

July 30, 2020



SouthWest Transit Commission

2120 Chestnut Street N
Chaska, MN 55318

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

SOUTHWEST TRANSIT COMMISSION AGENDA

Thursday, July 30, 2020

Commission Meeting – 6:00 pm, 2nd Floor East Creek Conference Room & Via
Video or Phone
Work Session Following Meeting

Using a Computer (allows viewing of presentation and guests)

1. Go to <https://zoom.us/j/97123416302?pwd=MGJTCd2NlhFbVJJczhYU1J3dmRyZz09>
2. Meeting Number: 971 2341 6302
3. Meeting Password: 130826
4. You can join the meeting 15 mins prior to start time.

Using a Phone (audio only)

1. Call +1 312 626 6799
2. Meeting Number: 971 2341 6302
3. Meeting Password: 130826
4. You can join the meeting 15 mins prior to start time.

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 Minutes of 6-25-20**
 - B. Approval of Financial Statements**
 - C. Construction Contracts – Len, Kory**
 - D. Check Signature Authorization – Souriyong**
- V. NEW BUSINESS**
 - A. SWS Ramp Conduit Relocation – Jason**
 - B. Updated Budget Projection 2020 – Len**
- VI. ADJOURNMENT**

Payment of Claims

SouthWest Transit

06/19/2020 Thru 07/21/2020

Meeting Date: 07/30/2020

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
5860	ABC BUS COMPANIES	Vehicle Parts	6/19/20	\$ 1,566.08
5861	ALLIED UNIVERSAL SECURITY SERV	Ramp Security Costs	6/19/20	\$ 466.80
5862	JASON BERG	Reimbursement - Uniform	6/19/20	\$ 100.00
5863	CENTERPOINT ENERGY	Energy Payment	6/19/20	\$ 380.65
5864	CENTURYLINK	Telephone Payment	6/19/20	\$ 118.38
5865	CINTAS CORPORATION #470	Towels/Uniforms/Mats Service	6/19/20	\$ 2,447.87
5866	CITY OF EDEN PRAIRIE	Utilities Payment	6/19/20	\$ 705.29
5867	DIRECTV	Cable Tv	6/19/20	\$ 76.99
5868	FIRST TRANSIT, INC.	May Operating Expenses	6/19/20	\$ 179,769.20
5869	FRBEWHEEL BIKE - EVENTS	Bike Rental Repairs	6/19/20	\$ 309.11
5870	GREGERSON, ROSOW, JOHNSON & NILAN, LTD	Professional Services Legal Fees	6/19/20	\$ 7,294.66
5871	HENNEPIN COUNTY AR	Radio Service Fleet Fee	6/19/20	\$ 312.44
5872	HILDI INC.	Prof Fee - GASB Actual Study	6/19/20	\$ 2,600.00
5873	INFINITY PRINTING SUPPLIES	Printing Service	6/19/20	\$ 426.62
5874	MATRIX TRUST COMPANY	VEBA Contributions	6/19/20	\$ 3,175.00
5875	MICRO CENTER	IT Supplies	6/19/20	\$ 782.95
5876	REPUBLIC SERVICES #894	Garbage Service	6/19/20	\$ 1,022.16
5877	SEON SYSTEMS SALES INC.	Vehicle Parts	6/19/20	\$ 644.00
5878	KORY SIMICH	Reimbursement - Uniform	6/19/20	\$ 100.00
5879	SUMMIT COMPANIES	Facility Supplies	6/19/20	\$ 1,002.30
5880	SYNCB AMAZON	Building Supplies	6/19/20	\$ 7.10
5881	TASC	Benefit Admin Fees	6/19/20	\$ 282.56
5882	TWIN CITIES TRANSPORT & RECOVE	Vehicle Parts	6/19/20	\$ 175.00
5883	US BANK	Copier Lease	6/19/20	\$ 310.00
5884	VERIZON WIRELESS	Wireless Phone Payment	6/19/20	\$ 105.03
5885	XCEL ENERGY	Utilities Payment	6/19/20	\$ 204.89
5886	DEBORAH YUOH	Check Re-issue- State Fair Driver	6/19/20	\$ 2,330.33
5887	INTEGRATED PAINTING SOLUTIONS	Garage Expansion-Project 011	6/24/20	\$ 8,550.00
5888	ABC BUS COMPANIES	Bus Mid Life Rehab	6/25/20	\$ 33,334.84
5889	ALLSTATE PETERBILT	Vehicle Parts	6/25/20	\$ 91.29
5891	BLAINE BROTHERS, INC.	Vehicle Parts	6/25/20	\$ 967.38
5892	CENTURYLINK	Telephone Payment	6/25/20	\$ 112.43
5893	CINTAS CORPORATION #0431	Building Supplies	6/25/20	\$ 187.85
5894	CINTAS CORPORATION #470	Towels/Uniforms/Mats Service	6/25/20	\$ 2,477.72
5895	COMCAST BUSINESS	Internet Service Payment	6/25/20	\$ 327.30
5896	DIGI-KEY ELECTRONICS 2504033	Vehicle Parts	6/25/20	\$ 23.01
5897	FACTORY MOTOR PARTS COMPANY	Vehicle Parts	6/25/20	\$ 441.18
5898	FORKLIFTS OF MINNESOTA, INC.	Vehicle Parts	6/25/20	\$ 88.22
5899	GRAINGER	Building Supplies	6/25/20	\$ 1,282.67
5900	GUARDIAN MECHANICAL SERVICE INC.	Building Maintenance	6/25/20	\$ 1,029.00
5901	HAY DOBBS P.A.	Prof Fee - Garage Expansion	6/25/20	\$ 43,666.03
5902	HOGLUND BUS COMPANY	Vehicle Parts	6/25/20	\$ 349.96
5903	JOHNSTONE SUPPLY	Facility Supplies	6/25/20	\$ 10.72
5904	LOCAL GOVERNMENT INFORMATION SYSTEMS	Monthly Finance Software License Fees	6/25/20	\$ 1,255.00
5905	LUBE-TECH & PARTNERS, LLC	Vehicle Parts	6/25/20	\$ 2,598.33
5906	MANSFIELD OIL COMPANY	Building Supplies	6/25/20	\$ 6,879.90
5907	MEDIACOM	Internet Service Payment	6/25/20	\$ 575.91
5908	MENARDS	Building Supplies	6/25/20	\$ 327.00
5909	METROPOLITAN FORD OF EDEN PRAIRIE	Vehicle Parts	6/25/20	\$ 1,302.51

SouthWest Transit

06/19/2020 Thru 07/21/2020

Meeting Date: 07/30/2020

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
5910	NCPERS MINNESOTA	Life Insurance	6/25/20	\$ 128.00
5911	NORTH CENTRAL BUS	Vehicle Parts	6/25/20	\$ 281.82
5912	OFFICE DEPOT	Office Supplies	6/25/20	\$ 79.98
5913	O'REILLY AUTOMOTIVE, INC.	Vehicle Parts	6/25/20	\$ 533.00
5914	POPP COMMUNICATIONS	Telephone Payment	6/25/20	\$ 2,290.12
5915	PPG ARCHITECTURAL FINISHES	Building Supplies	6/25/20	\$ 3,716.10
5916	ROYAL TIRE INC.	Vehicle Parts	6/25/20	\$ 1,323.58
5917	SITEONE LANDSCAPE SUPPLY, LLC	Facility Supplies	6/25/20	\$ 60.56
5918	SSI MN TRANCHE 3 ACCT: 10327096	US Solar Subscription	6/25/20	\$ 688.34
5919	SSI MN TRANCHE Act 10322006	US Solar Subscription	6/25/20	\$ 4,646.25
5920	SUBURBAN CHEVROLET	Vehicle Parts	6/25/20	\$ 353.59
5921	SWNEWSMEDIA	SWT Advertising	6/25/20	\$ 185.39
5922	SYNCB AMAZON	Vehicle Parts	6/25/20	\$ 1,387.20
5923	TASC	Benefit Service Fees	6/25/20	\$ 500.00
5924	THE AFTERMARKET PARTS COMPANY	Vehicle Parts	6/25/20	\$ 5,975.86
5925	THE DALE GREEN COMPANY	Building Supplies	6/25/20	\$ 119.00
5926	TWIN CITY GARAGE DOOR CO.	Facility Maintenance	6/25/20	\$ 175.00
5927	UPS	Shipping Fees	6/25/20	\$ 73.89
5928	VER-TECH LABS	Vehicle Parts	6/25/20	\$ 558.73
5929	WILLIAMS SCOTSMAN, INC.	Garage Expansion	6/25/20	\$ 305.81
5930	XCEL ENERGY	Utilities Payment	6/25/20	\$ 276.05
5931	JOE TOWNSEND	Payroll Check	6/26/20	\$ 1,226.91
5932	4201, LLP	Bus Parking Lease	6/30/20	\$ 333.33
5933	ATOMIC RECYCLING	Garage Expansion-Project 011	6/30/20	\$ 1,150.00
5934	AXEL H. OHMAN, IMC.	Garage Expansion-Project 011	6/30/20	\$ 8,451.82
5935	BIG-D CONSTRUCTION MIDWEST LLC	Garage Expansion-Project 011	6/30/20	\$ 57,328.27
5936	COMCAST BUSINESS	Cable TV	6/30/20	\$ 316.79
5937	JACKSON & ASSOCIATES LLC	Garage Expansion-Project 011	6/30/20	\$ 68,400.00
5938	KLOOS ELECTRIC, INC.	Garage Expansion-Project 011	6/30/20	\$ 43,925.24
5939	LAFORCE, INC.	Garage Expansion-Project 011	6/30/20	\$ 22,139.75
5940	MINNKOTA ARCHITECTURAL PRODUCTS	Garage Expansion-Project 011	6/30/20	\$ 94,672.25
5941	NATIONAL REPROGRAPHICS, LLC	Garage Expansion-Project 011	6/30/20	\$ 72.46
5942	OVERHEAD DOOR CO.	Garage Expansion-Project 011	6/30/20	\$ 24,862.45
5943	PETERSON SHEET METAL, INC.	Garage Expansion-Project 011	6/30/20	\$ 93,612.09
5944	PUMP AND METER SERVICES, INC	Garage Expansion-Project 011	6/30/20	\$ 32,161.16
5945	RED CEDAR STEEL ERECTORS, INC.	Garage Expansion-Project 011	6/30/20	\$ 43,981.20
5946	RTL CONSTRUCTION, INC	Garage Expansion-Project 011	6/30/20	\$ 60,357.11
5947	THYSSENKRUPP ELEVATOR	Garage Expansion-Project 011	6/30/20	\$ 59,787.06
5948	TOTAL FIRE PROTECTION INC.	Garage Expansion-Project 011	6/30/20	\$ 26,386.72
5949	TWIN CITY ACOUSTICS	Garage Expansion-Project 011	6/30/20	\$ 9,832.50
5950	ADVANCED KIOSKS	Computer Supplies	7/14/20	\$ 747.00
5951	AMERICAN PUBLIC TRANSPORTATION	Membership Dues	7/14/20	\$ 4,000.00
5952	CENTERPOINT ENERGY	Energy Payment	7/14/20	\$ 431.80
5953	CINTAS CORPORATION #470	Towels/Mats	7/14/20	\$ 169.08
5954	CITY OF CHANHASSEN	Utilities Payment	7/14/20	\$ 1,358.24
5955	CITY OF CHASKA UTILITY BILLING	Utilities Payment	7/14/20	\$ 1,796.60
5956	CITY OF EDEN PRAIRIE	Utilities Payment	7/14/20	\$ 748.59
5957	CUSTOM COMMUNICATIONS INC.	Custom Alarm Service	7/14/20	\$ 1,627.50
5958	FASTENAL COMPANY	Vehicle Parts	7/14/20	\$ 9.84

SouthWest Transit

06/19/2020 Thru 07/21/2020

Meeting Date: 07/30/2020

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
5959	GARY A. GROEN	Professional Services Financial	7/14/20	\$ 1,732.50
5960	MEDIACOM	Internet Service Payment	7/14/20	\$ 354.90
5961	MY CABLE MART LLC	IT Supplies	7/14/20	\$ 92.44
5962	VERIZON WIRELESS	Wireless Phone Payment	7/14/20	\$ 54.83
5963	CENTERPOINT ENERGY	Energy Payment	7/16/20	\$ 35.36
5964	CINTAS CORPORATION #470	Towels/Uniforms/Mats	7/16/20	\$ 2,362.98
5965	DECKER'S ROLLOFF SERVICE	Clover PnR Service	7/16/20	\$ 30.00
5966	GREGERSON, ROSOW, JOHNSON & NILAN, LTD	Professional Services Legal Fee	7/16/20	\$ 2,357.00
5967	HENNEPIN COUNTY AR	Radio Fleet Fee	7/16/20	\$ 312.44
5968	INFINITY PRINTING SUPPLIES	Printing Costs	7/16/20	\$ 1,202.41
5969	KLOOS ELECTRIC, INC.	Electric Maintenance	7/16/20	\$ 318.76
5970	LEAGUE MN CITIES INS. TRUST	Final Installment Insurance Premium	7/16/20	\$ 74,861.00
5971	METRO BRUSH SUPPLY CO.	Pandemic Cleaning Supplies	7/16/20	\$ 98.00
5972	METRO SALES INC.	Copier Maintenance	7/16/20	\$ 1,375.51
5973	MINNESOTA SAFETY COUNCIL	Facility Supplies	7/16/20	\$ 165.35
5974	REPUBLIC SERVICES #894	Trash Removal	7/16/20	\$ 1,022.23
5975	RSM US PRODUCT SALES LLC	Professional Services - IT	7/16/20	\$ 3,910.75
5976	JAKE SIMICH	Expense Reimb - Marketing Supplies	7/16/20	\$ 214.04
5977	SITEONE LANDSCAPE SUPPLY, LLC	Facility Supplies	7/16/20	\$ 91.09
5978	SYNCB AMAZON	Vehicle and Facility Supplies	7/16/20	\$ 5,892.79
5979	TECHSTAR IT SOLUTIONS	IT Monthly Service	7/16/20	\$ 9,081.50
5980	T-MOBILE	Bus Wifi	7/16/20	\$ 4,994.96
5981	TMS JOHNSON, INC.	Facility Supplies	7/16/20	\$ 957.90
5982	US BANK	Copier Lease	7/16/20	\$ 699.00
5983	VERIZON WIRELESS	Wireless Phone	7/16/20	\$ 105.03
5984	WALKER CONSULTANTS	Professional Services - Garage Construction	7/16/20	\$ 1,690.00
		TOTAL		\$ 1,110,150.46
	ACH Withdraws			
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	7/2/20	\$ 14,781.26
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	6/19/20	\$ 275.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	6/26/20	\$ 50.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	7/3/20	\$ 200.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	7/10/20	\$ 130.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	7/17/20	\$ 235.00
	FLAGSHIP BANK	Monthly Banking Fees	6/30/20	\$ 90.00
	PAYPAL TRANSFER TSHEETS	Payroll Time cards fees	7/13/20	\$ 272.00
	ADP, INC.	Payroll Fees	6/26/20	\$ 594.78
		TOTAL		\$ 16,628.04
	Payroll			
	ADP, INC.	Payroll	6/25/20	\$ 84,377.02
	ADP, INC.	Payroll	7/10/20	\$ 67,622.50
		TOTAL		\$ 151,999.52

SouthWest Transit

06/19/2020 Thru 07/21/2020

Meeting Date: 07/30/2020

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
Monthly Reimbursement included in payroll totals				
	Jon Christenson	Cell Phone Allowance		\$ 50.00
	Mike Dartt	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
		TOTAL		\$ 1,522.00
		GRAND TOTAL		\$ 1,278,778.02

Consent

SOUTHWEST TRANSIT COMMISSION MINUTES

Thursday, June 25, 2020

Commission Meeting – 6:00 pm, 2nd Floor East Creek Conference Room & Via
Video or Phone

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

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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 Vice Chair Mike Huang at 6:05 pm.

II. PUBLIC COMMENT

None

III. APPROVAL OF AGENDA

Motion: PG Narayanan motioned, seconded by Roepke to approve the agenda. The motion carried 5-0-0. **Roll Call Vote:** McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Narayanan, Yes.

IV. PAYMENT OF CLAIMS

Motion: Roepke motioned, seconded by McDonald to approve the Payment of Claims. The motion carried 5-0-0. **Roll Call Vote:** McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Narayanan, Yes.

V. CONSENT

- A. Approval of Minutes of 4-23-20
- B. Approval of Financial Statements
- C. LRT Master Funding Agreement
- D. Construction Contracts
- E. Mobile Fare Payment App

Motion: McDonald motioned, seconded by Tjornhom to approve the Consent items. The motion carried 5-0-0. **Roll Call Vote:** McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Narayanan, Yes.

VI. NEW BUSINESS

A. SW Village Pedestrian Bridge

Motion: Roepke motioned, seconded by Narayanana to authorize its Chief Executive Officer to execute an agreement with Big-D Construction for an amount not to exceed \$89,249 for repairs to the SouthWest Village pedestrian bridge. The motion carried 5-0-0. **Roll Call Vote:** McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Narayanan, Yes.

B. Revised Budget

Motion: No Action Requested.

C. Establish Capital/ Asset Management Reserve Account

Motion: Huang motioned, seconded by Narayanana that the SWT Commission approve the establishment and funding plan for a State of Good Repair/ Maintenance Fund to finance current and future scheduled repair and maintenance of existing SWT facilities. The motion carried 6-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Narayanan, Yes.

D. Updated Staff Plan/ Org Chart

Motion: No Action Requested.

VII. ADJOURNMENT

Narayanana motioned, seconded by Roepke to adjourn the meeting. The motion passed 6-0-0. The meeting adjourned at 7:05 pm.

July 1, 2020 SouthWest Transit Commission Minutes Prepared By: Adam Hegeholz

Approved by: _____

Date: _____



Balance Sheet for All Funds June 2020

Commission Meeting date 7.30.2020

Balance Sheet Category	Fund Name										
	General Fund	Capital & Equipment	SWS-Relocation Capital	Grant Projects	Operating Deferred	SWS Development	Debt Service	Total	SWT Capital	Cost of	
Assets											
Cash & Investments	\$ 3,027,808	\$ 1,842,944	\$ 3,064,279	\$ (180,955)	\$ 170,000	\$ 2,484,121	\$ 5,800,487	\$ 16,208,684			
Accounts Receivable	906,688	-	-	180,955	-	3,375,923	116,412	4,579,978			
Other Assets	321,537	-	-	-	-	-	-	321,537			
Total Assets	4,256,033	1,842,944	3,064,279	-	170,000	5,860,044	5,916,899	21,110,199			
Liabilities											
Accounts Payable	38,614	-	-	-	-	-	-	38,614			
Other Liabilities	-	-	-	-	-	3,375,923	-	3,375,923			
Total Liabilities	38,614	-	-	-	-	3,375,923	-	3,414,537			
Fund Balances											
Beginning Fund Balance-January 2019	4,378,020	1,842,944	1,751,755	-	-	8,256,487	26,229	16,255,435			
Net Change in Fund Balance	(160,601)	-	1,312,524	-	170,000	(5,772,366)	5,890,670	1,440,227			
Total Fund Balances	4,217,419	1,842,944	3,064,279	-	170,000	2,484,121	5,916,899	17,695,662			
Total Liabilities & Fund Balances	\$ 4,256,033	\$ 1,842,944	\$ 3,064,279	\$ -	\$ 170,000	\$ 5,860,044	\$ 5,916,899	\$ 21,110,199			



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

Commission Meeting date 7.30.2020

June=50.0%

	Adopted Budget	Current		2020 YTD Actual	2020 YTD Balance	% YTD Budget
		Month Actual	Actual			
General Fund 100						
Revenues						
Passenger Fares	\$ 3,035,600	\$ 11,180	\$ 573,975	(2,461,625)	18.9%	
Contract Revenue	70,000	1,050	17,627	(52,373)	25.2%	
CMAQ TMA Grant Revenue	-	-	1,730	1,730	0.0%	
MVST Revenue	7,606,000	751,667	3,329,185	(4,276,815)	43.8%	
RAMVST Revenue	1,406,000	140,333	621,545	(784,455)	44.2%	
Investment Income	10,000	-	10,464	464	104.6%	
Other Local Revenues	210,000	1,503	51,842	(158,158)	24.7%	
	12,337,600	905,733	4,606,368	(7,731,232)	37.3%	
Other Sources	-	26,895	37,681	37,681	-	
Insurance Recoveries						
Total Revenue	\$ 12,337,600	\$ 932,628	\$ 4,644,049	\$ (7,693,551)	37.6%	
Expenditures						
Administration	\$ 1,470,800	\$ 85,627	\$ 623,454	847,346	42.4%	
Operations	7,427,300	290,573	2,398,520	5,028,780	32.3%	
Vehicle Maintenance	2,189,000	111,866	826,332	1,362,668	37.7%	
Facility Maintenance	1,402,150	82,150	641,010	761,140	45.7%	
Total Expenditures	12,489,250	570,216	4,489,316	7,999,934	35.9%	
Capital Cost Of Operating	376,600	942	145,334	231,266	38.6%	
Total Expenditures & Capital Cost of Operating	12,865,850	571,158	4,634,650	8,231,200	36.0%	
Other Financing Sources						
Transfers In	(170,000)	-	(170,000)	-	100.0%	
Transfers (Out)	(170,000)	-	(170,000)	-	100.0%	
Net Change in Fund Balance	\$ (698,250)	\$ 361,470	\$ (160,601)			
Fund Balance, January 1			\$ 4,378,020			
Fund Balance, End of Current Period			\$ 4,217,419			
Months of Operating Expenditures			4			
Fund Balance as a % of the Expenditure Budget			32.4%			



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

Commission Meeting date 7.30.2020

June=50.0%

	Current			2020 YTD Actual	2020 YTD Balance	% YTD Budget
	Adopted Budget	Month Actual	2020 YTD Actual			
All Other Funds						
Capital & Equipment Capital Projects Fund 250						
Revenue	\$ 5,000	\$ -	\$ -	\$ -	(5,000)	0.0%
Expenditures	-	-	-	-	-	0.0%
Transfer In (Out)	-	-	-	-	-	0.0%
Net Change in Fund Balance	\$ 5,000	\$ -	\$ -	\$ -		
SWT Capital Cost of Operating Deferred Fund 260						
Revenue	\$ -	\$ -	\$ -	\$ -	-	0.0%
Expenditures	\$ -	\$ -	\$ -	\$ -	-	0.0%
Transfer In (Out)	\$ 170,000	\$ -	\$ 170,000	\$ 170,000	-	0.0%
Net Change in Fund Balance	\$ 170,000	\$ -	\$ 170,000			
SWS Relocation Capital Projects Fund 338						
Revenue	\$ -	\$ -	\$ 4,266,933	\$ 4,266,933		0.0%
Expenditures	2,210,000	704,484	2,824,411	(614,411)		127.8%
Transfer In (Out)	2,210,000	-	-	2,210,000		-
Net Change in Fund Balance	\$ -	\$ (704,484)	\$ 1,442,522			
Grant Projects Fund 336 & 337						
Revenue	\$ -	\$ -	\$ 403,830	\$ 403,830		0.0%
Expenditures	-	-	403,830	(403,830)		0.0%
Net Change in Fund Balance	\$ -	\$ -	\$ -			
SWS Development Fund 360						
Revenue	\$ 338,020	\$ 27,335	\$ 254,451	\$ (83,569)		75.3%
Expenditures	5,000	-	-	5,000		0.0%
Transfer In (Out)	(2,243,182)	-	(6,026,817)	3,783,635		268.7%
Net Change in Fund Balance	\$ (1,910,162)	\$ 27,335	\$ (5,772,366)			



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

Commission Meeting date 7.30.2020

June=50.0%

	Adopted Budget	Current		2020 YTD Actual	2020 YTD Balance	% YTD Budget
		Month Actual	Actual			
All Other Funds						
Debt Service Fund 407-408						
Revenue	\$ 231,335	\$ -	\$ -	228,378	\$ (2,957)	98.7%
Expenditures	264,517	-	-	1,597,591	(1,333,074)	604.0%
Transfer In (Out)	33,182	-	-	6,026,817	(5,993,635)	18162.9%
Net Change in Fund Balance	\$ -	\$ -	\$ -	4,657,604		

SouthWest Transit					
Pledged Securities Accounts - June 2020					
Security Description	Safeguarding Agent	Maturity Date	Pledged Date	Book Value	Pledged Value
Flagship Bank Minnesota					
FHLMC - FED Home Loan Mortgages	United Bankers Bank	11/1/2021	8/12/2015	\$ 349,613.84	\$ 346,599.97
FNMA - FED NATL MTG ASSN	United Bankers Bank	8/1/2021	10/23/2012	\$ 336,422.70	\$ 333,694.06
MBS-FNMA/FHLMC	United Bankers Bank	9/1/2027	5/26/2020	\$ 251,705.80	\$ 251,705.80
Wells Natl West	United Bankers Bank	1/17/2023	4/2/2020	\$ 249,000.00	\$ 249,000.00
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	\$ 247,515.70	\$ 249,000.00
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	4/30/2021	10/6/2016	\$ 502,065.36	\$ 500,000.00
US Treasury Notes	United Bankers Bank	7/31/2022	10/6/2016	\$ 749,692.18	\$ 750,000.00
US Treasury Notes	United Bankers Bank	7/31/2020	1/9/2020	\$ 1,000,093.38	\$ 1,000,000.00
US Treasury Notes	United Bankers Bank	8/31/2020	1/9/2020	\$ 999,776.21	\$ 1,000,000.00
FHLB	United Bankers Bank	6/11/2021	5/25/2018	\$ 501,166.32	\$ 500,000.00
FHLB	United Bankers Bank	1/13/2021	6/29/2020	\$ 2,000,000.00	\$ 750,000.00
FFCB-FED Credit Bank	United Bankers Bank	9/1/2021	10/6/2016	\$ 501,343.10	\$ 500,000.00
FFCB	United Bankers Bank	10/29/2021	4/2/2020	\$ 499,241.89	\$ 200,000.00
FHLB	United Bankers Bank	9/11/2020	12/14/2018	\$ 503,029.96	\$ 500,000.00
Tax Muni Onamia	United Bankers Bank	2/1/2021	1/10/2020	\$ 235,848.83	\$ 235,000.00
GNMA	United Bankers Bank	1/1/2021	4/2/2020	\$ 196,250.60	\$ 195,976.27
GNMA	United Bankers Bank	8/20/2040	7/20/2018	\$ 165,224.60	\$ 165,224.60
				\$ 12,749,990.47	\$ 11,188,200.70
BankVista					
FDIC	FDIC - State	10/6/2021	6/6/2018	\$ 250,000	\$ 250,000
FDIC	ICS Account	10/6/2021	6/6/2018	\$ 3,398,903	\$ 3,398,903
Tradition Capital Bank					
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
Alerus					
FRB Federal Reserve Custody	Bank of North Dakota	9/1/2023	6/22/2016	\$ 631,744	\$ 620,263
Americana Community Bank					
GNMA Pool # MA1119	United Bankers Bank	7/1/2042	8/25/2016	\$ 980,594	\$ 946,966
			Total	\$ 20,966,217	\$ 19,359,319
Summary Total Funds 6/30/2020					
Flagship Bank	\$ 10,307,713				
BankVista	\$ 3,658,922				
Tradition Capital Bank	\$ 2,222,982				
Alerus	\$ 267,701				
Americana Community Bank	\$ 802,333				
Total	\$ 17,259,651				
Difference Extra	\$ 2,099,667.55				



SOUTHWEST TRANSIT

To: SouthWest Transit Commission
From: Len Simich, CEO
Date: July 31, 2020
Subject: Garage Office Expansion Contract Awards

REQUESTED ACTION:

That the Commission authorize its CEO to execute 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 1F. Steel & Gypsum Board Assemblies: RTL Construction – \$17,828.84
2. Bid Package 1B. Concrete: Axel Ohman – \$2,763.00
3. Bid Package 1C. Masonry: Axel Ohman – \$5,178.00
4. Bid Package 1F. Steel & Gypsum Board Assemblies: RTL Construction – \$10,917.30
5. Bid Package 1G. Elevators: Thyssen Krupp – \$12,870.00
6. Bid Package 2G. Doors-Frames-Hardware: Laforce – \$6,603.36
7. Bid Package 3B. Miscellaneous Steel: Red Cedar Steel Erectors – \$14,080.00
8. Bid Package 3C. Structural Steel & Joist and Deck Erect/Install: Red Cedar Steel Erectors – \$3,950.00
9. Bid Package 3D. Miscellaneous Steel and Erect/Install: Red Cedar Steel Erectors – (\$2,012.00)
10. Bid Package 5F. Acoustical Ceiling: Twin City Acoustic – \$7,246.00
11. Bid Package 5H. Painting: Integrated Painting Solutions – \$2,600.00
12. Bid Package 5I. Toilet & Bath Accessories: Bartley Sales – \$5,195.14
 - a. This CO includes costs for Fire Extinguishers which had an Allowance of \$1,000 in the budget, this CO involves reallocating \$1,000 from the Allowance and adding to BP.5I's budget line item, therefore the total add to the impact to the Project Budget is \$4,195.14
13. Bid Package 5K. Window Treatments: CE Contract – (\$2,080.00)
14. Bid Package 8B. Building Security: Siemens Industry – \$9,750.00

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

1. None

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

1. None

BUDGET IMPACT:

The action requested totals **\$94,889.64**. This amount is in addition to the contracts and change orders equaling \$4,173,595.11 approved by the Commission in May. **Total bids awarded to date and Change Orders equal \$4,268,484.75** of the approved \$5.5 million budget previously authorized by the Commission to complete the garage addition/expansion.

BACKGROUND:

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

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

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

Bid Package 1A. Demolition: Ramsey Construction

- Contract = \$89,500.00
- Previously Approved Change Orders = \$36,261.40
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$125,761.40

Bid Package 1B. Concrete: Axel Ohman

- Contract \$187,000.00
- Previously Approved Change Orders = \$98,354.75
- **Requested Change Order Approval = \$2,763.00**
- **Revised Contract Amount = \$288,117.75**

Bid Package 1C. Masonry: Axel Ohman

- Contract = \$249,500.00
- Previously Approved Change Orders = \$16,196.25
- **Requested Change Order Approval = \$5,178.00**
- **Revised Contract Amount = \$270,874.25**

Bid Package 1E. Glass/Glazing: Northern Glass

- Contract = \$139,000
- Previously Approved Change Orders = \$33,245.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$172,245.00

Bid Package 1F. Steel & Gypsum Board Assemblies: RTL Construction

- Contract = \$159,969.00

- Previously Approved Change Orders = \$80,716.17
- **Requested Change Order Approval = \$10,917.30**
- **Revised Contract Amount = \$251,602.47**

Bid Package 1G. Elevators: Thyssen Krupp

- Contract = \$126,500.00
- Previously Approved Change Orders = \$2,620.00
- **Requested Change Order Approval = \$12,870.00**
- **Revised Contract Amount = \$141,990.00**

Bid Package 1H. Plumbing: Peterson Sheet Metal

- Contract = \$291,500.00
- Previously Approved Change Orders = (\$9,180.00)
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$282,320.00

Bid Package 1I. Mechanical: Peterson Sheet Metal

- Contract = \$179,500
- Previously Approved Change Orders = \$0.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$179,500.00

Bid Package 1J. Electrical: Kloos Electric

- Contract = \$149,620.00
- Previously Approved Change Orders = \$148,286.41
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$297,906.41

Bid Package 2A. Site Demo: Nord Excavating

- Contract = \$11,420.00
- Previously Approved Change Orders = \$0.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$11,420.00

Bid Package 2B. Earthwork: Nord Excavating

- Contract = \$28,380.00
- Previously Approved Change Orders = \$12,202.75
- Requested Change Order Approval = \$30,152.00
- Revised Contract Amount = \$70,734.75

Bid Package 2D. Precast: Taracon Precast

- Contract = \$29,380.00
- Previously Approved Change Orders = \$0.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$29,380.00

Bid Package 2E. Roofing: Jackson & Assc.

- Contract = \$94,000.0
- Previously Approved Change Orders = \$13,173.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$107,173

Bid Package 2G. Doors-Frames-Hardware: Laforce

- Contract = \$60,621.00
- Previously Approved Change Orders = (\$10,736.75)

- **Requested Change Order Approval = \$6,603.36**
- **Revised Contract Amount = \$56,487.61**

Bid Package 2H. Special Function OH Doors: Overhead Door Company

- Contract = \$50,365.00
- Previously Approved Change Orders = (\$24,194.00)
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$26,171.00

Bid Package 2I. Fire Protection: Total Fire Protection

- Contract \$55,000
- Previously Approved Change Orders = \$10,807.60
- Requested Change Order Approval = \$5,769.18
- Revised Contract Amount = \$71,576.78

Bid Package 3A. Structural Steel & Joist and Deck Supply: Red Cedar Steel Erectors

- Contract = \$58,200.00
- Previously Approved Change Orders = \$26,015.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$84,215.00

Bid Package 3B. Miscellaneous Steel: Red Cedar Steel Erectors

- *Reconciliation for previous data entry error, BP.3B & BP.3D were erroneously swapped in the previous agenda's, this reconciliation does not impact the overall budget, only changes made were re-entering the data into the correct Bid Package.*
- *Contract = \$120,400.00*
- *Previously Approved Change Orders = (\$15,988.00)*
- **Requested Change Order Approval = \$14,080.00**
- **Revised Contract Amount = \$118,492.00**

Bid Package 3C. Structural Steel & Joist and Deck Erect/Install: Red Cedar Steel Erectors

- Contract \$126,450.00
- Previously Approved Change Orders = \$9,470.00
- **Requested Change Order Approval = \$3,950.00**
- **Revised Contract Amount = \$139,870.00**

Bid Package 3D. Miscellaneous Steel and Erect/Install: Red Cedar Steel Erectors

- *Reconciliation for previous data entry error, BP.3B & BP.3D were erroneously swapped in the previous agenda's, this reconciliation does not impact the overall budget, only changes made were re-entering the data into the correct Bid Package.*
- *Contract \$57,890.00*
- *Previously Approved Change Orders = (\$11,592.00)*
- **Requested Change Order Approval = (\$2,012.00)**
- **Revised Contract Amount = \$44,286.00**

Bid Package 4A. Siding Minnkota Architectural Products

- Contract \$321,943.00
- Previously Approved Change Orders = \$33,043.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$354,986.00

Bid Package 4B. Fuel Tanks – Pump and Meter Service, Inc.

- Contract = \$103,263.00
- Previously Approved Change Orders = \$7,614.47
- Requested Change Order Approval = \$0.00

- Revised Contract Amount = \$110,877.47

Bid Package 5D. Joint Sealants – Gage Brothers

- Contract = \$11,750.00
- Previously Approved Change Orders = \$0.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$11,750.00

Bid Package 5E. Tiling – Value Plus Flooring

- Contract = \$53,819.00
- Previously Approved Change Orders = \$0.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$53,819.00

Bid Package 5F. Acoustical Ceiling – Twin City Acoustic

- Contract = \$17,250.00
- Previously Approved Change Orders = \$0.00
- **Requested Change Order Approval = \$7,246.00**
- **Revised Contract Amount = \$24,496.00**

Bid Package 5G. Flooring – Value Plus Flooring

- Contract = \$22,176.00
- Previously Approved Change Orders = \$100.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$22,276.00

Bid Package 5H. Painting – Integrated Painting Solutions

- Contract = \$18,055.21
- Previously Approved Change Orders = \$9,350.00
- **Requested Change Order Approval = \$2,600.00**
- **Revised Contract Amount = \$30,052.14**

Bid Package 5I. Toilet & Bath Accessories – Bartley Sales

- Contract = \$4,925.00
- Previously Approved Change Orders = \$7,031.58
- **Requested Change Order Approval = \$5,195.14**
 - *This CO includes costs for Fire Extinguishers which had an Allowance of \$1,000 in the budget, this CO involves reallocating \$1,000 from the Allowance and adding to BP.5I's budget line item, therefore the total add to the impact to the Project Budget is \$4,195.14*
- **Revised Contract Amount = \$17,151.72**

Bid Package 5K. Window Treatments – CE Contract

- Contract \$3,950.00
- Previously Approved Change Orders = \$0.00
- **Requested Change Order Approval = (\$2,080.00)**
- **Revised Contract Amount = \$1,988.50**

Bid Package 5L. Countertops – Leons Countertops – \$2,610

- Contract = \$2,610.00
- Previously Approved Change Orders = \$0.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$2,610.00

Bid Package 5M. Site Concrete – North Country Concrete

- Contract = \$13,650.00
- Previously Approved Change Orders = \$3,800.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$17,450.00

Bid Package 5N. Special Coatings – Advantage Coating Inc.

- Contract = \$244,065.00
- Previously Approved Change Orders = \$132,307.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$376,372.00

Bid Package 6A. Waterproofing – Kramer Davis, Inc.

- Contract = \$5,900.00
- Previously Approved Change Orders = \$0.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$5,900.00

Bid Package 8A. Helical Foundation Anchors – Deep Foundation Group

- Contract = \$29,500.00
- Previously Approved Change Orders = \$8,240.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$38,772.50

Bid Package 8B. Building Security – Siemens Industry

- Contract = \$52,670.00
- Previously Approved Change Orders = \$48,224.99
- **Requested Change Order Approval = \$9,750.00**
- **Revised Contract Amount = \$110,644.99**

Bid Package 8C. Training Room A/V – AVI Systems

- Contract = \$83,391.11
- Previously Approved Change Orders = \$0.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$83,391.11

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 execute 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.



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Len Simich, Gary Groen & Souriyong Souriya

DATE: July 23, 2020

SUBJECT: Approval of Matthew Fyten, Director of Operations as additional Signor

REQUESTED ACTION

That the SWT Commission approve Matthew Fyten, Director of Operations, as an additional signor on the SWT operating checking account.

BUDGET IMPACT

The requested action does not have any budget impact

BACKGROUND

SWT approved the Chief Operating Officer as an authorized signor on the operating checking account in the absence of the Chief Executive Officer with Resolution 07-13 in September 2007. Recent organizational changes have shifted the check signing responsibility to the Chief Operating Officer. With the service reductions brought on by the current pandemic, the Chief Operating Officer will be available only twenty hours per week. Periodically, SWT may be required to issue checks for goods or services at times when the Chief Operating Officer may not be available.

It is important that SWT have an authorized signor available in the absence of the Chief Operating Officer. SWT has reviewed this issue and determined that the Matthew Fyten, Director of Operations, is the person that should assume these responsibilities.

RECOMMENDATION

That the SWT Commission approve Matthew Fyten, Director of Operations as an additional signor on checks authorized by the Commission in the absence of the Chief Operating Officer.

New Business



SOUTHWEST TRANSIT

To: SouthWest Transit Commission
From: Jason Kirsch, IT Manager
Date: July 22, 2020
Subject: SWS Electrical Conduit Relocation

REQUESTED ACTION:

That the Commission authorize its CEO to execute a contract with Electrical Production Services (EPS) to relocate buried electrical conduit to overhead at the SouthWest Station Parking Ramp.

BUDGET IMPACT:

This project will be funded ½ by SWT South West Station Capital and ½ by the SWLRT.

BACKGROUND:

South West Transit is maintaining ownership of the parking ramp located at South West Station. There are several buried electrical conduits that run underground from the center of the ramp, to the West elevator/stair tower to provide electricity to the elevators, lights, outlets, and heating. The sinking of the soil under the ramp has previously damaged these conduits and SWT has repaired them once before. These conduits are currently exposed and will be buried with the light rail project.

The soil in this location will continue to sink, causing future issues. SWT and the SWLRT realize this and the best option to prevent future damage to these electrical lines is to relocate them overhead and hang them from the parking deck above before they are covered with new parking spaces.

SWT staff created a scope of work and requested proposals from local electrical contractors. The results are as follows:

Prairie Electric	\$103,000
Bloomington Electric	\$198,000
Kilmer Electric	\$79,250
EPS	\$59,944
Kloos Electric	\$83,270

EPS's quote is complete and covers all work mentioned in the scope. SWT will be splitting the cost of the work with the SWLRT.

RECOMMENDATION:

That the Commission authorize its CEO to execute a contract with Electrical Production Services (EPS) to relocate buried electrical conduit to overhead at the SouthWest Station Parking Ramp for the cost not to exceed \$59,944



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Len Simich, Gary Groen & Souriyong Souriya

DATE: July 27, 2020

SUBJECT: 2020 COVID 19 General Fund budget revisions update

REQUESTED ACTION

No action is required. The General Fund revenue and expenditure budget revisions updates are based on the effects of the COVID 19 pandemic on the current year operations.

BACKGROUND AND BUDGET IMPACT

The General Fund revenue budget revisions are related to the COVID 19 pandemic and are included in column C of the attached summary:

Revenue:

- MVST and RAMVST received through June were approximately as originally estimated in the revenue budget approved in December 2019. The estimates for the remainder of the year are; July and August will decrease 20% over the actual received in June. September thru December will decrease 40% over the actual received in June.
- Passenger fares January and February were approximately as originally estimated. March through December passenger fare revenue is estimated at 79% decrease over the original budget estimate.
- Other local revenue has been reduced for the bus wrap revenue that will not be billed for at least the third and fourth quarter.
- The NTD revenues received through the Metropolitan Council may be used for operations in 2020.
- The SWT allocation from the Cares Act is \$2,525,156 and assumes the revenue will be collected during the year.

Expenditures

The detail of the General Fund expenditure revisions are as follows:

- The administrative expenditure budget is reduced because of the reduction in staff positions.
- The operations expenditure budget is reduced because of the reduction in staff positions and the service plan changes as discussed during the last commission meeting.
- The vehicle maintenance expenditure budget is also reduced because of the reduction in staff positions.
- The facility expenditure budget is reduced because of the reduction in staff positions.
- The capital cost of operations expenditure additions and reductions is detailed in the attached schedule.
- NTD Revenue and expenditures will be used for operations in 2020 or future capital items.

RECOMMENDATION

For information only.

SouthWest Transit
 General Fund Summary of Revenue and Expenditures
 As of 07.27.2020

	A	B	C
Description	SWT 2020 Budget Adopted	SWT 2020 Budget June Projected	SWT 2020 Budget July Projected
REVENUE			
		50%MVST	
MVST - Base	7,606,000	3,916,084	6,335,852
RAMVST	1,406,000	731,117	1,182,878
Passenger Fares	3,105,600	586,945	657,398
Investment Income	10,000	10,000	10,000
Other Local Revenue	210,000	120,000	80,000
Sub Total Revenue	12,337,600	5,364,146	8,266,128
5703 NTD Schedule in 2020 budget	-	642,087	642,087
Cares Act \$2.5M assumes 100% recovery of Federal Allocation	-	2,525,156	2,525,156
Operating Reserves	698,250	1,739,232	-
Total Revenue	13,035,850	10,270,621	11,433,371
EXPENDITURES			
Administration	1,470,800	1,341,313	1,270,100
Operations	7,427,300	4,868,123	5,026,200
Vehicle Maintenance	2,189,000	1,849,200	2,085,220
Facility Maintenance	1,402,150	1,383,150	1,325,150
Capital Costs of Operating	546,600	384,500	632,600
5703 NTD Schedule in 2020 budget	-	444,335	642,087
Total Expenditures	13,035,850	10,270,621	10,981,357
NET CHANGE			
REVENUE OVER/(UNDER)EXPENDITURES	-	-	452,014
Estimated fund Balance, EOY 2019	4,378,020	4,378,020	4,378,020
Estimated fund Balance, EOY 2020	3,679,770	2,638,788	4,830,034
Fund Balance 2020 as a % of Adopted Budget 2020	28.2%	20.2%	37.1%

The budget projections reflect the importance of the estimated \$2.5M available thru the Cares Act

SouthWest Transit

Agency Fund Balance as of June 30, 2020

	General Fund	Capital & Equipment	SWT Capital Cost of Operating Deferred	Capital/State of Good Repair	SWS Development	SWS-Relocation Capital	Debt Service	Total
Bengining Fund balance 2019	\$ 4,378,019	\$ 1,842,944	\$ -	\$ -	\$ 8,256,487	\$ 1,751,756	\$ 26,229	\$ 16,255,435
As of 6/30/2020								
General Fund	\$ 4,217,419							\$ 4,217,419
Capital & Equipment		\$ 1,368,944						\$ 1,368,944
SWT Capital Cost of Operating Deferred			\$ 170,000					\$ 170,000
SWS Development					\$ 284,120			\$ 284,120
SWS Relocation						\$ 3,064,279		\$ 3,064,279
Capital State of Good Repair				\$ 2,674,000				\$ 2,674,000
Debt Service							\$ 5,916,899	\$ 5,916,899
Total Fund Balance Reserve	\$ 4,217,419	\$ 1,368,944	\$ 170,000	\$ 2,674,000	\$ 284,120	\$ 3,064,279	\$ 5,916,899	\$ 17,695,661

Good afternoon.

The attached budget information will be discussed further this coming Thursday evening (Commission meeting and work session). As you will see our estimated budget situation has improved greatly primarily due to four main factors.

1. First, MVST and RAMVST revenues have been much stronger than anticipated. The stimulus checks most households received along with low interest financing available probably had a lot to do with increased auto sales. While we don't believe this will hold up for the remainder of the year, we do believe the final amounts received will be stronger than what we had projected in May.
2. Second, we have been reducing costs and the results are now starting to show. Since March more than half our service and workforce has been reduced, and we have suspended all non-critical spending. We are however planning to add some service back in September which is reflected in the updated budget projection.
3. Third the Federal CARES Act funding is now available. SWT is projected to receive a little over \$2.5 million. We recently requested \$1.7 million in incurred costs since late January.
4. Lastly, while the Operating Reserve amount is healthy and our current projection does not require us to put any towards covering our expenditures, the reality is that the actual dollar amount is calculated against a much smaller overall budget, therefore increasing the percentage but in reality not increasing the overall funding available. With luck the 2021 budget will be more reflective of a normal year, and the actual operating reserves will be closer to the 25% initially projected.

Work Session