income populations.

Further, the FTA requires public engagement in the decision-making process used to develop this policy, which will be approved by the SWT Commission and incorporated into SWT's Title VI Plan. The policy and threshold will be used to determine if a proposed fare change, major service change, or the triennial monitoring review of system-wide standards and policies shows evidence of potential disparate impacts and/or disproportionate burdens.

Four-Fifths Rule

In support of a regional approach to developing disparate impact and disproportionate burden policies, SWT will use the "four-fifths" rule. The "four-fifths" rule states that there could be evidence of a disparate impact or disproportionate burden if:

- Benefits are being provided to minority or low-income populations at a rate less than 80% (four-fifths) of the benefits being provided to non-minority or non-low-income populations.
- Adverse effects are being borne by non-minority or non-low-income populations at a rate less than 80% (four-fifths) of the adverse effects being borne by minority or low-income populations.

If a potential disparate impact for minority populations is found, the FTA requires agencies to analyze alternatives. A transit provider may modify the proposed change to avoid, minimize, or mitigate potential disparate impacts. A transit provider may proceed with the proposed change if there is substantial legitimate justification and no alternatives exist that would have a less disparate impact but still accomplish the provider's legitimate program goals.

If a potential disproportionate burden on low-income populations is found, the FTA requires recipients to take steps to avoid, minimize or mitigate impacts where feasible and describe alternatives to passengers affected by service or fare changes.

Exhibit A: List of Locations with Title VI Notice

| Location | Date Posted | Date Updated |
|----------------------------|--------------------|---------------------|
| SouthWest Station | April 2012 | November 2016 |
| SouthWest Village | April 2012 | November 2016 |
| East Creek Station | April 2012 | November 2016 |
| Chanhassen Transit Station | April 2012 | November 2016 |
| Eden Prairie Garage | April 2012 | November 2016 |
| All Buses | April 2012 | November 2016 |

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Exhibit B: Acknowledgement of Receipt of Title VI Plan

All employees of SouthWest Transit are expected to consider, respect, and observe this Plan in their daily work and duties. If a citizen approaches you with a question or a complaint, direct him or her to the Title VI Manager who is the COO.

I hereby acknowledge the receipt of the SouthWest Transit Title VI Plan. I have read the plan and am committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B.

Your signature

Print your name

Date

DRAFT



SouthWest Transit
 14405 W 62nd St • Eden Prairie, MN • 55346
 Phone: 952-949-2287 • Fax:952-974-7994 • Email: CustomerService@swtransit.org

Exhibit C: Title VI Discrimination Complaint Form

PART I—COMPLAINANT INFORMATION (Print all items legibly)

| | | |
|-----------------|-------|-----------|
| Name | | Telephone |
| Mailing Address | | |
| City | State | Zip Code |

Are you filing this complaint on your own behalf (if yes, go to Part III)?

Yes No

PART II—THIRD PARTY INFORMATION

| | | |
|-----------------|-------|-----------|
| Name | | Telephone |
| Mailing Address | | |
| City | State | Zip Code |

Please explain why you have filed for a third party (If additional space is needed, please attach extra sheets)

Have you obtained permission of the complainant to file this complaint on their behalf?

Yes No

PART III—COMPLAINT INFORMATION

The discrimination I experienced was based on (check all that apply)

Race
 Color
 National Origin
 Other, please specify _____

When did the alleged discrimination take place (MM/DD/YYYY): ____/____/____

Please explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. (If additional space is needed, please attach extra sheets)

[Empty text box for providing details of the alleged discrimination]

PART IV—RESOLUTION

How can this be resolved to your satisfaction?

[Empty text box for providing resolution details]

PART V—COMPLAINT FILED WITH OTHER AGENCIES

Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court?

Yes

No

If yes, check each that applies:

___ Federal Agency

___ Federal Court

___ State Agency

___ State Court

___ Local Agency

If you filed this complaint elsewhere, please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

PART VI—SIGNATURE

Complainant's Signature _____ Date _____

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Exhibit D: Log of SWT Title VI Complaints

Southwest Transit is not aware of any Title VI investigations, complaints, and lawsuits filed since the previous Title VI plan was submitted. Exhibit D includes a log that would capture these investigations, complaints, and lawsuits. This information is current as of June 14th, 2022.

| Investigations | Date | Summary | Status | Action Taken |
|-----------------------|-------------|----------------|---------------|---------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| Lawsuits | Date | | | |
|-----------------|-------------|--|--|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| Complaints | Date | | | |
|-------------------|-------------|--|--|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Exhibit E: Limited English Proficiency Plan Surveys

SouthWest Transit Limited English Proficiency (LEP) Plan Surveys

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Executive Order 13166, titled “Improving Access to Services for Persons with Limited English Proficiency,” indicates that differing treatment based upon a person’s inability to speak, read, write, or understand English is a type of national origin discrimination.

As a result, to ensure compliance with the above federal regulations, SWT has developed a Limited English Proficiency Plan to help identify reasonable steps for providing language assistance to persons with **limited English proficiency (LEP)** who wish to access services provided by SWT. An LEP person is defined as a person who does not speak English as their primary language and has limited ability to read, speak, write, or understand English.

One component of SWT’s Limited English Proficiency Plan includes a driver survey to help assess the number and frequency that LEP persons use SWT. This survey will be conducted in the fall of 2023 and will include the following:

Driver Survey

Moving forward, this survey will be collected every three years to satisfy the requirements of Title VI.

Your Driver Badge ID and completion date must be filled in below. Your assistance is greatly appreciated. Thank you.

1. In the past 30 days, do you recall coming into contact with LEP bus riders while driving an SWT bus?
 - a. Yes b. No (*Check one response – If yes, continue to question 2. If no, your survey is complete*)
2. If yes to question 1, on average, how many times a week do you come into **contact** with LEP bus riders while driving an SWT bus? _____
3. If yes to question 1, on average, how many times a week do you **provide assistance** to LEP bus riders while driving an SWT bus? _____
4. If yes to question 1, if known, please list the non-English languages spoken by the LEP bus riders you encountered on the SWT buses and please identify the issues you assisted the LEP customers with such as fares, route information, final destination, etc. ?

**SouthWest Transit
Limited English Proficiency Plan
Survey of Customer Service Reps**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Executive Order 13166, titled “Improving Access to Services for Persons with Limited English Proficiency,” indicates that differing treatment based upon a person’s inability to speak, read, write, or understand English is a type of national origin discrimination.

As a result, to ensure compliance with the above federal regulations, SWT has developed a Limited English Proficiency Plan to help identify reasonable steps for providing language assistance to persons with **limited English proficiency (LEP)** who wish to access services provided by SWT. An LEP person is defined as a person who does not speak English as their primary language and has limited ability to read, speak, write, or understand English.

One component of SWT’s Limited English Proficiency Plan includes a survey to help assess the number and frequency that LEP persons use SWT. This survey will be conducted in the spring of 2023 and will include the following:

Customer Service Survey

Please complete and return to SWT Customer Service at SouthWest Station, Eden Prairie, MN

Your initials and completion date must be filled in below. Your assistance is greatly appreciated. Thank you.

1. In the past 30 days, do you recall coming into contact with LEP customers while on the phone as a Customer Service Rep or when talking to a passenger at a transit facility?
b. Yes b. No (*Check one response – If yes, continue to question 2. If no, your survey is complete*)
2. If yes to question 1, on average, how many times a week do you come into **contact** with LEP customers?

3. If yes to question 1, on average, how many times a week do you **provide assistance** to LEP customers?

4. If yes to question 1, if known, please list the non-English languages spoken by the LEP customers you encountered:

Initials _____

Date Completed _____

Summary of Exhibit E: Limited English Proficiency Plan Surveys:

| | | |
|---|---------|---------|
| 1.) In the past 30 days, do you recall coming into contact with LEP bus riders while driving a SWT bus? | YES - 9 | NO - 39 |
|---|---------|---------|

| RESPONSE # | 2.) If yes to question #1, on average, how many times a week do you come INTO CONTACT with LEP bus riders? | 3.) If yes to question #1, on average, how many times a week do you PROVIDE ASSISTANCE to LEP bus riders? | 4.) If yes to question #1, if known, please list the non-English languages spoken by LEP bus riders you encountered on the SWT buses and please identify the issues you assisted the LEP customers with such as fares, route information, final destination, etc.? |
|------------|--|---|--|
| 1 | once in 12 months | once in 12 months | *not a clue |
| 2 | 1 | 1 | language unknown, help with route informaton |
| 3 | 0-1 | 0-1 | Spanish and other unknown |
| 4 | 0-1 | 0-1 | language: spanish and others, helped with route and local area information |
| 5 | 5+ | 5+ | Spanish, Hindi, Somali, German |
| 6 | 6 | 3 | Spanish, Hindi, Somali |
| 7 | 0-1 | 0-1 | Spanish |
| 8 | 3 | 3 | Spanish, various Indian dialects |
| 9 | 2 | 2 | Spanish, Somali |

*Survey was conducted with 48 total responses (5 by customer service representatives, 43 (out of 70) by drivers)

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Exhibit F: Log to Record Inquiries for Requests for Interpreters and Requests for Translated SouthWest Transit Documents

Date of Inquiry or Request: _____

Request for Interpreter: _____ Yes _____ No

- Language: _____

Request for Translated Document: _____ Yes _____ No

- Language: _____
- Name of Document: _____

Contact Info for Person Making the Request: _____

Summary of Action and Conclusion: _____

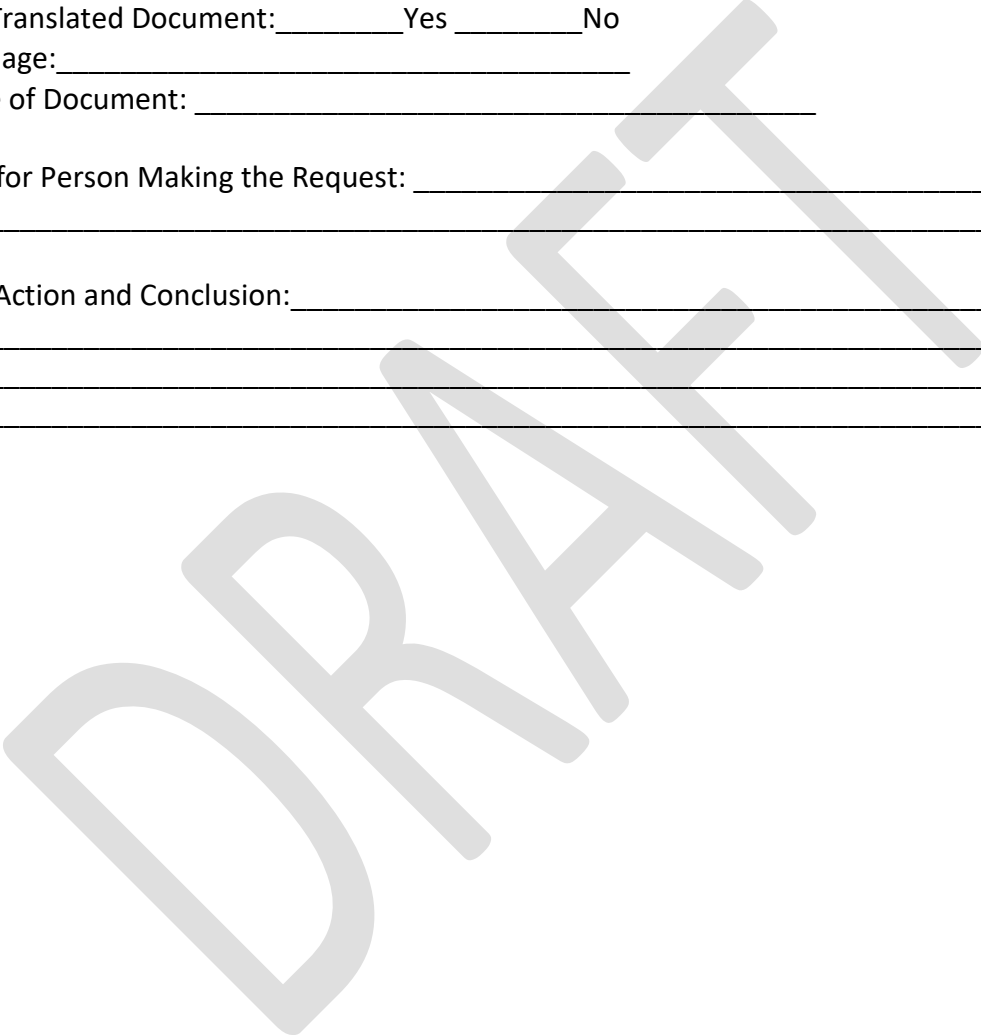


Exhibit G: Log of SWT Commission Action

- Plan adopted (below 50 peak buses) 1-23-14
- Plan adopted (over 50 peak buses) 10-27-16
- Equity Analysis for route suspension acknowledged and service change approved 8-17-17
- Plan updated in response to triannual audit 3-20-19
- Plan updated in response to triannual audit 6-23-22
- Equity Analysis for March 23, 2020 Service Reductions acknowledged 6-23-22
- Major Service Change and Disparate Impact Policies approved 6-23-22

Exhibit H: History of SWT Title VI Plan Revisions

- Plan adopted (over 50 peak buses) 10-27-16
- Plan updated in response to triannual audit 3-20-19
- Plan updated in response to triannual audit 6-23-22

Exhibit I: Title VI Monitoring Study – 2018

Background

FTA requires transit providers that operate 50 or more fixed route vehicles in peak service and are located in urbanized areas (UZA) of 200,000 or more people, or that otherwise meet the threshold defined in Chapter IV, to monitor their service standards and policies. Service standards and policies provide the framework for monitoring and assessment of service to compare service provided in areas with a percentage of minority population that exceeds the percentage of minority population in the service area to service provided in areas with a percentage of minority populations that is below the percentage of minority population in the service area.

The following tables and maps are provided as examples of how to assess the performance of service on minority and non-minority routes for each of the transit provider's service standards and service policies. Providers of fixed route public transportation should follow these examples for submitting data in their Title VI Programs. Transit providers should assess transit service and compare actual/observed service to the established service policies and standards. The standards and policies that must be monitored are:

Standards

- Vehicle Load for each mode
- Vehicle Headway for each mode
- On-Time Performance for each mode
- Service Accessibility for each mode

Policies

- Vehicle Assignment for each mode
- Distribution of Transit Amenities (Policy and Standards) for each mode

Methodology

For each individual bus and/or rail line, calculate the percentages of all persons residing in areas served by the line who are minority persons. Define a unique geographic area of coverage for each line by including all Census Block Groups within one-quarter mile walking distance of bus stops and/or within one-half mile walking distance of rail stations served by that line. For each line, calculate the number of minority persons residing in all Block Groups served, and determine the percentage of minority persons among all persons served by the line. For this analysis, SouthWest Transit calculated the percentage of all persons residing in areas who are minority persons (for all routes) and for each route that served a higher percentage than the system average was deemed a minority route.

Monitoring of Service Standards

Vehicle Load Monitoring

Table 1 below shows passenger capacities for buses and light rail cars as the average maximum number of persons seated and standing during the peak one-hour in the peak direction. Maximum load factors represent the maximum achievable capacity, and are calculated by dividing the total seated and standing capacity by the seated capacity of the vehicle.

Table 1. Passenger Capacities

Assessment: Average weekday loads on each line were determined for the following time periods and directions of travel:

- AM in peak direction (7-9 a.m.)
- PM in peak direction (4-6 p.m.)
- Midday in both directions (9 a.m. – 4 p.m.)

| VEHICLE TYPE | SEATED | STANDING | TOTAL | LOAD STANDARD | MAXIMUM LOAD FACTOR |
|-------------------|--------|----------|-------|---------------|---------------------|
| 40' LOW-FLOOR BUS | 42 | 3 | 45 | 1 | 1.07 |
| 45' COACH BUS | 57 | 3 | 60 | 1 | 1.1 |

Note: SouthWest Transit monitors service daily to ensure that no standing loads are taking place. In the event that a trip shows a pattern of standing loads (2 consecutive days) immediate action is taken. For the purposes of Table 1, the standing column does not represent a typical day but what the standing loads are when they do occur.

Table 2 below shows the average vehicle loads by time period for lines in each quartile, for minority lines, for non-minority lines, and for all lines in the system.

Table 2. Vehicle Loads for Minority and Non-Minority Lines

| | AM PEAK | | MIDDAY | | PM PEAK | |
|---------------------|------------|-----------|------------|-----------|------------|-----------|
| | Load/Seats | Avg. Load | Load/Seats | Avg. Load | Load/Seats | Avg. Load |
| Minority | 0.30 | 17.17 | 0.26 | 15.00 | 0.28 | 16.08 |
| Non-Minority | 0.51 | 29.09 | 0.45 | 25.50 | 0.52 | 29.68 |
| System | 0.41 | 23.13 | 0.36 | 20.25 | 0.40 | 22.88 |

The average load factors in the AM peak were 0.30 for minority lines and 0.51 for non-minority lines. The average load factors in the PM peak were 0.28 for minority lines and 0.52 for nonminority lines. No lines exceeded the vehicle load standard during the peak periods.

Figure 1 below depicts the average loads for minority and non-minority lines for PM peak, midday, and AM peak as shown in Table 2 above, in comparison to the maximum capacity of 57 passengers for a 45-foot coach bus.

Figure 1. Vehicle Loads for Minority and Non-Minority Lines by Peak Period

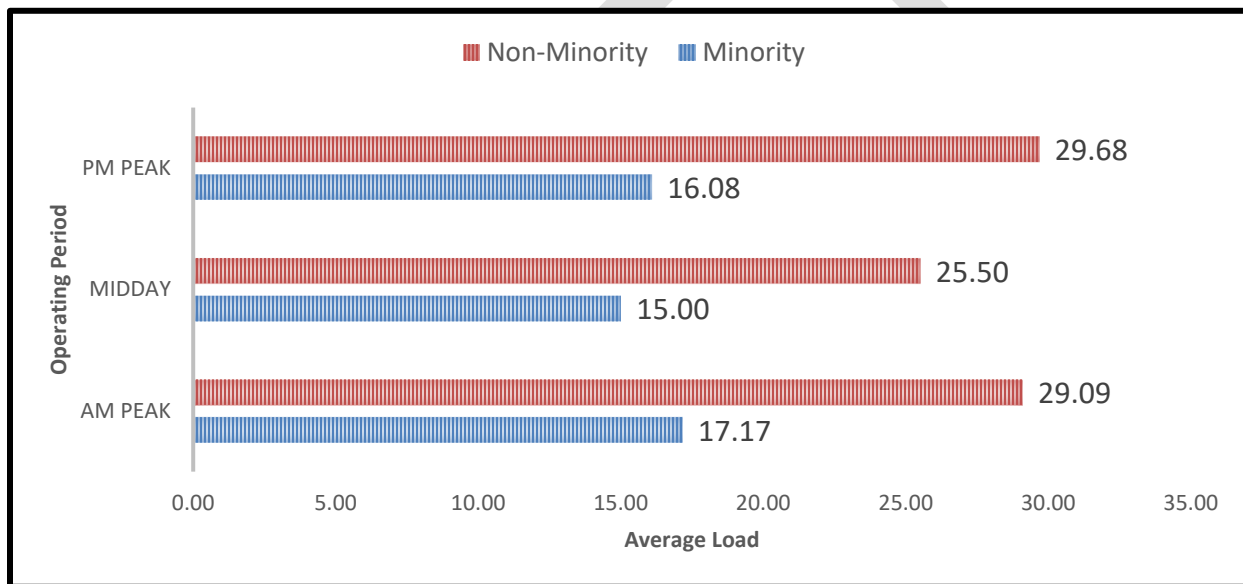


Table 3 below shows the average headway in minutes for minority and non-minority lines for AM peak, midday, PM peak, evening, and night periods, for weekday service. The average span of service in hours and tenths of hours is shown for minority and non-minority lines for weekday service.

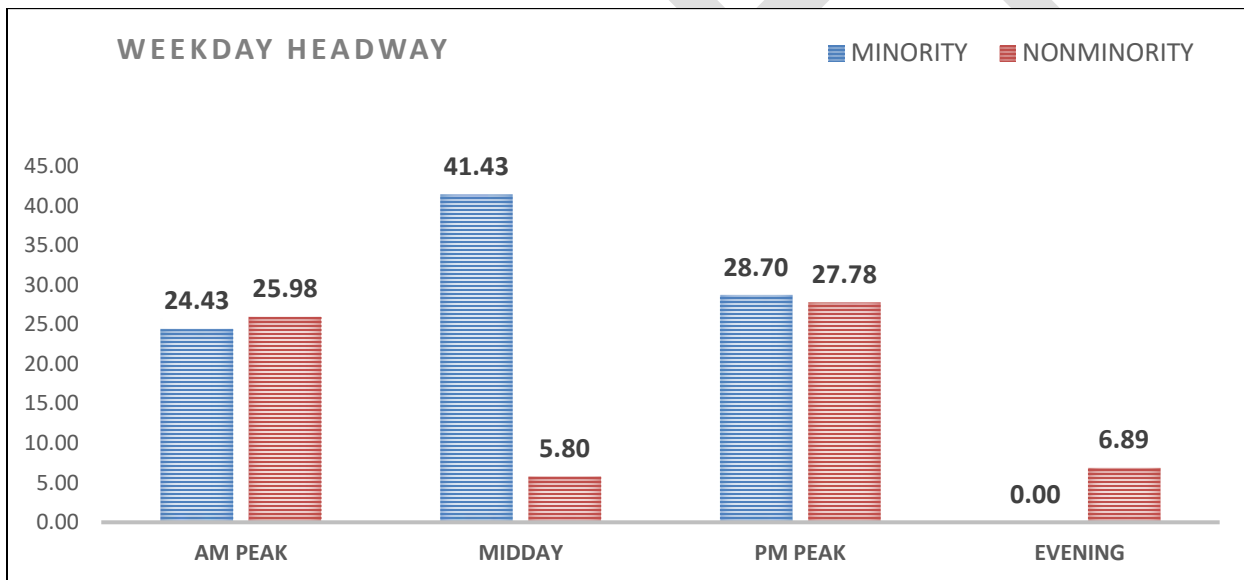
Table 3. Weekday Headways and Span of Service for Minority and Non-Minority Lines

| | LINES OPERATING | % OPERATING | FREQ LINES | SERVICE START | AM PEAK HEADWAY | MIDDAY HEADWAY | PM PEAK HEADWAY | EVENING HEADWAY | SERVICE ENDS | SPAN (HOURS) |
|--------------------|-----------------|-------------|------------|---------------|-----------------|----------------|-----------------|-----------------|--------------|--------------|
| MINORITY LINES | 3 | 100.00% | 2 | 5:41 AM | 24.43 | 41.43 | 28.70 | 0.00 | 7:16 PM | 13.58 |
| NON MINORITY LINES | 7 | 100.00% | 5 | 5:11 AM | 25.98 | 5.80 | 27.78 | 6.89 | 10:37 PM | 17.43 |

On weekdays, two (2) minority lines and five (5) non-minority lines were designated as Frequent Service lines (i.e., Freq Lines). On weekdays, the average AM and PM peak headway on minority lines was 26.57 minutes, versus 26.88 minutes on non-minority lines. Average headways on minority lines during weekday midday, evening, and night periods were higher (i.e., provided less frequent service) than on non-minority lines. The average Midday and Evening headway on minority lines was 20.72 minutes, versus 6.34 minutes on non-minority lines. Minority lines had an average weekday span of service of 13.58 hours, as compared with a 17.43 span of service on nonminority lines.

Figure 2 below depicts weekday headways for minority and non-minority lines for AM peak, midday, PM peak, and evening. In the AM Peak and evenings, the average frequency of service on minority lines exceeded frequency of service on non-minority lines (i.e., the average headway in minutes was lower on minority lines). The reverse is true in the Midday and PM peak with non-minority lines having a lower average headway in minutes.

Figure 2. Headways for Minority and Non-Minority Lines on Weekdays by Time Period



On-Time Performance Monitoring

Figure 3. Weekday On-Time Performance

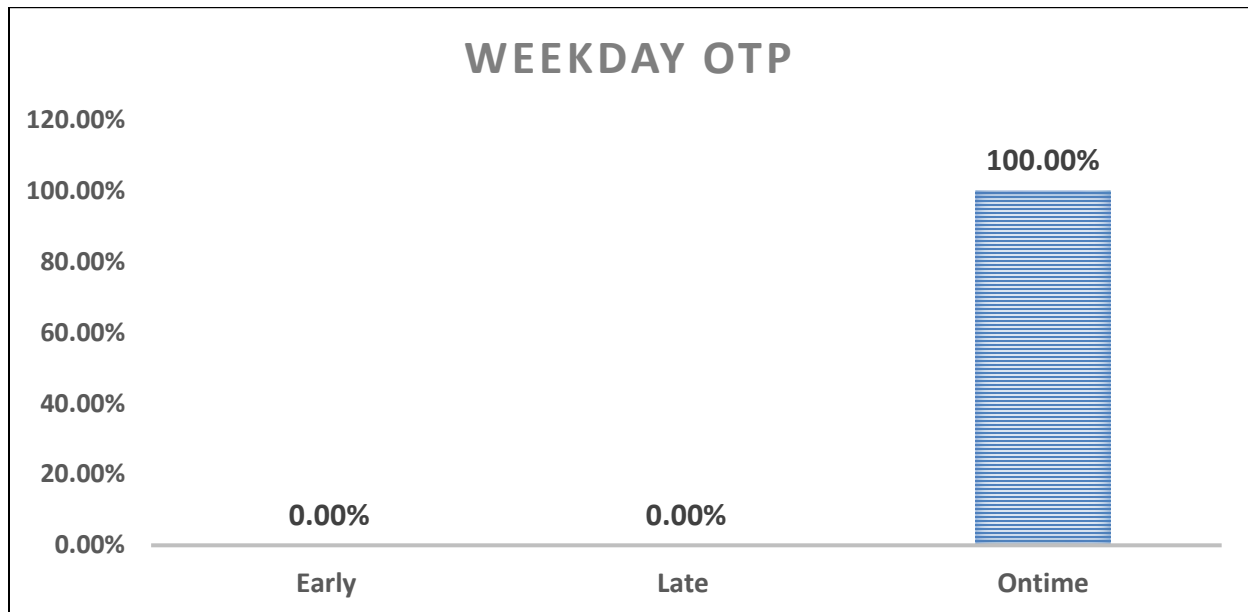


Figure 3 below shows that 100.00% of transit vehicles passed time points on time, 0.0% passed time points early, and 0.0% passed time points late. This information would be compared with the On-Time Performance Standard and analyzed to determine potential disparate impacts.

SouthWest Transit initiated a random spot check program to assess a variety of performance measures, including on-time performance in a route audit program named 'Secret Riders'. This audit program completed a total 13 observations between September 23rd, 2017 and November 15th 2017.

Of the 13 bus trips observed, 0 trips (0.0%) were found departing a schedule time point late (i.e., more than 5 minutes after the departure time in the printed schedule). These routes on which late departures were observed were:

Of all routes sampled, none have a greater-than-average proportion of route miles in minority Census blocks. These findings suggest that additional monitoring of on-time performance to assess potential disparate impacts is not warranted. SouthWest Transit will continue to operate the 'Secret Rider' program to ensure that time points are being departed on time and will continue to analyze the results to ensure that no disparate impact is taking place in the SouthWest Transit system.

Service Availability Monitoring

Table 4 below shows the percentages of minority and non-minority households served. The percentage of minority households within a ½ mile walk of stops and/or stations was 41.67%. The percentage of non-minority households within a ½ mile walk of stops and/or stations was 34.54%. While these percentages seem low, it is important to remember the service area in which SouthWest Transit serves: with a low density suburban setting, the difficulty of providing service that would cover 70% or more of residents within a ½ mile of stops and/or stations would not be operationally sound.

Table 4. Service Availability for Minority and Non-Minority Residents

| Households | Within 1/2 mile | More than 1/2 Mile |
|--------------|-----------------|--------------------|
| Minority | 41.67% | 58.33% |
| Non-Minority | 34.54% | 65.46% |
| System | 36.68% | 63.32% |

All residents of Census Block Groups where geographic center of the Block Group is within ½- mile walk of a bus stop and/or rail station are considered within ½-mile of service.

Monitoring of Service Policies

Vehicle Assignment Monitoring

The following language is inserted from SouthWest Transit’s 2016 Title VI Plan. The following language describes the process in which vehicles are assigned to routes.

Vehicle Assignment by Mode: SWT express service has three types of buses – fifty-seven 45 foot coaches, ten 40 foot low floor, and one 30 foot trolley style buses. Each bus style has a different passenger capacity. Buses are assigned to specific routes and trips based on the ridership levels to help prevent standing loads. The assignments are analyzed at a minimum quarterly. For seasonal local service, SWT uses the trolley. Ridership is not the only measure to determine which vehicles are used for specific routes. This is also dependent on the interlining of the given run and the order that the vehicles are parked in SWT garage. After the size of the bus is dictated, Dispatch assigns the first bus in line that matches the capacity criteria for the given run as it is a first in/first out garage.

Table 5 (Vehicle Assignment) cannot be completed in this monitoring study as the FTA Circular 4702.1B App. J-7 outlines since SouthWest Transit does not assign specific vehicles to specific routes. That being said, SouthWest Transit will continue to use the procedure and standards stated about to ensure that equitable service is being provided to all riders within the system.

Transit Amenities Monitoring

The overlay map below shows the locations of many of the transit agency’s amenities, including park and ride facilities, transit centers, pedestrian improvements, and bus shelters, relative to the locations of bus and rail routes and the locations of minority and non-minority populations. Such a map is one way to demonstrate how amenities are distributed across the transit system.

Figure 4. Transit Amenities Overlay Map

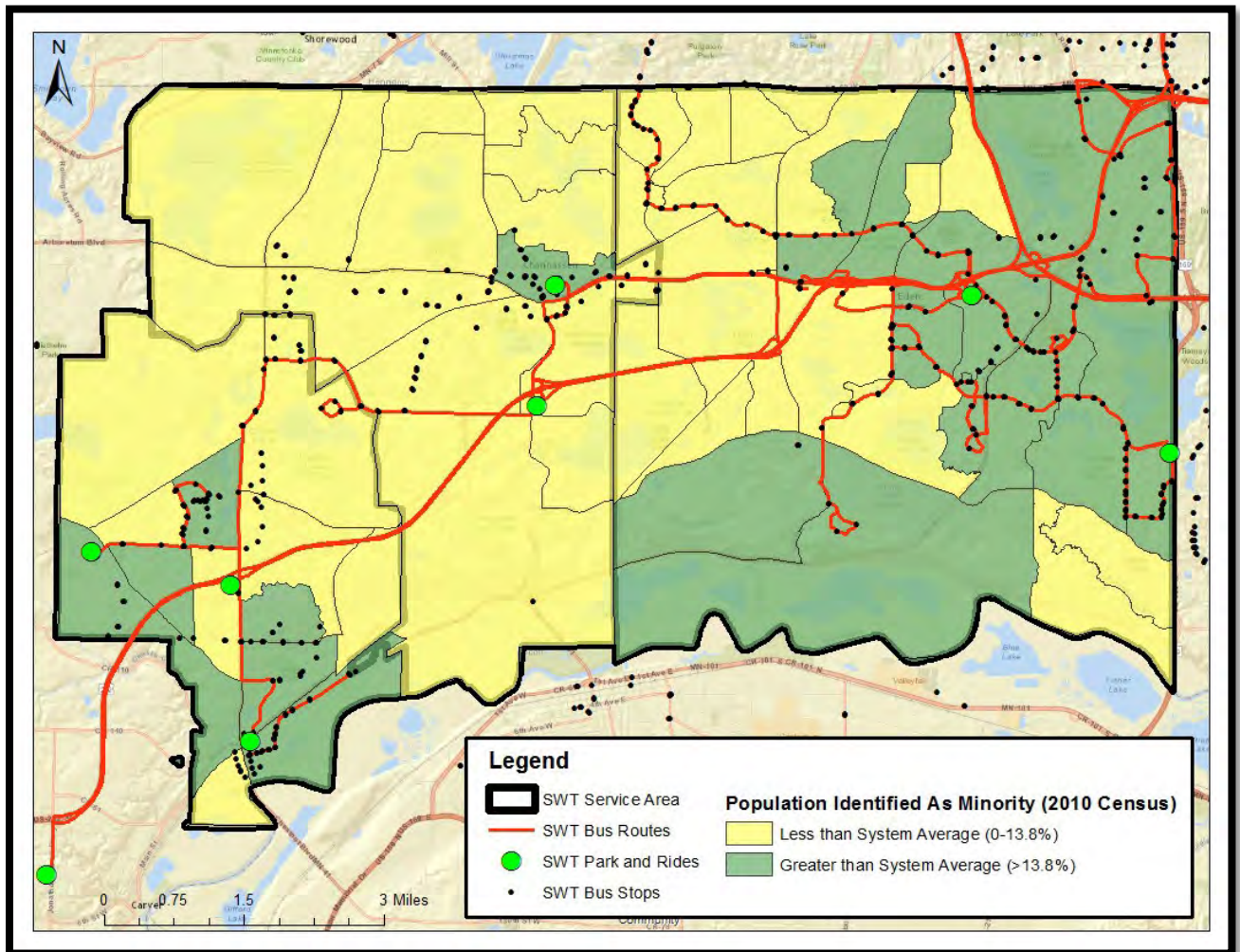


Exhibit J – SWS Commission Approval of Title VI Plan Update

TO BE ADDED AFTER JUNE 23, 2022 COMMISSION MEETING

DRAFT

Exhibit K – SWT Commission Approval of Title VI Equity Analysis

TO BE ADDED AFTER JUNE 23, 2022 COMMISSION MEETING

DRAFT

Exhibit L – Title VI Equity Analysis for March 23rd 2020

Introduction

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. This analysis was conducted in compliance with Federal Transit Administration (FTA) Circular 4702.1B, which requires any FTA recipient serving a population of 200,000 or greater to evaluate any fare change and any major service change at the planning and programming stages to determine whether those changes have a discriminatory impact. This document is an analysis of the reduction in fixed route services on March 23rd 2020, in response to the COVID-19 pandemic.

Background

SouthWest Transit reduced fixed route service, from 127 daily trips to 34 daily trips.

SouthWest Transit's Major Service Change Policy require a Title VI analysis and a public hearing to be undertaken when a route is changed by twenty five percent or more. This reduction of fixed route services constitutes a major service change. The drastic drop in ridership (over 95%) coupled with the unknowns of the COVID-19 pandemic, a public hearing was not conducted regarding the service reductions. The reduction in service was necessary in order for SouthWest Transit to continue to provide services through the pandemic.

SouthWest Transit has had subsequent service changes since the March 23rd, 2020 reduction in service, two of which (9/8/2020 and 9/7/2021) normally would be subject to a Title VI analysis due to surpassing the thresholds laid out in the SWT Major Service Change Policy. However, since the March 23rd, 2020 reduction, SWT now operates fewer than 50 vehicles during peak service. As a result, SWT is no longer subject to conduct such analyses until a time where we are once again operating more than 50 vehicles during peak. SWT will continue to involve the public as much as possible when it comes to service changes (major or minor).

Service Characteristics

Pre-COVID Fixed Route Services had the following characteristics:

- 127 trips per day
- 66 total AM trips (52 AM Peak trips) and 61 total PM trips (48 PM Peak trips)
- Average daily ridership of 3400+ passengers

March 23, 2020 Fixed Route Services had the following characteristics:

- 34 trips per day
- 17 total AM trips (11 AM Peak trips) and 17 total PM trips (13 PM Peak trips)
- Average daily ridership of 125+ passengers

Outreach and Decision-making

The reduction in service is considered a major service change under SouthWest Transit's Major Service Change Policy and requires a Title VI Service Equity Analysis and public outreach. However, due to the Covid-19 Pandemic, SWT did not hold a public outreach meeting as a precaution to staff and public safety. Rider Notices were posted in lobbies, SWT website, Facebook, and Twitter.

Title VI Policies and Definitions

SouthWest Transit's Board of Commissioners adopted three policies in February 2016 related to Title VI that guide this analysis: Major Service Change Policy; Disparate Impact Policy; and Disproportionate Burden Policy. The requirement for these policies comes from Federal Transit Administration (FTA) Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients" which became effective October 1, 2012. The Circular requires any FTA recipient that operates 50 or more fixed route vehicles in peak service and serving a population of 200,000 persons or greater to evaluate any fare change and any major service change at the planning and programming stages to determine whether those changes have a discriminatory impact.

SOUTHWEST TRANSIT MAJOR SERVICE CHANGE POLICY

The purpose of this policy is to establish a threshold that defines a major service change and to define an adverse effect caused by a major service change.

A major service change is defined as any change in service on any individual route that would add or eliminate more than twenty five percent of the route revenue miles or twenty five percent of the route revenue hours. All major service changes will be subject to an equity analysis which includes an analysis of adverse effects on minority and low-income populations.

An adverse effect is defined as a geographical or time-based reduction in service which includes but is not limited to: span of service changes, frequency changes, route segment elimination, re-routing, or route elimination.

SOUTHWEST TRANSIT DISPARATE IMPACT POLICY

The purpose of this policy is to establish a threshold which identifies when adverse effects of a major service change or any fare change are borne disproportionately by minority populations.

A disparate impact occurs when the minority population adversely affected by a fare or service change is twenty percent more than the average minority population of SouthWest Transit's service area.

Disparate impacts on routes with either span of service changes and/or frequency changes will be determined by analyzing all routes with such changes together. Disparate impacts on routes with segment elimination, re-routing, or route elimination will be determined on a route by route basis.

If SouthWest Transit finds a potential disparate impact, the agency will take steps to avoid, minimize or mitigate impacts and then reanalyze the modified service plan to determine whether the impacts were removed. If SouthWest Transit chooses not to alter the proposed changes, the agency may implement the service or fare change if there is substantial legitimate justification for the change AND the agency can show that there are no alternatives that would have less of an impact on the minority population and would still accomplish the agency's legitimate program goals.

SOUTHWEST TRANSIT DISPROPORTIONATE BURDEN POLICY

The purpose of this policy is to establish a threshold which identifies when the adverse effects of a major service change or any fare change are borne disproportionately by low-income populations.

A disproportionate burden occurs when the low-income population adversely affected by a fare or service change is twenty percent more than the average low income population of SouthWest Transit's service area.

Disproportionate burden on routes with either span of service changes and/or frequency changes will be determined by analyzing all routes with such changes together. Disproportionate burden on routes with segment elimination, re-routing, or route elimination will be determined on a route by route basis.

If SouthWest Transit finds a potential disproportionate burden, the agency will take steps to avoid, minimize or mitigate impacts and then reanalyze the modified service plan to determine whether the impacts were removed. If SouthWest Transit chooses not to alter the proposed changes, the agency may implement the service or fare change if there is substantial legitimate justification for the change AND the agency can show that there are no alternatives that would have less of an impact on low-income population and would still accomplish the agency's legitimate program goals.

1. *Minority Population – Persons identifying themselves as a race other than white or of Hispanic origin, self-reported in the U.S. Census.*
2. *Low-Income Population – Persons reporting as being under the federal household poverty limit as defined by the U.S. Department of Health and Human Services. In 2015 the poverty level for a family of four was \$24,250.*

Methodology

The reduction of service due to the COVID-19 Pandemic in March of 2020 qualifies as a Major Service Change and thus is subject to a Title VI Service Equity Analysis.

SouthWest Transit staff used Remix (www.remix.com) to undertake the Title VI analysis for this project. Remix allows you to automatically generate a Title VI report (based on Census data) by comparing existing service to a set of proposed changes. The methodology used by Remix to achieve this includes the following steps:

Data sources

- Demographic data comes from the US Census Bureau, 2015-2019 American Community Survey (ACS) 5-Year Estimates.
- Population is coded by table B03002, field B03002001.
- Low-income status is set at 100%, 150% or 200% the US federal poverty level, depending on your individual agency. This is coded by the appropriate fields in table C17002.
- Minority status is coded by table B03002, by subtracting the white, non-Hispanic population (B03002003) from the total population (B03002001).
- Service area is a set of block groups determined by a shapefile your agency provides.
- Map and routing data are provided OpenStreetMap, Mapbox, and Valhalla.

Methodology

1. Get the population near a route, including its low-income and minority percentage.
 - For each route, build a shape that represents the area within quarter-mile of any of its stops.
 - Intersect the catchment area with 2015-2019 ACS 5-year estimates. Get a list of block groups and the percentage overlap with each.
 - For each block group, take the percentage of overlap and multiply it by the block group's statistics.
 - Get the population, minority population, and low-income population for each group and sum them together. This is the total population a route could serve.
2. Compare the number of people-trips, before and after.
 - Multiply the population near a route by the number of trips it makes (per year) to get "people-trips".
 - Repeat for low-income and minority populations to get "low-income people-trips" and "minority people trips".
 - Compare these numbers between the before and after versions of the route, to get a set of people-trip differences. We match before and after using routes that have the same name.
3. Get the total difference in people-trips across the transit system.
 - Repeat the process above for every route in the transit system.
 - Sum together the difference in people trips. This will return three numbers: total difference in people-trips, total difference in low-income people-trips, and total difference in minority people trips.
4. Calculate the change borne by low-income and minority populations.
 - Divide the total difference in low-income people trips by the total difference in people-trips to get the percentage of change borne by those with low incomes.
 - Repeat for minority people-trips.
5. Compare the percentage change to the average in the service area.

- Calculate the average percentage of low-income and minority populations across the entire service area.
- Subtract from the change borne by those populations.
- Get two final numbers: the delta between the impact this set of transit changes had on low-income and minority populations compared to any average change.

Additional Raw Data

In addition to the methodology outlined above, Remix also produces a set of raw data you can use in your own methodology. Specifically, we provide:

- A list of Census block groups in the service area with population, low-income, minority information for each.
- A before and after count of trips in each block group.
- A service-area-wide average of minority and low-income populations

We've found that most US transit agencies can use the above data to run their existing Title VI methodology.

Effects of propose service change on minority and low-income populations

Impact of Service Change on Minority and Low-Income Populations

Tables 5.1 - 5.4 show the low-income and minority data for the existing and proposed service.

Table 5.1 Low-Income and Minority Populations within 1/4 Mile of Existing Service

| Route | Before (Inbound) | | | Before (Outbound) | | | | |
|---|-------------------------------|---------------|----------|---------------------|-------------------------------|---------------|----------|---------------------|
| | Population (within 1/4 mi) | Low Income | Minority | Trips (Annually) | Population (within 1/4 mi) | Low Income | Minority | Trips (Annually) |
| 600 SW Transit - Flex Route | 2,387 | 20.0% | 35.2% | 255 | 2,811 | 20.8% | 37.6% | 255 |
| 602 SW Transit - Flex Route | 1,511 | 19.1% | 39.6% | 255 | 1,511 | 19.1% | 39.6% | 255 |
| 690 SW Transit - Express - Eden Prairie - Mpls (A) | 1,423 | 32.3% | 63.0% | 4,080 | 1,038 | 29.8% | 56.6% | 4,080 |
| 690 SW Transit - Express - Eden Prairie - Mpls (B) | 2,167 | 23.4% | 45.9% | 1,530 | 1,781 | 20.0% | 38.6% | 765 |
| 690 SW Transit - Express - Eden Prairie - Mpls (C) | 10,404 | 25.7% | 48.4% | 510 | 10,160 | 25.5% | 47.3% | 510 |
| 690 SW Transit - Express - Eden Prairie - Mpls (D) | 7,223 | 16.9% | 31.6% | 510 | 6,844 | 15.8% | 29.0% | 255 |
| 695 SW Transit - Express - Chaska - Chanhassen - Mpls | 2,167 | 23.4% | 45.9% | 1,785 | 2,678 | 17.6% | 37.9% | 1,275 |
| 697 SW Transit - Express - Carver - Chaska - Mpls (A) | 1,157 | 21.6% | 43.0% | 1,275 | 727 | 11.9% | 22.0% | 1,275 |
| 697 SW Transit - Express - Carver - Chaska - Mpls (B) | 1,133 | 22.0% | 43.7% | 510 | 703 | 12.0% | 22.3% | 765 |
| 698 SW Transit - Express - Chaska - Chanhassen - Mpls (A) | 2,167 | 23.4% | 45.9% | 2,040 | 2,829 | 19.6% | 36.8% | 1,530 |
| 698 SW Transit - Express - Chaska - Chanhassen - Mpls (B) | 2,626 | 23.7% | 39.9% | 765 | 2,371 | 18.5% | 41.6% | 1,275 |
| 698 SW Transit - Express - Chaska - Chanhassen - Mpls (C) | 0 | | | 0 | 2,853 | 19.4% | 36.6% | 765 |
| 698 SW Transit - Express - Chaska - Chanhassen - Mpls (D) | 0 | | | 0 | 2,396 | 22.4% | 40.6% | 255 |
| 698 SW Transit - Express - Chaska - Chanhassen - Mpls (E) | 1,423 | 32.3% | 63.0% | 255 | 0 | | | 0 |
| 699 SW Transit - Express - Chanhassen - Mpls (A) | 1,469 | 25.8% | 34.9% | 1,530 | 1,039 | 20.7% | 16.8% | 1,275 |
| 699 SW Transit - Express - Chanhassen - Mpls (B) | 1,010 | 26.0% | 45.3% | 510 | 1,346 | 18.5% | 15.2% | 765 |
| 699 SW Transit - Express - Chanhassen - Mpls (C) | 1,443 | 19.4% | 36.5% | 255 | 0 | | | 0 |
| 699 SW Transit - Express - Chanhassen - Mpls (D) | 769 | 19.2% | 11.2% | 255 | 0 | | | 0 |

Table 5.2 Low-Income and Minority Populations within 1/4 Mile of Proposed Service

| Route | After (Inbound) | | | | After (Outbound) | | | |
|---------|----------------------------|------------|----------|------------------|----------------------------|------------|----------|------------------|
| | Population (within 1/4 mi) | Low Income | Minority | Trips (Annually) | Population (within 1/4 mi) | Low Income | Minority | Trips (Annually) |
| 600 | 2,387 | 20.0% | 35.2% | 255 | 2,365 | 20.0% | 35.5% | 255 |
| 690 (A) | 1,511 | 19.1% | 39.6% | 2,550 | 0 | | | 0 |
| 690 (B) | 0 | | | 0 | 1,511 | 19.1% | 39.6% | 2,295 |
| 698 | 1,511 | 19.1% | 39.6% | 1,530 | 2,101 | 17.6% | 42.7% | 1,785 |

Table 5.3 Differences between Proposed and Existing Services

| Route | Difference | | | Change Borne By Low Income | Change Borne by Minorities |
|---|-----------------------------------|-------------------------|-----------------------|----------------------------|----------------------------|
| | People-Trips (Population * Trips) | Low Income People-Trips | Minority People-Trips | | |
| 600 | 1,211,760 | 242,455 | 428,145 | 20.0% | 35.3% |
| 600 SW Transit - Flex Route | -1,325,490 | -270,911 | -483,735 | 20.4% | 36.5% |
| 602 SW Transit - Flex Route | -770,610 | -147,542 | -304,980 | 19.1% | 39.6% |
| 690 (A) | 3,853,050 | 737,709 | 1,524,900 | 19.1% | 39.6% |
| 690 (B) | 3,467,745 | 663,938 | 1,372,410 | 19.1% | 39.6% |
| 690 SW Transit - Express - Eden Prairie - Mpls (A) | -10,040,880 | -3,139,347 | -6,054,720 | 31.3% | 60.3% |
| 690 SW Transit - Express - Eden Prairie - Mpls (B) | -4,677,975 | -1,048,124 | -2,047,905 | 22.4% | 43.8% |
| 690 SW Transit - Express - Eden Prairie - Mpls (C) | -10,487,640 | -2,685,497 | -5,018,910 | 25.6% | 47.9% |
| 690 SW Transit - Express - Eden Prairie - Mpls (D) | -5,428,950 | -897,510 | -1,668,975 | 16.5% | 30.7% |
| 695 SW Transit - Express - Chaska - Chanhassen - Mpls | -7,282,545 | -1,506,970 | -3,071,475 | 20.7% | 42.2% |
| 697 SW Transit - Express - Carver - Chaska - Mpls (A) | -2,402,100 | -429,345 | -837,675 | 17.9% | 34.9% |
| 697 SW Transit - Express - Carver - Chaska - Mpls (B) | -1,115,625 | -191,750 | -372,555 | 17.2% | 33.4% |
| 698 | 6,062,115 | 1,102,115 | 2,516,085 | 18.2% | 41.5% |
| 698 SW Transit - Express - Chaska - Chanhassen - Mpls (A) | -8,749,050 | -1,880,522 | -3,622,530 | 21.5% | 41.4% |
| 698 SW Transit - Express - Chaska - Chanhassen - Mpls (B) | -5,031,915 | -1,034,322 | -2,060,910 | 20.6% | 41.0% |
| 698 SW Transit - Express - Chaska - Chanhassen - Mpls (C) | -2,182,545 | -424,020 | -797,895 | 19.4% | 36.6% |
| 698 SW Transit - Express - Chaska - Chanhassen - Mpls (D) | -610,980 | -136,660 | -248,115 | 22.4% | 40.6% |
| 698 SW Transit - Express - Chaska - Chanhassen - Mpls (E) | -362,865 | -117,321 | -228,480 | 32.3% | 63.0% |
| 699 SW Transit - Express - Chanhassen - Mpls (A) | -3,572,295 | -854,415 | -1,008,015 | 23.9% | 28.2% |
| 699 SW Transit - Express - Chanhassen - Mpls (B) | -1,544,790 | -324,801 | -390,405 | 21.0% | 25.3% |
| 699 SW Transit - Express - Chanhassen - Mpls (C) | -367,965 | -71,327 | -134,130 | 19.4% | 36.5% |
| 699 SW Transit - Express - Chanhassen - Mpls (D) | -196,095 | -37,632 | -21,930 | 19.2% | 11.2% |
| All Changes (both directions) | -51,555,645 | -12,451,799 | -22,531,800 | 24.2% | 43.7% |

Table 5.4 Delta Values for Proposed Service Change

| | Low Income | Minority |
|-----------------|--------------|--------------|
| Change Borne By | 24.2% | 43.7% |
| Area Average | 11.4% | 21.8% |
| Delta | 12.8% | 21.9% |

Overall, the March 23, 2020 service reductions serve an overall lower percentage of both low-income and minority populations than the Pre-Covid service. Furthermore the changes borne by low-income

populations was 12.8%, which is well within the parameters set in SouthWest Transit's Disproportionate Burden policy. The changes borne by minority populations was 21.9%, which does represent a disparate impact as it falls outside of the 20% limit set forth in the SouthWest Transit Disparate Impact policy.

Disparate Impact Analysis

SouthWest Transit's policy states that a disparate impact occurs when the minority population adversely affected by a fare or service change is 20% more than the average minority population of SouthWest Transit's service area. An adverse effect is defined in the Major Service Change Policy as a geographical or time-based reduction in service which includes but is not limited to: span of service changes, frequency changes, route segment elimination, re-routing, or route elimination. SouthWest Transit's policy states that a disparate impact occurs when the minority population adversely affected by a fare or service change is 20% more than the average minority population of SouthWest Transit's service area. In this case, there were adverse effects identified due to the service reductions on March 23, 2020. Change borne by minority populations due to the service change is 43.7% while the area average is 21.8%, giving the overall delta a value of 21.9%. Normally, SWT would re-evaluate such a service change, however, based on the rapid decline in ridership in March 2020, the plan to reduce service on March 23, 2020, was developed and determined to be the only option to be good stewards of tax payer dollars and to provide both safe and cost-effective service. SWT had to respond to the pandemic in an extremely expedited fashion and therefore alternates could not be analyzed.


Disproportionate Burden Analysis

SouthWest Transit's policy states that a disproportionate burden occurs when the low-income population adversely affected by a fare or service change is 20% more than the average low-income population of SouthWest Transit's service area. An adverse effect is defined in the Major Service Change Policy as a geographical or time-based reduction in service which includes but is not limited to: span of service changes, frequency changes, route segment elimination, re-routing, or route elimination. In this case, there was no adverse effect identified due to the reduction in service on March 23, 2020. Changes borne by low-income populations due to the reduction in service is 24.2% while the area average is 11.4%. Overall delta value for the service change is 12.8%.

Exhibit M – Documentation of Public Outreach Efforts

March 23, 2020 Service Reductions

Effective March 23, 2020, service reductions were put in place in response to the COVID-19 pandemic. Riders were notified via rider notices posted in park and ride lobbies, driver announcements, the SWT website, and on SWT's Facebook and Twitter.



Rider Notice

Issued: 3/23/2020

Reduced Service Schedule

Effective Monday, March 23rd

This service will be in effect until further notice.

Service Changes Include (See reverse for detailed schedule):

- Service from Carver Station and Chanhassen Transit Station will be suspended until further notice.
- Routes after 6:22pm will be suspended until further notice.
- Route 690V will provide service to/from Southwest Station, SouthWest Village, East Creek Station, and Downtown Minneapolis.
- Route 698A will provide service to/from Southwest Station, SouthWest Village, East Creek Station, Downtown Minneapolis, and the University of Minnesota.
- Reverse commute trips will be provided with route 600 in the morning and route 600L in the afternoon.
 - o Route 600L provides limited service to East Creek Station, SouthWest Village, SouthWest Station, Optum Campus, and Downtown Minneapolis.

Please see other side of notice for schedule information.

www.swttransit.org - 952-945-2815 (2287) - customerservice@swttransit.org

| Route/Service | SouthWest Village | | East Creek Station | | Downtown Minneapolis | | University of Minnesota | | Optum Campus | | SouthWest Station | | Southwest Station | |
|---------------|-------------------|---------|--------------------|---------|----------------------|---------|-------------------------|---------|--------------|---------|-------------------|---------|-------------------|---------|
| | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM |
| 690V | 6:50 AM | 3:10 PM | 6:50 AM | 3:10 PM | 6:50 AM | 3:10 PM | 6:50 AM | 3:10 PM | 6:50 AM | 3:10 PM | 6:50 AM | 3:10 PM | 6:50 AM | 3:10 PM |
| 698A | 6:50 AM | 3:10 PM | 6:50 AM | 3:10 PM | 6:50 AM | 3:10 PM | 6:50 AM | 3:10 PM | 6:50 AM | 3:10 PM | 6:50 AM | 3:10 PM | 6:50 AM | 3:10 PM |
| 600 | 6:50 AM | 3:10 PM | 6:50 AM | 3:10 PM | 6:50 AM | 3:10 PM | 6:50 AM | 3:10 PM | 6:50 AM | 3:10 PM | 6:50 AM | 3:10 PM | 6:50 AM | 3:10 PM |
| 600L | 6:50 AM | 3:10 PM | 6:50 AM | 3:10 PM | 6:50 AM | 3:10 PM | 6:50 AM | 3:10 PM | 6:50 AM | 3:10 PM | 6:50 AM | 3:10 PM | 6:50 AM | 3:10 PM |

Exhibit N – SWT Commission Approval of Major Service Change and Disparate Impact/Disproportionate Policies

TO BE ADDED AFTER JUNE 23, 2022 COMMISSION MEETING

DRAFT



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit (SWT) Commission

From: Mike Dartt, Facility Maintenance Engineer
Tony Kuykendall, Vehicle & Facility Maintenance Director

Date: June 16, 2022

Subject: SouthWest Station Ramp Preventive Maintenance Repairs

REQUESTED ACTION

That the SWT Commission authorize its Interim Chief Executive Officer to execute an agreement with Western Specialty Contractors in the amount not to exceed \$242,472.01 for the SouthWest Station Ramp Repairs. The above amount includes a 10% contingency.

BUDGET IMPACT

This project was amended into the 2022 budget at the April Commission meeting in the amount of \$290,000.00. The low/recommended bid came in under the budgeted amount. Funds will be used from NTD/ working capital to cover the total project cost.

BACKGROUND

SWT has a scheduled preventive maintenance for all its ramps in five-year intervals. For 2022, the SouthWest Ramp have been budgeted for preventative maintenance actions.

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

The ramp, built in 2002, was found to have typical types of distress cracking and deterioration. In order to maintain the ramp in good condition, various repairs are needed. Items such as cracks in the floor surface, columns, worn traffic coating, asphalt milling, electrical, and joint sealants all need to be repaired, removed and/or added.

The Request for Bid (RFB) was issued by SWT. The RFB attracted three restoration contractors. The results from the three contractors are as follows:

| <u>Contractor</u> | <u>Price</u> |
|-------------------------------|--------------|
| Western Specialty Contractors | \$220,429.10 |
| Project Restorations | Did not bid |
| Paragon | \$474,736.50 |
| Cy-Con Inc. | \$295,525.00 |
| Restoration Systems | Did not bid |

The recommended vendor has performed work for SWT in the past. Our legal team has reviewed the information and we are compliant with all state regulations.

RECOMMENDATION

That the SWT Commission authorize its Interim Chief Executive Officer to execute an agreement with Western Specialty Contractors in the amount not to exceed \$242,472.01 for the SouthWest Station Ramp Repairs.

New Business



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit Commission

From: Joshua A. Dorothy, General Counsel
Daniel LeGuen-Schmidt, Human Resources Director

Date: June 22, 2022

Subject: CEO Search Firm

REQUESTED ACTION:

Authorize the Interim CEO to enter into an agreement with Baker Tilly US, LLP for executive search services in an amount not to exceed \$26,500.

BUDGET IMPACT

Funds for this project will come from the General Fund Administration Expenditure budget.

BACKGROUND:

At the June 15, 2022 emergency meeting, the Commission voted to pause the then-current CEO search. In September 2021, Baker Tilly had submitted a proposal to provide executive search services. At the June 15, 2022 emergency meeting, the Commission expressed interest in staff inquiring whether Baker Tilly was interested in and available to provide executive search services for a new CEO search. Baker Tilly provided the attached proposal, which provides for an all-inclusive professional fee of \$26,500 (as compared to \$24,500 in the September 2021 proposal).

RECOMMENDATION

That the Commission authorize the Interim CEO to enter into an agreement with Baker Tilly US, LLP for executive search services in an amount not to exceed \$26,500.



SouthWest Transit

Proposal to provide executive search services

June 22, 2022

June 22, 2022

Mr. Daniel LeGuen-Schmidt
Human Resources Manager
SouthWest Transit – ESF RFP
14405 W 62nd Drive
Eden Prairie, MN 55346

Dear Mr. LeGuen-Schmidt:

Baker Tilly US, LLP (“Baker Tilly”) appreciates the opportunity to submit the following proposal for executive search services to SouthWest Transit (the “SWT”) to help you identify your next Chief Executive Officer (“CEO”). We believe that our record of successfully placing qualified and very accomplished professionals, along with our extensive experience providing executive recruitment services to cities, counties and other public-sector organizations nationwide, will be beneficial for your recruitment and will allow us to find the candidate who has the traits, skills, experience and overall competence you desire for your organization.

We know that you have options when it comes to selecting a recruitment firm. However, we believe that our unique approach, highly regarded customer service practices, and our record of identifying and recruiting top level executives in similar roles, sets us apart from our competitors. Additionally, we offer the following unique features:

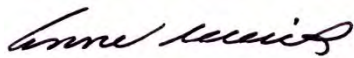
- **Customized profile development:** working with the members of the Commission and designated staff, we develop a customized candidate profile based on the required, desired and preferred qualifications, traits and attributes you seek in the individual you interview or hire for your next CEO. We strive to understand how SouthWest Transit’s current and anticipated needs and organizational priorities will shape your recruiting and selection requirements; then we collaborate with you to develop a nationwide or regional marketing, recruiting and outreach campaign. This approach has proven to effectively allow us to identify, attract and recruit highly qualified candidates for your review.
- **Proprietary management/leadership assessment:** relying on exclusively licensed predictive analytics tools (using data to determine patterns and forecast future outcomes and trends), we administer assessments to selected applicants to help us identify human potential in each of the candidates we present to you. Results are “Real,” “Impactful,” and “Powerful.” Furthermore, these results can provide you with more profound insights into the candidate’s management traits and leadership styles based on scientific data.
- **Recorded video interviews:** we ask selected candidates (semi-finalists) to complete a recorded, one-way video interview, using questions developed from your “candidate profile,” which gives your review team an additional tool to evaluate the semi-finalists before inviting them to a face-to-face interview.
- **Proprietary online application management:** our exclusively licensed, proprietary online application system enables us to efficiently manage applicant flow, classification and allows us to communicate with each applicant quickly and effectively. We communicate in real time with applicants, thereby engaging and informing them of each step, search related assignment and corresponding

timeline throughout the process. Our system also allows us to access, review and evaluate thousands of prior applicants or individuals who have manifested interest in similar positions. Generally, these are individuals who may not be actively seeking a job, but who may be open to "the right opportunity." This is another benefit and advantage we provide to our clients, which enables us to access a larger number of active and passive job seekers.

This proposal details our approach, expertise, references and pricing for this executive recruitment. Our team would consider it a professional privilege to provide these services to SouthWest Transit.

Very truly yours,

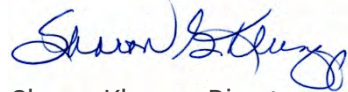
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A. Background of Baker Tilly

Firm introduction

Baker Tilly is a nationally recognized firm with a long history of service to clients located throughout the country. For 90 years, Baker Tilly has understood that our business demands absolute integrity, a belief in the value of trusted relationships and a willingness to collaborate with every client. We will strive to continue to deepen and enhance our relationship with SouthWest Transit as we seek to become your **Value Architect™**.



400

Recruitments
since 2017



60+

office locations
across the U.S.



250+

workplace and culture
awards

Executive recruitment for public and non-profit clients has been a part of Baker Tilly's portfolio of advisory services for more than 30 years. Within Baker Tilly, our executive recruitment team consists of 10 recruitment consultants and project coordination staff available to meet your executive recruitment needs. Each consultant assigned to this recruitment has experience working with cities, counties, special districts, not-for-profit organizations and school districts and the many different disciplines that comprise the SouthWest Transit organization. Baker Tilly's consultants bring an experienced, participatory and energetic perspective to each engagement. Our unique approach and personal touch are reflected in our internal standard to provide outstanding services that exceed your expectations. Since 2016, our combined consultant team has conducted nearly 400 executive searches.

The Baker Tilly project team will collaborate with the Commission and the SWT's designated staff as your technical advisor to ensure that the recruitment process for your next CEO is conducted in a thorough and professional manner consistent with "best practices" in the public sector executive recruitment space. Our objective is to generate highly qualified candidates and assist you with the screening and evaluation of these candidates.

Since our firm's beginning, we have emerged as a leader in human resource management consulting and executive recruitment. It is our 30+ years of consulting experience, coupled with our unique approach and personal touch that drives our internal standard for delivering only outstanding services and leading-edge products.

Areas of expertise and general services available

The recruitment will be national and inclusive in nature, with a candidate pool of diverse, experienced and talented individuals.

Our understanding of SouthWest Transit's needs

We understand SouthWest Transit is looking for a timely, effective, efficient, responsive, well-managed and thorough search process to recruit and identify highly qualified candidates for your next CEO due to the anticipated retirement of the current CEO at the end of 2022 .

Baker Tilly will work with the Commission, SWT staff and other designated stakeholders to understand the desired qualities and professional capabilities that are most important to your organization for this recruitment. This information helps us present SouthWest Transit and the vacancy to well-regarded candidates, emphasizing the opportunities for leadership and professional growth as well as presenting SouthWest Transit as a vibrant and thriving community in which to live and work.

We recognize that there is significant competition for experienced local government CEO's today. For this reason, we work with you to develop a recruitment strategy that includes an aggressive marketing, recruiting and candidate outreach campaign. As you know, a successful recruitment often depends upon the ability to reach successful executives who may not necessarily be in search of new employment opportunities. Thus, we use existing resources to inform and encourage qualified professionals to apply for opportunities with your organization. We believe that these efforts are critical to ensuring that the SWT receives a qualified candidate pool.

Baker Tilly manages and tracks applicant information and provides regular communications, updating the applicants on the status of the recruitment. Our communications are always professional and respectful.

We take pride in our ability to provide the SWT with comprehensive information about each candidate we present, expanding beyond applications and resumes, to better understand their professional experience, the leadership and management style they will bring to your organization, and their motivation for pursuing this career opportunity. We also assist you in the preparation of interview questions, interview day scheduling, planning and structuring as needed. Additionally, we are available to you and present throughout each interview session and are able to facilitate your deliberations and negotiations with the top candidate.

Proposed solution to meet SouthWest Transit's needs

The recruitment will be conducted out of our Minneapolis office. Patty Heminover and Sharon Klumpp will serve as the project team co-leaders. Our proven process includes five major tasks:

1. Recruitment brochure development and advertising

- We schedule and meet with SouthWest Transit's elected officials, appointed management team members and key stakeholders, as requested, to understand your desired needs, strategic directions, overall candidate expectations and to develop a candidate profile

2. Execution of recruitment strategy and identification of quality candidates

- Using the approved profile, we develop a colorful, appealing brochure and embark on a national or regional targeted recruitment campaign
- Additionally, we simultaneously launch a direct applicant outreach campaign targeting eligible prospects identified via our extensive searchable applicant database
- Using our proprietary applicant tracking system, we communicate and update applicants on key processes and corresponding search progress

3. Screening of applications, recommendation of semi-finalists and selection of finalists

- Once we identify the most promising applicants, we ask them to complete our due diligence questionnaire and a candidate questionnaire while the project team conducts a comprehensive web and social media scan to elicit information that could be relevant to employment
- These applicants also complete a recorded, one-way video interview of selected questions designed to secure a different perspective on the applicant's overall qualifications
- We provide you with a Semi-Finalists Report of the top candidates, which includes resumes, cover letters and due diligence questionnaire responses
- Selected finalists complete a management and leadership style and strengths assessment (personality and behavior analysis) to provide us with important information about their styles, temperament, preference, etc.

4. Conducting background checks (criminal, civil, credit and driving record), reference checks and academic verifications

- Background records checks and academic verification
- References

5. Final interview process

- Once the Commission identifies its top 3-5 finalists, we work with you and the finalists to coordinate all aspects of the interview process
- Employment offer – assistance and feedback

Recruitment approach

Task I. Recruitment brochure development and advertising

The development of a comprehensive recruitment brochure that includes a profile of the ideal candidate is an important first step in your recruitment process. This profile includes the required academic training, professional experience, leadership, management and personal characteristics related to the

success of the candidate in the position of CEO. The recruitment brochure will also include a profile that captures the essence of SouthWest Transit as a highly-attractive venue for the successful candidate to live and work.

To prepare the recruitment brochure, the project team co-leaders will come on site to meet with the Commission, SWT staff and other designated stakeholders to discuss the required background, professional experience, and management and leadership characteristics for your CEO. We meet individually (or collectively depending upon your preference) with members of the Commission to broaden our understanding of the position’s leadership and management requirements, current issues, your strategic priorities and your expectations for the CEO. [See example of a recruitment brochure in **Appendix I.**]

Information obtained from these meetings, coupled with our review of the job description and other SWT documents, is used to prepare a position and candidate profile. The completed profile will be approved by the SWT before recruitment begins. The position and candidate profile will be central to our recruitment strategy and outreach to potential candidates.

The project team will also work with the SWT to develop an advertising and marketing strategy to notify potential candidates about the vacancy and conduct an open recruitment that encourages applications from a talented and diverse pool of candidates. Our team will place ads in appropriate professional publications, websites and local print media, if required, and coordinate with SWT staff to include information about the search on the SWT’s social media platforms. Additionally, Baker Tilly has a high-traffic website which includes an exclusive location dedicated to encouraging potential candidates to upload their resumes. The aggressive advertising and marketing campaign for top talent will include national, state, regional and local elements as determined during our initial meetings with SouthWest Transit’s representatives. Our customized mailing list, selected from our extensive database and contacts collected at appropriate public-sector conferences, will be utilized to further promote the CEO position.

| Project milestone | Deliverables | Timeline |
|---|--|----------|
| Position profile and recruitment brochure development | <ul style="list-style-type: none"> – Interviews with the SWT – Baker Tilly receives information on SouthWest Transit’s budgets, organizational charts, images, logos, etc. – Develop draft documents (recruitment brochure, advertisement, marketing letter and timeline) | 2 weeks |
| Approve brochure, begin advertising and distribute marketing letter | <ul style="list-style-type: none"> – Brochure sent to the SWT for final approval – Commence advertising and distribution of recruitment brochure | 1 week |

Task II. Execution of recruitment strategy and identification of quality candidates

Utilizing the information developed in Task I, Baker Tilly will identify and reach out to individuals who will be outstanding candidates for the position of CEO. Often, well-qualified candidates are not actively seeking new employment and will not necessarily respond to an advertisement. However, if a potential candidate is presented with the opportunity directly and in the proper manner, he or she may apply. We take pride in our ability to locate highly qualified candidates across the nation based on the professional contacts and relationships we have developed and maintained over many years.

These efforts will be supplemented by the creation of a customized database utilizing our extensive, interactive applicant database for the CEO position. This will provide the Baker Tilly team with the ability to customize applicant flow and tracking, communication with applicants and conduct database inquiries for candidates based on characteristics important to the SWT such as geographic location, particular experience, expertise and credentials.

During this part of the process the project team will work with the Commission and designated SWT staff to reach consensus on the leadership and management style for the ideal candidate. Our research will determine the key competencies, work values and leadership/management style for the CEO and match the candidates to each attribute.

While recruitment is under way, the project team will work with a team of up to 10 subject matter experts (SMEs) who know what successful performance in the CEO position looks like to reach consensus on the desired leadership and management style for the ideal candidate. We ask the SMEs to complete a 30-minute, on-line questionnaire. When aggregated, these responses generate a benchmark that prioritizes the key competencies, work values and leadership/management style attributes for this position, creating a framework for assessing candidate fit with SouthWest Transit. Later in the process, finalists for the position are asked to complete a companion questionnaire that allows us to match candidates' competencies, work values and leadership/management style to the benchmark. [See sample excerpt of TTI report in **Appendix II.**]

Each candidate submitting a resume is sent a timely acknowledgement by our team, including an approximate schedule for the recruitment. Throughout the recruitment process, communications are maintained with each candidate regarding information about the recruitment progress and their status in the process. We take pride in the many complimentary comments made by candidates regarding the level of communication and the professional manner in which they are treated during our recruitments.

| Project milestone | Deliverables | Timeline |
|--|---|-----------|
| Execution of recruitment strategy and candidate outreach | <ul style="list-style-type: none"> - Online data collection and profile development - Development of interactive, searchable applicant database for recruitment of the CEO - Baker Tilly performs direct outreach to prospective candidates identified in the recruitment strategy - Utilization of extensive applicant database to identify applications and review applicant pool for competencies/demographics | 4-5 weeks |

Task III. Screening of applicants and recommendation of semi-finalists

In Task III the project team, under the direction of Patty Heminover, will screen the candidates against the criteria within the position and candidate profile and develop a list of semi-finalists for recommendation to the Commission. We will then narrow the list to a group of 10-15 semifinalists for review and select finalists on the basis of written candidate questionnaires, early due diligence information, consultant phone interviews and recorded, one-way video interviews.

Another unique aspect of our recruitment process is our use of online recorded interviews for the screening process. Responses are timed and questions are not provided in advance. This tool allows our team to develop a more comprehensive understanding of each candidate's ability to "think on their feet," as well as their personal and professional demeanor. Our team will provide an online link for the

Commission and designated SWT staff, as well as others who have input into the hiring decision, allowing them to review and later discuss the recorded responses. This provides your organization with additional candidate assessment tools that can be customized to fit the unique needs of SouthWest Transit.

Throughout the process, you will have access to our Master Applicant List (MAL), which will provide pertinent data for each applicant.

| Project milestone | Deliverables | Timeline |
|--|---|-----------|
| Applicant screening and recommendation of semi-finalists | <ul style="list-style-type: none"> - Baker Tilly compares applications to the approved candidate profile, developed in our searchable applicant database - Most promising applicants are asked to complete candidate questionnaires and provide due diligence information - Media, internet and social media scan for information pertinent to future employment - Top 10-15 candidates identified as semi-finalists - Semi-Finalist Report is prepared, including the brochure, master applicant list, cover letter and resume of candidates to be considered - Baker Tilly and the Commission review video interviews - Project team co-leaders meet with the Commission to review recommended semi-finalists - Commission selects finalists for on-site interviews - Finalists complete candidate management style assessment, responses are reviewed and interview questions are developed | 2-3 weeks |

Task IV. Conducting background checks, reference checks and academic verifications

When the Commission approves of a group of finalists for on-site interviews, Baker Tilly will begin the process of conducting reference checks, background checks and academic verifications. A Confidential Reference Report is prepared for each finalist to complete our understanding of his/her management and leadership characteristics and professional work performance.

Background checks will include information from the following areas:

| | |
|----------------------------------|--|
| - Consumer credit | - Bankruptcy |
| - City/county – criminal | - State district Superior Court – criminal |
| - City/county – civil litigation | - State district Superior Court – civil litigation |
| - Judgment/tax lien | - Federal district - criminal |
| - Motor vehicle driving record | - Federal district – civil litigation |
| - Educational verification | - Sex offender registry |

To ensure that our quality standards are maintained, we require a minimum of 10-15 business days between the time that you select the finalists for on-site interviews and when we submit the candidate documentation for your final interview process.

| Project milestone | Deliverables | Timeline |
|---|--|-----------|
| Design final process with SWT for on-site interviews with finalists | <ul style="list-style-type: none"> – Baker Tilly confirms interviews with candidates – Travel logistics are scheduled for candidates | 1-2 days |
| Background and reference checks and academic verification | <ul style="list-style-type: none"> – Baker Tilly completes background checks, reference checks and academic verifications for finalists | 2-3 weeks |

Task V. Final interview process

Upon completion of Task IV, we will work with the Commission and others designated to develop the final interview process, including the use of virtual platforms as requested. We customize the final interview process according to the needs and functions of the position and according to your preference, instructions and directives to include steps that are important to you, our client. As such, the final interview process may include meetings with the department heads, a SWT tour and the opportunity for a meet and greet, if requested by the SWT. In advance of the interviews, we will provide documentation on each of the finalists which will provide the highlights of their leadership/management profile (Gap Analysis) as well as a summary of the results of the reference checks, background checks and academic verifications. In addition, the Final Report will include guidelines for interviewing the candidates, suggested interview questions and a candidate assessment process for your interview panel(s).

The project team co-leaders will be available during the final interview process to answer questions about the candidates and, if requested, assist with the final evaluation of the candidates. In addition, we will assist you with the development of a compensation package and related employment considerations and assist with the negotiation of an employment agreement.

| Project milestone | Deliverables | Timeline |
|--|---|----------|
| Final Report prepared and delivered to the SWT | <ul style="list-style-type: none"> – Final Report is prepared, including brochure, interview schedule, cover letter, resume, candidate questionnaire, suggested interview questions, candidate assessment form and management style probing questions | 1 day |
| On-site interviews with finalists | <ul style="list-style-type: none"> – Interviews are scheduled – Recruitment project team co-leaders attend client interviews and are available to participate during deliberations of candidates | 1-2 days |
| Offer made/accepted | <ul style="list-style-type: none"> – If requested, Baker Tilly participates in candidate employment agreement negotiations – Baker Tilly notifies candidates of decision – Baker Tilly confirms final process close out items with SouthWest Transit | 1-2 days |

Our strategy for recruitment of diverse candidates

Our corporate core values and work environment reflect our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. We have established strong and credible networks with minority and female leaders nationwide. In addition, we are corporate members of the National Forum for Black Public Administrators (NFBPA) and the Local Government Hispanic Network

and are on their National Corporate Advisory Council. We participate in their membership events on a regular basis.

To that end, we take responsibility for diversity in our organization, our recruitment strategy and our candidate pools. In this recruitment, we will use our established networks to make direct and personal contacts with prospective minority and female candidates and encourage them to consider SouthWest Transit’s CEO position. Because of our performance record in presenting a diverse applicant pool, these prospective candidates know they will be fairly considered in the process.

Baker Tilly is committed to ensuring equitable participation in our business and employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status or sexual orientation. As a leader in the executive recruitment industry, we take positive actions to prevent and to remedy any discriminatory effects of business and employment practices.

Commitment to Diversity, Inclusion and Belonging for Success (DIBS)

Belonging is a core Baker Tilly value. We foster a deep level of mutual respect where each one of us feels seen, heard, valued and connected. Each team member commits to upholding a diverse and inclusive workplace driven by fairness, compassion and equality.

Throughout our firm, you will find our DIBS philosophy and practices embedded into everything we do. We hire people who bring new perspectives and experiences, including Shane Lloyd, who joined Baker Tilly as our [DIBS strategy](#) leader in 2021. We embrace our differences and believe a more open, connected world serves everyone better. DIBS is the lens that helps us see things more broadly and lights the path for us to follow. This benefits our people, our clients and our communities.

DIBS steering committee

Baker Tilly’s national DIBS steering committee is designed to strengthen our firm’s culture of diversity, inclusion and belonging.

A cross-section of leaders across our firm oversees our strategy – from inclusion-related communications to accountability measures for our key diversity goals and coordination of our signature initiatives described below and on the following pages.



WE EMBED DIBS INTO ALL ASPECTS OF OUR BUSINESS From how we recruit, develop and promote team members, to the way we serve clients and treat each other. Day in, day out.



COMMITMENT TO DIBS
We invite you to listen to how we celebrate and value the contributions of every team member across our firm.



Growth and Retention of Women (GROW)



Through our GROW initiative, Baker Tilly provides women valuable opportunities to network, share their stories, acquire skills, strengthen professional relationships and advance in their careers. Our commitment to GROW increases the number of women in management positions, enhances the retention of women at all firm levels, creates an environment where women feel empowered and supports our advocacy of advancing women in business. It also helps us share knowledge gained with clients and creates a workforce that reflects our client base.

Through our GROW initiative, Baker Tilly provides women valuable opportunities to network, share their stories, acquire skills, strengthen professional relationships and advance in their careers. Our commitment to GROW increases the number of women in management positions, enhances the retention of women at all firm levels, creates an environment where women feel empowered and supports our advocacy of advancing women in business. It also helps us share knowledge gained with clients and creates a workforce that reflects our client base.

Supporting Opportunity, Advancement and Recognition (SOAR)



SOAR focuses on improving inclusion and increasing retention of team members of color to create a more inclusive, innovative and productive workforce. Diversity makes each of our professionals unique; inclusion is how that unique team collaborates to achieve common goals. Our SOAR strategy rests on four key pillars: talent acquisition, advancement, education and awareness, and recognition.

NexGen: joining workforce generations



Today, four generations coexist in the workplace – baby boomers, Gen X, millennials and Gen Z – and each brings unique viewpoints influenced by events and experiences in their lifetime. With NexGen, we aim to empower the next generation of team members to collaboratively engage in our firm’s progress while promoting an overall investment in our future. Key components of NexGen’s vision involve discovering how different generations can build rewarding professional relationships that are mutually beneficial. NexGen amplifies the voices of our firm’s next generation of professionals, providing leadership and growth opportunities along the way.

Today, four generations coexist in the workplace – baby boomers, Gen X, millennials and Gen Z – and each brings unique viewpoints influenced by events and experiences in their lifetime. With NexGen, we aim to empower the next generation of team members to collaboratively engage in our firm’s progress while promoting an overall investment in our future. Key components of NexGen’s vision involve discovering how different generations can build rewarding professional relationships that are mutually beneficial. NexGen amplifies the voices of our firm’s next generation of professionals, providing leadership and growth opportunities along the way.

PRIDE team member network



Our PRIDE team member network exists to support the LGBTQ+ community and their allies within Baker Tilly. We strive to create an open environment centered on LGBTQ+ issues and topics relevant to the workplace. This effort includes involvement, support, understanding and acceptance from colleagues across our firm.

Racial Equity Action Plan (ACTION) and focus on social justice



Our firm developed an ACTION plan to support our strategic goal of increasing the retention of team members of color and to create positive change in our communities and our profession. As initial steps in our plan, we convened our DIBS steering committee and formed a racial equity advisory group consisting of a diverse group of team members. We then worked closely with a highly respected consulting firm to assess the current state of our workplace as it relates to diversity, inclusion and racial equity. We used their recommendations to refine our DIBS strategic plan and inform the next steps in our journey.

Our firm developed an ACTION plan to support our strategic goal of increasing the retention of team members of color and to create positive change in our communities and our profession. As initial steps in our plan, we convened our DIBS steering committee and formed a racial equity advisory group consisting of a diverse group of team members. We then worked closely with a highly respected consulting firm to assess the current state of our workplace as it relates to diversity, inclusion and racial equity. We used their recommendations to refine our DIBS strategic plan and inform the next steps in our journey.

Baker Tilly team members continue to take the time to have difficult conversations and reflect deeply. Colleagues shared stories of how racism and discrimination affect their daily lives – stories they did not

feel comfortable sharing before. Others gained new insight into their own unconscious biases and the steps needed to overcome them. We are committed to continuing on this learning journey and achieving tangible results together.

Baker Tilly Foundation support for racial justice advocacy



As a firm, we have made our position clear: We stand against racism and discrimination in any form. Our Baker Tilly Foundation's board of directors, with input from our team members, selected key racial justice organizations as recipients of direct financial support from our firm with a commitment to match team member donations. Additionally, our local SOAR committees support social justice causes across the United States through event sponsorship, fundraising initiatives and volunteer engagement.

Tone from the top: CEO Action for Diversity & Inclusion

CEO ACTION FOR DIVERSITY & INCLUSION

Baker Tilly is a member of [CEO Action for Diversity & Inclusion](#), a steering committee of CEOs focused on making diversity and inclusion a business priority. CEO Action for Diversity & Inclusion is the most extensive alliance of business leaders openly committed to sharing successful diversity initiatives and lessons learned. **As a member, Baker Tilly pledges to:**

- Make our workplace a safe place to have open conversations about diversity and inclusion
- Implement and expand unconscious bias education
- Share best, and unsuccessful, practices
- Create and share strategic inclusion and diversity plans with our board of partners



BAKER TILLY RECOGNIZED WITH PERFECT SCORE ON CORPORATE EQUALITY INDEX

The Human Rights Campaign awarded Baker Tilly 100 points out of 100 on the 2022 Corporate Equality Index (CEI), an industry-standard measure created to evaluate corporate policies, practices and benefits that support LGBTQ+ team members.

Timeline

Below is a sample timeline for the executive recruitment process. You will be asked during the first on-site meeting to review and approve a timeline for the recruitment project. It is our intent to conduct the recruitment expeditiously, but not at the expense of finding high-quality candidates for you.

| SouthWest Transit Executive Recruitment Preliminary Timeline | | |
|---|--|----------------------|
| The following timeline represents a preliminary schedule for your executive recruitment based on a commencement date of TBD. Actual target dates will be developed in consultation with and approved by the Commission. | | |
| Project milestone | Deliverables | Target date |
| Profile development, advertising and candidate outreach | <ul style="list-style-type: none"> - Baker Tilly completes interviews to develop candidate profile and recruitment brochure; the SWT approves ad placement schedule and timeline - Baker Tilly sends draft recruitment brochure to the SWT - The SWT returns draft recruitment brochure (with edits) to Baker Tilly - Baker Tilly commences executive recruitment advertising and marketing - Online data collection and profile development | Aug 2022 |
| Applicant screening and assessment and recommendation of semi-finalists | <ul style="list-style-type: none"> - Baker Tilly commences formal review of applications, most promising candidates complete questionnaires - Candidates complete recorded interview online - Baker Tilly completes formal review of applications and sends selected resumes to the Commission for review - Candidates' recorded interviews are presented - Baker Tilly meets with the Commission and recommends semi-finalists; the Commission selects finalists for on-site interviews - Finalists complete candidate management style assessment and responses are reviewed and interview questions are developed | Sept/Oct 2022 |
| Comprehensive background check, academic verifications and reference checks completed for finalists | <ul style="list-style-type: none"> - Baker Tilly completes reference checks / background checks/ academic verification on finalists | Oct 2022 |
| On-site Interviews with finalists | <ul style="list-style-type: none"> - Baker Tilly sends documentation for finalists to the Commission - The Commission conducts on-site interviews with finalists | Nov 2022 |
| Employment offer made / accepted | <ul style="list-style-type: none"> - The Commission extends employment offer to selected candidate | TBD |

Why Baker Tilly is ideally suited to serve SouthWest Transit

There are many reasons Baker Tilly has distinguished itself from peers in public sector executive recruitment. What makes Baker Tilly different from other firms? **Our executive recruitment solution truly begins with your needs.** SouthWest Transit deserves to work with a provider that goes beyond checking your recruitment boxes through proactive, responsive insights, a tailored approach and communication. We encourage you to consider how the unique combination of our qualifications make us the right fit to serve the SWT – today and for years to come.

We are experienced and passionate about what we do

Baker Tilly executive recruitment consultants are highly experienced and passionate about local government since all have spent a significant part of their professional careers in senior leadership positions for cities, counties and school districts. Our team has recruited and placed more than 1,400 executive-level positions within cities, counties, school districts and public and not-for-profit organizations since 2000.

We are focused on exceeding your expectations

We believe in local government and want to assist SouthWest Transit organization in building a great team. We want your organization to hire us again based on the success we achieve the first time we work together.

We believe that “ethical business practices” are a catalyst for success

These practices include operating with transparency, responsiveness and sensitivity to the culture of your organization while pursuing an unrelenting commitment to high quality and professional services.

We believe in diversity

Our corporate core values and work environment reflect our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. We take responsibility for diversity in our organization, our recruitment strategy and our candidate pools. We are corporate members of the National Forum for Black Public Administrators (NFBPA) and the Hispanic Network and are on their National Corporate Advisory Council.

We conduct a timely, high-quality recruitment that is within budget

For an all-inclusive, not-to-exceed professional fee that includes the cost of professional services by the project team co-leaders, the project support staff and all project related expenses such as advertising, preparation of a recruitment brochure, background, reference and academic verification checks and travel expenses for up to three on-site visits. We work with you to establish a timeline, respond to SouthWest Transit’s needs and to unexpected circumstances that may develop during the course of a recruitment in order to expedite the recruitment, but not at the expense of finding high quality candidates for the SWT.

We utilize the latest technologies that uniquely sets us apart

Technology plays an important role in the Baker Tilly executive recruitment process. From our proprietary video interview system and our management/leadership style assessment analysis to our proprietary online application system, we efficiently manage candidate information and provide the Commission with unique information about each candidate’s leadership and management style and ability to respond extemporaneously to video questions.

We offer a “Triple Guarantee” that commits us to the SWT’s success

- We remain focused to assist with your executive recruitment until you make an appointment
- We guarantee your executive recruitment for 12 months against termination or resignation for any reason – or we come back to fill the CEO position for no additional professional fee
- We will not directly solicit any candidates selected under this contract for another position while the candidate is employed with your organization

Benefits to SouthWest Transit

Selecting Baker Tilly to conduct your executive recruitment provides you with the following benefits:

Comprehensive and structured process

Our process is comprehensive and seamless, reflecting our years of interaction with local government employers and prospective candidates.

Transparency

Baker Tilly comes to the SWT without having any preconceived notions or expectations about the SWT and prospective candidates. The Baker Tilly team works closely with the SWT to make sure the process is transparent.

Confidentiality

Prospective candidates know that their application will be kept confidential, allowing them to express interest in the CEO position without jeopardizing their current employment. Our reputation for ensuring candidate confidentiality as permitted by state and local law means that the SWT can count on maximizing the number of qualified candidates interested in the position.

Candidate recruitment

Baker Tilly actively recruits qualified candidates, drawing from our extensive personal and professional connections with capable individuals around the state, region and nation and assuring the SWT of its access to established CEOs and rising stars. The ability to widely recruit for prospective candidates is one of the primary benefits of using Baker Tilly.

Focused use of the SWT's time

Baker Tilly's comprehensive process incorporates the active participation of Commission members and key stakeholders at key steps in the process. Our process keeps decision makers fully advised and informed of all aspects of the process without requiring them to expend large amounts of time on the recruitment process or to put aside other pressing issues facing the SWT.

Minimize staff disruption

Baker Tilly's search process also minimizes disruptions to SouthWest Transit's staff, some of whom may have additional duties in this time of transition. Because conducting a thorough recruitment can be time-consuming, Baker Tilly's involvement allows staff to stay focused on their primary and assigned functions.

Thorough evaluation of candidates

The SWT seeks a CEO of sound professional and personal character. Baker Tilly's process includes a thorough evaluation of the final candidates, including detailed information from references and a careful review of background records.

Previous experience

The following is a list of transit-related executive recruitments recently conducted by members of the Baker Tilly team.

| List of relevant transit projects: 2018-present | | |
|--|-------|------------------------------------|
| Client | State | Project |
| Cleveland Public Power | OH | Public Utilities Director |
| Elk River Municipal Utilities | MN | General Manager |
| Reston Association | VA | Executive Director |
| Rock Region METRO | AR | Chief Executive Officer |
| Stafford County (Rappahannock Regional Landfill) | VA | Executive Director |
| Aquia Harbour Property Owners Association, Inc. | VA | General Manager |
| Central Virginia Planning District Commission | VA | Executive Director |
| Crossroads Community Services Board | VA | Executive Director |
| Columbia Association | MD | President/CEO |
| Hampton Roads Sanitation District | VA | General Manager |
| North Texas Municipal Water District | TX | Executive Director/General Manager |
| Oklahoma Municipal Assurance Group | OK | Chief Executive Officer |
| Shakopee Public Utilities Commission | MN | General Manager |
| Marshall Municipal Utilities | MN | General Manager |
| Missouri 911 Service Board | MO | Executive Director |
| Unified Community Action Partnership | MN | Executive Director |
| Virginia Railway Express (VRE) | VA | Chief Executive Officer |
| Little Blue Valley Sewer District | MO | Executive Director |
| Local Government Information Systems | MN | Executive Director |
| Metropolitan Council | MN | Chief of Metro Transit Police |
| Alexandria Lake Area Sanitary District | MN | Executive Director |
| Alliance for Innovation | AZ | Chief Executive Officer |
| El Paso Metropolitan Planning Organization | TX | Executive Director |
| Housing Authority of the City of Spartanburg | SC | Chief Executive Officer |
| Lake Sumter Metropolitan Planning Organization | FL | Executive Director |
| New Smyrna Beach | FL | CEO/General Manager |
| Palm Beach County | FL | Traffic Director |
| Richmond Redevelopment & Housing Authority | VA | Chief Executive Officer |
| Rock Region METRO | AR | Executive Director |
| Rockville Economic Development Inc. | MD | Executive Director |

The following is a list of Minnesota executive recruitments recently conducted by members of the Baker Tilly team.

| List of Minnesota projects: 2018-present | | |
|--|--------------------------------------|---|
| Year | Client | Project |
| Current | Big Lake | Police Chief |
| Current | Elk River Municipal Utilities | General Manager |
| Current | Minneapolis | Director of Elections and voter services |
| Current | North Branch | Community Development Director |
| Current | North Branch | Finance Director (Partial) |
| Current | Shorewood | City Administrator |
| 2022 | Brooklyn Center | Public Works Director |
| 2022 | Dakota County | Director of Enterprise Finance and Information Services |
| 2022 | Inver Grove Heights | Public Works Director |
| 2022 | Minnetrista | City Administrator |
| 2022 | Spicer | City Administrator |
| 2022 | Willmar | Assistant City Administrator |
| 2021 | Blaine | Deputy Finance Director |
| 2021 | Brooklyn Center | Community Activities, Recreation and Services Director |
| 2021 | Dakota County | Director of Operations and Management |
| 2021 | Edina | Finance Director |
| 2021 | Edina | Fire Chief |
| 2021 | Hibbing Public Utilities | General Manager |
| 2021 | Hugo | Finance Director |
| 2021 | Inver Grove Heights | City Administrator |
| 2021 | Mille Lacs County | County Coordinator |
| 2021 | Oakdale | Finance Director |
| 2021 | Oakdale | Police Chief |
| 2021 | Rogers | City Engineer/Public Works Director |
| 2021 | Shakopee | Assistant City Administrator |
| 2021 | Shakopee Public Utilities Commission | General Manager |
| 2021 | St. Paul School District (ISD 625) | Controller (partial) |
| 2020 | Baxter | Building Official |
| 2020 | Brooklyn Center | Director of Fiscal Services |
| 2020 | Centennial Lakes Police Department | Police Chief |
| 2020 | Cloquet | Police Chief |
| 2020 | Cloquet Area Fire District | Fire Chief |
| 2020 | Edina | Park & Recreation Director (partial search) |
| 2020 | Fairmont | City Administrator |
| 2020 | Lake Elmo | Building Official (partial) |
| 2020 | Lake Elmo | Finance Director |
| 2020 | Lake Elmo | Fire Chief |

| List of Minnesota projects: 2018-present | | |
|--|---|---|
| Year | Client | Project |
| 2020 | League of Minnesota Cities | Assistant Finance Director |
| 2020 | Maple Plain | City Administrator |
| 2020 | Marshall Municipal Utilities | General Manager |
| 2020 | Minneapolis | Chief Information Officer |
| 2020 | Moose Lake | City Administrator |
| 2020 | Oakdale | City Administrator |
| 2020 | Robbinsdale Area Schools (ISD 281) | Finance Director |
| 2020 | Rochester | City Administrator |
| 2020 | Shakopee Public Utilities Commission | Director of Finance and Administration |
| 2020 | Unified Community Action Partnership | Executive Director |
| 2019 | Becker County | County Administrator |
| 2019 | Brooklyn Center | Fire Chief |
| 2019 | Cloquet | City Administrator |
| 2019 | Local Government Information Systems | Application Development and Support Manager |
| 2019 | Local Government Information Systems | Executive Director |
| 2019 | Metropolitan Council | Chief of Metro Transit Police |
| 2019 | Minneapolis | Total Compensation Manager |
| 2019 | Willmar | City Administrator |
| 2019 | Wright County | Information Technology Director |
| 2018 | Alexandria Lake Area Sanitary District | Executive Director |
| 2018 | Belle Plaine | City Administrator |
| 2018 | Brooklyn Center | Information Technology Director |
| 2018 | Brooklyn Park | Fire Chief |
| 2018 | Burnsville | City Manager |
| 2018 | Independent School District No. 0832 | Superintendent |
| 2018 | Lakeville | Director of Public Works |
| 2018 | Metropolitan Council | Director of Community Development |
| 2018 | Metropolitan Council | Director of Equal Opportunity |
| 2018 | Metropolitan Council | Director of Internal Audit |
| 2018 | Mora | City Administrator/Public Utilities General Manager |
| 2018 | North Mankato | Police Chief |
| 2018 | NE Metro Intermediate School District 916 | Director of Finance |
| 2018 | Ramsey County | County Manager |

B. Information on Baker Tilly

The Baker Tilly project team is designed specifically for SouthWest Transit.

The project team represents experienced professionals who will be working on your CEO recruitment. Our service team is selected to meet four very specific objectives for the SWT: 1) it represents the staff who will be directly responsible for your projects; 2) it provides a range of expertise to cover the range of service requirements; 3) it provides a national perspective of experience and institutional knowledge to achieve your future objectives; and 4) it represents the commitment to take personal and professional responsibility for the services and outcomes for SouthWest Transit.

Project team co-leaders

Patricia Heminover, Director

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Sharon Klumpp, Director

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Additional project team members

Art Davis, Director

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Anne Lewis, Practice leader | Director

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Edward G. Williams, Ph.D., Director

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Cecilia Hernández, Senior Recruitment Analyst

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Michelle Lopez, Senior Recruitment Analyst

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DIRECTOR

Patricia Heminover

Patty Heminover, a director with Baker Tilly, has more than 20 years of experience in local government.



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Education

Bachelor of Science, consumer science, business administration
Minnesota State University – Mankato

Mini MBA program, human resources management
University of Saint Thomas (Saint Paul, Minnesota)

Master of Education, administration
Minnesota State University – Mankato

Patty has been with the firm since 2010. Before joining Baker Tilly, she was a superintendent, assistant superintendent, director of human resources and director of finance. She brings considerable experience identifying management talent, leading organizational and process improvements, and developing and administering budgets.

Specific experience

- Executive Recruitment, employee development, benefits administration, strategic planning, performance management, market compensation studies, workforce planning, recognition programs and process improvement
- Experience identifying management talent, leading organization and process improvements, and developing and administering budgets
- Understanding of human resources and finance
- Experience working with governing boards
- Served as superintendent, co-superintendent of schools, director of human resources and finance, director of human resources and business services for two Minnesota school districts
- Facilitated discussions with legislators at the state level regarding education funding, securing new funding for a Minnesota school district

Industry involvement

- Minnesota Association of School Administrators (MASA)
- American Association of School Administrators (AASA)
- Minnesota Association of School Business Officials (MASBO)
- River Heights Chamber of Commerce, member
- State Negotiators Association, Minnesota School Board Association
- Patty has received a School Finance Award, technology leadership awards and helped establish the first K-12 International Baccalaureate School District in Minnesota

Continuing professional education

- Human Resource Certificate, University of St. Thomas
- Superintendents Licensure, State of Minnesota

DIRECTOR

Sharon G. Klumpp

Sharon Klumpp, a director with Baker Tilly, has worked on behalf of local governments for more than 35 years and partnered with them to build strong organizations.



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Education

Bachelor of Arts, political science
Miami University
(Oxford, Ohio)

Master of Public Administration
University of Kansas
(Lawrence, Kansas)

Sharon specializes in providing executive recruitment, organizational management and facilitation services to local governments and nonprofits.

Specific experience

- More than 15 years' experience in executive search and organizational management consulting
- Served as associate executive director for the League of Minnesota Cities
- Appointed executive director of the Metropolitan Council, a seven-county regional planning agency for the Minneapolis-Saint Paul metropolitan area
- Served as city administrator in Oakdale, Minnesota and assistant city manager for St. Louis Park Minnesota and Saginaw, Michigan
- Private sector experience includes serving as the chief administrative officer for the Minneapolis office of a major global engineering and design firm
- Served as an adjunct instructor at Walden University, teaching public administration and organizational change in the University's School of Management

Industry involvement

- International City/County Management Association (ICMA)

DIRECTOR

Art Davis

Art Davis, a director with Baker Tilly, has pursued his passion to improve local government and create great communities for more than 30 years.



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Education

Bachelor of Arts in political
science and public administration
William Jewell College
(Liberty, Missouri)

Master of Public Administration
University of Kansas
(Lawrence, Kansas)

Art specializes in providing executive recruitment and organizational management consulting services for cities, counties, and not-for-profits.

Specific experience

- Successfully launched and expanded his own local government consulting firm over the course of 10 years
- Nearly 15 years' experience in executive recruitment
- Community leadership program facilitation
- Leadership and management development
- Strategic goal setting and strategic planning facilitation
- Organizational assessment, design and development
- Organization and community facilitation
- Served more than six years as associate director for the Civic Council of Greater Kansas City, a nonprofit, 501c4 membership organization comprised of CEOs representing some of the largest companies in the region
- Coordinated and organized a strategic and master planning process (and an update of the plan after four years) focused on re-developing downtown Kansas City, involving hundreds of stakeholders
- Served nearly six years as city administrator for Lee's Summit, Missouri and in other local government positions in Kansas
- Served as assistant to the Mayor of Dallas, Texas
- Led and participated in a wide variety of community initiatives; served on a major hospital board for 13 years and on other not-for-profit boards
- Presented with the L.P. Cookingham Award by the Greater Kansas City Chapter of the American Society for Public Administration, recognizing his long-term and outstanding contributions in the field of public administration

Industry involvement

- International City/County Management (ICMA), member since 1984

PRACTICE LEADER | DIRECTOR

Anne Lewis

Anne Lewis leads Baker Tilly's public sector executive recruitment team and brings nearly 20 years of local management experience.



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Education

Bachelor of Science, business administration and management
Shenandoah University
(Winchester, Virginia)

Master of Science, organizational leadership and public administration
Shenandoah University
(Winchester, Virginia)

Prior to joining Baker Tilly, Anne served as an assistant county administrator for a Virginia county, a deputy city manager and an assistant city manager for two Virginia cities. Over the last 17 years, her experience in local government has also included positions as an emergency management deputy director, public information officer, human resources manager, parking authority executive director, housing director, transit director and convention and visitors bureau executive director. She also has had responsibility for parks, recreation and community services, information technology, animal services, general services and legislative programs.

Industry involvement

- International City/County Management Association, Credentialed Manager (ICMA)
 - Task force on recruitment guidelines handbook
 - Task force on women in the profession
 - Task force on internship guidelines
- Government Finance Officers Association (GFOA)
- Virginia Local Government Management Association (VLGMA), former member of executive board
- Virginia women leading government

Community involvement

- Shenandoah University Alumni Association, executive committee
- Shenandoah Apple Blossom Festival®, board of directors

Continuing professional education

- Graduate Certificate in Public Management
- Senior Executive Institute and LEAD graduate, The Weldon Cooper Center, University of Virginia

DIRECTOR

Edward G. Williams, Ph.D.

Edward Williams brings character, competence and expertise to every project.



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Education

Bachelor of Arts, education
University of Missouri
(Kansas City, Missouri)

Master of Higher Education
Administration
University of Missouri
(Kansas City, Missouri)

Ph.D., Educational Leadership
and Policy Analysis
University of Missouri
(Kansas City, Missouri)

Languages

English
Spanish

Edward has more than 20 years of collective experience in human resources and organizational development at various levels, and across various disciplines including, state and local government, community and educational institutions.

Specific experience

- Human resources executive (municipal and state government)
- Executive recruitment, employee development, benefits administration, strategic planning, Performance management, market compensation studies, workforce planning, recognition programs and process improvement

Industry involvement

- Society for Human Resources (SHRM)
- Institute for Management Studies (IMS), advisory board
- Texas Municipal Human Resources Administration (TMHRA)

Community involvement

- Ft. Bend Habitat for Humanity, president, vice-president, secretary and member, board of (2014-2019)
- AAU basketball coach – middle school boys

Continuing professional education

- Institute for Management Studies - Houston
- International Personnel Management Association

SENIOR RECRUITMENT ANALYST

Cecilia Hernandez

Cecilia Hernandez is a senior recruitment analyst with Baker Tilly's executive recruitment practice.



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Education

Bachelor of Science, public affairs
University of Texas at Dallas
(Richardson, Texas)

Master of Public Affairs with a
local government concentration
University of Texas at Dallas
(Richardson, Texas)

Languages

English
Spanish

Cecilia is responsible for supporting the consultants throughout each recruitment process and keeps in contact with the candidates for any questions or concerns they have.

Specific experience

- Communicates with and sends out candidate questionnaires to candidates once the field of applicants for a position has narrowed to a smaller group
- Responsible for creating reports used and sent to clients, submits candidates' information for background checks and verification of their education, as well as scheduling interviews for finalists
- Worked for a Texas city government as the records management clerk and provided administrative support for the city secretary department; responsibilities were extended to also provide support for the city manager and prepare for city council meetings
- Worked for a Dallas area university humanities department; worked closely with event coordinator and manager to ensure that programs and events scheduled ran smoothly; was a contact for students and provided support

SENIOR RECRUITMENT ANALYST

Michelle Lopez

Michelle Lopez, a senior recruitment analyst at Baker Tilly, has been with the firm since 2017.



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Education

Associate in Arts, liberal arts
Minneapolis Community College
(Minneapolis, Minnesota)

Bachelor of Science, project
management (currently pursuing)
Colorado State University – Global
Campus

Michelle assists in the organizational management of the executive recruitment process. Along with coordinating internal workflow, she also works with clients and candidates to ensure objectives are met throughout the process.

Specific experience

- More than 10 years of administrative support experience for multiple departments, including human resources and marketing
- Four years of experience in information technology help desk and support
- Survey and data reporting
- Reference checks for potential candidates
- Interview coordination and scheduling
- Recruitment marketing research and organization

Availability, continuity and accessibility

Baker Tilly will work with SouthWest Transit and SWT's designated point of contact - from the beginning - to establish a process for reliable and responsive communication regarding updates on the process and possible next steps.

We will provide periodic communications to members of the Commission and others designated to keep them informed of our progress on the search. Much of the information generated during a recruitment is private data under Data Practices; we work with the point of contact to keep everyone involved in the recruitment process informed about the confidentiality of candidate information. When the Commission selects finalists, we will create a media profile with public information about the finalists you can share with the media and members of the public if requested. If applicable, Baker Tilly may be able to advise SWT on similar matters as it relates to candidate information sharing that may emerge during your search.

We believe that timely, effective and concise information is one of the most important components of any successful search. This can include weekly or biweekly communication with the client on the number of applicants received and the overall progress of each search. Equally as important is communication with all applicants, acknowledging receipt of applications immediately after submittal. Other communication essentials include inviting semi-finalists to complete due diligence, applicant questionnaire or one-way video interviews and providing applicants with sufficient time to complete process assignments by sharing important dates and deadlines. Furthermore, we provide direct access (via email or telephone) to all applicants in the event they have questions about any aspect of a search. Similarly, SWT's project manager will have the project team co-leaders' telephone number where he or she can call, email or text the consultant on any aspect of each search. Our communications are always professional and respectful. We pride ourselves in delivering outstanding customer service and believe this is timely and essential to our collective success.

We take pride in acquiring clients that will serve as future references for our responsive service and we commit to providing on-going communications and dialogue in a way that will support a transparent and trustworthy relationship into the future.

Phone calls

We are very responsive to phone calls which are generally returned within 24 hours or the next business day.

E-mails or written questions

We are very responsive to emails or written questions which are generally returned within 24 hours or the next business day. Baker Tilly also manages and tracks applicant information and provides regular communications, updating the applicants on the status of the recruitment.

Turnover rate

We keep turnover low – and engagement teams intact – by striving to be an employer of choice for talented, committed individuals. In fact, Baker Tilly was recognized as one of the best places to work in several of our offices and nationally.

Our low turnover rate means we can offer a team that is likely to serve you for many years. Our clients appreciate the fact that they get to know the Baker Tilly employees they work with year after year and that they do not have to educate new personnel constantly. Our high level of continuity translates into people who really understand the intricacies of your organization, meaning they are in a position to offer opinions, advice and insight that are more meaningful to SouthWest Transit. If an employee on your engagement team leaves Baker Tilly, the size of our practice allows us to quickly deploy a replacement with a comparable level of industry and service line experience, thereby minimizing any disruption to your engagement.

We attract some of the best and brightest professionals from top colleges and universities, industry and national accounting firms because of our unique corporate culture. They come to Baker Tilly to work in an environment that emphasizes the importance of relationships and a **Value Architect™** approach.

Our firm invests significantly in our employees because we know fulfilled employees lead to satisfied clients. To attract and retain our employees, we promote an organizational culture that encourages creativity, continuous learning, respect, employee appreciation and—above all—a positive attitude.

Our team of consultants and support staff have been with the firm for many years. Only one person has left the team for another position in the firm over the past 12 months.



C. Current workload

The schedule to commence your executive search coincides with Baker Tilly's completion of other projects. This will ensure that the proposed project team members will be available to concentrate on your executive search. Patty Heminover and Sharon Klumpp, proposed project team co-leaders, have the following recruitments on her schedule in various stages of completion.

List of Patty Heminover's current projects

| Client | State | Project | Population |
|--------------------------------|-------|---------------------------------|------------|
| Belle Meade | TN | City Manager | 2,912 |
| Cleveland Public Power | OH | Public Utilities Director | |
| Elk River Municipal Utilities | MN | General Manager | |
| Grand Island | NE | City Attorney | 51,147 |
| Huber Heights | OH | City Manager | 40,006 |
| Jefferson County | CO | Information Technology Director | 582,910 |
| Knox County | KY | Public Health Officer | 31,145 |
| Pueblo | CO | Finance Director | 110,841 |
| Shorewood | MN | City Administrator | 7,974 |
| Stafford County Public Schools | VA | Finance Director | |

List of Sharon Klumpp's current projects

| Client | State | Project | Population |
|--------------------------------------|-------|---------------------------------------|------------|
| Big Lake | MN | Police Chief | 11,107 |
| MD-Natl Capital Park & Planning Comm | MD | Southern Rec & Leisure Division Chief | |
| North Branch | MN | Community Development Director | 10,582 |
| North Branch | MN | Finance Director (Partial) | 10,582 |
| Oklahoma City | OK | Chief Human Resources Officer | 643,692 |
| Reston Association | VA | Executive Director | |

D. Breakdown rates/costs

Following is our current hourly rates by position. A breakdown of the proposed number of hours spent on each phase is also included.

| Title | Hourly Rate |
|---------------------------------------|-------------|
| Principal, Partner, Managing Director | \$320 |
| Director, Senior Manager | \$270 |
| Manager | \$225 |
| Senior Staff | \$195 |
| Staff | \$165 |
| Support | \$80 |

| Description of professional services | |
|--------------------------------------|---|
| Task 1 | Candidate profile development/advertising/marketing (includes one day on site by lead consultant) lead consultant hourly rate – approximately 14 hours research/project management staff hourly rate – approximately 16 hours |
| Task 2 | Identify quality candidates lead consultant hourly rate – approximately 14 hours research/project management staff hourly rate – approximately 16 hours |
| Task 3 | Preliminary screening & initial report to client lead consultant hourly rate – approximately 18 hours research/project management staff hourly rate – approximately 20 hours |
| Task 4 | Reference checks, background checks, assessments and academic verifications lead consultant hourly rate – approximately 11 hours research/project management staff hourly rate – approximately 12 hours |
| Task 5 | Final process/on-site interviews with finalists (includes two days on site by lead consultant) lead consultant hourly rate – approximately 14 hours research/project management staff hourly rate – approximately 16 hours |

E. References

Feel free to contact any of the individuals listed below to verify the quality of work Baker Tilly provides to each client as part of these recently completed executive recruitment projects.

| City of Blaine, MN | | | |
|-------------------------------|----------------------------------|-----------------|--|
| Name | Joe Huss | Title | Asst. City Manager |
| Phone | 763-717-2677 | Email | jhuss@blainemn.gov |
| Date | Completed August 2021 | Web site | blaineMN.gov |
| City of Kimball, NE | | | |
| Name | Keith Prunty | Title | Mayor |
| Phone | 308-341-2473 | Email | ckmayor@kimballne.org |
| Date | Will be complete in October 2021 | Web site | Kimballne.org |
| Shakopee Public Utilities, MN | | | |
| Name | Kathi Mocol | Title | President |
| Phone | 952-445-1988 | Email | kmocol@shakopeeutilities.com |
| Date | Completed July 2021 | Web site | Shakopeeutilities.com |
| Mille Lacs County, MN | | | |
| Name | David Oslin | Title | Chairperson |
| Phone | 320-980-0882 | Email | David.olsin@millelacs.mn.gov |
| Date | Completed August 2021 | Web site | Millelacs.mn.gov |
| City of Willmar, MN | | | |
| Name | Marv Calvin | Title | Mayor |
| Phone | 320-212-2171 | Email | mcalvin@willmarmn.gov |
| Date | Completed June 2021 | Web site | Willmarmn.gov |
| City of Minneapolis, MN | | | |
| Name | Patience Ferguson | Title | Chief Human Resources Officer |
| Phone | 612-673-2139 | Email | Patience.ferguson@minneaplmn.org |
| Date | Completed 2017 | Web site | Minneapolismn.gov |

F. Expenses

The all-inclusive professional fee to conduct the recruitment is provided below.

The all-inclusive professional fee of **\$26,500** includes the cost of professional services by the project team leader, the project support staff and all project-related expenses such as advertising, preparation of the recruitment brochure, printing, candidate background, reference and academic verification checks and travel expenses for on-site visits. Travel expenses incurred by candidates for on-site interviews with the client are not the responsibility of Baker Tilly and are handled directly by the client organization.



G. Special promotions and packages

Baker Tilly may consider a professional fee reduction by 10% for each subsequent executive recruitment, not to exceed 25% of the proposed cost on any single search during the subsequent 12-month period.

H. Cost proposal

Professional fee

The all-inclusive professional fee will be billed in four installments: 30% of the fee will be billed at the beginning of the recruitment; 30% at the implementation of Phase I; 30% at the implementation of Phase II; and 10% upon acceptance of an offer by the candidate.

All questions regarding the professional fees and project-related expenses should be directed to Patty Heminover at patty.heminover@bakertilly.com or via phone at (651) 968 7841.

| PROPOSED SERVICES | |
|--|-----------------|
| <i>Phase I</i> | |
| Task 1 — Candidate profile development/advertising/marketing | |
| Task 2 — Identify quality candidates | |
| <i>Phase II</i> | |
| Task 3 — Screening of applications and submission of recommended semi-finalists to client | |
| Task 4 – Reference checks, background checks and academic verifications | |
| <i>Phase III</i> | |
| Task 5 — Final process/on-site interviews with finalists | |
| <i>Conclusion</i> | |
| Assistance and technical support for total rewards (salary and benefits), employment offer negotiation, offer and acceptance by finalist | |
| TOTAL ALL-INCLUSIVE FEE* | \$26,500 |

| OPTIONAL SERVICES FOR CONSIDERATION | FEE |
|---|-------------------------------------|
| On rare occasions, a client desires the delivery of additional search related services from the Baker Tilly executive search team. Services not included in the proposed scope of services include additional visits by the project team leader to your organization. Baker Tilly will bill SWT at an hourly rate of \$220, plus expenses for additional work specifically requested by your organization that is outside of the scope of this project or as described in the proposed scope. Prior to beginning these services, Baker Tilly will prepare and submit a written explanation of the additional services requested and the estimated number of hours required prior to commencing any additional services. | \$220 per hour plus expenses |

Triple guarantee

Our Triple Guarantee is defined as:

1. A commitment to remain with the recruitment assignment until you have made an appointment for the fees and tasks quoted in this proposal. If you are unable to finalize selection from the initial group of finalists, Baker Tilly will work to identify a supplemental group until you find a candidate to hire.
2. Your executive recruitment is guaranteed for 12 months against termination or resignation for any reason. The replacement recruitment will be repeated with no additional professional fee but will include project-related expenses. Candidates appointed from within your organization do not qualify for this guarantee. This guarantee is subject to further limitations and restrictions of your state laws.
3. Baker Tilly will not directly solicit any candidates selected under this contract for any other position while the candidate is employed with your organization.

Negotiations

If selected, we will provide SouthWest Transit with our standard engagement terms. Should the SWT wish to provide alternate terms or proceed on the basis of its own format agreement, we would require the ability to negotiate mutually acceptable terms and conditions prior to executing a final contract.

Appendix I: sample brochure



VIRGINIA RAILWAY EXPRESS IS SEEKING A CHIEF EXECUTIVE OFFICER

The Organization

The Virginia Railway Express (VRE) is a commuter rail service in Northern Virginia that is entering an exciting period of dramatic growth with the construction of a new Long Bridge over the Potomac River. VRE operates on two railroad lines originating near Fredericksburg and Manassas, Virginia and carries passengers to destination stations in Alexandria, Crystal City, and Union Station in Washington DC along the I-66 and I-95 corridors. Since operations began in 1992, VRE has grown to over 19,000 daily riders.

Headquartered in Alexandria, Virginia, VRE is owned by the Northern Virginia Transportation Commission (NVTC) and the Potomac and Rappahannock Transportation Commission (PRTC). Member jurisdictions represented by the commissions include the counties of Arlington, Fairfax, Prince William, Spotsylvania, and Stafford and the cities of Alexandria, Fredericksburg, Manassas, and Manassas Park. The commissions provide governance and oversight of the VRE and serve as a conduit for government funding. PRTC is the recipient of federal grants for commuter rail service; most state grants for commuter rail service flow through NVTC.

The parent commissions established the VRE Operations Board as a joint subcommittee charged with the coordination, creation, development, and operation of the Virginia Railway Express; the commissions have delegated significant operational powers and responsibilities to VRE. The VRE Operations Board consists of 16 members: 15 members appointed by the two commissions and one member representing the Virginia Secretary of Transportation.

VRE operates with a staff of 54 full-time employees and contracts for operations and maintenance functions. All non-contract staff are PRTC employees. The Fiscal Year 2021 operations budget is \$91 million, with major sources of revenue including passenger revenues and funding from federal and state governments, the jurisdictions, and the Commuter Rail Operating and Capital Fund. The Fiscal Year 2021 capital budget is over \$72 million.

In 2014, the VRE Operations Board adopted the System Plan 2040, a long-range plan that provides a framework for recommended VRE system investments and actions through 2040 to best meet regional travel needs to carry over 40,000 daily weekday trips by 2040.

The system investments and service expansion recommended in the System Plan 2040 will:

- Provide passengers with rolling stock, stations, and service maintained to the highest quality.
- Improve and expand service for current VRE passengers.
- Address emerging ridership markets.
- Advance VRE's role as part of a multimodal regional mobility network.
- Invest in partnerships to add capacity in multi-use rail corridors.



The CEO Position

The Chief Executive Officer (CEO) position is responsible for sustaining and growing VRE's ridership, providing world class customer service, and for overall management of the agency, including safety and security which are of the highest priority. The position exercises executive leadership responsibilities in achieving VRE's vision and strategic plan; establishing and maintaining effective relationships with the VRE Operations Board, the parent commissions and internal staff; and in maintaining and expanding cooperative relationships with the host railroads, CSX and Norfolk Southern and representatives of Amtrak, various transit connection services, regional emergency responder agencies, and federal, state, regional, and local government agencies. The CEO is a contract employee of both commissions and reports to the VRE Board. The CEO has four direct reports, the Deputy CEO and COO, the Chief Financial Officer, the Chief of Staff, and an Executive Administrative Assistant.

Major responsibilities of the CEO position include:

- Oversees and ensures accountability for overall management and coordination of administrative and legislative advocacy functions.
- Supports VRE's governance structure and provides professional research, options, and recommendations by the VRE Operations Board, the two parent commissions, and local government sponsors, in cooperation with the commissions' executive directors and others as necessary.
- Develops annual capital and operating budget guidelines; prepares and presents the proposed VRE budget and leads a cooperative effort to prepare revisions; seeks comments from local jurisdictions and secures approvals by the commissions and the jurisdictions.
- Updates and presents the multi-year financial plan and capital improvement plan to the VRE Operations Board.
- Assists in developing VRE requests for regional, state and federal financial assistance.
- Monitors expenditures against the adopted budget; updates the Board on financial reports and any financial management concerns; exercises fiduciary responsibility and ensures compliance with financial management procedures.
- Ensures strict adherence to VRE's public transportation agency safety plan and transit asset management plan.
- Completes, maintains, and implements a strategic plan; provides periodic updates to major stakeholders.
- With considerable input from the VRE Operations Board and the two commissions, defines and advances a proposed legislative agenda.
- Oversees the VRE capital program and project delivery process.
- Manages existing railroad operating and access contracts and leads negotiations to revise and renew contracts.
- Exercises responsibility for human resource actions, including staffing, hiring, promoting, demoting, and terminating staff; provides oversight on human resources policies, administrative rules, and systems.
- Leads public outreach with both commissions and local staffs, elected officials, business leaders, media, consultants, citizens, and interest groups on transportation matters; represents VRE at conferences, regulatory proceedings, and hearings.





Candidate Profile

The successful candidate for this position is a forward-looking, big picture, transformational leader with deep experience in capital infrastructure and public sector operations. With a vision for the future of commuter rail service, the CEO brings the leadership, tenacity, passion, and commitment to manage growth in the dynamic context of intermodal transportation. An articulate champion for commuter rail, the CEO works collaboratively within the organization and with external partners to develop and execute realistic, achievable roadmaps.

Exercising responsible stewardship of VRE's fiscal resources, ensuring VRE's organizational culture supports staff diversity, creating a cohesive organization that works seamlessly across departments, and providing overall accountability are major facets of the position's role. The CEO is skilled in working effectively through others to manage operations and deliver capital projects. In concert with the senior management team, the CEO establishes expectations for open, transparent communication, supporting diversity, respecting and hearing employee ideas and concerns, and providing employees with opportunities for ongoing professional and technical growth.

The CEO works effectively to promote VRE's mission and strategic direction in a complex intergovernmental arena without taking political sides. With exceptional interpersonal and communication skills, the CEO demonstrates a keen ability to develop and balance a multitude of relationships among multijurisdictional communities, government agencies, and private sector organizations that share an interest in commuter rail. The CEO position is highly visible representing the VRE in a wide variety of public forums.

The position forges a trusted relationship with the VRE Operations Board, the parent commissions, and the jurisdictions they represent. The CEO actively engages the VRE Operations Board, providing timely information, insightful analyses, policy options, and well-reasoned recommendations. As VRE services expand, the CEO has the grit and determination to guide VRE's growth, to navigate the organization through an ever-changing public transportation environment, and to generate a collective sense of pride and accomplishment among employees as the organization evolves. The CEO recognizes the importance of an organizational culture where employees understand how their role relates to VRE's mission and feel appreciated and recognized for their contributions. The CEO provides aspirational leadership that inspires and motivates employees at all levels of the organization, fosters a highly collaborative and diverse work environment, and builds trust and credibility.

Leadership Opportunities

Strengthen the organizational culture. A strong organizational culture with shared beliefs and values helps an organization increase its performance and achieve results. The CEO will engage the VRE management team and employees to assess the organizational culture and define an action plan that builds trust and cooperation, supports diversity, increases morale, and creates organizational cohesiveness.

Stakeholder relationships. The successful operation of a commuter rail service depends upon building and sustaining relationships with many stakeholders. It will be a priority for the CEO to establish effective working relationships with the members of the VRE Operations Board, NVTC and PRTC officials, representatives of host railroads, jurisdictional staff, officials at the Virginia Department of Rail and Public Transportation, and federal, state, regional, and local elected officials. The CEO will also recognize riders as a significant constituency and identify ways to stay abreast of their concerns and issues.

Transforming rail service. A recently executed \$3.7 billion agreement between the Commonwealth of Virginia and CSX Transportation will provide critical rail improvements, including \$1.9 billion for construction of a new Long Bridge over the Potomac. These improvements will position VRE to make great strides towards implementing the System 2040 Plan. As a result of the agreement, the commonwealth will make infrastructure improvements, purchase right-of-way to provide a dedicated passenger rail corridor, and build the Long Bridge to alleviate congestion. The CEO will play a pivotal role in representing VRE in coordinating projects that expand VRE service and improve reliability.

Capital program delivery. Complex legal, financial, and compliance regulations and construction coordination have resulted in backlogs. The CEO will work with VRE's management team to identify obstacles in managing capital projects and recommend process improvements to reduce backlogs. In addition, the CEO will recognize the importance of maintaining the system and extending the life of VRE equipment at its Lifecycle Overhaul and Upgrade Facility.

Continued attention to funding sources. The CEO will stay abreast of developments that could impact future intergovernmental funding for commuter rail. In developing future VRE budgets, the CEO will ensure a balance between meeting service needs, maintaining the system in a state of good repair, setting fares at a reasonable level, and incorporating new funding sources as required to achieve VRE's strategic direction.



Qualifications and Experience

The CEO position requires extensive senior management experience in an organization of a comparable scale and scope of services and a master's degree in organizational leadership, public administration, business administration, or a related field. Equivalent education and experience will be considered. Qualified candidates must demonstrate the ability to manage change, support diversity, and create a cohesive organizational culture. The position requires a strong working knowledge of the industry, high-level financial understanding, and a record of establishing effective partnerships with stakeholders. Experience managing multiple large projects is desired.

Compensation and Benefits

The salary for the position is negotiable dependent upon candidate education and experience and is aligned with the cost-of-living in the Washington DC metropolitan area. Benefits include but are not limited to participation in the Virginia Retirement System, vacation and sick leave, group life insurance, medical and dental insurance, professional dues and conference expenses. Relocation assistance is negotiable.



Application and Selection Process

Qualified candidates please submit your cover letter and resume online by visiting our website at:

<https://bakertilly.recruitmenthome.com/postings/2559>

This position is open until filled; first review of resumes occurs on April 1, 2020. Following this date, applications will be screened against criteria outlined in this brochure. For more information, please contact Sharon Klumpp at sharon.klumpp@bakertilly.com or 651-223-3053.

For more information about VRE, see its website at: <https://www.vre.org/about/>

The Virginia Railway Express (VRE) is an Equal Opportunity Employer and veterans are encouraged to apply.



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Springsted and Umbaugh

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Mechanicsville, VA 23116

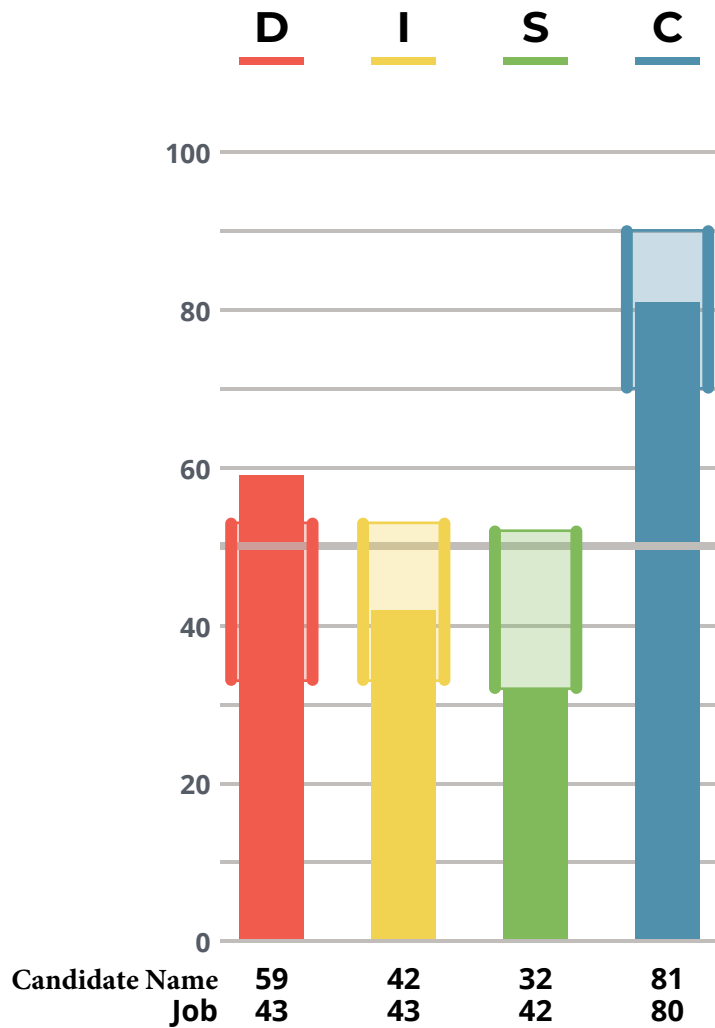
Appendix II: sample excerpt of TTI report


Workplace Behaviors®



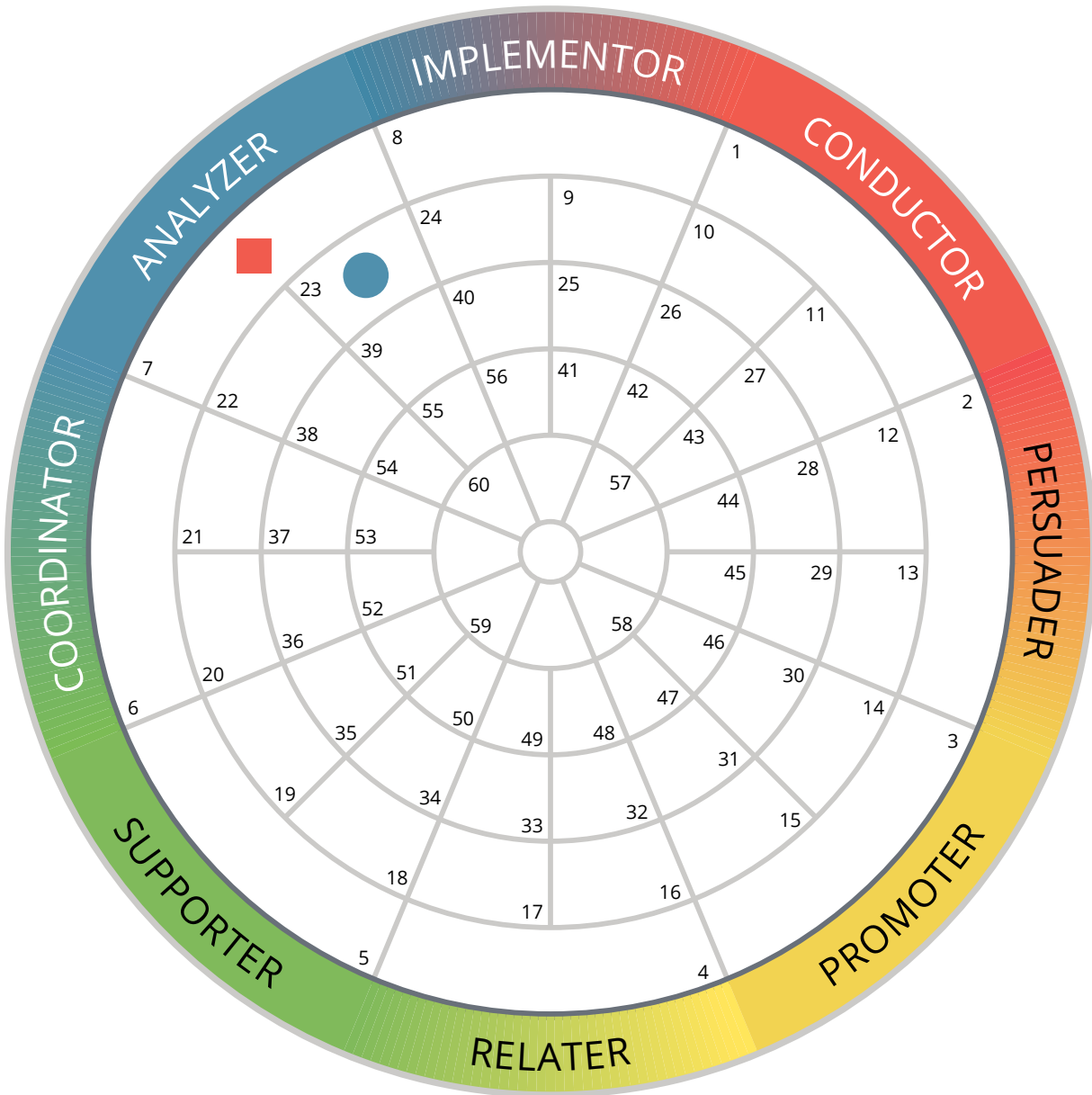
Candidate Name

The following graph is designed as a visual comparison between the position and the applicant for each behavioral factor. The highlighted area denotes the position-related score for each behavioral factor. The applicant's score is denoted by the darker red, yellow, green and blue line. The closer the applicant's score aligns to the position's score, the better the applicant will perform in the position with respect to behavior.



 Job Range (20 point range)

The Success Insights® Wheel










■ Job - (7) ANALYZER





● Candidate Name - (23) IMPLEMENTING ANALYZER





Comparison Analysis






For Consulting And Coaching



| Job Competencies Hierarchy | Zone Range | Person |
|---------------------------------|------------|--|
| 1. Time and Priority Management | 79 — 100 | 62  |
| 2. Self Starting | 87 — 100 | 61  |
| 3. Decision Making | 94 — 100 | 88  |
| 4. Personal Accountability | 85 — 100 | 58  |
| 5. Diplomacy | 72 — 100 | 66  |
| 6. Teamwork | 74 — 100 | 67  |
| 7. Project Management | 82 — 100 | 69  |

| Primary Driving Forces Cluster | Zone Range | Person |
|--------------------------------|------------|--|
| 1. Collaborative | 58 — 100 | 46  |
| 2. Harmonious | 36 — 58 | 24  |
| 3. Altruistic | 35 — 59 | 21  |
| 4. Structured | 36 — 58 | 46  |

| Job Behavioral Hierarchy | Zone Range | Person |
|--------------------------|------------|--|
| 1. Organized Workplace | 81 — 100 | 85  |
| 2. Analysis | 54 — 80 | 80  |
| 3. Persistence | 62 — 80 | 65  |
| 4. Following Policy | 61 — 80 | 70  |

 Exact match
  Fair compatibility
  Good compatibility
  Poor compatibility
  Over-focused



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Maria Mancilla-Diaz, CAO
Souriyong Souriya, Director of Finance

DATE: June 16, 2022

SUBJECT: Proposed Amendment to the 2022 General Fund Revenue and Expenditure Budgets

REQUESTED ACTION:

That the Commission approve resolution 22-18 the proposed amendment to the 2022 General Fund Revenue and Expenditure Budgets.

BACKGROUND AND BUDGET IMPACT:

The 2022 General Fund revenue and expenditure budgets were adopted by the Commission on December 9, 2021. The approved 2022 General Fund revenue budget of \$10.5 million and an expenditure budget of \$13.2 million and projected the fund balance on December 31, 2022, would be \$6.2 million or 46.7% of the budget expenditures.

The proposed amendments include the final forecast revenue from the motor vehicle sales tax revenue and the federal government assistance from the phase 3 American Rescue Plan (ARP) COVID relief. The SWT staff has reviewed the current year-to-date activity and has included all known revenue and expenditure adjustments as of this date.

2022 Proposed Amended Operating Budget:

Proposed Operating Revenue= \$15.9 million
Proposed Operating Expenditures = \$15.3 million
Projected Year-End Operating Reserve = 62.3%

Revenue

- The final revenue estimate from Motor Vehicle Sales Tax (MVST) and RAMVST have been increased by \$1.6 million respectively approved by the Commission on April 28, 2022.
- The SWT allocation from the American Rescue Plan Act of 2021 (ARP) Section 5307 is \$3.4 million and assumes the revenue will be collected during the year.
- The fare revenue has also been increased due to the increased ridership to date.

This increases the original revenue budget estimate by \$5.3 million to an amended estimated total revenue of \$15.9 million.

Expenditures

- The Administration expenditure budget increase to account for part time to full time (CAO) position, salary allocations (moving Admin-centered functions from the Operations Budget) and added professional services - net increase \$183,000.
- The Operations budget net increases \$99,500. The detail is as follows:
 - The fuel cost increases \$114,000. This reflects the increase in rate/volume and mix dynamics. Diesel increases \$150,000 and Gasoline decreases \$36,000.
 - The cost of personnel services is reduced \$41,000 to reflect the retraction of Dispatch and PT wages. These will be reassessed at a future date.
 - Admin charges increases \$27,000 related to increased software cost and employee vending program.
- The Vehicle Maintenance budget has minor adjustments resulting in an added \$2,200.
- The Facility Maintenance budget increases \$177,100 due to salary and benefits resulting from bringing Bus Detailers back under SWT. During the pandemic, drivers were used for the program-- those labor hours are now needed for driving. In order to keep the program to SWT standards, 5.5 FTE's are required, which is still below pre-pandemic headcount.
- The Capital Cost of Operating is the description used to identify the maintenance and repair costs related to operations. These repair and maintenance costs are ongoing and are included in our asset management system and capital improvement plan (CIP). On April 28, 2022 the Commission approved a \$2.6 million increase. Due to supply chain issues and other delays, some projects have been deferred to 2023. This has caused a decrease of \$1.3 million of capital cost of operating.
- NTD funding increased \$218,088 to conduct the preventative maintenance of the Southwest Station ramp.

These expenditure revisions increase the expenditure budget total by \$2 million to an amended estimated total expenditure of \$15.3 million. The overall effect of the revenue and expenditure budget revisions to date is a net increase in general fund balance of \$651,845. It is currently estimated the fund balance at December 31, 2022 will be \$9.5 million or 62.3%.

RECOMMENDATION:

That the Commission approve resolution 22-18 the proposed amendment to the 2022 General Fund Revenue and Expenditure Budgets.



**SOUTHWEST TRANSIT COMMISSION
RESOLUTION #22-18
2022 PROPOSED BUDGET AMENDMENT**

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/or Statute 471.59; and

WHEREAS, the Commission adopted the 2022 General Fund budget on December 9, 2021, and

WHEREAS, the General Fund revenue budget totaled \$10.5 million and the General Fund expenditure budget totaled \$13.2 million, and

WHEREAS, the General Fund revenue budget include the final revenue estimates for the Motor Vehicle Sales Tax (MVST) and the final revenue estimate of the Regional Allocated Motor Vehicle Sales Tax (RAMVST), and the federal government assistance from the phase 3 American Rescue Plan (ARP) Covid relief, and

WHEREAS, the revenue estimates for 2022 have been finalized and such revenue estimates for the 2022 General Fund budget have been revised accordingly, and

WHEREAS, the SWT staff has reviewed other revenue and expenditure budget estimates for 2022 as well, and

WHEREAS, the amended General Fund budget reflects the updated revenue and expenditure estimates for 2022, and

WHEREAS, the SouthWest Transit staff has prepared the 2022 Proposed Amended operating budget on general guidelines from the Commission, and

WHEREAS, the SWT proposed amended budget General Fund balance at 62.3% of the budgeted expenditures, and

WHEREAS, the amended General Fund balance at December 31, 2022 will be in compliance with the Commission's fund balance policy.

NOW THEREFORE BE IT RESOLVED, the SWT Commission adopts Resolution 22-18 amending the 2022 General Fund revenue budget from \$10.5 million to \$15.3 million and the expenditure budget from \$13.2 million to \$15.3 million as attached:

ADOPTED by the SouthWest Transit Commission on the 23rd day of June 2022.

Mike Huang, Chairperson

ATTEST:

Matt Fyten, Interim Chief Executive Officer

**SOUTHWEST TRANSIT
2022 PROPOSED AMENDMENT BUDGET**

| | A | B | C | D | E | |
|--|---------------------|---------------------------|------------------------------------|---|---------------------------------------|---|
| General Fund Summary of Revenues and Expenditures | | | | | | |
| | 2021 Actual | 2022 Adopted Budget | April 2022 Budget Amendments | Proposed June 2022 Budget Amendments | 2022 Proposed Amended Budget | Comments |
| REVENUES | | | | | | |
| Intergovernmental revenue | | | | | | |
| Motor Vehicle Excise Tax (MVST) | \$ 9,045,479 | \$ 7,591,000 | \$ 1,400,000 | \$ - | \$ 8,991,000 | <i>95% from MC Feb 2022 Forecast</i> |
| RAMVST | 1,656,214 | 1,417,300 | 253,000 | - | 1,670,300 | <i>95% from MC Feb 2022 Forecast</i> |
| CMAQ Grant | 20,542 | 30,000 | - | - | 30,000 | |
| CARES ACTS 5307 | - | - | - | - | - | |
| CRRSA 5307 | 2,072,432 | - | - | - | - | |
| ARP Funds | - | - | 3,494,167 | - | 3,494,167 | <i>Phase 3 American Rescue Plan (ARP) : \$3.4M Covid relief</i> |
| 5307 NTD Funding | 348,606 | 705,000 | - | 218,088 | 923,088 | <i>NTD Grant Funding</i> |
| Passenger fares | 521,820 | 548,800 | 90,000 | (25,000) | 613,800 | <i>Increase in the Wkday Prime & Sat Prime</i> |
| Miscellaneous revenue | | | | | | |
| Contracted Revenue | 56,504 | 72,000 | - | (12,000) | 60,000 | <i>Carver/Victoria/Ridgeview</i> |
| Advertising Revenue | 196,072 | 150,000 | 24,000 | (77,100) | 96,900 | <i>Trades/Bus Wrap Revenue</i> |
| Interest on investments | 15,480 | 10,000 | - | - | 10,000 | <i>Interest earned</i> |
| Miscellaneous other | 64,917 | 74,000 | - | - | 74,000 | <i>Insurance Dividend/Fuel Rebate & Misc.</i> |
| Total revenues | 13,998,066 | 10,598,100 | 5,261,167 | 103,988 | 15,963,255 | |
| EXPENDITURES | | | | | | |
| Administration | 1,481,578 | 1,751,400 | - | 183,000 | 1,934,400 | <i>Added positions back and prof. fees</i> |
| Operations | 4,876,851 | 6,069,100 | 386,100 | (286,600) | 6,168,600 | <i>Increase fuel</i> |
| Vehicle maintenance | 1,494,877 | 1,859,100 | 36,500 | 2,200 | 1,897,800 | <i>Added positions back</i> |
| Facility maintenance | 1,286,428 | 1,446,210 | - | 177,100 | 1,623,310 | <i>Added positions back</i> |
| Related capital cost of operations | 1,360,564 | 1,452,500 | 2,633,600 | (1,321,888) | 2,764,212 | <i>Capital of Cost Operating</i> |
| 5307 NTD Funding | 334,271 | 705,000 | - | 218,088 | 923,088 | <i>Ramps PM/Facilities Maintenance/equipments</i> |
| Total expenditures | 10,834,569 | 13,283,310 | 3,056,200 | (1,028,100) | 15,311,410 | |
| Revenues Over/(Under) Expenditures | 3,163,497 | (2,685,210) | 2,204,967 | 1,132,088 | 651,845 | |
| Other Financing Sources (Uses) | | | | | | |
| Insurance Recoveries | 174,324 | - | - | - | - | |
| Transfer In/(Out) | (1,966,405) | - | - | - | - | |
| Total Other Financing Sources (Uses) | (1,792,081) | - | - | - | - | |
| Net change in fund balance | 1,371,416 | (2,685,210) | 2,204,967 | 1,132,088 | 651,845 | |
| Fund Balance - January 1 estimated | 7,522,658 | 8,894,074 | - | - | 8,894,074 | |
| Estimated Fund Balance - December 31 | \$ 8,894,074 | \$ 6,208,864 | \$ 2,204,967 | \$ 1,132,088 | \$ 9,545,919 | |
| <i>Fund Balance as a % of Budget</i> | 82.1% | 46.7% | | | 62.3% | |

| NO. | Account | | Project Name | Adopted Budget | April 2022 | June 2022 | Amended Total Budget |
|-----|-------------|---------|--|---------------------|-------------------------|-------------------------|----------------------|
| | Code | Dept. | | | Proposed Amended Budget | Proposed Amended Budget | |
| 1 | 100420.6207 | Ops | Technology Upgrades - Ongoing Computers/Switches/Monitors | \$ 40,000 | \$ - | \$ - | \$ 40,000 |
| 2 | 100420.6207 | OPS | Lobby Kiosks | \$ 40,000 | \$ - | \$ - | \$ 40,000 |
| 3 | 100420.6207 | OPS | Cellular Router Replacement | \$ 152,000 | \$ 280,000 | \$ (126,000) | \$ 306,000 |
| 4 | 100400.6207 | Admin | Website/App changes - Apps Combined and Website Refresh | \$ 150,000 | \$ - | \$ (100,000) | \$ 50,000 |
| 5 | 100440.6207 | SWS | SWS Ramp PM - on going maintenance | \$ 10,000 | \$ - | \$ - | \$ 10,000 |
| 6 | 100442.6207 | EPG | EPG Fuel Pumps 1 and 2 Replacement def 2023 | \$ 25,000 | \$ - | \$ (25,000) | \$ - |
| 7 | 100442.6207 | EPG | EPG PM - on going maintenance | \$ 10,000 | \$ - | \$ - | \$ 10,000 |
| 8 | 100442.6207 | EPG | EPG Irrigation System installment outer edge of parking lot def 2023 | \$ 30,000 | \$ - | \$ (30,000) | \$ - |
| 9 | 100442.6207 | EPG | Utility Trailer - Replacement of trailer #2 | \$ 7,500 | \$ - | \$ - | \$ 7,500 |
| 10 | 100442.6207 | EPG | Lawn Mower - Kubota Lawn and snow machine | \$ 20,000 | \$ - | \$ 15,000 | \$ 35,000 |
| 11 | 100442.6207 | EPG | Loader Snow blower - Tandem Axle Dump Truck - def 2023 | \$ 115,000 | \$ 85,000 | \$ (200,000) | \$ - |
| 12 | 100442.6207 | EPG | Front Gate Project EPG | \$ 270,000 | \$ - | \$ - | \$ 270,000 |
| 13 | 100446.6207 | CTS | CTS Ramp PM - on going maintenance | \$ 10,000 | \$ - | \$ - | \$ 10,000 |
| 14 | 100446.6207 | CTS | Water Softener replacement def 2023 | \$ 10,000 | \$ - | \$ (10,000) | \$ - |
| 15 | 100447.6207 | ECS | ECS Irrigation Additions | \$ 5,000 | \$ - | \$ - | \$ 5,000 |
| 16 | 100447.6207 | ECS | ECS Island Project | \$ 100,000 | \$ - | \$ - | \$ 100,000 |
| 17 | 100447.6207 | ECS | ECS Floor Repair and Sealing inside the building | \$ 15,000 | \$ - | \$ (5,000) | \$ 10,000 |
| 18 | 100444.6207 | SWV | SWV Ramp PM - on going maintenance | \$ 10,000 | \$ - | \$ - | \$ 10,000 |
| 19 | 100444.6207 | SWV | SWV Irrigation Additions | \$ 5,000 | \$ - | \$ - | \$ 5,000 |
| 20 | 100444.6207 | SWV/SWS | SWV & SWS Door Frame Replacement | \$ 15,000 | \$ - | \$ - | \$ 15,000 |
| 21 | 100430.6207 | VM | Voice Radio Replacement Program | \$ 15,000 | \$ - | \$ 5,000 | \$ 20,000 |
| 22 | 100430.6207 | VM | FTA Local Match - Prime MD Vehicles -20% local match 2023? | \$ 73,000 | \$ - | \$ - | \$ 73,000 |
| 23 | 100430.6207 | VM | IT & Marketing Vehicles - Deferred 2023- reallocate to EVs Vehicle | \$ 100,000 | \$ 40,000 | \$ (140,000) | \$ - |
| 24 | 100430.6207 | VM | MnDOT Grant (2 Electric Prime Vehicles+ infrastructure) def 2023 | \$ 200,000 | \$ - | \$ (200,000) | \$ - |
| 25 | 100442.6207 | EPG | Facility 7 vehicles maint cameras | \$ 25,000 | \$ - | \$ - | \$ 25,000 |
| 26 | 100442.6207 | All | Door Controller Replacement - Siemens Industry | \$ - | \$ 50,000 | \$ - | \$ 50,000 |
| 27 | 100442.6207 | EPG | Bus Wash repair | \$ - | \$ - | \$ 17,000 | \$ 17,000 |
| 28 | 100442.6207 | EPG | Sprayer for Facility Truck | \$ - | \$ - | \$ 6,500 | \$ 6,500 |
| 29 | 100440.6207 | SWS | SWS snow dump design | \$ - | \$ - | \$ 9,700 | \$ 9,700 |
| 30 | 100430.6207 | VM | Bus#624 - Prime vehicle - electrified conversation continued from 2021 | \$ - | \$ - | \$ 105,000 | \$ 105,000 |
| 31 | 100442.6207 | All | Lockbox Security System- access for all contractors | \$ - | \$ 87,000 | \$ 5,500 | \$ 92,500 |
| 32 | 100442.6207 | All | Generator Tracker System - with remote control on the generator set | \$ - | \$ 15,000 | \$ (8,500) | \$ 6,500 |
| 33 | 100447.6207 | ECS | ECS Concrete outside of the turnaround the walkway | \$ - | \$ 120,000 | \$ - | \$ 120,000 |
| 34 | 100444.6207 | SWV | HVAC Replacement at SW Village | \$ - | \$ 150,000 | \$ (50,000) | \$ 100,000 |
| 35 | 100442.6207 | EPG | 4 Highspeed Rubber Garage Doors | \$ - | \$ 180,000 | \$ (50,000) | \$ 130,000 |
| 36 | 100442.6207 | EPG | Eden Prairie Garage Security Fencing | \$ - | \$ 13,000 | \$ 1,000 | \$ 14,000 |
| 37 | 100442.6207 | EPG | Repaint the ceiling | \$ - | \$ 100,000 | \$ - | \$ 100,000 |
| 38 | 100442.6207 | EPG | EPG Backup Storage with Timer Lock | \$ - | \$ 21,600 | \$ - | \$ 21,600 |
| 39 | 100420.6207 | Ops | Security Camera Replacements - All Facilities | \$ - | \$ 275,000 | \$ - | \$ 275,000 |
| 40 | 100420.6207 | Ops | NetApp 12-Drive Expansion | \$ - | \$ 18,600 | \$ - | \$ 18,600 |
| 41 | 100420.6207 | Ops | Panic Buttons for Prime | \$ - | \$ 15,000 | \$ - | \$ 15,000 |
| 42 | 100420.6207 | Ops | Cameras for Shop Truck and Front End Loader | \$ - | \$ 9,400 | \$ - | \$ 9,400 |
| 43 | 100420.6207 | Ops | Jump Box Security Device | \$ - | \$ 13,000 | \$ - | \$ 13,000 |
| 44 | 100420.6207 | Ops | SWV DR Storage Expansion | \$ - | \$ 6,000 | \$ - | \$ 6,000 |
| 45 | 100440.6207 | SWS | SW Station Ramp Preventative Maintenance - PM (NTD funding) | \$ - | \$ 290,000 | \$ (262,088) | \$ 27,912 |
| 46 | 100440.6207 | SWS | Snow Dump Replacement at SW station | \$ - | \$ 125,000 | \$ - | \$ 125,000 |
| 47 | 100440.6207 | SWS | Ramp Capacity Signage | \$ - | \$ 75,000 | \$ - | \$ 75,000 |
| 48 | 100444.6207 | SWV | SWV Concrete project def 2023 | \$ - | \$ 200,000 | \$ (200,000) | \$ - |
| 49 | 100430.6207 | VM | Pedestrian Avoidance System on coach buses 35 total | \$ - | \$ 385,000 | \$ - | \$ 385,000 |
| 50 | 100430.6207 | VM | Zero-Emission Bus Transition Plan 2023 | \$ - | \$ 80,000 | \$ (80,000) | \$ - |
| 51 | | | | \$ - | \$ - | \$ - | \$ - |
| 52 | | | Total Capital Cost of Operating | \$ 1,452,500 | \$ 2,633,600 | \$ (1,321,888) | \$ 2,764,212 |
| 53 | | | | | | | |
| 54 | | | Summary by departments | | | | |
| 55 | 100400.6207 | Admin | | \$ 150,000 | \$ - | \$ (100,000) | \$ 50,000 |
| 56 | 100420.6207 | Ops | | \$ 232,000 | \$ 617,000 | \$ (126,000) | \$ 723,000 |
| 57 | 100430.6207 | VM | | \$ 388,000 | \$ 505,000 | \$ (310,000) | \$ 583,000 |
| 58 | 100440.6207 | SWS | | \$ 10,000 | \$ 490,000 | \$ (252,388) | \$ 247,612 |
| 59 | 100442.6207 | EPG | | \$ 502,500 | \$ 551,600 | \$ (268,500) | \$ 785,600 |
| 60 | 100444.6207 | SWV | | \$ 30,000 | \$ 350,000 | \$ (250,000) | \$ 130,000 |
| 61 | 100446.6207 | CTS | | \$ 20,000 | \$ - | \$ (10,000) | \$ 10,000 |
| 62 | 100447.6207 | ECS | | \$ 120,000 | \$ 120,000 | \$ (5,000) | \$ 235,000 |
| 63 | | | Total Capital Cost of Operating summary | \$ 1,452,500 | \$ 2,633,600 | \$ (1,321,888) | \$ 2,764,212 |
| 64 | | | | \$ - | \$ - | \$ - | \$ - |
| 65 | 280440.6204 | EPG | Roof Replacement Project | \$ 2,000,000 | \$ - | \$ - | \$ 2,000,000 |
| 66 | | | | | | | |
| 67 | | | NTD Project | | | | |
| 68 | 100442.6211 | All Fac | SWT- Camera System Upgrades - All facilities | \$ 30,000 | \$ - | \$ 6,000 | \$ 36,000 |
| 69 | 100442.6211 | OPS | Trailer Camera | \$ 60,000 | \$ - | \$ - | \$ 60,000 |
| 70 | 100420.6211 | OPS | New Ticketing Vending Machines - each stations | \$ 50,000 | \$ - | \$ (50,000) | \$ - |
| 71 | 100447.6211 | ECS | ECS Major Ramp & station PM | \$ 200,000 | \$ - | \$ - | \$ 200,000 |
| 72 | 100440.6211 | SWS | SWS Repaint Ramp | \$ 165,000 | \$ - | \$ - | \$ 165,000 |
| 73 | 100442.6211 | EPG | EPG Garage Bay Doors - 4,5,6, 13 | \$ 200,000 | \$ - | \$ - | \$ 200,000 |
| 74 | 100440.6211 | SWS | SW Station Ramp Preventative Maintenance - PM (NTD funding) | \$ - | \$ - | \$ 262,088 | \$ 262,088 |
| 75 | | | | | | | |
| 76 | | | Total NTD Funding Grants | \$ 705,000 | \$ - | \$ 218,088 | \$ 923,088 |
| 77 | | | | | | | |
| 78 | | | Grand Total | \$ 4,157,500 | \$ 2,633,600 | \$ (1,103,800) | \$ 5,687,300 |

Legislative Update

Updates

Updates June 2022

Operations & Planning Update

MVST Update – May MVST receipts appear to have rebounded from a one-month dip in April. Anecdotally, vehicle sales amounts are down, but costs of vehicles are up, which has resulted in MVST projections for the year staying steady. Hence, the budget amendment brought forth this month is using the same MVST projects used in the Spring.

Edina Prime Service – SW Prime service to the City of Edina started on May 31st and is seeing regular ridership. This service is set up like our service to Shakopee where riders can book to and from SWT communities, but not between SWT communities (Edina to Edina are not allowed as an example). We will continue to monitor the service and update the Commission on how the service evolves.

Electric Vehicle Deliveries – The Volvo C40 EVs are being readied for revenue service. The goal is to have them in service by July. In readying the vehicles, it was discovered that the charging units that are being used to charge the vehicles need to have more power routed to them, which may delay implementation. We are rapidly addressing the issue and will provide an update to the Commission at its meeting.

Twins Service – Twins Service started on June 8th. Ridership has been relatively light so far (30-50 riders per game). With school being let out, we will see if loads increase as we continue into the Summer. We continue to promote the service via numerous mediums (website, social media, bathroom ads, flyers, etc.).

Summer Adventures – Staff is excited that our Summer Adventures services have started back up for the first time since the pandemic. As a reminder, the Summer Adventures services is a weekly service throughout the summer months that takes riders to family friendly destinations throughout the metro area for the low cost of \$2 per adult and \$1 for kids and seniors. Destinations include the Como Zoo, Science Museum, Mall of America, Minnehaha Falls, and Lake Minnetonka Regional Park. Service runs every Tuesday between June 7th and August 9th.

Met Council Fleet Discussions – Staff has been having numerous discussions with Met Council staff on vehicle replacements and expansion vehicle procurements. Long story short, vehicles are hard to come by, cost more, and are taking much longer to manufacture. In general, compared to last year vehicle prices are up over 30% and manufacturing times have doubled, if not tripled. Further complicating matters is that all providers in the region have larger fixed route fleets than are currently needed due to depressed ridership from the pandemic, which has resulted in the FTA currently not allowing the region to replace vehicles that have reached their useful life. Staff is assisting the Council in securing an exemption from the FTA to allow the replacement of current backlogged vehicles with the understanding that fleet size/composition needs to be part of the discussion once post-pandemic ridership patterns start to present themselves. This is a large ongoing issue for transit across the nation and is far from over. Staff will continue to keep the Commission updated as this evolves over the months and years to come.

IT Updates

The **front gate project** is now complete resulting in the EP Garage having a higher level of security. SWT vehicles automatically open the gates when they approach. Staff members present their badge to gain access. Vendors and guests need to use the intercom to gain access. So far, the change has gone smoothly with staff and service vehicles not having any issues with the change.

All new **cellular routers** have arrived, but due to supply chain issues, the antennas needed to install them are not arriving until late July. A test of these routers has shown impressive download/upload speeds and staff is excited to get them in the fleet.

Facilities Updates

The facilities crew has been working hard to ensure the facilities are staying clean and beautiful. The planting, mulching and irrigation repairs have all been completed. Lindstrom restoration has completed the restoration of the garage following the fire. We are back to parking buses inside the garage. The East Creek Station PM has been completed; the Southwest station ramp painting project is nearing completion.

Vehicle Maintenance updates

The two new Volvo C40 recharge SUVs have arrived and the maintenance staff has been busy inspecting and prepping the vehicles for Prime service. The maintenance staff has started the inspections and repairs on the State Fair bus fleet and has finished all warm weather services.

New Parts Room Hire – Gerald Reed, SWT’s long-time Parts Room Coordinator, has announced his retirement at the end of the year. To ensure a smooth transition, we have moved forward with a hire for Jerry’s replacement – a long time former SWT Facilities Maintenance employee – Jordan Sorvari – who also has previous Parts Room experience and was selected from a competitive pool of applicants. Jordan will start this summer working with Jerry to learn everything he needs to know with the final transition occurring at the end of the year.

Administration

FTA Grant Federal Lobbying – The agency entered into an agreement with LarkenHoffman for Federal Lobbying services for our recently submitted FTA grant applications for numerous EV replacements, as well as an additional vehicle storage facility to be located on the south end of the Eden Prairie Garage property. Lobbying efforts have begun in earnest and will continue through July. Award announcements are due from the FTA in August.

Federal Funds Request – If the Commission recalls, staff has been working with McKinstry on a \$4M Federal Funds Request proposal for solar arrays and EV charging at the EP Garage and stations. Staff received good news in the Representative Phillips, Senator Klobuchar, and Senator Smith have all included SWT’s proposed project in their respective project submittals to Congressional Subcommittees. Lobbying efforts continue for the funds, but this is a good sign to have unanimous support from our Federal delegation for the project. We should find out sometime this Fall if our project moves forward

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

Finance

The Finance team attended the Government Finance Officers Association conference in Austin, Texas. There were approximately 6,100 delegates from across the United States, Canada, and around the world who participated in GFOA's Annual conference. The finance team represented SouthWest Transit with professionalism and shared the agency's goals through various networking opportunities during the conference. Classes attended included: Navigating the Maze of Federal Infrastructure Funding (US DOT, EPA, and Central Ohio Transit Authority), The Role of CIP (Durham County, BREC, and Toledo Port Authority), Defined Contribution and Deferred Compensation Plans (City of Orlando) and Managing Investment Portfolios for Today and Tomorrow (Rogers County, PFM Asset Management, Government Portfolio Advisors). The conference helped us find more ways to practice our core tenets of running lean, servicing our communities, and knowing about market conditions to make informed decisions.

Human Resources

CEO search – The agency hosted 3 CEO finalists on May 18th, 2022. The department provided logistical support, hosting services, and successfully executed the planned event. We received great feedback from employees, candidates, and other stakeholders.

Midyear Reviews- Human Resources has launched the midyear reviews. Currently, managers are providing feedback and coaching opportunities to employees based on 1st and 2nd Qtr. results. These reviews are tailored to each employee and provide another great opportunity for feedback from managers. This is also an opportunity for employees to communicate and provide feedback to their managers. The department has been working to automate the reviews and will be using the module in Paylocity for the 2022 annual reviews.

Frontline Worker Pay Application Update- To thank those Minnesotans who worked on the frontlines during the COVID-19 peacetime emergency, Gov. Tim Walz signed Frontline Worker Payments into law April 29, 2022, enabling those workers to apply for Frontline Worker Pay. Application dates are June 8 through July 22, 2022.ⁱ The Human Resources department is communicating and supporting eligible employees with information as part of the department's outreach efforts.

Marketing

Website – A big congratulations to Jake, Brittany, John, Ben, and Jason on the updated website! It is now live, so please take a look - check it out on your phone as well.

ⁱ <https://www.dli.mn.gov/business/employment-practices/about-frontline-worker-pay>



SouthWest Transit 2022 Report Card

| | JAN | FEB | MAR | APR | MAY | 2022 Totals |
|---|------------|-------------|------------|------------|------------|-------------|
| CUSTOMER SERVICE | | | | | | |
| Compliments Received | 6 | 2 | 3 | 9 | 19 | 39 |
| Complaints/Suggestions Received | 6 | 10 | 5 | 5 | 8 | 34 |
| Respond to all complaints within one business day | Yes | Yes | Yes | Yes | Yes | |
| Resolve all complaints within five business days | Yes | Yes | Yes | Yes | Yes | |
| Customer Service Calls Received | 323 | 402 | 475 | 411 | 380 | 1991 |
| Customer Service Call Hours | 12:21:03 | 16:10:06 | 20:22:47 | 15:10:41 | 13:59:35 | 78:04:12 |
| CS Mean Ring Time (Goal of 25 seconds) | 8 | 9 | 14 | 13 | 30 | 15 |
| SW Prime Calls Received | 4014 | 4434 | 5465 | 4776 | 4873 | 23562 |
| SW Prime Call Hours | 72:21:18 | 79:50:37 | 103:47:45 | 84:35:48 | 83:35:01 | 424:10:29 |
| SW Prime Mean Ring Time (Goal of 25 seconds) | 22 | 24 | 23 | 25 | 20 | 23 |
| Customer Service Kiosk Requests | 141 | 169 | 284 | 175 | 172 | 941 |
| Customer Service Kiosk Mean Response Time (goal - 35 seconds) | 27 | 15 | 32 | 41 | 20 | 27 |
| Go-To Kiosk Purchases | 13 | 6 | 39 | 28 | 35 | 121 |
| OPERATIONS | | | | | | |
| Average Revenue Trips Per Day | 62 | 61 | 60 | 60 | 60 | 60.6 |
| Total Late Trips (Departures > 5 Mins Late) | 2 | 0 | 0 | 3 | 1 | 6 |
| On Time Percentage (Departures < 3) | 99.9 | 100.0 | 100.0 | 99.8 | 99.9 | 99.9 |
| Standing Passengers | 0 | 0 | 0 | 0 | 0 | 0 |
| Missed Trips (Departures > 15 Mins Late) | 0 | 1 | 0 | 0 | 0 | 1 |
| Missed Stops | 0 | 0 | 0 | 0 | 0 | 0 |
| RIDERSHIP | | | | | | |
| Fixed Route Monthly Ridership (Includes Special Events) | 8,975 | 12085 | 15094 | 14992 | 12619 | 63,765 |
| Fixed Route Daily Average | 427 | 604 | 656 | 714 | 601 | 600 |
| Special Events Monthly Ridership | 630 | 0 | 0 | 59 | 0 | 689 |
| On-Demand Monthly Ridership | 7,188 | 8,241 | 9,824 | 9,002 | 8,265 | 42,520 |
| On-Demand Daily Average (weekday) | 311 | 372 | 389 | 380 | 355 | 361 |
| Increase Ridership over the 2021 level by a minimum of 1%. | 145.70% | 171.90% | 192.60% | 196.00% | 192.60% | |
| MAINTENANCE - ACCIDENTS | | | | | | |
| Service Related | 4 | 4 | 5 | 3 | 3 | 19 |
| Service Related Costs | \$2,765.00 | \$7,526.00 | \$1,689.00 | \$2,663.00 | \$1,237.00 | \$15,880.00 |
| Non-Service Related | 0 | 3 | 4 | 1 | 1 | 9 |
| Non-Service Related Costs | \$0.00 | \$5,031.00 | \$2,571.00 | \$28.00 | \$55.00 | \$7,685.00 |
| Chargeable Accidents (≥ \$2,500) | 1 | 3 | 1 | 2 | 0 | 7 |
| Chargeable Accidents (< \$2,500) | 1 | 1 | 3 | 1 | 1 | 7 |
| Incident (<\$100) | 0 | 1 | 2 | 0 | 1 | 4 |
| Total Cost for Non-Chargeable Accidents | \$0.00 | \$3,849.00 | \$1,182.00 | \$163.00 | \$27.00 | \$5,221.00 |
| Total Accident Cost | \$2,765.00 | \$12,557.00 | \$4,260.00 | \$2,691.00 | \$1,292.00 | \$23,565.00 |
| PM Compliance (Goal of 91%) | 97.00% | 90.00% | 90.00% | 92.00% | 91.00% | 92.00% |
| MAINTENANCE - ROADCALLS | | | | | | |
| In Service Roadcalls (NTD Definition) | 3 | 7 | 4 | 11 | 5 | 30 |
| NTD Miles Between Roadcalls for Major Mechanical Failure | 72,568 | 74,351 | 176,223 | 54,507 | 54,841 | 86,498 |
| Affected Passengers | 6 | 16 | 16 | 60 | 29 | 127 |
| FACILITIES | | | | | | |
| Safety Issues Identified | 14 | 7 | 5 | 8 | 7 | 41 |
| Safety Issues Addressed | 14 | 7 | 5 | 8 | 7 | 41 |
| Housekeeping Issues Identified | 14 | 8 | 12 | 3 | 1 | 38 |
| Housekeeping Issues Addressed | 14 | 8 | 12 | 3 | 1 | 38 |



Project List 2022 - Active

| Project | Lead | Others Assigned | Description | Date |
|---------------------------------------|------------------|----------------------------------|---|-----------|
| Perks | Jake | Haggs, Eric, Daniel | Refresh Program | 6/17/2022 |
| Cost Allocation | Souriyong | Maria, Matt, Michael | Make sure our allocations are correct | 5/1/2022 |
| SWS Conduit | Jason | Ben | Replace SWS Conduit | 8/1/2022 |
| Digital Platforms | Jake | Maria, John, Jason, Daniel, Matt | Update the agency's website/create better user experiences across all SWT platforms | 5/1/2022 |
| Vehicle Telematics/Vehicle Monitoring | Tony | Matt, Ben | Research and implement a vehicle telematics solution for the SWT Fleet | 8/31/2022 |
| EPG Garage Transponders | Mike D., Jason | Kory, Tony, Matt | Research options | 6/30/2022 |
| EPG Front Gate Update | Jason, Kory | Mike D., Tony | Get cost to replace front gate with secure options | 5/15/2022 |
| TAM | Jason, Tony, Ben | Leadership Team | Update TAM Plan to be FTA compliant and include up to date asset information | 6/30/2022 |
| SWLRT | Len | Kory, Mike, Jason | Elevate Agreement for snow dump; car counting system. | 6/30/2022 |
| Banking Services Contract | Souriyong | Maria, Michael | Secure new banking services contract | 6/1/2022 |
| Administrative Compliance Review | Maria | Daniel, Souriyong, Matt | Work with the League of MN Cities to conduct Administrative Compliance Review | 6/1/2022 |
| SWS Painting | Mike D. | Tony, Kory | Complete painting of SWS Ramp | 6/30/2022 |
| Driver In-House Study | Matt, Len | Dave J, Dave S, Com | Analyze impacts and identify critical pathway for brining the driving function in-house | 6/23/2022 |
| 2022 Budget Amended | Souriyong | Maria, Michael, Matt | 2022 operating and capital projects budget amended | 6/23/2022 |
| CEO Search | Daniel, Len, | Commission | Finalist selected | 6/23/2022 |
| Procurement | Maria | Souriyong, Michael | Formally bring Procurement under the Finance Department | 6/30/2022 |
| Upgrade Lobby Kisok Hardware | Ben | Jason | Upgrade kiosks in station lobbies | 6/30/2022 |
| Title VI & ADA Plan Update | Ben | Matt | Update and adopt the agency's Title VI Plan | 6/30/2022 |



Project List 2022 - Active

| Project | Lead | Others Assigned | Description | Date |
|--|------------------------|----------------------------|--|------------------|
| MVTA/SWT Planning Study | Matt | Ben, Len | Complete Joint Planning Study with MVTA. | 6/30/2022 |
| Grant & Asset Management | Maria | Souriyong, Mike S. | Implement moving Grant Management and Asset Management under the Finance Department | 6/30/2022 |
| EPG Roof Replacement | Mike | Kory, Tony, Len, Matt | Replace roof on A, B and Shop. | 7/1/2022 |
| Prime Marketing Campaigns | Jake | Daniel, Maria, John | Develop and implement a marketing campaign for SW Prime and associated services | 7/1/2022 |
| Elec Veh Retrofit | Tony | Matt, ABC | Pursue Option | 7/31/2022 |
| EPG Fire Building repairs | Mike/Tony/Matt | Kory/ Len | | 7/1/2022 |
| Electric Vehicle Infrastructure | Matt | Tony, Jason, Mike D., Kory | Work with utility providers to determine a plan for facilities in 2022 and moving forward | 7/1/2022 |
| Clean Up Shared Folders & Files | Maria | Jason, Souriyong, Matt | Organize the agency's digital files on shared drives. Dispose of documents that don't need to be kept. | Ongoing |
| EPG Fence | Kory, Jason | Mike D., Tony, Matt | Research options | 7/31/2022 |
| Lyft/Prime Pilot | Matt | Ben, Dawn, AI | Pilot using Lyft as supplemental service for part(s) of SW Prime Service | 8/1/2022 |
| Parts Process & Staffing | Tony | Matt, Daniel | Determine new parts process and future staffing in the Parts Room | 8/1/2022 |
| 494 CMAQ Veh IFB | Tony & Matt | Jason | 10 vehicles for CMAQ grant | 9/1/2022 |
| Expanded Service Hours | Matt | Ben | Expand Express and Prime service hours post-pandemic | 9/1/2022 |
| Transit Ambassador/Customer Service Training | AI, Eric | Department Managers | Ensure all drivers and staff complete Transit Ambassador Training in 2022 | 9/1/2022 |
| Carver County Business Outreach | Jake | John | Plan and implement a business outreach program in Carver County using remaining TMA funding | 9/1/2022 |
| Prime MD Partnerships | Jake | John, Daniel, Matt | Secure additional partnerships with medical facilities for launch of SW Prime MD | 9/1/2022 |
| Bus Rehabs | Tony | Kyle, Matt V. | Complete coach bus rehabs | 10/1/2022 |
| EV Transition Plan | Matt | Ben, Tony | Complete the agency's Electric Vehicle Transition Plan | 10/1/2022 |
| MCI training | Tony | | Send Ben & Jordan to MCI training | 11/1/2022 |



Project List 2022 - Active

| Project | Lead | Others Assigned | Description | Date |
|---------------------------------|-------------------------|------------------------------|---|-------------------|
| SWS Ramp PM | Mike / Steve | Tony/ Kory | Complete preventative maintenance of SW Station Ramp. | 11/1/2022 |
| SWS Snow Dump | Kory/Mike | Len/Matt | Create new snow dump at SWS Ramp | 11/15/2022 |
| EPG Garage Door Replacements | Mike/ Steve | Tony/ Matt | Replace last 8 doors with highspeed rubber doors | 12/1/2022 |
| SWV HVAC Replacements | Mike/Steve | Tony/ Matt | Remove/replace All HVAC units and pumps | 12/1/2022 |
| Replacement Vehicles | Matt | Tony, Jason, Met Council | Replace 816, 568, 079 + ancillary equip. | 12/31/2022 |
| Cyber Fraud | Matt | Souriyong, EP Police, League | Close-Out | In-Process |
| Village Development | Len | Kory, Matt | Consultant; Storage | Ongoing |
| Policy Updates | Daniel | Maria, Matt, Management Team | Review agency policies and recommend changes/modifications/updates for Commission adoption | Ongoing |
| FTA Triennial Audit | Maria, Souriyong | Michael, Matt, Ben, Managers | Provide Met Council with needed materials as part of FTA Triennial Audit | Ongoing |
| Driver Staffing | AI | FT Managers, Matt, Ben, Dawn | Ensure driver staffing levels remain at 120% of scheduled service levels | Ongoing |
| Agency Training | Daniel | Maria, Management Team | Conduct agency-wide training on pertinent issues: Performance Manuals, Sexual Harassment, Data Retention, Communication, etc. | Ongoing |
| Travel Trainings | Jake | John, Maria, Daniel | Conduct two travel trainings per month | Ongoing |
| Cyber Security Trainings | Jason | Daniel, Ben | Implement and ensure employees are completing Cyber Security Training | Ongoing |
| Benefits | Daniel | Maria | Identify alternative benefit options | Ongoing |
| MnDOT Electric/Autonomous Grant | Matt | Len, Ben | Execute grant and procure vehicles | Ongoing |
| Electric Vehicle | Matt, Tony | Ben | Determine potential electric vehicles for Prime and procure any viable options | Ongoing |
| Job Descriptions | Daniel | Maria, Matt | Update job descriptions, grade points, and salary ranges. Update the shared folder | On Going |
| Paver relay at ecs and swv | Kory | Jon, Mike | ecs and swv need major paver attention in walkways | Ongoing |
| Business outreach | Jake | John, Daniel, Matt | | Ongoing |



Project List 2022 - Active

| Project | Lead | Others Assigned | Description | Date |
|-----------------------------------|-------------------|-----------------|--|----------------|
| Pursue Autonomous Vehicle Funding | Matt, Tony | Ben, Maria | Continue to look at options and seek partners and funding. | Ongoing |