

**March 26, 2020**



**SouthWest Transit Commission**

2120 Chestnut Street N  
Chaska, MN 55318

Telephone 952-949-2287  
Facsimile 952-974-7997  
[SWTransit.org](http://SWTransit.org)

# SOUTHWEST TRANSIT COMMISSION AGENDA

Thursday, March 26, 2020

Commission Meeting – 6:00 pm, 2nd Floor East Creek Conference Room & Via  
Video ([uberconference.com/sw-transit](https://uberconference.com/sw-transit)) or Phone (952-222-4620)  
Conference Access Pin for Video and Phone: 96039

NOTICE: Governor Walz has declared a peacetime emergency ([Emergency Executive Order 20-01](#)) in response to COVID-19 and the SouthWest Transit Chair has determined it is not practical or prudent to conduct an in-person Commission meeting for reasons stated in the Governor's Emergency Executive Order. Accordingly, Commission members will participate in this meeting via telephone and the Commission meeting will be conducted under Minnesota Statutes section 13D.021 at the location, date, and time stated above. Members of the public may attend the meeting in person or view online. Once you have dialed into the conference, please identify yourself and mute yourself until you would like to comment.

## COMMISSION MEMBERS

Brad Aho – City of Eden Prairie  
Jerry McDonald – City of Chanhassen  
Bob Roepke – City of Chaska  
Bethany Tjornhom – City of Chanhassen  
Mike Huang – City of Chaska  
PG Narayanan – City of Eden Prairie  
Jody Bonnevier - At-Large Commissioner  
Courtney Johnson – Ex Officio City of Carver

## GENERAL COUNSEL

Joshua Dorothy, Attorney

## EXECUTIVE STAFF

Len Simich, Chief Executive Officer  
Dave Jacobson, Chief Operating Officer  
Matt Fyten, Operations and Planning Director  
Al Halaas, Director/GM - First Transit  
Gary Groen – Acting Administrative Service Director  
Tony Kuykendall – Vehicle Maintenance Manager  
Souriyong Souriya – Finance Director  
Mike Dartt – Facilities Manager, Buildings & Structure  
Adam Hegeholz – HR Manager  
Jason Kirsch – IT Manager  
John Haggemiller – Public Outreach Manager

## AGENDA

### Commission Meeting – 6:00 pm

- I. PUBLIC COMMENT
- II. APPROVAL OF AGENDA
- III. PAYMENT OF CLAIMS (Rollcall Vote)
- IV. CONSENT
  - A. Approval of Financial Statements
  - B. Approval of Minutes of 2/27/2020
  - C. Approval of Minutes of 3/19/2020
  - D. Support for Projects SouthWest Transit Intends to Apply for Under Regional Solicitation Process – Matt Fyten
  - E. Construction Contract Awards or Major Change Orders Above \$35K – Kory Simich/Len Simich
- V. NEW BUSINESS
  - A. COVID-19 Response Plan – Len Simich
- VI. ADJOURNMENT

# Payment of Claims

SouthWest Transit				
02/18/2020 Thru 03/19/2020				
<b>Meeting Date: 03/26/2020</b>				
<b>Payment of Claims</b>				
Check Number	Vendor Name	Description	Check Date	Check Amount
5215	VOIDED CHECK			
5216	ATOMIC RECYCLING	Garage Construction Recycling	2/19/20	\$ 868.50
5217	CITY OF EDEN PRAIRIE	Water Bill - EPG	2/19/20	\$ 933.70
5218	DACOTAH PAPER CO.	Vehicle Parts	2/19/20	\$ 424.99
5219	MICHAEL DARTT	Employee Reimbursement - Misc. Supplies	2/19/20	\$ 156.39
5220	DORSEY & WHITNEY LLP	Garage Construction - Debt Issuance cost	2/19/20	\$ 20,000.00
5221	EHLERS	Garage Construction - Debt Issuance cost	2/19/20	\$ 25,200.00
5222	DAWN FAUE	Uniform Reimbursement - Uniform	2/19/20	\$ 50.00
5223	FIDELITY SECURITY LIFE INSURANCE CO.	Employee Coverage - Benefit Service	2/19/20	\$ 277.88
5224	GREENHAVEN PRINTING	Prime Brochures	2/19/20	\$ 755.69
5225	HEALTHPARTNERS	Health & Dental Insurance	2/19/20	\$ 31,100.37
5226	KLOOS ELECTRIC, INC.	Electric Maintenance	2/19/20	\$ 602.56
5227	LOCAL GOVERNMENT INFORMATION SYSTEMS	Licensing Software	2/19/20	\$ 1,255.00
5228	MAGALDI & MAGALDI, INC.	Vehicle Parts	2/19/20	\$ 675.32
5229	MEDIACOM	Internet Bill - SWV	2/19/20	\$ 575.91
5230	METRO TRANSIT ACCOUNTS RECEIVABLE	Farebox Maintenance	2/19/20	\$ 2,493.57
5231	MINUTEMAN PRESS	Prime Punch Cards	2/19/20	\$ 323.00
5232	MYERS TIRE - CHICAGO #12	Vehicle Parts	2/19/20	\$ 201.08
5233	NATIONAL REPROGRAPHICS, LLC	Garage Construction - Photo Service	2/19/20	\$ 291.24
5234	OCCUPATIONAL MEDICINE CONSULTS	Drug Testing	2/19/20	\$ 125.00
5235	OSI ENVIRONMENTAL, INC.	Disposal Service	2/19/20	\$ 150.00
5236	RDO EQUIPMENT CO.	Machine Rental Snow Equipment	2/19/20	\$ 3,466.98
5237	RYDER	Vehicle Parts	2/19/20	\$ 629.78
5238	SOCIAL INDOOR	Indoor Advertising	2/19/20	\$ 6,964.29
5239	SWNEWSMEDIA	Display Ads	2/19/20	\$ 6,531.33
5240	SYNCB AMAZON	Vehicle Parts	2/19/20	\$ 423.27
5241	TERMINAL SUPPLY CO.	Vehicle Parts	2/19/20	\$ 44.09
5242	TWIN CITIES TRANSPORT & RECOVER	Towing Service	2/19/20	\$ 650.00
5243	XCEL ENERGY	Utilities Payment	2/19/20	\$ 6,500.09
5244	ABC BUS COMPANIES	Bus Rehabs	2/24/20	\$ 35,449.33
5245	ADP, LLC	ADP Payroll Services	2/24/20	\$ 711.20
5246	ALLSTATE PETERBILT	Vehicle Parts	2/24/20	\$ 1,049.83
5247	AMERICAN ENVIRONMENTAL LLC	Facility Maintenance	2/24/20	\$ 3,745.00
5248	BOYER FORD TRUCKS-PARTS DIST	Vehicle Parts	2/24/20	\$ 65.60
5249	BTR OF MINNESOTA	Vehicle Parts	2/24/20	\$ 154.96
5250	CDW GOVERNMENT	Licensing Software	2/24/20	\$ 2,447.28
5251	CHASKA CUBS BASEBALL	Chaska Cubs Sponsorship	2/24/20	\$ 500.00
5252	JON CHRISTENSON	Shoe Reimbursement	2/24/20	\$ 100.00
5253	CINTAS CORPORATION #470	Towels/Uniforms	2/24/20	\$ 1,884.06
5254	CRYSTEEL	Vehicle Parts	2/24/20	\$ 88.67
5255	CUMMINS-ALLISON CORP.	Annual Maintenance	2/24/20	\$ 709.00
5256	EDEN PRAIRIE CHAMBER OF COMMER	Legislative Lunch	2/24/20	\$ 30.00
5257	FLEETPRIDE	Vehicle Parts	2/24/20	\$ 259.41
5258	FORKLIFTS OF MINNESOTA, INC.	Vehicle Supplies	2/24/20	\$ 76.16
5259	FRANZ REPROGRAPHICS	Monthly Project Fee	2/24/20	\$ 122.00
5260	GILLIG LLC	Vehicle Parts	2/24/20	\$ 2,314.11
5261	GINA MARIA'S INC.	Employee Event Meeting	2/24/20	\$ 196.00
5262	VOIDED CHECK			
5263	GRAINGER	Pandemic Cleaning Supplies	2/24/20	\$ 4,383.60
5264	HOGLUND BODY & EQUIPMENT, INC.	Vehicle Parts	2/24/20	\$ 11,574.96
5265	HOGLUND BUS COMPANY	Vehicle Parts	2/24/20	\$ 172.99
5266	IMPERIAL SUPPLIES LLC	Vehicle Parts	2/24/20	\$ 1,170.89
5267	INTERSTATE POWER SYSTEM, INC.	Vehicle Parts	2/24/20	\$ 1,014.87



SouthWest Transit				
02/18/2020 Thru 03/19/2020				
Meeting Date: 03/26/2020				
Payment of Claims				
Check Number	Vendor Name	Description	Check Date	Check Amount
5268	LANO EQUIPMENT, INC.	Vehicle Parts	2/24/20	\$ 604.67
5269	LIFESTYLE PUBLICATIONS, LLC	Eden Prairie Lifestyle magazine	2/24/20	\$ 525.00
5270	LUBE-TECH & PARTNERS, LLC	Vehicle Parts	2/24/20	\$ 8,857.46
5271	MENARDS	Facility Supplies	2/24/20	\$ 402.14
5272	METROPOLITAN FORD OF EDEN PRAIRIE	Vehicle Parts	2/24/20	\$ 59.53
5273	OFFICE DEPOT	Office Supplies	2/24/20	\$ 202.64
5274	OPEN HANDS FOUNDATION	Sponsor Contribution	2/24/20	\$ 100.00
5275	O'REILLY AUTOMOTIVE, INC.	Vehicle Parts	2/24/20	\$ 464.01
5276	PRAIRIE LAWN & GARDEN	Vehicle Parts	2/24/20	\$ 361.72
5277	PRIORITY COURIER EXPERTS	Postage	2/24/20	\$ 89.31
5278	ROYAL TIRE INC.	Vehicle Parts	2/24/20	\$ 2,836.64
5279	RSM US PRODUCT SALES LLC	Server Replacement	2/24/20	\$ 90,613.03
5280	SCHELEN GRAY AUTO ELECTRIC	Vehicle Parts	2/24/20	\$ 304.99
5281	SEON SYSTEMS SALES INC.	IT Supplies	2/24/20	\$ 15,035.00
5282	VOIDED CHECK			
5283	SUBURBAN CHEVROLET	Vehicle Parts	2/24/20	\$ 1,831.12
5284	TASC	FSA/HSA Admin Fees	2/24/20	\$ 165.25
5285	TECHSTAR IT SOLUTIONS	IT Services	2/24/20	\$ 4,387.50
5286	VOIDED CHECK			
5287	THE AFTERMARKET PARTS COMPANY	Vehicle Parts	2/24/20	\$ 18,726.55
5288	THE SHERWIN-WILLIAMS CO	Facility Supplies	2/24/20	\$ 123.22
5289	UPS	Shipping	2/24/20	\$ 60.53
5290	US BANK	Printer Contract	2/24/20	\$ 699.00
5291	VER-TECH LABS	Vehicle Supplies	2/24/20	\$ 2,153.37
5292	WALSER CHRYSLER JEEP DODGE	Vehicle Parts	2/24/20	\$ 108.04
5293	ZIEGLER INC.	Facility Maintenance	2/24/20	\$ 575.75
5294	CENTERPOINT ENERGY	Utilities Payment	2/26/20	\$ 8,087.46
5295	CENTURYLINK	Phone Bill - SWV	2/26/20	\$ 113.11
5296	CUSTOM COMMUNICATIONS INC.	Intrusion/Fire Monitoring	2/26/20	\$ 433.50
5297	KLOOS ELECTRIC, INC.	Garage Construction - Electrical Service	2/26/20	\$ 7,188.38
5298	BRITTANY STEVENS	Employee Reimbursement - Misc. Supplies	2/26/20	\$ 132.99
5299	XCEL ENERGY	Utilities Payment	2/26/20	\$ 1,645.01
5300	AVI SYSTEMS, INC.	Garage Expansion-Project 007	2/27/20	\$ 54,248.63
5301	AXEL H. OHMAN, IMC.	Garage Expansion-Project 007	2/27/20	\$ 81,225.00
5302	BIG-D CONSTRUCTION MIDWEST LLC	Garage Expansion-Project 007	2/27/20	\$ 28,190.96
5303	COMCAST BUSINESS	Cable TV - SWS	2/27/20	\$ 339.58
5304	KLOOS ELECTRIC, INC.	Garage Expansion-Project 007	2/27/20	\$ 21,270.50
5305	KREMER & DAVIS, INC.	Garage Expansion-Project 007	2/27/20	\$ 5,605.00
5306	NORD EXCAVATING, INC.	Garage Expansion-Project 007	2/27/20	\$ 11,400.00
5307	RAMSEY EXCAVATING COMPANY INC.	Garage Expansion-Project 007	2/27/20	\$ 2,850.00
5308	RTL CONSTRUCTION, INC	Garage Expansion-Project 007	2/27/20	\$ 3,976.51
5309	TOTAL FIRE PROTECTION INC.	Garage Expansion-Project 007	2/27/20	\$ 5,137.60
5310	SHANE BACHMANN	Softball Team Payment	2/28/20	\$ 750.00
5311	COSTCO WHOLESALE	Cleaning Supplies	2/28/20	\$ 1,000.00
5312	4201, LLP	Bus Parking Lease	3/3/20	\$ 333.33
5313	ALLIED UNIVERSAL SECURITY SERV	Maintenance Supplies	3/3/20	\$ 466.80
5314	CENTURYLINK	Phone Bill	3/3/20	\$ 39.42
5315	GARY A. GROEN	Professional Services - Financial Consultant	3/3/20	\$ 2,152.50
5316	JASON KIRSCH	Reimbursement Emaint Training	3/3/20	\$ 453.27
5317	MEDIACOM	Internet Bill	3/3/20	\$ 324.90
5318	MVEC, MINNESOTA VALLEY ELECTRIC COOP	Energy Bill - SWV	3/3/20	\$ 3,975.62
5319	T-MOBILE	Bus Wifi	3/3/20	\$ 4,996.68
5320	US BANK	Copier Lease	3/3/20	\$ 148.00

SouthWest Transit				
02/18/2020 Thru 03/19/2020				
Meeting Date: 03/26/2020				
Payment of Claims				
Check Number	Vendor Name	Description	Check Date	Check Amount
5321	VERIZON WIRELESS	Phone Bill	3/3/20	\$ 55.03
5322	A TO Z RENTAL CENTER	Vehicle Parts	3/6/20	\$ 52.00
5323	ALLSTATE PETERBILT	Vehicle Parts	3/6/20	\$ 999.17
5324	BA SERVICES LLC	Bus Wash installation	3/6/20	\$ 4,000.00
5325	BATTERIES PLUS	Batteries	3/6/20	\$ 129.50
5326	BERGANKDV	Interim Audit Billing	3/6/20	\$ 3,500.00
5327	BLUETARP FINANCIAL, INC.	Vehicle Parts	3/6/20	\$ 103.84
5328	CARGILL, INCORPORATED	Salt	3/6/20	\$ 2,321.42
5329	CARVER COUNTY	Internet Bill	3/6/20	\$ 1,040.00
5330	CENTERPOINT ENERGY	Gas Bill - CTS	3/6/20	\$ 494.18
5331	CHASKA TOWN COURSE	Chaska Town Course GPS Advertise	3/6/20	\$ 2,800.00
5332	CINTAS CORPORATION #0431	Facility Supplies	3/6/20	\$ 194.29
5333	VOIDED CHECK			
5334	CINTAS CORPORATION #470	Towels/Uniforms	3/6/20	\$ 6,505.46
5335	CITY OF CHASKA UTILITY BILLING	Electric Bill - ECS	3/6/20	\$ 1,952.18
5336	COMCAST BUSINESS	Comcast Business Services	3/6/20	\$ 1,574.65
5337	CRYSTEEL	Vehicle Parts	3/6/20	\$ 52.06
5338	DELEGARD TOOL COMPANY	Vehicle Parts	3/6/20	\$ 35.58
5339	DIESEL COMPONENTS INC.	Vehicle Parts	3/6/20	\$ 469.39
5340	ENV. SYSTEMS RESEARCH INST., INC.	Desktop Maintenance	3/6/20	\$ 800.00
5341	FACTORY MOTOR PARTS COMPANY	Vehicle Parts	3/6/20	\$ 357.35
5342	GILLIG LLC	Vehicle Parts	3/6/20	\$ 77.30
5343	GRAINGER	Maintenance Supplies	3/6/20	\$ 1,481.72
5344	GREGERSON, ROSOW, JOHNSON & NILAN, LTD	Professional Services	3/6/20	\$ 7,186.70
5345	HENNEPIN COUNTY AR	Radio Fleet Fee	3/6/20	\$ 1,192.32
5346	HERITAGE GLASS COMPANY	Windshield - Bus	3/6/20	\$ 758.05
5347	HOGLUND BUS COMPANY	Vehicle Parts	3/6/20	\$ 413.92
5348	IMPERIAL SUPPLIES LLC	Vehicle Parts	3/6/20	\$ 392.78
5349	INTERSTATE POWER SYSTEM, INC.	Vehicle Parts	3/6/20	\$ 4,819.83
5350	LEAGUE MN CITIES INS. TRUST	Insurance Deductible	3/6/20	\$ 1,200.00
5351	LOCAL GOVERNMENT INFORMATION SYSTEMS	Software Lease	3/6/20	\$ 1,255.00
5352	MEDIAWORKS ADVERTISING SOLUTIONS	Advertising	3/6/20	\$ 6,250.00
5353	MERLE'S WATER CONDITIONING	Facility Repair	3/6/20	\$ 206.00
5354	MINNESOTA SAFETY COUNCIL	Onsite Audit Pads	3/6/20	\$ 56.50
5355	MN DEPT OF LABOR & INDUSTRY	Elevator Maintenance	3/6/20	\$ 200.00
5356	NATE REINHARDT (MNGFOA 2020 TREASURER)	Membership Renewal	3/6/20	\$ 70.00
5357	MRA - THE MANAGEMENT ASSOCIATION	Registration for PHR/SPHR	3/6/20	\$ 1,090.00
5358	NATIONAL BUSINESS FURNITURE	Facility Supplies	3/6/20	\$ 2,456.00
5359	NCPERS MINNESOTA	Life Insurance	3/6/20	\$ 64.00
5360	OCCUPATIONAL MEDICINE CONSULTS	DOT Exam	3/6/20	\$ 125.00
5361	OSI ENVIRONMENTAL, INC.	Environmental Changes	3/6/20	\$ 1,332.50
5362	PAUL'S TWO-WAY RADIO REPAIR	Antenna Connector	3/6/20	\$ 65.00
5363	PITNEY BOWES INC	Office Equipment Lease	3/6/20	\$ 690.36
5364	PRIORITY COURIER EXPERTS	Postage	3/6/20	\$ 71.24
5365	RDO EQUIPMENT CO.	Snow Equipment Rental	3/6/20	\$ 3,434.98
5366	SIGNS IN MN	Printed Signs	3/6/20	\$ 346.00
5367	LEN SIMICH	Reimbursement - Various Meetings	3/6/20	\$ 340.55
5368	SSI MN TRANCHE Act 10322006	Subscription US Solar	3/6/20	\$ 1,244.61
5369	SW METRO CHAMBER OF COMMERCE	Legislative Lunch	3/6/20	\$ 15.00
5370	SYNCB AMAZON	Vehicle Parts	3/6/20	\$ 576.29
5371	TWIN CITIES TRANSPORT & RECOVE	Towing Service	3/6/20	\$ 450.00
5372	VERIFIED CREDENTIALS	Drug Testing	3/6/20	\$ 54.65
5373	WALSER CHRYSLER JEEP DODGE	Vehicle Parts	3/6/20	\$ 1,674.07



SouthWest Transit				
02/18/2020 Thru 03/19/2020				
Meeting Date: 03/26/2020				
Payment of Claims				
Check Number	Vendor Name	Description	Check Date	Check Amount
5374	WEX BANK	Gasoline	3/6/20	\$ 10,016.70
5375	ALLIED UNIVERSAL SECURITY SERV	Parking Inspection	3/12/20	\$ 466.80
5376	AMERICAN ENVIRONMENTAL LLC	Sanitary & Floor Drain lines	3/12/20	\$ 1,250.00
5377	CENTURYLINK	Phone Bill	3/12/20	\$ 59.01
5378	CINTAS CORPORATION #470	Towels/Uniforms	3/12/20	\$ 861.49
5379	CITY OF EDEN PRAIRIE	Water Bill - EPG	3/12/20	\$ 1,268.08
5380	C-THRU WINDOW CLEANING	Window Cleaning	3/12/20	\$ 1,085.00
5381	DIRECTV	Cable TV - SWS	3/12/20	\$ 76.99
5382	FIRST TRANSIT, INC.	February Operating Expenses	3/12/20	\$ 353,508.88
5383	FRANZ REPROGRAPHICS	Monthly Project Fee	3/12/20	\$ 100.00
5384	GRAINGER	Pandemic Cleaning Supplies	3/12/20	\$ 1,610.42
5385	HEALTHPARTNERS	Health & Dental Insurance	3/12/20	\$ 23,927.32
5386	DAVE JACOBSON	Employee Reimbursement - Various meeting	3/12/20	\$ 773.40
5387	JASON KIRSCH	Employee Reimbursement - Misc. Supplies	3/12/20	\$ 74.99
5388	KLOOS ELECTRIC, INC.	Electric Maintenance LRT	3/12/20	\$ 2,008.28
5389	MENARDS	Pandemic Cleaning Supplies	3/12/20	\$ 785.22
5390	METROPOLITAN FORD OF EDEN PRAIRIE	Vehicle Parts	3/12/20	\$ 9.96
5391	MICRO CENTER	IT Supplies	3/12/20	\$ 586.93
5392	MPCA	Permit	3/12/20	\$ 400.00
5393	MINUTEMAN PRESS	Advertising	3/12/20	\$ 846.19
5394	MY CABLE MART LLC	IT Supplies	3/12/20	\$ 97.20
5395	OFFICE DEPOT	Office Supplies	3/12/20	\$ 86.43
5396	O'REILLY AUTOMOTIVE, INC.	Vehicle Parts	3/12/20	\$ 438.13
5397	REPUBLIC SERVICES #894	Trash Removal Service	3/12/20	\$ 1,066.67
5398	ROYAL TIRE INC.	Vehicle Parts	3/12/20	\$ 689.22
5399	RYDER	Vehicle Parts	3/12/20	\$ 258.97
5400	TASC	Retiree - Admin Fees	3/12/20	\$ 276.81
5401	THE AFTERMARKET PARTS COMPANY	Vehicle Parts	3/12/20	\$ 1,622.72
5402	THE SHERWIN-WILLIAMS CO	Pandemic Cleaning Supplies	3/12/20	\$ 130.98
5403	UPS	Shipping	3/12/20	\$ 49.67
5404	XCEL ENERGY	Utilities Payment	3/12/20	\$ 106.84
5405	ATOMIC RECYCLING	Garage Expansion	3/12/20	\$ 306.00
5406	BIFFS, INC.	Garage Expansion	3/12/20	\$ 417.20
5407	AXEL H. OHMAN, IMC.	Garage Expansion-Project 008	3/17/20	\$ 145,825.00
5408	BIG-D CONSTRUCTION MIDWEST LLC	Garage Expansion-Project 008	3/17/20	\$ 57,862.43
5409	CHASE	April Debt Payment	3/17/20	\$ 241,638.22
5410	DEEP FOUNDATION GROUP LLC	Garage Expansion-Project 008	3/17/20	\$ 7,828.00
5411	HOME DEPOT CREDIT SERVICES	Pandemic Cleaning Supplies	3/17/20	\$ 1,405.33
5412	JACKSON & ASSOCIATES LLC	Garage Expansion-Project 008	3/17/20	\$ 4,750.00
5413	KLOOS ELECTRIC, INC.	Garage Expansion-Project 008	3/17/20	\$ 17,082.47
5414	RANDY MATTSON	Employee Reimbursement - fuel	3/17/20	\$ 10.00
5415	PETERSON SHEET METAL, INC.	Garage Expansion-Project 008	3/17/20	\$ 87,486.24
5416	POPP COMMUNICATIONS	Phone Bill	3/17/20	\$ 2,405.34
5417	RAMSEY EXCAVATING COMPANY INC.	Garage Expansion-Project 008	3/17/20	\$ 19,475.00
5418	RED CEDAR STEEL ERECTORS, INC.	Garage Expansion-Project 008	3/17/20	\$ 101,824.00
5419	SD PROMOTIONS	Uniforms	3/17/20	\$ 498.25
5420	SSI MN TRANCHE 3 ACCT: 10327096	US Solar Subscription	3/17/20	\$ 475.16
5421	XCEL ENERGY	Electric Bill - SWS	3/17/20	\$ 4,107.42
5422	AVI SYSTEMS, INC.	New Next rip Monitors in Lobby	3/19/20	\$ 8,561.78
5423	BOYER FORD TRUCKS-PARTS DIST	Vehicle Parts	3/19/20	\$ 434.72
5424	CENTERPOINT ENERGY	Gas Bill - ECS	3/19/20	\$ 488.05
5425	COMCAST BUSINESS	Cable TV - SWS	3/19/20	\$ 329.11
5426	MICHAEL DARTT	Pandemic Cleaning Supplies	3/19/20	\$ 35.91

SouthWest Transit				
02/18/2020 Thru 03/19/2020				
<b>Meeting Date: 03/26/2020</b>				
<b>Payment of Claims</b>				
Check Number	Vendor Name	Description	Check Date	Check Amount
5427	VERIZON WIRELESS	Phone Bill	3/19/20	\$ 9.64
			<b>TOTAL</b>	<b>\$ 1,750,482.21</b>
<b>ACH Withdraws</b>				
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	2/24/20	\$ 13,948.55
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	3/2/20	\$ 12,235.21
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	3/12/20	\$ 14,664.77
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	3/19/20	\$ 12,438.39
	CARDMEMBER SERV WEB PYMT	Credit Card Payment Meetings & Misc.	2/25/20	\$ 962.48
	CARDMEMBER SERV WEB PYMT	Credit Card Payment Meetings & Misc.	3/3/20	\$ 2,405.68
	CARDMEMBER SERV WEB PYMT	Credit Card Payment Meetings & Misc.	3/5/20	\$ 13,293.22
	DOMESITC WIRE TRANSFER TO SPARE LANS INC	Spare Labs Software	3/6/20	\$ 18,000.00
	PITNEY BOWES POSTEDGE 44272615	Prepaid Postage	3/5/20	\$ 500.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	2/21/20	\$ 4,539.50
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	2/28/20	\$ 4,710.50
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	3/6/20	\$ 4,385.50
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	3/13/20	\$ 4,368.50
	FLAGSHIP BANK	Monthly Banking Fees	2/28/20	\$ 90.00
	FLAGSHIP BANK	Wire Fee	3/10/20	\$ 40.00
	PAYPAL TRANSFER TSHEETS	Payroll Time cards fees	3/16/20	\$ 280.00
	ADP, INC.	Payroll Fees	2/21/20	\$ 711.20
	ADP, INC.	Payroll Fees	2/27/20	\$ 1,620.80
			<b>TOTAL</b>	<b>\$ 109,194.30</b>
<b>Payroll</b>				
	ADP, INC.	Payroll	2/21/20	\$ 87,662.67
	ADP, INC.	Payroll	3/6/20	\$ 90,701.50
	ADP, INC.	Payroll	3/20/20	\$ 90,298.89
			<b>TOTAL</b>	<b>\$ 268,663.06</b>
<b>Monthly Reimbursement included in payroll totals</b>				
	Jon Christenson	Cell Phone Allowance		\$ 50.00
	Mike Dartt	Cell Phone Allowance		\$ 50.00
	Pete Engstrom	Cell Phone Allowance		\$ 50.00
	Matt Fyten	Cell Phone Allowance		\$ 50.00
	Dave Jacobson	Cell Phone Allowance		\$ 50.00
	Dave Jacobson	Car Allowance		\$ 175.00
	Jason Kirsch	Cell Phone Allowance		\$ 50.00
	Tony Kuykendall	Cell Phone Allowance		\$ 50.00
	John Haggemiller	Cell Phone Allowance		\$ 50.00
	Ben Schuler	Cell Phone Allowance		\$ 50.00
	Jason Berg	Cell Phone Allowance		\$ 50.00
	Kory Simich	Cell Phone Allowance		\$ 50.00
	Kyle Jackels	Cell Phone Allowance		\$ 50.00
	Len Simich	Cell Phone Allowance		\$ 85.00
	Len Simich	Car Allowance		\$ 712.00
			<b>TOTAL</b>	<b>\$ 1,572.00</b>
			<b>GRAND TOTAL</b>	<b>\$ 2,128,339.57</b>



# Consent



## Balance Sheet for All Funds January 2020

Commission Meeting date 3.26.2020

Balance Sheet Category	Fund Name						Total
	General Fund	Capital & Equipment	SWS-Relocation Capital	Grant Projects	SWS Development	Debt Service	
<b>Assets</b>							
Cash & Investments	\$ 3,732,856	\$ 1,838,800	\$ 5,843,816	\$ (222,875)	\$ 8,231,683	\$ (213,069)	\$ 19,211,211
Accounts Receivable	990,853	4,144	-	222,875	3,498,860	116,412	4,833,144
Other Assets	427,302	-	-	-	-	-	427,302
<b>Total Assets</b>	<b>5,151,011</b>	<b>1,842,944</b>	<b>5,843,816</b>	<b>-</b>	<b>11,730,543</b>	<b>(96,658)</b>	<b>24,471,657</b>
<b>Liabilities</b>							
Accounts Payable	611,004	-	138,684	222,875	-	-	972,563
Other Liabilities	-	-	-	-	3,446,721	-	3,446,721
<b>Total Liabilities</b>	<b>611,004</b>	<b>-</b>	<b>138,684</b>	<b>222,875</b>	<b>3,446,721</b>	<b>-</b>	<b>4,419,284</b>
<b>Fund Balances</b>							
Beginning Fund Balance-January 2018	4,378,020	1,842,944	1,759,627	-	8,256,487	26,229	16,263,307
Net Change in Fund Balance	161,988	-	3,945,505	(222,875)	27,335	(122,886)	3,789,066
<b>Total Fund Balances</b>	<b>4,540,008</b>	<b>1,842,944</b>	<b>5,705,132</b>	<b>(222,875)</b>	<b>8,283,822</b>	<b>(96,657)</b>	<b>20,052,373</b>
<b>Total Liabilities &amp; Fund Balances</b>	<b>\$ 5,151,012</b>	<b>\$ 1,842,944</b>	<b>\$ 5,843,816</b>	<b>\$ -</b>	<b>\$ 11,730,543</b>	<b>\$ (96,657)</b>	<b>\$ 24,471,657</b>



SouthWest Transit  
 Revenue and Expenditures for All Funds  
 Monthly Financial Report  
 YTD January 2020

Commission Meeting date 3.26.2020

January=8.3%

**General Fund 100**

**Revenues**

	Adopted Budget	Current		2020 YTD Actual	2020 YTD Balance	% YTD Budget
		Month Actual	Year Actual			
Passenger Fares	\$ 3,035,600	\$ 226,916	\$ 226,916	(2,808,684)	7.5%	
Contract Revenue	70,000	5,661	5,661	(64,339)	8.1%	
MVST Revenue	7,606,000	613,998	613,998	(6,992,002)	8.1%	
RAMVST Revenue	1,406,000	114,631	114,631	(1,291,369)	8.2%	
Investment Income	10,000	-	-	(10,000)	0.0%	
Other Local Revenues	210,000	44,286	44,286	(165,714)	21.1%	
	<b>12,337,600</b>	<b>1,005,492</b>	<b>1,005,492</b>	<b>(11,332,108)</b>	<b>8.1%</b>	

Other Sources

Insurance Recoveries

	-	9,398	9,398	9,398	-
<b>Total Revenue</b>	<b>\$ 12,337,600</b>	<b>\$ 1,014,890</b>	<b>\$ 1,014,890</b>	<b>\$ (11,322,710)</b>	<b>8.2%</b>

**Expenditures**

Administration	\$ 1,470,800	\$ 79,932	\$ 79,932	1,390,868	5.4%
Operations	7,427,300	515,871	515,871	6,911,429	6.9%
Vehicle Maintenance	2,189,000	84,272	84,272	2,104,728	3.8%
Facility Maintenance	1,402,150	106,692	106,692	1,295,458	7.6%

**Total Expenditures**

	<b>12,489,250</b>	<b>786,766</b>	<b>786,766</b>	<b>11,702,484</b>	<b>6.3%</b>
Capital Cost Of Operating	376,600	66,136	66,136	310,464	17.6%

**Total Expenditures & Capital Cost of Operating**

	<b>12,865,850</b>	<b>852,902</b>	<b>852,902</b>	<b>12,012,948</b>	<b>6.6%</b>
--	-------------------	----------------	----------------	-------------------	-------------

Other Financing Sources

Transfers In	(170,000)	-	-	(170,000)	0.0%
Transfers (Out)	(170,000)	-	-	(170,000)	0.0%

**Net Change in Fund Balance**

	<b>\$ (698,250)</b>	<b>\$ 161,988</b>	<b>\$ 161,988</b>	
--	---------------------	-------------------	-------------------	--

**Fund Balance, January 1**

	<b>\$ 4,378,020</b>
--	---------------------

**Fund Balance, End of Current Period**

	<b>\$ 4,540,008</b>
--	---------------------

**Months of Operating Expenditures**

	<b>4</b>
--	----------

**Fund Balance as a % of the Expenditure Budget**

	<b>34.8%</b>
--	--------------



SouthWest Transit  
 Revenue and Expenditures for All Funds  
 Monthly Financial Report  
 YTD January 2020

Commission Meeting date 3.26.2020

January=8.3%

**All Other Funds**

**Capital & Equipment Capital Projects Fund 250**

	Adopted Budget	Current Month Actual	2020 YTD Actual	2020 YTD Balance	% YTD Budget
Revenue	\$ 5,000	\$ -	\$ -	(5,000)	0.0%
Expenditures	-	-	-	-	0.0%
Transfer In (Out)	-	-	-	-	0.0%
<b>Net Change in Fund Balance</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ -</b>		

**SWT Capital Cost of Operating Deferred Fund 260**

Revenue	\$ -	\$ -	\$ -	-	0.0%
Expenditures	\$ -	\$ -	\$ -	-	0.0%
Transfer In (Out)	\$ 170,000	\$ -	\$ -	170,000	0.0%
<b>Net Change in Fund Balance</b>	<b>\$ 170,000</b>	<b>\$ -</b>	<b>\$ -</b>		

**SWS Relocation Capital Projects Fund 338**

Revenue	\$ -	\$ 4,266,933	\$ 4,266,933	4,266,933	0.0%
Expenditures	2,210,000	317,615	-	2,210,000	0.0%
Transfer In (Out)	2,210,000	-	-	2,210,000	-
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ 3,949,318</b>	<b>\$ 4,266,933</b>		

**Grant Projects Fund 336 & 337**

Revenue	\$ -	\$ 222,875	\$ 222,875	222,875	0.0%
Expenditures	-	222,875	222,875	(222,875)	0.0%
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		

**SWS Development Fund 360**

Revenue	\$ 338,020	\$ 27,335	\$ 27,335	(310,685)	8.1%
Expenditures	5,000	-	-	5,000	0.0%
Transfer In (Out)	(2,243,182)	-	-	(2,243,182)	0.0%
<b>Net Change in Fund Balance</b>	<b>\$ (1,910,162)</b>	<b>\$ 27,335</b>	<b>\$ 27,335</b>		





SouthWest Transit  
 Revenue and Expenditures for All Funds  
 Monthly Financial Report  
 YTD January 2020

Commission Meeting date 3.26.2020

January=8.3%

	Adopted Budget	Current		2020 YTD Actual	2020 YTD Balance	% YTD Budget
		Month Actual				
<b>All Other Funds</b>						
<b>Debt Service Fund 407-408</b>						
Revenue	\$ 231,335	\$ 1,233,067	\$ 1,233,067	\$ 1,001,732	533.0%	
Expenditures	264,517	1,355,953	1,355,953	(1,091,436)	512.6%	
Transfer In (Out)	33,182	-	-	33,182	0.0%	
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ (122,886)</b>	<b>\$ (122,886)</b>			



**Balance Sheet for All Funds  
December 2019 - Preliminary Audit**

Commission Meeting date 3.26.2020

Balance Sheet Category	Fund Name							Total
	General Fund	Capital & Equipment	SWS-Relocation Capital	Grant Projects	SWS Development	Debt Service		
<b>Assets</b>								
Cash & Investments	\$ 4,115,653	\$ 1,838,800	\$ 2,033,182	\$ -	\$ 8,204,348	\$ (90,183)	\$ 16,101,800	
Accounts Receivable	913,161	4,144	-	34,699	3,512,857	116,412	4,581,272	
Other Assets	463,189	-	-	-	-	-	463,189	
<b>Total Assets</b>	<b>5,492,003</b>	<b>1,842,944</b>	<b>2,033,182</b>	<b>34,699</b>	<b>11,717,205</b>	<b>26,229</b>	<b>21,146,261</b>	
<b>Liabilities</b>								
Accounts Payable	1,113,983	-	273,555	34,699	-	-	1,422,237	
Other Liabilities	-	-	-	-	3,460,718	-	3,460,718	
<b>Total Liabilities</b>	<b>1,113,983</b>	<b>-</b>	<b>273,555</b>	<b>34,699</b>	<b>3,460,718</b>	<b>-</b>	<b>4,882,955</b>	
<b>Fund Balances</b>								
Beginning Fund Balance-January 2018	4,290,610	1,806,610	-	-	11,150,600	310,841	17,558,661	
Net Change in Fund Balance	87,410	36,334	1,759,627	-	(2,894,113)	(284,612)	(1,295,354)	
<b>Total Fund Balances</b>	<b>4,378,020</b>	<b>1,842,944</b>	<b>1,759,627</b>	<b>-</b>	<b>8,256,487</b>	<b>26,229</b>	<b>16,263,307</b>	
<b>Total Liabilities &amp; Fund Balances</b>	<b>\$ 5,492,003</b>	<b>\$ 1,842,944</b>	<b>\$ 2,033,182</b>	<b>\$ 34,699</b>	<b>\$ 11,717,205</b>	<b>\$ 26,229</b>	<b>\$ 21,146,262</b>	



SouthWest Transit  
 Revenue and Expenditures for All Funds  
 Monthly Financial Report  
 YTD December 2019 - Preliminary Audit

Commission Meeting date 3.26.2020

December=100.0%

	Final		Current		2019 YTD Actual	2019 YTD Balance	% YTD Budget
	Amended Budget	Month Actual	Month Actual				
<b>General Fund 100</b>							
<b>Revenues</b>							
Passenger Fares	\$ 2,967,600	\$ 195,890	\$ 2,977,193	9,593		100.3%	
Contract Revenue	70,000	5,686	75,112	5,112		107.3%	
CMAQ, TMA Grant Revenue	-	8,082	46,350	46,350		0.0%	
S2S Grant	-	-	18,000	18,000		0.0%	
MVST Revenue	7,549,733	596,795	7,569,170	19,437		100.3%	
RAMVST Revenue	1,395,708	111,419	1,411,843	16,135		101.2%	
State Appr. GF	141,616	-	141,616	-		100.0%	
Investment Income	10,000	16,929	71,129	61,129		711.3%	
Other Local Revenues	242,000	112,535	381,868	139,868		157.8%	
	<b>12,376,657</b>	<b>1,047,336</b>	<b>12,692,281</b>	<b>315,624</b>		<b>102.6%</b>	
Other Sources							
Insurance Recoveries	-	3,985	60,593	60,593		-	
<b>Total Revenue</b>	<b>\$ 12,376,657</b>	<b>\$ 1,051,321</b>	<b>\$ 12,752,874</b>	<b>\$ 376,217</b>		<b>103.0%</b>	
<b>Expenditures</b>							
Administration	\$ 1,356,320	\$ 218,929	\$ 1,436,835	(80,515)		105.9%	
Operations	6,816,992	991,634	6,791,240	25,752		99.6%	
Vehicle Maintenance	2,039,775	202,588	2,033,522	6,253		99.7%	
Facility Maintenance	1,256,660	133,942	1,225,177	31,483		97.5%	
<b>Total Expenditures</b>	<b>11,469,747</b>	<b>1,547,093</b>	<b>11,486,775</b>	<b>(17,028)</b>		<b>100.1%</b>	
Capital Cost Of Operating	804,835	124,728	723,000	81,835		89.8%	
<b>Total Expenditures &amp; Capital Cost of Operating</b>	<b>12,274,582</b>	<b>1,671,821</b>	<b>12,209,774</b>	<b>64,808</b>		<b>99.5%</b>	
<b>Other Financing Sources</b>							
Transfers In	(455,690)	(455,690)	(455,690)	-		100.0%	
Transfers (Out)	(455,690)	(455,690)	(455,690)	-		100.0%	
<b>Net Change in Fund Balance</b>	<b>\$ (353,615)</b>	<b>\$ (1,076,191)</b>	<b>\$ 87,410</b>				
<b>Fund Balance, January 1</b>			<b>\$ 4,290,610</b>				
<b>Fund Balance, End of Current Period</b>			<b>\$ 4,378,020</b>				
<b>Months of Operating Expenditures</b>				<b>4</b>			
<b>Fund Balance as a % of the Expenditure Budget</b>						<b>34.4%</b>	



SouthWest Transit  
 Revenue and Expenditures for All Funds  
 Monthly Financial Report  
 YTD December 2019 - Preliminary Audit

Commission Meeting date 3.26.2020

December=100.0%

**All Other Funds**

**Capital & Equipment Capital Projects Fund 250**

	Final Amended Budget	Current Month Actual	2019 YTD Actual	2019 YTD Balance	% YTD Budget
Revenue	\$ 5,000	\$ 6,901	\$ 36,334	\$ 31,334	726.7%
Expenditures	-	-	-	-	0.0%
Transfer In (Out)	-	-	-	-	0.0%
<b>Net Change in Fund Balance</b>	<b>\$ 5,000</b>	<b>\$ 6,901</b>	<b>\$ 36,334</b>		

**SWS Relocation Capital Projects Fund 338**

Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Expenditures	75,000	276,512	1,334,043	(1,259,043)	1778.7%
Transfer In (Out)	3,093,670	3,093,670	3,093,670	-	-
<b>Net Change in Fund Balance</b>	<b>\$ 3,018,670</b>	<b>\$ 2,817,158</b>	<b>\$ 1,759,627</b>		

**Grant Projects Fund 336 & 337**

Revenue	\$ -	\$ 34,699	\$ 179,899	\$ 179,899	0.0%
Expenditures	-	34,699	179,899	(179,899)	0.0%
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (0)</b>		

**SWS Development Fund 360**

Revenue	\$ 1,042,092	\$ 86,025	\$ 856,858	\$ (185,234)	82.2%
Expenditures	5,000	-	17,173	(12,173)	343.5%
Transfer In (Out)	(3,733,799)	(3,694,739)	(3,733,799)	-	100.0%
<b>Net Change in Fund Balance</b>	<b>\$ (2,696,707)</b>	<b>\$ (3,608,715)</b>	<b>\$ (2,894,114)</b>		

**Debt Service Fund 405-407**

Revenue	\$ 315,458	\$ 116,412	\$ 318,566	\$ 3,108	101.0%
Expenditures	1,736,100	-	1,698,997	37,103	97.9%
Transfer In (Out)	1,133,071	951,069	1,095,819	37,252	96.7%
<b>Net Change in Fund Balance</b>	<b>\$ (287,571)</b>	<b>\$ 1,067,481</b>	<b>\$ (284,612)</b>		



SouthWest Transit					
Pledged Securities Accounts - February 2020					
Security Description	Safekeeping Agent	Maturity Date	Pledged Date	Book Value	Pledged Value
<b>Flagship Bank Minnesota</b>					
FHLMC - FED Home Loan Mortgages	United Bankers Bank	11/1/2021	8/12/2015	\$ 375,986.91	\$ 387,365.78
FNMA - FED NATL MTG ASSN	United Bankers Bank	5/1/2020	10/23/2012	\$ 273,976.71	\$ 279,651.73
FNMA - FED NATL MTG ASSN	United Bankers Bank	8/1/2021	10/23/2012	\$ 361,764.87	\$ 372,569.73
Wells Fargo NA	United Bankers Bank	10/17/2022	1/9/2020	\$ 249,000.00	\$ 249,000.00
Enerbank USA	United Bankers Bank	9/13/2024	9/25/2019	\$ 247,397.73	\$ 249,395.91
HSBC BK	United Bankers Bank	11/4/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
Morgan Stanley	United Bankers Bank	11/14/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
3RD FED SVGS	United Bankers Bank	11/25/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
Barclays Bank CD	United Bankers Bank	9/23/2020	6/21/2016	\$ 245,000.00	\$ 245,000.00
Comenity Capital Bank CD	United Bankers Bank	4/26/2021	5/16/2016	\$ 249,000.00	\$ 249,000.00
Bank of India	United Bankers Bank	11/27/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
Comenity 2	United Bankers Bank	10/5/2020	7/27/2017	\$ 249,000.00	\$ 249,000.00
Natl COOP	United Bankers Bank	10/30/2020	7/24/2017	\$ 247,000.00	\$ 247,000.00
Capital One Bank CD	United Bankers Bank	7/15/2020	4/15/2019	\$ 247,000.00	\$ 247,000.00
Capital One Bank CD	United Bankers Bank	7/15/2020	4/15/2019	\$ 247,000.00	\$ 247,000.00
Discover	United Bankers Bank	7/15/2020	12/14/2018	\$ 247,000.00	\$ 247,000.00
Goldman Sachs Bank USA CD	United Bankers Bank	7/15/2020	12/14/2018	\$ 247,000.00	\$ 247,000.00
Barclays Bank CD	United Bankers Bank	9/16/2020	8/14/2018	\$ 247,000.00	\$ 247,000.00
US Treasury Notes	United Bankers Bank	6/30/2020	1/9/2020	\$ 1,000,411.20	\$ 1,000,625.00
US Treasury Notes	United Bankers Bank	4/30/2020	12/14/2018	\$ 749,551.44	\$ 399,750.00
US Treasury Notes	United Bankers Bank	4/30/2021	10/6/2016	\$ 502,896.95	\$ 505,566.41
US Treasury Notes	United Bankers Bank	7/31/2022	10/6/2016	\$ 749,642.76	\$ 764,824.22
US Treasury Notes	United Bankers Bank	7/31/2020	1/9/2020	\$ 1,000,473.12	\$ 1,000,742.19
US Treasury Notes	United Bankers Bank	8/31/2020	1/9/2020	\$ 999,328.63	\$ 999,687.50
FHLB	United Bankers Bank	6/11/2021	5/25/2018	\$ 501,578.75	\$ 506,055.00
FHLB	United Bankers Bank	6/12/2020	1/5/2018	\$ 499,999.78	\$ 500,265.00
FFCB-FED Credit Bank	United Bankers Bank	9/1/2021	10/6/2016	\$ 501,726.84	\$ 503,925.00
FNMA - FED NATL MTG ASSN	United Bankers Bank	3/4/2020	3/14/2018	\$ 500,003.98	\$ 500,035.00
FHLB	United Bankers Bank	9/11/2020	12/14/2018	\$ 508,164.05	\$ 508,070.00
Tax Muni Onamia	United Bankers Bank	2/1/2021	1/10/2020	\$ 236,330.49	\$ 238,035.61
GNMA	United Bankers Bank	3/1/2020	7/20/2018	\$ 174,240.65	\$ 180,132.67
				\$ 12,645,474.86	\$ 12,358,696.75
<b>BankVista</b>					
FDIC	FDIC - State	10/6/2021	6/6/2018	\$ 250,000	\$ 250,000
FDIC	ICS Account	10/6/2021	6/6/2018	\$ 5,378,736	\$ 5,378,736
<b>Tradition Capital Bank</b>					
Fed Farm Credit Bank	BMO Harris Bank N.A	3/14/2022	2/4/2019	\$ 990,850	\$ 990,850
McGregor MN ISD	BMO Harris Bank N.A	2/1/2022	2/4/2019	\$ 208,515	\$ 208,515
Madison Lake MN	BMO Harris Bank N.A	2/1/2025	2/4/2019	\$ 265,864	\$ 265,864
Carver County	BMO Harris Bank N.A	2/1/2026	2/4/2019	\$ 498,907	\$ 498,907
Fed Farm Credit Bank	BMO Harris Bank N.A	2/1/2026	2/4/2019	\$ 990,850	\$ 990,850
<b>Alerus</b>					
FRB Federal Reserve Custody	Bank of North Dakota	9/1/2023	6/22/2016	\$ 631,744	\$ 620,263
<b>Americana Community Bank</b>					
GNMA Pool # MA1119	United Bankers Bank	7/1/2042	8/25/2016	\$ 980,594	\$ 946,966
			<b>Total</b>	<b>\$ 22,841,535</b>	<b>\$ 22,509,648</b>
<b>Summary Total Funds</b>					
		<b>2/29/2020</b>			
Flagship Bank	\$	10,606,152			
BankVista	\$	5,628,736			
Tradition Capital Bank	\$	2,210,807			
Alerus	\$	266,109			
Americana Community Bank	\$	80,233			
<b>Total</b>	<b>\$</b>	<b>18,792,038</b>			
<i>Difference Extra</i>	<b>\$</b>	<b>3,717,610.14</b>			





# SOUTHWEST TRANSIT COMMISSION MINUTES

Thursday, February 27, 2020

Budget and Personnel Committee Meeting – 5:30 pm to 6:30 pm, 2nd Floor East Creek Conference Room

Commission Meeting – 6:30 pm, 2nd Floor East Creek Conference Room

## COMMISSION MEMBERS

Brad Aho – City of Eden Prairie  
Jerry McDonald – City of Chanhassen  
Bob Roepke – City of Chaska  
Bethany Tjornhom – City of Chanhassen  
Mike Huang – City of Chaska  
PG Narayanan – City of Eden Prairie  
Jody Bonnevier - At-Large Commissioner  
Courtney Johnson – Ex Officio City of Carver

## GENERAL COUNSEL

Joshua Dorothy, Attorney

## EXECUTIVE STAFF

Len Simich, Chief Executive Officer  
Dave Jacobson, Chief Operating Officer  
Matt Fyten, Operations and Planning Director  
Al Halaas, Director/GM - First Transit  
Gary Groen – Acting Administrative Service Director  
Tony Kuykendall – Vehicle Maintenance Manager  
Souriyong Souriya – Finance Director  
Mike Dartt – Facilities Manager, Buildings & Structure  
Adam Hegeholz – HR Manager  
Jason Kirsch – IT Manager  
John Haggenmiller – Public Outreach Manager

## AGENDA

### Commission Meeting

#### I. CALL TO ORDER

The meeting was called to order by Chair Brad Aho at 6:40 pm.

#### II. PUBLIC COMMENT

None

#### III. APPROVAL OF AGENDA

**Motion:** Narayanan motioned, seconded by Roepke to approve the agenda with the addition of New Business Item L, Employee Wellness Program. The motion carried 6-0-0.

#### IV. PAYMENT OF CLAIMS

**Motion:** McDonald motioned, seconded by Huang to approve the payment of claims. The motion carried 6-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Narayanan, Yes.

#### V. CONSENT

- A. Approval of Minutes of 1/23/20 Meeting
- B. Approval of Financial Statements

**Motion:** Roepke motioned, seconded by McDonald to approve the Consent items. The motion carried 7-0-0

#### VI. NEW BUSINESS

##### A. 2019 Budget Amendment

**Motion:** Roepke motioned, seconded by Narayanan to adopt Resolution #20-02 to amend the 2019 General Fund budget. The motion carried 6-0-0

##### B. Amended Contract for Construction Management

**Motion:** Huang motioned, seconded by Narayanan to authorize its CEO to increase the Contract with Big-D Construction by \$59,340.00. The motion carried 6-0-0

**C. Amended Contract for Architectural Services**

**Motion:** Roepke motioned, seconded by McDonald to authorize its CEO to enter into a contract with HAY DOBBS to provide architectural and preliminary engineering services. The motion carried 6-0-0

**D. Construction Contracts and Change Orders**

**Motion:** McDonald motioned, seconded by Narayanan to authorize its CEO to:

- Enter into a contract with Asphalt Paving – Bituminous Roadways, Inc. for a total amount of \$176,945.00
- Enter into a contract with iSpace Environments for a total amount not to exceed \$75,000
- Amend the total budget for the Garage Improvements and Office Expansion Project to \$5,500,000

The motion carried 6-0-0

**E. SouthWest Village Bridge Oversight & Management of Repairs**

**Motion:** Narayanan motioned, seconded by Huang to authorize its CEO to execute an agreement with Walker Consultants. The motion carried 6-0-0

**F. Community Services and Programs**

**Motion:** No action requested. Item for discussion purposes only.

**G. Bus Storage, Bonding and Legislative Services**

**Motion:** No action requested. Item for discussion purposes only.

**H. FTA Grant Application**

**Motion:** Narayanan motioned, seconded by Roepke to adopt Resolution 20-03 authorizing its CEO to submit a Buses and Bus Facilities grant application to the Federal Transit Administration (FTA) for a bus storage and meeting space. The motion carried 6-0-0

**I. Marketing Plan**

**Motion:** No action requested. Item for discussion purposes only.

**J. State Fair**

**Motion:** No action requested. Item postponed for later discussion.

**K. Strategic Plan**

**Motion:** No action requested. Item for discussion purposes only.

**L. Employee Wellness Program**

**Motion:** Narayanan motioned, seconded by McDonald to include a SWT Employee Softball Team into the SWT Employee Wellness Program. The motion carried 6-0-0

**I. ADJOURNMENT**

Narayanan motioned, seconded by Huang to adjourn the meeting. The motion passed 6-0-0. The meeting adjourned at 9:06 pm.

March 25, 2020 SouthWest Transit Commission Minutes Prepared By: Adam Hegeholtz

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



# SOUTHWEST TRANSIT COMMISSION MINUTES

Thursday, March 19, 2020

Emergency Commission Meeting – 3:30 pm, Via Phone (952-222-4620)

Conference Access Pin for Phone: 96039

## COMMISSION MEMBERS

Brad Aho – City of Eden Prairie  
Jerry McDonald – City of Chanhassen  
Bob Roepke – City of Chaska  
Bethany Tjornhom – City of Chanhassen  
Mike Huang – City of Chaska  
PG Narayanan – City of Eden Prairie  
Jody Bonnevier - At-Large Commissioner  
Courtney Johnson – Ex Officio City of Carver

## GENERAL COUNSEL

Joshua Dorothy, Attorney

## EXECUTIVE STAFF

Len Simich, Chief Executive Officer  
Dave Jacobson, Chief Operating Officer  
Matt Fyten, Operations and Planning Director  
Al Halaas, Director/GM - First Transit  
Gary Groen – Acting Administrative Service Director  
Tony Kuykendall – Vehicle Maintenance Manager  
Souriyong Souriya – Finance Director  
Mike Dartt – Facilities Manager, Buildings & Structure  
Adam Hegeholz – HR Manager  
Jason Kirsch – IT Manager  
John Haggemiller – Public Outreach Manager

## AGENDA

### Commission Meeting

#### I. CALL TO ORDER

The meeting was called to order by Chair Brad Aho at 3:31 pm.

#### II. NEW BUSINESS

A. **Emergency Declaration** – The request was made to adopt an emergency declaration allowing the CEO to take action in acknowledging and coordinating with statewide and local emergency situations and plans, and to implement the agencies Emergency Preparedness Plan as it relates to a pandemic.

**Motion:** McDonald motioned, seconded by Huang to adopt Resolution #20-04 acknowledging and providing for coordination with statewide and local emergency declarations related to the COVID-19 Pandemic. The motion carried 6-0-0

#### B. Schedule Change

**Motion:** McDonald motioned, seconded by Narayanan to authorize a reduced service plan to be put into effect starting Monday, March 23. The motion carried 6-0-0

#### I. ADJOURNMENT

Huang motioned, seconded by McDonald to adjourn the meeting. The motion passed 7-0-0. The meeting adjourned at 4:15 pm.

March 20, 2020 SouthWest Transit Commission Minutes Prepared By: Adam Hegeholz

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

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



## SOUTHWEST TRANSIT

---

### MEMORANDUM

**TO:** SouthWest Transit Commission

**FROM:** Matt Fyten, Operations Director

**DATE:** March 18, 2020

**SUBJECT:** Regional Solicitation Application Support Letters

**REQUESTED ACTION:**

That the SouthWest Transit (SWT) Commission provide letters of support for SWT's Regional Solicitation applications.

**BUDGET IMPACT:**

The Regional Solicitation requires 20% percent local match funding. Projected total project costs range from \$1 million to \$7 million (Local match range from \$200,000 to \$1.4 Million).

If one or multiple applications are awarded, the responsibility for the local match funding then falls to either the Metropolitan Council (using Regional Transit Capital dollars) or the SWT Commission. If the local match funding were to come from the SWT Commission, funds would be drawn from capital reserves and/or the operating budget. Should one or multiple application be awarded, staff will come back to the Commission requesting execution of the project with the local match funding identified.

**BACKGROUND:**

The Regional Solicitation process occurs every two years and is led by the Transportation Advisory Board (TAB) – who ultimately determine which applications are awarded with the assistance of the TAB's advisory committees (Technical, Funding & Programming, and Planning). This year's Regional Solicitation applications are due April 16<sup>th</sup> to TAB, with award notices generally sent out in the Fall. Awarded projects for this round of applications have programmed funding years of 2024 or 2025. SWT intends to submit the following projects/applications and is requesting a letter of support from the Commission (including local match commitments) for each project:

**SW Prime 494 North Service** – Estimated Cost: \$7 million. This application would allow for the SW Prime microtransit service to be extended to select business/industrial areas along the I-494 North corridor in Minnetonka, Plymouth, and Maple Grove.

**Golden Triangle Mobility Hub** – Estimated Cost: \$5-\$7 million. This application will provide for a mobility hub consisting of added SW Prime service and/or fixed route circulators, bike share,

scooters, and a potential autonomous demonstration service connecting with SWLRT in the Golden Triangle/City West districts in Eden Prairie. The application will also include a Golden Triangle bus transfer station to be located in the eastern portion of the Golden Triangle to allow for better transit connectivity to I-494 and US 169.

**SouthWest Village Solar Array** – Estimated Cost: \$4 million. This project would install a solar array on the top level of SouthWest Village in Chanhassen. The array will assist in significantly reducing SWT’s energy costs, as well as provide additional electricity into the local grid.

**SWT Signal Improvements** – Estimated Cost: \$1 million +. This project will allow for transit signal priority/preemption at key traffic intersections in the SWT service area that will allow for faster trips and improved service reliability. Potential intersections are targeted at Highways 41, 101, and 5 in Chanhassen and Chaska.

**RECOMMENDATION:**

That the SouthWest Transit (SWT) Commission provide letters of support for SWT’s Regional Solicitation applications.





## SOUTHWEST TRANSIT

---

**To:** SouthWest Transit Commission  
**From:** Len Simich, CEO  
**Date:** January 23, 2020  
**Subject:** Garage Office Expansion Contract Awards

### REQUESTED ACTION:

That the Commission authorize its CEO to enter into contracts with the contractors identified below who submitted the low bid in relation to the work each will perform in the construction of the garage office addition. The addition is needed to replace the office space lost with Metropolitan Council purchasing SouthWest Station for the SWLRT expansion into Eden Prairie.

New Contracts Under \$35k Ready for Commission Review:

1. **None**

New Change Orders Under \$35k Ready for Commission Review:

1. **Bid Package 8A. Helical Foundation Anchors – Deep Foundation Group - \$8,240.00**
  - a. **PCO-012.0 ASI-004.2 Structural Changes – \$8,240.00**
    - i. **Footing Changes, Added Additional Helical Piers South of Gridline 2:C**

New Contracts Over \$35k Ready for Commission Review:

1. **Bid Package 8B. Building Security: Siemens Industry – \$52,670.00**

New Change Orders Over \$35k Ready for Commission Review:

1. **Bid Package 1B. Concrete: Axel Ohman – \$51,643.00**
  - a. **PCO-012.0 ASI-004.2 Structural Changes – \$51,071.00**
    - i. **Footing Changes, Added Grade Beams, Slab On Grade Rebar Size Increase, Trench Drain Design Changes**
  - b. **PCO-021.0 ASI-009 Stair Relocations – \$572.00**
    - i. **Pour a 6-ft x 6-ft elevated landing for the stairs at the South side of the Training Room to Garage B slab on grade**
2. **Bid Package 8B. Building Security: Siemens Industry – \$48,224.99**
  - a. **PCO-035.0 Building Security Scope Add – \$48,224.99**
    - i. **Increased from 16 card readers at 12 locations to now be 27 card readers at 22 locations, added one additional power supply to a door, 6 additional door control modules, added two time delay exit bars for egress.**

### BUDGET IMPACT:

The action requested totals **\$160,777.99**. This amount is in addition to the bids equaling \$3,214,517.32 approved by the Commission in February. **Total bids awarded to date and Change Orders equal \$3,375,295.31** of the estimated \$5.5 million previously authorized by the Commission to complete the garage addition/expansion.



**BACKGROUND:**

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

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

The bids/quotes identified in this memo represent the low bids/quotes received for each package. For packages that were likely to approach or exceed the statutory sealed-bid threshold, SWT solicited sealed bids. For all other packages, SWT solicited written quotes. The following is a complete listing of bids and quotes by package received to date. The items in blue represent the action taken tonight. Items in black represent items previously acted upon.

General Conditions Temporary Sanitary Facilities – Biff's Inc. – \$6,634  
General Conditions Trash Removal – Atomic Recycling – \$3,951  
General Conditions Temporary Fencing – Midwest Fencing – \$3,951  
General Conditions Field Office – Willscot – \$5,015

**Total \$19,551**

Bid Package 1A. Demolition: Ramsey Construction. Bid \$89,500  
**Bid Package 1B. Concrete: Axel Ohman. Bid \$187,000, CO \$51,643.00, Total = \$238,643.00**  
Bid Package 1C. Masonry: Axel Ohman. Bid \$249,500  
Bid Package 1E. Glass/Glazing: Northern Glass. Bid \$139,000  
Bid Package 1F. Steel & Gypsum Board Assemblies: RTL. Bid \$159,969  
Bid Package 1G. Elevators: Thyssen Krupp. Bid \$126,500  
Bid Package 1H. Plumbing: Peterson Sheet Metal. Bid \$291,500  
Bid Package 1I. Mechanical: Peterson Sheet Metal. Bid \$179,500  
Bid Package 1J. Electrical: Kloos Electric. Bid \$149,620  
**Total \$1,623,732.00**

Bid Package 2A. Site Demo: Nord Excavating. Bid \$11,420  
Bid Package 2B. Earthwork: Nord Excavating. Bid \$28,380  
Bid Package 2C. Utilities: (Coordinating with CenterPoint)  
Bid Package 2D. Precast: Taracon. Bid \$29,380  
Bid Package 2E. Roofing: Jackson & Assc. Bid \$94,000  
Bid Package 2G. Doors-Frames-Hardware: Laforce \$60,621  
Bid Package 2H. Special Function OH Doors: Overhead Door Company \$50,365  
Bid Package 2I. Fire Protection: Total Fire Protection. \$55,000  
**Total \$329,166**

Bid Package 3A. Structural Steel & Joist and Deck Supply: Red Cedar Steel Erectors. \$58,200.00  
Bid Package 3B. Miscellaneous Steel: Red Cedar Steel Erectors \$57,890  
Bid Package 3C. Structural Steel & Joist and Deck Erect/Install: \$126,450  
Bid Package 3D. Miscellaneous Steel and Erect/Install: Red Cedar Steel Erectors \$120,400  
**Total \$362,940**

Bid Package 4A. Siding Minnkota Architectural Products \$321,943  
Bid Package 4B. Fuel Tanks – Pump and Meter Service, Inc. – \$101,737  
**Total \$423,680**

Bid Package 5D. Joint Sealants – Gage Brothers – \$11,750  
Bid Package 5E. Tiling – Value Plus Flooring – \$53,819  
Bid Package 5F. Acoustical Ceiling – Twin City Acoustic – \$17,250  
Bid Package 5G. Flooring – Value Plus Flooring – \$22,176  
Bid Package 5H. Painting – Integrated Painting Solutions – \$18,055.21  
Bid Package 5I. Toilet & Bath Accessories – Bartley Sales – \$4,925  
Bid Package 5L. Countertops – Leons Countertops – \$2,610  
Bid Package 5M. Site Concrete – North Country Concrete – \$13,650  
Bid Package 5N. Special Coatings – Advantage Coating Inc. – \$244,065.00  
**Total \$388,300.21**

Bid Package 6A. Waterproofing – Kramer Davis, Inc. - \$5,900  
**Total \$5,900**

**Bid Package 8A. Helical Foundation Anchors – Deep Foundation Group - \$29,500,  
CO \$8,240.00 = \$38,772.50**

**Bid Package 8B. Building Security – Siemens Industry – \$52,670.00  
CO \$48,224.99 = \$100,894.99**

Bid Package 8C. Training Room A/V – AVI Systems - \$83,391.11  
**Total \$213,058.60**

Note – Previous action by the Commission authorized its CEO to approve any change orders and/or subcontracts which do not exceed \$35,000, as long as the change order or subcontract work does not change the original intent of the project, or exceed the total amount set aside in the contingency budget (\$400,000). All change orders will continue to appear on the payment application of the contractor approved by the Commission at its monthly meeting.

Also note that a contingency budget of 10% or \$400,000 was also established for the project. The contingency budget is an internal budget account for SouthWest Transit and not included in any of the subcontracts.

**RECOMMENDATION:**

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

# New Business



# SOUTHWEST TRANSIT

---

**To:** SouthWest Transit Commission  
**From:** Len Simich, CEO  
**Date:** March 19, 2020  
**Subject:** COVID-19 Response Plan/Agency Impacts

**REQUESTED ACTION:**

None currently.

**BUDGET IMPACT:**

TBD

**BACKGROUND:**

An updated report will be provided on the impact COVID-19 has had on agency operations including ridership and revenue. The reduced service plan impacts will be presented, and potential 2<sup>nd</sup> phase reduction plan will be discussed.

**RECOMMENDATION:**

None currently.



## **SouthWest Transit's Response to COVID-19 (Updated March 17, 2020)**

- Management is monitoring the situation daily through the Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH), and Carver County Public Health.
- A Planning/Response Team has been formed which includes the delegation of duties/authority, and a line of succession.
- An initial 6-8-week supply of sanitizer, disinfectant, air filters, etc.) was purchased when an outbreak seemed likely. Staff continues to work with suppliers to replenish its supplies should the pandemic go beyond 6-8 weeks.
- Staff has been working diligently to keep our facilities clean using hospital-grade disinfectants approved by the Environmental Protection Agency (EPA). We have expanded our cleaning protocols, cleaning our vehicles and stations twice per day focusing on high frequency touch points such as handrails, cupholders, fareboxes, armrests, seats, windows, and benches. A vehicle schedule/log has been developed to ensure all vehicles are cleaned as planned. An additional 15 minutes has also been added to the driver's post-trip for an additional vehicle cleaning to occur. On weekends (when vehicles can dry and air out) a full vehicle fogging with disinfectant occurs.
- The on-board air is also cleaned, with every bus in our fleet equipped with the state-of-the-art air filters capturing unhealthy particles. These air filters are being changed out monthly. This same approach is being taken with the air/air filters used at the garage and in our stations.
- Hand sanitizer can also be found throughout every station as well as on every bus.
- Antimicrobial soap has been installed in every restroom, and throw-away paper towels have replaced hand air-drying units.
- Vehicles have also been stocked with absorbent paper towels for passenger use should they have a cough or are sneezing.
- Sofas have been removed from the driver lounge, and lounge chairs have been placed in a way to meet the recommended 6' spacing distance.
- All print materials (schedules, magazines, papers, etc.) have been removed from the stations and garage lounge areas.
- Service plans have been developed to reduce service in the event drivers are unable to report to work and/or if service levels drop significantly. The

first phase would include minor reductions. Subsequent phases increase the amount of service reduced.

- Employees have been instructed not to come to work if feeling ill. Should any of the COVID-19 symptoms be present fever; cough or sore throat; shortness of breath; runny or stuffy nose; headache; muscle aches; chills; Fatigue; nausea, vomiting or diarrhea) we have instructed staff to contact with their doctor, and to only come back to work after they have been tested (if recommended by their doctor) or when all symptoms have cleared for a minimum 48 hours.
- To assist in keeping sick people from coming to work SouthWest is allowing its staff and its contract staff (First Transit Drivers) to go negative in their PTO (SouthWest Transit Employees), Vacation and Sick Leave (First Transit Employees) balances. The maximum amount of time an individual can go negative is currently capped at 80 hours, but that will be reevaluated should a shutdown/work stoppage occur. SWT is also monitoring plans being developed on both the state and federal level to see how emergency pay and/or unemployment benefits may fit into our plan.
- All staff members have had their work area separated from other staff, with individuals assigned separate offices including working from off-site locations (SW Village, East Creek), and from home (as their position allows).
- Back-up plans have been developed for banking, payroll and IT services.
- Instruct passengers not to sit in the first two rows behind the driver (big bus) or to sit in the back of the vehicle (Prime). Instruct passengers on fixed route to space themselves out on the bus as much as possible. On Prime implement a one person per trip rule. Avoid bunching/grouping rides per trip.

In addition to our normal daily cleaning practices, staff and riders have been educated regarding respiratory hygiene/cough etiquette such as:

- Wash hands frequently with soap and water for at least 20 seconds, especially after blowing your nose, coughing or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Clean and disinfect frequently touched objects and surfaces.
- Avoid close contact with people who are sick.
- If soap and water are not readily available, use a hand sanitizer.

- Always wash hands with soap and water if hands are visibly dirty.
- Get regular physical activity.
- Eat healthy and get quality sleep.





# Rider Notice

Issued: 3/19/2020

## Reduced Service Schedule Effective Monday, March 23<sup>rd</sup>

This service will be in effect until further notice.

**Service Changes Include (See reverse for detailed schedule):**

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

**Please see other side of notice for schedule information.**

Eastbound	East Creek	SW Village	SW Station	2nd Ave & 11th St	2nd Ave & Washington	Anderson Hall (West Bank)	Oak St & Delaware
	AM	AM	AM	AM	AM	AM	AM
690V	5:25 AM	5:35 AM	5:45 AM	6:10 AM	6:15 AM		
690V	5:45 AM	5:55 AM	6:05 AM	6:30 AM	6:35 AM		
690V	6:00 AM	6:10 AM	6:20 AM	6:45 AM	6:50 AM		
690V	6:15 AM	6:25 AM	6:35 AM	7:00 AM	7:05 AM		
698A	6:25 AM	6:35 AM	6:45 AM	7:10 AM	7:15 AM	7:22 AM	7:27 AM
690V	6:35 AM	6:45 AM	6:55 AM	7:20 AM	7:25 AM		
690V	6:45 AM	6:55 AM	7:05 AM	7:30 AM	7:35 AM		
698A	7:00 AM	7:10 AM	7:20 AM	7:45 AM	7:50 AM	7:55 AM	8:00 AM
690V	7:15 AM	7:25 AM	7:35 AM	8:00 AM	8:05 AM		
698A	7:30 AM	7:40 AM	7:50 AM	8:15 AM	8:20 AM	8:25 AM	8:30 AM
698A	7:45 AM	7:55 AM	8:05 AM	8:30 AM	8:35 AM	8:40 AM	8:45 AM
690V	8:00 AM	8:10 AM	8:20 AM	8:45 AM	8:50 AM		
698A	8:15 AM	8:25 AM	8:35 AM	9:00 AM	9:05 AM	9:12 AM	9:17 AM
698A	9:15 AM	9:25 AM	9:35 AM	10:00 AM	10:05 AM		
690V	10:15 AM	10:25 AM	10:35 AM	11:00 AM	11:05 AM		
698A	11:15 AM	11:25 AM	11:35 AM	12:00 PM	12:05 PM	12:10 PM	12:17 PM
Westbound	Oak St & Delaware	Willey Hall (West Bank)	Washington Ave & 1st Ave N	Marquette Ave & 4th St	SW Station	SW Village	East Creek
	PM	PM	PM	PM	PM	PM	PM
698A	12:20 PM	12:25 PM		12:32 PM	12:57 PM	1:07 PM	1:17 PM
690V			1:28 PM	1:32 PM	1:57 PM	2:07 PM	2:17 PM
698A	2:20 PM	2:25 PM		2:32 PM	2:57 PM	3:07 PM	3:17 PM
690V			3:28 PM	3:32 PM	3:57 PM	4:07 PM	4:17 PM
690V			3:41 PM	3:45 PM	4:10 PM	4:20 PM	4:30 PM
698A	3:45 PM	3:50 PM		3:57 PM	4:22 PM	4:32 PM	4:42 PM
690V			4:01 PM	4:05 PM	4:30 PM	4:40 PM	4:50 PM
690V			4:08 PM	4:12 PM	4:37 PM	4:47 PM	4:57 PM
698A	4:15 PM	4:20 PM		4:27 PM	4:52 PM	5:02 PM	5:12 PM
690V				4:42 PM	5:07 PM	5:17 PM	5:27 PM
698A	4:45 PM	4:50 PM		4:57 PM	5:53 PM	6:03 PM	6:13 PM
690V			5:08 PM	5:12 PM	5:37 PM	5:47 PM	5:57 PM
698A	5:15 PM	5:20 PM		5:27 PM	5:52 PM	6:02 PM	6:12 PM
690V			5:38 PM	5:42 PM	6:07 PM	6:17 PM	6:27 PM
690V			5:53 PM	5:57 PM	6:22 PM	6:32 PM	6:42 PM
698V	6:22 PM	6:27 PM		6:34 AM	6:59 PM	7:09 PM	7:19 PM

**Reverse Commute**

Westbound	Gateway Ramp	Marquette Ave & 4th St	Southdale	Optum Campus	Flying Cloud Dr. & Shady Oak	W 76th St. & Washington Ave	Eden Prairie Library	SW Station	SW Village	East Creek
	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM
600	6:25 AM	6:30 AM	6:57 AM	7:11 AM	7:15 AM	7:22 AM	7:32 AM	7:39 AM	7:49 AM	7:59 AM
Eastbound	East Creek	SW Village	SW Station	Optum Campus	2nd Ave & 11th St	2nd Ave & Washington				
	PM	PM	PM	PM	PM	PM				
600L	3:50 PM	4:00 PM	4:10 PM	4:17 PM	4:35 PM	4:40 PM				



# Rider Notice

*Issued: 3/19/2020*

## ATTENTION ALL PRIME RIDERS

**Effective Monday, March 23<sup>rd</sup>**

**-SW Prime will not operate service on Saturdays until further notice.**

**-SW Prime will continue to operate regular hours of 6:30am to 7:00pm on weekdays.**

**-Consistent with SW Prime policies, and to ensure the safety of our drivers and passengers, drivers will not be assisting riders in any way beyond essential assistance in and around the immediate vicinity of the vehicle.**



***Message from SouthWest Transit's CEO Len Simich regarding COVID-19 and scheduled service suspensions.***

The coronavirus pandemic has changed our usual way of life as we know it. Everyday activities like going to the grocery store, eating a meal at your favorite restaurant, getting your haircut, going to a sporting event, and commuting to/from work has been suddenly altered. Social distancing has become the new norm.

As you are probably aware, SouthWest Transit is suspending a good portion of its service beginning Monday, March 23.

Over the past two weeks, over 90% of SouthWest Transit's daily ridership has been lost due to the coronavirus outbreak.

To better align resources while still providing a level of service that addresses critical commuting needs while maintaining goals related to social distancing, a "temporary" service plan will go into service on the 23<sup>rd</sup>.

In general, the plan suspends/reduces approximately 65% of the current express service, and over 30% of the Prime vehicles currently in daily operation. Express service would operate with 15-minute frequency during the peak hour, and hourly throughout the mid-day. The number of Prime vehicles operating would reduce from 15 to 10 during the peak hours, and from 10 to 5 vehicles during the off-peak.

Besides reduced service frequency, other changes includes all express service picking-up and dropping-off at SouthWest Transit's three stations along the Hwy 212 corridor (SW Station in Eden Prairie, SW Village Station in Chanhassen, and East Creek Transit Station in Chaska). The last run from downtown in the evening would be at 6pm (currently 9:30pm).

Express Service to/from SouthWest Transit's Chanhassen Station, as well as express service to/from the Carver Transit Station will not operate during the service suspension. Customers using these stations can either drive to one of the 212 stations or use the micro-transit service "Prime".

I also want to reiterate that economic impacts are not the only reason we are implementing the service suspension.

Heeding the directive from the Governor to minimize person to person interaction/contact, we believe it is in the best interest of our employees to reduce service, and keep as many of our staff members at home until the coronavirus can be controlled.

Furloughed staff have been provided 2 weeks of paid leave. With the paid leave along with the personal leave balances (sick and vacation) employees carry, most furloughed employees will have 3-4 weeks of pay available before having to access unemployment insurance funds. Once things begin to get back to normal, SouthWest will review the possibility of replenishing some of the personal leave used during this critical time.

Until this is over, take care of yourself, your family and your neighbors. Together we will get through this.

