

SOUTHWEST TRANSIT COMMISSION AGENDA

Thursday, January 27, 2022

**Work Session – 6:00 pm: 2022 - 2024 Agency Strategic Plan
Commission Meeting – At conclusion of Work Session, approximately 6:30 pm**

Meeting: Virtual via Zoom (see access information below)

NOTICE: The SouthWest Transit Commission Chair has determined it not prudent for the safety of the Commission, Staff, or public to conduct in-person meetings in response to the COVID-19 pandemic at this time. Accordingly, Commission members will participate in this meeting via Zoom and the meeting will be conducted under Minnesota Statutes section 13D.021 at the date and time stated above. We encourage any interested member of the public to monitor the meeting remotely.

Using a computer (allows viewing of presentation and guests)

SouthWest Transit is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/86874106889?pwd=VlxUdHBpNHUwZlgzY2NTU2FkaUhpZz09>

Meeting ID: 868 7410 6889

Passcode: 814963

One tap mobile

Meeting ID: 868 7410 6889

Passcode: 814963

Find your local number: <https://us06web.zoom.us/u/kbSzaQ3xi7>

COMMISSION MEMBERS

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

EXECUTIVE STAFF

Len Simich - Chief Executive Officer
Maria Mancilla-Diaz
Matt Fyten – Chief Operating Officer
Tony Kuykendall – Maintenance Director
Daniel LeGuen-Schmidt, HR Director
Souriyong Souriya – Finance Director
Al Halaas – First Transit Director/GM

GENERAL COUNSEL

Joshua Dorothy - Attorney

COMMISSION MEETING AGENDA

- I. PUBLIC COMMENT**
- II. APPROVAL OF AGENDA**
- III. PAYMENT OF CLAIMS** (Rollcall Vote)
- IV. CONSENT**
 - A. Approval of Minutes of December 2021 Commission Meeting**
 - B. Approval of Financial Statements**
 - C. Designation of Official Newspaper**
 - D. Designation of Official Depositories**
 - E. Employee Manual/Policy Update**
 - F. Official Contract Award to KL2 to conduct the CEO Search**
 - G. 2022 Marketing Plan**
 - H. Blanket Purchase Orders**
 - I. Ridership**
 - J. 2022 Agency Goals**
- V. NEW BUSINESS**
 - A. Introduce new CAO Maria Mancilla-Diaz - Simich**
 - B. Appointment of the At-Large Commissioner – Mike Huang Chair B&P Committee**
 - C. CEO Search Update – LeGuen-Schmidt**
 - D. Bus Purchase using FTA Grant funds – Fyten**
 - E. SWT Awards Dinner (reschedule) – Simich**
 - F. Legislative Update – Simich/Huang**
- VI. UPDATES**
- VII. ADJOURNMENT**

Following the Commission Meeting there will be a Committee of the Whole meeting to discuss Interim CEO options starting March 1, 2022. No action will be taken, discussion only.

Payment of Claims

SouthWest Transit
11/30/2021 Thru 1/20/2022

Meeting Date: 1/27/2022

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
8823	ALLSTATE PETERBILT	Fleet Parts	12/8/2021	\$ 860.43
8824	BA SERVICES LLC	Bus Wash Repair	12/8/2021	\$ 6,815.20
8825	BRUSKE PRODUCTS	Fleet Parts	12/8/2021	\$ 363.75
8826	CAPITAL ONE TRADE CREDIT	Account Credit	12/8/2021	\$ (6.68)
8826	CAPITAL ONE TRADE CREDIT	Vehicle Parts	12/8/2021	\$ 296.91
8827	CDW GOVERNMENT	Network Firewall Support	12/8/2021	\$ 9,919.12
8828	CENTERPOINT ENERGY	EPG Gas Bill	12/8/2021	\$ 3,546.45
8829	CENTURYLINK	ECS Phone Bill	12/8/2021	\$ 467.82
8830	CITY OF CHASKA UTILITY BILLING	ECS Electric Bill	12/8/2021	\$ 2,004.17
8830	CITY OF CHASKA UTILITY BILLING	Utilities Payment	12/8/2021	\$ 1,868.06
8831	CITY OF EDEN PRAIRIE	EPG Utilities - Water/Sewer	12/8/2021	\$ 1,324.06
8832	CITY OF MINNEAPOLIS FINANCE DE	Bus Park Out	12/8/2021	\$ 566.00
8832	CITY OF MINNEAPOLIS FINANCE DE	Meter Hooding	12/8/2021	\$ 315.00
8833	COMCAST BUSINESS - CABLE	SWS Cable Service	12/8/2021	\$ 426.77
8834	COMCAST BUSINESS	Internet Service	12/8/2021	\$ 619.84
8835	EARL F. ANDERSEN	Building Supplies	12/8/2021	\$ 116.85
8836	EDEN PRAIRIE CHAMBER OF COMMER	Event Sponsor	12/8/2021	\$ 600.00
8837	GRAINGER	Fleet Parts	12/8/2021	\$ 67.85
8837	GRAINGER	Shop Supplies	12/8/2021	\$ 131.85
8838	BEN GREEN	Reimbursement - Safety Boots	12/8/2021	\$ 128.00
8839	GREGERSON, ROSOW, JOHNSON & NILAN, LTD	Legal Fees	12/8/2021	\$ 4,248.91
8840	GUARDIAN MECHANICAL SERVICE INC.	No/Co Sensor & Automation	12/8/2021	\$ 12,640.00
8841	IHEART MEDIA	Advertising	12/8/2021	\$ 8,610.00
8842	INDIGO SIGNWORKS	Building Supplies	12/8/2021	\$ 334.50
8843	LIFE INSURANCE COMPANY OF NORTH AMERICA	Employee LTD	12/8/2021	\$ 1,176.86
8844	LUBE-TECH & PARTNERS, LLC	Anti-Freeze	12/8/2021	\$ 2,128.90
8845	MENARDS	Building Supplies	12/8/2021	\$ 235.39
8845	MENARDS	Building Supplies	12/8/2021	\$ 30.94
8845	MENARDS	Facility Supplies	12/8/2021	\$ 179.70
8846	MVEC, MINNESOTA VALLEY ELECTRIC COOP	SWV Electric Bill	12/8/2021	\$ 2,203.67
8847	NAPA AUTO PARTS	Fleet Parts	12/8/2021	\$ 150.88
8848	OSI ENVIRONMENTAL, INC.	Environmental Fee	12/8/2021	\$ 185.00
8849	PARTSTREE.COM	Fleet Parts	12/8/2021	\$ 127.73
8850	PG NARAYANAN	APTA Conference	12/8/2021	\$ 674.05
8851	PRIORITY COURIER EXPERTS	Courier	12/8/2021	\$ 39.93
8852	REPUBLIC SERVICES #894	Refuse Service	12/8/2021	\$ 1,282.66
8853	ROYAL TIRE INC.	Tires	12/8/2021	\$ 2,156.56
8854	RSM US PRODUCT SALES LLC	IT MSP Consulting	12/8/2021	\$ 1,389.75
8855	SOUTHWEST POWER EQUIPMENT	Building Supplies	12/8/2021	\$ 869.97
8856	SW METRO CHAMBER OF COMMERCE	Membership Dues	12/8/2021	\$ 621.00
8857	SYNCB AMAZON	Building Supplies	12/8/2021	\$ 229.98
8857	SYNCB AMAZON	Office Supplies	12/8/2021	\$ 59.98
8857	SYNCB AMAZON	Shop Supplies	12/8/2021	\$ 220.46
8857	SYNCB AMAZON	SWS Network Switch Replacement	12/8/2021	\$ 1,348.98
8858	TASC	FSA/HSA Admin Fees	12/8/2021	\$ 66.50
8859	THE AFTERMARKET PARTS COMPANY	Fleet Parts	12/8/2021	\$ 1,974.33
8860	T-MOBILE	Bus Wifi Service	12/8/2021	\$ 842.44
8861	U.S. BANK EQUIPMENT FINANCE	Copier Lease	12/8/2021	\$ 699.00
8861	U.S. BANK EQUIPMENT FINANCE	ECS Copier Lease	12/8/2021	\$ 148.00
8862	UNIFIRST CORPORATION	Drivers Uniforms	12/8/2021	\$ 2,265.50
8862	UNIFIRST CORPORATION	Uniforms	12/8/2021	\$ 219.30
8863	VERIFIED CREDENTIALS	Background Checks	12/8/2021	\$ 75.00

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11/30/2021 Thru 1/20/2022

Meeting Date: 1/27/2022

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Check Number	Vendor Name	Description	Check Date	Check Amount
8864	VONTAS	AVL Data Radio Repair	12/8/2021	\$ 2,850.00
8865	WALSER CHRYSLER JEEP DODGE	Fleet Parts	12/8/2021	\$ 76.64
8866	WEX BANK	FUEL	12/8/2021	\$ 50.98
8867	WHEELCO TRUCK & TRAILER PARTS	Fleet Parts	12/8/2021	\$ 339.44
8868	XCEL ENERGY	EPG Electric	12/8/2021	\$ 1,956.14
8869	CDW GOVERNMENT	Laptop w/Warranty	12/16/2021	\$ 1,449.85
8870	CENTERPOINT ENERGY	ECS Gas Bill	12/16/2021	\$ 437.43
8871	CENTURYLINK	CTS Phone Bill	12/16/2021	\$ 62.06
8872	COMCAST BUSINESS - CABLE	SWS Cable Service	12/16/2021	\$ 344.05
8873	DEAN NELSON	Agency Goals Bonus	12/16/2021	\$ 200.00
8874	FLAGSHIP BANK	SWV Deed Restriction	12/16/2021	\$ 444,005.00
8875	GRAINGER	Shop Supplies	12/16/2021	\$ 62.88
8875	GRAINGER	Building Supplies	12/16/2021	\$ 22.38
8876	GARY A. GROEN	Agency Goals Bonus	12/16/2021	\$ 250.00
8877	HEALTHPARTNERS INC.	Health Partners COBRA	12/16/2021	\$ 140.51
8878	HISHAM SABOUNEH	Agency Goals Bonus	12/16/2021	\$ 100.00
8879	JEFFREY ANDERSON	Agency Goals Bonus	12/16/2021	\$ 100.00
8880	KIMBERLY OLSON	Agency Goals Bonus	12/16/2021	\$ 100.00
8881	KLOOS ELECTRIC, INC.	Service Call	12/16/2021	\$ 486.12
8882	MAGIC JOHNSON	Agency Goals Bonus	12/16/2021	\$ 100.00
8883	MARC JARIZ	Agency Goals Bonus	12/16/2021	\$ 100.00
8884	MARK BLOOMQUIST	Agency Goals Bonus	12/16/2021	\$ 100.00
8885	MENARDS	Building Supplies	12/16/2021	\$ 106.78
8886	MOHAMED ALI DAAR	Agency Goals Bonus	12/16/2021	\$ 100.00
8887	NAPA AUTO PARTS	Fleet Parts	12/16/2021	\$ 27.53
8888	OCCUPATIONAL MEDICINE CONSULTS	Professional Services-Lab Testing	12/16/2021	\$ 120.00
8889	OFFICE DEPOT	Office Supplies	12/16/2021	\$ 209.49
8890	PPG ARCHITECTURAL FINISHES	Building Supplies	12/16/2021	\$ 87.70
8891	ROBERT COLEMAN	Agency Goals Bonus	12/16/2021	\$ 100.00
8892	ROBERT ERICKSON	Agency Goals Bonus	12/16/2021	\$ 100.00
8893	ROBERT SCHMIDT	Agency Goals Bonus	12/16/2021	\$ 100.00
8895	RSM US PRODUCT SALES LLC	Software Licence	12/16/2021	\$ 1,473.57
8897	SOCIAL INDOOR	Advertising	12/16/2021	\$ 2,000.00
8898	SYNCB AMAZON	Guest Signin Podium	12/16/2021	\$ 54.56
8898	SYNCB AMAZON	Building Supplies	12/16/2021	\$ 849.00
8899	TASC	FSA/HSA Admin Fees	12/16/2021	\$ 446.82
8900	THE AFTERMARKET PARTS COMPANY	Fleet Parts	12/16/2021	\$ 826.84
8901	TROY STOTTLER	Agency Goals Bonus	12/16/2021	\$ 100.00
8902	TWIN CITY GARAGE DOOR CO.	Building Supplies	12/16/2021	\$ 132.00
8903	VERIZON WIRELESS	Wireless Phone Bill	12/16/2021	\$ 105.03
8904	WALKER CONSULTANTS	Roof Project	12/16/2021	\$ 1,000.00
8905	WAYNE CROOKER	Agency Goals Bonus	12/16/2021	\$ 100.00
8906	SRF CONSULTING GROUP INC.	Profession Services-Asset Mgmt	12/16/2021	\$ 4,870.46
8907	A TO Z RENTAL CENTER	Vehicle Supplies	12/16/2021	\$ 55.80
8908	ABC BUS COMPANIES	Fleet Parts	12/16/2021	\$ 60.50
8909	ALLSTATE PETERBILT	Fleet Parts	12/16/2021	\$ 75.60
8910	DIESEL COMPONENTS INC.	Fleet Parts	12/16/2021	\$ 2,000.00
8911	FACTORY MOTOR PARTS COMPANY	Core Credit	12/16/2021	\$ (108.00)
8911	FACTORY MOTOR PARTS COMPANY	Shop Supplies	12/16/2021	\$ 252.71
8912	MATTHEW FYTEN	APTA Leadership	12/16/2021	\$ 1,039.45
8913	NICHOLAS GORDON	Uniform Reimbursement	12/16/2021	\$ 59.99
8914	GRAINGER	Shop Supplies	12/16/2021	\$ 27.11

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Check Number	Vendor Name	Description	Check Date	Check Amount
8915	GARY A. GROEN	Time Card 10/1-12/9/2021	12/16/2021	\$ 1,452.50
8916	JOHN HAGGENMILLER	Commission Meeting and Mileage	12/16/2021	\$ 314.16
8917	HENNEPIN COUNTY AR	Radio Service	12/16/2021	\$ 327.04
8918	HOME DEPOT CREDIT SERVICES	Building Supplies	12/16/2021	\$ 864.87
8919	LHB INC.	Sustainable Action Plan	12/16/2021	\$ 1,786.75
8920	MEDIACOM	Internet Service Payment	12/16/2021	\$ 369.86
8921	METRO SALES INC.	Copier Maintenance	12/16/2021	\$ 645.92
8922	NICHOLAS PETERS	Vaccine Incentive	12/16/2021	\$ 100.00
8923	O'REILLY AUTOMOTIVE, INC.	Parts Credit	12/16/2021	\$ (176.00)
8923	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	12/16/2021	\$ 724.01
8923	O'REILLY AUTOMOTIVE, INC.	Shop Supplies	12/16/2021	\$ 313.47
8924	PRIORITY COURIER EXPERTS	Courier	12/16/2021	\$ 39.52
8925	ROYAL TIRE INC.	Environmental Fee	12/16/2021	\$ 21.00
8925	ROYAL TIRE INC.	Tire Disposal	12/16/2021	\$ 51.00
8925	ROYAL TIRE INC.	Tires	12/16/2021	\$ 3,300.17
8926	RSM US PRODUCT SALES LLC	VPN Upgrade	12/16/2021	\$ 1,215.00
8927	BEN SCHULER	Microsoft Certification	12/16/2021	\$ 99.99
8928	SIEMENS INDUSTRY, INC.	EPG Front Gate Project	12/16/2021	\$ 419.00
8929	SYNCB AMAZON	Shop Supplies	12/16/2021	\$ 46.60
8930	JOE TOWNSEND	Vaccine Incentive	12/16/2021	\$ 100.00
8931	WALSER CHRYSLER JEEP DODGE	Fleet Parts	12/16/2021	\$ 502.08
8932	WINTHROP & WEINSTINE, PA	Legislative Service	12/16/2021	\$ 8,000.00
8933	ZIEGLER INC.	Fleet Parts	12/16/2021	\$ 1,250.00
8934	ALLSTATE PETERBILT	Fleet Parts	12/22/2021	\$ 374.74
8935	CAPITAL ONE TRADE CREDIT	Fleet Parts	12/22/2021	\$ 129.99
8936	CITY OF EDEN PRAIRIE	Permit	12/22/2021	\$ 235.00
8936	CITY OF EDEN PRAIRIE	Senior Center Sponsorship	12/22/2021	\$ 500.00
8937	DOMAIN LISTINGS	Website Licence	12/22/2021	\$ 228.00
8938	EPIC EVENT RENTAL	Building Supplies	12/22/2021	\$ 134.07
8939	FANMAKER	Perks App Annual Fee	12/22/2021	\$ 10,000.00
8940	FRANZ REPROGRAPHICS	Advertising	12/22/2021	\$ 100.00
8941	GRAINGER	Building Supplies	12/22/2021	\$ 75.21
8942	HEALTHPARTNERS INC.	Health Insurance Employees	12/22/2021	\$ 24,444.55
8943	LANO EQUIPMENT, INC.	Vehicle Parts	12/22/2021	\$ 3,600.00
8944	LEAGUE MN CITIES INS. TRUST	Workers' Comp Coverage Premium	12/22/2021	\$ 12,257.00
8945	MENARDS	Building Supplies	12/22/2021	\$ 161.25
8945	MENARDS	Shop Supplies	12/22/2021	\$ 41.55
8945	MENARDS	Building Supplies	12/22/2021	\$ 44.31
8946	METRO SALES INC.	Copier Toner	12/22/2021	\$ 382.71
8947	MINUTEMAN PRESS	Advertising	12/22/2021	\$ 336.00
8948	OFFICE DEPOT	Office Supplies	12/22/2021	\$ 332.38
8949	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	12/22/2021	\$ 168.56
8950	ROYAL TIRE INC.	Tires	12/22/2021	\$ 390.34
8951	SSI MN TRANCHE 3	Solar Subscription	12/22/2021	\$ 2,422.91
8952	SYNCB AMAZON	Building Supplies	12/22/2021	\$ 49.90
8953	THE AFTERMARKET PARTS COMPANY	Fleet Parts	12/22/2021	\$ 1,148.06
8954	UNIFIRST CORPORATION	Drivers Uniforms	12/22/2021	\$ 764.24
8954	UNIFIRST CORPORATION	Uniforms	12/22/2021	\$ 87.90
8955	WALSER CHRYSLER JEEP DODGE	Fleet Parts	12/22/2021	\$ 286.88
8956	ALLSTATE PETERBILT	Fleet Parts	12/29/2021	\$ 254.52
8957	BATTERIES PLUS	Facility Supplies	12/29/2021	\$ 40.86
8958	BIG-D CONSTRUCTION MIDWEST LLC	EPG Front Gate Project	12/29/2021	\$ 22,990.00

SouthWest Transit
11/30/2021 Thru 1/20/2022

Meeting Date: 1/27/2022

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
8959	BITUMINOUS ROADWAYS, INC.	EPG Front Gate Project	12/29/2021	\$ 11,324.00
8960	CDW GOVERNMENT	Laptop Extended Warranty	12/29/2021	\$ 140.24
8961	MICHAEL DARTT	Commission Meeting	12/29/2021	\$ 19.35
8962	EDEN PRAIRIE CHAMBER OF COMMER	Meeting	12/29/2021	\$ 70.00
8963	FIRST TRANSIT, INC.	Nov Operations	12/29/2021	\$ 302,122.99
8964	IMPERIAL SUPPLIES LLC	Credit	12/29/2021	\$ (225.60)
8964	IMPERIAL SUPPLIES LLC	Shop Supplies	12/29/2021	\$ 1,092.21
8965	KLOOS ELECTRIC, INC.	EPG Front Gate Project	12/29/2021	\$ 9,181.75
8966	METROPOLITAN FORD OF EDEN PRAIRIE	Fleet Parts	12/29/2021	\$ 115.70
8967	MINERAL SERVICE PLUS LLC	Geo Thermo Testing	12/29/2021	\$ 15,737.50
8968	MINNESOTA PETROLEUM SERVICE	Lift Inspection	12/29/2021	\$ 285.25
8969	NAPA AUTO PARTS	Shop Supplies	12/29/2021	\$ 80.99
8970	NORD EXCAVATING, INC.	EPG Front Gate Project	12/29/2021	\$ 10,573.50
8971	NORTH COUNTRY CONCRETE, INC.	EPG Front Gate Project	12/29/2021	\$ 4,481.62
8972	OFFICE DEPOT	Shop Supplies	12/29/2021	\$ 115.65
8972	OFFICE DEPOT	Office Supplies	12/29/2021	\$ 56.59
8973	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	12/29/2021	\$ 633.51
8973	O'REILLY AUTOMOTIVE, INC.	Fleet Parts Credit	12/29/2021	\$ (153.10)
8973	O'REILLY AUTOMOTIVE, INC.	Shop Supplies	12/29/2021	\$ 43.98
8974	BRADLEY PETERS	Tuition Reimbursement	12/29/2021	\$ 3,010.63
8975	POPP COMMUNICATIONS	ECS Phone Bill	12/29/2021	\$ 2,313.17
8976	PRIORITY COURIER EXPERTS	Courier	12/29/2021	\$ 49.34
8977	RECYCLE TECHNOLOGIES	Environmental Disposal	12/29/2021	\$ 859.57
8978	ROYAL TIRE INC.	Tires	12/29/2021	\$ 1,087.02
8979	RSM US PRODUCT SALES LLC	IT Managed Services	12/29/2021	\$ 1,398.50
8980	SIGN SOURCE, INC.	Building Supplies	12/29/2021	\$ 367.50
8981	SYNCB AMAZON	Shop Vacuum	12/29/2021	\$ 87.73
8982	THE AFTERMARKET PARTS COMPANY	Fleet Parts	12/29/2021	\$ 490.40
8983	U.S. BANK EQUIPMENT FINANCE	Copier Lease	12/29/2021	\$ 1,079.70
8984	UNIFIRST CORPORATION	Drivers Uniforms	12/29/2021	\$ 385.63
8985	ALLSTATE PETERBILT	Fleet Parts	1/6/2022	\$ 82.74
8986	CENTERPOINT ENERGY	EPG Gas Bill	1/6/2022	\$ 6,224.83
8987	CENTURYLINK	SWV Internet	1/6/2022	\$ 124.88
8988	CENTURYLINK	Telephone Payment	1/6/2022	\$ 467.82
8989	CITY OF CHANHASSEN	CTS Water	1/6/2022	\$ 466.10
8989	CITY OF CHANHASSEN	SWV Lot Water	1/6/2022	\$ 213.87
8989	CITY OF CHANHASSEN	SWV Water	1/6/2022	\$ 528.02
8990	COMCAST BUSINESS - CABLE	Internet Service	1/6/2022	\$ 344.05
8991	CUMMINS NPOWER, LLC	Fleet Parts	1/6/2022	\$ 172.88
8992	DACOTAH PAPER CO.	Building Supplies	1/6/2022	\$ 324.13
8993	DODGE OF BURNSVILLE	Vehicle Inspection	1/6/2022	\$ 216.25
8994	FACTORY MOTOR PARTS COMPANY	Fleet Parts	1/6/2022	\$ 150.01
8994	FACTORY MOTOR PARTS COMPANY	Shop Supplies	1/6/2022	\$ 108.84
8995	MATTHEW FYTEN	Meeting Reimbursement	1/6/2022	\$ 29.98
8996	HOMELAND HEALTH SPECIALIST, IN	Flu Shot Clinic	1/6/2022	\$ 102.00
8997	JOHN A. DALSON & SONS INC.	Service Call	1/6/2022	\$ 774.33
8998	JOHNSON CONTROLS, INC.	EPG EMS Upgrade Project - NTD	1/6/2022	\$ 659.08
8998	JOHNSON CONTROLS, INC.	Service Call	1/6/2022	\$ 810.32
8999	JOHNSON PLASTICS	Engraving Plastic	1/6/2022	\$ 492.65
9000	MENARDS	Building Supplies	1/6/2022	\$ 389.53
9001	METRO SALES INC.	Copier Maintenance	1/6/2022	\$ 496.74
9002	MINNESOTA SAFETY COUNCIL	Membership Dues	1/6/2022	\$ 1,250.00

SouthWest Transit
11/30/2021 Thru 1/20/2022

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Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
9003	MINUTEMAN PRESS	Office Supplies	1/6/2022	\$ 54.00
9004	MVEC, MINNESOTA VALLEY ELECTRIC COOP	SWV Electric Bill	1/6/2022	\$ 1,420.82
9005	MYERS TIRE - CHICAGO #12	Shop Supplies	1/6/2022	\$ 245.19
9006	NCPERS MINNESOTA	Voluntary Life Insurance	1/6/2022	\$ 64.00
9007	OFFICE DEPOT	Office Supplies	1/6/2022	\$ 246.50
9008	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	1/6/2022	\$ 224.69
9009	PUMP AND METER SERVICES, INC	Building Supplies	1/6/2022	\$ 344.00
9010	REPUBLIC SERVICES #894	Trash Removal	1/6/2022	\$ 1,603.88
9011	ROYAL TIRE INC.	Tire Disposal	1/6/2022	\$ 34.00
9011	ROYAL TIRE INC.	Tires	1/6/2022	\$ 602.60
9012	LEN SIMICH	Meeting Reimbursement	1/6/2022	\$ 989.61
9013	SNAP-ON TOOLS	Building Supplies	1/6/2022	\$ 407.52
9014	SYNCB AMAZON	Building Supplies	1/6/2022	\$ 25.88
9015	THE AFTERMARKET PARTS COMPANY	Fleet Parts	1/6/2022	\$ 88.42
9016	THE OASIS GROUP	EAP Services	1/6/2022	\$ 641.70
9017	T-MOBILE	Bus Wifi Service	1/6/2022	\$ 4,191.35
9018	UNIFIRST CORPORATION	Drivers Uniforms	1/6/2022	\$ 385.63
9018	UNIFIRST CORPORATION	Drivers Uniforms	1/6/2022	\$ 87.90
9019	USS MN VII MT LLC	Solar Subscription	1/6/2022	\$ 254.95
9020	WALSER CHRYSLER JEEP DODGE	Fleet Parts	1/6/2022	\$ 279.20
9021	WECAB	Annual Sponsorship	1/6/2022	\$ 1,500.00
9022	WEX BANK	Fuel	1/6/2022	\$ 34.41
9023	XCEL ENERGY	EPG Electric	1/6/2022	\$ 600.00
9024	SRF CONSULTING GROUP INC.	Professional Services-Asset Mgmt	1/13/2022	\$ 923.81
9025	ABC BUS COMPANIES	Fleet Parts	1/13/2022	\$ 2,025.78
9026	ALLSTATE PETERBILT	Fleet Parts	1/13/2022	\$ 305.22
9027	AMITY GRAPHICS	Brochures	1/13/2022	\$ 559.55
9028	AVAIL TECHNOLOGIES, INC	FleetNet Annual License	1/13/2022	\$ 7,405.44
9029	BATTERIES PLUS	Fleet Parts	1/13/2022	\$ 798.84
9030	CENTERPOINT ENERGY	CTS Gas Bill	1/13/2022	\$ 528.02
9030	CENTERPOINT ENERGY	ECS Gas Bill	1/13/2022	\$ 1,027.83
9031	CENTURYLINK	CTS Phone Bill	1/13/2022	\$ 61.75
9032	CITY OF CHASKA UTILITY BILLING	ECS Electric Bill	1/13/2022	\$ 232.83
9033	CITY OF EDEN PRAIRIE	EPG Water Bill	1/13/2022	\$ 798.01
9034	COMCAST BUSINESS	Internet Service	1/13/2022	\$ 1,237.57
9035	CUMMINS NPOWER, LLC	Fleet Parts	1/13/2022	\$ 4,163.33
9036	EMAIMT ENTERPRISES, LLC	Software Licence	1/13/2022	\$ 17,860.20
9037	ENV. SYSTEMS RESEARCH INST., INC.	Fleet Parts	1/13/2022	\$ 172.88
9038	FACTORY MOTOR PARTS COMPANY	Fleet Parts	1/13/2022	\$ 101.62
9038	FACTORY MOTOR PARTS COMPANY	Vehicle Supplies	1/13/2022	\$ 427.81
9039	FIDELITY SECURITY LIFE INSURANCE CO.	Eye Insurance	1/13/2022	\$ 135.82
9040	GILLIG LLC	Fleet Parts	1/13/2022	\$ 228.60
9041	GRAINGER	Cleaning Supplies	1/13/2022	\$ 719.64
9041	GRAINGER	Building Supplies	1/13/2022	\$ 26.42
9042	IHEART MEDIA	Advertising	1/13/2022	\$ 4,305.00
9043	JANEX, INC.	Bus Washer Repair	1/13/2022	\$ 180.00
9044	JOHNSON CONTROLS, INC.	EPG EMS Upgrade Project - NTD	1/13/2022	\$ 15,658.45
9045	LANO EQUIPMENT, INC.	Fleet Parts	1/13/2022	\$ 4,305.15
9046	MENARDS	Building Supplies	1/13/2022	\$ 105.73
9047	METROPOLITAN FORD OF EDEN PRAIRIE	Fleet Parts	1/13/2022	\$ 809.65
9048	MYERS TIRE - CHICAGO #12	Shop Supplies	1/13/2022	\$ 186.81
9049	NORTH CENTRAL BUS	Fleet Parts	1/13/2022	\$ 446.49

SouthWest Transit
11/30/2021 Thru 1/20/2022

Meeting Date: 1/27/2022

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
9050	O'REILLY AUTOMOTIVE, INC.	Fleet Parts Credit	1/13/2022	\$ (50.00)
9050	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	1/13/2022	\$ 126.59
9050	O'REILLY AUTOMOTIVE, INC.	Shop Supplies	1/13/2022	\$ 131.77
9051	PUMP AND METER SERVICES, INC	Service Call	1/13/2022	\$ 168.00
9052	ROYAL TIRE INC.	Tires	1/13/2022	\$ 477.14
9053	THE AFTERMARKET PARTS COMPANY	Fleet Parts	1/13/2022	\$ 3,315.46
9053	THE AFTERMARKET PARTS COMPANY	Shop Supplies	1/13/2022	\$ 346.95
9054	U.S. BANK EQUIPMENT FINANCE	COPIER LEASE	1/13/2022	\$ 148.00
9055	UNIFIRST CORPORATION	Drivers Uniforms	1/13/2022	\$ 396.14
9055	UNIFIRST CORPORATION	Uniforms	1/13/2022	\$ 178.82
9056	VERIZON WIRELESS	Wireless Phone	1/13/2022	\$ 105.03
9057	CITY OF EDEN PRAIRIE	Permit	1/13/2022	\$ 705.00
9058	ABC BUS COMPANIES	40% down payment for 624	1/20/2022	\$ 40,000.00
9059	ALLSTATE PETERBILT	Vehicle Parts	1/20/2022	\$ 64.84
9060	ARCHIVESOCIAL INC.	Archive Social Media	1/20/2022	\$ 5,988.00
9061	ARCPPOINT LABS OF EDEN PRAIRIE	Professional Services-Lab Testing	1/20/2022	\$ 48.00
9062	CBIZ FINANCIAL SOLUTIONS, INC.	Software Licence	1/20/2022	\$ 12.71
9063	COMCAST BUSINESS - CABLE	Internet Service	1/20/2022	\$ 374.64
9064	FACTORY MOTOR PARTS COMPANY	Fleet Parts	1/20/2022	\$ 172.17
9065	GRAINGER	Building Supplies	1/20/2022	\$ 257.78
9065	GRAINGER	Building Supplies	1/20/2022	\$ 41.38
9065	GRAINGER	Building Supplies	1/20/2022	\$ 507.00
9066	GUARDIAN PEST SOLUTIONS, INC.	Service Call	1/20/2022	\$ 71.50
9067	HEALTHPARTNERS INC.	Health Insurance Employees	1/20/2022	\$ 29,179.85
9067	HEALTHPARTNERS INC.	Jan Health & Dental Insurance	1/20/2022	\$ 29,179.85
9068	LEAGUE MN CITIES INS. TRUST	Prepaid Ins Installment	1/20/2022	\$ 83,647.00
9069	MEDIACOM	Internet Service	1/20/2022	\$ 379.51
9070	MENARDS	Building Supplies	1/20/2022	\$ 48.42
9071	METRO SALES INC.	Copier Maintenance	1/20/2022	\$ 256.00
9072	STEVEN MICHAEL	IFMA Training	1/20/2022	\$ 590.00
9073	NAPA AUTO PARTS	Fleet Parts	1/20/2022	\$ 30.58
9074	O'REILLY AUTOMOTIVE, INC.	Fleet Parts Credit	1/20/2022	\$ (40.00)
9074	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	1/20/2022	\$ 88.86
9075	RSM US PRODUCT SALES LLC	Office 365 Subscription	1/20/2022	\$ 1,529.36
9076	SW NEWS MEDIA	Annual Subscription	1/20/2022	\$ 69.00
9076	SW NEWS MEDIA	Advertising	1/20/2022	\$ 3,107.46
9077	SYNCB AMAZON	Building Supplies	1/20/2022	\$ 1,057.22
9077	SYNCB AMAZON	Building Supplies	1/20/2022	\$ 126.34
9077	SYNCB AMAZON	Building Supplies	1/20/2022	\$ 399.50
9078	TASC	COBRA Admin Fees	1/20/2022	\$ 27.74
9078	TASC	HRA Admin Fees	1/20/2022	\$ 287.50
9078	TASC	Retiree Admin Fees	1/20/2022	\$ 22.58
9079	THE AFTERMARKET PARTS COMPANY	Fleet Parts	1/20/2022	\$ 44.08
9080	TWIN CITY GARAGE DOOR CO.	Service Call	1/20/2022	\$ 2,183.50
9081	UNIFIRST CORPORATION	Drivers Uniforms	1/20/2022	\$ 379.03
9081	UNIFIRST CORPORATION	Uniforms	1/20/2022	\$ 87.90
9082	XCEL ENERGY	SWS Electric	1/20/2022	\$ 2,911.97
		TOTAL		\$ 1,321,820.65
	ACH Withdraws			
12	BEST VERSION MEDIA	Advertising	1/11/2022	\$ 990.91
13	CARVER COUNTY	CTS - Internet	1/11/2022	\$ 1,080.00

SouthWest Transit
11/30/2021 Thru 1/20/2022

Meeting Date: 1/27/2022

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
14	GUARDIAN MECHANICAL SERVICE INC.	Service Call	1/11/2022	\$ 811.50
15	HOGLUND BODY & EQUIPMENT, INC.	Environmental Fee	1/11/2022	\$ 533.00
15	HOGLUND BODY & EQUIPMENT, INC.	Vehicle Parts	1/11/2022	\$ 4,959.80
16	INTERSTATE POWER SYSTEM, INC.	Fleet Parts	1/11/2022	\$ 127.78
17	LOCAL GOVERNMENT INFORMATION SYSTEMS	Software Licence	1/11/2022	\$ 1,423.00
18	PROJECT RESTORATIONS, INC.	Service Call	1/11/2022	\$ 4,970.00
19	VER-TECH LABS	Vehicle Parts	1/11/2022	\$ 2,324.98
	ACH ORIGINATION	Bank Fee	11/30/2021	\$ 40.00
	ACH ORIGINATION	Bank Fee	12/31/2021	\$ 40.00
	ADP PAYROLL FEES ADP - FEES 10TH9 0346988	Payroll Service	12/24/2021	\$ 19.80
	CARDMEMBER SERV WEB PYMT *****6731	Credit Card Payment	11/30/2021	\$ 1,268.38
	CARDMEMBER SERV WEB PYMT *****6731	Credit Card Payment	12/23/2021	\$ 3,042.92
	Mansfield Oil PAYMENTS 1633629	Bus Fuel	12/8/2021	\$ 6,375.50
	Mansfield Oil PAYMENTS 1634099	Bus Fuel	12/13/2021	\$ 8,881.04
	Mansfield Oil PAYMENTS 1634498	Bus Fuel	12/15/2021	\$ 8,366.82
	Mansfield Oil PAYMENTS 1635162	Bus Fuel	12/22/2021	\$ 17,676.08
	Mansfield Oil PAYMENTS 1636701	Bus Fuel	1/7/2022	\$ 6,765.15
	Mansfield Oil PAYMENTS 1636846	Bus Fuel	1/10/2022	\$ 8,137.68
	Mansfield Oil PAYMENTS 1637153	Bus Fuel	1/13/2022	\$ 8,495.23
	Mansfield Oil PAYMENTS 1637861	Bus Fuel	1/20/2022	\$ 16,790.30
	MET COUNCIL RETAILSAL E CPOS SW	Go To Card Reimbursement	11/30/2021	\$ 920.50
	MET COUNCIL RETAILSAL E CPOS SW	Go To Card Reimbursement	12/3/2021	\$ 360.00
	MET COUNCIL RETAILSAL E CPOS SW	Go To Card Reimbursement	12/10/2021	\$ 2,000.50
	MET COUNCIL RETAILSAL E CPOS SW	Go To Card Reimbursement	12/17/2021	\$ 860.50
	MET COUNCIL RETAILSAL E CPOS SW	Go To Card Reimbursement	12/24/2021	\$ 965.00
	MET COUNCIL RETAILSAL E CPOS SW	Go To Card Reimbursement	12/31/2021	\$ 420.00
	MET COUNCIL RETAILSAL E CPOS SW	Go To Card Reimbursement	1/7/2022	\$ 324.00
	MET COUNCIL RETAILSAL E CPOS SW	Go To Card Reimbursement	1/14/2022	\$ 350.00
	POSITIVE PAY	Bank Fee	11/30/2021	\$ 25.00
	POSITIVE PAY	Bank Fee	12/31/2021	\$ 25.00
	TRANSFER TO SPARE LABS	Prime System	12/15/2021	\$ 85,500.00
	TRANSFER TO SPARE LABS	Transfer Fee	12/15/2021	\$ 40.00
		TOTAL		\$ 194,910.37
		Payroll		
	Paylocity	Payroll	12/9/2021	\$ 101,398.05
	Paylocity	Payroll	12/16/2021	\$ 40,716.24
	Paylocity	Payroll	12/22/2021	\$ 133,975.17
	Paylocity	Payroll	1/6/2022	\$ 100,646.21
	Paylocity	Payroll	1/20/2022	\$ 93,338.11
		TOTAL		\$ 470,073.78
		Monthly Reimbursement included in payroll totals		
	Justin Ambroz	Cell Phone Allowance		\$ 50.00
	Jon Christenson	Cell Phone Allowance		\$ 75.00
	Mike Dartt	Cell Phone Allowance		\$ 75.00
	Connor Froemming	Cell Phone Allowance		\$ 50.00
	Matt Fyten	Cell Phone Allowance		\$ 50.00
	John Haggemiller	Cell Phone Allowance		\$ 75.00
	Kyle Jackels	Cell Phone Allowance		\$ 50.00
	Jason Kirsch	Cell Phone Allowance		\$ 50.00
	Tony Kuykendall	Cell Phone Allowance		\$ 50.00

SouthWest Transit
11/30/2021 Thru 1/20/2022

Meeting Date: 1/27/2022

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
	Daniel LeGuen-Schmidt	Cell Phone Allowance		\$ 50.00
	Steve Michael	Cell Phone Allowance		\$ 75.00
	Nicholas Peters	Cell Phone Allowance		\$ 50.00
	Evan Rozelle	Cell Phone Allowance		\$ 50.00
	Ben Schuler	Cell Phone Allowance		\$ 50.00
	Jake Simich	Cell Phone Allowance		\$ 75.00
	Kory Simich	Cell Phone Allowance		\$ 75.00
	Len Simich	Cell Phone Allowance		\$ 85.00
	Mike Simich	Cell Phone Allowance		\$ 50.00
	Souriyong Souriya	Cell Phone Allowance		\$ 50.00
	Joe Townsend	Cell Phone Allowance		\$ 50.00
	Matt Vieth	Cell Phone Allowance		\$ 50.00
	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
	Steve Michael	Tools Allowance		\$ 100.00
		TOTAL		\$ 2,947.00
		GRAND TOTAL		\$ 1,986,804.80

Consent

SOUTHWEST TRANSIT COMMISSION MINUTES

Thursday, December 9, 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
Jody Bonnevier - At-Large Commissioner
Joy McKnight – Ex Officio City of Carver

GENERAL COUNSEL

Joshua Dorothy, Attorney

EXECUTIVE STAFF

Len Simich, Chief Executive Officer
Matt Fyten, Operations and Planning Director
Tony Kuykendall – Vehicle Maintenance Manager
Souriyong Souriya – Finance Director
Gary Groen – Financial Consultant
Al Halaas, Director/GM - First Transit
Daniel LeGuen-Schmidt – HR Manager

I. PUBLIC COMMENT

The meeting was called to order by Chair Huang at 6:47 pm. There was no public comment.

II. APPROVAL OF AGENDA

Motion: Narayanan motioned, seconded by Roepke to approve the Agenda as presented. The motion carried 7-0-0.

III. PAYMENT OF CLAIMS

Motion: McDonald motioned, seconded by Ryan to approve the Payment of Claims. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Roepke, yes; Ryan, yes; Bonnevier, yes. The motion carried 7-0-0.

IV. CONSENT

- A. **Approval of 10/28/2021 Commission Meeting Minutes**
- B. **Approval of Financial Statements**
- C. **Expiring Commission Terms**
- D. **2022 Commission Meeting Calendar**
- E. **2021 Ridership Report**
- F. **Data Practices Policies**
- G. **SWT Safety Plan Updates**
- H. **2021 Agency Performance/Goals**

Item C: CEO Simich stated that At-Large Commissioner Bonnevier has stated she will not be extending her term.

Motion: Ryan motioned, seconded by McDonald to approve the Consent Agenda. The motion carried 7-0-0.

V. NEW BUSINESS

A. 2021 Budget Amendment and 2022 Agency Operating and Capital Budget

Chief Executive Officer Simich reviewed the 2021 budget, stating that said budget was prepared at a time when the lingering effects of the COVID-19 pandemic were difficult to anticipate. The outlook was that there would be a return towards prior service levels, but offices downtown were slow to regain staffing levels, affecting revenues and expenditures.

The amended Budget reflects assistance received from the federal government as well as additional MVST funds received. Neither was expected at the time of adoption of the 2021 budget.

Motion: Roepke motioned, seconded by Narayanan to adopt Resolution 21-11: 2021 Proposed Amended Budget General Fund Operating and Capital. The motion carried 7-0-0.

CEO Simich stated the 2022 budget has been prepared at a time when the effects of the COVID-19 pandemic are still difficult to anticipate. Staff anticipates that by fall of 2022 ridership numbers will approach pre-COVID figures.

SWT Prime continues to be an integral part of the agency's service offerings. Plans are underway to continue to expand locations and operating hours.

Motion: Narayanan motioned, seconded by Roepke to adopt Resolution 21-12: 2022 Proposed General Fund Operating and Capital Project Funds Budget. The motion carried 7-0-0.

B. 2022 Officers and Task Force Members

CEO Simich stated that the following members have been recommended by the Nominating Committee (Budget and Personnel Task Force) as officers and task force members for 2022.

Officers

- Chair – Mike Huang
- Vice Chair – P. G. Narayanan
- Secretary/Treasurer – Jerry McDonald or elected member from Chanhassen

Task Forces

- Budget & Personnel/Agency Governance Task Force
 - Chair Huang
 - Vice Chair Narayanan
 - Secretary/Treasurer McDonald or elected member from Chanhassen
- Suburban Transit Association
 - Chair Huang
 - Vice Chair Narayanan
 - Secretary/Treasurer McDonald or elected member from Chanhassen
 - Alternates: CEO Simich or his designee, Bob Roepke
- Operations/Marketing Advisory Task Force
 - At-Large Commissioner
 - Commissioner Freiberg
 - Commissioner Roepke
 - Ex-Officio Member McKnight
- Legislative Outreach and Strategic Planning
 - Committee of the Whole

Commissioner Ryan suggested that in the future said positions be appointed by the Committee of the Whole rather than by the Budget and Personnel Task Force.

Motion: Ryan motioned, seconded by Roepke to appoint the Commission members identified to serve as Officers and Task Force Members for 2022. The motion carried 7-0-0.

C. 2022 Legislative Priorities

CEO Simich stated that the following 2022 Legislative positions were discussed at the October 28, 2021 Commission Meeting. Commissioners thanked staff for compiling this information, stating that it will be of assistance when each City performs their own analysis of legislative priorities.

- Seek a Legislative change that would allow SWT to better control and fund its operations.
- Seek Legislation to obtain an equitable share and direct disbursement of MVST funding.
- Seek Legislative action that would allow SWT to directly receive the property tax revenue collected/taxed in our communities for transit capital (i.e., the regional transit tax funding).
- Seek Legislative action to secure our share of funding from the third pot of funding related to COVID Relief, the “American Rescue Plan ACT”.

Motion: Freiberg motioned, seconded by McDonald to approve the 2022 Legislative Priorities as identified. The motion carried 7-0-0.

D. SouthWest Village Deed Restriction Buy-Out/Release

CEO Simich stated that staff has been working with Mn/DOT over the past year to clear the title on property SWT controls at SouthWest Village (Lot 2). Having a clear title will improve the chance to develop the property as originally envisioned.

Dollars for buy-out will come from Capital Cost of Operations budget established for 2021.

Motion: McDonald motioned, seconded by Narayanan to adopt Resolution 21-13 authorizing the CEO to seek a conveyance from Mn/DOT for SouthWest Transit to purchase/buy-out the deed restriction currently placed over Lot 2 at the SouthWest Village for a price not to exceed \$444,000. The motion carried 7-0-0.

E. 2021 SWT Leadership Awards

CEO Simich stated that three Leadership awards are presented annually including Friend of Transit, Distinguished Career, and Outstanding Political Champion. Due to the COVID-19 pandemic, no awards were issued for 2020. The Budget and Personnel Task Force has put forward the following names for approval.

Friend of Transit

- Zach Rodvold, Chief of Staff for Representative Dean Phillips
- Tom Redman, Chair of Bountiful Basket

Distinguished Career

- Brad Aho, former SWT Commission Chair
- Dave Jacobson, former SWT Chief Operating Officer

Outstanding Political Champion

- Representative Dean Phillips
- Edina Mayor Jim Hovland

Motion: Roepke motioned, seconded by Narayanan to approve individuals outlined as award recipients for 2021. The motion carried 7-0-0.

F. Strategic Plan

CEO Simich stated that since early 2021 the Commission has been working on development of the 2022-2024 Strategic Plan. The last section for the Commission to agree upon is the

Strategic Goals. Upon approval of said goals, actions to achieve the goals and the full plan will be brought forward for adoption at the January 2022 Commission Meeting.

- Improve the agency’s ability to control and fund its operation.
- Add/Maintain/Build a strong staff to meet the agency’s needs now and into the future.
- Ensure the safety and security of our customers, staff.
- Ensure financial stability through internal actions.
- Undertake initiatives that support environmental sustainability.
- Maintain operational excellence.
- Expand service options/initiatives.

Motion: Narayanan motioned, seconded by Ryan to approve the Strategic Goals to be included in the 2022-2024 Strategic Plan. The motion carried 7-0-0.

G. CEO Search Firm Selection – KL2 Connects

Human Resources Manager LeGuen-Schmidt stated that the CEO search firm selection process has been completed and the Agreement for Professional Services has been created to move forward with KL2 Connects as the selected firm.

Motion: McDonald motioned, seconded by Roepke to ratify the Agreement for Professional Services with KL2 Connects. The motion carried 7-0-0.

VI. UPDATES

VII. ADJOURNMENT

Motion: Narayanan motioned, seconded by Freiberg to adjourn. The motion carried 7-0-0. The meeting adjourned at 8:17 pm.

December 9, 2021 SouthWest Transit Commission Minutes prepared by: Linda Spevacek

Approved by: _____

Date: _____



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission
FROM: Souriyong Souriya – Finance Director
DATE: January 27, 2022
SUBJECT: SWT Financial Statements

REQUESTED ACTION:

That the SWT Commission approve the preliminary December 2021 Financial Statement, December 2021 Investments and December 2021 Pledged Securities.

BUDGET IMPACT: This action has no budget impact.

BACKGROUND:

Attached to this memo are the following financial statements:

- Preliminary financial review for the year ended December 31, 2021, Financial Statement for General Fund Operating and Capital Projects Funds.
- The investment of SWT funds into certificates of deposits (CDs) and rate of return from 0.30%-0.750%.
- Five institutions provided the pledged securities for collateral beyond the FDIC insured.

RECOMMENDATION:

That the SWT Commission approve the preliminary December 2021 Financial Statement, December 2021 Investments and December 2021 Pledged Securities.

SouthWest Transit					
Pledged Securities Accounts - December 2021					
Security Description	Safekeeping Agent	Maturity Date	Pledged Date	Book Value	Pledged Value
Flagship Bank Minnesota					
Treasury	United Bankers Bank	9/30/2024	3/7/2021	\$ 2,055,455.46	\$ 2,000,000.00
Treasury	United Bankers Bank	7/31/2024	3/7/2021	\$ 1,034,573.80	\$ 1,000,000.00
Treasury	United Bankers Bank	1/31/2025	4/26/2021	\$ 1,537,217.38	\$ 1,500,000.00
Treasury	United Bankers Bank	7/15/2024	7/19/2021	\$ 998,867.64	\$ 1,000,000.00
Treasury	United Bankers Bank	10/15/2024	10/15/2021	\$ 2,000,827.11	\$ 1,700,000.00
MBS-FNMA/FHLMC	United Bankers Bank	9/1/2027	5/26/2020	\$ 142,732.22	\$ 142,732.22
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	\$ 248,046.57	\$ 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
Sallie MAE	United Bankers Bank	7/21/2026	9/29/2021	\$ 248,000.00	\$ 248,000.00
US Treasury Notes	United Bankers Bank	7/31/2022	10/6/2016	\$ 749,914.54	\$ 750,000.00
FHLB DISC	United Bankers Bank	2/25/2022	12/31/2021	\$ 999,928.20	\$ 600,000.00
CMO 2009-26	United Bankers Bank	8/16/2022	6/30/2021	\$ 77,700.81	\$ 77,564.63
GNMA	United Bankers Bank	8/20/2040	7/20/2018	\$ 108,356.22	\$ 108,356.22
GNMA	United Bankers Bank	1/20/2033	1/20/2021	\$ 120,638.15	\$ 120,638.18
FNMA	United Bankers Bank	10/1/2032	10/23/2012	\$ 194,417.67	\$ 194,417.67
MBS-FNMA/FHLMC	United Bankers Bank	10/1/2032	8/15/2015	\$ 210,186.40	\$ 210,186.40
				\$ 11,469,862.17	\$ 10,643,895.32
BankVista					
FDIC	FDIC - State	10/6/2022	6/6/2018	\$ 250,000	\$ 250,000
FDIC	ICS Account	NA	6/6/2018	\$ 5,452,056	\$ 5,452,056
Tradition Capital Bank					
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
Alerus					
FRB Federal Reserve Custody	Bank of North Dakota	4/1/2026	6/22/2016	\$ 340,000	\$ 340,000
Americana Community Bank					
GNMA Pool # MA1119	United Bankers Bank	7/1/2042	8/25/2016	\$ 574,706	\$ 574,706
			Total	\$ 21,449,768	\$ 20,368,381
Summary Total Funds 12/31/2021					
Flagship Bank	\$ 10,152,098				
BankVista	\$ 5,702,056				
Tradition Capital Bank	\$ 2,271,479				
Alerus	\$ 274,444				
Americana Community Bank	\$ 823,907				
Total	\$ 19,223,984				
<i>Difference Extra</i>	\$ 1,144,396.72				

**SouthWest Transit Commission Investments
December 2021**

Broker	Purchase Date	Type	Description	Maturity Date	Type	Purchase Cost	Maturity Amount	Rate	Days to Maturity	Current Market Value	Accrued Interest	Months Term
12/31/2021												
Flagship Bank	1/23/2021	CD	Flagship CD 100243	1/24/2022	CD	300,000.00	300,000.00	0.600%	24	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%	36	1,587,121.51	2,479	12
Americana	1/21/2021	CD	Americana 13087266	2/12/2022	CD	545,075.68	545,075.68	0.670%	43	548,727.69	81	13
Americana	1/12/2021	CD	Americana 17954691	2/12/2022	CD	273,348.24	273,348.24	0.670%	43	275,179.67	40	13
Flagship Bank	3/11/2020	CD	Flagship CD 100255	3/6/2022	CD	250,000.00	250,000.00	0.400%	65	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%	74	750,000.00		12
Flagship Bank	3/2/2019	CD	Flagship CD 100306	2/28/2023	CD	250,000.00	250,000.00	0.350%	424	250,000.00		24
BankVista	10/6/2021	CD	BankVista CD 3301049	10/5/2022	CD	250,000.00	250,000.00	0.300%	278	250,000.00	115	12
Tradition Bank	10/16/2021	CD	Tradition Bank CD 13813422	10/16/2022	CD	650,000.00	650,000.00	0.650%	289	684,357.01	1,170	12
				Total		4,768,423.92	4,768,423.92			4,895,385.88	2,714.58	
			<i>Flagship Bank - Nonprofit Checking</i>							5,151,521.14		
			<i>Flagship Bank - Money Market Acct</i>							3,450,576.68		
			<i>Alerus - Money Market Acct</i>							274,444.20		
			<i>BankVista - Money Market ICS Acct</i>							5,452,056.00		
				Subtotal						\$ 14,328,598.02		
				Grand Total						\$ 19,223,983.90		
Summary by Type (based upon current market value)						CDs Summary by banks						
CD			4,895,385.88			<i>Banks</i>	<i>Amount</i>					
US Govt Agency			-			<i>Americana</i>	823,907.36					
Checking/MM/ICS			14,328,598.02			<i>Alerus</i>	274,444.20					
			19,223,983.90	-		<i>Bank Vista</i>	250,000.00					
						<i>Flagship</i>	1,550,000.00			8,602,097.82		
						<i>Tradition</i>	2,271,478.52			4,952,056.00		
Maturity Dates			Amount				5,169,830.08					
	Dec-21		\$ -									
	Jan-22		300,000.00									
	Feb-22		\$ 2,411,028.87									
	later		\$ 2,184,357.01									
			\$ 4,895,385.88	-								



Commission Meeting date 01.27.2022

Balance Sheet for All Funds December 2021 - Preliminary Audit

Fund Name					
Balance Sheet Category	General Fund	Capital Improvement Fund	EPG Roof Replacement Fund	SWS Development Capital Fund	Total
Assets					
Cash & Investments	\$ 6,654,905	\$ 2,692,920	\$ 2,000,000	\$ 6,086,335	\$ 17,434,160
Accounts Receivable	2,438,870		-	-	2,438,870
Other Assets	379,954	-	-	-	379,954
Total Assets	9,473,730	2,692,920	2,000,000	6,086,335	20,252,985
Liabilities					
Accounts Payable	123,848	3,141	-	1,704	128,693
Other Liabilities	-	-	-	-	-
Total Liabilities	123,848	3,141	-	1,704	128,693
Fund Balances					
Beginning Fund Balance-January 2020	7,522,658	2,897,009	-	6,035,120	16,454,787
Net Change in Fund Balance	1,827,224	(207,230)	2,000,000	49,511	3,669,506
Total Fund Balances	9,349,882	2,689,780	2,000,000	6,084,631	20,124,293
Total Liabilities & Fund Balances	\$ 9,473,730	\$ 2,692,921	\$ 2,000,000	\$ 6,086,335	\$ 20,252,985



SouthWest Transit
 Revenue and Expenditures for All Funds
 Monthly Financial Report
 YTD December 2021 - Preliminary Audit

Commission Meeting date 01.27.2022

Dec=100.0%

General Fund 100	Adopted Budget	Current Month Actual	2021 YTD Actual	2021 YTD Balance	% YTD Budget
Revenues					
Passenger Fares	\$ 405,000	\$ 40,042	\$ 511,074	106,074	126.2%
Contract Revenue	33,600	4,816	51,005	17,405	151.8%
CMAQ Grant Revenue	69,000	-	20,542	(48,458)	0.0%
5307 NTD Funding	682,629	-	326,622	(356,007)	47.8%
MVST Revenue	8,735,000	692,146	9,045,479	310,479	103.6%
RAMVST Revenue	1,632,000	129,221	1,656,215	24,215	101.5%
CRRSA Section 5307	2,072,432	-	2,072,432	-	0.0%
Investment Income	10,000	-	8,666	(1,335)	86.7%
Other Local Revenues	324,500	19,332	289,664	(34,836)	89.3%
	13,964,161	885,556	13,981,697	17,536	100.1%
Other Sources					
Insurance Recoveries	-	-	7,362	7,362	-
Total Revenue	\$ 13,964,161	\$ 885,556	\$ 13,989,059	\$ 24,898	100.2%
Expenditures					
Administration	\$ 1,464,112	\$ 162,382	\$ 1,374,284	89,828	93.9%
Operations	4,871,040	482,575	4,365,671	505,369	89.6%
Vehicle Maintenance	1,594,350	164,039	1,456,417	137,933	91.3%
Facility Maintenance	1,385,680	161,044	1,261,204	124,476	91.0%
Total Expenditures	9,315,182	970,040	8,457,576	857,606	90.8%
5307 NTD Schedule	682,629	-	326,622	356,007	47.8%
Capital Cost Of Operating	1,273,745	516,261	1,377,637	(103,892)	108.2%
	1,956,374	516,261	1,704,259	252,115	87.1%
Total Expenditures & Capital Cost of Operating	11,271,556	1,486,301	10,161,835	1,109,721	90.2%
Transfers (Out)	2,000,000	-	2,000,000	-	100.0%
	13,271,556	1,486,301	12,161,835	1,109,721	91.6%
Net Change in Fund Balance	\$ 692,605	\$ (600,745)	\$ 1,827,224		
Fund Balance, January 1			\$ 7,522,658		
<i>Adjusted Fund balance</i>					
Fund Balance, End of Current Period			\$ 9,349,882		
Months of Operating Expenditures			10		
Fund Balance as a % of the Expenditure Budget			70.5%		



SouthWest Transit
 Revenue and Expenditures for All Funds
 Monthly Financial Report
 YTD December 2021 - Preliminary Audit

Commission Meeting date 01.27.2022

Dec=100.0%

All Other Funds	Adopted Budget	Current Month Actual	2021 YTD Actual	2021 YTD Balance	% YTD Budget
Capital Improvement Fund 270					
Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Expenditures	-	-	207,230	-	0.0%
Transfer In (Out)	-	-	-	-	0.0%
Net Change in Fund Balance	\$ -	\$ -	\$ (207,230)		
EPG Roof Replacement Fund 280					
Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Expenditures	-	-	-	-	0.0%
Transfer In (Out)	-	2,000,000	2,000,000	-	-
Net Change in Fund Balance	\$ -	\$ 2,000,000	\$ 2,000,000		
SWS Development Capital Fund 360					
Revenue	\$ -	\$ -	\$ 49,511	\$ 49,511	0.0%
Expenditures	-	-	-	-	0.0%
Transfer In (Out)	-	-	-	-	0.0%
Net Change in Fund Balance	\$ -	\$ -	\$ 49,511		



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit Commission

From: Len Simich, CEO

Date: January 27, 2022

Subject: Resolution #22-01 Designating an Official Publication

REQUESTED ACTION:

That the SWT Commission adopt Resolution 22-01 Designating the Official newspapers for the following years:

- 2022 – Chanhassen Villager
- 2023 – Chaska Herald
- 2024 – Chanhassen Villager
- 2025 – Chaska Herald

BUDGET IMPACT:

None

BACKGROUND:

In the beginning of each calendar year, the Commission passes a Resolution appointing the Official Newspapers for SouthWest Transit. Historically, the Commission has rotated the Official Newspapers between the three cities of Chaska, Chanhassen, and Eden Prairie. However, the Eden Prairie News no longer exists. Based on that, SWT will now rotate between the two remaining local newspapers over a four-year period. These designations are required by State Statute.

Additionally, at the December 7, 2017 SWT Commission meeting, the Commission approved, based on Minn State Statute 331A.03, which allows using alternative means to disseminate solicitations of bids, requests for information, and request for proposals, SWT's website as an alternative means of dissemination.

If publication in a designated newspaper is precluded because of publication timelines, notices may be placed in the Star Tribune and SouthWest News Media.

RECOMMENDATION:

That the SWT Commission adopt Resolution 22-01 Designating the Official newspapers for the following years:

- 2022 – Chanhassen Villager
- 2023 – Chaska Herald
- 2024 – Chanhassen Villager
- 2025 – Chaska Herald

Attachments: Resolution 22-01



**SOUTHWEST TRANSIT
RESOLUTION # 22-01**

A RESOLUTION APPROVING THE DESIGNATION OF OFFICAL NEWSPAPERS FOR SOUTHWEST TRANSIT

WHEREAS, SouthWest Transit (SWT) operates as a Joint Powers entity established by the Cities of Eden Prairie, Chaska and Chanhassen to provide transit services under the law of the State of Minnesota including Minnesota Statute Section 473.384, 473.388 and Statute 471.59; and

WHEREAS, The SouthWest Transit Commission designates an official newspaper;

NOW THEREFORE, BE IT RESOLVED

1. That the Chanhassen Villager is designated as the official newspaper for calendar years 2022 and 2024; and
2. That the Chaska Herald is designated as the official newspaper for calendar years 2023 and 2025.

If publication in designated newspaper is precluded because of publication timelines, notices may be placed in the Star Tribune and SouthWest News Media.

ADOPTED by the Commission of SouthWest Transit on January 27, 2022.

Mike Huang, Chairperson

ATTEST:

Len Simich, Chief Executive Officer



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit Commission
From: Len Simich, CEO
Date: January 27, 2022
Subject: Resolution #22-02 Designating Official Depositories

REQUESTED ACTION:

That the SWT Commission adopt Resolution 22-02 Designating Official Depositories

BUDGET IMPACT:

None

BACKGROUND:

In the beginning of each calendar year, the Commission passes a Resolution appointing the Official Depositories for SouthWest Transit. These designations are required by State Statute.

RECOMMENDATION:

That the SWT Commission adopt Resolution 22-02 Designating Official Depositories

Attachments: Resolution 22-02



**SOUTHWEST TRANSIT COMMISSION
RESOLUTION #22-02 DESIGNATING DEPOSITORIES
FOR SOUTHWEST TRANSIT FOR 2022**

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, the SWT Commission annually designates depositories and authorizes investments through investment brokers; and

WHEREAS, the SWT Commission depository banks shall provide collateral for all deposits that exceed the amount that is guaranteed by the Federal Deposit Insurance Corporation (FDIC) and such collateral shall be at least 10% more than the amount on deposits requiring collateral, and

WHEREAS, the amounts and type of collateral provided to secure the deposits of SWT shall be approved by the Commission and shall be accompanied by a written assignment providing that, in the event of default, the depository bank shall release to the SWT Commission on demand, free of exchange or any other charges, the collateral assigned, and

WHEREAS, the brokers shall acknowledge the receipt of a statement of the SWT Commission investment policies and restrictions on investments in writing and agree to manage the investments in accordance with these restrictions before completing any investment transactions on behalf of SWT.

NOW THEREFORE BE IT RESOLVED, the Commission approves the following depositories and brokers for the 2022 calendar year:

Flagship Bank,
Americana Community Bank,
Alerus Bank,
Wells Fargo Bank,
Old National Bank,
BankVista Independent Community Bank,
LMC 4M Fund,
Ehlers Investment Partners,
UBS Financial Services, and
Multi-Bank Securities, Inc.
Tradition Capital Bank
JPMorgan Chase Bank, N.A.

ADOPTED by the SouthWest Transit Commission on January 27, 2022.

Mike Huang, Chairperson

ATTEST:

Len Simich, Chief Executive Officer



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit Commission
From: Daniel Le Guen-Schmidt, Human Resources Director
Date: January 27, 2022
Subject: Employee Manual/Policy Update

REQUESTED ACTION:

That the SWT Commission approve the clarifying language of Policy 4.02 – Personal Leave Plan; subsection: Personal Leave Accrual, Carry Over and Cash-Out.

BUDGET IMPACT

None

BACKGROUND:

The language in the policy specifies dates that do not coincide with payroll. Removing specific dates allows us to simplify the procedure of processing a payout. Additionally, to minimize confusion, ICMA had a name change in 2021, and it should be reflected appropriately.

RECOMMENDATION

That the SWT Commission approve the clarifying language of Policy 4.02 – Personal Leave Plan; subsection: Personal Leave Accrual, Carry Over and Cash-Out.

4.02 Personal Leave Plan Subsection: Personal Leave Accrual, Carry Over and Cash-Out

Personal Leave Accrual, Carry Over and Cash-Out: Employees will be allowed to accumulate leave greater than twice their annual accrual rate during the year, but must use or reduce their leave balance to twice their annual accrual rate or less by the end of the year. Employees cannot carry over more than twice their annual accrual rate to the following year. Hours in excess of twice the employee's annual accrual rate at the end of the year are forfeited and will not be paid. In addition, the maximum of personal leave payout upon termination or resignation is twice an employee's annual accrual rate.

Employees may elect to cash out a maximum of 40 hours of their personal leave twice annually on **the first pay day of June 1st and December 1st of each year**. Employees must notify SWT that they wish to cash out the personal leave days on or before May 1st and November 1st of each year. Except as provided in this next paragraph, no employee may cash out more than 80 hours annually. Employees may not elect to cash out personal leave

that would bring their PTO bank below 40 hours. The cash-out will be at the employee's current base rate of pay.

In exceptional circumstances, the Chief Executive Officer may permit an employee to (1) carry over more than twice the employee's annual accrual rate to the first quarter of the following calendar year, and such excess hours shall be forfeited at the end of such quarter if not used or cashed-out in accordance with clause (2); and (2) cash out hours carried over under clause (1), subject to availability of budgeted funds. Any cash-out under clause (2) of this paragraph must occur no later than March 31 and shall not prohibit the employee from cashing out up to 80 additional hours under the preceding paragraph.

Employees may elect to take any cashed-out hours as ordinary compensation or as an employee-deferred contribution to the employee's health savings account (HSA) or voluntary employees beneficiary association (VEBA) plan account **or to a MissionSquare account (formerly ICMA)**. The employee must notify SWT of how the employee elects to take the cash-out at the time that the employee notifies SWT of the employee's desire to cash out personal leave hours.



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit Commission

From: Daniel Le Guen-Schmidt, Human Resources Director

Date: January 27, 2022

Subject: Official Contract Award to KL2 to conduct the CEO Search

REQUESTED ACTION:

None required. For information purposes only.

BUDGET IMPACT

Outlined in Professional Service Contract.

BACKGROUND:

At the December 10, 2021 Commission meeting, the Commission awarded the contract to conduct the CEO search to KL2 Connects. The search is currently in process and an update will be provided in New Business.

RECOMMENDATION

None required. For information purposes only.

SouthWest Transit 2022 Marketing Plan



Committed to providing a quality riding experience that fulfills the needs and exceeds the expectations of our customers.

Overview

As we have seen for close to two years now, COVID-19 has played a big role on the decrease of need for transportation to and from work. With no set date on when companies will start bringing back people to the office, Public Transportation must learn to adapt to the new “Norm”.

In years past, our target market was those who traveled to and from Minneapolis for work. With our ridership still down, and no clear indication on when things will change. Our focus can't solely be on these services anymore. SouthWest Transit still expects the need for commuter express transit service to come back at some point. However, for the coming year (2022), our primary focus will be to continue building our “Prime” system.

SW Prime makes travelling anywhere in our service area convenient to the consumer. It's easy and affordable to use when getting around town for work, dining, shopping, medical appointments, and conducting errands.

SW Prime allows us to make a significant difference in the communities we serve during these difficult times. A SW Prime Campaign for 2022 will be beneficial towards our goals of making individuals lives better, and to transform perspectives. When the time comes to shift our focus back to work commuters we will be ready. Until then, we must continue to evolve and put focus where we can make the most difference.

In 2022, we plan to make a positive change to the Prime branding a top priority. We anticipate the change will help eliminate confusion and provide better clarity regarding the service, while bringing a new look to the system.

Focus/messages for 2022:

- We are ready for your return.
- Safety is our top priority.
- Save time, save money, ride hassle free.
- Places to go on the bus.
- Prime rebranding, including Prime MD, 494 locations, and Shakopee.
- Access to jobs (Downtown and in our communities).

Target Examination

SouthWest Transit offers a variety of service options to get commuters to and from work in downtown Minneapolis on our express service, and to transport people within our communities using our SW Prime service. Our goal is to find ways to increase recognition of our brand and understanding of our services with both current and prospective customers.

Downtown Commuters – These are riders who park their cars at one of SWT’s park-and-ride locations Monday – Friday and ride the bus to their place of employment in Downtown Minneapolis. We reach this population through ads in local papers/publications, social media, commercials, collateral distribution (community and resource centers), radio spots, special events, informational event attendance, news releases and new resident mailings. We receive feedback from these commuters every year that give us insight into what is and is not working in our marketing efforts.

Reverse Commuters –SouthWest Transit offers a reverse commute, bringing people from Minneapolis to the SW suburbs. This population is generally employed in our service area. Advertising and awareness are important for the commuters and employers in our service area. We travel to local companies with route schedules and SW Prime information, and we will be implementing travel training videos, demos, hosting informational events, and providing discounted ride opportunities.

Special Event Riders – Not everyone in our community has a reason to use SWT services on a regular basis. To get people acquainted with our operation, and to provide a special benefit and/or meet a need that exists, SWT offers service to Twins, Vikings and Gopher games, large concerts, holiday lights at the arboretum, State Fair, and our summer adventures series. We reach this population with collateral at events, posters in park-and-rides, news releases, commercials, and social media.

SW Prime – SW Prime is an on-demand transit service operating in Eden Prairie, Chaska, Chanhassen, Carver, Victoria, Bloomington, Richfield and Shakopee. SW Prime works as a modern local service, where you can request a ride using your phone or an app. It is a service that operates like Uber or Lyft. Along with SW Prime, we also have Prime MD, which is a non-emergency medical transportation system, allowing you to book a ride to your medical appointment 14 days in advance.

Student Population – Students can easily utilize our service to the U of M and Normandale College. Currently, we target students through campus events, direct mail, and advertising on social media. Communicating the benefits of riding transit (easy, environmentally sound, technologically forward, and safety messages) to the student population in our community is a priority.

2022 Initiatives

MSP International Airport

In 2021, SouthWest Transit began service to the MSP airport with SW Prime. For a base price, you can book a ride to the MSP Airport two weeks in advance online or by phone, ensuring riders get to their flight on time with a reliable form of transportation. When returning home from their trip, the customer will simply request a regular Prime once they are off the plane and ready to return home.



Along with our services to the MSP Airport, we offer overnight parking for the traveler's cars called "Park & Fly", which is overnight parking for those travelling using SW Prime. Overnight parking is available at SouthWest Station (13500 Technology Dr.). All "Park & Fly" Stalls are on the first floor located in the Northwest Corner of our Ramp. This service will once again be a marketing priority in 2022.

Part-time Graphic Designer

SouthWest Transit will be bringing on a part time graphic designer for marketing purposes. A graphic designer will be very beneficial to SouthWest Transit and our branding. We will be able to have fresh design work when posting on social media or in our facilities. Bringing a graphic designer on board gives us the opportunity to advertise our services with appropriate branding at a quicker rate.

Partnership with Cub Foods



SouthWest Transit will be advertising inside of Cub Foods in each of the Chaska, Chanhassen, and Eden Prairie store locations. The Cub Foods partnership gives us an opportunity to try new marketing strategies in popular areas. Cub Foods will be playing our Ads on their tv monitors at the front of the stores where people will be entering and exiting, giving them an opportunity to see how SouthWest Transit may be beneficial for them.

SW Prime Bus Wrap



To help market our new Airport service, we are planning to wrap additional SW Prime vehicles for more advertising throughout our service area. Working as "moving billboards" The hope is to help get the word out by having our ads on our own vehicles. Two Prime vehicles have been wrapped already in 2022.

Updated Website

Plans have begun to update and refresh our website. Our goal is to revamp the website so the customer can easily find exactly what they need with ease. We anticipate the project will be completed by mid-year.

Marketing Strategies for 2022

Travel Trainings



The focus for our travel training sessions are with senior citizens, schools, businesses, and the minority population that resides in our communities. The protocol includes a brief overview of our services, a bus for travel training, and time for Q & A once the presentation is over. With Covid numbers dropping, we saw many facilities begin opening the door and welcoming us in towards the end of 2021. We are hoping to complete at 12 travel trainings in 2022.

Videos

SouthWest Transit uses videos as a way to teach people how to ride our services. With several videos being outdated, we will be creating new “how-to” videos in-house for the purposes of keeping our branding consistent.



- Along with the “how-to” videos, we have new content that we will be using in places such as YouTube and our Community Tv channels.
- We will be re-vamping our YouTube page as well. When used correctly, YouTube is one of the best social media outlets to use to communicate with the public.
- Videos will also be incorporated into presentations when traveling to certain facilities for

travel trainings and club gatherings

SW Prime



With Covid becoming an everyday part of our lives, more people are working from home. Even as we start slowly controlling Covid, we are still left with uncertainty with what that means for commuter transportation. Companies have already shown they’ll be more lenient with who must come into the office and will move towards more hybrid approach. Because of this, we need to adapt and believe SW Prime will be the model for us to develop new services around.

- We plan to continue informing the public about our Prime service by talking to senior living complexes, Active Senior Center Facilities, brochures at events, on our Social Media pages, and by mailings.
- We look to re-brand Prime with new logos separating the services we offer through Prime.
- We also plan on spending a big portion of the Cross Marketing budget on newspaper advertising, as well as a direct mail campaign focusing on Prime.

We have recently begun SW Prime service to Shakopee, Bloomington, and the MSP Airport. With this expansion, as well as the emergence of Prime MD, Prime has the potential to become the primary service for SouthWest Transit in the future. It is the role of marketing to make sure our communities are educated with the information, and about the opportunities the system provides.

SW Perks



One way we can help old and new customers choose SouthWest Transit for their everyday commutes, is by helping them understand SW Perks. SW Perks is a program that incentivizes people to use our services by offering gift cards just for riding the bus.

We need to do a better job at letting the public know about our SW Perks program by advertising it more on social media, our website, and creating a “how-to” video about the program. We are also looking at different ways to make the program more appealing to old and new customers who mainly take our fixed routes for travel.

Community/Business Outreach

SWT has been very active without communities for many years through, partnering with local food shelves and businesses, senior centers and senior living facilities, and schools. We make it a priority to get out and not only be known, but to also make a difference and help those in need. Our goal is to let others know that if they need our help at SWT, we will be there.



- For 2022, we plan on connecting with more businesses around our service area, giving them a chance to hear how we can be beneficial to their company and employees. Ways of doing this are by informing these businesses about how we can get their employees to and from work at an affordable cost. Our goal is to meet face to face with 5-10 businesses monthly (including medical facilities).
- We will set up travel trainings for the employees as well as offer posters to be put into their breakrooms.
- We also plan to once again conduct a transportation summit to better inform businesses and the general public what transportation initiatives are being planned in their communities. It also provides us with a better understanding of needs.

- SouthWest Transit also plans to provide discounted prices to those individuals that need a little assistance with their transportation costs. The tap program will continue to be marketed to agencies working with individuals in need.
- SouthWest Transit is also partnering with local food banks and agencies addressing the homeless situation in our suburbs.

Graphic Design

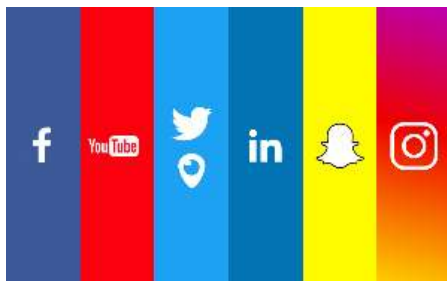


In 2022, SWT will be looking to hire a part-time Graphic Designer. Our goal is to no longer need to reach out for artwork to be done, but instead have someone with the professional skills of graphic design to give our ads a refreshing look that also stays consistent with our branding.

Social Media

Social Media plays a huge role in our marketing strategies. It has proven to be a fast and effective way to interact with our customers, to get rider notices and other important information out and to respond to questions and concerns.

- In 2022, we plan to use social media for more than just informing our riders. We plan to take polls and do Q & A sessions with our riders to show them their voice matters to us. We also plan on increasing the amount we post in hopes that more people will interact with us and explore what SouthWest Transit has to offer them.



- An objective for 2022 will also be to expand our presence on various social media sites, by utilizing LinkedIn, and YouTube. LinkedIn is a great place to build brand awareness, create partnerships and to connect with professionals and other companies around the globe. We plan to share our stories and accomplishments and to connect with other transit agencies on this platform.
- We can also get creative with YouTube by adding videos monthly. The content can be anything from Q & A with drivers, stories inside SouthWest Transit, or interviews with employees and what their daily work schedule looks like. When done correctly, these platforms can help build stronger relationships with those who use our services.

Print Ads

In 2022, we will continue our partnership with SouthWest News Media to place print ads in our local papers (Chaska Herald, Chanhassen Villager). These ads focus on creating brand awareness and promoting our special events throughout the year.

We also plan on running ads in other local publications such as Star Tribune, Neighbor magazines (all three cities) and using local news letters for breaking stories.



AllOver Media Partnership



We plan to continue our partnership with AllOver Media in 2022 to provide gift cards for our SW Perks Program through trade and to distribute our ads in bathrooms in various businesses throughout our service area.

- We will also implement a back of the bus campaign for 2022 with AllOver Media for a refreshing look at what we have to offer in creative ways.
- AllOver Media will also help with Cross Marketing efforts, by partnering with us to display our ads in Newspapers, Door hanger ads, and in-house bus wrapping.

News Releases

SWT will send out news releases monthly or as news-worthy content is available. These releases will focus on special event services, community outreach, schedule/route changes and positive stories about the organization.

We have a list of trusted contacts with a variety of both local and national publications to whom we send our news releases on a regular basis. However, we will continue to seek new publications we feel would be a good fit for us in 2022.

Direct Mailings

The southwest suburban metro is one of the fastest growing regions in the state of Minnesota. SWT works with the cities of Chaska, Chanhassen, Carver and Eden Prairie to get information out about our services. This includes sending monthly postcards to new residents which detail the services we offer and invite them to try SW Transit for free.

Also in 2022, SouthWest Transit plans to conduct targeted mailings to high density areas in our communities (apartments, town home developments, manufactured home parks, etc.), and to populations we provide (youth, senior, minority).

Event Attendance

SWT attends many local events during the year, including Chaska River City Days, Chanhasen Business Expo, Touch a Truck, Taste of Chaska and more. At each event, we have a booth set up with information about SW Transit's services and giveaways for attendees. When space is available, we also bring a bus for attendees to board and explore. And, at select events, we bring a trolley to provide short rides.

Along with these events, we plan on expanding to more and being involved inside our service area as much as possible. Any event that we can have a presence at this upcoming year, we will be there.



Special Events



We expect 2022 to bring us an ease of normalcy hopefully by the time special events come around. Special Event services, such as our Twins, Vikings and Gophers Express buses, Concert Series, Summer Adventures and State Fair buses continue to be extremely popular in our service area.

This year, we hope to mirror 2019 with our special event calendar. We will advertise these Special event services by social media posts, our website, posters in our park and ride lobbies, brochure distribution in our service area, and ads in local papers. We will continue to review ridership from previous years and make changes to our special event services where needed.

Arboretum



The Arboretum and SouthWest Transit have a very strong relationship. We plan on continuing to partner with them for the Winter lights festival, as well as any other events they will welcome us to be a part of. We feel the relationship is very important for ridership and for keeping a strong presence in our community.

Radio Ads



This year we are doing something different and exciting. After a trial run in 2021, we will continue to partner with iHeart Radio with ads about SouthWest Transit. All ads will be played on iHeart Radio partnered stations and will focus on our special event services this year. We will start the ads in April and run them for just 5 months. We had good comments about our ads on the radio last year and it also gives us a different way of advertising that we are very excited about

Digital Ads

SWT will also be running digital ads this upcoming year for 2022.

- We have entered a partnership with three Cub Foods in our service area to run our ads in the entrance and exits of the stores on monitors 24 hours a day, 7 days a week.
- Along with that, we will be using the 15 second advertisements Shaun Labelle put together for us on youtube.
- SouthWest Transit will continue to run digital Ads with SWNews Media.
- Bathroom ads will also continue through our partnership with Social Indoor.



Golf Cart Ads

SW Transit plans to continue our partnership with Chaska Town Course to display ads on golf carts and in select locations around the course. These ads focus on special event services that are of interest to their clientele, including Twins Express, Vikings and Gophers service.

Month	Projects – Detail (Note: This list will be expanded as opportunities are presented)
January	<ul style="list-style-type: none"> • Create New Prime MD Marketing Plan • Schedule travel trainings for Q1 and Q2 • Approve Ads for SWNews Media • Create Back of Bus Campaign • Coordinate with local chambers for speaking engagements (Figure out what’s coming up that we can be a part of) • Big Board of Events we know are happening/added events • Brochure Checks • Develop list of events to attend throughout year • Swag List for the year • Graphic Design review • In-House NewsLetter (Collect Info from each department) • Perks Meeting • Station Checks
February	<ul style="list-style-type: none"> • Schedule Q1 & Q2 Travel Trainings • Map for all of our Prime Service area (Graphic Designer) • Develop 2022 wanted picture list • Take Winter Pictures • Schedule Q1 Focus Group – Airport • Brochure Checks • Website Creative • Develop Concert Series Event List (If concerts are released) • Develop Summer Adventure List • Push Prime Airport Service • Station Checks • Start Twins creative • Customer Give Away (For a Yeti Tumbler)
March	<ul style="list-style-type: none"> • Reach out to High Schools to set up Presentation or Event attendance. • Start planning with iHeart • SW Ride program – develop materials • Travel Training • Set up Chaska Cubs and Redbirds Sponsorship • Brochure Checks • Station Checks • Push Twins Service • Get into the Back to the 50’s
April	<ul style="list-style-type: none"> • Begin Summer Event Campaigns – Special Events, Summer Adventures, Prime MD • Create Creative pieces for summer events • iHeart Radio Campaign begins? (Could be May) • Twins Start • Downtown Campaign – Reach out to companies downtown • Travel Training • Schedule Travel Trainings for Q3 and Q4 • Schedule Q2 Focus Group – (Prime, Grocery Getter?)

	<ul style="list-style-type: none"> • Customer Give Away (For a Yeti Tumbler) • APTA System Award Narratives • Brochure Checks • Station Checks
May	<ul style="list-style-type: none"> • Conduct Q2 Driver Focus Group • Conduct Q2 Focus Group – Non Riders? • Schedule Q3 Focus Group – Marketing? • Schedule change – May 20th <ul style="list-style-type: none"> ○ New schedules developed and delivered ○ Website update, notices made & distributed • Taste of Chaska attendance • Promote Summer Adventures • Promote Concert Series • Brochure Checks • Schedule Checks • State Fair Prep
June	<ul style="list-style-type: none"> • Summer Adventures begins • Concert promotions • Begin State Fair Promotions • Brochure Checks • 1 Victoria Car Show • Back to the 50's • Schedule Checks • Customer Give Away (For a Yeti Tumbler)
July	<ul style="list-style-type: none"> • College direct mail organization • College Service Promotion • Chanhassen Business Expo? • Travel Training • Chaska River City Days • U of MN Mailing • 1 Victoria Car Show • Normandale Mailing • Create Vikings and Gophers Promotion Plans • Brochure Checks • Schedule Checks • Plan a Wine tour – get wineries involved • Apta Award – get thinking about it
August	<ul style="list-style-type: none"> • State Fair promotion • Chaska Touch a Truck • Begin Vikings and Gophers Promotions • Victoria Car Show • Brochure Checks • Schedule Checks • Customer Give Away (For a Yeti Tumbler) • APTA Award – get thinking about it

	<ul style="list-style-type: none"> • Fall/Early Winter Concerts? • Get in the U of M Transportation Fair
September	<ul style="list-style-type: none"> • Schedule change <ul style="list-style-type: none"> ○ New schedules developed and delivered ○ Website update, notices made & distributed • Brochure Checks • Schedule Checks • Brewfest? • Vikings Starting (Ads in Papers) • Gophers Football (Ads in Papers) • U of M Transportation Fair • Get in touch with Charlene at the Arb • Apta Award – get thinking about it
October	<ul style="list-style-type: none"> • Snow schedule development/distribution • Develop Holiday Event Plan -Ex: Wine tour • Develop Plan for Food Drive and Toys for Tots • Brochure Checks • Schedule Checks • Customer Give Away (For a Yeti Tumbler) • Customer Survey – Possibly implement QR Code. • Ads in paper – U of M Service, Prime, Regular Service (If Covid lets up)
November	<ul style="list-style-type: none"> • Q4 Driver Focus Group • Marketing Plan for 2023 • Food drive • APTA Award • Brochure Checks • Schedule Checks • Travel Training • Get in to Chambers to talk about New year plans/inform about services • Arb Winter Lights Start
December	<ul style="list-style-type: none"> • Conduct Holiday Event • Potential Schedule change <ul style="list-style-type: none"> ○ New schedules developed and delivered ○ Website update, notices made & distributed • Holiday events – EOY commission meeting • Toys for Tots • Annual Report • Brochure Checks • Schedule Checks • Customer Give Away (For a Yeti Tumbler) • Holiday Breakfast • Marketing Plan 2023 Finished

Marketing Budget 2022	Marketing Opportunities	Q1	Q2	Q3	Q4	2022 Total	2022 Budgeted
Cash	Print Ads						\$100,000
	SWNewsmedia	\$3,592.41	\$3,592.41	\$3,592.41	\$3,952.41	\$14,396.64	
	Neighbors Mag (ends after Q1)	\$2,972.73				\$2,972.73	
	Digital Advertising						
	Chaska Town Course - Golf Cart Ads		\$3,000			\$3,000	
	Cub Foods - TV in store Ads	\$2,025	\$2,025	\$2,025	\$1,350	\$7,425	
	YouTube Ads - w/Labelle Videos	\$1,250	\$1,250	\$1,250	\$1,250	\$5,000	
	Social Media Post boosts	\$50	\$50	\$50	\$50	\$200	
	Radio Ads						
	iHeart Radio - Geo. Targeted Radio Ads		\$8,160	\$13,365		\$21,525	
	Special Event Advertising						
	State Fair - Brochures, Print Ads			\$700		\$700	
	Twins - Brochures, Print Ads		\$700			\$700	
	Gophers/Vikings - Brochures, Print Ads			\$700		\$700	
	Adventures - T-Shirts, Ads, etc.		\$750	\$750		\$1,500	
	Prime (All Services) - Ads, Brochures, etc.	\$1,250	\$1,250	\$1,250	\$1,250	\$5,000	
	Direct Mailing						
	College Mailing	\$250	\$250		\$250	\$750	
	New Residents	\$250	\$250	\$250	\$250	\$1,000	
	Prime Direct Mailing	\$2,500	\$2,500	\$2,500	\$2,500	\$10,000	
	Other						
	Fanmaker - Contract	\$2,500	\$2,500	\$2,500	\$2,500	\$10,000	
	Marketing Supplies/Giveaway	\$2,000	\$2,000	\$2,000	\$2,000	\$8,000	
	PHMG - Phone Messaging	\$1,770	\$1,770	\$1,770	\$1,770	\$7,080	
	Cash Total:					\$99,949.37	
Cross Marketing - AllOver Media	Print Ads						\$90,000
	NewsPaper Ads -Fixed Route and Prime	\$2,500	\$2,500	\$2,500	\$2,500	\$10,000	
	State Fair - Print Ads		\$1,000	\$1,000		\$2,000	
	Twins - Print Ads	\$1,000	\$1,000			\$2,000	
	Gophers/Vikings - Print Ads			\$1,000	\$1,000	\$2,000	
	Prime - Ads in Star Tribune, Billboard, etc.	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000	
	Digital Advertising						
	Social Indoor - Bathroom Ads	\$6,000	\$6,000	\$6,000	\$6,000	\$24,000	
	Currently Non-Programmed	\$5,000	\$5,000	\$10,000	\$10,000	\$30,000	
	Cross Total:					\$90,000	
Trade - AllOver Media							\$50,000
	In-House Bus Wraps	\$5,500	\$5,500	\$5,500	\$5,500	\$22,000	
	Perks Certificates	\$7,000	\$7,000	\$7,000	\$7,000	\$28,000	
	Trade Total:					\$50,000	
Carver Co. Grant							\$42,000
	Carver Co. Business Outreach		\$12,000	\$12,000	\$12,000	\$36,000	
	Transportation Summit			\$6,000		\$6,000	
	Grant Total:					\$42,000	

*Note 100% of the Marketing budget comes revenue generated through advertising (bus wraps) or grants.

*Total Marketing budget = \$282,000 (non staff time)



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit Commission

From: Len Simich, CEO

Date: January 27, 2022

Subject: Resolution #22-03 Implementing a Blanket Purchase Orders System

REQUESTED ACTION:

That the SWT Commission adopt Resolution 22-03 Implementing a Blanket Purchase Order System.

BUDGET IMPACT:

None

BACKGROUND:

An opportunity exists to improve day to day operations by implementing a Blanket Purchase Order System. This in turn will provide budgetary control, simplification of accounting methodologies, and the streamlining of transactions.

RECOMMENDATION:

That the SWT Commission adopt Resolution 22-03 Implementing a Blanket Purchase Order System and Blanket Purchase Orders for qualifying vendors.

Attachments: Resolution 22-03



**SOUTHWEST TRANSIT COMMISSION
RESOLUTION #22-03 IMPLEMENTING A BLANKET PURCHASE ORDER SYSTEM
FOR SOUTHWEST TRANSIT FOR 2022**

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, the SWT Commission authorizes improvements to day to day operations; and

WHEREAS, the implementation of a Blanket Purchase Order System shall provide improvements to day to day operations by providing budgetary control, simplifying Accounting methodologies, and streamlining transactions.

WHEREAS, the Blanket Purchase Orders shall conform to the procurement and purchasing policies set forth by federal law, state law, the JPA, and SWT bylaws.

NOW THEREFORE BE IT RESOLVED, the Commission approves implementing a Blanket Purchase Order System and Blanket Purchase Orders for the following:

Supplier	BPO #	Description	Annual Amount	Start Date	End Date	Declining Balance
First Transit	SWT11823	Operating Contract	\$ 2,830,201.00	2/1/2022	12/31/2022	
Mansfield	SWT11822	Fuel	\$ 343,750.00	2/1/2022	12/31/2022	
CDW	SWT11824	Computer/Technology	\$ 30,000.00	2/1/2022	12/31/2022	
Grainger	SWT11825	Shop Supplies	\$ 15,000.00	2/1/2022	12/31/2022	
Fed Ex	SWT11826	Shipping Charges	\$ 2,000.00	2/1/2022	12/31/2022	
Royal Tire	SWT11827	Tire (Repair Only)	\$ 1,100.00	2/1/2022	12/31/2022	

ADOPTED by the SouthWest Transit Commission on January 27, 2022.

Mike Huang, Chairperson

ATTEST:

Len Simich, Chief Executive Officer



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Matt Fyten, Chief Operations Officer
Ben Schuler, Senior Systems & Operations Analyst

DATE: January 19, 2022

SUBJECT: 2021 Ridership Totals

REQUESTED ACTION
None required. For information purposes only.

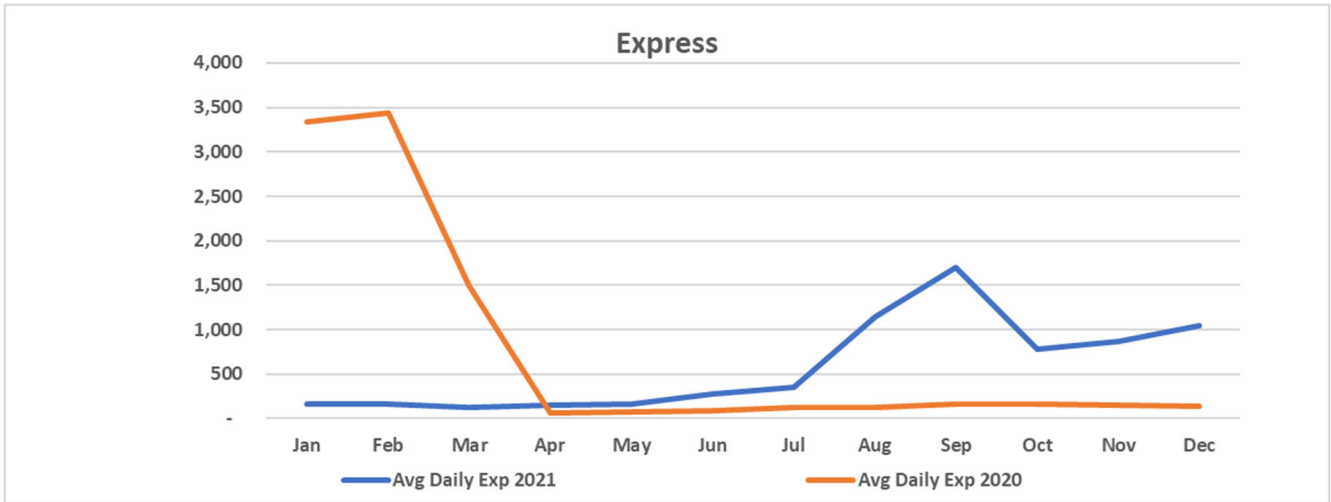
BUDGET IMPACT
Outlined in Background of this memorandum.

BACKGROUND
Total ridership for 2021 was 209,960. The total difference represents a drop of 15.9% compared to 2020.

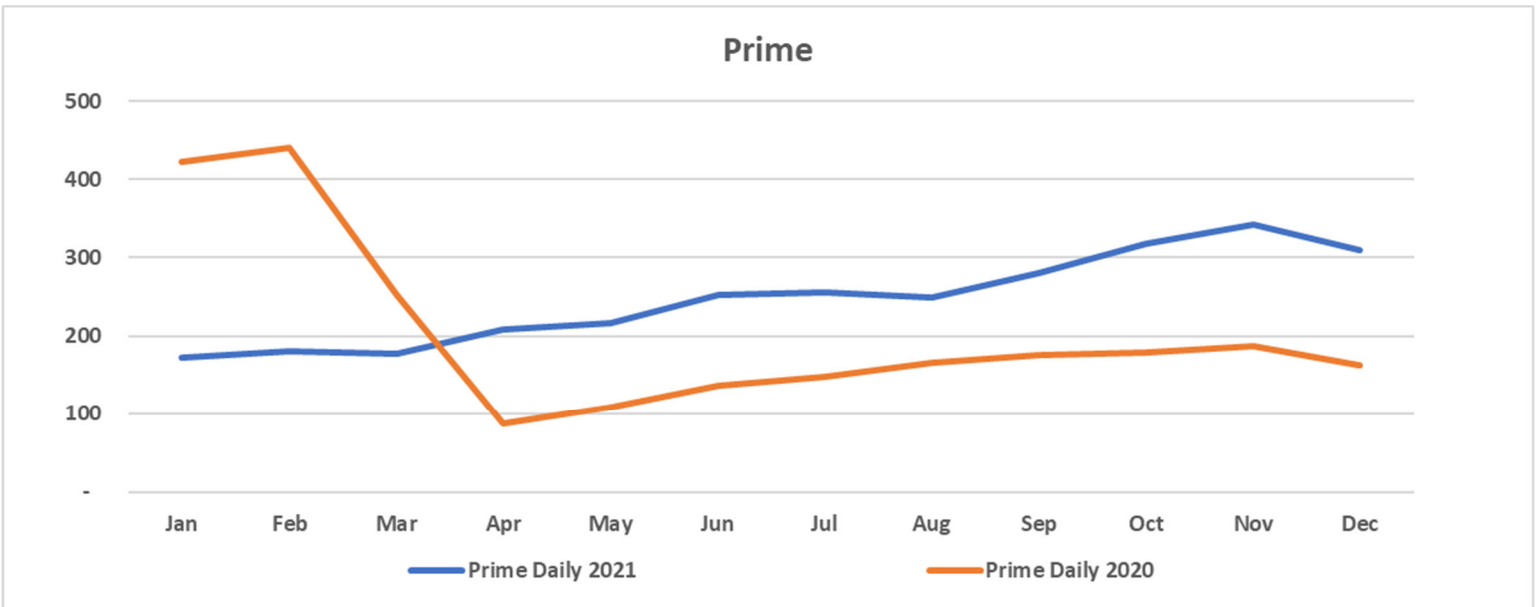
Arboretum and MN Vikings service helped bolster the express service to end the year, however we were still down compared to 2020 due to 2020 having almost 3 months of normal service. While the challenges of the pandemic don't appear to be going away any time soon, we did have many positives, such as the return of special event services, SW Prime ridership outgaining 2020, and regular express service moving in a positive direction.

Service Type	January	February	March	April	May	June	July	August	September	October	November	December	Total
Express Route	3,129	3,235	3,474	3,297	3,136	6,126	7,320	25,057	35,810	16,334	17,424	22,951	147,293
SW Prime	3,450	3,605	4,091	4,568	4,340	5,569	5,377	5,472	5,882	6,677	6,848	6,788	62,667
2021 Total	6,579	6,840	7,565	7,865	7,476	11,695	12,697	30,529	41,692	23,011	24,272	29,739	209,960
2020 Total	82,820	77,478	38,584	3,392	3,600	4,834	5,899	6,086	6,961	7,515	6,499	6,010	249,678
YTD % Change	-92.1%	-91.6%	-89.4%	-85.7%	-82.4%	-77.2%	-72.0%	-59.0%	-42.1%	-34.2%	-26.0%	-15.9%	-15.9%

Express	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Avg Daily Exp 2021	156	162	129	150	157	278	349	1,139	1,705	778	871	1,043
Avg Daily Exp 2020	3,341	3,434	1,501	67	71	83	120	124	156	162	155	137



Prime	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Prime Daily 2021	173	180	178	208	217	253	256	249	280	318	342	309
Prime Daily 2020	423	440	253	87	109	137	148	166	176	179	187	163



RECOMMENDATION

None required. For information purposes only.



SOUTHWEST TRANSIT

To: SouthWest Transit Commission

From: Matt Fyten, COO
Len Simich, CEO

Date: June 15, 2021

Subject: 2022 Agency Goals

REQUESTED ACTION:

That the SouthWest Transit (SWT) Commission adopt the Agency's 2022 Agency Goals.

BUDGET IMPACT:

The number of goals achieved throughout the year determines the Performance/Incentive compensation paid to employees at the end of the year (maximum \$600/employee). These funds were included as part of the adopted 2022 Budget.

BACKGROUND:

Attached the Commission will find the proposed 2022 Agency Goals. These goals were developed by staff and aided by the Commission's direction through the Strategic Planning process. The goals include agency-wide goals that all departments play a role in achieving as well as department-specific goals that department directors and managers strive to achieve within their own areas throughout the year.

At the end of the year staff reviews what goals have been achieved throughout the year. The number of goals achieved then determines employees' Performance/Incentive compensation for the year (a maximum amount of \$600).

RECOMMENDATION:

That the SouthWest Transit (SWT) Commission adopt the Agency's 2022 Agency Goals.

SouthWest Transit 2022 Agency Goals

Improve System Quality:

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

Scoring: X of 9

Improve System Reliability, Safety and Security:

1. Maintain the number of road calls per mile to at least 1 per 50,000 miles or better (NTD Standard).
2. Maintain on-time performance at 99% of 1st stop, and 95% of arrival time. Audited quarterly by Dispatch.
3. Perform 100% of scheduled trips/stops throughout the year (contract definition).
4. Maintain the number of chargeable accidents at or below .75 per 100,000 miles traveled (NTD).
5. Pass OSHA audit/inspection without any major violations (code red).
6. Zero days lost due to preventable injury.
7. Complete all EPP training and perform per the plan during times of emergencies or unplanned situations (i.e. storms, pandemic, and others).
8. Pass State Patrol vehicle inspections without any violations.
9. Ensure the agency's Public Transit Agency Safety Plan (PTASP) is compliant and proper recording occurs monthly.

Scoring X of 9

Strengthen the Overall Agency:

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

Scoring X of 3

“Major Projects/Tasks”

Administrative

1. Ensure orderly transition of CEO position. Implement Organizational changes and fill key positions.
2. Complete Strategic Plan update and implement/follow-through on items/actions outlined.
3. Ensure Asset Management Plan is updated annually and meet all federal requirements.
4. Maintain operation excellence.
5. Maintain Brand (Vehicle and facility appearance; Schedule service appropriately; Display professional image at all times; Ensure correct information is disseminated).
6. Seek Legislation to improve the agency’s ability to control and fund the operation.
7. Meet all critical staffing needs.
8. Ensure the safety and security of our customers and staff. Goal is zero incidents resulting in injury or altercation.
9. Undertake initiatives that support environmental sustainability. Seek funding resources to move this efforts forward.
10. Ensure FTA compliance as part of triennial audit review.

Adjusted scoring X of 10

Technology

1. Upgrade Lobby Kiosk Hardware.
2. Implement monthly cyber security micro trainings.
3. Encrypt laptops and assign encrypted USB driver to staff.
4. Replace SWS conduit.
5. Complete on-premises backup of Office 365.
6. Procure and install new fare vending machines at SWS, SWV, and EC (CTS if open).
7. Finish Gate Security Project at EPG.

Adjusted scoring X of 7

Planning

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

Adjusted scoring X of 6

Ops

1. Ensure successful implementation of an electric vehicle on the SW Prime service.
2. Make meaningful progress with the Met Council in procuring backlogged rolling stock.
3. Complete and adopt the Agency Sustainability Action Plan.
4. Procure five Prime MD vehicles using FTA funds.
5. Make meaningful progress in preparing agency infrastructure for electric vehicles.
6. Make meaningful progress in securing an autonomous vehicle pilot project.
7. Achieve and maintain a 120% driver staffing level for scheduled services.
8. Apply for Regional Solicitation funding for projects that will positively impact the agency.

Adjusted scoring X of 8

Marketing/Customer Service

1. Implement a Carvery County business outreach plan as part of Carver County TMA grant. Meet with 5 companies per month (minimum).
2. Grow Prime MD relationships/partnerships beyond just Ridgeview in our service area.
3. Grow Community awareness of SouthWest Transit, especially the Prime Services.
4. Develop and implement a marketing campaign for SW Prime and its associated services.
5. Update Advertising Graphic design work.
6. Update the agency's website/create better user experiences across all SWT platforms.
7. Re-Vamp the Perks Program (Change how to get points/How many points awarded, add special events perks points, and prizes offered).
8. Conduct two travel trainings throughout the SWT service area per month.
9. Complete Transit Ambassador/Customer Service training for all staff.

Adjusted scoring X of 8

Finance

1. Move Grant Management, and Asset Management functions into the Finance Department.

2. Achieve an “unqualified” outside audit opinion (highest opinion available); findings should include no material weaknesses, no noncompliance findings, no internal control issues and no significant deficiencies.
3. Effectively invest new revenues and continue laddering implementation.
4. Achieve GFOA Award.
5. Secure new Audit services contract.
6. Secure new Banking services contracts.
7. Bring Procurement process into Finance
8. Maintain healthy Fund Balance/Reserve Account (minimum of 25%).

Adjusted scoring X of 8

HR

1. Update job descriptions, grade points and salary ranges. Make sure all current descriptions, grades are on file in the shared folder.
2. Review agency Policies and recommend changes/modifications/updates, as necessary. Prepare schedule for Commission approval and employee notification and signatures.
3. Conduct agency wide training on pertinent issues; Performance Manual, Sexual Harassment/Violence, Customer Service, Communication Styles are some examples.
4. Identify alternative benefit options.
5. Compliance Audit – including required trainings on Drug and Alcohol; OSHA; FTA Compliance, etc.

Adjusted scoring X of 5

Facilities

1. Complete Eden Prairie Garage roof project.
2. Complete preventative maintenance at East Creek Station.
3. Complete Painting of SouthWest Station ramp.
4. Fully implement and properly use the E-Maint system.
5. Finish front gate project at Eden Prairie Garage.
6. Ensure properties are maintained in a way that represents SWT’s brand (snow, weeds, lawn care).

Adjusted scoring X of 6

Vehicle Maintenance

1. Meet 91% preventative maintenance compliance or greater for all agency vehicles.
2. Collectively complete 100 MCI online classes.
3. Collectively complete 50 Prevost online classes.
4. Every technician will take and pass at least one ASE test or recertification of prior ASE’s if necessary.
5. In-service new Prime vehicles within 30 days of delivery.
6. Determine new parts process and staffing.

Adjusted scoring X of 6

Totals

Points Available = 85

Points Earned =

Percentage Achieved =

Performance/Incentive Compensation

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

New Business



SOUTHWEST TRANSIT

To: SouthWest Transit Commission

From: Len Simich, CEO

Date: January 17, 2022

Subject: Introduction of Maria Mancilla-Diaz

BACKGROUND:

On January 1, 2022, Maria Mancilla-Diaz began her SouthWest Transit career as our new Chief Administrative Officer, a position which hasn't been staffed full time since the retirement of Pat Qvale in 2013 (note: Gary Groen has been filling the role on a part-time basis). Maria currently works 30 hours per week, and will be increasing to full time once the company she came to SWT from completes its sale.

Maria has over 15 years' experience in finance, accounting, and human resource management. She has her JD from Mitchell Hamline School of Law and is also practicing Attorney.

Maria lives in Eden Prairie and is a Board Member of the Eden Prairie Chamber of Commerce.



SOUTHWEST TRANSIT

To: SouthWest Transit Commission

From: Mike Huang, Chair
Len Simich, CEO

Date: January 19, 2022

Subject: Appointment of At-Large Commissioner

REQUESTED ACTION:

That the Commission appoint Bob Roepke as its “At-Large Commissioner” for the three-year period beginning January 27, 2022.

BUDGET IMPACT:

None

BACKGROUND:

SouthWest Transit’s Budget and Personnel Committee met on Thursday, January 6, 2022, to discuss the open At-Large Commission position.

Past appointments have gone to a current SWT rider, but the Commission policy does not require the At-Large Commissioner to be a rider but to reside or maintain a principal place of business within the jurisdiction of one of our member cities (Eden Prairie, Chanhassen, Chaska).

The At-Large Commissioner is selected by the six City Representatives serving on the SouthWest Commission. The term is for three years, but the appointed individual could resign the seat at any point.

As of the January 6 meeting of the Budget and Personnel Committee, only one person has applied for the At-Large Commission position, former SouthWest Commissioner Bob Roepke. Bob who has been a member of our Commission for the past 8 years, recently resigned his Commission seat which he held as an appointment by the City of Chaska.

Bob is interested in serving on the Commission through the year 2022, where it would hopefully be in a better position (after COVID) to recruit another rider, resident, or local business owner to help move the mission of the Commission forward.

RECOMMENDATION:

That the Commission appoint Bob Roepke as its “At-Large Commissioner” for the three-year period beginning January 27 through December 31, 2024.



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit Commission

From: Daniel Le Guen-Schmidt, Human Resources Director

Date: January 27, 2022

Subject: CEO Search Update

REQUESTED ACTION:

None required. For information purposes only.

BUDGET IMPACT

Outlined in Professional Service Contract.

BACKGROUND:

Screening interviews began the week of January 17 with interviews continuing the week of January 24. KL2 Connects anticipates having 8 semifinalists to present to the Commission in the coming weeks. They will provide continued updates on the process on a weekly basis.

RECOMMENDATION

None required. For information purposes only.



SOUTHWEST TRANSIT

To: SouthWest Transit Commission

From: Matt Fyten, COO
Tony Kuykendall, Vehicle & Facilities Maintenance Director

Date: January 20, 2022

Subject: Bus Purchase Using FTA Funds

REQUESTED ACTION:

That the SouthWest Transit (SWT) Commission adopt resolution 22-04 authorizing its CEO to purchase up to six vehicles for the SW Prime MD service for an amount not to exceed \$364,170 from North Central Bus & Equipment, Inc.

BUDGET IMPACT:

SWT was awarded \$290,500 by the Federal Transit Administration (FTA) as part of the FTA's Innovative Coordinated Access and Mobility solicitation. The award is contingent on SWT providing a 20% local match of \$72,625. The local match portion of funding is included in the agency's 2022 budget.

Staff is recommending that the local match portion be increased by \$1,045 to \$73,670 to allow for the purchase of a sixth vehicle. Capital reserve funds would be used to fund the additional match funding.

BACKGROUND:

In July 2019, SWT was awarded \$290,500 by the FTA as part of its Innovative Coordinated Access and Mobility grant program. SWT's application proposed the purchase of five expansion gas or electric vehicles for the then new SW Prime MD service.

The COVID-19 pandemic delayed purchase of vehicles using these funds. During the pandemic staff worked closely with Met Council procurement staff to ensure federal compliance in conducting this procurement with federal funds. A Request for Proposals (RFP) was issued for both gas and electric vehicles on November 2, 2021. Proposals were due on December 21, 2021. SWT received the following vehicle bids by the proposal deadline:

Gas

North Central Bus & Equipment Inc.: \$60,695/vehicle (Ford Transit Van with Wheelchair Lift)

Electric

GreenPower Motor Company: \$287,423/vehicle (25' Passenger Van w/o Lift); \$312,823 (25' Passenger Van w/ Lift). Both vehicles quoted a 150-mile range on full charge.

ABC Companies: \$295,124.60/vehicle (Cutaway Bus w/o Lift); \$298,124.60 (Cutaway Bus w/ Lift). Both vehicles quoted a 125-mile range on full charge.

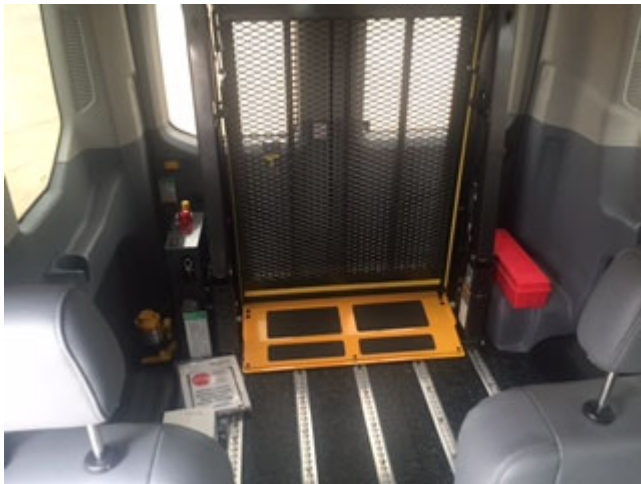
Upon review, staff is recommending purchase of six of the gas Ford Transit vehicles proposed by North Central Bus & Equipment Inc. as the SW Prime MD service needs additional expansion vehicles to allow for future growth. Additionally, the proposed electric vehicles are cost prohibitive in that they allow for the purchase of only one vehicle under the awarded grant dollars and are unlikely to demonstrate sufficient return on investment compared the proposed gas vehicle. Furthermore, the proposed electric vehicles do not have sufficient range to operate an average day of SW Prime service – a range of 200+ miles is required.

If approved, staff would submit a purchase order for the vehicles ASAP, but in speaking with vendors supply chain issues are likely to delay the arrival of the vehicles until late 2022/early 2023.

Images of the recommended vehicles are attached to this memo.

RECOMMENDATION:

That the SouthWest Transit (SWT) Commission adopt resolution 22-04 authorizing its CEO to purchase up to six vehicles for the SW Prime MD service for an amount not to exceed \$364,170 from North Central Bus & Equipment, Inc.





**SOUTHWEST TRANSIT COMMISSION
RESOLUTION #22-04- BUS PURCHASE USING FTA FUNDS**

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, SWT seeks to expand its SW Prime MD service to provide much needed non-emergency medical microtransit services in and around the SWT service area.

WHEREAS, adding expansion vehicles to the SW Prime MD fleet will serve to increase access and mobility for all community members living in the SWT service area.

NOW THEREFORE BE IT RESOLVED, adopts Resolution 22-04 authorizing its CEO to purchase up to six vehicles for the SW Prime MD service for an amount not to exceed \$364,170 from North Central Bus & Equipment, Inc.

ADOPTED by the SouthWest Transit Commission on January 27, 2022.

Chair

ATTEST:

Chief Executive Officer



SOUTHWEST TRANSIT

To: SouthWest Transit Commission

From: Len Simich, CEO

Date: January 17, 2022

Subject: **Reschedule** - 2021 SouthWest Transit Leadership Awards

REQUESTED ACTION:

That the Commission reschedule the 2021 Award Dinner to Thursday, February 24, 2024.

BUDGET IMPACT:

NA

BACKGROUND:

At the December 2021 meeting of the SouthWest Commission, six individuals (outlined below), were selected to receive the Commission's following awards:

Friend of Transit – This award goes out to an individual or elected official who has supported Suburban/SouthWest Transit through pro-active leadership, advocacy, and legislative initiatives. The honorees for 2021 are **Zach Rodvold**, Chief of Staff for Representative Dean Phillips (Minnesota/District Office), for his assistance in helping SWT secure over \$4.5 million in COVID relief funding (Cares Act and CRRSA), and **Tom Redman**, Chair, Bountiful Basket, for his leadership and foresight to bring SWT to the table to assist with food collection and distribution to individuals in need throughout eastern Carver County.

Distinguished Career – This award is provided to an individual who has served in an official capacity for SouthWest Transit and through their actions have helped shape the organization into the agency it has become today. The honorees for 2021 are Former Chair **Brad Aho**, and former COO **Dave Jacobson**.

Outstanding Political Champion – This award goes to an elected official who in the past year made a significant contribution to SouthWest Transit through policy, funding, or legislative initiative. The 2021 honorees are **Representative Dean Phillips**, for his assistance in helping SWT secure over \$4.5 million in COVID relief funding (Cares Act and CRRSA), and **Edina Mayor Jim Hovland**, for the support he provided to the suburban transit providers during the Governor's Blue Ribbon Committee hearing/study.

RECOMMENDATION:

That the Commission reschedule the 2021 Award Dinner to Thursday, February 24, 2024.



SOUTHWEST TRANSIT

To: SouthWest Transit Commission

From: Mike Huang, Chair
Len Simich, CEO

Date: January 18, 2022

Subject: Legislative Update

REQUESTED ACTION:

That the Commission members reach out and report back monthly on meetings/discussions they have with key Legislators and/or local elected officials regarding SWT's Legislative priorities.

The identification and assignment of Legislators/local elected officials will occur at the January 27th meeting of the Commission.

BUDGET IMPACT:

None.

BACKGROUND:

One of the agency's strategic planning goals is to improve the agency's ability to control and fund its operation. The principle and possibly the only way to accomplish this through Legislative policy.

During the strategic planning process, it was discussed to get the Commission more involved in the Legislative/lobbying process. Chair Huang is interested in leading a discussion to outline a strategy with the full Commission, to deliver SWT's key messages and legislative priorities to Legislators and other key elected officials.

To date, initial meetings have been held with the following:

- Representative Pryor (PG and Len)
- Representative Kotyza-Witthuhn (PG and Len)
- Representative Elkins (Mike and Len)
- Senator Cwodzinski (PG and Len)
- Senator Osmek (Mike and Len)
- Senator Coleman (Mike and Len)
- Carver Co. Commissioner Fahey (Mike and Len)
- Carver Co. Commissioner Udermann (Mike and Len)
- Carver Co. Commissioner Degler (Mike and Len)

Meetings have been scheduled with the following:

- Representative Morrison (1-26-22: Mike and Len)

- Representative Boe (1-26-22: Mike and Len)

Waiting on meeting confirmations:

- Representative Nash
- Senator Lopez-Franzen

RECOMMENDATION:

That the Commission members reach out and report back monthly on meetings/discussions they have with key Legislators and/or local elected officials regarding SWT's Legislative priorities.

2022 SouthWest Transit Legislative Priorities

Legislative Actions

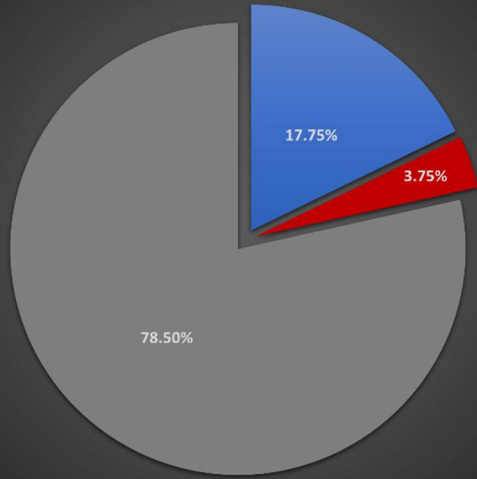
1. ***Seek a Legislative change that would allow SWT to better control and fund its operations.*** Actions could include seeking a change by transferring oversight responsibilities from the Metropolitan Council to Mn/DOT. Besides eliminating the competition for funding that currently exists, this allows the suburban systems to be grouped with peer operations like Duluth, St. Cloud, Mankato, and Rochester who are already under Mn/DOT oversight.
 - a. ***Should priority #1 not generate the needed support.*** Seek Legislative action that would expand agency autonomy providing SWT the ability to direct its own operations. Things such as the type of services offered, fares charged, and vehicle procurement and ownership, should all fall under the control of the local and elected Commission members.
2. ***Seek Legislative action that would allow SWT to directly receive the property tax revenue collected/taxed in our communities for transit capital (i.e., the regional transit tax collected by the Metropolitan Council to retire debt issued for capital purposes).***
3. ***Seek Legislation to obtain an equitable share and direct disbursement of MVST funding.*** The current structure in place since 2001 does not provide suburban systems with an equitable share. When transit funding shifted in the metro area from the property tax to MVST in 2001, the suburban transit systems received a snapshot of what we had been earning which equaled 17.39% of the MVST funding. From 2007 until 2019, that amount dropped to 12.87%. Since 2020 the suburban transit systems have received a slight increase which now totals 13.3% of the MVST dedicated to transit in the Twin Cities region.
4. ***Seek Legislative Action to secure our share of funding from the third pot of funding related to COVID Relief the “American Rescue Plan.” SouthWest Transit (as well as all the suburban transit providers) received from the CARES Act and CRRSA. Both were distributed to the providers via the federal 5307 formula. Funding from the third bill, the American Rescue Plan, has been received by the Metropolitan Council who has indicated they are not distributing the funds via formula but by need. Something (need) that has not been defined.***

Legislative Support

- Ensure public investments are targeted equitability throughout the metro region. The suburbs have many of the same needs as the core cities, and funding to provide services to meet those needs continues to grow. Public investment funding is controlled by the Metropolitan Council and TAB. Legislative support could help ensure transit systems like SWT receive its fair share.

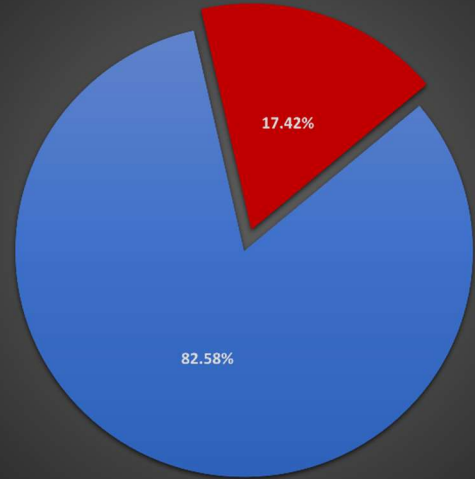
- Minnesota is poised to have over \$800,000 available from federal infrastructure legislation. For SWT to secure funding under this program for initiatives related to our sustainability efforts (i.e., sustainability initiatives are the type of projects targeted under the new legislation). Both Federal and State Legislative support will be needed for SWT to be successful.
- The Governor would need to designate suburban systems to become direct recipients of federal funding including all 5307 funding, grants, and COVID relief. Legislative support could help persuade the Governor with this initiative.

2006 MVST Allocation;
Transit Funding 21.5%



■ Met Council/Metro Transit MVST ■ STA Providers MVST ■ Other MVST

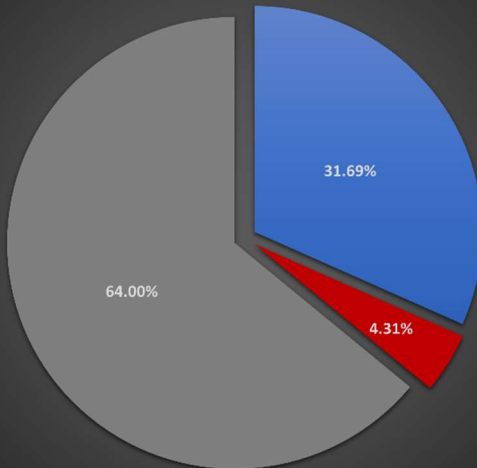
2006 MVST Transit
Funding Distribution



■ Met Council/Metro Transit ■ STA Providers

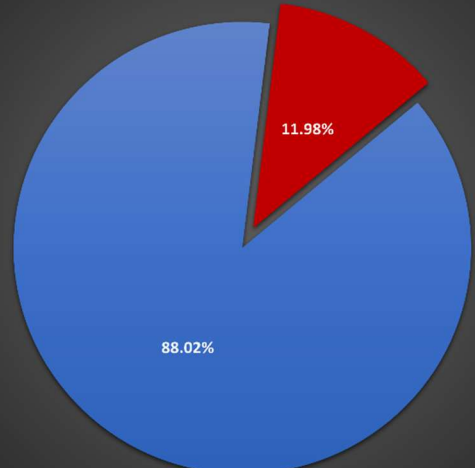
**Note: Funding For transit transferred from Property Tax to Motor Vehicle Sales Tax (MVST) beginning in 2002. The funding above represents the situation after a four-year phase in process.*

2022 MVST Allocation;
Transit Funding 36%



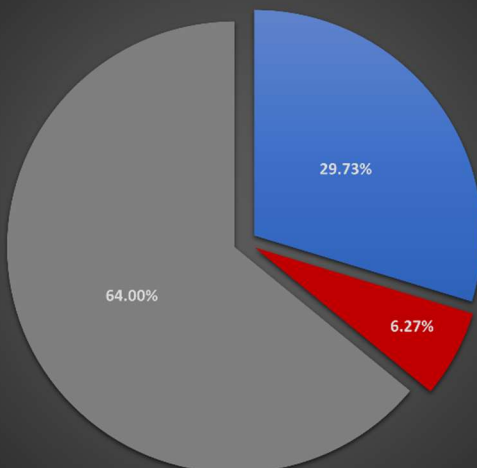
■ Met Council/Metro Transit MVST ■ STA Providers MVST ■ Other MVST

2022 MVST Transit
Funding Distribution



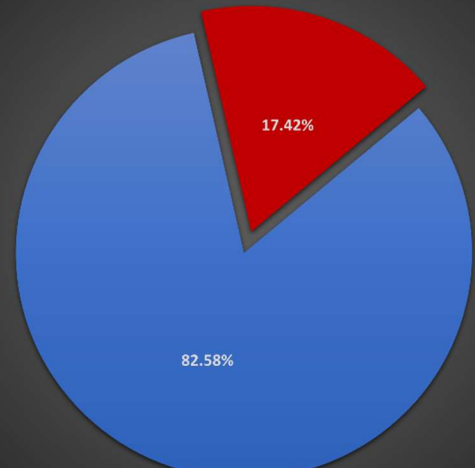
■ Met Council/Metro Transit ■ STA Providers

2023 MVST Allocation;
Transit Funding 36%



■ Met Council/Metro Transit MVST ■ STA Providers MVST ■ Other MVST

2023 MVST Transit
Funding Distribution



■ Met Council/Metro Transit ■ STA Providers

2006 MVST			
Met Council/Metro Transit MVST	\$ 95,486,630		17.75%
STA Providers MVST	\$ 20,144,576		3.75%
Other MVST	\$ 422,188,357		78.50%
Total MVST Collected	\$ 537,819,563		100.00%
Met Council/Metro Transit	\$ 95,486,630		82.58%
STA Providers	\$ 20,144,576		17.42%
Total Funding Distributuion	\$ 115,631,206		100.00%

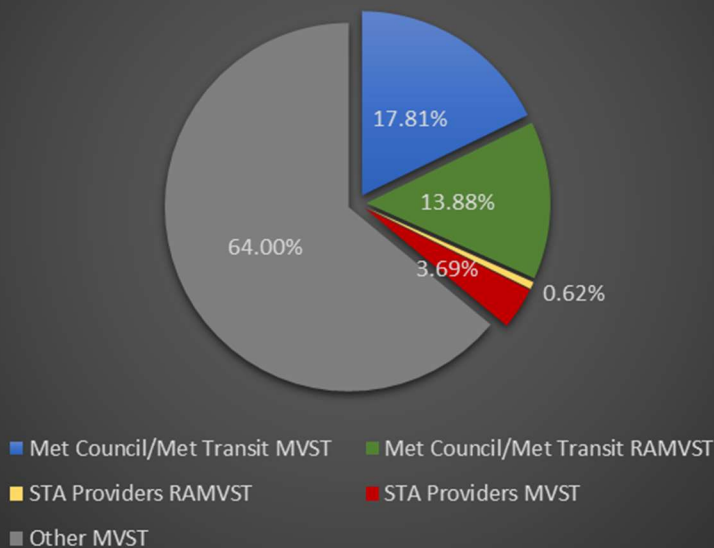
2022 MVST			
Met Council/Metro Transit MVST	\$ 331,022,934		31.69%
STA Providers MVST	\$ 45,043,866		4.31%
Other MVST	\$ 668,563,200		64.00%
Total MVST Collected	\$ 1,044,630,000		100.00%
Met Council/Metro Transit	\$ 331,022,934		88.02%
STA Providers	\$ 45,043,866		11.98%
Total Funding Distributuion	\$ 376,066,800		100.00%
Met Council/Met Transit MVST	\$ 186,064,852		17.81%
Met Council/Met Transit RAMVST	\$ 144,958,082		13.88%
STA Providers RAMVST	\$ 6,513,268		0.62%
STA Providers MVST	\$ 38,530,598		3.69%
Other MVST	\$ 668,563,200		64.00%
Total MVST Collected	\$ 1,044,630,000		100.00%

2023 MVST			
Met Council/Metro Transit MVST	\$ 295,028,165		29.73%
STA Providers MVST	\$ 62,235,295		6.27%
Other MVST	\$ 635,135,040		64.00%
Total MVST Collected	\$ 992,398,500		100.00%
Met Council/Metro Transit	\$ 295,028,165		82.58%
STA Providers	\$ 62,235,295		17.42%
Total Funding Distributuion	\$ 357,263,460		100.00%

In 2001, the legislature eliminated the authority for the Council and opt-out communities to levy a transit operating property tax (beginning with calendar year 2002 property tax payments) and replaced it with state Motor Vehicle Sales Tax (MVST) revenue. In fiscal year 2002 this was 20.5% of the statewide MVST receipts. Very soon after the property tax was replaced with MVST, the MVST revenues began to decline, so in 2003, in part to offset this decline, the legislature increased the metropolitan transit share of MVST to 21.5%.

Driven by the need for additional funding for both transit and highway purposes, in 2006 the legislature authorized a constitutional amendment to dedicate 100% of the MVST revenue to transportation purposes with not more than 60% dedicated to highway purposes and at least 40% to transit assistance. The amendment passed and in the 2007 session the Legislature passed additional statutory language specifying how the dedication would be phased-in over a five year period and resulting in a final dedication in FY2012 of 60% to highway purposes and 40% to transit, with 4% for Greater Minnesota transit and 36% to metropolitan area transit.

2022 MVST Allocation; Transit Funding 36%



Updates

Operations, Planning, IT, Vehicle Maintenance and Facility Maintenance Updates January 2022

Operations & Planning Updates

TNC Partnership Discussion – Staff has engaged both Uber and Lyft in discussions to see how their platforms may help supplement SW Prime services. Discussions are centering around allowing the SW Prime service to/from MSP Airport to be extended later into the evenings/earlier in the mornings. Discussions with Uber have centered around a voucher program where SWT would help subsidize a program where riders meeting certain criteria/locations would receive discounted Uber rides between the SW Prime service area and MSP Airport at an agreed upon discount.

The discussions with Lyft are similar. However, Lyft and Spare, our microtransit software partner, are further along where we are looking at integrating such a TNC partnership within the existing SW Prime app. Staff is set to meet with Dallas Area Rapid Transit (DART) in the coming days to discuss a similar program they have implemented with Lyft and Spare.

Staff certainly will provide more details on this service initiative to the Commission when they are available.

Electric Vehicle Infrastructure Update – Staff had a productive meeting with Xcel Energy discussing how the agency can best prepare itself for a fleet of electric vehicles in the future. Xcel has a couple programs that staff is currently researching – one where Xcel would ensure the needed electricity and infrastructure is provided to our Eden Prairie Garage facility at no up-front cost to the agency, and another where Xcel would work with a third-party vendor on installing telematic devices on all SWT vehicles to determine which vehicles would show the greatest ROI if converted to electric vehicles.

Discussions are still in their early stages, but staff has begun to get into the details of how the programs could be set up for the agency and will provide an update to the Commission at its next meeting.

Sustainability Action Plan Update – Work with LHB continues on the agency's Sustainability Action Plan. Staff is currently working reviewing the proposed goals, actions, and timelines as LHB has begun drafting the draft document.

Transit Asset Management Plan – The agency's Transit Asset Management (TAM) Plan is undergoing a significant update in 2022. SRF has completed the narrative portion of the plan and staff is working with a consultant on updating our asset database to ensure all assets are logged and categorized correctly so that the agency is better equipped to make data-driven decisions related to the upkeep and effective management of large agency assets. It is expected that the TAM Plan will be completed by the end of Q1.

IT Updates

Security Awareness Training is about to be rolled out to all users of the SWT network and computers. This training will assist in protecting the agency by educating our users with all the cyber security threats that face us each day.

Vendors are currently upgrading our aging **energy management systems**. The system will have new controllers installed at SouthWest Village and the Eden Prairie Garage. New access to the system will allow staff to remotely monitor and make any configuration changes if needed.

Facilities Updates

The facilities crew has been working hard to keep all facilities free of snow and ice. In between snow falls the crew has been completing indoor projects and has recently completed a painting project at the garage. The Facilities Managers have been training a new building and bus detailer and completing deep cleaning projects.

The Facilities team is working hard to ensure the SWT team has all the products, equipment and PPE needed to remain safe, and all buses and building remain clean and disinfected.

Vehicle Maintenance updates

The Vehicle Maintenance crew worked with the MN Highway patrol to get all buses their annual inspection. I am pleased to inform the commission all buses passed inspection again in 2022.

The Vehicle Maintenance crew has completed all winterization of SWT buses and is working on preventive maintenance.