

*June 24, 2021*



**SouthWest Transit Commission**

2120 Chestnut Street N  
Chaska, MN 55318

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

# SOUTHWEST TRANSIT COMMISSION AGENDA

**Thursday, June 24, 2021**

**Work Session – 6pm-6:30pm**

**Commission Meeting – 6:30 pm**

Meeting Options: **In Person (East Creek Station - Chaska)** or Via Video/Phone

## Using a Computer (allows viewing of presentation and guests)

1. Go to <https://zoom.us/j/94148183728?pwd=YWVQZlhFRWZqRXl3U2F0aDRSRVZPZz09>
2. Meeting ID: 941 4818 3728
3. Passcode: 296879
4. You can join the meeting 15 mins prior to meeting start time.

## Using a Phone (audio only)

1. Call 1 312 626 6799
2. Meeting Number 941 4818 3728
3. Passcode: 296879
4. You can join the meeting 15 mins prior to meeting 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 can either attend in person or participate in this meeting via telephone/computer. The Commission meeting will be conducted under Minnesota Statutes section 13D.021 or if a quorum of the Commission appears in-person, then under Minnesota Statutes section 13D.02 and 2021 Minnesota Laws chapter 14 section 7 at the location, date, and time stated above. Members of the public may attend the meeting in person or view [online](#).

### COMMISSION MEMBERS

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

### GENERAL COUNSEL

Joshua Dorothy - Attorney

### EXECUTIVE STAFF

Len Simich - Chief Executive Officer  
Dave Jacobson –Deputy CEO

Matt Fyten – Chief Operating Officer  
Tony Kuykendall – Maintenance Director  
Souriyong Souriya – Finance Director  
Al Halaas – First Transit Director/GM

## **WORK SESSION 6pm-6:30pm**

**Topic – Budget**

## **COMMISSION MEETING AGENDA**

**Commission Meeting Starts at upon the conclusion of the Work Session. –  
Approximately 6:30pm**

- I. PUBLIC COMMENT
- II. APPROVAL OF AGENDA
- III. PAYMENT OF CLAIMS (Rollcall Vote)
- IV. CONSENT
  - A. Approval of Minutes of May Commission Meeting
  - B. Approval of Financial Statements
  - C. Bus Air Purification Systems – Tony Kuykendall
  - D. Driver Barriers – Tony Kuykendall
- V. NEW BUSINESS
  - A. Legislative Update/Recap – Len Simich and Joe Bagnoli
  - B. Intercity Bus Service RFP Submittal – Matt Fyten and Len Simich
  - C. Repairs to East Creek Station Pavers and Snowmelt System – Mike Dartt
  - D. SouthWest Village (SWV) Drain Additions and Paver Repairs – Mike Dartt
- VI. UPDATES
- VII. ADJOURNMENT

**Note: At the Conclusion of the Commission Meeting, the SouthWest Transit Committee of the Whole will meet to receive an update from the Budget and Personnel Committee and CEO on the agency succession plan.**

# Payment of Claims

**SouthWest Transit**

**05/19/2021 Thru 06/16/2021**

**Meeting Date: 05/27/2021**

**Payment of Claims**

<b>Check Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Check Amount</b>
7780	AMERICAN PRESSURE INC.	Tank Lid	5/21/2021	\$ 58.80
7781	BERGANKDV	Professional Services - Audit Service	5/21/2021	\$ 25,200.00
7782	CLEARSOFT Water Conditioning	Supplies	5/21/2021	\$ 619.36
7783	EDEN PRAIRIE CHAMBER OF COMMER	Membership Dues	5/21/2021	\$ 425.00
7784	EDEN PRAIRIE NEWS	Marketing	5/21/2021	\$ 958.32
7785	FIRST TRANSIT, INC.	Operation Service	5/21/2021	\$ 195,445.96
7786	GILLIG LLC	Fleet Parts	5/21/2021	\$ 48.57
7787	GO INTELLECTUAL CAPITAL, LLC	HR Consultant Service	5/21/2021	\$ 110.00
7788	GSSC CORPORATE OFFICE	Service Call	5/21/2021	\$ 1,629.53
7789	KREATIVE ACRYLICS INC	Fleet Parts	5/21/2021	\$ 1,460.00
7790	MYERS TIRE - CHICAGO #12	Fleet Parts	5/21/2021	\$ 185.77
7791	NCPERS MINNESOTA	Life Insurance	5/21/2021	\$ 64.00
7792	OCCUPATIONAL MEDICINE CONSULTS	Drug Testing	5/21/2021	\$ 115.00
7793	OFFICE DEPOT	Printer Toner	5/21/2021	\$ 311.95
7794	POPP COMMUNICATIONS	Utilities Phone	5/21/2021	\$ 2,272.86
7795	RSM US PRODUCT SALES LLC	IT Services	5/21/2021	\$ 111.00
7796	SITEONE LANDSCAPE SUPPLY, LLC	Landscape Supplies	5/21/2021	\$ 481.94
7797	TURBO SEAL LLC	SWV Paver Replace Dwn Pmt	5/21/2021	\$ 3,595.00
7798	WALKER CONSULTANTS	Roof Project Consultation	5/21/2021	\$ 3,762.50
7799	XCEL ENERGY	Utilities Payment	5/21/2021	\$ 1,715.80
7800	ABLE CONCRETE RAISING INC.	Concrete Slab by Fuel Pumps	5/28/2021	\$ 7,650.00
7801	ALLSTATE PETERBILT	Fleet Parts	5/28/2021	\$ 1,371.84
7802	JUSTIN AMBROZ	Dem Com Recycling Reimbursement	5/28/2021	\$ 85.12
7803	AMERICAN PRESSURE INC.	Tank Lid	5/28/2021	\$ 58.80
7804	BACHMAN'S CREDIT DEPARTMENT	Landscape Supplies	5/28/2021	\$ 2,874.62
7805	BARTON SAND & GRAVEL CO.	Facility Supplies	5/28/2021	\$ 100.00
7806	BTR OF MINNESOTA	Fleet Parts	5/28/2021	\$ 36.69
7807	C & J BUS REPAIR, INC.	Fleet Parts	5/28/2021	\$ 355.63
7808	CENTERPOINT ENERGY	Gas Utility	5/28/2021	\$ 870.38
7809	CENTURYLINK	Phone Utility	5/28/2021	\$ 122.66
7810	EARL F. ANDERSEN	Signs at SWT Airport Service	5/28/2021	\$ 1,443.00
7811	FACTORY MOTOR PARTS COMPANY	Fleet Parts	5/28/2021	\$ 59.70
7812	FAIRCHILD EQUIPMENT	Fleet Parts	5/28/2021	\$ 269.98
7813	FIDELITY SECURITY LIFE INSURANCE CO.	Life and Benefit Insurance Payment	5/28/2021	\$ 232.18
7814	FRANZ REPROGRAPHICS	Monthly Project Fee	5/28/2021	\$ 100.00
7815	GILLIG LLC	Fleet Parts	5/28/2021	\$ 64.16
7816	GRAINGER	Shop Supplies	5/28/2021	\$ 139.20
7816	GRAINGER	Supplies	5/28/2021	\$ 1,110.15
7816	GRAINGER	Vehicle Supplies	5/28/2021	\$ 269.16
7817	HENNEPIN COUNTY AR	Radio Fleet Fee	5/28/2021	\$ 327.04
7818	HOGLUND BUS COMPANY	Fleet Parts	5/28/2021	\$ 403.20
7819	HOME DEPOT CREDIT SERVICES	Facility Supplies	5/28/2021	\$ 219.15
7820	LEAGUE MN CITIES INS. TRUST	Insurance Deductible	5/28/2021	\$ 2,500.00
7821	MENARDS	Facility Supplies	5/28/2021	\$ 602.46
7821	MENARDS	Shop Supplies	5/28/2021	\$ 178.91
7821	MENARDS	Supplies	5/28/2021	\$ 17.96
7822	MRA - THE MANAGEMENT ASSOCIATION	Membership Renewal	5/28/2021	\$ 245.00
7823	NAPA AUTO PARTS	Fleet Parts	5/28/2021	\$ 41.49
7824	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	5/28/2021	\$ 402.36
7824	O'REILLY AUTOMOTIVE, INC.	Shop Supplies	5/28/2021	\$ 4.62
7825	PIONEER RIM & WHEEL CO.	Fleet Parts	5/28/2021	\$ 81.15
7826	PRIORITY COURIER EXPERTS	Courier	5/28/2021	\$ 28.27

SouthWest Transit				
05/19/2021 Thru 06/16/2021				
<b>Meeting Date: 05/27/2021</b>				
<b>Payment of Claims</b>				
Check Number	Vendor Name	Description	Check Date	Check Amount
7827	RSM US PRODUCT SALES LLC	IT Services	5/28/2021	\$ 1,387.00
7828	SSI MN TRANCHE 3 ACCT: 10327096	Subscription US Solar	5/28/2021	\$ 4,360.53
7829	SUBURBAN CHEVROLET	Fleet Parts	5/28/2021	\$ 1,745.92
7830	SYNCB AMAZON	Fleet Parts	5/28/2021	\$ 97.95
7830	SYNCB AMAZON	Shop Supplies	5/28/2021	\$ 44.39
7831	THE AFTERMARKET PARTS COMPANY	Fleet Parts	5/28/2021	\$ 1,191.64
7832	U.S. BANK EQUIPMENT FINANCE	Copier Lease	5/28/2021	\$ 699.00
7833	UNIFIRST CORPORATION	Drivers Uniforms	5/28/2021	\$ 258.48
7833	UNIFIRST CORPORATION	Uniform Service	5/28/2021	\$ 67.90
7834	VISUAL IMPACT, LLC	Driver Barriers	5/28/2021	\$ 3,850.00
7835	WALKER CONSULTANTS	Roof Project Consultation	5/28/2021	\$ 8,500.00
7836	WAYTEK INC.	Shop Supplies	5/28/2021	\$ 6.96
7837	WESTERN SPECIALTY CONTRACTORS	PM Repairs at CTS	5/28/2021	\$ 38,835.00
7837	WESTERN SPECIALTY CONTRACTORS	PM Repairs at SWV	5/28/2021	\$ 39,240.00
7838	XCEL ENERGY	Utilities Payment	5/28/2021	\$ 1,167.81
7839	ALLSTATE PETERBILT	Fleet Parts	6/3/2021	\$ 2,500.45
7840	PATRICK BRINK	Work on APTA Award Entry	6/3/2021	\$ 2,362.50
7841	CBIZ FINANCIAL SOLUTIONS, INC.	Retirement Advisory Service	6/3/2021	\$ 95.38
7842	CENTURYLINK	Phone Utility	6/3/2021	\$ 470.20
7843	CITY OF CHASKA UTILITY BILLING	Utilities Payment	6/3/2021	\$ 1,616.66
7844	COMCAST BUSINESS - CABLE	Cable TV Service	6/3/2021	\$ 412.76
7845	CUMMINS NPOWER, LLC	Vehicle Parts	6/3/2021	\$ 720.00
7846	FASTENAL COMPANY	Shop Supplies	6/3/2021	\$ 12.20
7847	GO INTELLECTUAL CAPITAL, LLC	HR Consultant Service	6/3/2021	\$ 440.00
7848	GRAINGER	Shop Supplies	6/3/2021	\$ 14.34
7848	GRAINGER	Vehicle Supplies	6/3/2021	\$ 27.54
7849	GREGERSON, ROSOW, JOHNSON & NILAN, LTD	Professional Services - Legal Fees	6/3/2021	\$ 7,010.59
7850	GRILL STAR CATERING	Catering	6/3/2021	\$ 2,258.03
7851	HOGLUND BODY & EQUIPMENT, INC.	Vehicle Parts	6/3/2021	\$ 1,178.00
7852	HOGLUND BUS COMPANY	Fleet Parts	6/3/2021	\$ 403.20
7853	MATHESON TRI-GAS INC.	Welding Gas	6/3/2021	\$ 21.82
7854	MEDIACOM	Internet Service Payment	6/3/2021	\$ 374.89
7855	MENARDS	Facility Supplies	6/3/2021	\$ 568.09
7856	MILLER TRUCKING OF BUFFALO INC	Vehicle Supplies	6/3/2021	\$ 2,074.50
7857	MVEC, MINNESOTA VALLEY ELECTRIC COOP	Utilities Electric	6/3/2021	\$ 1,431.80
7858	NAPA AUTO PARTS	Fleet Parts	6/3/2021	\$ 14.88
7859	NAYAX	Monthly Service Fee	6/3/2021	\$ 15.90
7860	OFFICE DEPOT	Office Supplies	6/3/2021	\$ 59.89
7861	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	6/3/2021	\$ 52.33
7861	O'REILLY AUTOMOTIVE, INC.	Vehicle Parts	6/3/2021	\$ 20.26
7862	PITNEY BOWES INC	Postal Machine Lease	6/3/2021	\$ 443.85
7863	PPG ARCHITECTURAL FINISHES	Facility Supplies	6/3/2021	\$ 40.44
7864	PRIORITY COURIER EXPERTS	Courier	6/3/2021	\$ 28.27
7865	REPUBLIC SERVICES #894	Refuse Service	6/3/2021	\$ 1,256.38
7866	ROYAL TIRE INC.	Fleet Parts	6/3/2021	\$ 169.98
7866	ROYAL TIRE INC.	Tires	6/3/2021	\$ 1,254.76
7867	SAV PEST CONTROL	Pest Control	6/3/2021	\$ 550.00
7868	SIGN SOURCE, INC.	Fleet Parts	6/3/2021	\$ 509.00
7869	SUBURBAN CHEVROLET	Fleet Parts	6/3/2021	\$ 44.59
7870	SUMMIT COMPANIES	Sprinker & Extinguisher Inspection	6/3/2021	\$ 2,000.00
7871	SW METRO CHAMBER OF COMMERCE	Membership Dues	6/3/2021	\$ 400.00
7872	SYNCB AMAZON	Fleet Parts	6/3/2021	\$ 58.00

**SouthWest Transit**

**05/19/2021 Thru 06/16/2021**

**Meeting Date: 05/27/2021**

**Payment of Claims**

<b>Check Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Check Amount</b>
7872	SYNCB AMAZON	Shop Tools	6/3/2021	\$ 545.84
7873	THE AFTERMARKET PARTS COMPANY	Fleet Parts	6/3/2021	\$ 719.60
7873	THE AFTERMARKET PARTS COMPANY	Vehicle Parts	6/3/2021	\$ 340.91
7874	T-MOBILE	Bus Wifi Service	6/3/2021	\$ 4,383.28
7875	TURBO SEAL LLC	ECS Conrete Replace Dwn Pmt	6/3/2021	\$ 6,637.50
7876	UNIFIRST CORPORATION	Drivers Uniforms	6/3/2021	\$ 516.96
7876	UNIFIRST CORPORATION	Uniforms	6/3/2021	\$ 135.80
7877	VERIFIED CREDENTIALS	Background Screening	6/3/2021	\$ 19.30
7878	WEX BANK	Fuel	6/3/2021	\$ 86.02
7879	WILSON'S NURSERY INC.	Landscape Supplies	6/3/2021	\$ 224.10
7880	ALLSTATE PETERBILT	Fleet Parts	6/10/2021	\$ 17.56
7881	BLUETARP FINANCIAL, INC.	Building Supplies	6/10/2021	\$ 26.87
7882	CBIZ FINANCIAL SOLUTIONS, INC.	Retirement Advisory Service	6/10/2021	\$ 12.83
7883	CENTERPOINT ENERGY	Gas Utility	6/10/2021	\$ 42.83
7884	CENTURYLINK	Phone Utility	6/10/2021	\$ 62.51
7885	DIGI-KEY ELECTRONICS 2504033	Fleet Parts	6/10/2021	\$ 38.50
7886	FAIRCHILD EQUIPMENT	Vehicle Parts	6/10/2021	\$ 109.80
7887	GRAINGER	Vehicle Supplies	6/10/2021	\$ 385.19
7888	HOGLUND BODY & EQUIPMENT, INC.	Vehicle Parts	6/10/2021	\$ 929.00
7889	LIFE INSURANCE COMPANY OF NORTH AMERICA	LTD and Life Benefit Insurance	6/10/2021	\$ 1,186.66
7890	LOCAL GOVERNMENT INFORMATION SYSTEMS	Finance Software Lease	6/10/2021	\$ 1,423.00
7891	MENARDS	Facility Supplies	6/10/2021	\$ 50.28
7891	MENARDS	Supplies	6/10/2021	\$ 129.24
7892	MILLER TRUCKING OF BUFFALO INC	Landscape Supplies	6/10/2021	\$ 1,461.67
7893	MYERS TIRE - CHICAGO #12	Shop Supplies	6/10/2021	\$ 284.35
7894	LEN SIMICH	Lunch Meetings, Pictures for Garage Training Room, Airline Flights Reimbursement.	6/10/2021	\$ 1,169.20
7895	SITEONE LANDSCAPE SUPPLY, LLC	Landscape Supplies	6/10/2021	\$ 135.31
7897	SYNCB AMAZON	Shop Supplies	6/10/2021	\$ 404.48
7898	TASC	FSA/HSA Admin Fees	6/10/2021	\$ 214.57
7899	THE AFTERMARKET PARTS COMPANY	Fleet Parts	6/10/2021	\$ 1,237.85
7899	THE AFTERMARKET PARTS COMPANY	Warranty Credit	6/10/2021	\$ (360.95)
7900	THE DALE GREEN COMPANY	Landscape Supplies	6/10/2021	\$ 494.00
7901	TIMBERWALL LANDSCAPE & MASONRY	Landscape Supplies	6/10/2021	\$ 161.89
7902	TURBO SEAL LLC	SWV & ECS Asphalt Maint.	6/10/2021	\$ 5,782.50
7903	U.S. BANK EQUIPMENT FINANCE	Copier Lease	6/10/2021	\$ 148.00
7904	MATTHEW VIETH	ASE Test Fees Reimbursement	6/10/2021	\$ 81.00
7905	ABC BUS COMPANIES	Fleet Parts	6/11/2021	\$ 838.39
7906	AMERICAN PUBLIC TRANSPORTATION	APTA Membership Dues	6/11/2021	\$ 6,000.00
7907	BOYER FORD TRUCKS-PARTS DIST	Landscape Supplies	6/11/2021	\$ 293.74
7908	CENTERPOINT ENERGY	Gas Utility	6/11/2021	\$ 48.39
7909	EDEN PRAIRIE CHAMBER OF COMMER	Membership Dues	6/11/2021	\$ 425.00
7910	FASTENAL COMPANY	Shop Supplies	6/11/2021	\$ 22.65
7911	FIRST TRANSIT, INC.	Operation Service	6/11/2021	\$ 191,713.36
7912	GRAINGER	Vehicle Supplies	6/11/2021	\$ 69.17
7913	IMPERIAL SUPPLIES LLC	Shop Supplies	6/11/2021	\$ 365.90
7914	ROYAL TIRE INC.	Tires	6/11/2021	\$ 249.80
7915	SUBURBAN CHEVROLET	Fleet Parts	6/11/2021	\$ 702.73
7916	THE AFTERMARKET PARTS COMPANY	Fleet Parts	6/11/2021	\$ 2,988.40
7916	THE AFTERMARKET PARTS COMPANY	Vehicle Parts	6/11/2021	\$ 292.72
7917	ULINE ATTN: ACCOUNTS RECEIVABLE	Shop Equipment	6/11/2021	\$ 227.23

SouthWest Transit				
05/19/2021 Thru 06/16/2021				
<b>Meeting Date: 05/27/2021</b>				
<b>Payment of Claims</b>				
Check Number	Vendor Name	Description	Check Date	Check Amount
7918	VERIZON WIRELESS	Wireless Phone	6/11/2021	\$ 105.03
7919	WINTHROP & WEINSTINE, PA	Prof Fee- Legislative	6/11/2021	\$ 4,000.00
7920	HENNEPIN COUNTY AR	Radio Fleet Fee	6/15/2021	\$ 327.04
7921	HERC-U-LIFT	New Boom Lift for Facility Maint.	6/15/2021	\$ 101,897.00
		<b>TOTAL</b>		<b>\$ 733,004.30</b>
	<b>ACH Withdraws</b>			
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	5/27/2021	\$ 15,234.94
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	6/3/2021	\$ 7,094.03
	MET COUNCIL RETAILSAL E CPOS SW	Go To Card Reimbursement	6/11/2021	\$ 530.00
	MET COUNCIL RETAILSAL E CPOS SW	Go To Card Reimbursement	6/7/2021	\$ 445.00
	MET COUNCIL RETAILSAL E CPOS SW	Go To Card Reimbursement	5/28/2021	\$ 400.00
	MET COUNCIL RETAILSAL E CPOS SW	Go To Card Reimbursement	5/21/2021	\$ 195.00
	ADP PAYROLL FEES ADP - FEES 10TH9 2476205	Payroll Service	5/21/2021	\$ 600.00
	CARDMEMBER SERV WEB PYMT	Credit Card Payment	5/26/2021	\$ 1,066.86
	PAYPAL TRANSFER TSHEETS	Payroll Service	6/11/2021	\$ 230.00
	POSITIVE PAY	Bank Fee	5/28/2021	\$ 50.00
	ACH ORIGATION	Bank Fee	5/28/2021	\$ 40.00
		<b>TOTAL</b>		<b>\$ 25,885.83</b>
	<b>Payroll</b>			
	ADP, INC.	Payroll	5/27/2021	\$ 79,645.56
	ADP, INC.	Payroll	6/10/2021	\$ 82,583.95
		<b>TOTAL</b>		<b>\$ 162,229.51</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
	Joe Towson	Cell Phone Allowance		\$ 50.00
	Justin Ambroz	Cell Phone Allowance		\$ 50.00
	Connor Froemming	Cell Phone Allowance		\$ 50.00
	Evan Rozelle	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
	Kevin Berg	Tools Allowance		\$ 100.00
	Ben Green	Tools Allowance		\$ 100.00
	Dave Huddleston	Tools Allowance		\$ 100.00
	Kyle Jackels	Tools Allowance		\$ 100.00
	Edwin Nama	Tools Allowance		\$ 100.00
	Bradley Peters	Tools Allowance		\$ 100.00
	Jordan Roske	Tools Allowance		\$ 100.00
	Lonnie Van Eps	Tools Allowance		\$ 100.00
	Matt Vieth	Tools Allowance		\$ 100.00



SouthWest Transit				
05/19/2021 Thru 06/16/2021				
Meeting Date: 05/27/2021				
Payment of Claims				
Check Number	Vendor Name	Description	Check Date	Check Amount
	Steve Michael	Tools Allowance		\$ 100.00
		TOTAL		\$ 2,672.00
		GRAND TOTAL		\$ 921,119.64

# Consent

# SOUTHWEST TRANSIT COMMISSION MINUTES

Thursday, May 27, 2021  
Commission Meeting – 6:30 pm

## COMMISSION MEMBERS

Mike Huang – City of Chaska  
PG Narayanan – City of Eden Prairie  
Jerry McDonald – City of Chanhassen  
Mark Freiberg – City of Eden Prairie  
Bob Roepke – City of Chaska  
Elise Ryan – City of Chanhassen  
Joy McKnight – Ex Officio City of Carver

## GENERAL COUNSEL

Joshua Dorothy, Attorney

## GUEST

Joe Bagnoli, SWT Lobbyist

## EXECUTIVE STAFF

Len Simich, Chief Executive Officer  
Dave Jacobson, Chief Operating Officer  
Matt Fyten, Operations and Planning Director  
Tony Kuykendall – Vehicle Maintenance Manager  
Souriyong Souriya – Finance Director  
Al Halaas, Director/GM - First Transit

### I. PUBLIC COMMENT

The meeting was called to order by Chair Huang at 6:37 pm. There was no public comment.

### II. APPROVAL OF AGENDA

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

### III. PAYMENT OF CLAIMS

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

### IV. CONSENT

- A. **Approval of 04/22/2021 Minutes**
- B. **Approval of Financial Statements**
- C. **Garage Roof Project**
- D. **Employee Handbook Update**
- E. **Server Replacements**

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

## V. NEW BUSINESS

### A. Legislative Update

Chief Executive Officer Simich and SWT Lobbyist Bagnoli updated the Commission on information relating to the 2021 Legislative session. Matters discussed included:

- May 17 was the constitutional end date for the 2021 legislative session; announced broad targets and adjourned
- Waiting for federal guidance on how ARP funds can be spent

**Discussion only. No motion required.**

### B. Intercity Bus Service

CEO Simich stated that staff is pursuing the possibility of submitting proposals to MnDOT to operate Intercity Bus Service, including:

- from Hutchinson to Glencoe, Norwood, Waconia, Chaska/Chanhassen
- from Mankato to St. Peter, Le Sueur, Henderson, Belle Plaine, Jordan, Chaska/Chanhassen (partnering with MVTA)

Planning is in the very early stages; staff will return with more information at the next Commission meeting.

MnDOT plans to solicit proposals by early July.

**Discussion only. No motion required.**

### C. Sustainability Action Plan

Chief Operating Officer Fyten stated that SWT has always sought to be a leader in innovation and environmental sustainability. As technologies such as solar energy and electric vehicles evolve, the agency needs to prepare to incorporate such technologies into their facilities and operations.

Fyten stated that, in this regard, staff reached out to LHB Corp. to submit a proposal to create a Sustainability Action Plan for SWT, specific to the agency's unique goals and needs.

**Motion:** Ryan motioned, seconded by Narayanan to authorize SWT's CEO to enter into an agreement with LHB Corp. for an amount not to exceed \$43,000 for the creation of the agency's Sustainability Action Plan. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Roepke, yes; Ryan. The motion carried 6-0-0.

## VI. UPDATES

## VII. ADJOURNMENT

**Motion:** Freiberg motioned, seconded by Roepke to adjourn. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Roepke, yes; Ryan. The motion carried 6-0-0. The meeting adjourned at 7:49 pm.

May 27, 2021 SouthWest Transit Commission Minutes Prepared By: Linda Spevacek

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

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



## SOUTHWEST TRANSIT

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### MEMORANDUM

**TO:** SouthWest Transit Commission  
**FROM:** Souriyong Souriya – Finance Director  
**DATE:** June 16, 2021  
**SUBJECT:** SWT Financial Statements

**REQUESTED ACTION:** That the SWT Commission approve the April 2021 Financial Statement, May 2021 Investments and May 2021 Pledged Securities.

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

**BACKGROUND:**

Attached to this memo are the following financial statements:

- The April 30, 2021, Financial Statement for General Fund Operating, capital projects and debt service funds.
- The investment of SWT funds into certificates of deposits (CDs) and rate of return from 0.40%-2.75%.
- Five institutions provided the pledged securities for collateral beyond the FDIC insured.

**RECOMMENDATION:** That the SWT Commission approve the April 2021 Financial Statement, May 2021 Investments and May 2021 Pledged Securities.



Commission Meeting date 06.24.2021

**Balance Sheet for All Funds  
April 2021**

Balance Sheet Category	Fund Name					Total
	General Fund	Capital State of Good Repairs/Asset Management	SWS Relocation Capital	Grant Projects	Debt Service	
<b>Assets</b>						
Cash & Investments	\$ 7,073,722	\$ 8,050,537	\$ 723,986	\$ -	\$ 152,796	\$ 16,001,041
Accounts Receivable	1,144,149	-	-	-	-	1,144,149
Other Assets	371,232	-	-	-	-	371,232
<b>Total Assets</b>	<b>8,589,103</b>	<b>8,050,537</b>	<b>723,986</b>	<b>-</b>	<b>152,796</b>	<b>17,516,422</b>
<b>Liabilities</b>						
Accounts Payable	4,444	-	-	-	-	4,444
Other Liabilities	-	-	-	-	-	-
<b>Total Liabilities</b>	<b>4,444</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,444</b>
<b>Fund Balances</b>						
Beginning Fund Balance-January 2020	7,522,658	8,096,846	697,796	-	137,487	16,454,787
Net Change in Fund Balance	1,062,001	(46,309)	26,190	-	15,309	1,057,191
<b>Total Fund Balances</b>	<b>8,584,659</b>	<b>8,050,537</b>	<b>723,986</b>	<b>-</b>	<b>152,796</b>	<b>17,511,978</b>
<b>Total Liabilities &amp; Fund Balances</b>	<b>\$ 8,589,103</b>	<b>\$ 8,050,537</b>	<b>\$ 723,986</b>	<b>\$ -</b>	<b>\$ 152,796</b>	<b>\$ 17,516,422</b>



SouthWest Transit  
 Revenue and Expenditures for All Funds  
 Monthly Financial Report  
 YTD April 2021

Commission Meeting date 06.24.2021

April=33.3%

General Fund 100	Adopted Budget	Current Month Actual	2021 YTD Actual	2021 YTD Balance	% YTD Budget
<b>Revenues</b>					
Passenger Fares	\$ 748,400	\$ 13,419	\$ 62,619	(685,781)	8.4%
Contract Revenue	33,600	950	12,482	(21,118)	37.1%
CMAQ Grant Revenue	283,000	-	10,193	(272,807)	0.0%
5307 NTD Funding	784,000	-	-	(784,000)	0.0%
MVST Revenue	7,034,450	884,341	2,915,116	(4,119,334)	41.4%
RAMVST Revenue	1,313,300	165,103	544,240	(769,060)	41.4%
Investment Income	10,000	-	3,553	(6,447)	35.5%
Other Local Revenues	204,500	69,167	76,059	(128,441)	37.2%
	<u>10,411,250</u>	<u>1,132,981</u>	<u>3,624,263</u>	<u>(6,786,987)</u>	<u>34.8%</u>
Other Sources					
Insurance Recoveries	-	-	6,975	6,975	-
<b>Total Revenue</b>	<u>\$ 10,411,250</u>	<u>\$ 1,132,981</u>	<u>\$ 3,631,238</u>	<u>\$ (6,780,012)</u>	<u>34.9%</u>
<b>Expenditures</b>					
Administration	\$ 1,406,292	\$ 122,290	\$ 321,701	1,084,591	22.9%
Operations	6,469,290	337,331	1,014,920	5,454,370	15.7%
Vehicle Maintenance	1,927,656	159,809	427,517	1,500,139	22.2%
Facility Maintenance	1,438,100	124,604	366,507	1,071,593	25.5%
<b>Total Expenditures</b>	<u>11,241,338</u>	<u>744,034</u>	<u>2,130,645</u>	<u>9,110,693</u>	<u>19.0%</u>
5307 NTD Schedule	784,000	-	-	784,000	0.0%
Capital Cost Of Operating	1,546,995	197,030	438,592	1,108,403	28.4%
<b>Total Expenditures &amp; Capital Cost of Operating</b>	<u>13,572,333</u>	<u>941,065</u>	<u>2,569,237</u>	<u>11,003,096</u>	<u>18.9%</u>
<b>Net Change in Fund Balance</b>	<u>\$ (3,161,083)</u>	<u>\$ 191,916</u>	<u>\$ 1,062,001</u>		
<b>Fund Balance, January 1</b>			<u>\$ 7,522,658</u>		
<b>Fund Balance, End of Current Period</b>			<u>\$ 8,584,659</u>		
<b>Months of Operating Expenditures</b>			8		
<b>Fund Balance as a % of the Expenditure Budget</b>			<u>63.3%</u>		



SouthWest Transit  
 Revenue and Expenditures for All Funds  
 Monthly Financial Report  
 YTD April 2021

Commission Meeting date 06.24.2021

April=33.3%

All Other Funds	Adopted Budget	Current Month Actual	2021 YTD Actual	2021 YTD Balance	% YTD Budget
<b>Capital State of Good Repairs/Asset Management Fund</b>					
Revenue	\$ 378,021	\$ 11,669	\$ -	\$ (378,021)	0.0%
Expenditures	3,230,000	10,779	48,814	3,181,186	0.0%
Transfer In (Out)	-	-	-	-	0.0%
<b>Net Change in Fund Balance</b>	<b>\$ (2,851,979)</b>	<b>\$ 890</b>	<b>\$ (48,814)</b>		
<b>SWS Relocation Capital Projects Fund 338</b>					
Revenue	\$ -	\$ -	\$ -	-	0.0%
Expenditures	-	-	21,323	(21,323)	0.0%
Transfer In (Out)	-	-	-	-	-
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (21,323)</b>		
<b>Grant Projects Fund 336 &amp; 337 - NTD Grant Funds</b>					
Revenue	\$ -	\$ -	55,507	55,507	0.0%
Expenditures	-	-	55,507	(55,507)	0.0%
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		



SouthWest Transit					
Pledged Securities Accounts - May 2021					
Security Description	Safekeeping Agent	Maturity Date	Pledged Date	Book Value	Pledged Value
<b>Flagship Bank Minnesota</b>					
Treasury	United Bankers Bank	9/30/2024	3/7/2021	\$ 2,074,218.76	\$ 2,000,000.00
Treasury	United Bankers Bank	7/31/2024	3/7/2021	\$ 1,044,609.38	\$ 1,000,000.00
Treasury	United Bankers Bank	1/31/2025	4/26/2021	\$ 1,589,978.25	\$ 1,500,000.00
FHLMC - FED Home Loan Mortgages	United Bankers Bank	11/1/2021	8/12/2015	\$ 268,200.74	\$ 252,651.91
FNMA - FED NATL MTG ASSN	United Bankers Bank	8/1/2021	10/23/2012	\$ 249,021.11	\$ 234,660.98
MBS-FNMA/FHLMC	United Bankers Bank	9/1/2027	5/26/2020	\$ 178,860.87	\$ 178,860.87
Wells Natl West	United Bankers Bank	1/17/2023	4/2/2020	\$ 249,000.00	\$ 249,000.00
Enerbank USA	United Bankers Bank	9/13/2024	9/25/2019	\$ 247,813.53	\$ 249,000.00
Morgan Stanley	United Bankers Bank	11/14/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
3RD FED SVGS	United Bankers Bank	11/25/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
US Treasury Notes	United Bankers Bank	7/31/2022	10/6/2016	\$ 749,827.86	\$ 750,000.00
FHLB	United Bankers Bank	6/11/2021	5/25/2018	\$ 500,033.81	\$ 500,000.00
FFCB-FED Credit Bank	United Bankers Bank	9/1/2021	10/6/2016	\$ 500,289.38	\$ 500,000.00
GNMA	United Bankers Bank	8/20/2040	7/20/2018	\$ 129,936.85	\$ 125,155.38
GNMA	United Bankers Bank	1/20/2033	1/20/2021	\$ 158,628.93	\$ 153,778.83
				\$ 8,434,419.47	\$ 8,187,107.97
<b>BankVista</b>					
FDIC	FDIC - State	10/6/2021	6/6/2018	\$ 250,000	\$ 250,000
FDIC	ICS Account	10/6/2021	6/6/2018	\$ 5,431,663	\$ 5,431,663
<b>Tradition Capital Bank</b>					
Edgewood OH City Sch Dist Bond	BMO Harris Bank N.A	12/1/2029	12/19/2019	\$ 533,985	\$ 500,000
Little Blue VLY MO SWR Dist SW Bond	BMO Harris Bank N.A	9/1/2027	9/26/2019	\$ 1,097,870	\$ 1,000,000
Port Neches-Groves TX Indep SC Bonds	BMO Harris Bank N.A	2/15/2026	7/26/2016	\$ 762,971	\$ 695,000
Fed Farm Credit Bank	BMO Harris Bank N.A	4/1/2033	4/1/2013	\$ 968,318	\$ 912,724
<b>Alerus</b>					
FRB Federal Reserve Custody	Bank of North Dakota	4/1/2026	6/22/2016	\$ 371,329	\$ 349,404
<b>Americana Community Bank</b>					
GNMA Pool # MA1119	United Bankers Bank	7/1/2042	8/25/2016	\$ 595,740	\$ 595,740
			<b>Total</b>	<b>\$ 18,446,295</b>	<b>\$ 17,921,638</b>
<b>Summary Total Funds</b>		<b>5/31/2021</b>			
Flagship Bank	\$ 6,809,963				
BankVista	\$ 5,682,920				
Tradition Capital Bank	\$ 2,262,077				
Alerus	\$ 274,213				
Americana Community Bank	\$ 818,424				
<b>Total</b>	<b>\$ 15,847,597</b>				
<i>Difference Extra</i>	<b>\$ 2,074,040.87</b>				

**SouthWest Transit Commission Investments**  
**May 2021**

Broker	Purchase Date	Type	Description	Maturity Date	Type	Purchase Cost	Maturity Amount	Rate	Days to Maturity	Current Market Value	Accrued Interest	Months Term
<b>5/31/2021</b>												
BankVista	6/6/2018	CD	Bank Vista CD 3301049	10/6/2021	CD	250,000.00	250,000.00	2.750%	128	250,000.00	189	40
Tradition Bank	10/16/2020	CD	Tradition Bank CD 13813422	10/16/2021	CD	650,000.00	650,000.00	1.000%	138	680,938.71	1,138	12
Flagship Bank	1/23/2021	CD	Flagship CD 100243	1/24/2022	CD	300,000.00	300,000.00	0.600%	238	300,000.00		12
Tradition Bank	2/5/2020	CD	Tradition Bank CD 13812681	2/5/2022	CD	1,500,000.00	1,500,000.00	0.750%	250	1,581,137.86	1,365	12
Americana	1/21/2021	CD	Americana 13087266	2/12/2022	CD	545,075.68	545,075.68	0.670%	257	545,075.68	1,551	13
Americana	1/12/2021	CD	Americana 17954691	2/12/2022	CD	273,348.24	273,348.24	0.670%	257	273,348.24	778	13
Flagship Bank	3/11/2020	CD	Flagship CD 100255	3/6/2022	CD	250,000.00	250,000.00	0.400%	279	250,000.00		12
Flagship Bank	3/16/2021	CD	Flagship CD 200379	3/15/2022	CD	750,000.00	750,000.00	0.400%	288	500,000.00		12
<b>Total</b>						<b>4,518,423.92</b>	<b>4,518,423.92</b>			<b>4,380,500.49</b>	<b>5,020.04</b>	
										<i>Flagship Bank - Nonprofit Checking</i>		
										<i>Flagship Bank - Money Market Acct</i>		3,137,934.32
										<i>Alerus - Money Market Acct</i>		2,449,279.38
										<i>Alerus - Money Market Acct</i>		274,416.39
										<i>BankVista - Money Market ICS Acct</i>		5,434,166.17
<b>Subtotal</b>										<b>\$ 11,295,796.26</b>		
<b>Grand Total</b>										<b>\$ 15,676,296.75</b>		
<b>Summary by Type (based upon current market value)</b>						<b>CDs Summary by banks</b>						
CD						Banks						
4,380,500.49						Americana						
						818,423.92						
US Govt Agency						Alerus						
-						274,416.39						
Checking/MM/ICS						Bank Vista						
11,295,796.26						250,000.00						
<b>15,676,296.75</b>						Flagship						
						1,050,000.00						
						Tradition						
						2,262,076.57						
						4,654,916.88						
<b>Maturity Dates</b>						<b>Amount</b>						
Jun-21						\$ -						
Jul-21						-						
Aug-21						\$ -						
later						\$ 4,380,500.49						
						\$ 4,380,500.49						
						-						



# SOUTHWEST TRANSIT

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## MEMORANDUM

**To:** SouthWest Transit (SWT) Commission  
**From:** Tony Kuykendall, Director of Vehicle and Facility Maintenance  
**Date:** June 12<sup>th</sup>, 2021  
**Subject:** Completion of coach bus ion air purification

### REQUESTED ACTION

That the SWT Commission authorize its Chief Executive Officer to execute an agreement with UHL Company in an amount not to exceed \$18,990.00 For the purchase and installation of 17 AtmosAir FC400 ion air purification systems.

### BUDGET IMPACT

Funding for this project would come from the SWT general cost of operating fund.

### BACKGROUND

Bipolar Ionization is a gas phase indoor air purification technology. It works by adding a controlled amount of both positive and negative air ions to the buses supply air. These ions break down and stop reproduction of viruses, bacteria, mold and remove foul odors.

This is the same system we are currently running in our MCI D4500 coaches. This system has been proven to be over 95% affective in the reduction of viruses, mold, and bacteria. The addition of the 17 purposed ion air systems would mean all revenue coach buses would be equip with bipolar Ionization.

SWT invited contractors to quote the project.  
We received 2 quotes:

	<u>Contractor</u>	
UHL		\$18,990.00
MMC		\$29,019.38

### RECOMMENDATION

That the SWT Commission authorize its Chief Executive Officer to execute an agreement with UHL Company in the amount not to exceed \$18,990.00. For the purchase and installation of 17 AtmosAir FC 400 ion air purification systems.



## SOUTHWEST TRANSIT

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### MEMORANDUM

**TO:** SouthWest Transit Commission

**FROM:** Tony Kuykendall, Director of Vehicle and Facility Maintenance

**DATE:** June 12<sup>th</sup>, 2021

**SUBJECT:** Prevost and MCI low floor coach bus driver barriers.

**REQUESTED ACTION:**

That the SWT Commission authorize its CEO to enter into an agreement with Visual Impact of Minneapolis MN for the purchase of 12 polycarbonate driver safety barriers to be installed by SWT technicians on MCI low floor and Prevost coach buses at a total cost not to exceed \$32,900.

**BUDGET IMPACT:**

The cost of this project is budgeted in the 2021 budget and will come from the general cost of operating fund.

**BACKGROUND:**

SWT staff is committed to ensuring the safety of our drivers and customers, as part of our safety plan SWT installed driver barriers in all MCI D4500 coaches. The driver barriers have been received positively by drivers. With the future increased demand for more route buses, SWT staff deem it important to install the same driver protective barriers in Prevost and MCI low floor Coach buses. The installation of these barriers would help ensure driver safety while providing needed route buses for the near future.

SWT received two quotes for driver barriers for Prevost and MCI low floor coaches.

Visual Impact	\$32,900.00
Crown Plastic	\$49,501.59

**RECOMMENDATION:**

That the SWT Commission authorize its CEO to enter into an agreement with Visual Impact of Minneapolis MN for the purchase of 12 polycarbonate driver safety barriers to be installed by SWT technicians on MCI low floor and Prevost coach buses at a total cost not to exceed \$32,900.

# New Business



## SOUTHWEST TRANSIT

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**To:** SouthWest Transit Commission

**From:** Len Simich, CEO

**Date:** June 15, 2021

**Subject:** Legislative Update

**REQUESTED ACTION:**

None

**BUDGET IMPACT:**

NA

**BACKGROUND:**

Monday, May 17 was the constitutional end date for the 2021 legislative session. Prior to the session end the Governor, Speaker and Majority Leader announced a global agreement on budget targets.

A Special Legislative Session began on June 14 to act on the Governor's peacetime emergency powers, and to hopefully establish a new operating budget for at least the state fiscal year 2022 which begins in July.

Senator Osmek and Representative Masin's bill requiring the Metropolitan Council to provide the suburban transit providers a share of the federal COVID Recovery Funds via the federal 5307 formula (CARES, CRRSAA, and the American Rescue Plan Act) is still in play.

Our Lobbyist Joe Bagnoli will be present at our meeting on the 24<sup>th</sup> to provide the latest update.

**RECOMMENDATION:**

None at this time.



## SOUTHWEST TRANSIT

---

**To:** SouthWest Transit Commission

**From:** Matt Fyten, COO  
Len Simich, CEO

**Date:** June 15, 2021

**Subject:** Intercity Bus Program Grant Application

### **REQUESTED ACTION:**

That the SouthWest Transit (SWT) Commission adopt resolution 21-06 authorizing its CEO to submit a Minnesota Intercity Bus Program grant application to the Minnesota Department of Transportation (MnDOT) for the purpose of providing intercity bus transportation between the SWT service area and urban areas not in close proximity to the SWT service area.

### **BUDGET IMPACT:**

The submitted application will propose service with the goal of having zero impact to the Operations budget. Estimated annual operating costs for the proposed service is \$500,000-\$1,000,000.

Historically, the Intercity Bus Program has reimbursed 50%-100% of the operating deficit/subsidy needed to operate the proposed service. Our application will seek to have the funds cover 100% of the service's operating budget. The grant solicitation will not be released by MnDOT until June 30, 2021, at which point the scope of the proposed service will be finalized to meet the requirements of the solicitation.

### **BACKGROUND:**

As the landscape of transit continues to evolve rapidly throughout the State of Minnesota, the need to rethink transit services – the areas we serve and the ways in which we serve them – is essential. MnDOT's Intercity Bus Program provides Federal Transit Administration (FTA) dollars to improve fixed route transit connectivity between urban areas that are not in close proximity to one another.

Staff sees this as an opportunity to pilot a one-year demonstration service that will improve access and connectivity between the SWT service area and the City of Hutchinson to our west, as well as to those communities in between. The service being considered will consist of 2-3 buses providing 4-6 fixed route trips between the SWT Service Area and Hutchinson on weekdays, with service operating every 1-2 hours apart depending upon the time of day.

The communities and points of interest this proposed service would touch include the Cities of Hutchinson, Silver Lake, Lester Prairie, New Germany, Mayer, St. Bonifacius, Crown College, Waconia, and Victoria. The proposed service would utilize the Highway 7 and Highway 5 corridors.

This service would be scheduled to connect with SWT's existing fixed route express and SW Prime services to further increase transit access throughout the Twin Cities Metro Area.

Applications are due to MnDOT by August 4<sup>th</sup>, 2021, and MnDOT will select award recipients in September 2021.

**RECOMMENDATION:**

That the SouthWest Transit (SWT) Commission adopt resolution 21-06 authorizing its CEO to submit a Minnesota Intercity Bus Program grant application to the Minnesota Department of Transportation (MnDOT) for the purpose of providing intercity bus transportation between the SWT service area and urban areas not in close proximity to the SWT service area.





**SOUTHWEST TRANSIT COMMISSION  
RESOLUTION #21-06- INTERCITY BUS PROGRAM GRANT APPLICATION**

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

**WHEREAS**, SouthWest Transit (SWT) seeks to implement new and innovative transit services that broaden the reach of its services;

**WHEREAS**, SWT seeks to increase transit accessibility and connectivity to communities of people wherever feasible;

**WHEREAS**, SWT seeks to increase transit accessibility to communities not within close proximity to SWT's service area;

**WHEREAS**, if awarded, SWT would use the proposed intercity bus service as a model to be replicated to multiple areas throughout the State;

**NOW THEREFORE BE IT RESOLVED**, adopts Resolution 21-06 authorizing its CEO to submit a Minnesota Intercity Bus Program grant application to the Minnesota Department of Transportation (MnDOT) for the purpose of providing intercity bus transportation between the SWT service area and urban areas not in close proximity to the SWT service area.

**ADOPTED** by the SouthWest Transit Commission on June 24, 2021.

\_\_\_\_\_  
Chair

**ATTEST:**

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



# SOUTHWEST TRANSIT

---

## MEMORANDUM

**To:** SouthWest Transit (SWT) Commission  
**From:** Mike Dartt, Facility Maintenance Engineer  
**Date:** June 16th, 2021  
**Subject:** Repairs to East Creek Station Pavers and Snowmelt System.

### REQUESTED ACTION

That the SWT Commission authorize its Chief Executive Officer to execute an agreement with Western Specialty Contractors in the amount not to exceed \$39,400.00 for Repairs to East Creek Station Pavers and Snowmelt System.

### BUDGET IMPACT

This project was not included in the 2021 budget. SWT would like to move forward this year since the ramp preventive maintenance (PM) has come in under budget by almost \$170,000.00. The money would come from capital project reserves.

### BACKGROUND

SWT performs scheduled monthly preventive maintenance walk-a-rounds for all ramps. During the snow season we developed a leak in the snowmelt system. This leak is located under the pavers under the canopy. The only way to access the leak is to remove the pavers in front of the station. The pavers needing replacement have started to deteriorate both on the top and the bottoms. Since we need to remove the pavers for this project, now would be the ideal time to replace these deteriorating pavers as well.

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

<u>Contractor</u>	<u>Price</u>
Western Specialty Contractors	\$39,400.00
Project Restorations	\$42,812.00

The recommended vendor has performed work for SWT in the past.

### RECOMMENDATION

That the SWT Commission authorize its Chief Executive Officer to execute an agreement with Western Specialty Contractors in the amount not to exceed \$39,400.00 for Repairs to East Creek Station Pavers and Snowmelt System.



## SOUTHWEST TRANSIT

---

### MEMORANDUM

**To:** SouthWest Transit (SWT) Commission  
**From:** Mike Dartt Facility Engineer  
**Date:** June 16, 2021  
**Subject:** SouthWest Village (SWV) Drain Additions and Paver Repairs

#### REQUESTED ACTION

That the SWT Commission authorize its Chief Executive Officer to execute an agreement with Project Restoration in the amount not to exceed \$62,302.00 for the SouthWest Village Drain Additions and Paver Repairs.

#### BUDGET IMPACT

This project was not included in the 2021 budget. SWT would like to move forward this year since the ramp preventive maintenance (PM) has come in under budget by almost \$170,000.00. The money would come from capital project reserves.

#### BACKGROUND

The original design of SWV has water draining from the down ramp, around the corner on the first level and running the entire length of the first floor to the nearest drain. This has been an ongoing issue that has to be addressed. In the winter we have a significant amount of ice buildup. The solution for this would be installing a 25-foot trench drain and piping it underground to the nearest storm sewer line about 40 feet away.

Additionally, there has been paver settling between the station and the ramp. This area we will add three drains and relevel the pavers, so they are not holding water and becoming a safety hazard.

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

<u>Contractor</u>	<u>Price</u>
Project Restorations	\$62,302.00
Western Specialty Contractors	\$79,870.00

The recommended vendor has the experience and has performed work for SWT in the past.

#### RECOMMENDATION

That the SWT Commission authorize its Chief Executive Officer to execute an agreement with Project Restoration in the amount not to exceed \$62,302.00 for the SouthWest Village Drain Additions and Paver Repairs.

# Updates

## Administrative Updates

**SouthWest Village Development** – I met with the County regarding a southbound access into the site which would improve our efforts to attract a commercial developer. We do have support from two Commissioners, but staff is not budging on the spacing distance guidelines between the control intersection at Lyman Blvd or the entrance onto Hwy 212. As for the actual development, we do have a new HOA Chair to work with, but the timeline the two housing developers were working under to apply for financial assistance has passed. I still plan on meeting with the HOA to see if I can move them off their position of not supporting multifamily housing in the event the site is still vacant after the first of the year. I am also in discussions with a developer of multilevel storage units which could be something the Commission may consider partnering on or even developing ourselves.

**Fund Balance** – Staff continues to work on plans related to the agency fund balance. Currently there are several unknowns primarily surrounding the COVID relief funding (specifically CRRSAA and the American Recovery Plan). We are currently reviewing our 5-year CIP and Asset Management Plans to identify unfunded needs and plan to bring a plan to the Commission at it's June meeting.

**Strategic Plan** – I do not know where June has gone to, so I would like to have a meeting in July to finalize the Strategic Plan. Since we do not have a July Commission meeting, I am hoping one of the following dates would work for a meeting. July 14 or 15, 22<sup>nd</sup> or 23<sup>rd</sup>, 28<sup>th</sup> or 29<sup>th</sup>. Please check your schedule and provide your availability at the Commission meeting.

**Garage Open House** – Our open house is set for Wednesday, June 30<sup>th</sup> at the Garage. Tours of the new construction start at 5pm, we hired Culvers to cater food which will be available from 5:30pm-7:30pm; we have Eden Prairie's Economic Development Manger Dave Lindahl's band playing from 6pm-8pm; and Fat Pants Brewery will be on-site selling beer. Besides the Open House the event will highlight the retirement of our long time COO Dave.

**Electric Vehicle** – Tony and I will be touring an operation in Colorado that specializes in converting an existing gas vehicle into an all-electric vehicle. If this operations looks worth pursuing, we will be looking for action later in the year to begin the retrofit.

**State Fair** – As you have heard the State Fair will be back this year with no attendance limitations. Staff is currently working on getting our plans in place. Our goal is to hire an additional 70-75 drivers and 25-30 ground staff. Because our commuter service is still down in both ridership and the number of trips operating, we plan to operate out of SW Village and SW Station during the week and expand the service to include East Creek on the weekends and Labor Day.

## Operations, Planning, IT, Vehicle Maintenance and Facility Maintenance Updates June 2021

### *Operations & Planning Updates*

**Fall Schedule Planning** – Planning staff has begun putting together the Fall service plan, which will go into effect after Labor Day in September. This service change is extraordinary in that it will reflect a significant addition in service as it is expected a large portions of transit riders will make their return to riding public transit if the pandemic continues to wane.

Planned service additions include the return of direct U of M Service (Route 695), a general increase in express services at all times of day including adding direct express routes from SouthWest Village, the reopening of Chanhassen Transit Station, extension of both express and Prime services later in the evening, an increase of reverse commute services, and an increase in the amount of vehicles operating on the SW Prime service.

In total, it is anticipated that these service increases will bring us back to around 60-70% of pre-pandemic service levels.

**Park and Fly Service** – Park & Fly service to MSP Airport was up and running on June 14<sup>th</sup>. Riders can now park and fly from SouthWest Station in Eden Prairie for up to 14 days (\$5/day). Parking passes are purchased via the SWT app. When riders pull into their parking spot they are directed via QR code to download the ticketing app where they can purchase their parking pass. Park and Flyers also need to book the Airport ride on Prime separately, which they can do up to 14 days in advance.

**Twins Express** – Twins express service has begun. As a reminder, rides are being provided free of charge in June in an effort to encourage community members to come back and try our services. Ridership has been comparable to pre-pandemic levels, which is a good sign. Twins service will return to “normal” operations starting after the 4<sup>th</sup> of July, which will include the resumption of charging fares, adding East Creek and SouthWest Stations, and the addition of a 7<sup>th</sup> inning return bus.

**State Fair Planning** – Planning has started in earnest for the agency’s State Fair service now that the State Fair has confirmed it will be happening without restrictions this year. We will be planning all 12 days of service. The largest change this year is that we will not be using Wooddale church on weekends. Instead, we will be utilizing the SouthWest Station ramp and station in Eden Prairie and the SouthWest Village ramp and station in Chanhassen on weekdays. On weekends we will add service to East Creek Station in Chaska as well. Recruitment of drivers and grounds staff has begun and will continue through mid-August. Finally, unless the FTA provides a change in guidance, all State Fair riders will be required to wear masks per FTA rules.

### *IT Updates*

**eMaint Training** – was completed last week. The Vehicle Maintenance Department will finish some configuration on the system and it will so go live as the software to track our rolling stock. Later this summer the Facilities Department will join and we will have a central location for our Asset Management.

## Commission updates

### Facilities Grounds and Building

The building crew has been working hard battling the recent heat wave to ensure the garage and all stations remain cool.

The Eden Prairie garage recalking project is underway, it should be completed in the next two weeks.

The stair well railings and floor in east end of the SouthWest station ramp have been completed.

The Facilities crew has been working hard to complete summer projects around the garage and all other SWT properties.

The SWT stations are looking good, and the planting has been completed.

The garage landscaping is really starting to come together and will be ready to unveil at our open house event June 30<sup>th</sup>.

### Shop

The shop is working hard to complete the last few remaining MCI D4500 driver barrier installs.

The shop has finally received the last three MCI low floor buses and is working to complete all in-service procedures and repairs.

The State Fair is nearing, and the shop is completing PM's and repairs to the State Fair fleet buses.

# Customer Service/Marketing Update

June 2021

The marketing team has begun in-person visits again – A couple recent events we attended are:

1. Chanhassen Sr Center Commission: Gave presentation to 15 on all the agencies services
2. Victoria Car Show: Brought the trolley & gave literature & swag to attendees
3. Hole Sponsor @ EP Chamber Golf Outing: Info table set up on hole 9 & engaged w/ golfers as they came through
4. Upcoming: Chaska Cubs Game June 29; Staff will have info table and raffle drawing
5. Upcoming: Mn Landscape Arboretum; Meeting next week to discuss shuttle partnership for Arb events

CS has seen an up-tick in information requests, via phone, emails and website chats. A lot of folks are asking about service this fall as they make plans to go back to office/school. Many are asking about special event service as well ... Twins, Concerts, Gophers, etc.

CS is also been busy with our summer bike rental program, SW Ride. The program was established in 2014 and has seen strong demand for bike rentals again this year (14 of 19 bikes have been rented out for the season, which ends on October 22nd). All of the available bikes were rented out by the end of June last year, 2020.

Staff is also working on a new video promoting the agency and all the new services we are running. Currently wrapping up edits of both the script and the video itself then it will be ready to go out. The video will be pushed out on all social media platforms and will be centerpiece of the website



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