

# **SOUTHWEST TRANSIT COMMISSION AGENDA**

**Thursday, December 15, 2022**

**Leonard L. Simich Maintenance and Administration Facility**  
**14405 W 62<sup>nd</sup> St., Eden Prairie MN 55346**

**Commission Dinner – 5:45pm-6:30pm**

**Commission Meeting – 6:30pm or after the completion of Dinner**

**Meeting: In-person in Maintenance/Administrative Service Facility Training Room**

## **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  
Tony Kuykendall – Maintenance Director  
Souriyong Souriya – Finance Director  
Al Halaas – First Transit Director/GM

## **COMMISSION MEETING AGENDA**

**Commission Meeting Starts upon the conclusion of the end of the year dinner - approximately 6:30pm**

- I. PUBLIC COMMENT**
- II. APPROVAL OF AGENDA**
- III. PAYMENT OF CLAIMS (Rollcall Vote)**
- IV. CONSENT**
  - A. Approval of Minutes of October 27 Commission Meeting
  - B. Approval of Minutes of December 7 Budget and Personnel Committee Meeting
  - C. Approval of Financial Statements – Souriya/Mancilla-Diaz
  - D. 2023 Lobbying Services Agreement – Fyten
  - E. Vehicle Telematics Agreement – Fyten
  - F. 2023 SWT Commission Meeting Calendar – Mancilla-Diaz
  - G. 2022 Agency Goals/Objectives - Fyten
- V. NEW BUSINESS**
  - A. SouthWest Village Development Agreements– Simich
  - B. CEO Search – Huang/Dorothy
  - C. 2022 Budget Amendment/2023 Budget – Mancilla-Diaz/Fyten
  - D. 2023 Legislative Priorities - Fyten
  - E. Advertising Contract – Simich/Fyten
  - F. 2023 Commission Officers- Fyten
  - G. 2022 SWT Leadership Awards - Fyten
- VI. LEGISLATIVE UPDATE**
- VII. UPDATES**
  - A. Staff Updates
  - B. Commissioner Updates
- VIII. INTERIM CEO EVALUATION (CLOSED SESSION)**
- IX. ADJOURNMENT**

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

# Payment of Claims

**SouthWest Transit**  
**10/20/2022 Thru 12/8/2022**

**Meeting Date: 12/15/2022**

**Payment of Claims**

<b>Check Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Check Amount</b>
10600	ABC BUS COMPANIES	Fleet Parts	10/27/2022	\$ 329.25
10601	ALLSTATE PETERBILT	Fleet Parts	10/27/2022	\$ 228.21
10602	AMERICAN PLANNING ASSOCIATION	Membership Dues	10/27/2022	\$ 327.00
10603	KEVIN BERG	Fuel	10/27/2022	\$ 58.50
10604	BEST VERSION MEDIA	Advertising	10/27/2022	\$ 990.91
10605	BTR OF MINNESOTA	Fleet Parts	10/27/2022	\$ 798.76
10606	CBIZ BENEFITS & INSURANCE, INC	Admin Fee	10/27/2022	\$ 801.00
10607	CENTERPOINT ENERGY	Gas Bill	10/27/2022	\$ 804.65
10608	CENTURYLINK	Internet Service	10/27/2022	\$ 133.90
10609	CITY OF MINNEAPOLIS FINANCE DE	Bus Parking Fee	10/27/2022	\$ 650.00
10610	CUMMINS SALES AND SERVICES	Outside Labor	10/27/2022	\$ 515.21
10611	DACOTAH PAPER CO.	Shop Supply	10/27/2022	\$ 217.31
10612	DALCO	Building Supplies	10/27/2022	\$ 2,381.25
10613	FACTORY MOTOR PARTS COMPANY	Fleet Parts	10/27/2022	\$ 83.37
10614	GREAT MANDARIN	October Commission	10/27/2022	\$ 376.60
10615	HOGLUND BUS COMPANY	Fleet Parts	10/27/2022	\$ 46.21
10616	IMPERIAL SUPPLIES LLC	Shop Supply	10/27/2022	\$ 479.01
10617	LOCAL GOVERNMENT INFORMATION SYSTEMS	Software License	10/27/2022	\$ 1,483.00
10618	LUBE-TECH & PARTNERS, LLC	Fuel & Lubricants	10/27/2022	\$ 8,149.28
10619	MATHESON TRI-GAS INC.	Shop Supply	10/27/2022	\$ 171.77
10620	MATT'S AUTO SERVICE	Towing	10/27/2022	\$ 212.30
10621	MIKE HUANG	CEO Search Cellphone Usage Reimbursement	10/27/2022	\$ 37.34
10622	GENUINE PARTS COMPANY, INC	Fleet Parts	10/27/2022	\$ 1,160.55
10623	NORTH CENTRAL BUS	Fleet Parts	10/27/2022	\$ 362.68
10624	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	10/27/2022	\$ 1,597.53
10624	O'REILLY AUTOMOTIVE, INC.	Fuel & Lubricants	10/27/2022	\$ 159.99
10624	O'REILLY AUTOMOTIVE, INC.	Shop Supply	10/27/2022	\$ 11.00
10625	PAUL'S TWO-WAY RADIO REPAIR	Capital Costs	10/27/2022	\$ 5,170.00
10626	JORDAN ROSKE	Training & Certification	10/27/2022	\$ 747.83
10627	RSM US PRODUCT SALES LLC	Data Center Upgrade Project	10/27/2022	\$ 7,003.83
10627	RSM US PRODUCT SALES LLC	Office 365 Subscription	10/27/2022	\$ 1,010.00
10628	BEN SCHULER	Marketing	10/27/2022	\$ 37.74
10629	SD PROMOTIONS	Marketing	10/27/2022	\$ 1,000.00
10630	SEON SYSTEMS SALES INC.	Vehicle Cameras	10/27/2022	\$ 4,622.64
10631	SIEMENS INDUSTRY, INC.	Lockbox Security System	10/27/2022	\$ 23,766.50
10632	SNAP-ON TOOLS	Small Tools & Equipment	10/27/2022	\$ 100.00
10633	SOCIAL INDOOR	Advertising	10/27/2022	\$ 2,500.00
10634	SSI MN TRANCHE 3	Solar Subscription	10/27/2022	\$ 683.75
10635	SYNCB AMAZON	Building Supplies	10/27/2022	\$ 243.63
10635	SYNCB AMAZON	Shop Supply	10/27/2022	\$ 196.99
10636	THE AFTERMARKET PARTS COMPANY	Fleet Parts	10/27/2022	\$ 3,384.70
10637	TWIN CITIES TRANSPORT & RECOVE	Towing	10/27/2022	\$ 500.00
10638	U.S. BANK EQUIPMENT FINANCE	Copier Lease	10/27/2022	\$ 699.00
10639	UNIFIRST CORPORATION	Driver Uniforms	10/27/2022	\$ 519.36
10639	UNIFIRST CORPORATION	Shop Uniforms	10/27/2022	\$ 104.08
10640	USS MN VII MT LLC	Solar Subscription	10/27/2022	\$ 634.19
10641	XCEL ENERGY	Electric Service	10/27/2022	\$ 201.75
10641	XCEL ENERGY	Electric Service	10/27/2022	\$ 1,209.52
10642	ABC BUS COMPANIES	Fleet Parts	11/3/2022	\$ 626.75
10643	ALLSTATE PETERBILT	Fleet Parts	11/3/2022	\$ 1,152.31
10644	ARCPOINT LABS OF EDEN PRAIRIE	Drug Testing	11/3/2022	\$ 193.00
10645	CITY OF CHASKA UTILITY BILLING	Water/Sewer Service	11/3/2022	\$ 1,996.85
10646	CUMMINS SALES AND SERVICES	Fleet Parts	11/3/2022	\$ 461.04
10647	DE NOVO CONSULTING SOLUTIONS, LLC	Prof Fee- Cost Allocations	11/3/2022	\$ 8,990.00
10648	DELEGARD TOOL COMPANY	Outside Labor	11/3/2022	\$ 215.00
10649	HAY DOBBS	Consultant Service SWV & ECS Development	11/3/2022	\$ 24,198.39
10650	EPIC EVENT RENTAL	Building Supplies	11/3/2022	\$ 20.00
10651	FACTORY MOTOR PARTS COMPANY	Fleet Parts	11/3/2022	\$ 535.82
10651	FACTORY MOTOR PARTS COMPANY	Shop Supplies	11/3/2022	\$ 59.76
10652	GRAINGER	Building Supplies	11/3/2022	\$ 26.37
10652	GRAINGER	Building Supplies	11/3/2022	\$ 748.08
10652	GRAINGER	Building Supplies	11/3/2022	\$ 159.80
10653	GROWTH OPERATORS ADVISORY SERVICES, LLC	HR Consultant Service	11/3/2022	\$ 6,806.25
10654	GUARDIAN MECHANICAL SERVICE INC.	Capital Cost for Construction	11/3/2022	\$ 12,425.00
10655	GUARDIAN PEST SOLUTIONS, INC.	Service Call	11/3/2022	\$ 74.50
10656	INTERSTATE POWER SYSTEM, INC.	Fleet Parts	11/3/2022	\$ 642.80
10656	INTERSTATE POWER SYSTEM, INC.	Service Call	11/3/2022	\$ 4,589.00
10657	KLOOS ELECTRIC, INC.	LED Fixture Repairs	11/3/2022	\$ 990.10

**SouthWest Transit**  
**10/20/2022 Thru 12/8/2022**

**Meeting Date: 12/15/2022**

**Payment of Claims**

<b>Check Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Check Amount</b>
10658	LEAGUE MN CITIES INS. TRUST	Prepaid Ins 1st Installment	11/3/2022	\$ 156,877.00
10658	LEAGUE MN CITIES INS. TRUST	Prepaid Worker's Comp	11/3/2022	\$ 64,391.00
10659	MADISON NATIONAL LIFE INS CO, INC	LTD Ins	11/3/2022	\$ 318.02
10660	MENARDS	Building Supplies	11/3/2022	\$ 43.76
10661	MRA - THE MANAGEMENT ASSOCIATION	Membership Due	11/3/2022	\$ 825.00
10662	MVEC, MINNESOTA VALLEY ELECTRIC COOP	Electric Service	11/3/2022	\$ 1,437.54
10663	NCBERS MINNESOTA	Life Insurance	11/3/2022	\$ 64.00
10664	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	11/3/2022	\$ 305.62
10665	PPG ARCHITECTURAL FINISHES	Capital Cost for Construction	11/3/2022	\$ 326.96
10665	PPG ARCHITECTURAL FINISHES	Building Supplies	11/3/2022	\$ 444.78
10666	PREVOST CAR INC.	Fleet Parts	11/3/2022	\$ 151.99
10667	PROJECT RESTORATIONS, INC.	Capital Costs for Repairs	11/3/2022	\$ 5,767.00
10668	ROYAL TIRE INC.	Tires	11/3/2022	\$ 185.67
10669	SYNCB AMAZON	Dispatch Currency Counter	11/3/2022	\$ 219.70
10669	SYNCB AMAZON	Building Supplies	11/3/2022	\$ 49.56
10670	THE AFTERMARKET PARTS COMPANY	Fleet Parts	11/3/2022	\$ 3,171.54
10671	UNIFIRST CORPORATION	Driver Uniforms	11/3/2022	\$ 537.05
10671	UNIFIRST CORPORATION	Shop Uniforms	11/3/2022	\$ 106.42
10672	VER-TECH LABS	Building Supplies	11/3/2022	\$ 1,422.17
10673	WESTERN SPECIALTY CONTRACTORS	SWS Ramp PM	11/3/2022	\$ 16,752.40
10673	WESTERN SPECIALTY CONTRACTORS	SWS Snow Dump	11/3/2022	\$ 45,724.00
10674	WINTHROP & WEINSTINE, PA	Legislative Service	11/3/2022	\$ 4,000.00
10675	CENTURYLINK	Phone Service	11/4/2022	\$ 489.76
10676	MICHAEL DARTT	Uniform Allowance	11/4/2022	\$ 276.71
10677	MATTHEW FYTEN	Leadership APTA	11/4/2022	\$ 563.14
10677	MATTHEW FYTEN	Meetings Reimbursements	11/4/2022	\$ 261.61
10677	MATTHEW FYTEN	MN Public Transit Conference	11/4/2022	\$ 481.15
10678	GRAINGER	Shop Supply	11/4/2022	\$ 7.92
10679	GREGERSON, ROSOW, JOHNSON & NILAN, LTD	Legal Fees	11/4/2022	\$ 4,590.00
10680	KLOOS ELECTRIC, INC.	Service Call	11/4/2022	\$ 2,220.66
10681	RANDY MATTSON	Fuel Reimbursement	11/4/2022	\$ 20.00
10682	MENARDS	Building Supplies	11/4/2022	\$ 98.02
10683	MIKE HUANG	CEO Search Cellphone Usage Reimbursement	11/4/2022	\$ 119.12
10684	GENUINE PARTS COMPANY, INC	Fleet Parts	11/4/2022	\$ 25.99
10685	OTIS ELEVATOR COMPANY	Service Call	11/4/2022	\$ 250.00
10686	PITNEY BOWES INC	Postal Machine Lease	11/4/2022	\$ 543.30
10687	JORDAN ROSKE	Training & Certification	11/4/2022	\$ 881.20
10688	DAVE SIMONEAU	Prof Fee - Driver in house	11/4/2022	\$ 175.00
10689	THE AFTERMARKET PARTS COMPANY	Fleet Parts	11/4/2022	\$ 325.39
10690	UNIFIRST CORPORATION	Driver Uniforms	11/4/2022	\$ 519.36
10690	UNIFIRST CORPORATION	Shop Uniforms	11/4/2022	\$ 104.08
10691	ACE SECURITY TECHNOLOGIES	IT Supplies	11/10/2022	\$ 881.00
10691	ACE SECURITY TECHNOLOGIES	Service Call	11/10/2022	\$ 370.00
10692	ALLSTATE PETERBILT	Fleet Parts	11/10/2022	\$ 43.74
10693	BORENE LAW FIRM	Immigration Legal Fees	11/10/2022	\$ 2,602.95
10694	CENTERPOINT ENERGY	Gas Service	11/10/2022	\$ 33.66
10695	CENTURYLINK	Phone Service	11/10/2022	\$ 63.05
10696	CITY OF EDEN PRAIRIE	Membership Dues	11/10/2022	\$ 1,109.72
10697	COMCAST BUSINESS 8772106110593377	Internet Service	11/10/2022	\$ 448.31
10698	CUMMINS SALES AND SERVICES	Fleet Parts	11/10/2022	\$ 2,231.99
10699	DALCO	Building Supplies	11/10/2022	\$ 737.53
10700	E&M CONSULTING, INC	Advertising	11/10/2022	\$ 305.95
10701	HENNEPIN COUNTY AR	Radio Service	11/10/2022	\$ 338.72
10702	IFMA	Membership Dues	11/10/2022	\$ 219.00
10704	MINUTEMAN PRESS	Office Supplies	11/10/2022	\$ 61.00
10705	ODP BUSINESS SOLUTIONS LLC	Office Supplies	11/10/2022	\$ 100.54
10706	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	11/10/2022	\$ 1,339.47
10706	O'REILLY AUTOMOTIVE, INC.	Shop Supply	11/10/2022	\$ 16.59
10707	PIONEER RIM & WHEEL CO.	Fleet Parts	11/10/2022	\$ 558.56
10708	ROYAL TIRE INC.	Tires	11/10/2022	\$ 2,040.00
10709	KORY SIMICH	Uniform Allowance	11/10/2022	\$ 74.45
10710	THE AFTERMARKET PARTS COMPANY	Fleet Parts	11/10/2022	\$ 607.01
10711	THE SHERWIN-WILLIAMS CO	Building Supplies	11/10/2022	\$ 90.96
10712	T-MOBILE	WIFI Service	11/10/2022	\$ 5,306.21
10713	U.S. BANK EQUIPMENT FINANCE	Copier Lease	11/10/2022	\$ 148.00
10714	WALKER CONSULTANTS	Capital Cost for Construction	11/10/2022	\$ 3,009.52
10714	WALKER CONSULTANTS	Capital Costs for Repairs	11/10/2022	\$ 3,060.00
10715	WEX BANK	Fuel	11/10/2022	\$ 149.32

**SouthWest Transit**  
**10/20/2022 Thru 12/8/2022**

**Meeting Date: 12/15/2022**

**Payment of Claims**

<b>Check Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Check Amount</b>
10716	XCEL ENERGY	Electric Service	11/10/2022	\$ 1,961.41
10717	ALLSTATE PETERBILT	Fleet Parts	11/11/2022	\$ 434.16
10718	APPLE INC.	IT Supplies	11/11/2022	\$ 1,198.00
10719	CARVER COUNTY	Internet Service	11/11/2022	\$ 780.00
10720	CENTERPOINT ENERGY	Gas Service	11/11/2022	\$ 233.26
10721	COMCAST BUSINESS	Internet Service	11/11/2022	\$ 1,237.57
10722	CRAWFORD DOOR SALES CO	Capital Cost for Construction	11/11/2022	\$ 45,409.00
10723	DACOTAH PAPER CO.	Shop Supply	11/11/2022	\$ 336.26
10724	DALCO	Building Supplies	11/11/2022	\$ 546.76
10725	DODGE OF BURNSVILLE	Fleet Parts	11/11/2022	\$ 2,329.20
10726	FACTORY MOTOR PARTS COMPANY	Fleet Parts	11/11/2022	\$ 132.88
10727	FIRST TRANSIT, INC.	September Operating	11/11/2022	\$ 355,700.94
10728	INTERSTATE POWER SYSTEM, INC.	Fleet Parts	11/11/2022	\$ 344.78
10729	DAVE JACOBSON	Driver Study	11/11/2022	\$ 521.91
10730	JANEX, INC.	Building Supplies	11/11/2022	\$ 138.30
10731	JOHNSON CONTROLS, INC.	EMS Hosting	11/11/2022	\$ 659.08
10732	KLOOS ELECTRIC, INC.	SWS Data Box Replacement	11/11/2022	\$ 5,592.09
10733	LANO EQUIPMENT, INC.	Fleet Parts	11/11/2022	\$ 575.57
10733	LANO EQUIPMENT, INC.	Shop Supply	11/11/2022	\$ 442.62
10734	LOCAL GOVERNMENT INFORMATION SYSTEMS	Software License	11/11/2022	\$ 1,483.00
10735	MARIA MANCILLA-DIAZ	Employee Event	11/11/2022	\$ 416.87
10736	MARKO MANAGEMENT CONSULTING	Consulting Services SWV Development	11/11/2022	\$ 8,000.00
10737	MATT'S AUTO SERVICE	Towing	11/11/2022	\$ 203.50
10738	MENARDS	Building Supplies	11/11/2022	\$ 14.99
10739	NUSS TRUCK & EQUIPMENT	Lawnmower/Snowblower Machine	11/11/2022	\$ 20,347.79
10740	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	11/11/2022	\$ 345.01
10740	O'REILLY AUTOMOTIVE, INC.	Shop Supply	11/11/2022	\$ 12.58
10741	PAUL'S TWO-WAY RADIO REPAIR	Outside Labor	11/11/2022	\$ 200.00
10741	PAUL'S TWO-WAY RADIO REPAIR	Shop Supply	11/11/2022	\$ 209.70
10742	PRIORITY COURIER EXPERTS	Courier	11/11/2022	\$ 81.29
10743	ROYAL TIRE INC.	Tires	11/11/2022	\$ 1,774.98
10744	S3 PARTNERS	Consulting Services	11/11/2022	\$ 2,500.00
10745	ERIC SCHUMAN	Marketing	11/11/2022	\$ 20.00
10746	LEN SIMICH	APTA Conference	11/11/2022	\$ 1,791.37
10747	SPORTWORKS NORTHWEST, INC.	Fleet Parts	11/11/2022	\$ 549.19
10748	SUBURBAN CHEVROLET	Fleet Parts	11/11/2022	\$ 10.10
10749	SYNCB AMAZON	IT Supplies	11/11/2022	\$ 314.95
10749	SYNCB AMAZON	IT Supplies	11/11/2022	\$ 568.91
10750	TWIN CITIES TRANSPORT & RECOVER	Towing	11/11/2022	\$ 250.00
10751	UNIFIRST CORPORATION	Driver Uniforms	11/11/2022	\$ 542.56
10751	UNIFIRST CORPORATION	Shop Uniforms	11/11/2022	\$ 104.08
10752	VERIZON	Prime Panic Buttons	11/11/2022	\$ 479.70
10753	VERIZON WIRELESS	Phone Service	11/11/2022	\$ 105.03
10754	A TO Z RENTAL CENTER	Fuel & Lubricants	11/18/2022	\$ 72.10
10755	ALLIED 100 LLC	Medical Supplies	11/18/2022	\$ 900.00
10756	CITY OF MINNEAPOLIS FINANCE DE	Bus Parking Fee	11/18/2022	\$ 650.00
10757	CLEARSOFT WATER CONDITIONING	Building Supplies	11/18/2022	\$ 661.50
10758	COMCAST BUSINESS 8772106110593377	Internet Service	11/18/2022	\$ 374.90
10759	CUMMINS SALES AND SERVICES	Fleet Parts	11/18/2022	\$ 520.55
10760	CUSTOM ALARM	Security Service	11/18/2022	\$ 1,672.68
10761	DIVERSIFIED PLUMBING & HEATING, INC.	Service Call	11/18/2022	\$ 900.00
10762	EDEN PRAIRIE CHAMBER OF COMMER	Chamber Event Sponsor	11/18/2022	\$ 500.00
10763	FACTORY MOTOR PARTS COMPANY	Fleet Parts	11/18/2022	\$ 453.96
10764	GRAINGER	Building Supplies	11/18/2022	\$ 80.97
10765	HEALTHPARTNERS INC.	COBRA Payment	11/18/2022	\$ 1,923.32
10765	HEALTHPARTNERS INC.	Health & Dental Ins.	11/18/2022	\$ 32,913.10
10765	HEALTHPARTNERS INC.	Health Ins. Remaining Bal Due	11/18/2022	\$ 30.00
10766	MEDIACOM	Internet Service	11/18/2022	\$ 384.55
10767	MENARDS	Building Supplies	11/18/2022	\$ 26.90
10767	MENARDS	Building Supplies	11/18/2022	\$ 112.01
10767	MENARDS	Building Supplies	11/18/2022	\$ 34.32
10767	MENARDS	Building Supplies	11/18/2022	\$ 375.81
10768	GENUINE PARTS COMPANY, INC	Fleet Parts	11/18/2022	\$ 140.56
10769	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	11/18/2022	\$ 1,314.15
10770	OSI ENVIRONMENTAL, INC.	Environmental Charge	11/18/2022	\$ 75.00
10771	PHMG	Advertising	11/18/2022	\$ 1,770.00
10772	POPP COMMUNICATIONS	Phone Service	11/18/2022	\$ 2,613.20
10773	PRIORITY COURIER EXPERTS	Courier	11/18/2022	\$ 162.46

**SouthWest Transit**  
**10/20/2022 Thru 12/8/2022**

**Meeting Date: 12/15/2022**

**Payment of Claims**

<b>Check Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Check Amount</b>
10774	JORDAN ROSKE	MCI HVAC Training	11/18/2022	\$ 944.32
10775	ROYAL TIRE INC.	Environmental Charge	11/18/2022	\$ 130.00
10776	SAV PEST CONTROL	Pest Control	11/18/2022	\$ 1,675.00
10777	SCHINDLER ELEVATOR CORP.	Elevator Contract	11/18/2022	\$ 2,940.83
10778	LEN SIMICH	PERA Overpayment Refund	11/18/2022	\$ 96.00
10779	SSI MN TRANCHE 1 LLC	Solar Subscription	11/18/2022	\$ 3,454.97
10780	SSI MN TRANCHE 3	Solar Subscription	11/18/2022	\$ 467.65
10781	ST. PAUL LINOLEUM CARPET CO	Capital Cost for Construction	11/18/2022	\$ 1,730.00
10782	SYNCB AMAZON	Fleet Parts	11/18/2022	\$ 40.79
10782	SYNCB AMAZON	IT Supplies	11/18/2022	\$ 320.00
10783	THE AFTERMARKET PARTS COMPANY	Fleet Parts	11/18/2022	\$ 1,397.76
10784	USS MN VII MT LLC	Solar Subscription	11/18/2022	\$ 471.90
10785	WINTHROP & WEINSTINE, PA	Legislative Service	11/18/2022	\$ 4,000.00
10786	ZAHL PETROLEUM MAINTENANCE CO.	Service Call	11/18/2022	\$ 275.00
10787	A TO Z RENTAL CENTER	Fleet Parts	11/22/2022	\$ 64.40
10787	A TO Z RENTAL CENTER	Fuel & Lubricants	11/22/2022	\$ 64.40
10788	ARCPPOINT LABS OF EDEN PRAIRIE	Drug Testing	11/22/2022	\$ 141.00
10789	DALCO	Building Supplies	11/22/2022	\$ 734.35
10790	DODGE OF BURNSVILLE	Fleet Parts	11/22/2022	\$ 654.30
10791	EDEN PRAIRIE CHAMBER OF COMMER	Chamber Event Sponsor	11/22/2022	\$ 350.00
10792	EDEN PRAIRIE SENIOR CENTER	Advertising	11/22/2022	\$ 250.00
10793	GAS TANK RENU MN & RADIATOR	Outside Labor	11/22/2022	\$ 835.29
10794	GILLIG LLC	Fleet Parts	11/22/2022	\$ 492.49
10795	GRAINGER	Fleet Parts	11/22/2022	\$ 65.10
10795	GRAINGER	Shop Supply	11/22/2022	\$ 127.05
10796	HEALTHPARTNERS INC.	COBRA Payment	11/22/2022	\$ 1,923.32
10797	LANO EQUIPMENT, INC.	Fleet Parts	11/22/2022	\$ 43.48
10798	MADISON NATIONAL LIFE INS CO, INC	LTD Ins	11/22/2022	\$ 381.90
10799	MATT'S AUTO SERVICE	Towing	11/22/2022	\$ 141.00
10800	ODP BUSINESS SOLUTIONS LLC	Advertising	11/22/2022	\$ 18.29
10801	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	11/22/2022	\$ 488.33
10801	O'REILLY AUTOMOTIVE, INC.	Shop Supply	11/22/2022	\$ 126.73
10802	ROSCO COLLISION AVOIDANCE LLC	Pedestrian Avoidance Supplies	11/22/2022	\$ 54,598.95
10803	ROYAL TIRE INC.	Environmental Charge	11/22/2022	\$ 99.00
10803	ROYAL TIRE INC.	Fleet Parts	11/22/2022	\$ 3,673.49
10803	ROYAL TIRE INC.	Tires	11/22/2022	\$ 2,476.62
10804	SUBURBAN CHEVROLET	Fleet Parts	11/22/2022	\$ 101.19
10805	SYNCB AMAZON	Building Supplies	11/22/2022	\$ 853.49
10805	SYNCB AMAZON	Office Supplies	11/22/2022	\$ 327.94
10805	SYNCB AMAZON	Shop Supply	11/22/2022	\$ 26.97
10806	THE AFTERMARKET PARTS COMPANY	Fleet Parts	11/22/2022	\$ 11.52
10807	UNIFIRST CORPORATION	Driver Uniforms	11/22/2022	\$ 519.36
10807	UNIFIRST CORPORATION	Shop Uniforms	11/22/2022	\$ 104.08
10808	BEST VERSION MEDIA	Advertising	11/22/2022	\$ 990.91
10809	DAVE JACOBSON	Operations Consulting	11/22/2022	\$ 2,397.50
10810	SIEMENS INDUSTRY, INC.	Lockbox Security System	11/22/2022	\$ 4,317.50
10811	CENTERPOINT ENERGY	Gas Service	12/1/2022	\$ 1,751.40
10812	CITY OF CHASKA UTILITY BILLING	Water/Sewer Service	12/1/2022	\$ 1,915.89
10813	CITY OF MINNEAPOLIS FINANCE DE	Bus Parking Fee	12/1/2022	\$ 650.00
10814	COMCAST BUSINESS 8772106110593377	Internet Service	12/1/2022	\$ 458.31
10815	CUMMINS SALES AND SERVICES	Fleet Parts	12/1/2022	\$ 526.09
10816	DALCO	Building Supplies	12/1/2022	\$ 96.99
10817	DODGE OF BURNSVILLE	Fleet Parts	12/1/2022	\$ 215.29
10818	FACTORY MOTOR PARTS COMPANY	Fuel & Lubricants	12/1/2022	\$ 69.30
10818	FACTORY MOTOR PARTS COMPANY	Shop Supply	12/1/2022	\$ 99.36
10819	GRAINGER	Fleet Parts	12/1/2022	\$ 11.52
10819	GRAINGER	Shop Supply	12/1/2022	\$ 377.62
10820	MARKO MANAGEMENT CONSULTING	Consulting Services SWV Development	12/1/2022	\$ 8,000.00
10821	MIDWEST BUS PARTS INC	Fleet Parts	12/1/2022	\$ 289.75
10822	GENUINE PARTS COMPANY, INC	Shop Supply	12/1/2022	\$ 241.15
10823	NCBERS MINNESOTA	Life Insurance	12/1/2022	\$ 48.00
10824	O'REILLY AUTOMOTIVE, INC.	Fuel & Lubricants	12/1/2022	\$ 172.43
10825	PIONEER RIM & WHEEL CO.	Fleet Parts	12/1/2022	\$ 579.56
10826	REPUBLIC SERVICES #894	Trash Service	12/1/2022	\$ 1,888.75
10827	ROYAL TIRE INC.	Tires	12/1/2022	\$ 369.20
10828	SYNCB AMAZON	Shop Supply	12/1/2022	\$ 72.29
10829	THE AFTERMARKET PARTS COMPANY	Fleet Parts	12/1/2022	\$ 2,098.18
10830	UNIFIRST CORPORATION	Driver Uniforms	12/1/2022	\$ 519.36

**SouthWest Transit**  
**10/20/2022 Thru 12/8/2022**

**Meeting Date: 12/15/2022**

**Payment of Claims**

<b>Check Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Check Amount</b>
10830	UNIFIRST CORPORATION	Shop Uniforms	12/1/2022	\$ 104.08
10831	VER-TECH LABS	Building Supplies	12/1/2022	\$ 177.76
10832	XCEL ENERGY	Electric Service	12/1/2022	\$ 530.16
10832	XCEL ENERGY	Electric Service	12/1/2022	\$ 1,109.41
10833	ACE SECURITY TECHNOLOGIES	Security Service	12/2/2022	\$ 261.00
10834	CDW GOVERNMENT	EPG - Firewall Lic	12/2/2022	\$ 4,218.11
10835	CENTURYLINK	Internet Service	12/2/2022	\$ 131.42
10836	CENTURYLINK	Phone Service	12/2/2022	\$ 482.13
10837	MENARDS	Building Supplies	12/2/2022	\$ 22.18
10838	MICRO CENTER	IT Supplies	12/2/2022	\$ 178.56
10839	MINUTEMAN PRESS	Office Supplies	12/2/2022	\$ 54.00
10840	MN DEPT OF LABOR & INDUSTRY	Permit	12/2/2022	\$ 20.00
10841	MVEC, MINNESOTA VALLEY ELECTRIC COOP	Electric Service	12/2/2022	\$ 2,045.10
10842	MY CABLE MART LLC	IT Supplies	12/2/2022	\$ 32.10
10843	ODP BUSINESS SOLUTIONS LLC	Office Supplies	12/2/2022	\$ 106.70
10844	O'REILLY AUTOMOTIVE, INC.	Shop Supply	12/2/2022	\$ 44.48
10845	RSM US PRODUCT SALES LLC	IT - MSP	12/2/2022	\$ 1,145.00
10846	SOCIAL INDOOR	Advertising	12/2/2022	\$ 3,500.00
10847	SYNCB AMAZON	Building Supplies	12/2/2022	\$ 27.95
10848	T-MOBILE	WIFI Service	12/2/2022	\$ 5,306.21
10849	U.S. BANK EQUIPMENT FINANCE	Copier Lease	12/2/2022	\$ 565.00
10850	WARDROP DAVE	Travel Reimbursement	12/2/2022	\$ 1,617.00
10851	WESTERN SPECIALTY CONTRACTORS	SWS PM	12/2/2022	\$ 49.00
10852	A BETTER SOCIETY	Sponsorship	12/8/2022	\$ 500.00
10853	ALLSTATE PETERBILT	Fleet Parts	12/8/2022	\$ 87.68
10854	AVI SYSTEMS, INC.	Training Room PS	12/8/2022	\$ 138.33
10855	BATTERIES + BULBS	Building Supplies	12/8/2022	\$ 280.72
10856	CARVER COUNTY	Internet Service	12/8/2022	\$ 780.00
10857	CDW GOVERNMENT	SWV Firewall Lic	12/8/2022	\$ 2,442.21
10858	CRAWFORD DOOR SALES CO	Garage Doors	12/8/2022	\$ 220,365.00
10859	CRYSTEEL TRUCKS EQUIPMENT INC	Fleet Parts	12/8/2022	\$ 568.10
10860	CUMMINS SALES AND SERVICES	Fleet Parts	12/8/2022	\$ 833.61
10861	DODGE OF BURNSVILLE	Fleet Parts	12/8/2022	\$ 514.30
10862	FACTORY MOTOR PARTS COMPANY	Fleet Parts	12/8/2022	\$ 544.86
10862	FACTORY MOTOR PARTS COMPANY	Fuel & Lubricants	12/8/2022	\$ 46.20
10863	FIDELITY SECURITY LIFE INSURANCE CO.	Vision Payment	12/8/2022	\$ 333.30
10864	GRAINGER	Building Supplies	12/8/2022	\$ 503.13
10865	GUARDIAN MECHANICAL SERVICE INC.	Garage A Offices	12/8/2022	\$ 12,425.00
10866	INTERSTATE POWER SYSTEM, INC.	Fleet Parts	12/8/2022	\$ 145.26
10867	JOHNSON CONTROLS, INC.	EMS Hosted Services	12/8/2022	\$ 659.08
10868	L. FORD CONSTRUCTION LLC	Garage A Offices	12/8/2022	\$ 17,179.51
10868	L. FORD CONSTRUCTION LLC	Garage A Offices	12/8/2022	\$ 1,400.00
10869	LUBE-TECH & PARTNERS, LLC	Fuel & Lubricants	12/8/2022	\$ 4,901.40
10870	MATT'S AUTO SERVICE	Towing	12/8/2022	\$ 203.50
10871	MENARDS	Building Supplies	12/8/2022	\$ 93.37
10872	MINNESOTA SAFETY COUNCIL	Membership Dues	12/8/2022	\$ 635.00
10873	MINNESOTA VALLEY TRANSIT AUTHORITY	Planning Study Share Cost With MVTA	12/8/2022	\$ 63,183.62
10874	MINUTEMAN PRESS	Printing Costs-New Route	12/8/2022	\$ 400.00
10875	ODP BUSINESS SOLUTIONS LLC	Building Supplies	12/8/2022	\$ 225.44
10876	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	12/8/2022	\$ 302.30
10877	ERIC SCHUMAN	Marketing	12/8/2022	\$ 15.63
10878	SEON SYSTEMS SALES INC.	Seon Service Contract	12/8/2022	\$ 8,192.00
10879	SW NEWS MEDIA	Advertising	12/8/2022	\$ 1,199.72
10880	SYNCB AMAZON	Fleet Parts	12/8/2022	\$ 31.98
10880	SYNCB AMAZON	IT Supplies	12/8/2022	\$ 53.46
10881	THE AFTERMARKET PARTS COMPANY	Fleet Parts	12/8/2022	\$ 3,746.00
10882	UNIFIRST CORPORATION	Driver Uniforms	12/8/2022	\$ 520.68
10882	UNIFIRST CORPORATION	Shop Uniforms	12/8/2022	\$ 110.07
10883	VERIFIED CREDENTIALS	Employment Screening	12/8/2022	\$ 90.00
		<b>TOTAL</b>		<b>\$ 1,471,567.60</b>



**SouthWest Transit**  
**10/20/2022 Thru 12/8/2022**

Meeting Date: 12/15/2022

**Payment of Claims**

<b>Check Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Check Amount</b>
<b>ACH Withdraws</b>				
	CARDMEMBER SERV WEB PYMT *****6731	Credit Card Payment	10/26/2022	\$ 1,820.25
	CARDMEMBER SERV WEB PYMT *****6731	Credit Card Payment	11/25/2022	\$ 6,959.16
	Mansfield Oil PAYMENTS 1667324	Bus Fuel	10/31/2022	\$ 25,200.35
	Mansfield Oil PAYMENTS 1668709	Bus Fuel	11/14/2022	\$ 21,617.05
	Mansfield Oil PAYMENTS 1670034	Bus Fuel	11/25/2022	\$ 27,393.10
	Mansfield Oil PAYMENTS 1671044	Bus Fuel	12/5/2022	\$ 26,721.46
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	10/21/2022	\$ 1,211.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	10/28/2022	\$ 1,807.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	11/4/2022	\$ 1,271.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	11/14/2022	\$ 1,955.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	11/18/2022	\$ 1,445.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	11/30/2022	\$ 2,440.50
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	12/2/2022	\$ 865.50
	ACH ORIGINATION	Bank Fee	10/31/2022	\$ 40.00
	ACH ORIGINATION	Bank Fee	11/30/2022	\$ 40.00
	POSITIVE PAY	Bank Fee	10/31/2022	\$ 25.00
	POSITIVE PAY	Bank Fee	11/30/2022	\$ 25.00
		<b>TOTAL</b>		<b>\$ 120,836.37</b>
<b>Payroll</b>				
	Paylocity	Payroll	10/27/2022	\$ 91,574.91
	Paylocity	Payroll	11/10/2022	\$ 98,448.15
	Paylocity	Payroll	11/23/2022	\$ 113,247.66
	Paylocity	Payroll	12/8/2022	\$ 99,846.29
		<b>TOTAL</b>		<b>\$ 403,117.01</b>
<b>Monthly Reimbursement included in payroll totals</b>				
	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
	Kyle Jackels	Cell Phone Allowance		\$ 50.00
	Jason Kirsch	Cell Phone Allowance		\$ 50.00
	Tony Kuykendall	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
	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
	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
		<b>TOTAL</b>		<b>\$ 2,075.00</b>
		<b>GRAND TOTAL</b>		<b>\$ 1,995,520.98</b>

# Consent

## SOUTHWEST TRANSIT COMMISSION MINUTES

Thursday, October 27, 2022

Work Session – 6:00 pm

Commission Meeting – Following Work Session

### COMMISSION MEMBERS

Mike Huang – City of Chaska  
PG Narayanan – City of Eden Prairie  
Jerry McDonald – City of Chanhassen  
Elise Ryan – City of Chanhassen  
Mark Freiberg – City of Eden Prairie  
McKayla Hatfield – City of Chaska  
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  
Tony Kuykendall – Maintenance Director  
Souriyong Souriya – Finance Director  
Al Halaas – First Transit Director/GM  
Len Simich – Management Consultant

### I. PUBLIC COMMENT

The meeting was called to order by Chair Huang at 7:07 pm. Commissioner McDonald arrived at 7:52 pm. There was no public comment.

### II. APPROVAL OF AGENDA

Interim CEO/Chief Operating Officer Fyten requested that Item A. CEO Contract under New Business be moved to become VIII. CEO Contract. **Motion:** Freiberg motioned, seconded by Ryan to accept the agenda as amended. The motion carried 6-0-0.

### III. PAYMENT OF CLAIMS

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

### IV. CONSENT

- A. Approval of Minutes of 9/22/2022 Commission Meeting
- B. Approval of Minutes of 9/22/2022 Budget and Personnel Committee Meeting
- C. Approval of Financial Statements
- D. Q3 Ridership Update

**Motion:** Narayanan motioned, seconded by Ryan to approve the Consent Agenda. The motion carried 6-0-0.

## V. NEW BUSINESS

### A. Draft 2023 Budget

CEO/COO Fyten stated that the Budget and Personnel Committee will review the proposed 2023 budget and recommend action for the Commission at its December 2022 meeting.

CAO Mancilla-Diaz thanked her staff for their efforts in preparing the budget and presented Revenue Projections and Expenditures/Transfers to be included in the 2023 Budget.

**Discussion only. No motion required.**

### B. SouthWest Development Proposals

Management Consultant Simich presented two options and details for the SouthWest Village site, Lot 2 Block 1.

Option #1 – Flexible workspace office and coffee shop with drive-through

Option #2 – 55,000 sq. ft. vertical storage facility

**Motion:** Roepke motioned, seconded by Ryan to move forward with the development of the SouthWest Village site and selected Option #1. The Commission authorizes its Interim CEO to enter into time and material agreements not to exceed \$50,000 each, for the purpose of starting the development planning, design, and entitlement process. The motion carried 7-0-0.

### C. 2023 Commission Officers

Interim CEO/COO Fyten stated that Commission officers and Task Force members will be appointed/reappointed for the calendar year 2023. Discussion was held concerning availability and interest in these positions. Appointments will be made at the December Commission meeting.

**Discussion only. No motion required.**

## 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 presented at each Commission meeting.

Chair Huang suggested including an STA update at each Commission meeting. Said update would be included in the SWT Commission Minutes.

The Commissioners agreed that most legislators and local elected officials are currently focusing on the upcoming election. A suggestion was made that SWT hold a legislative breakfast at the beginning of 2023 with elected officials, including local Mayors.

## VII. UPDATES

**VIII. CEO CONTRACT**

**Discussion only. No motion required.**

**IX. ADJOURNMENT**

**Motion:** Narayanan motioned, seconded by Freiberg to adjourn. The motion carried 7-0-0. The meeting adjourned at 9:58 pm.

October 27, 2022 SouthWest Transit Commission Minutes Prepared by Linda Spevacek

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

# SOUTHWEST TRANSIT BUDGET & PERSONNEL COMMITTEE MINUTES

Wednesday, December 7, 2022  
Committee Meeting – 4:30pm  
East Creek Transit Station  
2120 Chestnut Street North, Chaska, MN 55318

## COMMITTEE MEMBERS

Mike Huang – Chair, City of Chaska  
Jerry McDonald –City of Chanhassen  
Mark Freiberg – City of Eden Prairie

## EXECUTIVE STAFF

Matt Fyten, COO/Interim CEO  
Maria Mancilla-Diaz, CAO  
Souriyong Souriya, Finance Director  
Tony Kuykendall, Facilities and Vehicle Maintenance  
Director  
Michael Simich, Compliance, Procurement, and  
Purchasing Manager

### I. CALL TO ORDER

The meeting was called to order by Chair Huang at 4:30pm. Commissioners Huang, McDonald, and Freiberg were present in-person.

### II. NEW BUSINESS

#### A. 2022 Budget Amendment and 2023 Proposed Budget

Fyten and Mancilla-Diaz reviewed the proposed 2022 Budget Amendment noting that increases in Operating Expenses were primarily related to increases made in SW Prime service throughout the year, as well as hiring on needed vehicle detailing crew members in Facilities Maintenance as a result of drivers no longer being able to complete vehicle detailing as they are needed to drive as SW Prime demand continues to increase. Commissioners Huang, McDonald, and Freiberg all noted agreement with the proposed amendments.

Fyten, Mancilla-Diaz, Souriya, and Kuykendall reviewed the proposed 2023 Budget noting a \$2.7 million pull from operating reserve funds. Fyten shared that continued use of operating reserves at that level is unsustainable and that Staff and Commission members need to have further discussion on how to best address in the coming years. Commissioners Huang, McDonald, and Freiberg agreed and asked Fyten to ensure those discussions start early in 2023. Mancilla-Diaz noted refinement in passenger fare revenue projections, as well as refinement in driver costs compared to what was presented to the Commission in October. Fyten, Mancilla-Diaz, and Souriya discussed capital project planning and reserve projections. Commission McDonald requested the capital project list be refined to only projects of need in 2023. The Committee agreed unanimously to recommend the proposed 2022 Budget Amendment and 2023 proposed Budget to the full Commission with direction to staff to remove any unneeded currently planned capital projects in 2023.

Chair Huang left the meeting at 5:30pm.

#### B. 2023 Legislative Strategies

Fyten shared the agency's proposed Legislative Strategies. Commissioners McDonald and Frieberg agreed to move the proposed Legislative Strategies forward to the Commission for adoption ensuring its clear that SWT needs is fair share of funding.

Commissioners Frieberg and McDonald, and Fyten discussed the agency's 2022 Leadership awards. Commissioner McDonald requested that Fyten bring a list of potential nominees to the next Commission meeting.

**III. ADJOURNMENT**

The meeting was adjourned by Commissioner McDonald at 6:01p.m.

December 7, 2022 SouthWest Transit  
Budget & Personnel Committee Minutes

Prepared by:  
Souriyong Souriya

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_



**SOUTHWEST TRANSIT**

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**MEMORANDUM**

**TO:** SouthWest Transit Commission  
**FROM:** Souriyong Souriya – Finance Director  
**DATE:** December 15, 2022  
**SUBJECT:** SWT Financial Statements

**REQUESTED ACTION:**

That the SWT Commission approve the October 2022 Financial Statement, November 2022 Investments and Pledged Securities.

**BUDGET IMPACT:** This action has no budget impact.

**BACKGROUND:**

Attached to this memo are the following financial statements:

- The October 30, 2022, Financial Statement for General Fund Operating and Capital Projects Funds.
- The investment of SWT funds into certificates of deposits (CDs), US Treasury Investment and rate of return from 0.30% - 4.10%.
- Five institutions provided the pledged securities for collateral beyond the FDIC insured.

**RECOMMENDATION:**

That the SWT Commission approve the October 2022 Financial Statement, November 2022 Investments and Pledged Securities.





## Balance Sheet for All Funds October 2022

*Commission Meeting date 12.15.2022*

### Fund Name

Balance Sheet Category	General Fund	Capital Improvement Fund	EPG Roof Replacement Fund	SWS Development Capital Fund	Total
<b>Assets</b>					
Cash & Investments	\$ 8,770,140	\$ 2,692,919	\$ 206,697	\$ 6,128,200	\$ 17,797,956
Accounts Receivable	2,555,377		-	-	2,555,377
Other Assets	232,927	-	-	-	232,927
<b>Total Assets</b>	<b>11,558,444</b>	<b>2,692,919</b>	<b>206,697</b>	<b>6,128,200</b>	<b>20,586,260</b>
<b>Liabilities</b>					
Accounts Payable	73,387	-	-	-	73,387
Other Liabilities	-	-	-	-	-
<b>Total Liabilities</b>	<b>73,387</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>73,387</b>
<b>Fund Balances</b>					
Beginning Fund Balance-January	8,894,074	2,692,919	1,950,666	6,090,686	19,628,345
Net Change in Fund Balance	2,590,983	-	(1,743,969)	37,514	884,528
<b>Total Fund Balances</b>	<b>11,485,057</b>	<b>2,692,919</b>	<b>206,697</b>	<b>6,128,200</b>	<b>20,512,873</b>
<b>Total Liabilities &amp; Fund Balances</b>	<b>\$ 11,558,444</b>	<b>\$ 2,692,919</b>	<b>\$ 206,697</b>	<b>\$ 6,128,200</b>	<b>\$ 20,586,260</b>



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

Commission Meeting date 12.15.2022

Oct=83.3%

<b>General Fund 100</b>	Amended Budget	Current Month Actual	2022 YTD Actual	2022 YTD Balance	% YTD Budget
<b>Revenues</b>					
Passenger Fares	\$ 613,800	\$ 96,988	\$ 914,545	300,745	149.0%
Contract Revenue	60,000	7,153	56,137	(3,863)	93.6%
CMAQ Grant Revenue	30,000	-	-	(30,000)	0.0%
5307 NTD Funding	923,088	200,000	432,473	(490,615)	46.9%
APR Act 5307	3,494,167	560,559	3,077,264	(416,903)	0.0%
MVST Revenue	8,991,000	764,038	7,747,917	(1,243,083)	86.2%
RAMVST Revenue	1,670,300	142,643	1,415,525	(254,775)	84.7%
Investment Income	10,000	2,357	15,147	5,147	151.5%
Other Local Revenues	170,900	17,244	170,661	(239)	99.9%
<b>Total Revenue</b>	<b>\$ 15,963,255</b>	<b>\$ 1,790,982</b>	<b>\$ 13,829,669</b>	<b>\$ (2,133,586)</b>	<b>86.6%</b>
<b>Expenditures</b>					
Administration	\$ 1,934,400	\$ 116,254	\$ 1,550,987	383,413	80.2%
Operations	6,168,600	612,637	4,987,766	1,180,834	80.9%
Vehicle Maintenance	1,897,800	154,104	1,430,782	467,018	75.4%
Facility Maintenance	1,623,310	118,576	1,277,018	346,292	78.7%
<b>Total Expenditures</b>	<b>11,624,110</b>	<b>1,001,571</b>	<b>9,246,553</b>	<b>2,377,557</b>	<b>79.5%</b>
5307 NTD Schedule	923,088	2,605	691,336	231,752	74.9%
Capital Cost Of Operating	2,764,212	182,960	1,660,187	1,104,025	60.1%
	<b>3,687,300</b>	<b>185,565</b>	<b>2,351,523</b>	<b>1,335,777</b>	<b>63.8%</b>
<b>Total Expenditures &amp; Capital Cost of Operating</b>	<b>15,311,410</b>	<b>1,187,136</b>	<b>11,598,076</b>	<b>3,713,334</b>	<b>75.7%</b>
Excess of Revenues Over (Under) Expenditures	<b>651,845</b>	<b>603,846</b>	<b>2,231,593</b>	<b>(1,579,748)</b>	
<b>Other Financing Sources (Uses)</b>					
Insurance Recoveries	-	80,814	359,390	(359,390)	
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>80,814</b>	<b>359,390</b>	<b>(359,390)</b>	
<b>Net Change in Fund Balance</b>	<b>\$ 651,845</b>	<b>\$ 684,660</b>	<b>\$ 2,590,983</b>		
<b>Fund Balance, January 1</b>			<b>\$ 8,894,074</b>		
<b>Fund Balance, End of Current Period</b>			<b>\$ 11,485,057</b>		
<b>Months of Operating Expenditures</b>			<b>9</b>		
<b>Fund Balance as a % of the Expenditure Budget</b>			<b>75.0%</b>		



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

Commission Meeting date 12.15.2022

Oct=83.3%

All Other Funds	Amended Budget	Current Month Actual	2022 YTD Actual	2022 YTD Balance	% YTD Budget
<b>Capital Improvement Fund 270</b>					
Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Expenditures	-	-	-	-	0.0%
Transfer In (Out)	-	-	-	-	#DIV/0!
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>EPG Roof Replacement Fund 280</b>					
Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Expenditures	2,000,000	5,616	1,743,969	256,031	87.2%
Transfer In (Out)	-	-	-	-	0.0%
<b>Net Change in Fund Balance</b>	<b>\$ (2,000,000)</b>	<b>\$ (5,616)</b>	<b>\$ (1,743,969)</b>		
<b>SWS Development Capital Fund 360</b>					
Revenue	\$ 45,000	7,828	37,514	\$ (7,486)	83.4%
Expenditures	-	-	-	-	0.0%
Transfer In (Out)	-	-	-	-	0.0%
<b>Net Change in Fund Balance</b>	<b>\$ 45,000</b>	<b>\$ 7,828</b>	<b>\$ 37,514</b>		

**SouthWest Transit Commission Investments**  
**November 2022**

Broker	Purchase Date	Type	Description	Maturity Date	Type	Purchase Cost	Maturity Amount	Rate	Days to Maturity	Current Market Value	Accrued Interest	Months Term	
<b>11/30/2022</b>													
Alerus Bank	6/14/2022	Treas	6-month Treasury Notes	12/15/2022	Tr	1,000,000.00	1,000,000.00	1.560%	15	1,000,000.00		6	
Flagship Bank	1/24/2022	CD	Flagship CD 100243	1/24/2023	CD	300,000.00	300,000.00	0.200%	55	300,000.00		12	
Tradition Bank	8/10/2022	CD	Tradition Bank CD 35509543	2/11/2023	CD	1,590,252.51	1,590,252.51	1.690%	73	1,594,195.46	8,193	6	
Flagship Bank	3/2/2019	CD	Flagship CD 100306	2/28/2023	CD	250,000.00	250,000.00	0.350%	90	250,000.00		24	
Flagship Bank	3/11/2020	CD	Flagship CD 100255	3/6/2023	CD	250,000.00	250,000.00	0.300%	96	250,000.00		12	
Flagship Bank	3/16/2021	CD	Flagship CD 200379	3/15/2023	CD	750,000.00	750,000.00	0.300%	105	750,000.00		12	
Alerus Bank	6/14/2022	Treas	12-month Treasury Notes	6/15/2023	Tr	500,000.00	500,000.00	2.270%	197	500,000.00		12	
Flagship Bank	9/13/2022	CD	Flagship CD 100315	9/13/2023	CD	500,000.00	500,000.00	2.100%	287	500,000.00	1,036	12	
Americana	9/13/2022	CD	Americana*6989-17316989	4/13/2024	CD	826,862.75	826,862.75	2.000%	500	826,862.75	3,851	19	
Alerus Bank	9/29/2022	Treas	6-month Treasury Notes	3/29/2023	Tr	1,500,000.00	1,500,000.00	3.940%	119	1,500,000.00		6	
Alerus Bank	9/29/2022	Treas	12-month Treasury Notes	9/29/2023	Tr	500,000.00	500,000.00	4.110%	303	500,000.00		12	
BankVista	10/5/2022	CD	BankVista CD 3301049	10/5/2023	CD	250,000.00	250,000.00	3.000%	309	250,000.00	750	12	
Tradition Bank	10/20/2022	CD	Tradition Bank CD 35515987	1/20/2024	CD	685,478.23	687,689.50	2.330%	416	689,050.19	1,127	15	
<b>Total</b>						<b>8,902,593.49</b>	<b>8,904,804.76</b>	<b>1.858%</b>		<b>8,910,108.40</b>	<b>17,076.73</b>		
										<i>Flagship Bank - Nonprofit Checking</i>		<i>1,010,049.30</i>	
										<i>Flagship Bank - Money Market Acct</i>		<i>3,220,363.95</i>	
										<i>SWT - Cash on hand</i>		<i>600.00</i>	
										<i>Alerus - Money Market Acct</i>		<i>25,135.25</i>	
										<i>BankVista - Money Market ICS Acct</i>		<i>4,482,071.83</i>	
<b>Subtotal</b>										<b>\$ 8,738,220.33</b>			
<b>Grand Total</b>										<b>\$ 17,648,328.73</b>			
<b>Summary by Type (based upon current market value)</b>						<b>CDs Summary by banks</b>							
CD		5,410,108.40				<i>Banks</i>		<i>Amount</i>					
US Govt Agency		3,500,000.00				<i>Americana</i>		826,862.75					
Checking/MM/ICS		8,738,220.33				<i>Alerus</i>		3,500,000.00					
		<b>17,648,328.73</b>		-		<i>Bank Vista</i>		250,000.00					
						<i>Flagship</i>		2,050,000.00					
						<i>Tradition</i>		2,283,245.65					
Maturity Dates		Amount						8,910,108.40					
Dec-22		\$ 1,000,000.00											
Jan-23		\$ 300,000.00											
Feb-23		\$ 1,844,195.46											
later		\$ 5,765,912.94											
		\$ 8,910,108.40		-									

SouthWest Transit					
Pledged Securities Accounts - Nov 2022					
Security Description	Safekeeping Agent	Maturity Date	Pledged Date	Book Value	Pledged Value
<b>Flagship Bank Minnesota</b>					
Treasury	United Bankers Bank	9/30/2024	3/7/2021	\$ 2,036,988.74	\$ 2,000,000.00
Treasury	United Bankers Bank	7/31/2024	3/7/2021	\$ 1,022,315.15	\$ 1,000,000.00
Treasury	United Bankers Bank	1/31/2025	4/26/2021	\$ 1,526,177.77	\$ 1,500,000.00
Treasury	United Bankers Bank	7/15/2024	7/19/2021	\$ 999,276.07	\$ 1,000,000.00
Treasury	United Bankers Bank	1/31/2025	4/15/2022	\$ 985,653.24	\$ 1,000,000.00
MBS-FNMA/FHLMC	United Bankers Bank	9/1/2027	5/26/2020	\$ 104,919.18	\$ 104,919.18
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
GNMA	United Bankers Bank	8/20/2040	7/20/2018	\$ 87,689.62	\$ 87,689.62
GNMA	United Bankers Bank	1/20/2033	1/20/2021	\$ 98,000.59	\$ 98,000.59
FNMA	United Bankers Bank	10/1/2032	10/23/2012	\$ 158,141.13	\$ 158,141.13
MBS-FNMA/FHLMC	United Bankers Bank	10/1/2032	8/15/2015	\$ 169,566.60	\$ 169,566.60
CMO 2009-26	United Bankers Bank	1/16/2038	6/30/2021	\$ 48,714.62	\$ 48,714.62
				<b>\$ 7,732,442.71</b>	<b>\$ 7,662,031.74</b>
<b>BankVista</b>					
FDIC	ICS Account	NA	6/6/2018	\$ 4,732,072	\$ 4,732,072
<b>Tradition Capital Bank</b>					
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
<b>Alerus</b>					
FRB Federal Reserve Custody	Bank of North Dakota	4/1/2026	6/22/2016	\$ 340,000	\$ 340,000
US Treasury	US Security		6/14/2022	\$ 1,500,000	\$ 1,500,000
US Treasury	US Security		9/29/2022	\$ 2,000,000	\$ 2,000,000
<b>Americana Community Bank</b>					
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
			<b>Total</b>	<b>\$ 20,332,057</b>	<b>\$ 20,108,063</b>
<b>Summary Total Funds</b>		<b>11/30/2022</b>			
Flagship Bank	\$	6,282,855			
BankVista	\$	4,732,072			
Tradition Capital Bank	\$	2,283,246			
Alerus	\$	3,525,135			
Americana Community Bank	\$	826,863			
	<b>Total</b>	<b>\$ 17,650,170</b>			
	<i>Difference Extra</i>	<b>\$ 2,457,893.07</b>			



## SOUTHWEST TRANSIT

---

**To:** SouthWest Transit Commission

**From:** Matt Fyten, Interim CEO/COO

**Date:** December 8, 2022

**Subject:** Agreement with Winthrop & Weinstine, P.A.

**REQUESTED ACTION:**

That the Commission authorize its CEO to enter into an agreement with the legal firm Winthrop & Weinstine to provide counsel and advocacy during the 2023 Minnesota Legislative session at a cost not to exceed \$48,000.

**BUDGET IMPACT:**

The \$48,000 will come from SouthWest Transit funding derived from non-federal or state revenue sources (advertising, real-estate, interest revenue).

**BACKGROUND:**

With the results of the election, a growing State surplus over \$17B, a lack of any additional pandemic relief funds in 2023, an increase in SWT's operating and capital costs across the board, and budgeted structural deficits for transit in the region, the 2023 Legislative session is shaping up to be a critical year in determining the future of the agency. Opportunities to work with the Democratically controlled State government, along with the Met Council exist, but we need to assure SWT has the needed assistance to take advantage of these opportunities.

The law firm of Winthrop & Weinstine, specifically Joe Bagnoli, has proven track record with SWT that it is able to work on both sides of the aisle representing SWT's needs. Given our positive track record with Winthrop & Weinstine and Joe Bagnoli, along with the key relationships they bring, staff is recommending retaining Winthrop & Weinstine for another year to help achieve the agency's adopted Legislative Priorities.

The proposed contract for retaining Winthrop & Weinstine's services is attached.

**RECOMMENDATION:**

That the Commission authorize its CEO to enter into an agreement with the legal firm Winthrop & Weinstine to provide counsel and advocacy during the 2021 Minnesota Legislative session at a cost not to exceed \$48,000.



November 16, 2022

Joseph T. Bagnoli  
Direct Dial: (612) 604-6732  
Direct Fax: (612) 604-6832  
jbagnoli@winthrop.com

Matthew Fyten  
Interim Chief Executive Officer and General Manager  
Southwest Transit Commission  
14405 West 62nd Street  
Eden Prairie, MN 55346

Re: Retention of Winthrop & Weinstine, P.A.  
January 1, 2023 – December 31, 2023

Dear Mr. Fyten:

Thank you for the opportunity to represent the Southwest Transit Commission. Our goal is to provide legal counsel and advocacy with all requisite legal knowledge, skill, thoroughness and preparation. To that end, we find it helpful to confirm the terms of the Firm's representation. This letter is intended to do so.

Winthrop & Weinstine, P.A. has been engaged to represent the Southwest Transit Commission. In this letter we will call the client "you" or "Client" and we will call Winthrop & Weinstine, P.A. the "Firm," "we" or similar. We have been engaged to represent the Client only, not any other person, firm or entity, including controlled or affiliated persons, firms or entities.

Our representation will be with respect to advocacy and issues which may arise before the Minnesota Legislature. The services to be provided by the Firm in connection with the engagement will encompass all services normally and reasonably associated with this type of engagement which the Firm is requested and is able to provide and which are consistent with its ethical obligations.

This engagement is for the above-described matter or transaction only. If, in the future, the Client requests that we undertake additional work and we agree to do so, this letter will govern our representation with respect to that other work as well unless another letter is entered into with regard to the additional work.

In order for the Firm to represent you effectively, we expect Client to:

- provide clear direction and all documents required for this matter on a timely basis;

- review our advice and any documentation we produce carefully and let us know if you think there is any additional relevant information; and
- safeguard all relevant communication and documents. This includes maintaining the security and confidentiality of your digital and electronic communications with us.

Certain terms of our engagement are set forth in the attached Exhibit A, which is entitled “Winthrop & Weinstine Terms of Engagement.” You should review Exhibit A carefully. It is an important part of this engagement letter.

### **Termination**

Consistent with our ethical obligations, we reserve the right to terminate the representation if our invoices are not paid when due, if additional retainer amounts are not paid when requested, if we do not receive such reasonable level of cooperation and assistance as we, in our professional judgment, deem necessary, and as otherwise permitted under the Rules of Professional Conduct. Termination of this representation by the Firm will be accomplished in accordance with the Rules of Professional Conduct, including compliance with applicable law requiring notice to or permission of a tribunal. You may terminate this representation at any time with or without cause by notifying the Firm in writing of your desire to do so. In either case, Client will be responsible for all legal fees and expenses incurred before the date of termination, which in the case of termination by you will be the date that written notice of termination was received by the Firm.

When our active involvement in a particular matter on behalf of Client has been completed or terminated (for whatever reason), we will no longer monitor or inform such Client of: (i) changes in law or developments affecting your circumstances; or (ii) renewal dates, notice dates or deadlines.

### **Electronic Communication and Files**

We intend to use communications devices and services such as smart phones, tablets, cloud based applications and third party file sharing services. Because of limitations under current technology, the use of such devices and services may not be secure and may place your confidences and privileges at risk. By signing this letter, you acknowledge your consent to the use of these devices and services and agree to provide us specific written guidance as to any data security measures or restrictions you require.

We maintain our client files electronically. With few exceptions, we do not keep separate paper files. We will scan received documents to our electronic file for that matter and only keep the electronic version. Unless you instruct us otherwise, once such documents have been scanned to our electronic file, we will destroy paper documents received by us. If you send paper documents that need to be maintained as originals, we will ordinarily scan those to your client file and return the original to you for safe keeping. Alternatively, you may request that we maintain such originals



while your matter is pending. If we agree to do that, we will make appropriate arrangements to maintain those original documents.

### **Conflicts**

Given the nature of our practice, we may represent your competitors in matters unrelated to our representation of you at the legislature. This may include, for example, representing different clients engaged in the same or related areas of technology, businesses or industries. You agree that we may simultaneously represent other clients in unrelated matters whose interests may be adverse to you or whose positions on legal matters are inconsistent with yours. We will not represent any entity at the legislature who has a position that is inconsistent with yours.

Professional Rules permit a law firm to represent one client on a matter which is adverse to another client under certain conditions and subject to certain limitations. Such concurrent representation requires informed consent, confirmed in writing. This letter will constitute your consent to our representation of other current or future clients to whom you are or may be adverse (in either a litigation or non-litigation matter) so long as our representation of such other clients is factually unrelated to the matters we are then handling for you. We will not undertake such representation unless we reasonably believe that we will be able to fully and properly represent you without that representation being affected by our representation of the other client. Further, we will not reveal confidential non-public information we have received from and about you to the other client or use client confidential information to your material disadvantage.

Professional Rules permit a law firm to represent one client in a matter adverse to a former client without consent by the former client if, among other things, the matters are not substantially related. When this engagement has been completed (as reasonably determined by the Firm) as to you, and assuming the Firm is not then representing you on any other matters, you agree that you will be a former client for this purpose, even if you have not received notification from the Firm that (i) the engagement has been completed; and/or (ii) the Firm intends to undertake the new unrelated but adverse matter.

### **Records Retention**

The Firm has a records retention policy (the "Policy") that deals with the retention and disposition of client records and information in our possession. Pursuant to the Policy, the standard retention period for client records and information is sixty (60) days for physical files and six (6) years for electronic files from the end of the calendar year in which your matter is completed, after which time all materials will be subject to disposition. When the file becomes eligible for disposition, the Firm will send you written notification. This notification will remind you of your right to elect to take possession of the file at your expense. In the absence of specific instructions to the contrary from the client, the file will be physically and securely destroyed after the notification.

Mr. Len Simich  
Southwest Transit Commission  
November 16, 2022  
Page 4

**Concluding Comments**

If any of the terms stated in this letter are not consistent with your understanding of our agreement, please contact me. If the foregoing description and proposed representation is consistent with your understanding of our agreement, please sign and return a copy of this letter.

Again, we appreciate the opportunity to represent you in this matter.

Sincerely,

WINTHROP & WEINSTINE, P.A.

Joseph T. Bagnoli

The undersigned consents and agrees to the foregoing.

SOUTHWEST TRANSIT COMMISSION

Date: \_\_\_\_\_

\_\_\_\_\_  
Matthew Fyten  
Interim Chief Executive Officer  
and General Manager

## EXHIBIT A

### WINTHROP & WEINSTINE, P.A. TERMS OF ENGAGEMENT

#### FEES

Our fees for this engagement will be \$48,000, payable in twelve monthly installments of \$4,000 beginning January 1, 2023 and ending on December 31, 2023.

#### ENGAGEMENT PERSONNEL

**Joseph T. Bagnoli** will be primarily responsible for and actively involved in the engagement. Additional lawyers and paralegals, including those in other practice areas, could be added to this engagement on an as needed basis.

#### EXPENSES

We may incur various expenses in providing services. Client will be responsible for reimbursing the Firm for all of our out-of-pocket expenses and disbursements, including such items as expert fees, deposition transcript charges, outside delivery charges, travel and lodging. If any of such out-of-pocket expenses and disbursements are expected to be substantial, we may ask you to advance sums to us before we incur the expenses and make the disbursements or to pay the expenses and disbursements directly. We may also provide internal services such as document production (including copying and printing), internal delivery services and other internal services. Client will be responsible for payment of such services at our customary rates.

The Firm bills on a monthly basis for fees and expenses. Payment is due on receipt of invoice. Failure to make timely payment may result in the Firm terminating this representation. Our invoices may contain privileged confidential information which privileges could be waived if you do not treat the invoices as confidential.



## SOUTHWEST TRANSIT

---

**To:** SouthWest Transit Commission

**From:** Matt Fyten, Interim CEO/COO

**Date:** December 8, 2022

**Subject:** Vehicle Telematics Agreement

**REQUESTED ACTION:**

That the SouthWest Transit Commission authorize its Interim CEO to enter into an agreement with Sawatch Labs for an amount not to exceed \$33,061.32 for a three-month vehicle telematic assessment.

**BUDGET IMPACT:**

While budgeted using Operating funds in 2023, the Commission's agreement with Xcel Energy to be part of its Fleet Electrification Advisory Program will result in the funds being 100% reimbursable, resulting in a net \$0 impact to the budget.

**BACKGROUND:**

Earlier this year the agency entered into agreements with Xcel Energy to participate in two programs that assist in paying for and building out the infrastructure needed to help the agency reach its goal of electrifying its fleet by 2050.

One of the programs, Xcel's Fleet Electrification Advisory Program, provides for SWT the ability to analyze its entire fleet (revenue and non-revenue vehicles) in order to assess which vehicles will ultimately yield the greatest return in terms of fuel/maintenance savings and CO2 emissions reduced.

This analysis will be completed via a vehicle telematics platform provided by Sawatch Labs – Xcel's chosen vendor as part of its Fleet Electriciaton Advisory Program. Once complete, the agency will be provided with a "road map" giving it more clarity on which vehicles should be targeted for replacement first. It will also help inform the types/sizes of EVs that will be most comparable for replacements, as well as the charging infrastructure needed for those individual vehicle types.

Attached is the Sawatch Labs proposal.

**RECOMMENDATION:**

That the SouthWest Transit Commission authorize its Interim CEO to enter into an agreement with Sawatch Labs for an amount not to exceed \$33,061.32 for a three-month vehicle telematic assessment.



**November, 14<sup>th</sup> 2022**

Matt Fyten, COO, Interim CEO  
14405 W 62nd St  
Eden Prairie, MN 55346

**RE: Proposal for EV Analytics**

**Dear Mr. Fyten:**

Sawatch Labs is pleased to have the opportunity to submit a proposal to SouthWest Transit for an Electric Vehicle (EV) Suitability Assessment. The project includes in depth analysis and consultation designed to provide Utility, Fleet, Sustainability, Infrastructure and Procurement stakeholders data to make informed decisions regarding fleet electrification.

SouthWest Transit (SWT) aims to study up to 104 vehicles (buses, trucks, vans) operating in their revenue and non-revenue fleets. SouthWest transit is motivated to prioritize their vehicles for electrification and understand how much infrastructure they will need. SouthWest Transit is engaged in a demand response micro transit project.

We have had the opportunity to work with entities of all sizes and have substantial experience working with public sector fleets. We have included a selection of our projects in the Qualifications section of this proposal. We appreciate your consideration and invite the opportunity to provide clarification or answer any questions you may have about our offering.

Sincerely,

**Mary Till**

Director of Business Development  
720-468-3550  
[till@sawatchlabs.com](mailto:till@sawatchlabs.com)

sawatchlabs.com  
info@sawatchlabs.com  
Tel: 303-578-2465  
Denver, Colorado | Petaluma, California



## Electric Vehicle Suitability Assessment and Infrastructure Planning

Sawatch Labs' Electric Vehicle Suitability Assessment (ezEV) provides internal combustion engine fleets with specific recommendations for which vehicles are good candidates for replacement with an EV. This is determined based on an economics comparison and, perhaps more importantly, by analyzing the operational impacts of daily driving behavior for each vehicle. Our Infrastructure Optimization application (ezIO) is the companion product to ezEV and provides total estimated energy demands per location. The results provide decision makers with a vehicle-specific Total Cost of Operation (TCO) comparison, estimated charging infrastructure needs, and metrics on the environmental benefits.

### 1. Process and Timeline

The EVSA requires a minimum of 90 days of telematics data for each vehicle. SWT has existing telematics data and so we can pull up to 12 months of data for analysis at no additional cost to the project. For vehicles without existing data, Geotab telematics will be deployed for a three-month data collection period. The project timeline is based on when data collection would be complete.

Once a contract is finalized the SWT will provide (or confirm) a final list for which we will conduct data collection through both access to their current telemetry system as well as through the deployment of Geotab telematics. Sawatch Labs will ship hardware to the SWT and request access to data for vehicles with existing data. SWT prefers to install their own equipment.

### 2. Deliverables

Sawatch Labs will provide a summary report of the ezEV Suitability Assessment for the fleet. The ezEV Suitability Assessment will include ezEV results for each individual vehicle and by agency (including EV suitability scores and infrastructure needs). Additionally, a 1-page summary will be provided for each vehicle providing information on the observed driving, estimated energy use, EV recommendation, charging infrastructure needed, estimated cost to charge the vehicle, estimated annual and lifetime savings, and estimated GHG emissions reductions. A sample of the 1-page vehicle summary is provided in Appendix A.

Fleet operations have become more variable, and managers are increasingly concerned about fluctuating gas prices and how these items (in particular) may reduce confidence in analysis such as EVSA. In response, Sawatch Labs can process up to three scenarios, providing results via summary reports and summary tables, at no additional cost. The primary scenario will be made available in the analytics dashboard. Examples of scenarios include differing fuel prices, vehicle lifetimes, and/or EV models,

**Table 1. ezEV and ezIO Deliverables and Projected Timeline**

Task	Deliverable	Schedule
<b>T1.</b> Kickoff webinar meeting with SWT staff <sup>1</sup>	<b>D1.</b> Webinar	TBD based on SWT’s preference
<b>T2.</b> Installations & Data Acquisition	N/A (task for SWT) <sup>2</sup>	TBD based on SWT’s preference
<b>T3.</b> Initial training of ezEV and myGeotab (optional) applications	<b>D3.</b> Webinar training	2-4 weeks after Task 3
<b>T4.</b> ezEV Suitability Assessment & ezIO EVSE Site Map Analysis Conducted	<b>D4a.</b> ezEV scores and summary data for each vehicle made available in a secure online dashboard  <b>D4b.</b> 1-page PDF vehicle summary provided for each vehicle  <b>D4c.</b> Fleet summary data table (.csv) and Report (.pdf)  <b>D4d.</b> Interactive EVSE site map analysis & data table (.csv)  <b>D4e.</b> Vehicle & fleet-wide anticipated charging needs	12-16 weeks after completion of Task 2
<b>T5.</b> Presentation of Results	<b>D5a.</b> Presentation of results via webinar <sup>1</sup>  <b>D5b.</b> Scenario summaries delivered	Based on the SWT ‘s preference but no sooner than completion of Deliverable <b>D4d.</b>
<sup>1</sup> <i>It is anticipated that the kickoff and results meetings will occur via webinar. If the SWT would prefer for these meetings to be in person, we are happy to discuss that option in more detail.</i> <sup>2</sup> <i>If SWT would prefer a professional installation of the Geotab Go9 devices Sawatch Labs can request pricing and arrange for a certified, professional installer.</i>		

### 3. Cost

The cost to complete an EV Suitability Assessment for up to 104 vehicles (using existing data from 90 vehicles and deploying Geotab telematics for data collection for 14 vehicles) is \$ 33,061.32, details can be found in the attached quote #2565; SWT has requested pricing for a three-month data collection period and will be performing their own installations.

### 4. Approach and Methodology

Sawatch Labs developed the ezEV analytics platform to determine how an EV would perform following the same drive cycles and driving patterns of an existing vehicle. This allows you to see how an EV would have performed had it driven the same trips that your vehicle drove over the period of observation, providing a clear understanding of whether or not an EV would be successful in the same use case. The analysis uses telematics data and requires a minimum of 90 days of data for each vehicle to ensure that the observed driving is representative of each vehicles' driving patterns.

The ezEV fleet assessment scores each vehicle based on its suitability to be replaced with an EV using tens of thousands of data points contributing to 170 different attributes for each vehicle. The overall ezEV Score is a composite score that incorporates energy use, economics, overnight parking (time and location consistency), and confidence that the data collected is a representative sample of overall vehicle activity. The energy score assesses the frequency of which all driving completed by the vehicle on each day analyzed could be completed by the recommended EV with a fully charged battery. For example, an energy score of 93 indicates that on 7% of the days analyzed, the vehicle consumed more energy than would be provided with a fully charged battery and would, therefore, need to charge during the day. The economics score assesses the financial impact of replacing the vehicle with an EV in this procurement cycle, including purchase and operational costs and savings. Financial incentives are not included in this analysis because the availability varies.

Each metric is based on a score of 0–100. The higher the overall ezEV score, the better suited a vehicle is for replacement with an EV. Lower scores do not necessarily indicate that an EV would not work in a particular application or duty cycle. Instead, lower scores suggest that modifying driving habits, reserving internal combustion engine (ICE) vehicles for long distance driving and/or identifying midday charging opportunities may be necessary for an EV to meet the current demands on that vehicle. A sample of a vehicle summary is provided in Figure 1. This would be available for all vehicles included in the ezEV Suitability Assessment directly in the Fleet's secure online dashboard. The metrics will also be provided for the entire fleet in a sortable table (an example of the sustainability metrics table is provided in Figure 1).

For each vehicle that is identified as a good candidate for replacement with an EV, Sawatch Labs will provide the specific EV model recommended to replace the existing vehicle. See Figure 2. ezEV Single Vehicle Assessment. Data will be provided on the estimated financial and environmental impact of replacing the vehicle with the specific EV. ezEV is a dynamic application that allows users to toggle through all available EV models to understand impacts of choosing a vehicle other than the recommendation. All EV models available to the client fleet will be added to the analysis.



**Figure 1. ezEV All Metrics Summary Table**

ez ev EVSA | All metrics<sup>®</sup>

Home

All Metrics

Annual projected figures based on tracked period  
Click on a header to sort by that metric. Click on a vehicle to see specifics for that vehicle

Year	Make	Model	Recommendation	Annual Est. VMT	Overall Score	Economics Score	Operational Savings (Lifetime)	TCO Change (Lifetime)
2016	HONDA	Civic	No Change	35,790	71	106	More than \$21,000	More than \$21,000
2014	TOYOTA	Venza	2019 Kia Soul BEV	13,710	92	101	\$12,000-15,000	\$6,000-9,000
2013	HONDA	Pilot	2019 Kia Soul BEV	10,780	95	100	\$9,000-12,000	\$3,000-6,000
2012	JEEP	Grand Cherokee	2019 Kia Soul BEV	7,530	91	92	\$6,000-9,000	Cost parity
2010	TOYOTA	PRIUS	Optimization Candidate	3,930	91	83	\$3,000-6,000	Cost parity
2013	CHEVROLET	Volt	Optimization Candidate	470	90	71	Cost parity	-\$6,000-9,000

Download


**Figure 2. ezEV Single Vehicle Assessment**

ez ev Suitability Assessment | 2013 Honda Pilot (Vehicle 3)

Back Table

**Recommended Replacement:**  
2019 Kia Soul BEV

**Select Vehicle To Compare:**  
2019 Chevrolet Bolt



**Vehicle:** 2013 Honda Pilot  
**Period of observation:** Jan. 21, 2019 - Jul. 14, 2019  
**Vehicle ID:** Vehicle 3  
**VIN:** 5FNYP4H54DB005086

The daily activity of this 2013 Honda Pilot would require an average of 9 kWh per day. Based on the observed driving, midday charging would be needed approximately once per month.

96 Overall, 100 Confidence, 96 Energy, 100 Economics, 92 Parking

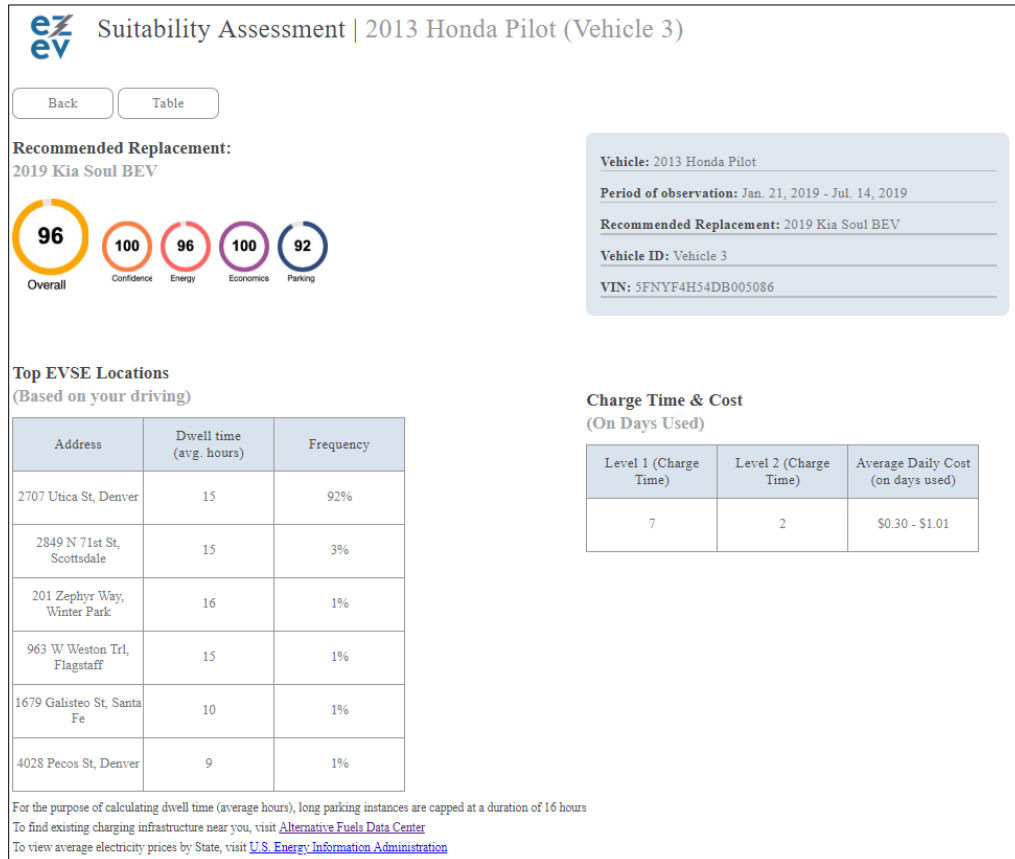
**Estimated Operational Metrics in a 2019 Kia Soul BEV**  
These metrics estimate what the usage numbers would be if the miles driven by your 2013 Honda Pilot had been driven in an EV

VMT	GHG Reduction	Operational Savings*	TCO Change* (Lifetime)	TCO Change** (%)
10,500	51%	\$12,000-15,000	\$6,000-9,000	12%

\* Total Cost of Ownership (TCO) Change and Operational Savings reflect the financial savings over the lifetime of the vehicle.

Additionally, each vehicles’ overnight parking patterns will be assessed to identify optimal locations to install EV charging infrastructure to support that vehicle. The amount of time that a vehicle parks overnight and the hours needed to fully charge based on driving will also be provided to determine the level of charging infrastructure required for each vehicle. See Figure 3. Sample ezEV Charging Infrastructure Analysis an example of this output.

**Figure 3. Sample ezEV Charging Infrastructure Analysis**



This per-vehicle parking analysis will then be aggregated using our Infrastructure Optimization (ezIO) application. ezIO provides insight into where, when, and for how long you can expect vehicles to charge based on their actual daily operations and where they park when off duty. This provides powerful insight into what you can expect for your charging peak demand at each parking location, allowing you to determine when and where managed charging solutions will be integral. We believe our EVSE planning tool is superior due to our granular analysis of charging needs per day, not per trip and not averaged across months/years. We use this duty cycle analysis, layering the daily charging needs for each vehicle at this location, to identify the daily charging demand curve in 15-minute intervals at each location (see **Figure 5**).

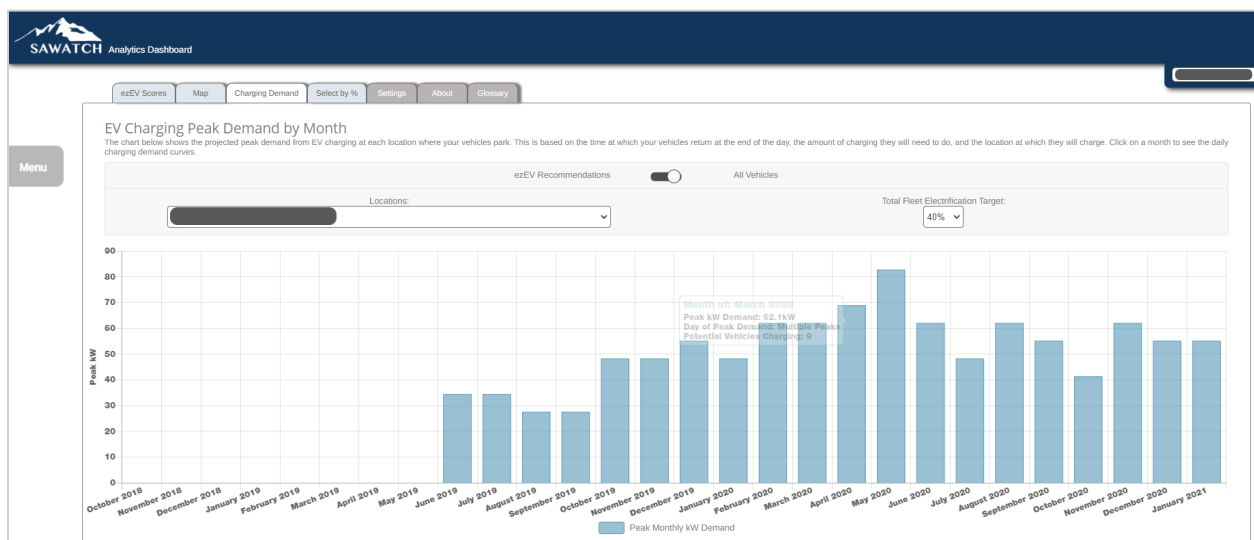
From there, our tool allows users to see how changing the fleet electrification percentage will impact the daily charging demand at each location. Not only does this information help fleet and facility managers plan for EVSE infrastructure buildout for the near- and long-term, but it also allows the utility to understand the

increasing demand at each location to proactively identify areas where the existing services may be insufficient to meet a quickly growing demand.

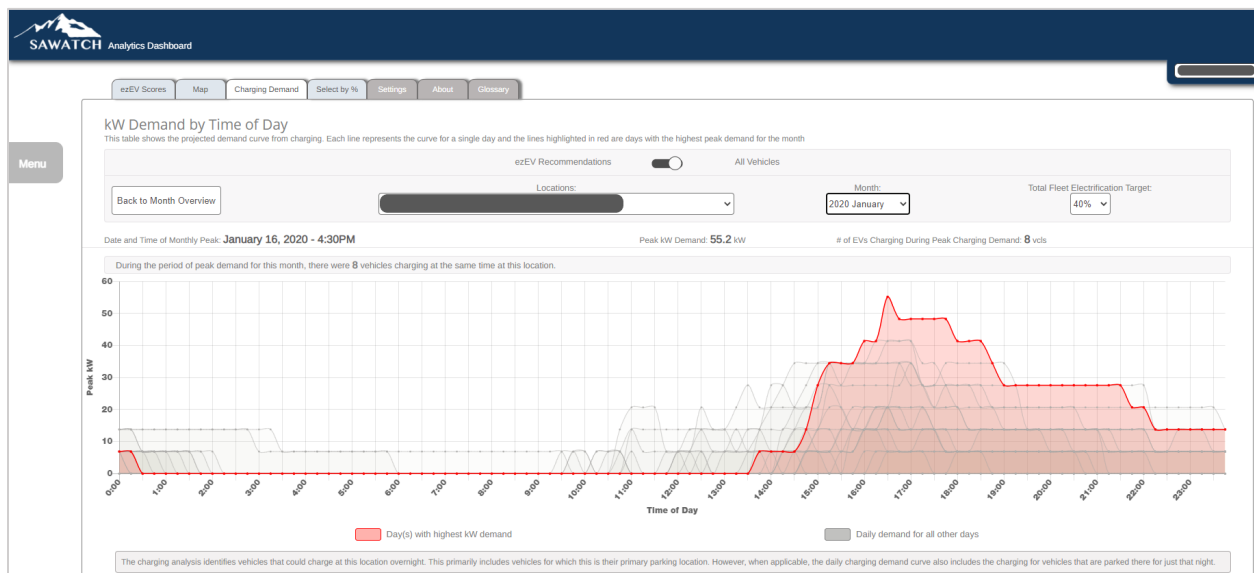
The application will highlight the months and days with greatest demand per location so fleets can:

- Plan charging infrastructure based on charging needs
- Predict when charging will coincide with a facility’s existing peak demand and plan strategies to mitigate an overall increase in facility peak demand
- Identify opportunities when smart charging programs and policies would be beneficial

**Figure 4. Example ezIO Projected Monthly Peak Demand**



**Figure 5. Example ezIO Daily Demand Per Month**



## 5. Related Project Experience

Sawatch has conducted analyses of fleets for multiple clients around the country, including for vehicles from many different use cases (e.g., light duty passenger carry, law enforcement, parks and recreation, off-road, campus, shuttles, etc.) operating in both urban and rural environments. The following provides high level summaries of a few related projects.

### **Supporting Electric Vehicle Deployment Projects Nationwide**

*Client Name and Organization:* Ben Prochazka, Electrification Coalition

*Status:* Complete

*Description:* Since early 2017, Sawatch has supported a variety of EV deployment projects as part of a consulting agreement with the Electrification Coalition. This includes ezEV Suitability Assessments for Columbus (OH), Atlanta (GA), Plainsboro (NJ), and San Diego (CA), supporting private sector electrification as part of the Smart Columbus grant, and supporting aggregated purchasing programs in partnership with the U.S. Department of Energy's Fleets for the Future initiative (<http://www.fleetsforthefuture.org/>) and with the Climate Mayors EV Procurement effort (<https://driveevfleets.org/>). *Example:* A sample of the 1-page summary provided for each vehicle analyzed is provided in Appendix A: Sample ezEV Vehicle Summary.

### **Electric Vehicle Suitability Analysis and ZEV Plan for the State of North Carolina**

*Client Name and Organization:* Robert Riddle, Executive Director Division of Surplus and Motor Fleet Department of Administration

*Status:* Complete

*Description:* Sawatch Labs analyzed ~2600 vehicles historical data within the State fleet to identify which were good candidates for replacement with an EV. Sawatch Labs developed a ZEV plan for the State fleet with actionable electrification targets for 2020, 2025, 2030, and 2040. *Example:* An article was released by North Carolina in which Sawatch Labs' work is referenced. The final ezEV Electric Vehicle Suitability Assessment provided to the State by Sawatch Labs has also been made available on the State website. To view a copy please reference Appendix C: Electric Vehicle Suitability Assessment: North Carolina

### **Electric Vehicle Suitability Analysis for the State of Colorado**

*Client Name and Organization:* Christian Willis, Colorado Energy Office; Scott Edwards, Colorado State Fleet Management

*Status:* Rounds 1, 2 & 3 – Complete

*Description:* Sawatch Labs analyzed 57 vehicles across 7 state agencies that were up for replacement in FY 2019 to identify which were good candidates for replacement with an EV. The final recommendations were provided in December 2019 and the agencies submitted requests to purchase 26 EVs (9 battery electric vehicles and 17 plug-in hybrid electric vehicles). The second round of analysis was conducted in the first half of 2019 and the third round of analysis on 100 vehicles began in the summer of 2019 and will wrap up in 2020.

*Example:* The Colorado Energy Office has permitted Sawatch to share a summary of the project. It is provided in Appendix B: Summary of Analysis for Colorado Energy Office.

### **Naval Facilities Engineering Command and Navy Expeditionary Combat Command Fleet Optimization**

*Client Name and Organization:* Thomas Homan, U.S. Navy; Guillermo Montes, AT&T Public Sector Solutions

*Status:* Complete



*Description:* Develop prototype analytics focused on optimizing the size and composition of the fleet and make recommendations for the adoption of EVs. The project was completed in collaboration with Geotab and AT&T as part of an existing pilot of Geotab telematics within the Navy.

### **Electric Vehicle Suitability Analysis Pilots**

*Client Name and Organization:* Ted Sears, National Renewable Energy Laboratory (NREL)

*Status:* Complete

*Description:* Beginning in late 2016, Sawatch partnered with NREL to prove out the concept of using telematics data to inform the transition to EVs. Since that time, Sawatch completed ezEV Suitability Assessments using multiple sources of telematics data for five organizations: the University of Connecticut, the State of Louisiana, the State of Rhode Island, the State of Colorado, and Florida Power & Light. The remaining portions of this project include using telematics on existing EVs in the State of Colorado fleet to validate Sawatch's algorithms and recommendations and help Colorado understand how best to incorporate new technology into their existing financial systems. *Example:* A summary of the work with the University of Connecticut has been published by NREL and is available at <https://www.nrel.gov/docs/fy18osti/69018.pdf>.

### **Fleet Electrification and Business Travel Decarbonization**

*Client Name and Organization:* Matt Lehrman, City of Boulder (Colorado)

*Status:* Complete

*Description:* Using Geotab telematics data, Sawatch Labs is analyzing 100 vehicles in the City of Boulder's fleet vehicles to 1) conduct an ezEV Suitability Assessment for each vehicle, 2) conduct a vehicle utilization analysis, 3) develop a plan for fleet electrification with targets for 2020, 2030, 2040, and 2050, and 4) develop a plan for using alternative modes of transportation to reduce departmental vehicle ownership where feasible.



## 6. Project Team Qualifications

**Matthew Helm** is the Co-Founder and CEO at Sawatch Labs. For more than 15 years he has worked with large, complex datasets to glean valuable insights for clients, working specifically with connected car software and hardware for the previous six years. He's worked extensively with the OBDII protocol, including having written popular backend OBD tools for development of connected car mobile applications and consumer facing mobile applications in deployment worldwide. He is fluent in Python, Node, Postgres, Objective C, Swift, and C++. Of particular relevance to this project is his experience working with datasets for large public fleets, analyzing the data and presenting it concisely in an interactive online platform. Mr. Helm received his B.A. in English from the University of Colorado.

**Sarah Booth**, COO, has more than 10 years of experience working in the clean energy sector, focusing on analyzing energy data and making that data more accessible to governmental decision makers. Ms. Booth has supported local, national, and international governments as well as non-profit organizations including the World Bank and United Nations. She has led stakeholder engagement processes for the State of Hawaii and the City of Boulder to improve the understanding of the needs and priorities for community members and businesses in relation to their energy use. She has led the development of multiple online tools and resources designed to increase access to energy and policy data, improving stakeholders' ability to incorporate this data into their decision-making processes. Ms. Booth holds an M.A. in International Relations and Environmental Policy from Boston University.

**Mary Till** is the Director of business Development at Sawatch Labs. Mary has been leveraging the power of driving data for more than 10 years to change driver behavior, increase safety and reduce fuel consumption & emissions. With her extensive knowledge of embedded telematics systems she led deployments in over 20 countries. She is excited to use her expertise to drive smart, economical fleet electrification and optimization. Ms. Till holds a B.S. in Marketing from Pennsylvania State University and is Secretary for the Denver Metro Clean Cities Coalition.



## Appendix A: Sample ezEV Vehicle Summary

The metrics for each vehicle analyzed will be made available through SWT's secure online dashboard. Additionally, a PDF summary will be provided for each vehicle similar to the attached summary.

## Appendix B: Electric Vehicle Suitability Assessment: Cincinnati, OH

Study conducted in partnership with the Electrification Coalition:

<https://www.electrificationcoalition.org/wp-content/uploads/2021/01/Cincinnati-New-Case-Study-Final-1.5.2021.pdf>

## Appendix C: Electric Vehicle Suitability Assessment: North Carolina

Please find the ezEV Suitability Assessment provided to the North Carolina Motor Fleet at:

<https://files.nc.gov/ncdoa/Comm/Other/Zero-Emission-Vehicles-Suitability-Assessment-2019.pdf>.



## SOUTHWEST TRANSIT

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**To:** SouthWest Transit Commission  
**From:** Maria Mancilla-Diaz, CAO  
**Date:** December 9, 2022  
**Subject:** 2023 SWT Commission Meeting Calendar

**REQUESTED ACTION:**

That the SouthWest Transit Commission approve the following regular meeting schedule for 2023.

**BACKGROUND:**

Each December, the Commission establishes its official meeting dates for the upcoming year.

The Commission meets on the fourth Thursday of each month, except for July, August (State Fair), November (Thanksgiving), and December (Holiday Season). There are months however, where the meeting date and/or time may be changed for quorum or emergency purposes.

The primary meeting site for the Commission will be at the East Creek Transit Station (second level), unless otherwise noted. Note, on the schedule below, the December/final meeting of the year will be held at the Garage/Maintenance and Administrative Facility.

If a regular meeting is held at a time or place different from what's stated in the schedule of regular meetings, a notice indicating the change will be provided and posted, a minimum of three days in advance of the date of the meeting (per Minnesota law).

Following are the proposed **regular meeting dates of the SouthWest Transit Commission for 2023:**

**Thursday, January 26**  
**Thursday, February 23**  
**Thursday, March 23**  
**Thursday, April 27**  
**Thursday, May 25**  
**Thursday, June 22**  
*\*July, no meeting scheduled*  
**Thursday, August 17**  
**Thursday, September 28**  
**Thursday, October 26**  
*\*November, no meeting scheduled*  
**Thursday, December 14 (year-end; Meeting to be held at the Garage)**



**RECOMMENDATION:**

That the SouthWest Transit Commission approve the following regular meeting schedule for 2023.



# SOUTHWEST TRANSIT

---

## MEMORANDUM

**To:** SouthWest Transit Commission

**From:** Matt Fyten, Interim CEO/COO

**Date:** December 9, 2022

**Subject:** Agency 2022 Goals and Objectives Results

**REQUESTED ACTION:**

That the Commission's accept the results of the 2022 Agency Goals and Objectives.

**BUDGET IMPACT:**

Achievement of the goals established at the beginning of the year, qualifies staff for an annual Performance/Merit Award. This amount is budgeted each year as part of the employee compensation identified in the annual agency budget.

**BACKGROUND:**

Attached you will find the results of the 2022 Agency Goals/Objectives established by the Commission in January (2022).

Completion of agency goals are factored into each employee's annual review and is considered part of their annual merit reward. This helps ensure a "team based" approach to the overall agency success.

Like the past couple years, 2022 wasn't without its challenges (staff changes including senior leadership, prolonged CEO search, vehicle and driver shortages resulting from the pandemic, supply chain issues for vehicle purchasing and parts, inflation across the board), but I believe staff did an excellent job taking these challenges head on and adapting while continue to strive to achieve the goals established in the agency's Strategic Plan.

As for the goals identified for 2022, I believe the Commission will be very pleased at what was accomplished given the circumstances of what staff and the agency had to navigate in 2022 as the agency continues to evolve post-pandemic. These goals are meant to be challenging, and therefore not all will be met, but overall 2022 has been a year where the agency has begun to adapt to the start of "new normal" and is still well positioned to continue that adaptation in 2023.

**RECOMMENDATION:**

That the Commission's adopt the results of the 2022 Agency Goals and Objectives.

## *SouthWest Transit 2022 Agency Goals*

### *Improve System Quality:*

1. Maintain customer satisfaction at 99% or better. **Achieved**
2. Respond to all complaints within one business day. Resolve complaints/respond to customer within 5 business days from the date complaint received ensuring all required departments are coordinated. **Achieved**
3. Answer all Customer Service phone inquiries within 15 seconds of call coming in. **Achieved**
4. Answer all SW Prime calls within 25 seconds of call coming in. **Achieved**
5. Answer virtual customer service calls (including kiosks) in 30 seconds or less. **Achieved**
6. Daily inspect facilities and vehicles and ensure that all pass Leadership Team spot inspections for maintenance and cleanliness. **Achieved**
7. Address all overload situations immediately (greater than 50% capacity during COVID). **Achieved**
8. Complete all audits of drivers/routes – Ensure all drivers are audited twice per year. Program started in second half of year – **In progress – will be completed**
9. Ensure all schedule outlets, stations and vehicles have up-to-date schedules, postings, and information (inspect bi-weekly). **Achieved**

**Scoring: 8 of 9**

### *Improve System Reliability, Safety and Security:*

1. Maintain the number of road calls per mile to at least 1 per 50,000 miles or better (NTD Standard). **Achieved**
2. Maintain on-time performance at 99% of 1<sup>st</sup> stop, and 95% of arrival time. Audited quarterly by Dispatch. **Achieved**
3. Perform 100% of scheduled trips/stops throughout the year (contract definition). **Not Achieved**
4. Maintain the number of chargeable accidents at or below .75 per 100,000 miles traveled (NTD). **Achieved**
5. Pass OSHA audit/inspection without any major violations (code red). **Achieved**
6. Zero days lost due to preventable injury. **Achieved**
7. Complete all EPP training and perform per the plan during times of emergencies or unplanned situations (i.e. storms, pandemic, and others). **Achieved**
8. Pass State Patrol vehicle inspections without any violations. **Achieved**
9. Ensure the agency's Public Transit Agency Safety Plan (PTASP) is compliant and proper recording occurs monthly. **Achieved**

**Scoring 8 of 9**

### Strengthen the Overall Agency:

1. Increase ridership each quarter when compared to 2021 quarters. **Achieved**
2. Achieve overall system subsidy per passenger comparable to Q4 of 2019 by Q4 (Average for both Express and Prime). As long as outside factors allow for stabilization. **N/A – Stabilization yet to occur with Express services. Significant improvement made comparable to 2021.**
3. Reduce discrepancy between the actual inventory and the amount shown in the system at 1% or less and not exceed \$250,000 in overall value. **Achieved**

### Scoring 2 of 2

### “Major Projects/Tasks”

#### Administrative

- Ensure orderly transition of CEO position. Implement Organizational changes and fill key positions. **CAO position and HR position filled. CEO candidate selected**
- Complete Strategic Plan update and implement/follow-through on items/actions outlined. **Update completed. Follow-through ongoing - Achieved**
- Ensure Asset Management Plan is updated annually and meet all federal requirements. **Achieved**
- Ensure Safety and Security Plans (EPP & PTASP) are updated annually and meet all federal requirements. **Achieved**
- Maintain Brand (Vehicle and facility appearance; Schedule service appropriately; Display professional image at all times; Ensure correct information is disseminated). **Achieved**
- Advocate for funding increase or redistribution. **Achieved. Steps made, but more to be done.**
- Ensure FTA compliance as part of triennial audit review. **Achieved.**
- Complete Transit Ambassador/Customer Service training for all staff. **Achieved**

### Adjusted scoring 8 of 8

#### Technology

- Upgrade Lobby Kiosk Hardware. **Achieved**
- Implement monthly cyber security micro trainings. **Not Achieved**
- Encrypt laptops and assign encrypted USB driver to staff. **Achieved**
- Replace SWS conduit. **Achieved**
- Complete on-premises backup of Office 365. **Achieved**
- Procure and install new fare vending machines at SWS, SWV, and EC (CTS if open). **N/A. Machines not available through MC**

- Finish Gate Security Project at EPG. **Achieved**

### **Adjusted scoring 5 of 6**

#### **Planning**

- Pursue and implement TNC partnership to supplement 494 Airport services if feasible. **Achieved – Lyft soon to start.**
- Build back better – ensure services meet growing demand as riders come back post-pandemic. Expand/modify services to meet growing/emerging markets. **Achieved**
- Expand Prime MD services. **Achieved**
- Complete joint system planning study with MVTA and pursue recommended service partnerships. **Achieved**
- Expand service hours (Express and Prime) post-pandemic. **Achieved**
- Complete Title VI Plan Update. **Achieved**

### **Adjusted scoring 6 of 6**

#### **Ops**

- Ensure successful implementation of an electric vehicle on the SW Prime service. **Achieved**
- Make meaningful progress with the Met Council in procuring backlogged rolling stock. **Achieved – Council is open to a couple options**
- Complete and adopt the Agency Sustainability Action Plan. **Achieved**
- Procure five Prime MD vehicles using FTA funds. **Order Placed - Achieved**
- Make meaningful progress in preparing agency infrastructure for electric vehicles. **Achieved**
- Make meaningful progress in securing an autonomous vehicle pilot project. **N/A – On Hold**
- Achieve and maintain a 120% driver staffing level for scheduled services. **Not Achieved**
- Apply for Regional Solicitation funding for projects that will positively impact the agency. **Achieved**

### **Adjusted scoring 6 of 7**

#### **Marketing/Customer Service**

- Implement a Carvery County business outreach plan as part of Carver County TMA grant. Meet with 50 companies (minimum). **Achieved**
- Grow Prime MD relationships/partnerships beyond just Ridgeview in our service area. **Achieved**
- Grow Community awareness of SouthWest Transit, especially the Prime Services. **Achieved**
- Develop and implement a marketing campaign for SW Prime and its associated services. **Achieved**
- Update Advertising Graphic design work. **Achieved**

- Update the agency’s website/create better user experiences across all SWT platforms.

**Achieved**

- Re-Vamp the Perks Program (Change how to get points/How many points awarded, add special events perks points, and prizes offered). **Added to Prime - Achieved**
- Conduct two travel trainings throughout the SWT service area per month. **Achieved**

**Adjusted scoring 8 of 8**

### **Finance**

- Move Grant Management, and Asset Management functions into the Finance Department. **Not Achieved**
- Achieve an “unqualified” outside audit opinion (highest opinion available); findings should include no material weaknesses, no noncompliance findings, no internal control issues and no significant deficiencies. **Achieved**
- Effectively invest new revenues and continue laddering implementation. **Achieved**
- Achieve GFOA Award. **Achieved**
- Secure new Audit services contract. **N/A – pushed to later year**
- Secure new Banking services contracts. **N/A – pushed to later year**
- Bring Procurement process into Finance **Not Achieved**
- Maintain healthy Fund Balance/Reserve Account (minimum of 25%). **Achieved**

**Adjusted scoring 4 of 6**

### **HR**

- Update job descriptions, grade points and salary ranges. Make sure all current descriptions, grades are on file in the shared folder. **Not Achieved**
- Review agency Policies and recommend changes/modifications/updates, as necessary. Prepare schedule for Commission approval and employee notification and signatures. **Achieved**
- Conduct agency wide training on pertinent issues; Performance Manual, Sexual Harassment/Violence, Customer Service, Communication Styles are some examples. **Achieved**
- Identify alternative benefit options. **Achieved**
- Compliance Audit – including required trainings on Drug and Alcohol; OSHA; FTA Compliance, etc. **Achieved**

**Adjusted scoring 4 of 5**

### **Facilities**

- Complete Eden Prairie Garage roof project. **Achieved**
- Complete preventative maintenance at East Creek Station. **Achieved**
- Complete Painting of SouthWest Station ramp. **Achieved**
- Fully implement and properly use the E-Maint system. **Achieved**
- Finish front gate project at Eden Prairie Garage. **Achieved**

- Ensure properties are maintained in a way that represents SWT's brand (snow, weeds, lawn care). **Achieved**

**Adjusted scoring 6 of 6**

**Vehicle Maintenance**

- Meet 91% preventative maintenance compliance or greater for all agency vehicles. **Not Achieved**
- Collectively complete 100 MCI online classes. **N/A – Not that many offered anymore**
- Collectively complete 50 Prevest online classes. **Achieved**
- Every technician will take and pass at least one ASE test or recertification of prior ASE's if necessary. **Not Achieved**
- In-service new Prime vehicles within 30 days of delivery. **Achieved**
- Determine new parts process and staffing. **Achieved**

**Adjusted scoring 3 of 5**

**Totals**

**Points Available = 76**

**Points Earned = 68**

**Percentage Achieved = 89.4%**

**Performance/Incentive Compensation**

- **95%-100% = \$600**
- **89%-94% = \$500**
- **83%-88% = \$400**
- **75%-82% = \$300**
- **Below 75% = \$0.0**

**New Business**





## SOUTHWEST TRANSIT

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**To:** SouthWest Transit Commission

**From:** Len Simich, Management and Real Estate Development Consultant

**Date:** December 6, 2022

**Subject:** SouthWest Village Property Development

**REQUESTED ACTION:**

That the Commission authorize its CEO to enter into the contracts below totaling \$864,300. The contracts are all related to the construction and leasing of the development of a flexible workspace office, and a coffee shop that includes indoor seating and drive thru.

The development professional fees/contracts (cost below minus leasing fees) are estimated to cost approximately 15% of the total construction costs, which is lower than the percentage of professional fees paid out at the four previous major SWT construction projects (Garage and Administrative Facility; Chanhassen Station, East Creek Station, and the SouthWest Village).

Contracts negotiated to date include:

- Geotechnical – AET \$5,600
- Civil Engineering/Landscape Design/Stormwater Design - Westwood \$40,500
- Architectural/Structural Design – Amcon \$108,500
- Office and Coffee Shop Leasing Fee (Reserve) – Solomon \$56,000
- Coffee Shop Leasing – CRBE \$35,700
- Development Consulting Services – Solomon \$128,000
- Development Consulting and Owners Representation – Marko \$12,000 per mo. (\$150,000)
- Construction Management – Amcon \$340,000
- MEP (Mechanical, Electrical, Plumbing) and Fire Protection – TBD after design
- Government Fees (City, County, Watershed) – TBD
- Stormwater Management System (TBD)

**BUDGET IMPACT:**

It is currently projected that the total project cost will not exceed \$6 million dollars (currently estimated at \$5.5 million).

All cost related to the work performed by the contractors listed in this memo, as well as the actual construction costs, will be paid out of the agency's development reserve fund, currently totaling \$6.2 million dollars.

Rent generated from the development is estimated to be \$165,000 in 2023, and \$330,000 annually starting in 2024 (once the project reaches stabilization).

**BACKGROUND:**

At its October meeting, the SouthWest Transit Commission (SWT) authorized staff to pursue a development option for a one-acre parcel known as Lot 2 Block 1 at the SouthWest Village site in Chanhassen.

The goals for the site were developed in 2004 through a series of meetings with the surrounding neighborhoods, SWT riders, the City of Chanhassen, and the SouthWest Transit Commission. The goals not only included SWT’s operation, but the housing to the south, and commercial/office use to the west of the station (see attached site plan).

The overriding goal was to “develop a site that meets the communities transit needs, while complementing the existing neighborhoods by providing additional amenities and opportunities to the area residents and transit commuters.

The development must incorporate our transit operation; be pedestrian friendly; provide engaging public spaces; provide a mix of uses; be high in quality; meet all parking/traffic requirements, and meets SWT’s economic expectations.

We believe the proposed development completes the site as previously envisioned. It includes the construction of a 12,000 s.f. one-story building and drive thru, that will house both a flexible office/workspace, and a coffee shop.

Leases for both the flexible office/workspace and coffee shop, are currently being negotiated.

The site plan, storm water management, building design, engineering, and the MEP, are all currently in process. Once completed, City and other Governmental entitlements will be sought, and the bid packages for the construction components will be developed and issued. Below is the tentative schedule:

**Tentative Project Schedule**

Project Initiation	November 2022
Draft Plans	December 2022
Final Plans, Estimated Construction Costs, Building Leases	January 2023
City Entitlements/PUD Variance and Approvals	January/February 2023
Issue Bid Documents	February 2023
Award Construction Contracts	March 2023
Commence Construction	April/May 2023
Substantial Completion (Construction)	January 2024

Staff is recommending a similar approach used during the construction of the Garage and Administrative Service Facility. The process used for that project was a Construction Management approach. Under this arrangement, SouthWest Transit negotiated and executed all professional and construction contracts, and with the assistance of the development and construction management consultants, manages all aspects of the project.

Staff examined the Construction Management process, as well as the more common approach of hiring a General Contractor to construct the project. We determined that the Construction Manager approach would expedite the project, provide a better/higher quality project, and ultimately reduce the overhead costs by eliminating the general contractor’s mark-up fee on all subcontractors’ work.

The Construction Management process also provides a broader/more detailed scope, and timely relationship between the owner and architect for pre-construction services and project administration.

Staff did request that SWT's attorney verify that professional services were not subject to competitive bidding requirements. This was verified.

Although not required, staff did solicit bids from multiple professional firms for Engineering, Landscape Architecture, Soil Testing and Storm Water Management. With one exception, all firms being recommended had the lowest proposed fees (see attached Vendor Bid Summary).

The one exception is Westwood Engineering who proposed a fee higher than that of SRF Consulting. The reason for Westwood is being recommended is that they recently worked on the two recent retail additions across Highway 101 from our site (Kraus-Anderson site), and they have the most recent experience working with the watershed district on storm water management. This is critical since the rules/regulations changed in 2015, eleven years after the initial PUD was approved for the SouthWest Village site. In particular, rate control (stormwater) must be provided on-site unless the facility is identified as part of a regional stormwater plan approved by the Watershed District. The recent additions in the KA development were not able to use existing Mn/DOT pond, even though the ponds were designed to accommodate the future development.

All other professional services contracts were reviewed with industry averages and found to be within the realm of acceptability. Further, with our previous experience with the more traditional approaches to construction (i.e., general contractor approach) we believe the CM route should reduce overall project costs by over 5%.

SWT's Owner Representative (Marko Management Consulting), and its Development Consultant (Solomon Real Estate Group), will be present at the December 15, 2022, meeting of the Commission to provide any updated information, and to provide the conceptual lay-out for the site.

**RECOMMENDATION:**

That the Commission authorize its CEO to enter into the contracts outlined in this memo totaling \$864,300. The contracts are all related to the construction and leasing of a structure to house both a future office for flexible workspace, and a coffee shop.



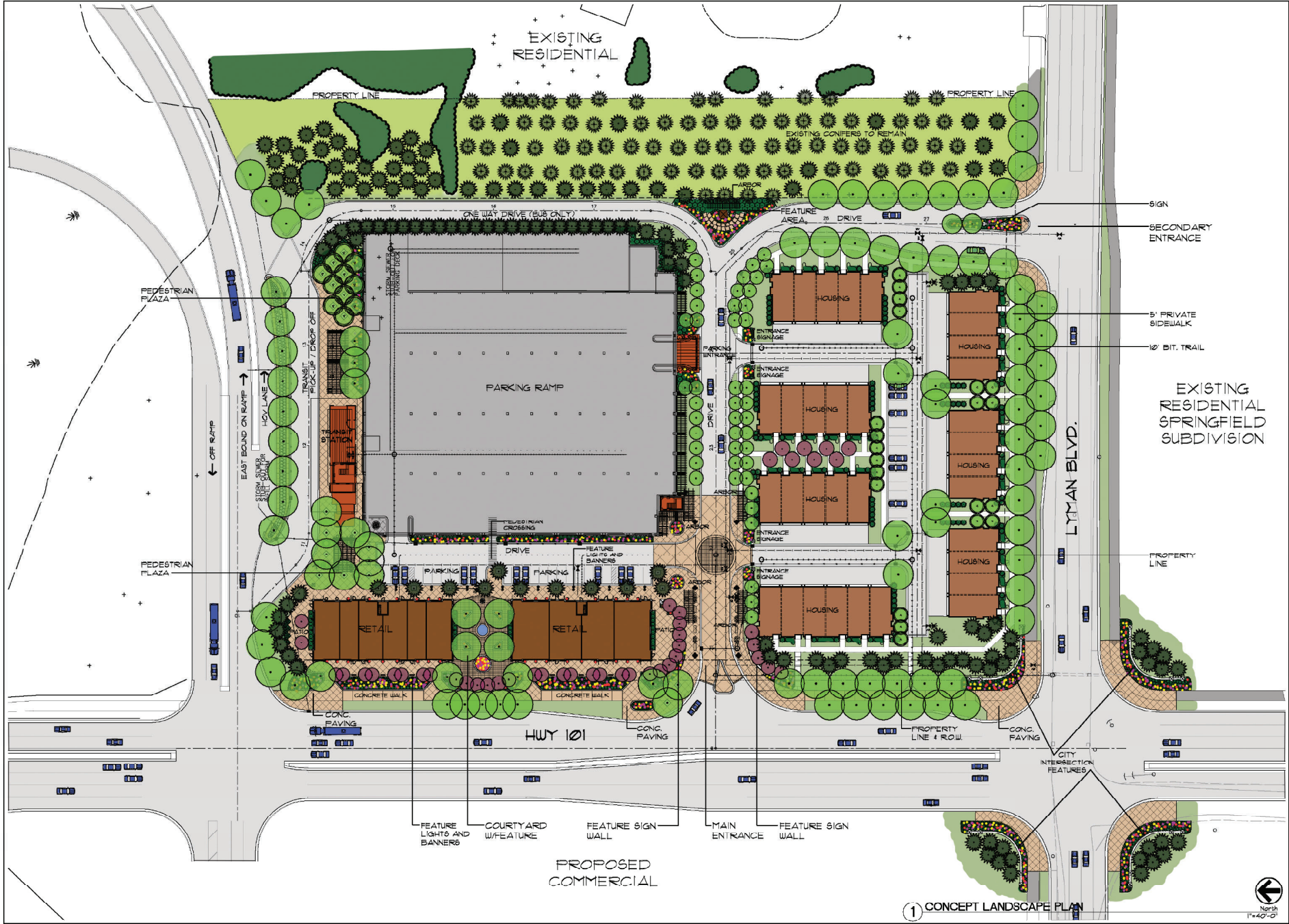
**Vendor Bid Summary**

Company Name	Project Name	Project Number	Client
Southwest Transit	Southwest Village Retail		Len Simich
Location	Architect	Date	Project Manager
Chanhasen, MN		11/14/2022	

Pre-Construction					
Description	Vendor/Subcontractor	Proposed Fee	Add-Ons	Line Total	Notes
Engineering, Survey & Landscape	<b>Westwood</b>	\$36,100	\$4,400	\$40,500	Add-on for Survey
Engineering, Survey & Landscape	<b>SRF Consulting</b>	\$25,870	\$4,000	\$29,870	Add-on for Survey
Soil Testing & Construction Materials	<b>Braun</b>	\$7,915	\$5,350	\$13,265	Add-on for Phase I, if needed
Soil Testing & Construction Materials	<b>AET</b>	\$5,600			No Bid provided for Phase I
Architectural Proposal	<b>AMCON</b>	\$97,700	\$10,800	\$108,500	Schematic Design & City Submittal
			Subtotal:		

Construction					
Description	Vendor/Subcontractor	Labor Costs	Material Costs	Line Total	Notes
General Contractor Services	<b>AMCON</b>				4.5% GC Fee - Open Book
			Subtotal:		

Post-Construction					
Description	Vendor/Subcontractor	Labor Costs	Material Costs	Line Total	Notes
Trash Removal					
Punch list					
Document Closeout					
			Subtotal:		
			Grand Total:		



REV	DATE	ISSUED DESCRIPTION
NO.	10.14.08	CITY SITE PLAN SUBMITTAL

CONCEPT LANDSCAPE PLAN  
OVERALL LANDSCAPE PLAN

**ERNST ASSOCIATES**  
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PROJECT: SOUTHWEST VILLAGE  
 LOCATION: Chambrassen, MN  
 DATE: 12/28/07

**SOUTHWEST VILLAGE**  
Chambrassen, MN

SHEET: **L1.3**

North  
1"=40'-0"



# SOUTHWEST TRANSIT

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## MEMORANDUM

**To:** SouthWest Transit Commission

**From:** Mike Huang, Chair, SouthWest Transit Commission  
Joshua Dorothy, General Counsel

**Date:** December 8, 2022

**Subject:** CEO Search

**REQUESTED ACTION:**

None at this time.

**BUDGET IMPACT:**

TBD

**BACKGROUND:**

Negotiations between SWT and CEO Candidate Wardrop are in their final stages. An update will be provided to the Commission at its 12/15/22 meeting on the status of negotiations with Candidate Wardrop so that the Commission can determine its next step(s) in the CEO Search process.

**RECOMMENDATION:**

None at this time.



# SOUTHWEST TRANSIT

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## MEMORANDUM

**TO:** SouthWest Transit Commission

**FROM:** Matt Fyten, Maria Mancilla-Diaz & Souriyong Souriya

**DATE:** December 9, 2022

**SUBJECT:** Proposed 2022 amended and 2023 General Fund Revenue and Expenditure Budget

**REQUESTED ACTION:**

That the SWT Commission approve the proposed 2022 Amended Budget and proposed 2023 Operating Budget for General Fund, and Capital Projects Funds.

**BUDGET IMPACT:**

**Proposed 2022 Amended Operating Budget:**

Proposed Operating Expenditure = \$16.4 million  
Proposed Operating Revenue = \$16.4 million  
Working Capital Expenditures = \$2.9 million  
Projected Year-End Operating Reserve = 56.2%

**Proposed 2023 Operating Budget:**

Proposed Operating Expenditure = \$15.2 million  
Proposed Operating Revenue = \$13.0 million  
Working Capital Expenditures = \$875k  
Projected Year-End Operating Reserve = 45.8%

**BACKGROUND:**

The 2023 budget represents a continued commitment to pandemic recovery. The 2023 revenue and expenditures budget anticipate a return to the more “normal” service levels with an emphasis in increasing SW Prime service. As in previous years, expenditures are funded by revenues. Fund balances and reserves are budgeted to fund one-time expenditures such as major projects or to cover a negative change in fund balance, as well cover any deficit in operating expenses not covered by annual revenues. Any additional increases in revenues beyond these assumptions could help to reduce the reliance on the use of fund balance.

**Revenue Projections:**

In 2021 and 2022 the federal government assisted SWT in maintaining essential services by funding the agency with \$2.072M (2021) and \$3.494M (2022). There is no federal assistance included in the 2023 revenue budget.

The Metropolitan Council (MC) allocates statewide MVST and RAMVST monthly. The 2023 budgeted revenue for MVST and RAMVST shows a 1% decrease YOY. Vehicle prices have increased but vehicle sales have declined.

The agency expects a 15% increase in Prime service and a gradual increase in Express service. These assumptions are based on actual passenger fares, fare increase, and future Prime service modeling. As a result, we expect an increase in passenger fares by \$101K YOY.

Advertising revenue is budgeted at \$100,000 in 2023, less than prior years as there is less demand for these services.

### **Expenditures and Transfers**

The administration line item is expected to decrease by 12.0%, this is a result of an FTE reduction, and the reclassification of IT related expenditures.

Related to the increase in passenger fares revenue, the new and expanded Prime service including Shakopee and Edina will result in increased expenses for 2023. It is also expected that the overall cost of doing business will increase due to the inflationary pressures for salaries and wages (especially driver wages), fuel, vehicle parts and other basic services.

Salaries and wage increases which are known are included in the 2023 budget. Previously, the Commission approved a 5% COLA and 1-5% Merit increase for core SWT employees. Medical benefits are not projected to increase. This has been verified by both our benefits provider and the City of Eden Prairie.

We project that fuel, equipment, information technology, and professional services will continue to be adversely impacted by economic factors. As it relates to energy procurement, the agency utilizes price hedging to take advantage of favorable market pricing without sacrificing budget certainty. However, not all gallons are hedged and we anticipate an increase in price. These are reflected in the 2023 budget.

Capital expenditures will be financed from resources accumulated in the Capital Improvement Fund and the NTD funding received through the Met Council.

### **General Fund Balance**

The General Fund balance will decrease by \$2,262,419 and estimated ending fund balance at \$6,997,311 at December 31, 2023 or 45.8% of budgeted expenditures.

Finally, as is standard practice, the Budget and Personnel Committee met earlier this month to review the proposed 2022 Budget Amendment and proposed 2023 Budget and approved of both budgets being presented to the Commission for consideration and adoption.

### **RECOMMENDATION:**

That the Commission approves proposed 2022 amended and 2023 Operating Budget for General Fund, and Capital Projects Funds.





**2022 PROPOSED AMENDED BUDGET**

**2023 PROPOSED BUDGET**

**December 15, 2022**

<b>SOUTHWEST TRANSIT</b>	
<b>TABLE OF CONTENTS</b>	
<b>2022 PROPOSED AMENDED BUDGET AND</b>	
<b>2023 PROPOSED BUDGET</b>	
	<b>Page Number</b>
2022 & 2023 Proposed Budget Assumptions	<b>i-vi</b>
2023 Proposed Budget Summary	<b>1</b>
General Fund Summary of Revenues and Expenditures	<b>2</b>
Agency Fund Balance Reserves	<b>3</b>
General Fund - Revenue Summary	<b>4</b>
General Fund - Expenditures Summary	<b>5</b>
Budget Detail	<b>6-10</b>
Capital Improvement	<b>11</b>
EPG Roof Replacement	<b>12</b>
SWS Development	<b>13</b>
Facility Maintenance Summary	<b>14-18</b>
2022 & 2023 Capital Costs of Operating and Other Capital Projects	<b>19-20</b>
Budgeted Employee Full Time Equivalent	<b>21</b>



## SOUTHWEST TRANSIT

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### 2023 Proposed Budget Assumptions – December 2022

#### GENERAL FUND

**General Fund** – The General Fund is the general operating fund of SWT. It is used to account for all financial resources and transit expenditures except those required to be accounted for in another fund. The General Fund revenue budget consists primarily of the motor vehicle sales tax revenues and passenger fares. The General Fund expenditure budget includes the transit administration, operations and vehicle and facility maintenance activities. The General Fund revenue budget totals \$13.0 million and the expenditure budget totals \$15.2 million. The expenditures exceed the revenue budget by \$2.2 million and reduce the fund balance to 45% of the 2023 expenditures budget.

**Fund Balance Reserves** – In 2016, the Commission passed a General Fund Balance policy to maintain a fund balance of 25% to 35% of the current year's budgeted expenditures, consistent with policies established by the Met Council. The 2023 Proposed General Fund budget reduces the fund balance reserve from 56% or \$9.2 million on December 31, 2022, to 45% or \$6.9 million at the end of 2023.

#### General Fund Revenue

The 2023 General Fund revenue budget totals \$13.0 million. Southwest Transit prepared its General Fund budget using the following revenue assumptions:

- The Motor Vehicle Sales Tax Revenue (MVST) and Regional Allocated Motor Vehicle Sales Tax Revenue (RAMVST) is based on the Minnesota Department of Revenue projection of the sales tax to be collected for public transportation services in accordance with Minnesota Statutes. The 2023 MVST \$8.9 million and RAMVST \$1.6 million total \$10.6 million revenue shows a 1% decrease from 2022. Vehicle prices have increased but vehicle sales have declined. There is no federal assistance included in the 2023 revenue budget.
- Passenger fares are estimated at \$1.1 million or 9% of total budgeted revenues. These assumptions are based on current passenger fares and the future change in services. The 2023 estimate is a 10% increase of the ridership level primarily due to growth in demand response (Prime Service) service and marginal growth in fixed route fixed route service towards the end of 2023.
- Pass-through expenditures are financed from grant reimbursements. The 2023 grant reimbursements are expected from the CMAQ grant financing the Carver (\$64k) and 5307 NTD (\$941k).

- Other miscellaneous total \$193k and include advertising revenues primarily from bus wrap advertising, rental program, and miscellaneous revenue.

## **General Fund Expenditures**

### **Overall Expenditures**

#### **Staffing**

The proposed 2023 budget includes increases in staffing in Vehicle Maintenance, Facilities Maintenance, and Operations primarily to fill positions temporarily left open (or filled by drivers during the pandemic), and is reflected in the proposed expenditure budget. The budget assumes pay adjustments in multiple areas to help promote recruitment and retention to maintain continuity of services to the public. The 2023 budgeted salaries have been increased by 9% (the Commission's adopted 5% COLA + merit) due to inflation and increased cost of living.

#### **Casualty, Liability and Workers Compensation Insurance**

The insurance included in the 2022 amended budget was increased to reflect the increased premium cost. SWT met with its agent in October 2022 to review the insurance coverage and premiums for 2023. The total premium is estimated at \$476k which is approximately 1% more than the 2022 premium costs. The premium is allocated to the various departments within the General Fund budget.

#### **Capital Cost of Operating**

These costs are major capital expenditures for equipment, repairs and replacements that do not occur on an annual basis. Significant items include technology upgrades, preventative maintenance assessments and additional vehicles and equipment.

Financing required for the capital cost of operations that exceed those funds available in the General Fund may be financed from funds in the Capital Improvement Fund, EPG Roof Replacement Fund, Development Fund or Federal Transportation funding (NTD) available thru the Met Council. The complete list of capital items scheduled for 2023 includes those items that will be financed by SWT sources. NTD funding is anticipated to finance an additional \$875k of SWT capital costs.

Capital Cost of Operating expenditures are budgeted to decrease 70.6% compared to 2022 as many programmed 2023 projects were moved to 2022 resulting in a smaller project list for 2023.

#### **Administration**

The Administration Department provides the management and support systems for the Agency. This Department includes the activities of the Commission, Administration, Financial and Budget Services, Payroll, Personnel, and Risk Management. The administrative staff includes the CEO, Chief Administrative Officer, HR Administration and Payroll, Marketing and Customer Service Representatives and the Finance Department.

The 2023 administrative staff includes 9.00 Full-time Equivalents (FTE's), an increase of .25 FTEs from the 2022 amended budget. This staff increase is in hiring full-time Chief Administrative Officer. The 2023 proposed administrative budget totals \$1.7 million a decrease \$245k or 12.4% from the 2022 administrative amended budget total of \$1.9 million due to reclass the professional service IT services moved to Operations Department.

## **Operations**

The 2022 amended budget totals \$6.5 million and the 2023 proposed budget totals \$7.7 million, an increase of \$1.2 million or an increase of 18.4% from the 2022 amended budget predominantly due to increases in SW Prime services throughout 2022. The 2023 budget reflects the increase of prime service and gradual increase for fixed route service starting in Q3.

Included in the operations budget for 2023:

- Fixed route budgeted at a 10% increase starting in September.
- Prime service budgeted to increase by 15% overall throughout the year.

**Fuel Cost** - The 2023 diesel fuel cost estimate is \$898k. The cost per gallon is estimated at \$3.59 for 2023. The diesel fuel cost has fluctuated since 2016 and actual cost per gallon in 2022 has averaged \$3.60 year-to-date.

The gasoline budget has also increased to \$313k and is based on current and projected service levels. As the Prime service has increased the vehicles replaced and added to the SWT fleet are gas vehicles rather than diesel vehicles which are more fuel efficient. The fuel and gas cost estimates of \$3.02 per gallon are based on the 2023 estimated service miles driven plus the new service expected to be added in 2023.

**Contracted Purchased Services** – The 2023 operating budget for contracted services has increased to \$4.8 million and is approximately 21% higher than the level in the 2022 amended budget. The 2023 contracted service total also includes the maintenance of the current service levels and estimated contractual cost of the planned service increases for both Express and SW Prime services.

**Other**-The operations staffing is 7.0 FTE compared to 5.50 FTEs currently. The 2023 proposed budget included 7.00 FTE and increase the two staff positions have been added to the prime reservation and half year of safety and risk manager. Prime reservation position is currently included as part of the contractual services costs. The position will become part of the Operations staff in 2023 and it is assumed there will be no additional net cost to SWT for the change in staffing.

## **Vehicle Maintenance**

The Vehicle Maintenance budget for 2023 is \$2.0 million compared to the 2022 amended budget of \$1.9 million, an increase of 3.2%. The 2022 amended budget included 11.50 FTE and will remain at 11.50 FTE in the proposed 2023 budget.

## **Facilities**

The Facility Maintenance budget for 2023 is \$2.0 million compared to an amended 2022 budget totaling \$1.7 million, an increase of 15.9%. The increase of 15.9% is due to the increase of utilities

cost and the inflation of overall maintenance expenditures. The 2022 amended budget includes an increase in Facilities staffing from 9.5 FTE to 13.00 FTE and will remain at 13.00 FTE in the proposed 2023 budget. The reason for the relatively high increase in FTEs is a need to bring back vehicle detailing staff. During the pandemic vehicle detailing was able to be completed by drivers to ensure we employed as many as we could during the reduced service period of the pandemic. Now with both SW Prime and Express services increasing we needed to have those drivers driving again, which resulted in the hiring of the vehicles detailing crew.

## **CAPITAL PROJECTS FUNDS**

**Capital Project Funds** – The only capital projects activities of SWT are accounted for in the Capital Improvement Fund, EPG Roof Replacement, and Development Funds which are used to account for the accumulation of resources to be used for acquisition, construction, and maintenance of SWT property, plant, and equipment. The Commission has established Capital Projects Funds to finance the future repair and maintenance costs to assure the SWT assets are maintained in a state of good repair.

**SOUTHWEST TRANSIT  
2023 PROPOSED BUDGET**

**2023 Proposed Budget Summary**

<b>Fund</b>	<b>Revenue</b>	<b>Expenditures</b>	<b>Transfers</b>	<b>Contribution (Use) of Fund Balance</b>	<b>Amended Budget Fund Balance 1/1/22</b>	<b>Projected Ending Fund Balance 12/31/22</b>
<b>General fund</b>	\$ 13,027,507	\$ 15,289,926	\$ -	\$ (2,262,419)	\$ 9,259,730	\$ 6,997,311
<b>Capital projects funds</b>						
Capital Improvement Fund	-	2,000,000	-	(2,000,000)	2,692,919	692,919
SWS Development Capital	45,000	6,000,000	-	(5,955,000)	6,135,686	180,686
<b>Total</b>	<b>\$ 13,072,507</b>	<b>\$ 23,289,926</b>	<b>\$ -</b>	<b>\$ (10,217,419)</b>	<b>\$ 18,088,335</b>	<b>\$ 7,870,916</b>

SOUTHWEST TRANSIT  
2022 PROPOSED AMENDED BUDGET AND  
2023 PROPOSED BUDGET

**General Fund Summary of Revenues and Expenditures**

	2021 Actual	2022 Adopted Budget	Proposed April & June 2022 Amendments	Proposed Dec 2022 Amendments	Proposed 2022 Amended Budget	Proposed 2023 Budget	Percent Change Proposed 2022 Amended to 2023 Proposed	Comments
<b>REVENUES</b>								
Intergovernmental revenue								
Motor Vehicle Excise Tax (MVST)	\$ 9,045,479	\$ 7,591,000	\$ 1,400,000	\$ 43,000	\$ 9,034,000	\$ 8,943,660	-1.0%	Flat base on the 2022 actual
RAMVST	1,656,214	1,417,300	253,000	15,000	1,685,300	1,668,447	-1.0%	Flat base on the 2022 actual
CMAQ Grant	20,542	30,000	-	(30,000)	-	40,000	0.0%	Deferred from 2022
ARP Funding 5307	-	-	3,494,167	-	3,494,167	-	-100.0%	
CRRSA 5307	2,072,432	-	-	-	-	-	0.0%	
5307 NTD Funding	348,606	705,000	218,088	-	923,088	941,000	1.9%	New NTD Funding available Q3
Passenger fares	521,820	548,800	65,000	462,900	1,076,700	1,177,300	9.3%	Increase Prime Service
Miscellaneous revenue								
Contracted Revenue	56,504	72,000	(12,000)	-	60,000	64,000	6.7%	Carver/Victoria/Ridgeview
Advertising Revenue	216,340	150,000	(53,100)	2,600	99,500	100,000	0.5%	Trades/Bus Wrap Revenue
Interest on investments	15,480	10,000	-	-	10,000	10,000	0.0%	Interest earned
Miscellaneous other	44,649	74,000	-	(3,000)	71,000	83,100	17.0%	Fuel Rebate, vehicle parts auctions, vehicle telematics reimb & Misc
<b>Total revenues</b>	<b>13,998,066</b>	<b>10,598,100</b>	<b>5,365,155</b>	<b>490,500</b>	<b>16,453,755</b>	<b>13,027,507</b>	<b>-20.8%</b>	
<b>EXPENDITURES</b>								
Administration	1,481,578	1,751,400	183,000	49,800	1,984,200	1,739,100	-12.4%	Staff reduction/moved IT related expenditures to Operation
Operations	4,865,777	6,069,100	99,500	379,200	6,547,800	7,750,426	18.4%	adding position, Increase prime service & inflations of contracts/fuel
Vehicle maintenance	1,505,951	1,859,100	38,700	78,500	1,976,300	2,039,800	3.2%	Cost increase vehicle maintenance parts
Facility maintenance	1,286,428	1,446,210	177,100	110,300	1,733,610	2,010,100	15.9%	adding back position & inflations
Related capital cost of operations	1,346,229	1,452,500	1,311,712	208,738	2,972,950	875,500	-70.6%	Capital of Cost Operating
5307 NTD Funding	348,606	705,000	218,088	330,152	1,253,240	875,000	-30.2%	Ramps PM/Facilities Maintenance/equipments
<b>Total expenditures</b>	<b>10,834,569</b>	<b>13,283,310</b>	<b>2,028,100</b>	<b>1,156,690</b>	<b>16,468,100</b>	<b>15,289,926</b>	<b>-7.2%</b>	
<b>Revenues Over/(Under) Expenditures</b>	<b>3,163,497</b>	<b>(2,685,210)</b>	<b>3,337,055</b>	<b>(666,190)</b>	<b>(14,345)</b>	<b>(2,262,419)</b>		
<b>Other Financing Sources (Uses)</b>								
Insurance Recoveries	174,324	-	-	380,000	380,000	-		
Transfer In	33,595	-	-	-	-	-		
Transfer (Out)	(2,000,000)	-	-	-	-	-		
<b>Total Other Financing Sources (Uses)</b>	<b>(1,792,081)</b>	<b>-</b>	<b>-</b>	<b>380,000</b>	<b>380,000</b>	<b>-</b>		
<b>Net change in fund balance</b>	<b>1,371,416</b>	<b>(2,685,210)</b>	<b>3,337,055</b>	<b>(286,190)</b>	<b>365,655</b>	<b>(2,262,419)</b>		
<b>Fund Balance - January 1</b>	<b>7,522,658</b>	<b>8,894,075</b>	<b>-</b>	<b>-</b>	<b>8,894,075</b>	<b>9,259,730</b>		
<b>Estimated Fund Balance - December 31</b>	<b>\$ 8,894,075</b>	<b>\$ 6,208,865</b>	<b>\$ 3,337,055</b>	<b>\$ (286,190)</b>	<b>\$ 9,259,730</b>	<b>\$ 6,997,311</b>		
<i>Fund Balance as a % of Adopted Budget</i>		<b>46.7%</b>			<b>56.2%</b>			
<i>Fund Balance as a % of Estimated Budget</i>						<b>45.8%</b>		



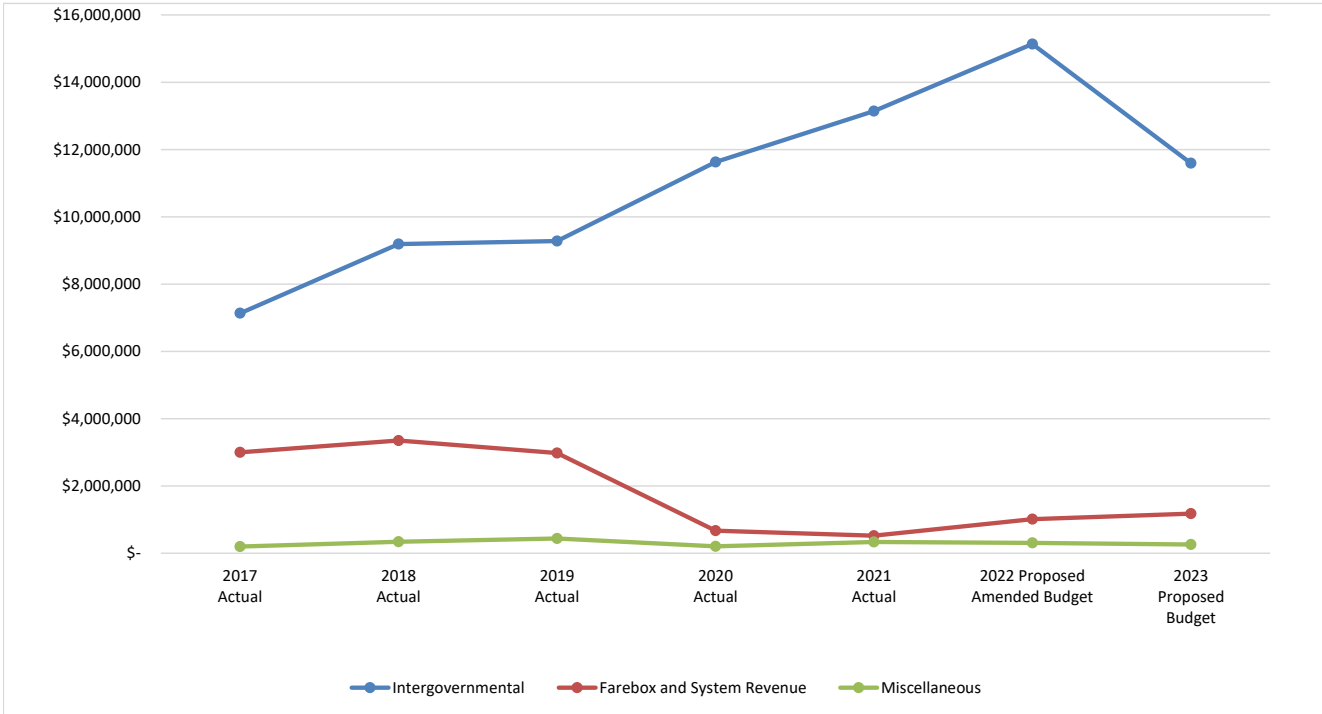
**SouthWest Transit**  
**Agency Fund Balance Reserves for 2023 Proposed Budget**

	General Fund	Capital Improvement	SWS Development	Total
<b>Estimated Fund Balance, Beginning Jan 1</b>	<b>9,259,730</b>	<b>2,692,919</b>	<b>6,135,686</b>	<b>18,088,335</b>
Estimated Net Change in Fund Balance Per 2023 proposed budget	\$ (2,262,419)	\$ (2,000,000)	\$ (5,955,000)	\$ (10,217,419)
<b>Estimated Fund Balance, EOY Dec 31</b>	<b>\$ 6,997,311</b>	<b>\$ 692,919</b>	<b>\$ 180,686</b>	<b>\$ 7,870,916</b>

SOUTHWEST TRANSIT  
2022 PROPOSED AMENDED BUDGET AND  
2023 PROPOSED BUDGET

**General Fund (100) - Revenue Summary**

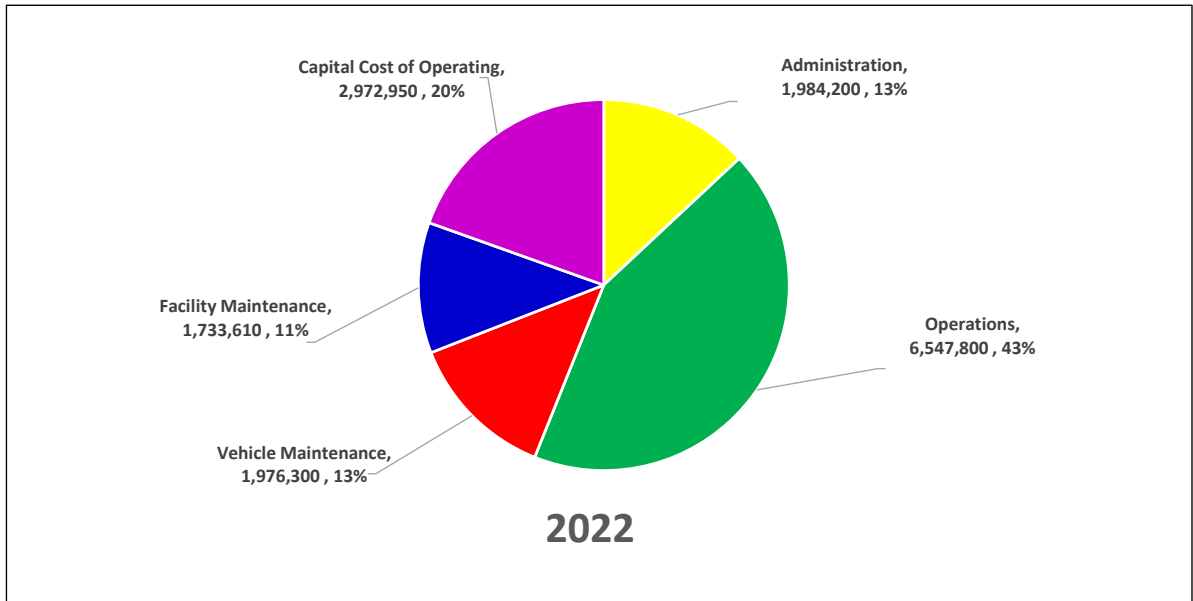
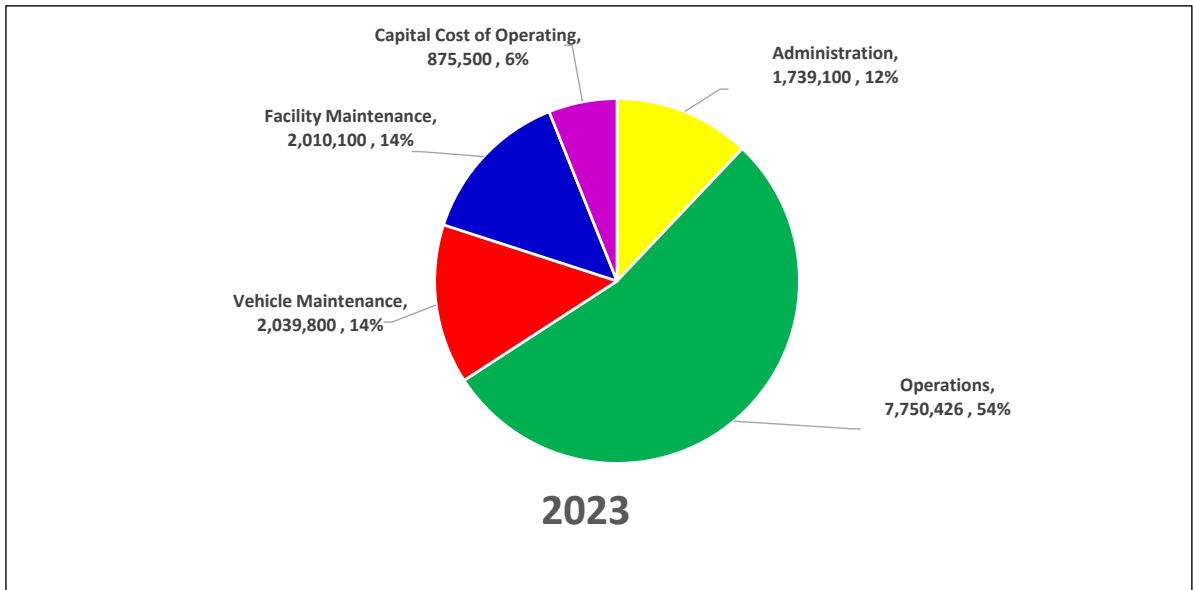
OBJECT ACCOUNT	DESCRIPTION	2021 Actual	2022 Adopted Budget	Amendments	Proposed 2022 Amended Budget	YTD June 2022	Proposed 2023 Budget
<b>REVENUES</b>							
<b>Intergovernmental revenue (350)</b>							
4062	Motor Vehicle Excise Tax (MVST)	\$ 9,045,479	\$ 7,591,000	\$ 43,000	\$ 9,034,000	\$ 3,655,020	\$ 8,943,660
4063	RAMVST	1,656,214	1,417,300	15,000	1,685,300	682,377	1,668,447
4043	CMAQ Grants	20,542	30,000	(30,000)	-	-	40,000
4046	ARP 2022	-	-	-	3,494,167	-	-
4047	CRRSA	2,072,432	-	-	-	-	-
4134	5307 NTD Funding	348,606	705,000	-	923,088	68,588	941,000
		<u>13,143,273</u>	<u>9,743,300</u>	<u>28,000</u>	<u>15,136,555</u>	<u>4,405,985</u>	<u>11,593,107</u>
<b>Farebox and system revenue</b>							
4010	Passenger fares	521,820	548,800	462,900	1,011,700	320,610	1,177,300
		<u>521,820</u>	<u>548,800</u>	<u>462,900</u>	<u>1,011,700</u>	<u>320,610</u>	<u>1,177,300</u>
<b>Miscellaneous revenue</b>							
4082	Contracted revenue	56,504	72,000	-	72,000	29,527	64,000
4092	Advertising & concessions	216,340	150,000	2,600	152,600	106,001	100,000
4102	Interest on Investments	15,480	10,000	-	10,000	4,722	10,000
4134	Miscellaneous Revenue	44,649	74,000	(3,000)	71,000	33,421	83,100
		<u>332,973</u>	<u>306,000</u>	<u>(400)</u>	<u>305,600</u>	<u>173,671</u>	<u>257,100</u>
<b>Total 100 REVENUES</b>		<u>\$ 13,998,066</u>	<u>\$ 10,598,100</u>	<u>\$ 490,500</u>	<u>\$ 16,453,855</u>	<u>\$ 4,900,266</u>	<u>\$ 13,027,507</u>



SOUTHWEST TRANSIT  
2022 PROPOSED AMENDED BUDGET AND  
2023 PROPOSED BUDGET

**General Fund (100) - Expenditures Summary**

EXPENDITURES	2021 Actual	2022 Adopted Budget	Amendments	Proposed 2022 Amended Budget	YTD June 2022	Proposed 2023 Budget
Administration	\$ 1,481,578	\$ 1,751,400	\$ 49,800	\$ 1,984,200	\$ 906,488	\$ 1,739,100
Operations	4,865,777	6,069,100	379,200	6,547,800	2,503,239	7,750,426
Vehicle maintenance	1,505,951	1,859,100	78,500	1,976,300	773,059	2,039,800
Facility maintenance	1,286,428	1,446,210	110,300	1,733,610	726,053	2,010,100
Related capital cost of operations	1,346,229	1,452,500	208,738	2,972,950	400,990	875,500
5307 NTD Funding	348,606	705,000	330,152	1,253,240	-	875,000
	<b>10,834,569</b>	<b>13,283,310</b>	<b>1,156,690</b>	<b>16,468,100</b>	<b>5,309,830</b>	<b>15,289,926</b>
<b>Total 100 EXPENDITURES</b>	<b>\$ 10,834,569</b>	<b>\$ 13,283,310</b>	<b>\$ 1,156,690</b>	<b>\$ 16,468,100</b>	<b>\$ 5,309,830</b>	<b>\$ 15,289,926</b>



SOUTHWEST TRANSIT  
2022 PROPOSED AMENDED BUDGET AND  
2023 PROPOSED BUDGET

General Fund (100)

BUSINESS UNIT	OBJECT ACCOUNT	DESCRIPTION	2021 Actual	2022 Adopted Budget	Amendments	Proposed 2022 Amended Budget	YTD June 2022	Proposed 2023 Budget	Comments
<b>REVENUES</b>									
100300	4015	Route 682 Fares	\$ 100,207	\$ 163,600	\$ 35,000	\$ 198,600	\$ 285	\$ 200,000	Special events - SF, Twins, Vikings, Concert, Etc.
100300	4016	Route 690 Fares	53,536	58,500	(30,500)	28,000	15,072	-	moved to route 698
100300	4019	Route 695 Fares	29,615	-	80,000	80,000	33,987	88,000	
100300	4020	Route 699 Fares	8,544	-	22,600	22,600	12,594	-	moved to route 698
100300	4021	Route 698 Fares	129,699	58,500	275,000	333,500	106,543	366,900	
100300	4022	Route 697 Fares	-	11,700	(11,700)	-	-	-	
100300	4023	Route 600 Fares	12,018	-	16,000	16,000	6,380	17,600	
100300	4025	Fall Services: 690,695,698, 699	-	58,500	(58,500)	-	-	67,000	Increase express 10% service in Q3
100301	4027	SW Prime	188,201	198,000	200,000	398,000	145,749	437,800	
100300	4082	Local Contracted Service	56,504	72,000	(12,000)	60,000	29,527	64,000	Carver Express/Prime & Victoria Prime
100350	4044	CMAQ TMA Grant	20,542	30,000	(30,000)	-	-	40,000	Remaining balance from CMAQ grant
100350	4047	CRRSA 5307	2,072,432	-	-	-	-	-	
100350	4048	ARP	-	-	3,494,167	3,494,167	-	-	
100350	4062	Motor Vehicle Excise Tax (MVST)	9,045,479	7,591,000	1,443,000	9,034,000	3,655,020	8,943,660	Flat base on the 2022 actual
100350	4063	RAMVST	1,656,214	1,417,300	268,000	1,685,300	682,377	1,668,447	Flat base on the 2022 actual
100350	4066	State Fuel Tax Refund	11,861	9,000	1,000	10,000	10,000	10,000	
100320	4092	Advertising Revenues	196,072	150,000	(50,500)	99,500	99,561	100,000	Per contract
100320	4093	Concessions	4,018	-	6,000	6,000	2,910	15,000	honor vending
100320	4094	Rental Program	16,250	-	20,000	20,000	3,530	10,000	Arboretum
100320	4102	Interest on Investments	15,480	10,000	-	10,000	4,722	10,000	Interest on investment
100320	4134	Miscellaneous Revenue	32,788	65,000	(30,000)	35,000	26,718	48,100	Misc. Revenue, vehicle parts auction, Vehicle Telematics reimb
100350	4045	5307 NTD Schedule	348,606	705,000	218,088	923,088	68,588	941,000	NTD Funding Estimated \$941k available 3rd quarter of 2023
<b>Total 100 REVENUES</b>			<b>\$ 13,998,066</b>	<b>\$ 10,598,100</b>	<b>\$ 5,855,655</b>	<b>\$ 16,453,755</b>	<b>\$ 4,900,266</b>	<b>\$ 13,027,507</b>	
<b>Total 100 EXPENDITURES</b>			<b>\$ 10,834,569</b>	<b>\$ 13,283,310</b>	<b>\$ 3,184,790</b>	<b>\$ 16,468,100</b>	<b>\$ 6,347,602</b>	<b>\$ 15,289,926</b>	
<b>Revenues Over/(Under) Expenditures</b>			<b>\$ 3,163,497</b>	<b>\$ (2,685,210)</b>	<b>\$ 2,670,865</b>	<b>\$ (14,345)</b>	<b>\$ (1,447,336)</b>	<b>\$ (2,262,419)</b>	
<b>Other Financing Sources (Uses)</b>									
		Insurance Recoveries	174,324	-	380,000	380,000	-	-	
		Transfer - In	33,595	-	-	-	-	-	
		Transfer - (Out)	(2,000,000)	-	-	-	-	-	
<b>Total Other Financing Sources (Uses)</b>			<b>\$ (1,792,081)</b>	<b>\$ -</b>	<b>\$ 380,000</b>	<b>\$ 380,000</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Net change in fund balance</b>			<b>\$ 1,371,416</b>	<b>\$ (2,685,210)</b>	<b>\$ -</b>	<b>\$ 365,655</b>	<b>\$ -</b>	<b>\$ (2,262,419)</b>	
<b>Fund Balance - January 1</b>			<b>7,522,658</b>	<b>8,894,075</b>	<b>-</b>	<b>8,894,075</b>	<b>-</b>	<b>9,259,730</b>	
<b>Estimated Fund Balance - December 31</b>			<b>\$ 8,894,075</b>	<b>\$ 6,208,865</b>	<b>\$ -</b>	<b>\$ 9,259,730</b>	<b>\$ -</b>	<b>\$ 6,997,311</b>	
<b>Fund Balance as a % of Budget</b>			<b>82.1%</b>	<b>46.7%</b>		<b>56.2%</b>			
<b>Fund Balance as a % of Estimated 2023 Budget</b>								<b>45.8%</b>	

SOUTHWEST TRANSIT  
2022 PROPOSED AMENDED BUDGET AND  
2023 PROPOSED BUDGET

General Fund (100)

BUSINESS UNIT	OBJECT ACCOUNT	DESCRIPTION	2022		Amendments	Proposed 2022 Amended Budget	YTD June 2022	Proposed 2023 Budget	Comments
			2021 Actual	Adopted Budget					
<b>EXPENDITURES</b>									
<b>ADMINISTRATION (100400)</b>									
100400	6003	Regular Salaries and Wages	\$ 623,263	\$ 805,200	\$ 16,800	\$ 822,000	\$ 388,546	\$ 837,900	9% inflation adj.
100400	6007	PTO Payout	11,804	60,000	10,000	70,000	10,710	20,000	PTO payout biannual
100400	6008	Overtime	101	-	900	900	17	500	
100400	6017	Employer FICA	48,363	57,500	26,500	84,000	35,950	64,100	
100400	6018	Employer PERA	46,838	55,100	12,000	67,100	29,398	61,900	
100400	6019	Employer Health & Dental	62,182	106,800	(10,800)	96,000	44,163	87,200	
100400	6020	Unemployment Compensation	-	5,000	13,000	18,000	17,835	18,000	charge all depts to Admin
100400	6022	Auto Allowance	8,544	4,200	2,200	6,400	4,272	4,200	CEO's Carallowance
100400	6023	Tuition Reimbursement	-	-	2,000	2,000	1,000	4,000	
100400	6024	Other Employer Benefits	10,282	13,200	300	13,500	5,191	15,300	VEBA, LTD and other life insurance benefits
		<b>Total Personal Services</b>	<b>811,377</b>	<b>1,107,000</b>	<b>72,900</b>	<b>1,179,900</b>	<b>537,081</b>	<b>1,113,100</b>	
100400	6037	Professional Service - Legal	68,020	70,000	8,000	78,000	34,788	78,000	
100400	6038	Professional Service-Technical	152,565	61,900	10,000	71,900	69,321	-	IT Services Relatedp - reclassified to Ops 100420.6038
100400	6040	Professional Service-Payroll S	24,503	26,200	-	26,200	7,585	20,200	Payroll and Benefits Services
100400	6041	Facility Security Costs	420	-	-	-	-	-	
100400	6042	Professional Service-Other	76,529	102,600	124,100	226,700	91,507	159,600	Audits and Add't consultant service
100400	6057	Office Supplies	4,822	7,500	-	7,500	3,272	7,500	Office supplies, toners,etc.
100400	6058	Postage & Shipping	2,000	2,000	-	2,000	500	2,000	
100400	6059	Printing Costs	1,410	500	500	1,000	938	500	business cards
100400	6060	Small Tools & Equipment	-	5,000	-	5,000	-	5,000	
100400	6061	Office Equipment Maintenance	5,921	5,500	-	5,500	3,022	5,500	Copier Maint
100400	6062	Software Maintenance Contract	30,713	30,000	-	30,000	17,748	27,000	Finance Software
100400	6067	Memberships and Dues	23,863	14,000	-	14,000	7,890	20,000	
100400	6068	Mileage and Parking	1,646	1,000	1,500	2,500	734	2,500	
100400	6069	Meetings Training & Conference	23,385	16,000	3,000	19,000	12,054	20,000	APTA conference
100400	6070	STA Charges	17,596	17,600	-	17,600	17,564	17,800	
100400	6071	Advertising and Marketing	195,385	240,000	-	240,000	78,198	200,000	
100400	6072	Employment Advertisements	144	1,000	-	1,000	-	1,000	
100400	6075	Employee Events & Training	4,358	5,000	-	5,000	1,199	7,500	
100400	6076	Merchant Fees	10,078	8,000	12,000	20,000	8,935	20,000	Credit card fees move from Other Admin Charges
100400	6077	Other Administrative Charges	2,815	1,000	-	1,000	333	2,000	Move credit card fees move to Merchant Fees account
100400	6091	Communications	3,205	4,600	800	5,400	2,760	5,200	Cellphone allowance
		<b>Total Administrative Charges</b>	<b>649,378</b>	<b>619,400</b>	<b>159,900</b>	<b>779,300</b>	<b>358,347</b>	<b>601,300</b>	
100400	6142	Lease/Rentals - Office Equipmt	10,029	10,800	-	10,800	6,118	11,000	
100400	6172	Property/Auto/Liability	6,985	7,300	-	7,300	3,023	7,400	
100400	6173	Worker's Compensation Insurance	3,809	6,900	-	6,900	1,919	6,300	
		<b>Total Operating &amp; Insurance</b>	<b>20,823</b>	<b>25,000</b>	<b>-</b>	<b>25,000</b>	<b>11,059</b>	<b>24,700</b>	
		<b>Total Operating Costs</b>	<b>1,481,578</b>	<b>1,751,400</b>	<b>232,800</b>	<b>1,984,200</b>	<b>906,488</b>	<b>1,739,100</b>	
100400	6207	Capital Costs of Operating	-	150,000	(100,000)	50,000	37,500	-	
		<b>Total Administration Expenditures</b>	<b>\$ 1,481,578</b>	<b>\$ 1,901,400</b>	<b>\$ 132,800</b>	<b>\$ 2,034,200</b>	<b>\$ 943,988</b>	<b>\$ 1,739,100</b>	

SOUTHWEST TRANSIT  
2022 PROPOSED AMENDED BUDGET AND  
2023 PROPOSED BUDGET

General Fund (100)

BUSINESS UNIT	OBJECT ACCOUNT	DESCRIPTION	2022			YTD June 2022	Proposed 2023 Budget	Comments
			2021 Actual	Adopted Budget	Amendments			
<b>EXPENDITURES</b>								
<b>OPERATIONS (100420)</b>								
100420	6003	Regular Salaries and Wages	\$ 289,983	\$ 299,200	\$ (9,200)	\$ 290,000	\$ 136,407	\$ 395,100
100420	6004	Special Event Salaries and Wag	247,678	200,000	33,000	233,000	13,645	250,000 <i>State Fair weekends 8 days/special events, vikings, concert, etc</i>
100420	6005	Wages - Part-Time	-	41,600	(41,600)	-	-	11,700 <i>Planning intern and PT dispatcher</i>
100420	6006	Dispatch Salaries & Wages	120,546	176,300	(46,300)	130,000	56,477	160,300
100420	6007	PTO Payout	40,892	10,000	-	10,000	3,996	10,000 <i>PTO payout</i>
100420	6008	Overtime	56,525	-	7,000	7,000	-	7,000
100420	6017	Employer FICA	55,901	54,900	7,100	62,000	18,624	62,500
100420	6018	Employer PERA	29,815	39,400	(4,400)	35,000	15,422	43,200
100420	6019	Employer Health & Dental	55,333	57,600	(7,600)	50,000	27,562	85,000
100420	6020	Unemployment Compensation	-	10,000	(10,000)	-	-	- <i>reclass to 100400 Admin</i>
100420	6021	Uniforms Allowance	-	-	-	-	911	-
100420	6022	Auto Allowance	1,050	-	-	-	-	-
100420	6024	Other Employer Benefits	9,916	10,700	-	10,700	2,843	10,800 <i>VEBA, LTD and other life insurance benefits</i>
		<b>Total Personal Services</b>	<b>907,639</b>	<b>899,700</b>	<b>(72,000)</b>	<b>827,700</b>	<b>275,887</b>	<b>1,035,600</b>
100420	6038	Professional Service-Technical	6,000	63,000	6,000	69,000	6,000	127,400 <i>IT Services Related - moved from 100400.6038</i>
100420	6057	Office Supplies	2,147	-	-	-	931	- <i>move to admin</i>
100420	6059	Printing Costs	111	5,000	-	5,000	-	5,000
100420	6060	Small Tools & Equipment	-	1,000	-	1,000	-	1,000
100420	6061	Office Equipment Maintenance	233	6,000	-	6,000	3,138	6,000
100420	6062	Software Maintenance Contract	181,523	185,100	9,000	194,100	40,295	234,600
100420	6065	Radio Services & Supplies	330	-	-	-	-	-
100420	6067	Memberships and Dues	1,827	2,500	3,000	5,500	5,160	5,500 <i>MPTA Membership Dues</i>
100420	6068	Mileage and Parking	103	500	-	500	34	500
100420	6069	Meetings Training & Conference	10,892	8,000	-	8,000	3,627	8,000
100420	6072	Employment Advertisements	1,669	-	-	-	-	-
100420	6073	Miscellaneous-Special Event	20,286	30,000	-	30,000	1,036	35,000
100420	6075	Employee Events & Training	100	-	-	-	-	-
100420	6077	Other Administrative Charges	12,429	10,000	-	10,000	11,044	10,000 <i>drug testing, fares commission fees and other misc.</i>
100420	6078	Other Administrative Charges/honor vending	-	-	15,000	15,000	1,177	15,000 <i>honor vending</i>
100420	6079	IT Equip & Supplies	-	-	-	-	-	45,000 <i>IT Equip &amp; Supplies (Moved out from CCO for 2023)</i>
100420	6091	Communications	2,025	1,800	-	1,800	900	1,800 <i>Staffs cellphone allowance</i>
		<b>Total Administrative Charges</b>	<b>239,675</b>	<b>312,900</b>	<b>33,000</b>	<b>345,900</b>	<b>73,342</b>	<b>494,800</b>
100420	6118	Driver Uniforms	18,638	41,000	-	41,000	11,928	43,000 <i>\$12k SWS &amp; \$31k Drivers Uniform</i>
100420	6124	Motor Fuel - Diesel	390,710	440,500	279,500	720,000	321,255	585,000 <i>655k miles=4.90mile/gallons= 134k gallons@\$3.59+\$10k addition</i>
100420	6125	Motor Fuel - Gasoline	90,923	250,000	(50,000)	200,000	89,048	313,000 <i>Est 1.5M miles=15.30/gallons=103k gallons @\$3.02+\$10k addition</i>
100420	6132	Contracted Purchase of Service	2,910,159	3,732,200	285,000	4,017,200	1,587,183	4,873,326 <i>21% Increase mainly from Prime service</i>
100420	6133	Driver Incentive	-	40,000	-	40,000	-	40,000 <i>Best Program/hiring incentive</i>
100420	6143	Lease/Rental - Facilities	2,408	3,000	-	3,000	-	3,000 <i>Special event bus parkout</i>
100420	6172	Property/Auto/Liability	286,929	312,200	2,800	315,000	130,072	320,000
100420	6173	Worker's Compensation	13,892	17,600	400	18,000	7,117	22,700
100420	6174	Insurance Deductible	4,804	20,000	-	20,000	7,407	20,000
		<b>Total Operating &amp; Insurance</b>	<b>3,718,463</b>	<b>4,856,500</b>	<b>517,700</b>	<b>5,374,200</b>	<b>2,154,010</b>	<b>6,220,026</b>
		<b>Total Operating Costs</b>	<b>4,865,777</b>	<b>6,069,100</b>	<b>478,700</b>	<b>6,547,800</b>	<b>2,503,239</b>	<b>7,750,426</b>
100420	6207	Capital Costs of Operating	97,486	232,000	458,000	690,000	257,758	135,500
100420	6211	Cap Exp related to NTD 5307	-	50,000	(50,000)	-	-	335,000 <i>NTD Funding</i>
		<b>Total Capital Outlay</b>	<b>97,486</b>	<b>282,000</b>	<b>408,000</b>	<b>690,000</b>	<b>257,758</b>	<b>470,500</b>
		<b>Total Operations Expenditures</b>	<b>\$ 4,963,263</b>	<b>\$ 6,351,100</b>	<b>\$ 886,700</b>	<b>\$ 7,237,800</b>	<b>\$ 2,760,997</b>	<b>\$ 8,220,926</b>

SOUTHWEST TRANSIT  
2022 PROPOSED AMENDED BUDGET AND  
2023 PROPOSED BUDGET

1,202,626

General Fund (100)									
BUSINESS UNIT	OBJECT ACCOUNT	DESCRIPTION	2021 Actual	2022 Adopted Budget	Amendments	Proposed 2022 Amended Budget	YTD June 2022	Proposed 2023 Budget	Comments
<b>EXPENDITURES</b>									
<b>VEHICLE MAINTENANCE (100430)</b>									
100430	6003	Regular Salaries and Wages	\$ 695,859	\$ 712,000	\$ 40,000	\$ 752,000	\$ 329,703	\$ 808,800	\$3k for Sat oncall & \$5k for ASE Certified
100430	6005	Wages - Part-Time	33,607	38,400	(5,000)	33,400	16,984	\$ 49,200	Part Time
100430	6007	PTO Payout	7,567	12,000	9,000	21,000	10,046	12,000	PTO payout biannual
100430	6008	Overtime	3,987	6,000	1,500	7,500	583	6,000	
100430	6017	Employer FICA	58,087	57,400	20,000	77,400	32,902	65,100	
100430	6018	Employer PERA	56,393	55,200	5,800	61,000	26,886	62,800	
100430	6019	Employer Health & Dental	97,368	132,800	(10,800)	122,000	64,607	130,700	
100430	6020	Unemployment Compensation	-	10,000	(10,000)	-	-	-	Moved to 100400 Admin
100430	6021	Uniforms Allowance	3,790	5,800	-	5,800	2,422	-	
100430	6023	Tuition Reimbursement	3,011	10,000	(10,000)	-	-	-	
100430	6024	Other Employer Benefits	12,630	14,300	-	14,300	5,247	18,700	VEBA, LTD and other life insurance benefits
		<b>Total Personal Services</b>	<b>972,299</b>	<b>1,053,900</b>	<b>40,500</b>	<b>1,094,400</b>	<b>489,380</b>	<b>1,153,300</b>	
100430	6057	Office Supplies	326	500	-	500	88	500	
100430	6058	Postage & Shipping	389	4,500	-	4,500	718	4,500	
100430	6059	Printing Costs	275	750	-	750	275	750	
100430	6060	Small Tools & Equipment	15,934	20,000	-	20,000	6,740	25,000	\$10800 tools allowance \$100/month/11 employees
100430	6062	Software Maintenance Contract	17,427	5,000	-	5,000	-	6,750	Emaint Maintenance support
100430	6063	Fleet Maint. & Inventory Softw	3,720	6,750	-	6,750	725	6,500	
100430	6065	Radio Services & Supplies	3,924	2,500	-	2,500	1,955	3,000	
100430	6066	Environmental Charges	7,582	15,000	(5,000)	10,000	1,906	15,000	
100430	6068	Mileage and Parking	-	400	-	400	-	400	
100430	6069	Meetings Training & Conference	4,210	7,000	-	7,000	177	7,000	
100430	6077	Other Administrative Charges	895	1,500	-	1,500	28	1,500	Drug Testing, other admin misc.
100430	6091	Communications	2,867	2,000	-	2,000	1,425	3,100	Staff phone allowans \$1800 & wireless
		<b>Total Administrative Charges</b>	<b>57,549</b>	<b>65,900</b>	<b>(5,000)</b>	<b>60,900</b>	<b>14,037</b>	<b>74,000</b>	
100430	6112	Vehicle/Equip Mtc. Parts	295,586	443,000	6,500	449,500	174,160	503,500	Total of 2.19m miles @ 23 cents per mile.
100430	6114	Tires	63,267	85,000	(15,000)	70,000	12,525	80,000	Tire prices have risen about 20%
100430	6115	Bus Washer Supplies	4,562	20,000	-	20,000	7,772	20,000	
100430	6116	Vehicle/Equip Contracted Maint	17,087	25,000	55,000	80,000	19,010	25,000	To cover DEF run bus and other prime vehicle repairs.
100430	6117	Vehicle Bodyshop Repair	18,003	70,000	35,000	105,000	25,332	80,000	
100430	6119	Pandemic	7,321	10,000	-	10,000	2,027	2,000	
100430	6127	Diesel Exhaust Fluid	-	-	-	-	-	-	remove this account and run it under fuel and lubercant DEF
100430	6128	Fuel and Lubricants (DEF)	42,032	55,000	-	55,000	17,341	60,000	15% increase for 2023 in both lubes and def
100430	6137	General Operating Supplies	-	-	200	200	200	-	
100430	6161	Vehicle Registration & Permits	16	600	-	600	-	500	
100430	6172	Property/Auto/Liability	420	500	-	500	183	500	
100430	6203	Capital Outlay - Vehicles	-	-	-	-	-	-	
100430	6173	Worker's Compensation	27,809	30,200	-	30,200	11,094	41,000	
		<b>Total Operating &amp; Insurance</b>	<b>476,103</b>	<b>739,300</b>	<b>81,700</b>	<b>821,000</b>	<b>269,642</b>	<b>812,500</b>	
		<b>Total Operating Costs</b>	<b>1,505,951</b>	<b>1,859,100</b>	<b>117,200</b>	<b>1,976,300</b>	<b>773,059</b>	<b>2,039,800</b>	
100430	6211	Cap Exp related to NTD 5307	-	-	72,240	72,240	32,867	195,000	NTD funding
100430	6207	Capital Costs of Operating	236,785	388,000	368,150	756,150	189,553	5,000	Electric Prime vehicles and non revenue vehicles
		<b>Total Capital Outlay</b>	<b>236,785</b>	<b>388,000</b>	<b>440,390</b>	<b>828,390</b>	<b>222,420</b>	<b>200,000</b>	
		<b>Total Vehicle Maintenance Expenditures</b>	<b>\$ 1,742,736</b>	<b>\$ 2,247,100</b>	<b>\$ 557,590</b>	<b>\$ 2,804,690</b>	<b>\$ 995,480</b>	<b>\$ 2,239,800</b>	

SOUTHWEST TRANSIT  
2022 PROPOSED AMENDED BUDGET AND  
2023 PROPOSED BUDGET

General Fund (100)

BUSINESS UNIT	OBJECT ACCOUNT	DESCRIPTION	2021 Actual	2022 Adopted Budget	Amendments	Proposed 2022 Amended Budget	YTD June 2022	Proposed 2023 Budget	Comments
<b>EXPENDITURES</b>									
<b>FACILITY MAINTENANCE (100440 - 447)</b>									
100440-447	6003	Regular Salaries and Wages	\$ 471,571	\$ 441,900	\$ 157,100	\$ 599,000	\$ 257,523	\$ 699,200	Reallocate staff various department increased wages
100440-447	6005	Wages - Part-Time	17,636	32,000	9,100	41,100	2,104	72,400	Reduced part time and increased full time
100440-447	6007	PTO Payout	3,723	7,000	1,500	8,500	4,259	8,000	
100440-447	6008	Overtime	3,482	5,000	3,000	8,000	830	6,000	snow removal
100440-447	6017	Employer FICA	38,801	36,300	25,000	61,300	24,451	59,100	
100440-447	6018	Employer PERA	35,873	35,100	13,000	48,100	19,815	57,400	
100440-447	6019	Employer Health & Dental	73,311	81,100	17,900	99,000	57,647	97,100	
100440-447	6020	Unemployment Compensation	-	10,000	(10,000)	-	-	-	Moved to 100400 Admin
100440-447	6021	Uniforms Allowance	4,824	5,000	-	5,000	1,605	6,000	
100440-447	6023	Tuition Reimbursement	250	1,000	-	1,000	-	-	
100440-447	6024	Other Employer Benefits	9,172	11,300	2,700	14,000	6,253	18,300	VEBA, LTD and other life insurance benefits
		<b>Total Personal Services</b>	<b>658,643</b>	<b>665,700</b>	<b>219,300</b>	<b>885,000</b>	<b>374,487</b>	<b>1,023,500</b>	
100440-447	6041	Facility Security Costs	17,148	24,000	-	24,000	7,959	24,200	
100440-447	6057	Office Supplies	240	-	-	-	-	-	
100440-447	6060	Small Tools & Equipment	6,503	10,400	-	10,400	1,134	10,500	Including Tools allowance
100440-447	6062	Software Maintenance Contract	10,283	6,750	8,400	15,150	1,977	16,400	E Maint Facility Software annual support
100440-447	6064	Exterminating Services	5,855	8,500	-	8,500	2,768	12,000	
100440-447	6067	Memberships and Dues	-	1,000	-	1,000	-	1,000	
100440-447	6068	Mileage and Parking	250	300	-	300	-	500	
100440-447	6069	Meetings Training & Conference	3,772	6,000	-	6,000	2,761	10,000	
100440-447	6077	Other Administrative Charges	1,076	1,500	-	1,500	24	1,500	
100440-447	6087	Utilities - Electric	69,665	92,720	17,000	109,720	52,838	122,000	received credit from Solar
100440-447	6088	Utilities - Gas	24,384	55,000	8,000	63,000	54,286	94,000	
100440-447	6089	Utilities - Water/Sewer	17,143	23,500	3,000	26,500	8,800	38,500	
100440-447	6090	Utilities - Other	52,028	48,500	3,000	51,500	20,928	52,500	Solar Energy Savings credit via Xcel Energy
100440-447	6091	Communications	38,981	42,800	5,700	48,500	22,260	40,800	
100440-447	6092	Refuse Service	18,094	16,000	-	16,000	8,511	19,000	
100440-447	6093	Internet & Cable Service	36,298	49,800	(1,600)	48,200	24,943	45,700	
		<b>Total Administrative Charges</b>	<b>301,720</b>	<b>386,770</b>	<b>43,500</b>	<b>430,270</b>	<b>209,188</b>	<b>488,600</b>	
100440-447	6116	Vehicle/Equip Contracted Maint	-	8,000	-	8,000	1,022	13,000	Generator Annual Maintenance
100440-447	6137	General Operating Supplies	55,764	56,000	3,600	59,600	33,301	65,000	
100440-447	6138	Sand & Salt Supplies	6,100	6,500	-	6,500	1,865	6,500	
100440-447	6139	Contract Repair- Equip. & Blds	35,719	77,000	20,300	97,300	30,869	80,000	including \$15K annual fire/sprinkler testing
100440-447	6142	Lease/Rentals - Office Equipmt	1,347	-	-	-	-	-	
100440-447	6144	Lease/Rentals - Snow Equipment	3,800	-	-	-	-	-	
100440-447	6157	Contract Facility Maintenance	58,781	65,200	-	65,200	3,579	114,000	
100440-447	6159	Exterior & Lot Maintenance	26,179	33,500	-	33,500	5,690	49,000	
100440-447	6161	Vehicle Registration & Permits	2,768	1,900	-	1,900	810	1,500	
100440-447	6162	Other Taxes and Fees	-	500	-	500	-	500	
100440-447	6163	Elevator Maintenance Services	19,011	23,940	700	24,640	18,280	26,100	Increased 5%
100440-447	6172	Property/Auto/Liability	83,755	85,900	-	85,900	35,695	85,900	
100440-447	6173	Worker's Compensation Insurance	32,841	35,300	-	35,300	11,268	56,500	
		<b>Total Operating &amp; Insurance</b>	<b>326,065</b>	<b>393,740</b>	<b>24,600</b>	<b>418,340</b>	<b>142,379</b>	<b>498,000</b>	
		<b>Total Operating Costs</b>	<b>1,286,428</b>	<b>1,446,210</b>	<b>287,400</b>	<b>1,733,610</b>	<b>726,053</b>	<b>2,010,100</b>	
100440-447	6207	Capital Costs of Operating	1,360,564	682,500	414,300	1,096,800	74,633	735,000	
100440-447	6211	Cap Exp related to NTD 5307	-	655,000	526,000	1,181,000	635,014	345,000	NTD Funding
100440-447	6208	Capital Outlay - Buildings	-	-	380,000	380,000	211,437	-	
		<b>Total Capital Outlay</b>	<b>1,360,564</b>	<b>1,337,500</b>	<b>1,320,300</b>	<b>2,657,800</b>	<b>921,084</b>	<b>1,080,000</b>	
		<b>Total Facility Maintenance Expenditures</b>	<b>2,646,992</b>	<b>2,783,710</b>	<b>1,607,700</b>	<b>4,391,410</b>	<b>1,647,138</b>	<b>3,090,100</b>	
		<b>Total 100 Expenditures</b>	<b>\$ 10,834,569</b>	<b>\$ 13,283,310</b>	<b>\$ 3,184,790</b>	<b>\$ 16,468,100</b>	<b>\$ 6,347,602</b>	<b>\$ 15,289,926</b>	



SOUTHWEST TRANSIT  
2022 PROPOSED AMENDED BUDGET AND  
2023 PROPOSED BUDGET

**Capital Fund - Capital Improvement Fund**

BUSINESS UNIT	OBJECT ACCOUNT	DESCRIPTION	2021	2022	Amendments	Proposed 2022	YTD	Proposed 2023	Comments
			Actual	Adopted Budget		Amended Budget	June 2022	Budget	
<b>Revenues</b>									
270320	4102	Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
270320	4134	Miscellaneous Revenue	36,735	-	-	-	-	-	
		<b>Total Revenues</b>	<b>36,735</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Expenditures</b>									
270442	6204	Capital Outlay - Building	207,230	-	-	-	-	2,000,000	<i>Sustainability Solar Project</i>
270447	6204	Capital Outlay - Building	-	-	-	-	-	-	
		<b>Total Expenditures</b>	<b>207,230</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,000,000</b>	
<b>Other Financing Sources (Uses):</b>									
270351	4156	Transfer In-Fund 250 Capital & Equip	1,842,944	-	-	-	-	-	
270351	4156	Transfer In-Fund 260 Capital Cost Deferred	169,879	-	-	-	-	-	
270351	4156	Transfer In-Fund 338 SWS Relocation	697,796	-	-	-	-	-	
270351	4156	Transfer In-Fund 407 EPG Remodel Debt	15,308	-	-	-	-	-	
270351	4156	Transfer In-Fund 408 EPG Expansion Debt	137,487	-	-	-	-	-	
		<b>Net Transfers</b>	<b>2,863,414</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
		<b>Net change</b>	<b>2,692,919</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(2,000,000)</b>	
		Projected Current Year Fund Balance				<b>\$ 2,692,919</b>			
		Projected Following Year's Fund Balance						<b>\$ 692,919</b>	

SOUTHWEST TRANSIT  
2022 PROPOSED AMENDED BUDGET AND  
2023 PROPOSED BUDGET

**Capital Fund - EPG Roof Replacement**

BUSINESS UNIT	OBJECT ACCOUNT	DESCRIPTION	2021	2022	Amendments	Proposed 2022	YTD	Proposed 2023	Comments
			Actual	Adopted Budget		Amended Budget	June 2022	Budget	
<b>Revenues</b>									
280320	4102	Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
280320	4134	Miscellaneous Revenue	-	-	-	-	-	-	
<b>Total Revenues</b>			-	-	-	-	-	-	
<b>Expenditures</b>									
280442	6204	Capital Outlay - Building	49,334	2,000,000	(49,334)	1,950,666	1,378,419	-	
280447	6204	Capital Outlay - Building	-	-	-	-	-	-	
<b>Total Expenditures</b>			<b>49,334</b>	<b>2,000,000</b>	<b>(49,334)</b>	<b>1,950,666</b>	<b>1,378,419</b>	<b>-</b>	
<b>Other Financing Sources (Uses):</b>									
280351	4156	Transfer In - Other	2,000,000	-	-	-	-	-	
280440	6223	Transfer Out - Other	-	-	-	-	-	-	
<b>Net Transfers</b>			<b>2,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net change</b>			<b>1,950,666</b>	<b>(2,000,000)</b>	<b>49,334</b>	<b>(1,950,666)</b>	<b>(1,378,419)</b>	<b>-</b>	
Projected Current Year Fund Balance						\$ -			
Projected Following Year's Fund Balance							\$ -		

SOUTHWEST TRANSIT  
2022 PROPOSED AMENDED BUDGET AND  
2023 PROPOSED BUDGET

**Capital Fund - SWS Development Capital**

BUSINESS UNIT	OBJECT ACCOUNT	DESCRIPTION	2021	2022	Amendments	Proposed 2022	YTD	Proposed 2023	Comments
			Actual	Adopted Budget		Amended Budget	June 2022	Budget	
<b>Revenues</b>									
360320	4102	Interest on Investments	\$ 53,862	\$ 45,000	\$ -	\$ 45,000	\$ 10,323	\$ 45,000	
360320	4134	Miscellaneous Revenue	1,704	-	-	-	-	-	
		<b>Total Revenues</b>	<b>55,566</b>	<b>45,000</b>	<b>-</b>	<b>45,000</b>	<b>10,323</b>	<b>45,000</b>	
<b>Expenditures</b>									
360444	6204	Capital Outlay - Building	-	-	-	-	-	6,000,000	<i>SW Village Development</i>
360447	6204	Capital Outlay - Building	-	-	-	-	-	-	
		<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,000,000</b>	
		<b>Net change</b>	<b>55,566</b>	<b>45,000</b>	<b>-</b>	<b>45,000</b>	<b>10,323</b>	<b>(5,955,000)</b>	
		Projected Current Year Fund Balance				<b>\$ 6,135,686</b>			
		Projected Following Year's Fund Balance						<b>\$ 180,686</b>	

SOUTHWEST TRANSIT  
2022 PROPOSED AMENDED BUDGET AND  
2023 PROPOSED BUDGET

BUSINESS UNIT	OBJECT ACCOUNT	Description	2021 Actual	2022 Adopted Budget	Amendments	Proposed 2022 Amended Budget	YTD June 2022	Proposed 2023 Budget	Comments
<b>Facility Maintenance SWS 440</b>									
100440	6041	Facility Security Costs	\$ 2,042	\$ 3,800	\$ -	\$ 3,800	\$ 2,435	5,000	<i>We will need to split costs with LRT</i>
100440	6060	Small Tools & Equipment	1,188	1,000	(1,000)	-	-	-	
100440	6064	Exterminating Services	1,850	2,000	-	2,000	-	3,000	
100440	6069	Meetings Training & Conference	99	-	-	-	590	-	
100440	6087	Utilities - Electric	22,148	28,000	-	28,000	14,854	31,000	<i>We will need to split costs with LRT</i>
100440	6088	Utilities - Gas	-	3,000	-	3,000	-	25,000	<i>We will need to split costs with LRT</i>
100440	6089	Utilities - Water/Sewer	-	3,500	-	3,500	-	13,000	<i>We will need to split costs with LRT</i>
100440	6090	Utilities - Other	-	500	-	500	-	500	<i>We will need to split costs with LRT</i>
100440	6091	Communications	8,985	12,000	-	12,000	4,850	12,500	
100440	6093	Internet & Cable Service	8,585	8,100	-	8,100	2,779	6,400	
100440	6137	General Operating Supplies	6,152	10,000	(10,000)	-	1,074	10,000	<i>keep track for share cost with LRT</i>
100440	6139	Contract Repair- Equip. & Blds	4,984	12,000	-	12,000	3,184	12,000	<i>\$3k fire/sprinkler testing/ Generator Maint</i>
100440	6142	Lease/Rentals - Office Equipmt	148	-	-	-	-	-	
100440	6157	Contract Facility Maintenance	7,014	9,000	-	9,000	-	20,000	<i>On going Ramp PM \$10k</i>
100440	6158	Contracted Snow Removal	-	-	-	-	-	-	
100440	6159	Exterior & Lot Maintenance	2,220	5,000	(5,000)	-	-	15,000	
100440	6161	Vehicle Registration & Permits	670	500	-	500	-	-	
100440	6163	Elevator Maintenance Services	8,285	9,030	170	9,200	9,140	9,700	<i>increase 5%</i>
100440	6172	Property/Auto/Liability	14,982	16,000	-	16,000	6,646	16,000	<i>new appraisal and value increase</i>
<b>Total Business Unit 100440</b>			<b>89,352</b>	<b>123,430</b>	<b>(15,830)</b>	<b>107,600</b>	<b>45,553</b>	<b>179,100</b>	

SOUTHWEST TRANSIT  
2022 PROPOSED AMENDED BUDGET AND  
2023 PROPOSED BUDGET

BUSINESS UNIT	OBJECT ACCOUNT	Description	2021 Actual	2022 Adopted Budget	Amendments	Proposed 2022 Amended Budget	YTD June 2022	Proposed 2023 Budget	Comments
<b>Facility Maintenance EPG Garage 442</b>									
100442	6003	Regular Salaries and Wages	\$ 471,571	\$ 441,900	\$ 157,100	\$ 599,000	\$ 257,523	\$ 699,200	
100442	6005	Wages - Part-Time	17,636	32,000	9,100	41,100	2,104	72,400	
100442	6007	PTO Payout	3,723	7,000	1,500	8,500	4,259	8,000	
100442	6008	Overtime	3,482	5,000	3,000	8,000	830	6,000	
100442	6017	Employer FICA	38,801	36,300	25,000	61,300	24,451	59,100	
100442	6018	Employer PERA	35,873	35,100	13,000	48,100	19,815	57,400	
100442	6019	Employer Health & Dental	73,311	81,100	17,900	99,000	57,647	97,100	
100442	6020	Unemployment Compensation	-	10,000	(10,000)	-	-	-	<i>moved to all Admin</i>
100442	6021	Uniforms Allowance	4,824	5,000	-	5,000	1,605	6,000	
100442	6023	Tuition Reimbursement	250	1,000	-	1,000	-	-	
100442	6024	Other Employer Benefits	9,172	11,300	2,700	14,000	6,253	18,300	
100442	6041	Facility Security Costs	3,477	4,300	-	4,300	3,010	5,000	
100442	6057	Office Supplies	240	-	-	-	-	-	
100442	6060	Small Tools & Equipment	5,184	6,400	4,000	10,400	1,134	10,500	<i>\$1200 tools allowance</i>
100442	6062	Software Maintenance Contract	10,283	6,750	8,400	15,150	1,977	16,400	<i>E maint/JC annual support/Generator</i>
100442	6064	Exterminating Services	730	1,000	-	1,000	443	2,000	
100442	6067	Memberships and Dues	-	1,000	-	1,000	-	1,000	
100442	6068	Mileage and Parking	250	300	-	300	-	500	
100442	6069	Meetings Training & Conference	3,673	6,000	-	6,000	2,171	10,000	<i>Facility Maint Expo</i>
100442	6077	Other Administrative Charges	1,076	1,500	-	1,500	24	1,500	
100442	6087	Utilities - Electric	(1,826)	15,000	4,000	19,000	8,556	20,000	
100442	6088	Utilities - Gas	20,653	43,000	8,000	51,000	47,373	51,000	
100442	6089	Utilities - Water/Sewer	11,122	13,000	-	13,000	5,969	15,000	
100442	6090	Utilities - Other	51,773	48,000	-	48,000	18,350	49,000	<i>SSI MN Solar \$49000</i>
100442	6091	Communications	13,639	12,500	5,200	17,700	8,611	9,500	<i>cellphone allowance \$500</i>
100442	6092	Refuse Service	18,094	16,000	-	16,000	8,511	19,000	
100442	6093	Internet & Cable Service	10,815	21,000	2,000	23,000	12,895	22,200	
100442	6116	Vehicle/Equip Contracted Maint	-	2,000	-	2,000	-	2,000	<i>Generator annual maintenance</i>
100442	6137	General Operating Supplies	33,665	27,000	32,600	59,600	28,028	55,000	<i>Moved from others depts &amp; inflation</i>
100442	6138	Sand & Salt Supplies	6,100	6,500	-	6,500	1,865	6,500	
100442	6139	Contract Repair- Equip. & Blds	14,718	33,000	20,300	53,300	15,756	35,000	<i>\$3k fire/sprinkler testing</i>
100442	6144	Lease/Rentals - Snow Equipment	3,800	-	-	-	-	-	<i>snow equipment</i>
100442	6157	Contract Facility Maintenance	14,380	21,200	-	21,200	2,212	31,000	<i>Ongoing PM \$10k</i>
100442	6159	Exterior & Lot Maintenance	13,917	12,000	21,500	33,500	5,690	34,000	<i>Moved from others depts &amp; inflation</i>
100442	6161	Vehicle Registration & Permits	2,098	1,400	-	1,400	810	1,500	
100442	6162	Other Taxes and Fees	-	500	-	500	-	500	
100442	6163	Elevator Maintenance Services	120	3,675	-	3,675	2,916	3,900	<i>increase 5%</i>
100442	6172	Property/Auto/Liability	31,619	33,100	-	33,100	13,783	33,100	<i>new appraisal and value increase</i>
100442	6173	Worker's Compensation Insurance	32,841	35,300	-	35,300	11,268	56,500	
<b>Total Business Unit 100442</b>			<b>961,084</b>	<b>1,037,125</b>	<b>325,300</b>	<b>1,362,425</b>	<b>575,839</b>	<b>1,515,100</b>	<b>-</b>

SOUTHWEST TRANSIT  
2022 PROPOSED AMENDED BUDGET AND  
2023 PROPOSED BUDGET

BUSINESS UNIT	OBJECT ACCOUNT	Description	2021 Actual	2022 Adopted Budget	Amendments	Proposed 2022 Amended Budget	YTD June 2022	Proposed 2023 Budget	Comments
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**Facility Maintenance SWV 444**

BUSINESS UNIT	OBJECT ACCOUNT	Description	Actual 2019	2020 Adopted Budget	Amendments	2020 Final Amended Budget	YTD June 2020	2021 Proposed Budget	Comments
100444	6024	Other Employer Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
100444	6041	Facility Security Costs	2,678	4,200	-	4,200	729	5,000	
100444	6060	Small Tools & Equipment	131	1,000	(1,000)	-	-	-	
100444	6064	Exterminating Services	850	2,000	-	2,000	550	2,000	
100444	6087	Utilities - Electric	20,253	17,000	9,000	26,000	15,667	35,000	
100444	6089	Utilities - Water/Sewer	4,636	5,000	-	5,000	1,117	5,000	
100444	6091	Communications	7,090	8,400	-	8,400	4,254	8,400	
100444	6093	Internet & Cable Service	14,729	19,200	(3,600)	15,600	8,500	15,600	
100444	6116	Vehicle/Equip Contracted Maint	-	2,000	-	2,000	1,022	3,000	Generator annual maintenance
100444	6137	General Operating Supplies	5,531	6,000	(6,000)	-	1,999	-	need to move to dept 442
100444	6139	Contract Repair- Equip. & Blds	3,483	13,000	-	13,000	7,903	15,000	\$3k fire/sprinkler testing
100444	6157	Contract Facility Maintenance	26,105	17,000	-	17,000	1,367	25,000	on going PM \$10k
100444	6159	Exterior & Lot Maintenance	1,406	6,000	(6,000)	-	-	-	need to move to dept 442
100444	6163	Elevator Maintenance Services	5,365	5,775	330	6,105	6,085	6,500	increase 5%
100444	6172	Property/Auto/Liability	15,173	17,900	-	17,900	7,436	17,900	new appraisal and value increase

<b>Total Business Unit 100444</b>			<b>107,430</b>	<b>124,475</b>	<b>(7,270)</b>	<b>117,205</b>	<b>56,628</b>	<b>138,400</b>	<b>-</b>
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SOUTHWEST TRANSIT  
2022 PROPOSED AMENDED BUDGET AND  
2023 PROPOSED BUDGET

BUSINESS UNIT	OBJECT ACCOUNT	Description	2021 Actual	2022 Adopted Budget	Amendments	Proposed 2022 Amended Budget	YTD June 2022	Proposed 2023 Budget	Comments
<b>Facility Maintenance CTS 446</b>									
100446	6041	Facility Security Costs	\$ 3,062	\$ 4,600	\$ -	\$ 4,600	\$ 892	\$ 4,600	
100446	6060	Small Tools & Equipment	-	1,000	(1,000)	-	-	-	
100446	6064	Exterminating Services	1,525	1,500	-	1,500	1,225	3,000	
100446	6087	Utilities - Electric	8,212	11,000	-	11,000	3,804	11,000	
100446	6088	Utilities - Gas	1,311	5,000	-	5,000	1,908	6,000	
100446	6089	Utilities - Water/Sewer	1,385	2,000	-	2,000	-	2,500	
100446	6090	Utilities - Other	255	-	3,000	3,000	2,578	3,000	
100446	6091	Communications	3,312	3,300	500	3,800	1,961	3,800	
100446	6093	Internet & Cable Service	500	600	-	600	300	600	
100446	6116	Vehicle/Equip Contracted Maint	-	2,000	-	2,000	-	5,000	Generator annual maintenance
100446	6137	General Operating Supplies	4,097	6,000	(6,000)	-	1,125	-	need to move to dept 442
100446	6139	Contract Repair- Equip. & Blds	678	6,000	-	6,000	240	5,000	\$3k fire/sprinkler testing
100446	6157	Contract Facility Maintenance	4,507	8,000	-	8,000	-	18,000	On going PM \$10k
100446	6159	Exterior & Lot Maintenance	2,325	4,000	(4,000)	-	-	-	moved to 442
100446	6163	Elevator Maintenance Services	2,529	2,625	100	2,725	139	2,900	increase 5%
100446	6172	Property/Auto/Liability	6,795	5,800	-	5,800	\$ 2,385	5,800	new appraisal and value increase
<b>Total Business Unit 100446</b>			<b>40,493</b>	<b>63,425</b>	<b>(7,400)</b>	<b>56,025</b>	<b>16,557</b>	<b>71,200</b>	<b>-</b>
<b>Facility Maintenance ECS 447</b>									
100447	6041	Facility Security Costs	\$ 5,889	\$ 7,100	\$ -	\$ 7,100	\$ 892	\$ 4,600	
100447	6064	Exterminating Services	900	2,000	-	2,000	550	2,000	
100447	6060	Small Tools & Equipment	-	1,000	(1,000)	-	-	-	
100447	6087	Utilities - Electric	20,878	21,720	4,000	25,720	9,957	25,000	
100447	6088	Utilities - Gas	2,420	4,000	-	4,000	5,005	12,000	
100447	6089	Utilities - Water/Sewer	-	-	3,000	3,000	1,714	3,000	
100447	6090	Utilities - Other	-	-	-	-	-	-	
100447	6091	Communications	5,955	6,600	-	6,600	2,583	6,600	
100447	6093	Internet & Cable Service	1,669	900	-	900	469	900	
100447	6116	Vehicle/Equip Contracted Maint	-	2,000	-	2,000	-	3,000	Generator annual maintenance
100447	6137	General Operating Supplies	6,319	7,000	(7,000)	-	1,075	-	
100447	6139	Contract Repair- Equip. & Blds	11,856	13,000	-	13,000	3,787	13,000	\$3k fire/sprinkler testing
100447	6142	Lease/Rentals - Office Equipmt	1,199	-	-	-	-	-	
100447	6157	Contract Facility Maintenance	6,775	10,000	-	10,000	-	20,000	on going PM \$10k
100447	6158	Contracted Snow Removal	-	-	-	-	-	-	
100447	6159	Exterior & Lot Maintenance	6,311	6,500	(6,500)	-	-	-	moved to 442
100447	6163	Elevator Maintenance Services	2,712	2,835	100	2,935	-	3,100	increase 5%
100447	6172	Property/Auto/Liability	15,186	13,100	-	13,100	5,446	13,100	new appraisal and value increase
<b>Total Business Unit 100447</b>			<b>88,069</b>	<b>97,755</b>	<b>(7,400)</b>	<b>90,355</b>	<b>31,477</b>	<b>106,300</b>	<b>-</b>
<b>Total Expenditures Facilities (440-447)</b>			<b>1,286,428</b>	<b>1,446,210</b>	<b>287,400</b>	<b>1,733,610</b>	<b>726,053</b>	<b>2,010,100</b>	<b>-</b>

SOUTHWEST TRANSIT  
2022 PROPOSED AMENDED BUDGET AND  
2023 PROPOSED BUDGET

BUSINESS UNIT	OBJECT ACCOUNT	Description	2021 Actual	2022 Adopted Budget	Amendments	Proposed 2022 Amended Budget	YTD June 2022	Proposed 2023 Budget	Comments
100440	6207	Capital Costs of Operating	\$ 76,481	\$ 10,000	\$ 209,700	\$ 219,700	\$ 12,230	\$ 205,000	see FM Capital list
100440	6211	Cap Exp related to NTD 5307	-	165,000	290,000	455,000	127,167	-	see FM Capital list
100442	6207	Capital Costs of Operating	575,886	502,500	230,600	733,100	56,028	55,000	see FM Capital list
100442	6204	Capital Outlay - Buildings	-	-	380,000	380,000	211,437	-	see FM Capital list
100442	6211	Cap Exp related to NTD 5307	-	290,000	136,000	426,000	52,039	255,000	see FM Capital list
100444	6207	Capital Costs of Operating	587,579	30,000	4,000	34,000	-	235,000	see FM Capital list
100444	6211	Cap Exp related to NTD 5307	-	-	100,000	100,000	52,039	30,000	see FM Capital list
100446	6211	Cap Exp related to NTD 5307	-	-	-	-	201,885	-	see FM Capital list
100446	6207	Capital Costs of Operating	96,182	20,000	(10,000)	10,000	-	10,000	see FM Capital list
100447	6211	Cap Exp related to NTD 5307	-	200,000	-	200,000	201,885	60,000	see FM Capital list
100447	6207	Capital Costs of Operating	24,436	120,000	(20,000)	100,000	6,375	230,000	see FM Capital list
<b>Total Capital Costs of Operating</b>			<b>1,360,564</b>	<b>1,337,500</b>	<b>1,320,300</b>	<b>2,657,800</b>	<b>921,084</b>	<b>1,080,000</b>	
<b>Total For Facilities</b>			<b>2,646,992</b>	<b>2,783,710</b>	<b>1,607,700</b>	<b>4,391,410</b>	<b>1,647,138</b>	<b>3,090,100</b>	



NO.	Account		Project Name - 2022	Adopted Budget	April 2022	June 2022	Dec 2022	Proposed Amended Total Budget
	Code	Dept.			Proposed Amended Budget	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	-	-	(33,000)	7,000
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 2023	5,000	-	-	(5,000)	-
16	100447.6207	ECS	ECS Island Project 2023	100,000	-	-	(10,000)	90,000
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 2023	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 - NTD	73,000	-	-	(73,000)	-
23	100430.6207	VM	IT & Marketing Vehicles \$100k & Two EV VoVo(Prime) \$140k	100,000	40,000	(140,000)	240,000	240,000
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	-	-	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 2023	-	120,000	-	(120,000)	-
34	100444.6207	SWV	HVAC Replacement at SW Village NTD funding	-	150,000	(50,000)	(100,000)	-
35	100442.6207	EPG	4 Highspeed Rubber Garage Doors NTD funding	-	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	-	(50,000)	50,000
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	-	(36,750)	348,250
50	100430.6207	VM	Zero-Emission Bus Transition Plan	-	80,000	(80,000)	-	-
51	100442.6207	EPG	5 New Offices/IT/Furnitures/Security Door Access	-	-	-	120,000	120,000
52	100444.6207	SWV	New Sign at SWV	-	-	-	9,000	9,000
53	100442.6207	EPG	New Sign at EGP	-	-	-	7,500	7,500
54	100430.6207	VM	Facility truck dodge of Burnsville	-	-	-	42,900	42,900
55	100442.6204	EPG	Bus Fire Building Repair - Recovery from Insurance	-	-	-	380,000	380,000
56								
57			Total Capital Cost of Operating	\$ 1,452,500	\$ 2,633,600	\$ (1,321,888)	\$ 208,738	\$ 2,972,950
58								
59			Summary by departments					
60	100400.6207	Admin		\$ 150,000	\$ -	\$ (100,000)	\$ -	\$ 50,000
61	100420.6207	Ops		232,000	617,000	(126,000)	(33,000)	690,000
62	100430.6207	VM		388,000	505,000	(310,000)	173,150	756,150
63	100440.6207	SWS		10,000	490,000	(252,388)	(27,912)	219,700
64	100442.6204	EPG		-	-	-	380,000	380,000
65	100442.6207	EPG		502,500	551,600	(268,500)	(52,500)	733,100
66	100444.6207	SWV		30,000	350,000	(250,000)	(96,000)	34,000
67	100446.6207	CTS		20,000	-	(10,000)	-	10,000
68	100447.6207	ECS		120,000	120,000	(5,000)	(135,000)	100,000
69			Total Capital Cost of Operating summary	\$ 1,452,500	\$ 2,633,600	\$ (1,321,888)	\$ 208,738	\$ 2,972,950
70								
71	280440.6204	EPG	Roof Replacement Project	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,000,000
72								
73			NTD Project					
74	100442.6211	All Fac	SWT- Camera System Upgrades - All facilities	\$ 30,000	\$ -	\$ 6,000	\$ -	\$ 36,000
75	100442.6211	EPG	Trailer Camera	60,000	-	-	-	60,000
76	100420.6211	OPS	New Ticketing Vending Machines - each stations	50,000	-	(50,000)	-	-
77	100447.6211	ECS	ECS Major Ramp & station PM	200,000	-	-	-	200,000
78	100440.6211	SWS	SWS Repaint Ramp	165,000	-	-	-	165,000
79	100442.6211	EPG	EPG Garage Bay Doors - 4,5,6, 13	200,000	-	-	-	200,000
80	100440.6211	SWS	SW Station Ramp Preventative Maintenance - PM (NTD funding)	-	-	262,088	27,912	290,000
81	100430.6211	VM	2023 Ford Transit 350 Chassis 20%local match	-	-	-	72,240	72,240
82	100444.6211	SWV	HVAC Replacement at SW Village NTD funding	-	-	-	100,000	100,000
83	100442.6211	EPG	4 Highspeed Rubber Garage Doors NTD funding	-	-	-	130,000	130,000
84								
85			Total NTD Funding Grants	\$ 705,000	\$ -	\$ 218,088	\$ 330,152	\$ 1,253,240
86								
87			Grand Total	\$ 4,157,500	\$ 2,633,600	\$ (1,103,800)	\$ 538,890	\$ 6,226,190

NO.	Account Code	Dept.	Project Name - 2023	Budget
1	100420.6207	OPS	Radio Consoles in Dispatch area	\$ 80,000
2	100442.6207	EPG	EPG Fuel Pumps 1 and 2 Replacement	30,000
3	100446.6207	CTS	CTS - Water Softener replacement	10,000
4	100447.6207	ECS	ECS Irrigation Additions	10,000
5	100447.6207	ECS	ECS Island Project	100,000
6	100447.6207	ECS	ECS Concrete outside of the turnaround the walkway	120,000
7	100444.6207	SWV	Irrigation additions at SW Village	10,000
8	100420.6207	OPS	Facility Wifi Access Point	5,500
9	100444.6207	SWV	SWV Code Blue Replacement	25,000
10	100442.6207	EPG	EPG Ingersoll Rand Air Compressor - shop	25,000
11	100440.6207	SWS	SWS Roof Replacement E&W Stairwells and Clock Tower	70,000
12	100440.6207	SWS	SWS Security Door hardware	10,000
13	100444.6207	SWV	SWV Concrete project	200,000
14	100430.6207	VM	Replaced Transmission Flushing Machine	5,000
15	100440.6207	All	Facility Maint Ramp Storage Gate upgrades for all Stations	125,000
16	100420.6207	All	Dark Fiber Project	50,000
17				
18			Total Capital Cost of Operating	\$ 875,500
19				
20			Summary by departments	
21	100400.6207		Admin	\$ -
22	100420.6207		Ops	135,500
23	100430.6207		VM	5,000
24	100440.6207		SWS	205,000
25	100442.6207		EPG	55,000
26	100444.6207		SWV	235,000
27	100446.6207		CTS	10,000
28	100447.6207		ECS	230,000
29			Total Capital Cost of Operating summary	\$ 875,500
30				
31			NTD Project	
32	100420.6211	OPS	Security Camera Replacements - All Facilities	\$ 275,000
33	100420.6211	OPS	Camera Trailer addition	60,000
34	100430.6211	VM	Shop Truck/Security Camera/graphic	90,000
35	100430.6211	VM	Bus #716 & 717 Staff Vehicles and other cameras/graphic	80,000
36	100447.6211	ECS	ECS 170 LED Lights Fixtures inside/outside	60,000
37	100444.6211	SWV	SWV Replace LED lights in ramp	30,000
38	100430.6211	VM	Voice Radio Replacement Program	25,000
39	100442.6211	EPG	Sweeper Replacement	50,000
40	100442.6211	EPG	Tandem Axle Dump Truck	205,000
41				
42			Total NTD Funding Grants	\$ 875,000
43				
44			Grand Total	\$ 1,750,500

SOUTHWEST TRANSIT  
2022 PROPOSED AMENDED BUDGET AND  
2023 PROPOSED BUDGET

**Budgeted Employee Full Time Equivalent**

<b>Department</b>	<b>Position</b>	<b>2021 Actual</b>	<b>2022 Adopted Budget</b>	<b>2022 Proposed Amended Budget</b>	<b>2023 Proposed Budget</b>
Administration	Chief Executive Officer	1.00	0.50	0.75	-
Administration	Chief Executive Officer	-	1.00	-	1.00
Administration	CAO/or CFO	-	0.75	1.00	1.00
Administration	HR Generalist	1.00	1.00	1.00	1.00
Administration	Finance Director	1.00	1.00	1.00	1.00
Administration	Finance Coordinator	1.00	1.00	1.00	1.00
Administration	Customer Service Supervisor	1.00	1.00	1.00	1.00
Administration	Senior Compliance, Procurement & Purchasing Analyst	1.00	1.00	1.00	1.00
Administration	Public Relations & Customer Service Specialist	1.00	1.00	-	-
Administration	Marketing Manager	1.00	1.00	1.00	1.00
Customer Service	Marketing Coordinator/Graphic/Designer	-	0.50	1.00	1.00
<b>Administration Total</b>		<b>8.00</b>	<b>9.75</b>	<b>8.75</b>	<b>9.00</b>
Facility Mtc	Facility Maintenance Manager - Buildings	1.00	1.00	1.00	1.00
Facility Mtc.	Facility Maintenance Manager - Grounds	1.00	1.00	1.00	1.00
Facility Mtc	Facility MTC Lead worker	1.00	1.00	1.00	1.00
Facility Mtc	Facility MTC Lead worker	-	-	1.00	1.00
Facility Mtc	Facility Maintenance workers	3.00	3.50	3.50	3.50
Facility Mtc	Facility/Utility Worker	1.00	1.00	1.00	1.00
Facility Mtc.	Bus Details	2.00	-	3.00	3.00
Facility Mtc.	Part-time SWS Cleaning	0.50	2.00	1.50	1.50
<b>Facility Mtc Total</b>		<b>9.50</b>	<b>9.50</b>	<b>13.00</b>	<b>13.00</b>
Operations	Deputy CEO - COO	1.00	1.00	1.00	1.00
Operations	Dispatcher Supervisor	1.00	1.00	1.00	1.00
Operations	Dispatcher fulltime/part time	1.00	1.00	1.00	1.00
Operations	Senior Systems & IT Analyst	1.00	1.00	1.00	1.00
Operations	SW Prime Reservation	-	0.50	0.50	1.50
Operations	Manager of Technologies Security & Facilities	1.00	1.00	1.00	1.00
Operations	Safety and Risk Manager	-	-	-	0.50
<b>Operations Total</b>		<b>5.00</b>	<b>5.50</b>	<b>5.50</b>	<b>7.00</b>
Vehicle Maintenance	Vehicle Maintenance Director	1.00	1.00	1.00	1.00
Vehicle Maintenance	Vehicle Maintenance Manager	1.00	1.00	1.00	1.00
Vehicle Maintenance	Assistant Vehicle Maintenance Supervisor	1.00	1.00	1.00	1.00
Vehicle Maintenance	A Technician	2.00	2.00	2.00	2.00
Vehicle Maintenance	B Technician	1.50	2.50	1.50	2.50
Vehicle Maintenance	C Technician	3.00	3.00	3.00	3.00
Vehicle Maintenance	Inventory Control Specialist	1.00	1.00	2.00	1.00
<b>Vehicle Maint Total</b>		<b>10.50</b>	<b>11.50</b>	<b>11.50</b>	<b>11.50</b>
<b>Total Positions</b>		<b>33.00</b>	<b>36.25</b>	<b>38.75</b>	<b>40.50</b>



## **SOUTHWEST TRANSIT**

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**To:** SouthWest Transit Commission

**From:** Matt Fyten, Interim CEO/COO

**Date:** December 8, 2022

**Subject:** 2023 Legislative Priorities

**REQUESTED ACTION:**

That the SouthWest Transit Commission approve the proposed 2023 Legislative Priorities.

**BUDGET IMPACT:**

None at this time.

**BACKGROUND:**

Attached are the proposed 2023 SWT Legislative Priorities as compiled by staff, the agency's lobbyist (Joe Bagnoli) and reviewed by the Budget and Personnel/Legislative Committee at its December 7<sup>th</sup> meeting.

**RECOMMENDATION:**

That the SouthWest Transit Commission approve the proposed 2023 Legislative Priorities.



## **2023 SouthWest Transit Legislative Priorities**

### **Legislative Support**

- ***Seek and show support for funding targeted a Local Match funds for already awarded Federal grants*** – SWT has several awarded Federal grants focusing on sustainability efforts that could benefit from such funding.
- ***Seek and show support for new transit funding in the region while ensuring that SWT and Suburban Transit Providers receive their fair share.*** New funding to include, but not limited to:
  - Any general operating and/or capital funds – funding aimed at addressing regional transit’s looming “fiscal cliff”
  - One-time service pilot funding (focusing on Microtransit for Suburban Providers)
  - One-time capital funds
- ***Seek and show support for legislation allowing Suburban Transit Providers to obtain an equitable share and direct disbursement of MVST funding.*** The current structure in place since 2001 does not provide suburban systems with an equitable share.
- ***Seek and show support for funding that will provide added safety and security measures at transit stops and stations.***
- ***Seek and show support for action that would expand agency autonomy providing SWT the ability to direct its own operations.*** Primarily, allowing SWT to procure and own its own vehicles. Other areas of autonomy, including the types of services offered and fares charged should all fall under the control of the local and elected Commission members.
- ***Seek support of the Met Council recommending to the Governor to designate suburban systems to become direct recipients of federal funding including all 5307 funding, grants, and all other types of federal funding.***
- ***Seek support for a commitment from the Met Council to ensure SWLRT cost overruns are not funded by any Suburban Transit Provider reserves or regional funds that should or could go to Suburban Transit Providers.***
- Minnesota has and will continue to receive funding made available from the Federal Infrastructure Investment and Jobs Act (IIJA). For SWT to secure funding under this program, both Federal and State Legislative support will be needed for SWT to be successful.



# SOUTHWEST TRANSIT

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## MEMORANDUM

**TO:** SouthWest Transit Commission

**FROM:** Matt Fyten, Interim CEO/COO  
Jake Simich, Marketing/Public Relations Administrator

**DATE:** December 7, 2022

**SUBJECT:** Award Contract for Bus Wraps, and Ramp Advertising

**REQUESTED ACTION:**

That the Commission award a contract for bus wrap and ramp advertising to the OOH Squad for the period commencing on January 1, 2023, through December 31, 2024, with the option to negotiate an extension for one additional two-year term.

**BUDGET IMPACT:**

Fee and Payment Terms: OOH Squad will make guaranteed advance payment to SWT each quarter based on the following chart:

<u>Calendar Year</u>	<u>Annual Fee</u>
2023	\$80,000
2024	\$120,000

In addition to the fees listed above, the OOH Squad will provide trade cross-market advertising of \$20,000 in 2023 and \$30,000 in 2024 (i.e., indoor, truck side, gas pump, other); and will pay SWT 50% of the media revenue for sales over \$160,000 in 2023 and over \$240,000 in 2024.

\*Note, the annual guaranteed fee, cross-marketing, and revenue share for 2023 and 2024, are based on SWT making 15 coach vehicles, 10 small vehicles, and 15 add locations at SouthWest Village, SouthWest Station, and the East Creek Transit Station.

**BACKGROUND:**

On November 17, 2022, SWT issued an RFP for its Bus Wrap and Ramp advertising for the years 2023-2024.

Three firms, AllOver Media, the OOH Squad, and Houck Transit Advertising all responded and submitted proposals to the RFP.

Each firm has previous bus/truck side advertising experience. AllOver Media has held the past two contracts for SouthWest Transit's bus wrap advertising program, Houck Transit Advertising has current contracts with the Duluth and St. Cloud transit systems, and the OOH Squad is comprised of

employees who previously worked on SWT campaigns as members of AllOver Media and the Trans Media Group.

All three firms have demonstrated an understanding of SWT's program and our requirements/expectations, and have the experience to fulfill the contract requirements.

Based on this, staff recommends awarding the contract to the OOH Squad based on their ability to generate the highest amount of guaranteed revenue over the two-year time period (see attachment).

**RECOMMENDATION:**

That the Commission authorize its Interim CEO to enter into a contract with the OOH Squad for the purpose of managing/selling bus wrap advertising under the terms outlined in this memo.

	<b>AlIOver Yr #1</b>	<b>OOH Year #1</b>	<b>Houck Year #1</b>
Guaranteed Rev	\$88,800	\$80,000	\$0
Revenue Share	\$0	50% of sales over \$160k	50% gross sales at \$1
Cross Marketing	\$0	\$20,000	
Total	\$88,800	\$100,000	
Other	All Internal Printing and Installation Provided at Costs	All Internal Printing and Installation Provided at Cost	
	<b>Yr#2</b>	<b>Yr #2</b>	<b>Yr #2</b>
Guaranteed Rev	\$121,200	\$120,000	
Revenue Share	\$0	50% over \$240,000	50% gross sales at \$1
Cross Marketing	\$0	\$30,000	
Total Guaranteed	\$121,200	\$150,000	
Other	All Internal Printing and Installation Provided at Costs	All Internal Printing and Installation Provided at Costs	
<b>2023-2024</b>	<b>Two Year Total</b>	<b>Two Year Total</b>	<b>Two Year Total</b>
Guaranteed Rev	\$210,000	\$200,000	\$0
Rev Share	\$0	TBD	TBD
Cross Marketing	\$0	\$50,000	\$0
Total Comp	\$210,000	\$250,000	TBD





# SOUTHWEST TRANSIT

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## MEMORANDUM

**TO:** SouthWest Transit Commission

**FROM:** Matt Fyten, Interim CEO/COO

**DATE:** December 9, 2022

**SUBJECT:** 2023 Officers and Task Force Members

### **REQUESTED ACTIONS:**

That the Commission appoint the officers and task force members recommended by the Commission and Nominating Committee (Budget and Personnel Task Force) for 2023.

### **Officers**

- Chair – Jerry McDonald
- Vice Chair – PG Narayanan
- Secretary/Treasurer – McKayla Hatfield

### **Task Forces**

- Budget & Personnel/Agency Governance Task Force– Chair McDonald, Vice Chair Narayanan, and Commissioner Huang. This Committee was established to review/recommend matters related to the agency’s budget and personnel policies, as well review and provide recommendations to the Commission related to legislative and governance matters as required.
- Suburban Transit Association – Chair McDonald, Vice Chair Narayanan (Eden Prairie), Commissioner Huang (Chaska/STA Chair). Interim CEO Fyten or his designee is the identified alternate for the three city members.
- Operations/Marketing Advisory Task Force – At-Large Commissioner McKnight, Commissioner Freiberg; Ex-Officio Member Roepke; and Commissioner Hatfield.
- Legislative Outreach and Strategic Planning – These activities will be undertaken by a Committee of the Whole approach.

### **RECOMMENDATIONS:**

That the Commission appoint the Commission members identified in this memo to serve as Officers and Task Force Members for 2023.



## SOUTHWEST TRANSIT

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**To:** SouthWest Transit Commission

**From:** Matt Fyten, Interim CEO/COO

**Date:** December 8, 2022

**Subject:** 2022 SouthWest Transit Leadership Awards

**REQUESTED ACTION:**

That the Commission approve individuals outlined in this memo as the award recipients for 2022.

**BUDGET IMPACT:**

NA

**BACKGROUND:**

On December 7, the Budget and Personnel Task Force consisting of Chair Huang, Commissioner McDonald, and Commissioner Freiberg (sitting in for Vice Chair Narayanan) met to discuss the 2022 SouthWest Transit Leadership Awards.

The three awards given out annually typically include:

***Friend of Transit*** – This award goes out to an individual or elected official who has supported Suburban/SouthWest Transit through pro-active leadership, advocacy, and legislative initiatives.

***Distinguished Career*** – This award is provided to an individual who has served in an official capacity for SouthWest Transit and through their actions have helped shape the organization into the agency it has become today.

***Outstanding Political Champion*** – This award goes to an elected official who in the past year made a significant contribution to SouthWest Transit through policy, funding, or legislative initiative.

A final determination of who should receive which award was not determined, but some suggestions were discussed for each award as outlined below

Once the Commission makes its final determination, the award recipients will be notified and invited to attend SWT's Annual Awards Banquet

***Friend of SouthWest Transit*** – **Greg Boe**, former State Legislator and SWT Commission member, for his support of SWT over the years in his various roles. **Frank Hornstein**, Chair, House Transportation Finance and Policy, for his support of suburban transit providers and efforts to grow microtransit through region.

***Distinguished Service*** – Former CEO **Len Simich** for his many years of outstanding service to SouthWest Transit. Former SWT Chair, **Jay Rohe**, for his many years of support of SouthWest Transit both through his role with the agency and as a City Council member in Chaska.

***Outstanding Political Champion*** – **Representative Dean Phillips**, for his assistance in helping SWT secure over \$7.5 million in COVID relief funding (Cares Act, CRRSA, and ARP), his support in providing over \$2 million in Congressionally Directed Spending to SWT Sustainability Projects, and for his support in helping SWT receive over \$8 million in FTA Sustainability Grants (Lo-No Emission Grants). **Governor Tim Walz** for his unwavering support of public transit and essential workers during the COVID-19 pandemic, including providing “Hero” pay to many of the agency’s essential frontline workers.

**RECOMMENDATION:**

That the Commission approve individuals outlined in this memo as the award recipients for 2022.

# Legislative Update

# Updates

## Operations Updates December 2022

### ***Operations & Planning Update***

**PRIME Update** – SW Prime services continue to grow. Just recently in December we had our highest ridership day ever on SW Prime (over 500 rides in one day). Airport/MOA service is now averaging around 100 riders/day and continues to grow. We are also seeing steady growth for our “Edge” services in Edina and Shakopee.

**Express Services** continue to slowly climb. Right now services are seeing 800-1,000 rides per day, with a clear trend of Tuesday-Thursday being busier than Monday and Friday. Since a significant increase in express ridership that occurred in September, ridership has remained relatively flat, if not trending slightly upward. Staff does not expect express ridership to change significantly, if at all, until later in 2023, but of course will continue to monitor ridership trends and adjust accordingly.

**Lyft on Prime** – Staff is currently in negotiations with Spare Labs to introduce Lyft rides as a supplementary service to SW Prime service. The concept would give SW Prime riders the ability to book a Lyft ride on the SW Prime platform by essentially “opting out” of the standard Prime service in order to receive a quicker pickup for their ride during peak times of service.

Staff is currently working with our attorney and Spare on ensuring proper waiver language and liability language are part of the services, as well as ensuring any service setup meets FTA regulations. In concept, Spare has said the service is doable, but some technical updates need to occur in order to do so. It is expected that the service will be ready to launch in early February. Staff will continue to keep the Commission updated and present a demo of how the service works once it is setup.

**Arboretum Services** – As in year’s past, SWT is providing free shuttle services from East Creek Transit Station in Chaska to the U of M’s Landscape Arboretum Winter Lights Tour/Show. The event has been very popular and this year is no different with SWT having already provided several thousand rides for the service. Service is being provided Friday-Sunday through Friday, December 23<sup>rd</sup>.

**System Wide Driver Pick** – In an extraordinary decision by First Transit’s driver union, it has exercised its right to conduct a “system wide” pick of driver work throughout the region, including our services. We are currently determining our options and to what degree SWT is obligated to participate in the pick. The pick is set for 1/7/23. Staff will have further updates for the Commission as more is discovered.

### ***IT Updates***

**Firewall replacement at CS, ECS, SWS and CTS** was completed last month. The firewalls at these locations were at their end of life and would no longer be supported by the manufacturer.

SWT Staff recently migrated the **Bus Camera Standalone server** to the agencies virtual server stack. This will provide better speeds in processing bus videos as well as added reliability with out the need of rebooting it every couple of days. Soon we will be testing on-board live viewing of bus camera thanks to the upgraded cellular routers installed in the fleet earlier this year.

### **Facilities Updates**

The facility team has been working hard ensuring that snow and ice are dealt with in a timely manner. The facility team is completing the final touches to the new employee offices at the garage, this project will be completed by the end of the week.

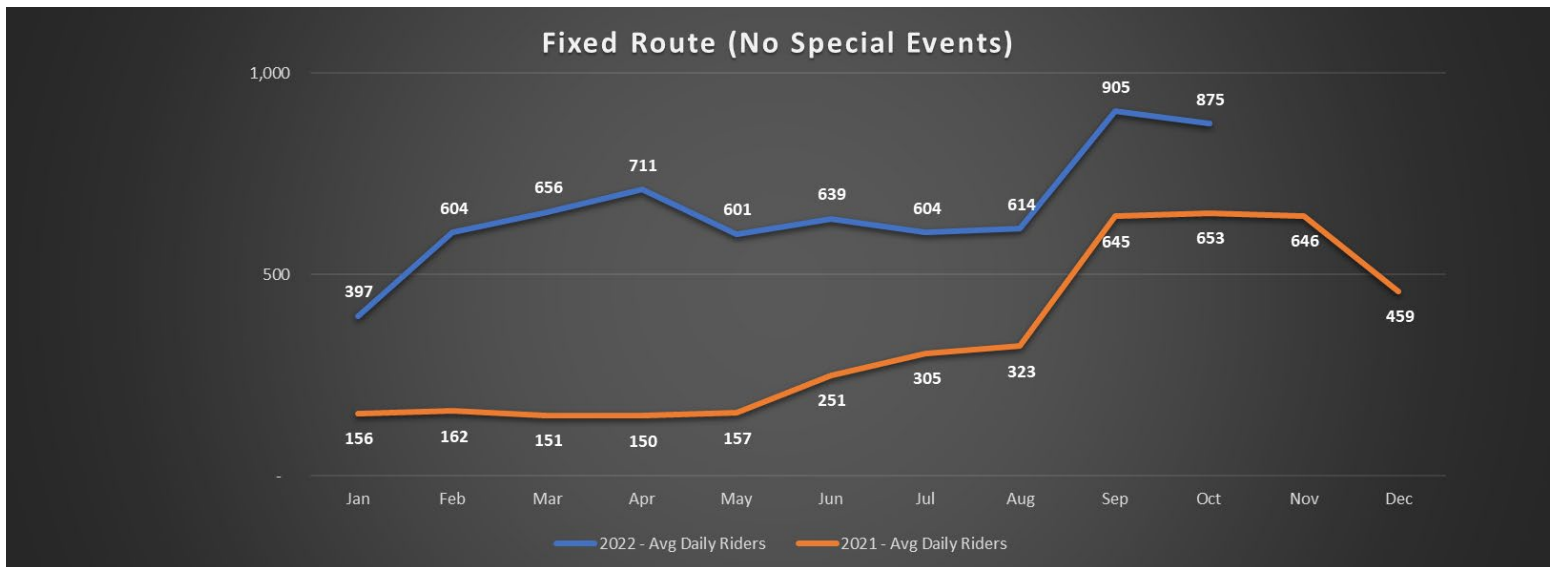
There are several projects underway at the garage that the Facilities managers are overseeing. The ceiling painting project, and the garage door replacement projects will both be completed this year. The HVAC replacement at the Village is expected to start next week and will also be completed by the end of the year.

### **Vehicle Maintenance updates**

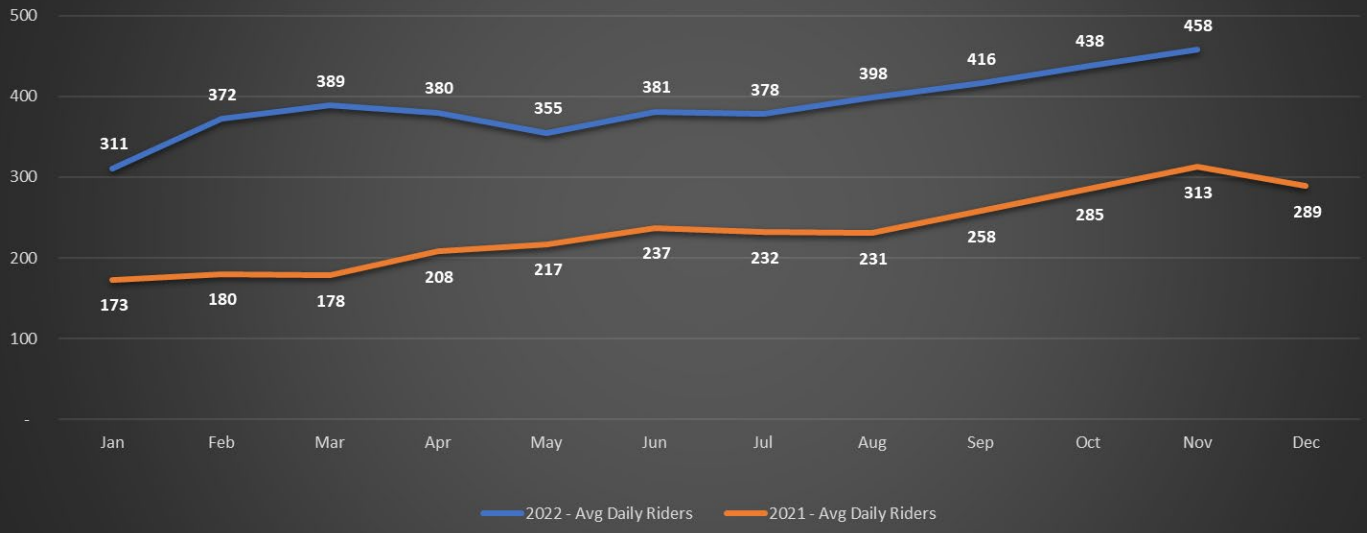
The maintenance team has been busy PMing and repairing the fleet, cold weather services have been completed, and all winter equipment is up and running.

Installation of the new Vulnerable Road user avoidance system has started. The shop is working with Rosco Vision to get the new systems installed, tested and fully operational. The training for this system will start next week and the systems will be installed and functional by the end of the year.

### **Ridership Trends**



# SW Prime







## SouthWest Transit 2022 Report Card

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	2022 Totals
<b>CUSTOMER SERVICE</b>											
Compliments Received	6	2	3	9	19	27	33	18	27	33	177
Complaints/Suggestions Received	6	10	5	5	8	8	14	17	13	16	102
Respond to all complaints within one business day	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Resolve all complaints within five business days	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Customer Service Calls Received	323	402	475	411	380	491	507	1018	648	412	5067
Customer Service Call Hours	12:21:03	16:10:06	20:22:47	15:10:41	13:59:35	19:55:47	20:28:11	36:01:21	25:36:34	15:43:14	195:49:19
CS Mean Ring Time (Goal of 25 seconds)	8	9	14	13	30	18	11	12	11	7	15
SW Prime Calls Received	4014	4434	5465	4776	4873	4889	5039	5938	5437	5545	50410
SW Prime Call Hours	72:21:18	79:50:37	103:47:45	84:35:48	83:35:01	97:57:56	97:59:14	110:21:37	105:13:46	108:41:41	944:24:43
SW Prime Mean Ring Time (Goal of 25 seconds)	22	24	23	25	20	21	25	22	26	30	24
Customer Service Kiosk Requests	141	169	284	175	172	192	192	450	298	244	2317
Customer Service Kiosk Mean Response Time (goal - 35 seconds)	27	15	32	41	20	39	38	17	23	23	27
Go-To Kiosk Purchases	13	6	39	28	35	43	32	27	40	51	314
<b>OPERATIONS</b>											
Average Revenue Trips Per Day	62	61	60	60	60	59	58	58	47	46	57.1
Total Late Trips (Departures > 5 Mins Late)	2	0	0	3	1	1	0	0	4	1	12
On Time Percentage (Departures < 3)	99.9	100.0	100.0	99.8	99.9	99.9	100.0	100.0	99.6	99.9	99.9
Standing Passengers	0	0	0	0	0	0	0	0	7	3	10
Missed Trips (Departures > 15 Mins Late)	0	1	0	0	0	0	0	0	1	0	2
Missed Stops	0	0	0	0	0	0	0	0	0	0	0
<b>RIDERSHIP</b>											
Fixed Route Monthly Ridership (Includes Special Events)	8,975	12085	15094	14992	12619	15565	13063	45935	61225	20341	219,894
Fixed Route Daily Average	427	604	656	714	601	639	604	614	905	875	664
Special Events Monthly Ridership	630	0	0	59	0	1,497	979	31,819	42,221	1,967	79,172
On-Demand Monthly Ridership	7,188	8,241	9,824	9,002	8,265	9,223	8,600	10,026	9,610	10,386	90,365
On-Demand Daily Average (weekday)	311	372	389	380	355	381	378	398	416	438	382
Increase Ridership over the 2021 level by a minimum of 1%.	145.70%	171.90%	192.60%	196.00%	192.60%	173.00%	151.60%	128.70%	110.30%	98.90%	
<b>MAINTENANCE - ACCIDENTS</b>											
Service Related	4	4	5	3	3	2	2	5	3	2	33
Service Related Costs	\$2,765.00	\$7,526.00	\$1,689.00	\$2,663.00	\$1,237.00	\$2,517.00	\$125.00	\$102.00	\$2,481.00	\$2,310.00	\$23,415.00
Non-Service Related	0	3	4	1	1	0	2	1	0	0	12
Non-Service Related Costs	\$0.00	\$5,031.00	\$2,571.00	\$28.00	\$55.00	\$0.00	\$429.00	\$0.00	\$0.00	\$0.00	\$8,114.00
Chargeable Accidents (≥ \$2,500)	1	3	1	2	0	1	0	0	0	1	9
Chargeable Accidents (< \$2,500)	1	1	3	1	1	0	2	1	2	\$0.00	12
Incident (<\$100)	0	1	2	0	1	1	2	2	1	0	10
Total Cost for Non-Chargeable Accidents	\$0.00	\$3,849.00	\$1,182.00	\$163.00	\$27.00	\$17.00	\$0.00	\$0.00	\$0.00	\$1,461.00	\$6,699.00
Total Accident Cost	\$2,765.00	\$12,557.00	\$4,260.00	\$2,691.00	\$1,292.00	\$2,517.00	\$554.00	\$102.00	\$2,481.00	\$2,310.00	\$31,529.00
PM Compliance (Goal of 91%)	97.00%	90.00%	90.00%	92.00%	91.00%	98.00%	81.00%	59.00%	56.00%	50.00%	80.40%
<b>MAINTENANCE - ROADCALLS</b>											
In Service Roadcalls (NTD Definition)	3	7	4	11	5	6	9	6	5	4	60
NTD Miles Between Roadcalls for Major Mechanical Failure	72,568	74,351	176,223	54,507	54,841	44,333	28,168	59,601	74,401	62,926	70,192
Affected Passengers	6	16	16	60	29	42	18	13	11	2	213
<b>FACILITIES</b>											
Safety Issues Identified	14	7	5	8	7	3	9	6	11	8	78
Safety Issues Addressed	14	7	5	8	7	3	9	6	11	8	78
Housekeeping Issues Identified	14	8	12	3	1	2	7	10	8	9	74
Housekeeping Issues Addressed	14	8	12	3	1	2	7	10	8	9	74

# Interim CEO Evaluation (Closed Session)



# SOUTHWEST TRANSIT

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**To:** SouthWest Transit Commission  
**From:** Mike Huang, Chair  
**Date:** December 9, 2022  
**Subject:** Interim CEO Performance Review

**REQUESTED ACTION:**

That the Commission review and evaluate the performance of the CEO for 2022.

**BUDGET IMPACT:**

TBD

**BACKGROUND:**

Annually the Commission evaluates the performance to the CEO based on the goals and objectives established at the beginning of the year. 2022 being different in that the Commission will review its Interim CEO having been in the position since March of this year.

Attached is the evaluation process which includes the goals established for 2022. A summary of the Interim CEO's progress towards the stated goals will be provided at the time of review.

**RECOMMENDATION:**

To be determined at the December 15, 2022, meeting of the Commission.

**2022**

**CEO Goals and**

**Assessment Process**



**May 2022**

## **THE ASSESSMENT PROCESS**

This document is designed to guide the Commission and CEO through an effective dialogue relating to the CEO's performance.

Working with the CEO, the Commission has developed a process for assessing the CEO's performance over a given year. This process helps measure progress, identifies areas that need attention, and strengthens the partnership between the Commission and the CEO.

Prior to conducting the annual assessment, the development of clear goals and measurable criteria are to be developed (i.e., outlined in this document). The assessment instrument will identify the traditional responsibilities of the CEO, and will be evaluated in the context of:

- Meeting the Vision and Mission of SouthWest Transit.
- Meeting the annual goals and objectives for the agency established by the Commission.
- Meeting any individual performance goals established between the Commission and the CEO.

The CEO will be rated on the following definition of performance:

### **PERFORMANCE RATING**

<b>RATING</b>	<b>DESCRIPTION</b>	<b>RATING</b>
Unacceptable	Performance and demonstrated behaviors do not meet minimum standards. Excessive guidance and instruction are required to reach expected outcome. Must improve for continued employment.	1
Needs Improvement	Sometimes meets minimum standards but lacks consistency; seldom exceeds and often falls short of expectation of position.	2
Good Performance	Meets and occasionally exceeds established standards	3
Exceeds Expectation	Consistently meets and frequently exceeds position expectations. All planned objectives were achieved, and accomplishments were made in unexpected areas as well	4
Outstanding	Consistently exceeds job requirements. Outcomes result in improvement or new methods, and processes/systems. Develops "best practices" for the agency.	5

Each November, the Commission's Personnel Committee will begin the process of soliciting feedback on the CEO's performance.

It is assumed the full Commission will be involved in some fashion throughout the process, and at the December meeting of the Commission, final action related to the evaluation and subsequent merit increases as outlined in the Contract between the Commission and CEO will be taken as part of the regular Commission agenda.

## **FINANCIAL INCREASE/REWARD**

***Salary:*** Per contract the Commission can increase the base salary paid to the CEO each year beginning January 1. In determining whether to grant an increase and the amount of such increase, the Commission may consider, in addition to the CEO's performance, any limitation on salary set forth in statute (i.e., Governor's salary cap).

***Merit Award:*** In conjunction with the annual performance review, the 2022 Contract allows the Commission to provide a maximum lump-sum merit award up to \$2,500 annually. The Commission will determine the goals on which the merit award will be based.

## **RESPONSIBILITY OVERVIEW**

The main functions of the CEO are to oversee all functions of the agency including: operations, finance, planning, marketing, policy development, human resources, contract negotiations, risk management, customer service, labor relations, emergency preparedness, facility management, and real estate development.

The CEO needs to portray the vision, outline the direction, and inspire staff to reach higher levels of performance and teamwork. The CEO also needs to bring structure and discipline to the organization, gain the respect of staff, as well as let them know where they stand, and have their back when they are doing the job as outlined.

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

The CEO also needs to build and maintain relationships not only with the staff and Commission, but with elected leaders, customers, governmental agencies, contractors, unions, the media, and others. The CEO must have the courage to lead, be able to set the direction and/or positively influence decisions both internally as well as externally that effect the agency, and the CEO should listen and work with everyone, but does not concede to the pressures applied by a vocal group of individuals with a narrow understanding or interest.

The CEO must understand the business side of running a multi-million-dollar enterprise. Balancing a budget, maintaining assets, planning for growth as well as future downsizing are all key aspects of the job.

The CEO needs to be a good communicator because it is extremely important to keep the Board, staff, and community at-large up to speed on a variety of things including current issues as well as achievements.

Finally, the CEO must have the ability to anticipate issues, and understand how to change direction in the face of external circumstances and economic pressures. With this, the CEO needs to understand the risks and opportunities, can drive cost effective growth, and can keep a grip on the day to day needs of the operations and staff.

**5 Keys to CEO/Agency success:**

1. Strategic Focus
2. System Management/Innovation
3. Financial Management
4. Board and Staff Relations
5. Build Community and Political Support

**Responsibility #1 - Improve the Strategic Focus of the Agency (Vision, Mission and Strategies):** The CEO role has both strategic and operational components. Working with the Commission, the CEO must develop a shared vision for the future, build understanding around the mission, and develop appropriate goals and strategies to advance the mission. ***How satisfied are you that the CEO has:***

Worked with the Commission to execute the vision for the transit system and understands her leadership role. 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

Worked with the Commission to translate the mission into realistic goals and objectives. 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

Worked with the Commission to create an effective process for long range or strategic planning for the organization. 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

Has a sense of what must change and must remain the same to accomplish the mission and realize its vision. 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

***What are the major strengths of the CEO in this area, and how can the CEO do a better job in this area?***

<b>Responsibility #1</b>	<b>Improve the Strategic Focus of the Agency: Overall Score</b> _____
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***Responsibility #2 - Accomplishment of Management Objectives:*** Working with the Commission, the CEO will establish operational objectives that support the strategic plan.  
***How satisfied are you that the CEO:***

Selects and cultivates qualified senior staff, models effective behavior and skills, and builds moral among staff. 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

Ensures that there are appropriate systems in place to facilitate the day-to-day operations of the transit system in the areas of:

Service development. 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

Service delivery. 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

Education and outreach. 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

Policy development. 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

Administrative; resource development. 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

Is knowledgeable regarding the operations/office environment. 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

Ensures the agency has in place: Sound risk management policies; appropriate personnel policies and system staffing; technology and technological systems; ensures compliance with all legal and regulatory requirements. 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

Demonstrates substantive knowledge regarding the transit system's services. 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

Works with the Commission to develop appropriate policies to ensure the efficiency and effectiveness of services. 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

Sets high standards of quality for the transit system's services. 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

Recommends new services and modifications or discontinuance of current services, to the Commission. 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

***What are the major strengths of the CEO in this area, and how can the CEO do a better job in this area?***

<b>Responsibility #2</b>	<b>Accomplishment of Management Objectives: Overall Score</b> _____
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**Responsibility #3 - Financial Management and Resource Development:** Ensure income is managed wisely. It is the role of the CEO to see that solid planning and budgeting systems are in place. It is also the CEO's responsibility to ensure that qualified staff are hired to accurately monitor, assess, and manage the financial health of the agency. Finally, the CEO, in partnership with the Commission and appropriate staff, is responsible for developing and implementing appropriate financial development strategies, ensuring financial strength into the future. *How satisfied are you that the CEO:*

Has a clear understanding of the current and future financial resources needed to realize the transit system's mission. 1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_

Is innovative in the creation of partnerships with local government or other institutions that contribute to the transit system's resources. 1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_

Guide's revenue generating activities to provide adequate income to the transit system. 1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_

Is knowledgeable regarding financial planning, budgeting, and management of finances. 1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_

Presents financial reports to the Commission on a regular basis and submits an annual budget for review, revision, and approval. 1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_

Ensures that a clear and accurate accounting system is maintained, allowing the Commission to monitor the system's finances and operations in relation to the approved budget and to make informed financial decisions. 1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_

Delivers a balanced budget while maintaining a minimum fund balance of 25%. 1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_

*What are the major strengths of the CEO in this area, and how can the CEO do a better job in this area?*

<b>Responsibility #3</b>	<b>Financial Management and Resource Development: Overall Score _____</b>
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**Responsibility #4 - Board Relations/Partnership:** The CEO and Commission must work together as partners. Each arm of leadership draws upon its own unique strengths and abilities. Both have the joint responsibility for developing and maintaining a strong working relationship and systems for sharing information. *How satisfied are you that the CEO:*

Is an effective partner with the Commission in leading the system. 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

Raises issues, questions, and provides adequate information to inform discussions. 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

Has established appropriate systems for dialogue and communication between the Commission and staff to ensure that the Commission maintains a good knowledge of the transit systems and issues facing it. 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

Has a collegial working relationship with the staff and Commission. 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

*What are the major strengths of the CEO in this area, and how can the CEO do a better job in this area?*

<b>Responsibility #4</b>	<b>Board Relations/Partnership: Overall Score</b> _____
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**Responsibility #5 - Community Support/Political Satisfaction/Public Image:**

The CEO and Commission are key players in establishing and maintaining positive relationships with many groups that support the work of the agency. *How satisfied are you that the CEO:*

Maintains a positive professional reputation in the local communities and is a good ambassador? 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

Cultivates effective relationships with: Community and business leaders; Constituents: Public Officials: Relevant professional organizations and/or agencies. 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

Is knowledgeable about the public policy dimensions of transit and provides strong advocacy for the agency's interests. 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

Is well regarded by others in the public transportation field. 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

*What are the major strengths of the CEO in this area, and how can the CEO do a better job in this area?*

Responsibility #5	External Liaison and Public Image: <i>Overall Score</i> _____
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## *CEO's Priority Goals/Tasks for 2022*

### Board Relationships

- Conduct one-on-one contacts – build relationship – demonstrate you were the best candidate based on abilities.
- Understand/Demonstrate/Implement SWT's Strategic Plan
- Provide/Demonstrate Leadership
- Review and understand By-Laws, Commission terms, Policies,
- Work with the Chair on the Commission meeting architect
  - Determine what should/needs to be on the Agenda
  - Participatory vs show and tell (strategy)
  - Actions versus Updates; New Business versus Consent
  - Applicable rules/laws

### CEO Bootcamp (gain understanding, build relationships and respect)

- Schedule and spend at least a full week with each department both observing as well as rolling -up your sleeves to work side-by side with the team members. This includes Vehicle Maintenance; Facilities – both grounds and buildings; Customer Service; Marketing; IT; Driver Services; Finance and HR; Planning; Dispatch.

### Executive

- Identify internal talent – opportunities and development
- Develop/Update as needed Staff Policies/Practices
- Track Project List/ Ridership/ Finances/Customer Service Reports/Vehicle and Facility Maintenance records
- New Idea generation/innovation
- Manage by walking around (need consistent check-ins and observation)
- Earn respect and following of staff

### Finance

- Understand MVST (how determined, where we are being shorted)
- Understand funding history including the 90/10 policy
- Understand 5307 funding (understanding formulas)
- Understand Regional Transit Capital – availability and eligible uses
- Understand Grant funding (regional solicitation, SOGR. Lo-No, Infrastructure, Other)
- Understand Budgeting Process/Long Term Sustainability
- Conduct/Responsible for the Audit
- Understand Reserves and Reserves Policy

## **CIP/Asset Management**

- Understand, Develop and Execute

## **Driver Contract**

- Understanding contract make-up
- Understand Issues
- Understand Options

## **Other Contracts**

- Understand Process/Current Agreements/Effective Dates/RFP-Bids-Quotes
  - Bus Wrap
  - Advertising Agreements
  - Construction
  - IT Related
  - Phone and Phone Messaging
  - Fuel hedging and consortium
  - SW LRT
  - Spare Labs (Prime)
  - Carver service agreement
  - Victoria service agreement
  - Other

## **Strategic Plan**

- Understanding (why we do what we do. Importance. How it is used. Process)

## **Emergency Preparedness/Safety and Security**

- Understanding what is in the plan, its importance and staff/training follow-up
- Federal regulations
- Training/Drills

## **Met Council**

- Issues
- Role/Power/Influence
- Oversight Responsibilities (Title VI, ADA, Spending, Fares, Vehicles, Service outside three communities, Transit Taxing District, Other)
- TAB Process, use

## **Legislative**

- Issues/Opportunities – build 2023 platform options
- Contacts (i.e., relationship building)
- STA

- State Leaders/Influencers (staff/others)
- Federal Leaders/Influencers (staff/others)
- Lobbying strategies (how to)
- Strategy Building
- Groom Champions

## **HR**

- Adjust Performance Evaluation Process
- Update job descriptions to match work being performed and responsibilities
- Address inflation
- Look into benefit options

## **Meet Industry Leaders - Community Building (Community Leaders/Political Champions)**

- Local (Chambers, Business Groups, Civic Groups, Social Service Groups, etc.)
- State (MPTA, DTA, St. Cloud, Rochester)
- National (APTA, other Transit Agencies)

## **Identify Support**

- Where to turn for support
- APTA, MPTA resources/contacts

## **Construction/Development**

- Understanding development opportunities per site (commercial, housing, industrial – all three have been incorporated into prior SWT portfolios)
- Procurement Options (RFP, RFB, Negotiated Management Services Contract, Consortium, Sole Source)
- Construction Process (General Contractor/Construction Manage/Owners Representative)
- Understanding markets (market analysis), development impacts (EIS, Traffic Impacts, Soils, Investment Analysis, Financing Options (i.e., issuing debt like COP's or Annual Appropriations. Also, if working with a City of County, bonding, TIF and/or Abatement are other available strategies).
- Potential or upcoming construction and/or development opportunities include SWS LR. SW Village Commercial/Storage; Garage Infrastructure (Solar); Garage Roof

## **State Fair**

- Staffing Plans (hiring drivers and ground staff)
- Service Plans
- Miscellaneous Plans (food, toilets, uniform, cash, tickets, etc.)
- Messaging/marketing with the new service plan (i.e. limited dates)