

*August 27, 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, August 27, 2020

Work Session – 5:30pm

Commission Meeting – Approx. 6:30 pm (upon completion of work session)

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/93930829373>
2. Meeting Number: 939 3082 9373
3. 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: 939 3082 9373
3. 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 – Maintenance Director  
Souriyong Souriya – Finance Director  
Mike Dart – Facilities Manager, Buildings & Structure  
Adam Hegeholz – HR Manager  
Jason Kirsch – IT Manager  
John Haggenmiller – Public Outreach Manager

# AGENDA

**Work Session – 5:30pm**

**Commission Meeting – Approx. 6:30pm (Upon completion of work session)**

- I. PUBLIC COMMENT
- II. APPROVAL OF AGENDA
- III. PAYMENT OF CLAIMS (Rollcall Vote)
- IV. CONSENT
  - A. Approval of Minutes of 7-30-20
  - B. Approval of Financial Statements
  - C. Construction Contracts/ Change Orders – Len, Kory
  - D. Statutory Tort Liability Waiver – Souriyong
  - E. 2<sup>nd</sup> Quarter 2020 Ridership - Matt
  - F. FHRA Plan Debit Card Addendum – Adam
- V. NEW BUSINESS
  - A. Contract to manufacture bus row separators (COVID-19 response plan) – Dave, Tony
  - B. 2020 Budget Tracking – Len, Souriyong
- VI. Updates
- VII. ADJOURNMENT

# Work Session

# Payment of Claims

**SouthWest Transit**  
07/21/2020 Thru 08/21/2020

Meeting Date: 08/27/2020

**Payment of Claims**

Check Number	Vendor Name	Description	Check Date	Check Amount
5985	COMCAST BUSINESS	Cable Tv Payment	7/22/20	\$ 328.44
5986	FIRST TRANSIT, INC.	June Operations Service	7/22/20	\$ 181,965.22
5987	HEALTHPARTNERS	June & July Health & Dental Insurance	7/22/20	\$ 62,539.24
5988	ISPACE ENVIRONMENTS, INC.	Garage Expansion Furnitures	7/22/20	\$ 35,128.69
5989	KLOOS ELECTRIC, INC.	Electric Maintenance	7/22/20	\$ 1,263.36
5990	LOCAL GOVERNMENT INFORMATION SYSTEMS	Monthly Finance Software Payment	7/22/20	\$ 1,255.00
5991	MY CABLE MART LLC	IT Supplies	7/22/20	\$ 293.68
5992	PINNACLE ENGINEERING	Garage Expansion	7/22/20	\$ 2,596.02
5993	POPP COMMUNICATIONS	Telephone Payment	7/22/20	\$ 2,303.95
5994	SOCIAL INDOOR	SWT Advertising	7/22/20	\$ 8,125.01
5995	SSI MN TRANCHE 3 ACCT: 10327096	US Solar Energy Subscription	7/22/20	\$ 847.82
5996	SSI MN TRANCHE Act 10322006	US Solar Energy Subscription	7/22/20	\$ 5,629.16
5997	SYNCB AMAZON	Vehicle Supplies	7/22/20	\$ 521.26
5998	THYSSENKRUPP ELEVATOR	Garage Expansion-Project 12 - Elevator	7/22/20	\$ 15,015.94
5999	WEX BANK	Gasoline for Prime Vehicles	7/22/20	\$ 5,466.00
6000	4201, LLP	Bus Parking Lease	7/28/20	\$ 333.33
6001	A TO Z RENTAL CENTER	Vehicle Parts	7/28/20	\$ 52.00
6002	ABC BUS COMPANIES	Vehicle Parts	7/28/20	\$ 947.98
6003	ALLSTATE PETERBILT	Vehicle Parts	7/28/20	\$ 1,309.26
6004	BAN-KOE SYSTEMS, INC.	Garage Expansion - Security Camera Installation	7/28/20	\$ 70,784.15
6005	BARTON SAND & GRAVEL CO.	Facility Supplies	7/28/20	\$ 221.70
6006	BOYER FORD TRUCKS-PARTS DIST	Vehicle Parts	7/28/20	\$ 117.46
6007	C & J BUS REPAIR, INC.	Vehicle Parts	7/28/20	\$ 1,120.04
6008	CENTERPOINT ENERGY	Energy Payment	7/28/20	\$ 193.05
6009	CENTURYLINK	Telephone Payment	7/28/20	\$ 444.51
6010	CINTAS CORPORATION #470	Uniforms Service	7/28/20	\$ 1,327.16
6011	CITY OF CHASKA UTILITY BILLING	Utilities Payment	7/28/20	\$ 2,077.38
6012	COMCAST BUSINESS	Cable Tv Payment	7/28/20	\$ 317.93
6013	CONSTRUCTION RESULTS CORP	Garage Expansion	7/28/20	\$ 1,885.00
6014	DACOTAH PAPER CO.	Vehicle Parts	7/28/20	\$ 73.29
6015	DECKER'S ROLLOFF SERVICE	Facility Supplies	7/28/20	\$ 816.00
6016	FACTORY MOTOR PARTS COMPANY	Vehicle Parts	7/28/20	\$ 1,031.29
6017	FIRESIDE HEARTH & HOME	Garage Expansion	7/28/20	\$ 2,030.25
6018	FRANZ REPROGRAPHICS	Monthly Project Fee	7/28/20	\$ 100.00
6019	GRAINGER	Building Supplies	7/28/20	\$ 1,342.94
6020	GREENHAVEN PRINTING	Printing Service	7/28/20	\$ 1,676.80
6021	HIRSHFIELDS EDEN PRAIRIE	Pandemic Cleaning Supplies	7/28/20	\$ 3,045.00
6022	HOGLUND BUS COMPANY	Vehicle Parts	7/28/20	\$ 1,070.11
6023	INFINITY PRINTING SUPPLIES	Printing Supplies	7/28/20	\$ 2,404.77
6024	NIKOLAY KORZH	Shoe Reimbursement	7/28/20	\$ 50.00
6025	MEDIACOM	Internet Service	7/28/20	\$ 575.91
6026	MENARDS	Facility Supplies	7/28/20	\$ 1,135.91
6027	MINNESOTA CHILD SUPPORT PAYMENT CENTER	Garnishment Check Payment	7/28/20	\$ 232.11
6028	MINNESOTA PETROLEUM SERVICE	Vehicle Parts	7/28/20	\$ 205.00
6029	MINNESOTA SAFETY COUNCIL	Facility Supplies	7/28/20	\$ 173.30
6030	MINUTEMAN PRESS	Printing Service	7/28/20	\$ 18.68
6031	MVEC, MINNESOTA VALLEY ELECTRIC COOP	Utilities Payment	7/28/20	\$ 2.92
6032	NAPA AUTO PARTS	Vehicle Parts	7/28/20	\$ 73.28
6033	NASSEFF MECHANICAL CONTRACTORS	Facility Supplies	7/28/20	\$ 1,143.42
6034	OCCUPATIONAL MEDICINE CONSULTS	Drug Testing	7/28/20	\$ 115.00
6035	OFFICE DEPOT	Office Supplies	7/28/20	\$ 169.21
6036	O'REILLY AUTOMOTIVE, INC.	Vehicle Parts	7/28/20	\$ 1,460.48

SouthWest Transit				
07/21/2020 Thru 08/21/2020				
Meeting Date: 08/27/2020				
Payment of Claims				
Check Number	Vendor Name	Description	Check Date	Check Amount
6037	ROVITRACKER INC.	IT Supplies	7/28/20	\$ 310.00
6038	ROYAL TIRE INC.	Vehicle Parts	7/28/20	\$ 524.60
6039	SD PROMOTIONS	SWT Uniform	7/28/20	\$ 1,383.10
6040	SIEMENS INDUSTRY, INC.	Security System Maintenance	7/28/20	\$ 6,150.00
6041	SITEONE LANDSCAPE SUPPLY, LLC	Facility Supplies	7/28/20	\$ 301.76
6042	SPECIALIZED ENVIRONMENTAL TECH	Building Supplies	7/28/20	\$ 2,280.00
6043	SUBURBAN CHEVROLET	Vehicle Parts	7/28/20	\$ 216.10
6044	SYNCB AMAZON	Building and Vehicle Supplies	7/28/20	\$ 1,177.99
6045	TASC	FSA/HSA Admin Fees	7/28/20	\$ 179.00
6046	THE AFTERMARKET PARTS COMPANY	Vehicle Parts	7/28/20	\$ 4,483.23
6047	THE DALE GREEN COMPANY	Facility Supplies	7/28/20	\$ 216.00
6048	THE SHERWIN-WILLIAMS CO	Facility Supplies	7/28/20	\$ 108.91
6049	TWIN CITIES TRANSPORT & RECOVE	Vehicle Parts	7/28/20	\$ 125.00
6050	TWIN CITY GARAGE DOOR CO.	Garage Door Repair	7/28/20	\$ 500.00
6051	US BANK	Copier Lease	7/28/20	\$ 1,398.80
6052	WALSER CHRYSLER JEEP DODGE	Vehicle Parts	7/28/20	\$ 120.00
6053	AVI SYSTEMS, INC.	IT Services	7/30/20	\$ 5,631.32
6054	BIFFS, INC.	Garage Expansion	7/30/20	\$ 365.59
6055	CENTURYLINK	Telephone Payment	7/30/20	\$ 114.60
6056	HEALTHPARTNERS	Health and Dental COBRA Insurance	7/30/20	\$ 2,795.16
6057	HOME DEPOT CREDIT SERVICES	Vehicle Parts	7/30/20	\$ 140.56
6058	KLOOS ELECTRIC, INC.	Electric Maintenance	7/30/20	\$ 120.00
6059	MEDIACOM	Internet Service	7/30/20	\$ 354.90
6060	RSM US PRODUCT SALES LLC	Professional Services - Server Network	7/30/20	\$ 172.00
6061	T-MOBILE	Bus Wifi	7/30/20	\$ 4,996.68
6062	VERIZON WIRELESS	Wireless Phone	7/30/20	\$ 54.83
6063	SOUTHWEST TRANSIT	Matured CD Money Transfer to ICS Account	8/6/20	\$ 3,000,000.00
6064	BATTERIES PLUS	Facility Supplies	8/12/20	\$ 287.52
6065	CENTERPOINT ENERGY	Energy Payment	8/12/20	\$ 38.54
6066	CENTURYLINK	Telephone Payment	8/12/20	\$ 1.04
6067	CENTURYLINK	Telephone Payment	8/12/20	\$ 471.40
6068	CINTAS CORPORATION #470	Uniforms Service	8/12/20	\$ 1,667.82
6069	CITY OF EDEN PRAIRIE	Utilities Payment	8/12/20	\$ 692.94
6070	COMCAST BUSINESS	Internet Service	8/12/20	\$ 914.48
6071	DIRECTV	Cable Tv Payment	8/12/20	\$ 76.99
6072	FACTORY MOTOR PARTS COMPANY	Vehicle Parts	8/12/20	\$ 479.84
6073	FAIRCHILD EQUIPMENT	Vehicle Parts	8/12/20	\$ 207.06
6074	GRAINGER	Vehicle Parts	8/12/20	\$ 380.54
6075	HOGLUND BUS COMPANY	Vehicle Parts	8/12/20	\$ 81.60
6076	LOCAL GOVERNMENT INFORMATION SYSTEMS	Monthly Finance Software Payment	8/12/20	\$ 1,255.00
6077	MENARDS	Facility Supplies	8/12/20	\$ 276.59
6078	MINNESOTA CHILD SUPPORT PAYMENT CENTER	Garnishment Check Payment	8/12/20	\$ 232.11
6079	MVEC, MINNESOTA VALLEY ELECTRIC COOP	Utilities Payment	8/12/20	\$ 1,525.72
6080	NATIONAL BUSINESS FURNITURE	Garage Expansion - Office furnitures	8/12/20	\$ 766.59
6081	OFFICE DEPOT	Office Supplies	8/12/20	\$ 58.77
6082	O'REILLY AUTOMOTIVE, INC.	Vehicle Parts	8/12/20	\$ 219.98
6083	PPG ARCHITECTURAL FINISHES	Garage Expansion	8/12/20	\$ 122.30
6084	REPUBLIC SERVICES #894	Trash Removal	8/12/20	\$ 1,043.31

**SouthWest Transit**  
07/21/2020 Thru 08/21/2020

Meeting Date: 08/27/2020

**Payment of Claims**

Check Number	Vendor Name	Description	Check Date	Check Amount
6085	ROYAL TIRE INC.	Vehicle Parts	8/12/20	\$ 389.95
6086	SUBURBAN CHEVROLET	Vehicle Parts	8/12/20	\$ 466.81
6087	SYNCB AMAZON	Building and Vehicle Supplies	8/12/20	\$ 222.48
6088	TASC	FSA/HSA Admin Fees	8/12/20	\$ 175.75
6089	THE AFTERMARKET PARTS COMPANY	Vehicle Parts	8/12/20	\$ 2,272.20
6090	US BANK	Copier Lease	8/12/20	\$ 148.80
6091	VERIZON WIRELESS	Wireless Phone	8/12/20	\$ 105.03
6092	WEX BANK	Gasoline for Prime Vehicles	8/12/20	\$ 5,882.28
6093	ACRYLIC DESIGN ASSOCIATES	Pandemic Cleaning Supplies	8/18/20	\$ 1,556.85
6094	ALLSTATE PETERBILT	Vehicle Parts	8/18/20	\$ 565.30
6095	BLUETARP FINANCIAL, INC.	Facility Supplies	8/18/20	\$ 201.96
6096	BTR OF MINNESOTA	Vehicle Parts	8/18/20	\$ 22.42
6097	DACOTAH PAPER CO.	Vehicle Parts	8/18/20	\$ 147.43
6098	DELEGARD TOOL COMPANY	Vehicle Parts	8/18/20	\$ 664.92
6099	ELECTRIC MOTOR REPAIR, INC.	Facility Supplies	8/18/20	\$ 1,399.94
6100	FAIRCHILD EQUIPMENT	Vehicle Parts	8/18/20	\$ 155.46
6101	FIRST TRANSIT, INC.	July Operation Service	8/18/20	\$ 185,405.07
6102	FRANZ REPROGRAPHICS	Monthly Project Fee	8/18/20	\$ 100.00
6103	GRAINGER	Vehicle Parts	8/18/20	\$ 38.10
6104	IMPERIAL SUPPLIES LLC	Vehicle Parts	8/18/20	\$ 204.14
6105	KLOOS ELECTRIC, INC.	Garage Expansion - Electrical Repair	8/18/20	\$ 10,550.00
6106	LEAGUE MN CITIES INS. TRUST	Insurance Deductible	8/18/20	\$ 1,435.57
6107	LUBE-TECH & PARTNERS, LLC	Vehicle Parts	8/18/20	\$ 308.13
6108	MENARDS	Vehicle Parts	8/18/20	\$ 261.42
6109	MENTORMATE, INC.	Software Mobile Fares App Development	8/18/20	\$ 2,875.50
6110	METRO BRUSH SUPPLY CO.	Pandemic Cleaning Supplies	8/18/20	\$ 154.00
6111	METROPOLITAN COUNCIL	State Fair 2019 Bus Damage	8/18/20	\$ 373.08
6112	METROPOLITAN FORD OF EDEN PRAIRIE	Vehicle Parts	8/18/20	\$ 2,160.67
6113	MICRO CENTER	IT Supplies	8/18/20	\$ 468.95
6114	MINNESOTA SAFETY COUNCIL	Facility Supplies	8/18/20	\$ 166.35
6115	MINUTEMAN PRESS	Printing Service	8/18/20	\$ 88.45
6116	MN DEPT OF LABOR & INDUSTRY	Elevator Maintenance	8/18/20	\$ 100.00
6117	O'REILLY AUTOMOTIVE, INC.	Vehicle Parts	8/18/20	\$ 757.58
6118	PITNEY BOWES INC	Postal Machine Lease	8/18/20	\$ 443.85
6119	PRIORITY COURIER EXPERTS	Vehicle Parts	8/18/20	\$ 44.20
6120	RSM US PRODUCT SALES LLC	IT Supplies	8/18/20	\$ 965.00
6121	SCHINDLER ELEVATOR CORP.	ECS Elevator Maintenance	8/18/20	\$ 2,529.12
6122	LEN SIMICH	Reimbursement - Misc. Supplies	8/18/20	\$ 380.00
6123	SITBONE LANDSCAPE SUPPLY, LLC	Facility Supplies	8/18/20	\$ 91.09
6124	SNAP-ON TOOLS	Vehicle Parts	8/18/20	\$ 201.90
6125	SSI MN TRANCHE 3 ACCT: 10327096	US Solar Energy Subscription	8/18/20	\$ 884.24
6126	SSI MN TRANCHE Act 10322006	US Solar Energy Subscription	8/18/20	\$ 5,850.45
6127	SUBURBAN CHEVROLET	Vehicle Parts	8/18/20	\$ 11.92
6128	SUMMIT COMPANIES	Facility Supplies	8/18/20	\$ 665.70
6129	SYNCB AMAZON	Vehicle Parts	8/18/20	\$ 1,347.15
6130	TASC	Retiree - Admin Fees	8/18/20	\$ 51.78
6131	THE AFTERMARKET PARTS COMPANY	Vehicle Parts	8/18/20	\$ 3,964.80
6132	TWIN CITY GARAGE DOOR CO.	Facility Maintenance	8/18/20	\$ 1,374.50
6133	VER-TECH LABS	Vehicle Parts	8/18/20	\$ 477.19
6134	WAYTEK INC.	Vehicle Parts	8/18/20	\$ 78.96
		<b>TOTAL</b>		<b>\$ 3,707,562.12</b>



**SouthWest Transit**

**07/21/2020 Thru 08/21/2020**

**Meeting Date: 08/27/2020**

**Payment of Claims**

<b>Check Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Check Amount</b>
<b>ACH Withdraws</b>				
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	8/5/20	\$ 13,048.81
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	8/12/20	\$ 6,161.75
	MET COUNCIL RETAILSAL E CPOS SW	Go To Card Reimbursement	7/24/20	\$ 260.00
	MET COUNCIL RETAILSAL E CPOS SW	Go To Card Reimbursement	7/31/20	\$ 260.00
	MET COUNCIL RETAILSAL E CPOS SW	Go To Card Reimbursement	8/7/20	\$ 315.50
	MET COUNCIL RETAILSAL E CPOS SW	Go To Card Reimbursement	8/17/20	\$ 155.00
	FLAGSHIP BANK	Monthly Banking Fees	7/30/20	\$ 90.00
	PAYPAL TRANSFER TSHEETS	Payroll Time cards fees	8/12/20	\$ 254.00
	ADP, INC.	Payroll Fees	7/24/20	\$ 444.55
	FLAGSHIP BANK	Bank Stop payment fee	8/19/20	\$ 25.00
		<b>TOTAL</b>		<b>\$ 21,014.61</b>
<b>Payroll</b>				
	ADP, INC.	Payroll	7/24/20	\$ 64,354.80
	ADP, INC.	Payroll	8/7/20	\$ 77,035.39
	ADP, INC.	Payroll	8/21/20	\$ 74,265.04
		<b>TOTAL</b>		<b>\$ 215,655.23</b>
<b>Monthly Reimbursement included in payroll totals</b>				
	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
	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>\$ 1,472.00</b>
		<b>GRAND TOTAL</b>		<b>\$ 3,944,231.96</b>

# 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

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 6:04 pm.

#### II. PUBLIC COMMENT

None

#### III. APPROVAL OF AGENDA

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

#### IV. PAYMENT OF CLAIMS

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

#### V. CONSENT

- A. Approval of Minutes of 6-25-20
- B. Approval of Financial Statements
- C. Construction Contracts
- D. Check Signature Authorization

**Motion:** Narayanan motioned, seconded by McDonald to approve the Consent items. The motion carried 6-0-0. **Roll Call Vote: Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Huang, Yes; Narayanan, Yes; Bonnevier, Yes.

**VI. NEW BUSINESS**

**A. SWS Ramp Conduit Relocation**

**Motion:** Huang motioned, seconded by Roepke to authorize its Chief Executive Officer 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. The motion carried 6-0-0. **Roll Call Vote: Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Huang, Yes; Narayanan, Yes; Bonnevier, Yes.

**B. 2020 Covid 19 General Fund Budget Revisions Update**

**Motion:** No Action Requested.

**VII. ADJOURNMENT**

McDonald motioned, seconded by Huang to adjourn the meeting, and start the Work Session. The motion passed 6-0-0. The meeting adjourned at 6:25 pm.

August 4, 2020 SouthWest Transit Commission Minutes Prepared By: Adam Hegeholz

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

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



## Balance Sheet for All Funds July 2020

Commission Meeting date 8.27.2020

Balance Sheet Category	Fund Name										Total
	General Fund	Capital & Equipment	Cost of Operating Deferred	Capital/State of Good Repairs	Grant Projects	SWS Relocation Capital	SWS Development	Debt Service			
<b>Assets</b>											
Cash & Investments	\$ 3,275,568	\$ 1,368,944	\$ 170,000	\$ 2,674,000	\$ (180,955)	\$ 3,072,164	\$ 323,884	\$ 5,800,487	\$ 16,504,092		
Accounts Receivable	974,413	-	-	-	180,955	-	3,361,600	116,412	4,633,380		
Other Assets	360,511	-	-	-	-	-	-	-	360,511		
<b>Total Assets</b>	<b>4,610,492</b>	<b>1,368,944</b>	<b>170,000</b>	<b>2,674,000</b>	<b>-</b>	<b>3,072,164</b>	<b>3,685,484</b>	<b>5,916,899</b>	<b>21,497,983</b>		
<b>Liabilities</b>											
Accounts Payable	208,017	-	-	-	-	8,130	-	-	216,147		
Other Liabilities	-	-	-	-	-	-	3,374,028	-	3,374,028		
<b>Total Liabilities</b>	<b>208,017</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,130</b>	<b>3,374,028</b>	<b>-</b>	<b>3,590,175</b>		
<b>Fund Balances</b>											
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	24,455	(474,000)	170,000	2,674,000	-	1,312,279	(7,945,031)	5,890,670	1,652,373		
<b>Total Fund Balances</b>	<b>4,402,475</b>	<b>1,368,944</b>	<b>170,000</b>	<b>2,674,000</b>	<b>-</b>	<b>3,064,034</b>	<b>311,456</b>	<b>5,916,899</b>	<b>17,907,808</b>		
<b>Total Liabilities &amp; Fund Balances</b>	<b>\$ 4,610,492</b>	<b>\$ 1,368,944</b>	<b>\$ 170,000</b>	<b>\$ 2,674,000</b>	<b>\$ -</b>	<b>\$ 3,072,164</b>	<b>\$ 3,685,484</b>	<b>\$ 5,916,899</b>	<b>\$ 21,497,983</b>		

	Adopted Budget	Current		2020 YTD Actual	2020 YTD Balance	% YTD Budget
		Month Actual	2020 YTD Actual			
<b>General Fund 100</b>						
<b>Revenues</b>						
Passenger Fares	\$ 3,035,600	\$ 13,375	\$ 588,076	(2,447,524)		19.4%
Contract Revenue	70,000	2,729	19,305	(50,695)		27.6%
CMAQ/TMA Grant Revenue	-	-	1,730	1,730		0.0%
MVST Revenue	7,606,000	798,705	4,127,890	(3,478,110)		54.3%
RAMVST Revenue	1,406,000	149,115	770,660	(635,340)		54.8%
Investment Income	10,000	-	10,464	464		104.6%
Other Local Revenues	210,000	1,296	53,139	(156,861)		25.3%
	<b>12,337,600</b>	<b>965,220</b>	<b>5,571,264</b>	<b>(6,766,336)</b>		<b>45.2%</b>
Other Sources						
Insurance Recoveries	-	1,039	38,720	38,720		-
<b>Total Revenue</b>	<b>\$ 12,337,600</b>	<b>\$ 966,259</b>	<b>\$ 5,609,984</b>	<b>\$ (6,727,616)</b>		<b>45.5%</b>
<b>Expenditures</b>						
Administration	\$ 1,470,800	\$ 96,250	\$ 715,871	754,929		48.7%
Operations	7,427,300	489,236	2,904,053	4,523,247		39.1%
Vehicle Maintenance	2,189,000	83,152	906,135	1,282,865		41.4%
Facility Maintenance	1,402,150	97,077	741,926	660,224		52.9%
<b>Total Expenditures</b>	<b>12,489,250</b>	<b>765,715</b>	<b>5,267,985</b>	<b>7,221,265</b>		<b>42.2%</b>
Capital Cost Of Operating	376,600	3,025	147,544	229,056		39.2%
<b>Total Expenditures &amp; Capital Cost of Operating</b>	<b>12,865,850</b>	<b>768,740</b>	<b>5,415,529</b>	<b>7,450,321</b>		<b>42.1%</b>
Other Financing Sources						
Transfers In	(170,000)	-	(170,000)	-		100.0%
Transfers (Out)	(170,000)	-	(170,000)	-		100.0%
<b>Net Change in Fund Balance</b>	<b>\$ (698,250)</b>	<b>\$ 197,519</b>	<b>\$ 24,455</b>			
Fund Balance, January 1			\$ 4,378,020			
<b>Fund Balance, End of Current Period</b>			<b>\$ 4,402,475</b>			
Months of Operating Expenditures			4			
<b>Fund Balance as a % of the Expenditure Budget</b>			<b>33.8%</b>			



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

Commission Meeting date 8.27.2020

July=58.3%

All Other Funds	Adopted		Current		2020 YTD Actual	2020 YTD Balance	% YTD Budget
	Budget	Month Actual	Month Actual	Actual			
<b>Capital &amp; Equipment Capital Projects Fund 250</b>							
Revenue	\$ 5,000	\$ -	\$ -	\$ -	\$ -	(5,000)	0.0%
Expenditures	-	-	-	-	-	-	0.0%
Transfer In (Out)	-	(474,000)	(474,000)	(474,000)	(474,000)	474,000	0.0%
<b>Net Change in Fund Balance</b>	<b>\$ 5,000</b>	<b>\$ 474,000</b>	<b>\$ (474,000)</b>	<b>\$ (474,000)</b>			
<b>SWT Capital Cost of Operating Deferred Fund 260</b>							
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	-	0.0%
Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	-	0.0%
Transfer In (Out)	\$ 170,000	\$ -	\$ -	\$ 170,000	\$ 170,000	-	0.0%
<b>Net Change in Fund Balance</b>	<b>\$ 170,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 170,000</b>			
<b>Capital State of Good Repairs/Asset Management Fund 270</b>							
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	-	0.0%
Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	-	0.0%
Transfer In (Out)	\$ -	\$ 2,674,000	\$ 2,674,000	\$ 2,674,000	\$ 2,674,000	(2,674,000)	0.0%
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ 2,674,000</b>	<b>\$ 2,674,000</b>	<b>\$ 2,674,000</b>			
<b>SWS Relocation Capital Projects Fund 338</b>							
Revenue	\$ -	\$ -	\$ -	\$ 4,266,933	\$ 4,266,933	4,266,933	0.0%
Expenditures	2,210,000	129,428	2,954,654	2,954,654	(744,654)	(744,654)	133.7%
Transfer In (Out)	2,210,000	-	-	-	2,210,000	2,210,000	-
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ (129,428)</b>	<b>\$ (129,428)</b>	<b>\$ 1,312,279</b>			
<b>Grant Projects Fund 336 &amp; 337</b>							
Revenue	\$ -	\$ -	\$ -	\$ 445,455	\$ 445,455	445,455	0.0%
Expenditures	-	-	-	445,455	(445,455)	(445,455)	0.0%
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			



Commission Meeting date 8.27.2020

**SWS Development Fund 360**

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

July=58.3%

Revenue	\$ 338,020	\$ 27,335	\$ 281,786	\$ (56,234)	83.4%
Expenditures	5,000	-	-	5,000	0.0%
Transfer In (Out)	(2,243,182)	(2,200,000)	(8,226,817)	5,983,635	366.7%
<b>Net Change in Fund Balance</b>	<b>\$ (1,910,162)</b>	<b>\$ (2,172,665)</b>	<b>\$ (7,945,031)</b>		





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 Revenue and Expenditures for All Funds  
 Monthly Financial Report  
 YTD July 2020

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July=58.3%

	Adopted Budget	Current		2020 YTD Actual	2020 YTD Balance	% YTD Budget
		Month Actual	YTD Actual			
<b>All Other Funds</b>						
<b>Debt Service Fund 407-408</b>						
Revenue	\$ 231,335	\$ -	\$ 1,461,444	\$ 1,230,109	631.7%	
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	\$ -	\$ -	\$ 5,890,670			

**SouthWest Transit**

**Pledged Securities Accounts - July 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	\$ 349,613.84	\$ 367,830.95
FNMA - FED NATL MTG ASSN	United Bankers Bank	8/1/2021	10/23/2012	\$ 336,422.70	\$ 354,060.41
MBS-FNMA/FHLMC	United Bankers Bank	9/1/2027	5/26/2020	\$ 251,705.80	\$ 263,224.86
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
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	\$ 508,867.00
US Treasury Notes	United Bankers Bank	7/31/2022	10/6/2016	\$ 749,692.18	\$ 772,000.00
US Treasury Notes	United Bankers Bank	8/31/2020	1/9/2020	\$ 999,776.21	\$ 1,002,539.00
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	\$ 2,000,100.00
FFCB-FED Credit Bank	United Bankers Bank	9/1/2021	10/6/2016	\$ 501,343.10	\$ 506,415.00
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	\$ 504,735.00
Tax Muni Onamia	United Bankers Bank	2/1/2021	1/10/2020	\$ 235,848.83	\$ 237,437.42
GNMA	United Bankers Bank	1/1/2021	4/2/2020	\$ 196,250.60	\$ 201,477.13
GNMA	United Bankers Bank	8/20/2040	7/20/2018	\$ 165,224.60	\$ 170,516.41
Fed Home Loan Bank	United Bankers Bank	1/13/2021	7/31/2020	\$ 400,000.00	\$ 400,000.00
				\$ 11,161,897.09	\$ 10,961,203.18
<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	\$ 3,402,024	\$ 3,402,024
<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>\$ 19,381,245</b>	<b>\$ 19,135,442</b>
<b>Summary Total Funds</b>		<b>7/31/2020</b>			
Flagship Bank	\$	10,962,091			
BankVista	\$	3,658,922			
Tradition Capital Bank	\$	2,227,597			
Alerus	\$	269,303			
Americana Community Bank	\$	802,333			
<b>Total</b>	\$	<b>17,920,246</b>			
<b>Difference Extra</b>	\$	<b>1,215,195.78</b>			

SouthWest Transit Commission Investments

July 2020

Broker	Purchase Date	Type	Description	Maturity Date	Type	Purchase Cost	Maturity Amount	Rate	Days to Maturity	Current Market Value	Accrued Interest	Months Term
			7/30/2020									
Flagship Bank	8/2/2019	CD	Flagship CD 100327	8/2/2020	CD	400,000.00	400,000.00	2.100%	3	400,000.00		12
Flagship Bank	8/12/2019	CD	Flagship CD 100328	8/12/2020	CD	1,000,000.00	1,000,000.00	2.100%	13	1,000,000.00		12
Tradition Bank	4/16/2019	CD	Tradition Bank CD 13813422	10/16/2020	CD	650,000.00	650,000.00	2.800%	78	672,858.16	1,685	12
Americana	1/8/2018	CD	Americana 10001619	1/8/2021	CD	500,000.00	500,000.00	2.000%	162	534,359.22	6,529	36
Americana	1/8/2018	CD	Americana 10001620	1/8/2021	CD	250,000.00	250,000.00	1.000%	162	267,974.04	3,274	36
Flagship Bank	1/31/2020	CD	Flagship CD 100243	1/24/2021	CD	300,000.00	300,000.00	2.000%	178	300,000.00		12
Tradition Bank	2/5/2020	CD	Tradition Bank CD 13812681	2/5/2021	CD	1,500,000.00	1,500,000.00	1.990%	190	1,554,738.86	7,798	12
Flagship Bank	3/2/2019	CD	Flagship CD 100306	2/28/2021	CD	250,000.00	250,000.00	2.700%	213	250,000.00		24
Flagship Bank	3/11/2020	CD	Flagship CD 100255	3/6/2021	CD	250,000.00	250,000.00	1.450%	219	250,000.00		12
Flagship Bank	3/11/2019	CD	Flagship CD 100309	3/11/2021	CD	500,000.00	500,000.00	2.700%	224	500,000.00		24
Flagship Bank	12/14/2018	CD	Flagship CD 100294	3/14/2021	CD	250,000.00	250,000.00	1.450%	227	250,000.00		12
Alerus Bank	4/7/2019	CD	Alerus CD 53544	4/7/2021	CD	250,000.00	250,000.00	2.400%	251	269,302.74		24
Flagship Bank	4/23/2018	CD	Flagship CD 100241	4/21/2021	CD	300,000.00	300,000.00	2.250%	265	300,000.00		36
Flagship Bank	5/30/2018	CD	Flagship CD 100247	5/25/2021	CD	250,000.00	250,000.00	2.250%	299	250,000.00		36
BankVista	6/6/2018	CD	BankVista CD 3301049	10/6/2021	CD	250,000.00	250,000.00	2.750%	433	256,897.98	1,413	40
			<b>Total</b>			<b>6,900,000.00</b>	<b>6,900,000.00</b>			<b>7,056,131.00</b>	<b>20,700.28</b>	
			<i>Flagship Bank - Nonprofit Checking</i>							<i>2,914,054.83</i>		
			<i>Flagship Bank - Money Market Acct</i>							<i>3,893,493.13</i>		
			<i>BankVista - Money Market ICS Acct</i>							<i>3,402,023.86</i>		
			<b>Subtotal</b>							<b>\$ 10,209,571.82</b>		
			<b>Grand Total</b>							<b>\$ 17,265,702.82</b>		
			<b>Summary by Type (based upon current market value)</b>									
	CD		7,056,131.00				<i>Amount</i>					
	US Govt Agency		-				<i>Americana</i>	802,333.26				
	Money Market/ICS		10,209,571.82				<i>Alerus</i>	269,302.74				
			17,265,702.82				<i>Bank Vista</i>	256,897.98				
							<i>Flagship</i>	3,500,000.00				
							<i>Tradition</i>	2,227,597.02				
								7,056,131.00				
	Maturity Dates		Amount									
	Aug-20		\$ 1,400,000.00									
	Sep-20		\$ -									
	Oct-20		\$ 672,858.16									
	later		\$ 4,983,272.84									
			\$ 7,056,131.00									

SouthWest Transit Commission Investments  
July 2020

Broker	Purchase Date	Type	Description	Maturity Date	Type	Purchase Cost	Maturity Amount	Rate	Days to Maturity	Current Market Value	Accrued Interest	Months Term
			7/30/2020									
Flagship Bank	8/2/2019	CD	Flagship CD 100327	8/2/2020	CD	400,000.00	400,000.00	2.100%	3	400,000.00		12
Flagship Bank	8/12/2019	CD	Flagship CD 100328	8/12/2020	CD	1,000,000.00	1,000,000.00	2.100%	13	1,000,000.00		12
Tradition Bank	4/16/2019	CD	Tradition Bank CD 13813422	10/16/2020	CD	650,000.00	650,000.00	2.800%	78	672,858.16	1,685	12
Americana	1/8/2018	CD	Americana 10001619	1/8/2021	CD	500,000.00	500,000.00	2.000%	162	534,359.22	6,529	36
Americana	1/8/2018	CD	Americana 10001620	1/8/2021	CD	250,000.00	250,000.00	1.000%	162	267,974.04	3,274	36
Flagship Bank	1/31/2020	CD	Flagship CD 100243	1/24/2021	CD	300,000.00	300,000.00	2.000%	178	300,000.00		12
Tradition Bank	2/5/2020	CD	Tradition Bank CD 13812681	2/5/2021	CD	1,500,000.00	1,500,000.00	1.990%	190	1,554,738.86	7,798	12
Flagship Bank	3/2/2019	CD	Flagship CD 100306	2/28/2021	CD	250,000.00	250,000.00	2.700%	213	250,000.00		24
Flagship Bank	3/11/2020	CD	Flagship CD 100255	3/6/2021	CD	250,000.00	250,000.00	1.450%	219	250,000.00		12
Flagship Bank	3/11/2019	CD	Flagship CD 100309	3/11/2021	CD	500,000.00	500,000.00	2.700%	224	500,000.00		24
Flagship Bank	12/14/2018	CD	Flagship CD 100294	3/14/2021	CD	250,000.00	250,000.00	1.450%	227	250,000.00		12
Alerus Bank	4/7/2019	CD	Alerus CD 53544	4/7/2021	CD	250,000.00	250,000.00	2.400%	251	269,302.74		24
Flagship Bank	4/23/2018	CD	Flagship CD 100241	4/21/2021	CD	300,000.00	300,000.00	2.250%	265	300,000.00		36
Flagship Bank	5/30/2018	CD	Flagship CD 100247	5/25/2021	CD	250,000.00	250,000.00	2.250%	299	250,000.00		36
BankVista	6/6/2018	CD	BankVista CD 3301049	10/6/2021	CD	250,000.00	250,000.00	2.750%	433	256,897.98	1,413	40
			<b>Total</b>			<b>6,900,000.00</b>	<b>6,900,000.00</b>			<b>7,056,131.00</b>	<b>20,700.28</b>	
			<i>Flagship Bank - Nonprofit Checking</i>							<i>2,914,054.83</i>		
			<i>Flagship Bank - Money Market Acct</i>							<i>3,893,493.13</i>		
			<i>BankVista - Money Market ICS Acct</i>							<i>3,402,023.86</i>		
			<b>Subtotal</b>							<b>\$ 10,209,571.82</b>		
			<b>Grand Total</b>							<b>\$ 17,265,702.82</b>		
			<b>Summary by Type (based upon current market value)</b>									
			<b>CD</b>			<b>7,056,131.00</b>	<b>Amount</b>					
			<b>US Govt Agency</b>			<b>-</b>	<b>802,333.26</b>					
			<b>Money Market/ICS</b>			<b>10,209,571.82</b>	<b>269,302.74</b>					
							<b>Bank Vista</b>			<b>256,897.98</b>		
							<b>Flagship</b>			<b>3,500,000.00</b>		
							<b>Tradition</b>			<b>2,227,597.02</b>		
			<b>Maturity Dates</b>				<b>7,056,131.00</b>					
			Aug-20			\$ 1,400,000.00						
			Sep-20			\$ -						
			Oct-20			\$ 672,858.16						
			later			\$ 4,983,272.84						
						\$ 7,056,131.00						



## SOUTHWEST TRANSIT

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**To:** SouthWest Transit Commission  
**From:** Len Simich, CEO  
**Date:** August 27, 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. **Office, Breakroom, Training Room, and Fitness Room Furniture and Equipment – Amended amount \$35,000 – iSpace Environments – Not to Exceed \$110,000.**
2. **Bid Package 9A. Signage: Indigo Signworks, Inc. – Contract = \$9,570.00**

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

1. **Bid Package 1A. Demolition: Ramsey Companies – \$8,993.00**
2. **Bid Package 1B. Concrete: Axel Ohman – \$1,420.00**
3. **Bid Package 1C. Masonry: Axel Ohman – (\$3,964.00)**
4. **Bid Package 1H. Plumbing: Peterson Sheet Metal – \$9,611.00**
5. **Bid Package 1I. Mechanical: Peterson Sheet Metal – \$24,499.00**
6. **Bid Package 1J. Electrical: Kloos Electric – \$8,911.49**
7. **Bid Package 2G. Doors-Frames-Hardware: Laforce – (\$409.36)**
8. **Bid Package 3B. Miscellaneous Steel: Red Cedar Steel Erectors – \$2,886.00**
9. **Bid Package 3D. Miscellaneous Steel and Erect/Install: Red Cedar Steel Erectors – \$841.50**
10. **Bid Package 4B. Fuel Tanks: Pump and Meter Service, Inc. – \$1,206.89**

### 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 **\$98,565.52**. This amount is in addition to the contracts and change orders equaling \$4,268,484.75 approved by the Commission in May. **Total bids awarded to date and Change Orders equal \$4,367,050.27** of the estimated \$5.5 million previously authorized by the Commission to complete the garage addition/expansion.

The total project budget of \$5.5 million is not impacted by the aforementioned changes. Additions such as furnishings for the new offices, training room, and driver break room; and the for the construction and furnishings of a new fitness area, mechanics rest room and changing area are also included in the budget amount.

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 original contingency budget. All change orders will continue to appear on the payment application of the contractor approved by the Commission at its monthly meeting.

Office Furniture and Equipment – Staff solicited price quotes from two vendors who carry office furniture lines currently on the Minnesota State Contract (i.e. have gone through a public procurement process). The two vendors were iSpace Environments, and Prevolv.

The Commission authorize its CEO to enter into an initial contract with iSpace Environments for the purchase of office, breakroom, and training room furniture from the State Contract, at a price not to exceed \$75,000 for both the furniture and installation.

The furniture included fully equipping 7 of the new 8 office areas with desks, file drawers, shelves, tack boards, and chairs (existing furniture from SouthWest Station will be used in the CEO's office); Tables, chairs and booths for the breakroom; table and chairs for the new training room; and miscellaneous AV equipment.

The Commission previously authorized the construction of a fitness area. Staff reduced the initial plans by \$200,000. The reduction included both changes in scope and having some of the finishing work (i.e. sheet rock, painting) completed by SWT staff. Staff had budgeted a total of \$50,000 to fully equip the new training center. However, working with ispace, we were able to purchase used equipment in excellent condition (originally purchased in 2016, 2017 and 18) at 1/3 the retail cost.

## **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 = \$8,993.00**
- **Revised Contract Amount = \$134,754.40**

**Bid Package 1B. Concrete: Axel Ohman**

- Contract \$187,000.00
- Previously Approved Change Orders = \$101,117.75
- **Requested Change Order Approval = \$1,420.00**
- **Revised Contract Amount = \$289,537.75**

**Bid Package 1C. Masonry: Axel Ohman**

- Contract = \$249,500.00
- Previously Approved Change Orders = \$21,374.25
- **Requested Change Order Approval = (\$3,964.00)**
- **Revised Contract Amount = \$266,910.25**

**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 = \$91,633.47
- Requested Change Order Approval = \$0.00
- **Revised Contract Amount = \$251,602.47**

**Bid Package 1G. Elevators: Thyssen Krupp**

- Contract = \$126,500.00
- Previously Approved Change Orders = \$15,490.00
- Requested Change Order Approval = \$0.00
- **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 = \$9,611.00**
- **Revised Contract Amount = \$291,931.00**

**Bid Package 1I. Mechanical: Peterson Sheet Metal**

- Contract = \$179,500
- Previously Approved Change Orders = \$0.00
- **Requested Change Order Approval = \$24,499.00**
- **Revised Contract Amount = \$203,999.00**

**Bid Package 1J. Electrical: Kloos Electric**

- Contract = \$149,620.00
- Previously Approved Change Orders = \$148,286.41
- **Requested Change Order Approval = \$8,911.49**
- **Revised Contract Amount = \$306,817.90**

**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 = (\$4,133.39)
- **Requested Change Order Approval = (\$409.36)**
- **Revised Contract Amount = \$56,078.25**

**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**

- Contract = \$120,400.00
- Previously Approved Change Orders = (\$1,908.00)
- **Requested Change Order Approval = \$2,886.00**
- **Revised Contract Amount = \$121,378.00**

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

- Contract \$126,450.00
- Previously Approved Change Orders = \$13,420.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$139,870.00

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

- Contract \$57,890.00
- Previously Approved Change Orders = (\$13,604.00)
- **Requested Change Order Approval = \$841.50**
- **Revised Contract Amount = \$45,127.50**

**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 = \$1,206.89**
- **Revised Contract Amount = \$112,084.36**

**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 = \$7,246.00
- 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 = \$14,550.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$30,005.21

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

- Contract = \$4,925.00
- Previously Approved Change Orders = \$12,226.72
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$17,151.72

Bid Package 5K. Window Treatments – CE Contract

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

**Bid Package 9A. Signage: Indigo Signworks, Inc.**

- **Contract = \$9,570.00**
- Previously Approved Change Orders = \$0.00
- Requested Change Order Approval = \$0.00
- **Revised Contract Amount = \$9,570.00**

**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.



# SOUTHWEST TRANSIT

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## MEMORANDUM

**TO:** SouthWest Transit Commission

**FROM:** Len Simich, CEO

**DATE:** August 27, 2020

**SUBJECT:** Statutory Tort Liability Waiver

**REQUESTED ACTION:**

That the Commission adopt Resolution 20-08 stating that SWT does not waive the statutory tort limits for liability insurance coverage and authorizing the Chief Executive Officer to sign the LMCIT liability coverage waiver form.

**BUDGET IMPACT:**

SWT's insurance premiums would be higher if SWT waives the statutory tort limit.

**BACKGROUND:**

Each year the League of Minnesota Cities Insurance Trust requests participants to waive or not waive the statutory tort limit. In previous years we have not waived the limit upon the advice of our general legal counsel, electing not to waive the statutory limit places a maximum of \$500,000 per individual and \$1,500,000 maximum for a single occurrence.

**RECOMMENDATION:**

That the Commission adopt Resolution 20-08 stating that SWT does not waive the statutory tort limits for liability insurance coverage and authorizing the Chief Executive Officer to sign the LMCIT liability coverage waiver form.

Attachments: Liability Coverage Waiver Form  
Resolution 20-08



**SOUTHWEST TRANSIT COMMISSION  
RESOLUTION # 20-08  
STATUTORY TORT LIABILITY WAIVER**

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

**WHEREAS**, SouthWest Transit's insurance premiums would be higher if SouthWest transit waives the statutory tort limit; and

**WHEREAS**, in previous years SouthWest Transit has not waived the limit upon the advice of our general legal counsel

**NOW, THEREFORE, BE IT RESOLVED**, that the SWT Commission approves SouthWest Transit not waiving the statutory tort limits for liability insurance coverage and authorizes the Chief Executive Officer to sign the League of Minnesota Cities Insurance Trust (LMCIT) liability coverage waiver form.

**ADOPTED** by the SouthWest Transit Commission on August 27, 2020.

\_\_\_\_\_  
Chair

**ATTEST:**

\_\_\_\_\_  
Chief Executive Officer



# SOUTHWEST TRANSIT

## MEMORANDUM

**TO:** SouthWest Transit Commission

**FROM:** Matt Fyten, Operations and Planning Director  
Souriyong Souriya, Finance Director

**DATE:** August 20, 2020

**SUBJECT:** 2020 Ridership

### REQUESTED ACTION

None required. For information purposes only.

### BUDGET IMPACT

Outlined in Background of this memorandum.

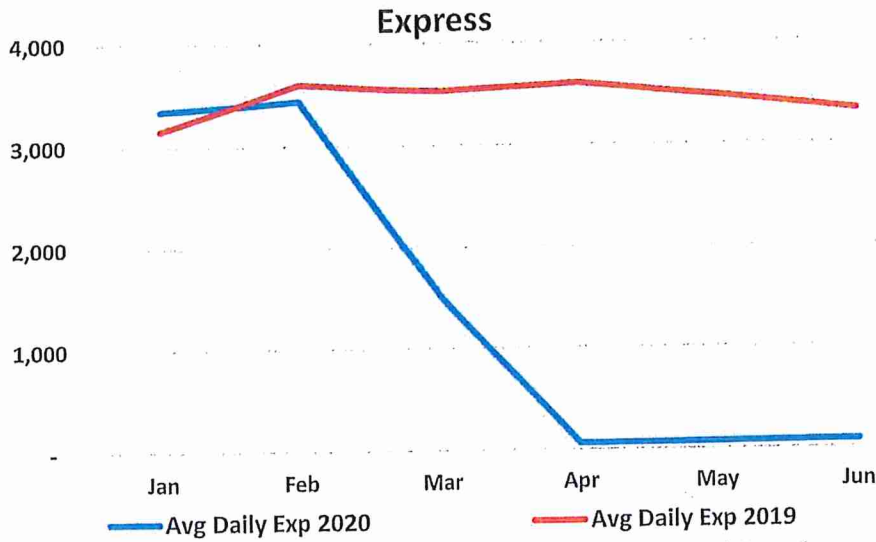
### BACKGROUND

Second quarter 2020 ridership was 210,708. The total difference represents a drop of 57.2% ridership from Q2 2019. Additionally, Prime service dropped 44.5 percent over 2019 for the second quarter.

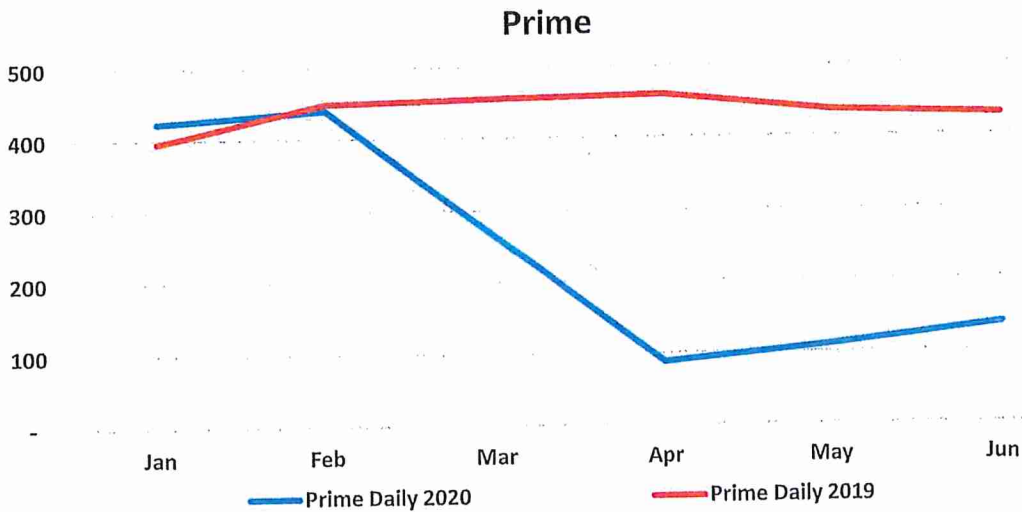
During Q2 of this year overall ridership experienced a historic drop due to the COVID-19 outbreak. Since April fixed route ridership has seen a slight increase in ridership and Prime ridership has seen a steady increase in ridership, but ridership remains extraordinarily down for both services due to the ongoing COVID-19 pandemic.

Service 2020	Ridership	Subsidy	Revenue Hours	% of total Revenue Hours	Operation Cost	% of total Operation Cost	Fares Revenue
Express	179,906	\$ 20.41	8,883	38%	\$ 4,170,122	89%	\$ 498,413
SW Prime	30,802	\$ 14.20	14,758	62%	\$ 511,842	11%	\$ 74,441
<b>Totals</b>	<b>210,708</b>	<b>\$ 19.50</b>	<b>23,640</b>	<b>100%</b>	<b>\$ 4,681,964</b>	<b>100%</b>	<b>\$ 572,854</b>
<b>% Changes</b>	<b>-57.2%</b>						

Service 2019	Ridership	Subsidy	Revenue Hours	% of total Revenue Hours	Operation Cost	% of total Operation Cost	Fares Revenue
Express	436,876	\$ 8.36	17,236	52%	\$ 4,829,700	89%	\$ 1,177,432
SW Prime	55,501	\$ 8.27	16,224	48%	\$ 583,181	11%	\$ 123,963
<b>Totals</b>	<b>492,377</b>	<b>\$ 8.35</b>	<b>33,460</b>	<b>100%</b>	<b>\$ 5,412,881</b>	<b>100%</b>	<b>\$ 1,301,395</b>



	Jan	Feb	Mar	Apr	May	Jun
Avg Daily Exp 2020	3,341	3,434	1,501	67	71	83
Avg Daily Exp 2019	3,152	3,597	3,526	3,590	3,464	3,318



	Jan	Feb	Mar	Apr	May	Jun
Prime Daily 2020	423	440	263	87	109	137
Prime Daily 2019	396	449	455	459	436	428

**RECOMMENDATION**

None required. For information purposes only.

SouthWest Transit

January thru June 2020 Ridership Report Data-Revenue Summary Overall

Route	Month	Operating Cost	Fare Revenue	Subsidy	Total Passengers	Revenue Hours	Revenue Miles	Subsidy Per Passengers	Recovery Ratio	Passenger Per Hour	Per
Fixed Route	January	\$ 569,885	\$ 202,128	\$ 367,756	73,509	2,888	72,508	\$ 5.00	35.47%	25.45	1.01
	February	\$ 840,241	\$ 190,812	\$ 649,429	68,673	2,593	65,518	\$ 9.46	22.71%	26.48	1.05
	March	\$ 747,752	\$ 92,076	\$ 655,676	33,014	2,119	53,585	\$ 19.86	12.31%	15.58	0.62
	April	\$ 751,620	\$ 4,129	\$ 747,490	1,475	466	11,883	\$ 506.77	0.55%	3.17	0.12
	May	\$ 737,442	\$ 4,289	\$ 733,153	1,412	397	10,127	\$ 519.23	0.58%	3.56	0.14
	June	\$ 523,182	\$ 4,979	\$ 518,203	1,823	419	10,660	\$ 284.26	0.95%	4.35	0.17
<b>Total Fixed Route</b>		<b>\$ 4,170,122</b>	<b>\$ 498,413</b>	<b>\$ 3,671,708</b>	<b>179,906</b>	<b>8,882.56</b>	<b>224,281</b>	<b>\$ 20.41</b>	<b>11.95%</b>	<b>20.25</b>	<b>0.80</b>
<b>Total Fixed Route</b>		<b>\$ 4,170,122</b>	<b>\$ 498,413</b>	<b>\$ 3,671,708</b>	<b>179,906</b>	<b>8,882.56</b>	<b>224,281</b>	<b>\$ 20.41</b>	<b>11.95%</b>	<b>20.25</b>	<b>0.80</b>
<b>SW Prime Weekday</b>											
	Jan	\$ 122,044	\$ 24,059	\$ 97,985	9,022	3,472.76	63,165	\$ 10.86	19.71%	2.60	0.14
	Feb	\$ 104,028	\$ 20,896	\$ 83,132	8,384	2,970.00	48,801	\$ 9.92	20.09%	2.82	0.17
	Mar	\$ 100,921	\$ 14,629	\$ 86,291	5,365	2,954.40	39,335	\$ 16.08	14.50%	1.82	0.14
	Apr	\$ 56,104	\$ 2,334	\$ 53,771	1,917	1,660.75	20,504	\$ 28.05	4.16%	1.15	0.09
	May	\$ 50,749	\$ 3,514	\$ 47,235	2,188	1,479.50	22,352	\$ 21.59	6.92%	1.48	0.10
	Jun	\$ 62,889	\$ 6,526	\$ 56,362	3,011	1,842.50	28,397	\$ 18.72	10.38%	1.63	0.11
<b>Total SW Prime Weekday</b>		<b>\$ 496,735</b>	<b>\$ 71,958</b>	<b>\$ 424,777</b>	<b>29,887</b>	<b>14,379.91</b>	<b>222,554</b>	<b>\$ 14.21</b>	<b>14.49%</b>	<b>2.08</b>	<b>0.13</b>
<b>SW Prime Saturday</b>											
	Jan	\$ 4,270	\$ 727	\$ 3,542	289	120.00	2,237	\$ 12.26	17.03%	2.41	0.13
	Feb	\$ 6,554	\$ 1,174	\$ 5,380	421	150.00	3,699	\$ 12.78	17.92%	2.81	0.11
	Mar	\$ 4,284	\$ 582	\$ 3,702	205	108.00	1,911	\$ 18.06	13.58%	1.90	0.11
<b>Total SW Prime Saturday</b>		<b>\$ 15,107</b>	<b>\$ 2,483</b>	<b>\$ 12,624</b>	<b>915</b>	<b>378.00</b>	<b>7,847</b>	<b>\$ 13.80</b>	<b>16.44%</b>	<b>2.42</b>	<b>0.12</b>
<b>Total SW Prime</b>		<b>\$ 511,842</b>	<b>\$ 74,441</b>	<b>\$ 437,401</b>	<b>30,802</b>	<b>14,758</b>	<b>230,401</b>	<b>\$ 14.20</b>	<b>14.54%</b>	<b>2.09</b>	<b>0.13</b>
<b>2020 Fixed Route</b>											
	2020 SW Prime Weekday	\$ 4,170,122	\$ 498,413	\$ 3,671,708	179,906	8,882.56	224,281	\$ 20.41	11.95%	20.25	0.80
	2020 SW Prime Saturday	\$ 496,735	\$ 71,958	\$ 424,777	29,887	14,379.91	222,554	\$ 14.21	14.49%	2.08	0.13
	Overall Total 2020	\$ 4,681,964	\$ 572,855	\$ 4,109,109	210,708	23,640	454,682	\$ 19.50	12.24%	8.91	0.46
<b>2019 Fixed Route</b>											
	2019 Flex Route	\$ 9,799,181	\$ 2,673,441	\$ 7,125,741	976,539	34,169.74	895,102	\$ 7.30	27.3%	28.58	1.09
	2019 SW Prime	\$ 402,602	\$ 43,437	\$ 359,164	20,859	1,772.64	29,484	\$ 17.22	10.8%	11.77	0.71
	Overall Total 2019	\$ 11,434,205	\$ 2,976,501	\$ 8,457,704	1,106,199	70,215	1,504,160	\$ 7.65	26.0%	15.75	0.74



SouthWest Transit

January thru June 2020 SW Prime Ridership Report Data-Revenue

Route	Month	Operating Cost	Fare Revenue	Subsidy	Total Passengers	Revenue Hours	Revenue Miles	Subsidy Per Passengers	Recovery Ratio	Passenger Per Hour	Passenger Per Mile
SW Prime Weekday	January	\$ 122,044	\$ 24,059	\$ 97,985	9,022	3,472.76	63,165	\$ 10.86	19.71%	2.60	0.14
	February	\$ 104,028	\$ 20,896	\$ 83,132	8,384	2,970.00	48,801	\$ 9.92	20.09%	2.82	0.17
	March	\$ 100,921	\$ 14,629	\$ 86,291	5,365	2,954.40	39,335	\$ 16.08	14.50%	1.82	0.14
	April	\$ 56,104	\$ 2,334	\$ 53,771	1,917	1,660.75	20,504	\$ 28.05	4.16%	1.15	0.09
	May	\$ 50,749	\$ 3,514	\$ 47,235	2,188	1,479.50	22,352	\$ 21.59	6.92%	1.48	0.10
	June	\$ 62,889	\$ 6,526	\$ 56,362	3,011	1,842.50	28,397	\$ 18.72	10.38%	1.63	0.11
<b>Total</b>		<b>\$ 496,735</b>	<b>\$ 71,958</b>	<b>\$ 424,777</b>	<b>29,887</b>	<b>14,379.91</b>	<b>222,554</b>	<b>\$ 14.21</b>	<b>14.49%</b>	<b>2.08</b>	<b>0.13</b>
SW Prime Weekend(Sat)	January	\$ 4,270	\$ 727	\$ 3,542	289	120.00	2,237	\$ 12.26	17.03%	2.41	0.13
	February	\$ 6,554	\$ 1,174	\$ 5,380	421	150.00	3,699	\$ 12.78	17.92%	2.81	0.11
	March	\$ 4,284	\$ 582	\$ 3,702	205	108.00	1,911	\$ 18.06	13.58%	1.90	0.11
<b>Total</b>		<b>\$ 15,107</b>	<b>\$ 2,483</b>	<b>\$ 12,624</b>	<b>915</b>	<b>378.00</b>	<b>7,847</b>	<b>\$ 13.80</b>	<b>16.44%</b>	<b>2.42</b>	<b>0.12</b>
<b>Grand Total</b>		<b>\$ 511,842</b>	<b>\$ 74,441</b>	<b>\$ 437,401</b>	<b>30,802</b>	<b>14,758</b>	<b>230,401</b>	<b>\$ 14.20</b>	<b>14.54%</b>	<b>2.09</b>	<b>0.13</b>

SouthWest Transit

January thru June 2020 Fixed Route Ridership Report Data-Revenue

Route	Month	Operating Cost	Fare Revenue	Subsidy	Total Passengers	Revenue Hours	Revenue Miles	Subsidy Per Passengers	Recovery Ratio	Passenger Per Hour	Passenger Per Mile
<b>Express</b>											
690	January	\$ 177,093	\$ 81,928	\$ 95,165	29,176	935.90	21,569	\$ 3.26	46.26%	31.17	1.35
690	February	\$ 263,604	\$ 74,948	\$ 188,656	26,450	851.00	19,608	\$ 7.13	28.43%	31.08	1.35
690	March	\$ 234,433	\$ 36,670	\$ 197,762	13,109	693.22	16,072	\$ 15.09	15.64%	18.91	0.82
690	April	\$ 152,256	\$ 1,191	\$ 151,065	405	83.89	2,673	\$ 373.00	0.78%	4.83	0.15
690	May	\$ 136,234	\$ 1,170	\$ 135,064	358	64.56	2,095	\$ 377.27	0.86%	5.55	0.17
690	June	\$ 96,550	\$ 1,199	\$ 95,351	413	68.00	2,205	\$ 230.87	1.24%	6.07	0.19
<b>Total Route 690</b>		<b>\$ 1,060,169</b>	<b>\$ 197,106</b>	<b>\$ 863,063</b>	<b>69,911</b>	<b>2,696.57</b>	<b>64,223</b>	<b>\$ 12.35</b>	<b>18.59%</b>	<b>25.93</b>	<b>1.09</b>
695	January	\$ 80,486	\$ 18,614	\$ 61,871	6,394	363.84	11,347	\$ 9.68	23.13%	17.57	0.56
695	February	\$ 119,738	\$ 20,859	\$ 98,879	7,248	330.80	10,315	\$ 13.64	17.42%	21.91	0.70
695	March	\$ 104,244	\$ 8,680	\$ 95,564	2,980	264.52	8,252	\$ 32.07	8.33%	11.27	0.36
<b>Total Route 695</b>		<b>\$ 304,467</b>	<b>\$ 48,153</b>	<b>\$ 256,314</b>	<b>16,622</b>	<b>959.16</b>	<b>29,915</b>	<b>\$ 15.42</b>	<b>15.82%</b>	<b>17.33</b>	<b>0.56</b>
697	January	\$ 68,656	\$ 29,875	\$ 38,780	10,321	312.34	9,629	\$ 3.76	43.51%	33.04	1.07
697	February	\$ 102,143	\$ 26,335	\$ 75,809	9,008	284.00	8,754	\$ 8.42	25.78%	31.72	1.03
697	March	\$ 88,929	\$ 13,343	\$ 75,586	4,561	227.11	7,003	\$ 16.57	15.00%	20.08	0.65
<b>Total Route 697</b>		<b>\$ 259,728</b>	<b>\$ 69,553</b>	<b>\$ 190,175</b>	<b>23,890</b>	<b>823.45</b>	<b>25,387</b>	<b>\$ 7.96</b>	<b>26.78%</b>	<b>29.01</b>	<b>0.94</b>
698	January	\$ 148,691	\$ 36,783	\$ 111,908	14,207	785.48	18,118	\$ 7.88	24.74%	18.09	0.78
698	February	\$ 221,127	\$ 37,164	\$ 183,963	14,915	713.00	16,471	\$ 12.33	16.81%	20.92	0.91
698	March	\$ 201,795	\$ 17,497	\$ 184,299	6,843	596.54	13,839	\$ 26.93	8.67%	11.47	0.49
698	April	\$ 496,623	\$ 2,232	\$ 494,391	815	307.47	7,855	\$ 606.61	0.45%	2.65	0.10
698	May	\$ 499,193	\$ 2,427	\$ 496,766	821	268.50	8,862	\$ 605.07	0.49%	3.06	0.12
698	June	\$ 354,468	\$ 2,984	\$ 351,484	1,110	284.00	7,223	\$ 316.65	0.84%	3.91	0.15
<b>Total Route 698</b>		<b>\$ 1,921,898</b>	<b>\$ 99,087</b>	<b>\$ 1,822,811</b>	<b>38,711</b>	<b>2,954.99</b>	<b>70,367</b>	<b>\$ 47.09</b>	<b>5.16%</b>	<b>13.10</b>	<b>0.55</b>
699	January	\$ 67,418	\$ 29,992	\$ 37,426	10,436	323.56	9,033	\$ 3.59	44.49%	32.25	1.16
699	February	\$ 100,415	\$ 27,582	\$ 72,833	9,543	294.80	8,212	\$ 7.63	27.47%	32.37	1.16
699	March	\$ 87,378	\$ 13,775	\$ 73,603	4,700	235.48	6,569	\$ 15.66	15.77%	19.96	0.72
<b>Total Route 699</b>		<b>\$ 255,211</b>	<b>\$ 71,349</b>	<b>\$ 183,862</b>	<b>24,679</b>	<b>853.84</b>	<b>23,814</b>	<b>\$ 7.45</b>	<b>27.96%</b>	<b>28.90</b>	<b>1.04</b>
600	January	\$ 13,818	\$ 2,416	\$ 11,402	1,020	86.10	1,355	\$ 11.18	17.49%	11.85	0.75
600	February	\$ 20,631	\$ 2,023	\$ 18,608	859	78.60	1,232	\$ 21.66	9.81%	10.93	0.70
600	March	\$ 20,002	\$ 1,394	\$ 18,608	574	69.54	1,108	\$ 32.42	6.97%	8.25	0.52
600	April	\$ 102,741	\$ 706	\$ 102,035	255	74.19	1,355	\$ 400.14	0.69%	3.44	0.19
600	May	\$ 102,016	\$ 692	\$ 101,324	233	63.98	1,170	\$ 434.87	0.68%	3.64	0.20
600	June	\$ 72,163	\$ 796	\$ 71,367	300	67.20	1,232	\$ 237.89	1.10%	4.46	0.24
<b>Total Route 600</b>		<b>\$ 331,372</b>	<b>\$ 8,028</b>	<b>\$ 323,344</b>	<b>3,241</b>	<b>439.61</b>	<b>7,452</b>	<b>\$ 99.77</b>	<b>2.42%</b>	<b>7.37</b>	<b>0.43</b>

SouthWest Transit

January thru June 2020 Fixed Route Ridership Report Data-Revenue

Route	Month	Operating Cost	Fare Revenue	Subsidy	Total Passengers	Revenue Hours	Revenue Miles	Subsidy Per Passengers	Recovery Ratio	Passenger Per Hour	Passenger Per Mile
602 January		\$ 8,450	\$ 2,040	\$ 6,410	693	45.06	1,019	\$ 9.25	24.14%	15.38	0.68
602 February		\$ 12,583	\$ 1,901	\$ 10,681	650	41.00	926	\$ 16.43	15.11%	15.85	0.70
602 March		\$ 10,972	\$ 717	\$ 10,255	247	32.88	741	\$ 41.52	6.53%	7.51	0.33
<b>Total Route 602</b>		<b>\$ 32,004</b>	<b>\$ 4,658</b>	<b>\$ 27,346</b>	<b>1,590</b>	<b>118.94</b>	<b>2,687</b>	<b>\$ 17.20</b>	<b>14.56%</b>	<b>13.37</b>	<b>0.59</b>
<b>Total Express YTD</b>		<b>\$ 4,164,849</b>	<b>\$ 497,934</b>	<b>\$ 3,666,915</b>	<b>178,644</b>	<b>8,846.56</b>	<b>223,843</b>	<b>\$ 20.53</b>	<b>11.96%</b>	<b>20.19</b>	<b>0.80</b>
<b>Special Events</b>											
682 January		\$ 5,273	\$ 480	\$ 4,793	1,262	36.00	438.00	\$ 3.80	9.09%	35.06	2.88
<b>Total Route 682</b>		<b>\$ 5,273</b>	<b>\$ 480</b>	<b>\$ 4,793</b>	<b>1,262</b>	<b>36.00</b>	<b>438</b>	<b>\$ 3.80</b>	<b>9.09%</b>	<b>35.06</b>	<b>2.88</b>
<b>Total Fixed Route YTD</b>		<b>\$ 4,170,122</b>	<b>\$ 498,413</b>	<b>\$ 3,671,708</b>	<b>179,906</b>	<b>8,883</b>	<b>224,281</b>	<b>\$ 20.41</b>	<b>11.95%</b>	<b>20.25</b>	<b>0.80</b>
<b>Grand Total</b>		<b>\$ 4,170,122</b>	<b>\$ 498,413</b>	<b>\$ 3,671,708</b>	<b>179,906</b>	<b>8,883</b>	<b>224,281.24</b>	<b>\$ 20.41</b>	<b>11.95%</b>	<b>20.25</b>	<b>0.80</b>
<b>Total Monthly Summary</b>											
<b>Route</b>	<b>Month</b>	<b>Operating Cost</b>	<b>Fare Revenue</b>	<b>Subsidy</b>	<b>Total Passengers</b>	<b>Revenue Hours</b>	<b>Revenue Miles</b>	<b>Subsidy Per Passengers</b>	<b>Recovery Ratio</b>	<b>Passenger Per Hour</b>	<b>Passenger Per Mile</b>
Total January		\$ 569,885	\$ 202,128	\$ 367,756	73,509	2,888.28	72,508	\$ 5.00	35.47%	25.45	1.01
Total February		\$ 840,241	\$ 190,812	\$ 649,429	68,673	2,593.20	65,518	\$ 9.46	22.71%	26.48	1.05
Total March		\$ 747,752	\$ 92,076	\$ 655,676	33,014	2,119.29	53,585	\$ 19.86	12.31%	15.58	0.62
Total April		\$ 751,620	\$ 4,129	\$ 747,490	1,475	465.55	11,883	\$ 506.77	0.55%	3.17	0.12
Total May		\$ 737,442	\$ 4,289	\$ 733,153	1,412	397.04	10,127	\$ 519.23	0.58%	3.56	0.14
Total June		\$ 523,182	\$ 4,979	\$ 518,203	1,823	419.20	10,660	\$ 284.26	0.95%	4.35	0.17
<b>2020 Grand Total</b>		<b>\$ 4,170,122</b>	<b>\$ 498,413</b>	<b>\$ 3,671,708</b>	<b>179,906.00</b>	<b>8,882.56</b>	<b>224,281.24</b>	<b>\$ 20.41</b>	<b>11.95%</b>	<b>20.25</b>	<b>0.80</b>
<b>2019 Grand Total</b>		<b>\$ 11,434,205</b>	<b>\$ 2,976,501</b>	<b>\$ 8,457,704</b>	<b>1,106,199</b>	<b>70,215.38</b>	<b>1,504,160</b>	<b>\$ 7.65</b>	<b>26.03%</b>	<b>15.75</b>	<b>0.74</b>



**SOUTHWEST TRANSIT**

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**MEMORANDUM**

**TO:** SouthWest Transit Commission

**FROM:** Adam Hegeholz, HR Manager

**DATE:** August 27, 2020

**SUBJECT:** FHRA Plan Debit Card Addendum

**REQUESTED ACTION:**

That the Commission authorize its Chief Executive Officer to amend the Funded HRA Administration Services Agreement.

**BUDGET IMPACT:**

No Budget Impact.

**BACKGROUND:**

SouthWest Transit has a current Administration Agreement with Total Administrative Services Corporation (TASC) to administer our Trust Funded HRA's for employees who opt into the HRA/VEBA benefit option.

TASC now offers a debit card feature for the participant employees.

The addendum to the Funded HRA Administration Services Agreement is to add the newly offered debit card feature for our participant employees, and retirees if applicable.

**RECOMMENDATION:**

That the Commission authorize its Chief Executive Officer to amend the Funded HRA Administration Services Agreement.



## **ADDENDUM TO THE FUNDED HRA ADMINISTRATION SERVICES AGREEMENT**

This Addendum to the Trust Funded HRA Administration Agreement ("Agreement") is dated this July 1, 2020 ("Effective Date"), made by and between Total Administrative Services Corporation ("TASC") and the "Adopting Employer" identified in the Agreement and below.

### **RECITALS**

WHEREAS, TASC and the Adopting Employer have entered into the Agreement; and

WHEREAS, TASC and the Adopting Employer wish to modify certain terms and conditions in the Agreement to add debit card feature for the participant employees, and retirees if applicable, at no additional fee.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency on which is hereby acknowledged by the parties, and the exchange of the mutual promises made below, the parties hereto agree as follows:

### **GENERAL CONDITIONS**

**Defined Terms.** Any capitalized terms not specifically defined herein shall have the same meanings ascribed to them in the Agreement.

**Counterparts.** This Addendum may be executed and delivered (including by facsimile or Portable Document Format (pdf) transmission) in one or more counterparts, all of which will be considered one and the same agreement and will become effective when one or more counterparts have been signed by each of the parties and delivered to the other parties. Any such facsimile documents and signatures shall, subject to applicable legal requirements, have the same force and effect as manually-signed originals and shall be binding on the parties hereto.

**Conflicts.** If any conflict arises between the terms and conditions of this Addendum and the Agreement, the terms of this Addendum shall control. Subject to the foregoing, all other terms and conditions of the Agreement which are not specifically modified herein shall remain in full force and effect.

### **Debit Card Services.**

There will be no additional administrative fee for debit card services.

The Claims Administrator will provide the following services with respect to the use of the debit cards to obtain reimbursements under the Plan:

1. Obtain all information necessary for the issuance of debit cards to Participants. TASC is entitled to rely upon the accuracy and completeness of all information provided by the Adopting Employer.
2. Through its subcontractor, the debit card vendor, issue debit cards, and process debit card transactions.
3. Provide communications to the Adopting Employer, Plan Administrator, and Participants, regarding use of debit cards.



4. Provide substantiation of claims reimbursed via the use of the debit card in accordance with applicable IRS rules.
5. Assist the Plan Administrator with recouping improper debit card reimbursements to the extent required by IRS rules. Notwithstanding the foregoing, it shall be the Plan Administrators ultimate responsibility for recouping such reimbursements in accordance with applicable IRS rules.

TASC will not be liable for Participant fraud unless the loss is attributable to TASC negligence. TASC may be able to assist the Purchaser in the recovery of debit account transactions reported as fraudulent, provided that Employees comply with the terms outlined in the applicable Cardholder Agreement for the timely reporting of such fraudulent activity.

IN WITNESS WHEREOF, each of the parties has caused this Addendum to be executed on behalf of the date first written above.

**ADOPTING EMPLOYER**

SouthWest Transit

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**TOTAL ADMINISTRATIVE SERVICES CORPORATION**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

# New Business



## SOUTHWEST TRANSIT

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### MEMORANDUM

**TO:** SouthWest Transit Commission

**FROM:** Dave Jacobson, Chief Operating Officer  
Tony Kuykendall, Director of Maintenance

**DATE:** August 19, 2020

**SUBJECT:** Contract to manufacture bus row separators (COVID-19 response plan)

**REQUESTED ACTION:**

That the SouthWest Transit (SWT) Commission authorize its CEO to enter into an agreement with Acrylic Designs Associates of Minneapolis for the manufacturing of 345 plexiglass shields with ram mounts to equip 15 fixed route revenue coach buses at a cost not to exceed \$39,071.25.

**BUDGET IMPACT:**

The cost of this customer and pandemic improvement will be coming from the SWT capital cost of operating. Additional savings include picking up the shields at the manufacturer and the Vehicle Maintenance shop installing them.

**BACKGROUND:**

As part of the COVID-19 response plan SWT has developed ensuring our customers remain safe and feel safe through this difficult COVID pandemic, SWT is working hard to get customers back on the bus. To minimize spreading germs from person to person and surface to surface, SWT is proposing plexiglass separators in the buses creating more of a self-contained individual riding compartment. A simple example includes what you see at gas stations when paying your bill.

By proceeding with the plexiglass barriers, SWT can increase passenger capacity while maintaining proper social distancing. It also provides an extra layer of protection for our customers while permitting SWT to use fewer buses, reducing operating cost.

Staff searched the market for potential vendors for a passenger barrier concept. However, staff found that the firms we contacted focus only on the safety and protection of the operator and the cockpit of the bus. It was virtually impossible to get quotes from potential vendors, due to the specialized nature of the project.

Only one company responded to our inquiries, Acrylic Designs Associates, which are able to do a design and then build approach while the other companies only have pre-built driver cockpit products and at this time are not interested in expanding their line to customer protection. Additionally, Acrylic Designs Associates could design and deliver the product within a reasonable timeframe.

**RECOMMENDATION:**

That the SouthWest Transit (SWT) Commission authorize its CEO to enter into an agreement with Acrylic Designs Associates of Minneapolis for the manufacturing of 345 plexiglass shields with ram mounts to equip 15 fixed route revenue coach buses at a cost not to exceed \$39,071.25.





## SOUTHWEST TRANSIT

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### MEMORANDUM

**TO:** SouthWest Transit Commission  
**FROM:** Len Simich, Gary Groen & Souriyong Souriya  
**DATE:** August 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; August thru Dec will decrease 20% over the actual received in July.
- Passenger fares January and February were approximately as originally estimated. August through December passenger fare revenue is estimated at 78% 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 08.19.2020

2020 Budget Projections

Description	A	B	C	D
	SWT 2020 Budget Adopted	SWT 2020 Budget June Projected	SWT 2020 Budget July Projected	SWT 2020 Budget August Projected
<b>REVENUE</b>		<b>50%MVST</b>		
MVST - Base	7,606,000	3,916,084	6,335,852	7,322,714
RAMVST	1,406,000	731,117	1,182,878	1,367,121
Passenger Fares	3,105,600	586,945	657,398	671,167
Investment Income	10,000	10,000	10,000	10,000
Other Local Revenue	210,000	120,000	80,000	80,000
<b>Sub Total Revenue</b>	<b>12,337,600</b>	<b>5,364,146</b>	<b>8,266,128</b>	<b>9,451,002</b>
5703 NTD Schedule in 2020 budget	-	642,087	642,087	642,087
Cares Act \$2.5M assumes 100% recovery of Federal Allocation	-	2,525,156	2,525,156	2,525,156
Operating Reserves	698,250	1,739,232	-	-
<b>Total Revenue</b>	<b>13,035,850</b>	<b>10,270,621</b>	<b>11,433,371</b>	<b>12,618,245</b>
<b>EXPENDITURES</b>				
Administration	1,470,800	1,341,313	1,270,100	1,270,100
Operations	7,427,300	4,868,123	5,026,200	5,026,200
Vehicle Maintenance	2,189,000	1,849,200	2,085,220	1,730,800
Facility Maintenance	1,402,150	1,383,150	1,325,150	1,325,150
Capital Costs of Operating	546,600	384,500	632,600	657,600
5703 NTD Schedule in 2020 budget	-	444,335	642,087	642,087
<b>Total Expenditures</b>	<b>13,035,850</b>	<b>10,270,621</b>	<b>10,981,357</b>	<b>10,651,937</b>
<b>NET CHANGE</b>				
<b>REVENUE OVER/(UNDER)EXPENDITURES</b>	-	-	452,014	1,966,308
<b>Fund Balance, EOY 2019</b>	<b>4,378,020</b>	<b>4,378,020</b>	<b>4,378,020</b>	<b>4,378,020</b>
<b>Estimated fund Balance, EOY 2020</b>	<b>3,679,770</b>	<b>2,638,788</b>	<b>4,830,034</b>	<b>6,344,328</b>
<b>Fund Balance 2020 as a % of Adopted Budget 2020</b>	<b>28.2%</b>	<b>20.2%</b>	<b>37.1%</b>	<b>48.7%</b>

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

\*\*2021 budget projection assumes the use of operating reserves totaling \$3.3M

**SouthWest Transit  
Agency Fund Balance Reserves**

	General Fund	Capital State of Good Repairs/Asset Management	Debt Service	Total
Beginning Fund balance 2019	\$ 4,378,020	\$ 11,851,187	\$ 26,229	\$ 16,255,436
Estimated Net Change in Fund Balance Per 2020 budget tracking	1,966,308	(6,086,318)	5,418,917	1,298,907
<b>Estimated Fund Balance, EOY</b>	<b>\$ 6,344,328</b>	<b>\$ 5,764,869</b>	<b>\$ 5,445,146</b>	<b>\$ 17,554,343</b>
<i>Operating General Fund Adopted Budget</i>	<b>\$13,035,850</b>			
<i>Fund balance 2020 as a % of Adopted Budget</i>	<b>48.7%</b>			

# Updates

# MESSERLI | KRAMER

## ATTORNEYS & ADVISORS

### **Third Special Session of 2020**

On August 7, Governor Walz called legislators back for a third special session beginning Wednesday, August 12. Due to his Peacetime Emergency Declaration, the Governor is required to call the legislature into session every 30 days so that they have an opportunity to vote to end his emergency powers. A resolution to end the peacetime emergency powers passed in the Senate, but the House did not suspend the rules to take up the resolution, leaving the Governor's emergency powers intact for the next 30 days.

The session began the day after the statewide primary election, where 40 separate primary contests took place. This November, all 201 legislative seats are on the ballot, making the actions and outcomes of each session more consequential.

### **Budget Outlook**

Minnesota Management and Budget (MMB) released a budget update on July 31<sup>st</sup> that predicted a \$4.7 billion deficit for the 2022-2023 biennium. The state has taken a few actions to cut costs, including instituting a state employee hiring freeze and holding a round of layoffs at the Minnesota Zoo and the Department of Corrections. Additional layoffs of state workers are being planned, as well as the closure of two state prisons. The Governor and his cabinet have also taken a 10% pay decrease to demonstrate their acknowledgement of a potentially difficult financial future.

However, last month 47,000 state workers started receiving their planned 2.5% pay increase, which will cost the state an additional \$444.3 million this biennium. The state's reserve account does have \$2 billion in its rainy day fund, but 2020's grim outlook is making legislators hesitant to drain the account in case of future emergencies. Some leaders are also betting that additional federal aid will be sent to Minnesota that will free up funds that can be used to shore up the deficit.

The focus of 2021's regular legislative session will be to pass a biennial budget, which will include finding the cuts necessary to address any shortfalls, as is mandated by the state constitution.

### **Blackout Period: No Bonding Bill**

The legislature had jointly agreed not to pursue a bonding bill during the month of August and to institute a short blackout period on passing any budget-related bills. The state's bond sale took place on August 11<sup>th</sup>, where a total of \$1.2 billion in general obligation bonds was sold. Minnesota also refinanced \$704 million in existing bonds, which resulted in a savings of \$105 million. During the weeks

leading up to and immediately after the sale, the state's financial situation is not able to change, so no budget or bonding bills can be passed.

Due to the blackout period, the legislature was unable to pass a bonding bill during this special session, and plans on continuing their bonding negotiations during a September special session.

### **Legislation that Passed**

#### **SF 1 (Abeler/Cantrell) Funding for disability providers**

During the last two special sessions and the regular session, the House and Senate have attempted to find a compromise on a funding package for home and community-based providers who serve people with disabilities. The House, Senate and Governor were able to come to an agreement for this session to bring aid to these much-needed workers.

The bill provides \$30 million in grants to providers that have been affected by closures and interruptions due to the Coronavirus. The grant amounts are equal to roughly a month's worth of lost revenue for most providers. \$20 million will be available for facilities to pay operating expenses and pay their staff, and \$10 million will be dedicated to helping these businesses reopen with new infection prevention requirements in place.

The bill passed the Senate unanimously and passed in the House with only one vote in opposition: Rep. Jack Considine. He stated that he voted against the bill because it did not provide any additional aide to personal care assistants.

#### **HF 2 (Mariani/Limmer) Technical Changes to Police Excellence Advisory Council and POST Board**

This bill contained technical corrections to the police reform package that passed during the July special session. Sen. Limmer stated that the reason HF 2 was necessary was that the police reform package, though passed in July, was drafted in May, so most of the effective dates and starting schedules for the advisory council were already past due.

In the Senate, an amendment was offered by Sen. Eichorn with the intent to keep the Commissioner of the Department of Corrections from closing or moving an adult male Challenge Incarceration Program from the Togo Correctional Facility. The amendment was only offered to highlight the importance and effectiveness of their program and the consequences if the Commissioner chose to cut the program due to the looming budget crisis. Sen. Eichorn withdrew the amendment after conversation ended, and HF 2 is now on its way to the Governor.

### **Legislation that Did Not Pass**

#### **SF 14 (Chamberlain) Veteran Offenders Restorative Justice Guidance to Courts**

The only other bill that was debated during the third special session was heard in the Senate. It would have created uniform standards for addressing low-level crimes committed by veterans that are dealing



with a service-related mental health condition. This bill has been brought up in a previous special session, but an incomplete study of the bill's fiscal impact kept the Senate Republican majority from voting on the bill until now. SF 14 was passed in the Senate, but was not taken up in the House of Representatives.

### **Non-Confirmation of DOLI Commissioner**

The most controversial and surprising moment of the third special session took place in the Senate, when Majority Leader Paul Gazelka unexpectedly moved to deny confirmation of the appointment of Nancy Leppink, the Commissioner of the Department of Labor and Industry. As part of the system of checks and balances, the Senate is able to confirm or deny confirmation to Governor-appointed commissioners, which gives them the ability to remove a Commissioner from office. Sen. Gazelka's did not alert the Minority or the Governor of his intentions until the moment he made the motion, sending a text message to a few key leaders telling them what was about to happen.

Sen. Gazelka and other members of the majority ran through a list of complaints against the Commissioner, citing harassment of constituents, an inability to respond to legislative concerns, unusual interpretations of well-known waivers and statutes, and choosing to inhibit businesses instead of working with them. Democrats, stunned by the comments, responded by naming the many recommendations for confirmation the Commissioner has received from labor and business groups, along with praising her intelligence, incredible qualifications, and ability to successfully enact several large-scale policy changes.

The Senate Democrats accused the Republicans of removing the Commissioner simply because they didn't like her, and characterized the motion as an immature reaction to being unhappy with the Governor's continued emergency powers. The motion passed the Senate by a narrow vote of 34-32, with Republican Senator Abeler being the only member that did not vote. Commissioner Leppink was removed from her office.

On average, a commissioner is denied confirmation by the Minnesota Senate about every six years, and the last time that this took place was a decade ago.

### **Commissioner Frans Moves On**

Another Commissioner – Myron Frans of the Office of Minnesota Management and Budget - also made the news during special session by announcing that he has decided to take a job as the Senior Vice President of Finance and Operations at the University of Minnesota. Gov. Walz has appointed Deputy Commissioner Jim Schowalter as his successor, who has previously worked in the Dayton and Pawlenty administrations. The timeline for Frans' transition and departure is still being decided.

### **End of Session**

The House of Representatives were only in session for about 4 hours, and the Senate debated for five. The 3<sup>rd</sup> special session was the shortest session this year so far, mainly due to the financial blackout period that kept the legislature from debating any budget or bonding bills. The Governor will need to



call the legislature back into session in another 30 days to extend his emergency powers, and both the House and Senate have discussed reopening bonding bill negotiations during that time.





## Administrative Updates

**Legislative** – Governor Walz called his third special session on August 12. The Governor is required to call the legislature into session every 30 days to extend or end his emergency powers. The Senate passed a resolution to end the emergency powers, but the House did not take up the resolution leaving the Governor’s emergency powers intact for another 30 days. See attachment related to budget outlook, bonding bill, and the legislation that passed and failed during the last session.

**Metropolitan Council MVST Agreement** – The Metropolitan Council is requiring all suburban providers to sign an agreement to receive our statutorily dedicated MVST funding. The agreement had a number of clauses we objected to (besides having what they are asking for already in state statute) including having the agreement in place for a five year period (i.e. the State budgets on a biannual basis). Collectively with MVTA and Maple Grove, we have provided language that would be acceptable. We are still awaiting a response from the Metropolitan Council.

**Metro Cities Presentation on STA** – Recently Luther Wynder from MVTA had the opportunity to present an overview of the suburban transit association and our current needs. Commissioner Mike Huang also had the opportunity to participate. Attached is summary of the meeting provided by Commissioner Huang.

**Vehicle Storage** – We currently have a lease to store 21 State Fair vehicles in Chaska. These vehicles have previously been retired from our fleet for several years. This year we are scheduled to dispose of 8-10 of these vehicles (i.e. send to auction). Our plan was to replace these vehicles with vehicles retiring from our current service fleet in 2020 and 2021. However, the Council has currently put a hold on bringing in new larger capacity vehicles. Adding to this, the owner we currently lease property from in Chaska has recently reached a deal with a major tenant who will be needing the area we currently occupy. Therefore, moving forward our plan is still to dispose of 8-10 vehicles (too costly to continue to maintain. Future State Fair service undecided. Reduces the amount of space required to store remaining State Fair Vehicles). First Transit has agreed to provide us with temporary storage space in Burnsville at no cost. Between this space and what we can squeeze in around the garage, our storage space is resolved at least for the short term.

**Driver Update** – With the impacts of COVID-19, it does not appear we will have enough work available for all the drivers we had on staff prior to the outbreak. Starting September 8<sup>th</sup>, we will have thirty-five active drivers (driving, working utility, and working spares). Three drivers will be “casual” working on call as needed. Nine drivers will remain furloughed through the end of the year, meaning they are in our systems and health benefits provided. These individuals will be the first ones called back if we begin to expand the service again. Twenty-five drivers will be laid-off or have chosen to work at another First Transit operation.

## Operations, Planning, Vehicle Maintenance, IT Updates for August 2020

**Passenger Protection** – Staff continues to look for ways to improve the personal safety of riders and divers related to the COVID-19 pandemic. As part of this effort the installation of protective plexiglass shielding will be installed ASAP on express buses. The shielding will be installed in each passenger row from the ceiling of the bus down to the top of the seats in order to mitigate the spreading of air droplets throughout the vehicle. Staff hopes to begin the installation of the barriers in September. Additionally, staff is looking at multiple options to improve protection around the driver that will go above and beyond the precautions already taken.

These efforts are very much ongoing and will continue throughout the duration of the COVID-19 pandemic.

**Service Change** – The next service change will go into effect on Tuesday, September 8<sup>th</sup>. The change will effectively double the amount of express services offered by increasing the frequency of service from 30 minutes to 15 minutes during the AM and PM peaks. Midday service will remain at two-hour frequencies. SW Prime service will also add an extra vehicle to meet an anticipated steady increase in demand.

Should ridership increase more than anticipated on 9/8, we have assured that ample spare buses will be utilized to address any “overflow” loads (maximum of 20 passengers per bus) that may occur.

**Normandale Service** – Due to the COVID-19 pandemic, Normandale Community College has made the decision to reduce the amount of in-person learning to no more than 20% of students on campus at any given time. This makes it difficult for SWT to provide any regular fixed route services to Normandale that would garner the needed ridership. Therefore, we have decided to offer scheduled ahead of time SW Prime service to Normandale Community College starting when classes start on Monday, 8/24.

Service will be offered similar to SW Prime MD where riders will need to call in to book their ride. However, staff is working with Spare Labs (our SW Prime software vendor) to make scheduling to Normandale on the SW Prime app possible. We expect this feature to launch in early September.

**494/Airport Service Planning** – Planning continues for an October launch of limited service along the 494 corridor. A positive development is that staff asked for and was granted a scope change to the CMAQ grant that will be funding the service that will allow for the service to be expanded to the Airport on a demand-response basis. Staff is waiting on the transponder technology needed to access the Mall of American Transit Station. Once installed in early October the service is planned to start short thereafter. Staff will provide the Commission with greater detail on how the service will operate at the Commission’s September meeting.

**NexTrip Monitors** – The SouthWest Transit bus lobbies have up to the minute departure times displayed on a monitor. This hardware was over 5 years old and the software that calls for the bus location was end of life. New hardware and software has been installed and passengers will continue to have up to the minute arrival times for routes.

**Annunciators** were tested last week on a route. Some adjustments to distance, volume and verbiage were made and sent to Metro Transit for implementation. Testing will resume when the updates are

pushed to the buses. We are hopeful to have the system fully operational and making announcements by the end of September.

**SWS Conduit Relocation** project is well underway with a majority of conduit in place. EPS hopes to have the project wrapped up in the middle of September.