October 24, 2013

SouthWest Transit Commission
13500 Technology Drive
Eden Prairie, MN 55344

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SOUTHWEST TRANSIT COMMISSION
AGENDA

Thursday October 24, 2013
Meeting 6:30 PM
SouthWest Station
Commission Chambers

COMMISSION MEMBERS	Jerry McDonald Nancy Tyra-Lukens Jody Collis King Brad Aho Dan Wilczek Jay Rohe Bob Roepke
ADVISORY BOARD	Ric Rosow, Attorney
EXECUTIVE STAFF	Len Simich, Chief Executive Officer Dave Jacobson, Chief Operating Officer Steve LaFrance, Maintenance & Facilities Director Dave Simoneau, Director of Driver Services & Emergency Mgt.

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. PAYMENT OF CLAIMS (motion and roll call vote)

IV. CONSENT

- **A. Approve Minutes of 9/16/13 & 10/8/13 Meetings**
- **B. Accept Current Financial Statements**
- **C. Accept Ridership Report**
- **D. Approve East Creek Change Order**

V. NEW BUSINESS

- **A. Management Asset – Jacobson**
- **B. 2013 Budget Update – Simich**
- **C. 2014 Budget Discussion – Simich**
- **D. Debt Refinancing Discussion – Simich**
- **E. Vehicle Replacements - Jacobson**
- **F. Approve Title VI 2013 Plan – Jacobson**
- **G. Discuss Proposal to Lease Space at Norex Garage – Simich**
- **H. LRT Discussion – Simich**

VI. UPDATES

VII. COMMISSION AND CITY COMMENTS

VIII. ADJOURNMENT

Payment of Claims

SouthWest Transit
9/12/2013 Thru 10/16/2013

Meeting Date: 10/24/13
Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
30754	AAF INTERNATIONAL	Vehicle Parts	9/12/13	182.65
30755	AEM FINANCIAL SOLUTIONS LLC	Aug 2013 Consulting Service	9/12/13	5,000.00
30756	ALLIED WASTE SERVICES #894	Trash Removal	9/12/13	383.88
30757	BIFFS, INC.	Portable Restroom	9/12/13	820.26
30758	C & J BUS REPAIR, INC.	Vehicle Parts	9/12/13	570.27
30759	CENTERPOINT ENERGY	Heat @Chan	9/12/13	70.27
30760	CITY OF EDEN PRAIRIE-UB	Utility @EP Garage & SWS	9/12/13	946.89
30761	COMMUNITY EDUCATION	SWT Ad	9/12/13	198.00
30762	COSTCO WHOLESALE	Building Supplies	9/12/13	500.00
30763	CUMMINS NPOWER, LLC	Vehicle Supplies	9/12/13	589.39
30764	DACOTAH PAPER CO.	Building Supplies	9/12/13	514.70
30765	MICHAEL DARTT	Expense Reimb-Building Supplies	9/12/13	755.27
30766	DEALER AUTOMOTIVE SERVICES	Vehicle Parts	9/12/13	207.75
30767	DIRECTV	Cable Payment	9/12/13	55.56
30768	DOCK PRO, INC.	Building Equipment	9/12/13	1,286.88
30769	EDEN PRAIRIE SCHOOL DIST #272	SWT Ad	9/12/13	200.00
30770	FLEET-NET CORPORATION	Sept 2013 Fleetnet License	9/12/13	490.00
30771	FLEETPRIDE	Vehicle Parts	9/12/13	30.77
30772	FORKLIFTS OF MINNESOTA, INC.	Vehicle Parts	9/12/13	41.37
30773	GENESIS EMPLOYEE BENEFITS, INC	VEBA & FSA Plan Service	9/12/13	172.30
30774	GILLIG LLC	Vehicle Parts	9/12/13	4,700.82
30775	GRAINGER	Building Supplies	9/12/13	2,290.15
30776	GREGERSON, ROSOW, JOHNSON &	Aug 2013 Legal Fee	9/12/13	4,945.23
30777	HANNON	Parking Inspection	9/12/13	214.18
30778	HENNEPIN COUNTY INFORMATION	Radio Service	9/12/13	152.04
30779	HEWLETT-PACKARD COMPANY	HP Compaq Computer	9/12/13	1,321.61
30780	HOGLUND BODY & EQUIPMENT, INC.	Vehicle Repair	9/12/13	4,868.72
30781	IMPERIAL SUPPLIES LLC	Vehicle Parts	9/12/13	293.57
30782	INTERSTATE POWER SYSTEM, INC.	Vehicle Parts	9/12/13	3,793.22
30783	JIM'S TRUCK AND TRAILER	Vehicle Repair	9/12/13	2,000.00
30784	KELLY PROMOTIONS, INC.	Marketing Supplies	9/12/13	356.64
30785	DEBRA JEAN KIND	Prof Fee-Bus Schedule	9/12/13	326.25
30786	KLOOS ELECTRIC, INC.	Electric Repair	9/12/13	1,897.17
30787	KREMER SERVICES, LLC	Vehicle Repair	9/12/13	1,591.21
30788	STEVE LAFRANCE	Expense Reimb-Misc. Supplies	9/12/13	69.21
30789	LARSON COMPANIES LTD, INC	Vehicle Parts	9/12/13	5,235.75
30790	LEFFLER PRINTING COMPANY, INC.	Printing Bus Schedule	9/12/13	1,489.05
30791	LIFE INSURANCE COMPANY OF	Sept 2013 LTD & Benefit Insurance	9/12/13	430.16
30792	LOOMIS	Armored Car Service	9/12/13	147.42
30793	LSA DESIGN, INC.	Prof Fee-East Creek Station	9/12/13	25,275.57
30794	LUBE-TECH ESI	Vehicle Supplies	9/12/13	1,808.82
30795	LUBRICATION TECHNOLOGIES, INC.	Vehicle Supplies	9/12/13	539.06
30796	MCI SERVICE PARTS, INC.	Vehicle Parts	9/12/13	12,095.98
30797	METRO SALES INC.	Copier Maint	9/12/13	920.39
30798	METRO TRANSIT	Farebox Repair	9/12/13	388.56
30799	MN CHILD SUPPORT PAYMENT CTR	Child Support Remittance	9/12/13	175.54
30800	MOHAWK MFG & SUPPLY CO.	Vehicle Parts	9/12/13	656.47
30801	MPLS ST. PAUL MAGAZINE	Subscription Renewal	9/12/13	12.95
30802	MVEC	Utility @Village	9/12/13	2,157.00
30803	NEW FLYER PARTS	Vehicle Parts	9/12/13	704.52
30804	O'REILLY AUTOMOTIVE, INC.	Vehicle Supplies	9/12/13	54.99
30805	Void			
30806	OCCUPATIONAL MEDICINE CONSULTS	Drug Testing	9/12/13	3,058.00
30807	OFFICE DEPOT	Office Supplies	9/12/13	370.52
30808	PARAGON RESTORATION II LLC	Installed Sealant @EP Garage	9/12/13	11,942.95
30809	PAUL'S TWO-WAY RADIO REPAIR	Radio Repair Service	9/12/13	1,258.06
30810	PITNEY BOWES, INC.	Office Supplies	9/12/13	258.92
30811	QUALITY RESOURCE GROUP, INC.	SWT Newsletter	9/12/13	1,417.78
30812	ROYAL TIRE INC.	Vehicle Parts	9/12/13	9,926.49
30813	RYDER	Vehicle Parts	9/12/13	491.23
30814	SD PROMOTIONS	SWT Uniform	9/12/13	3,377.75
30815	SIGN SOURCE, INC.	SF Sign	9/12/13	1,004.09
30816	SPORTWORKS NORTHWEST, INC.	Vehicle Parts	9/12/13	1,505.83
30817	TENNANT SALES & SERVICE CO.	Vehicle Parts	9/12/13	660.30
30818	THE SHERWIN-WILLIAMS CO.	Building Supplies	9/12/13	265.70
30819	THE WINDSHIELD DOCTOR	Vehicle Parts	9/12/13	105.13

SouthWest Transit
9/12/2013 Thru 10/16/2013

Meeting Date: 10/24/13
Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
30820	TWIN CITIES TRANSPORT & RECOVE	Towing Service	9/12/13	295.97
30821	TWIN CITY GARAGE DOOR CO.	Building Supplies	9/12/13	137.31
30822	U.S. BANK EQUIPMENT FINANCE	Copier Lease	9/12/13	685.49
30823	ULI	Membership Renewal	9/12/13	215.00
30824	VERIFIED CREDENTIALS	SF Drivers Screening	9/12/13	1,219.75
30825	VOSS LIGHTING	Building Supplies	9/12/13	671.97
30826	WASTE MANAGEMENT OF WI-MN	Trash Removal	9/12/13	165.45
30827	WELLINGTON SECURITY SYSTEMS	Sept 2013 Fire Monitoring	9/12/13	61.72
30828	WEX BANK	Fuel	9/12/13	749.39
30829	WILSON'S NURSERY, INC.	Building Supplies	9/12/13	311.01
30830	WOODDALE CHURCH	State Fair Parking	9/12/13	6,500.00
30831	XCEL ENERGY	Utilities Payment	9/12/13	218.04
30832	ZEP SALES & SERVICES	Building Supplies	9/12/13	51.49
30833	ZIEGLER INC.	Building Equipment Repair	9/12/13	467.98
30834	MICHAEL WILSON	Payroll Re-issue	9/16/13	818.31
30835	COSTCO WHOLESALE	TV for East Creek Station	9/16/13	1,000.00
30836	CITY OF CHASKA UTILITY BILLING	Utilities Payment	9/20/13	2,133.92
30837	FIRST TRANSIT, INC.	August & Sept Operations	9/20/13	442,130.69
30838	MATTHEW FYTEN	Expense Reimb-Misc. Supplies	9/20/13	136.58
30839	LEN SIMICH	Expense Reimb-Misc. Meetings	9/20/13	1,343.01
30840	BOB WITTMAN	East Creek Station Grand Open	9/20/13	800.00
30841	COSTCO WHOLESALE	Building Supplies	9/20/13	800.00
30842	C & J BUS REPAIR, INC.	Vehicle Parts	9/23/13	1,336.59
30843	DE LAGE LANDEN PUBLIC FIN	SW Village Debt Payment	9/23/13	85,542.75
30844	DEALER AUTOMOTIVE SERVICES	Vehicle Repair	9/23/13	757.07
30845	EFRAME, LLC	Sept 2013 IT Support Service	9/23/13	2,049.00
30846	FEDEX OFFICE	Office Supplies	9/23/13	268.19
30847	GENERAL SECURITY SERVICES CORP	Security Camera @Chan Station	9/23/13	23,991.99
30848	GINA MARIA'S INC.	Facility Meeting	9/23/13	90.00
30849	HOME DEPOT CREDIT SERVICES	Building Supplies	9/23/13	32.99
30850	LEE FORD CONSTRUCTION LLC	Building Repair	9/23/13	65.00
30851	Void			
30852	MENARDS	Building & Vehicle Supplies	9/23/13	340.77
30853	MN DEPT OF LABOR & INDUSTRY	Pressure Vessel	9/23/13	20.00
30854	OCCUPATIONAL MEDICINE CONSULTS	Drug Testing-SF Drivers	9/23/13	630.00
30855	OFFICE DEPOT	Building Supplies	9/23/13	232.97
30856	PADDY O' FURNITURE & BAR STOOL	Furniture	9/23/13	1,051.30
30857	RELIAKOR SERVICES, INC.	Sweeper @Wooddale Church	9/23/13	129.60
30858	RESERVE ACCOUNT	Prepaid Postage	9/23/13	500.00
30859	ROTO ROOTER	Building Repair	9/23/13	648.50
30860	SIGN SOURCE, INC.	Signs @East Creek Station	9/23/13	662.42
30861	UNIFIRST CORPORATION	Uniform Service	9/23/13	911.79
30862	VIDEOTRONIX, INC.	Security Badge	9/23/13	145.66
30863	WALKER PARKING CONSULTANTS	Prof Fee-East Creek Station	9/23/13	7,829.05
30864	WILSON'S NURSERY, INC.	Building Supplies	9/23/13	80.16
30865	XCEL ENERGY	Utilities Payment	9/23/13	5,011.11
30866	MATTHEW BENDZICK	Expense Reimb-Mileage	9/24/13	44.07
30867	CARVER COUNTY	Chaska Garage Property Tax	9/24/13	26,616.00
30868	MICHAEL DARTT	Building Supplies	9/24/13	124.73
30869	Void			
30870	COSTCO WHOLESALE	TV @SW Station	9/24/13	500.00
30871	COSTCO WHOLESALE	Building Supplies	9/24/13	600.00
30872	GAYLE DEGLER	Building Supplies	9/24/13	130.00
30873	CENTERPOINT ENERGY	Heat @SWS	10/2/13	109.45
30874	CENTERPOINT ENERGY SERVICES	Heat @EP Garage	10/2/13	140.03
30875	CENTURYLINK	Telephone @Village	10/2/13	668.98
30876	CENTURYLINK	Telephone @Chaska	10/2/13	312.70
30877	COSTCO WHOLESALE	Building Supplies	10/2/13	500.00
30878	DIRECTV	Cable @SWS	10/2/13	68.38
30879	GOVERNMENT LEASING & FINANCE,	Debt Payment Energy Savings	10/2/13	40,238.74
30880	HEALTHPARTNERS	Oct 2013 Health & Dental Insurance	10/2/13	18,510.24
30881	INTEGRA TELECOM	Telephone Payment	10/2/13	3,226.86
30882	INTEGRA TELECOM	Telephone Programming	10/2/13	120.68
30883	JEFFERSON LINES	Sept 2013 Jefferson Service	10/2/13	152.90
30884	LIFE INSURANCE COMPANY OF	Oct 2013 LTD Benefit Insurance	10/2/13	442.16
30885	MINNESOTA PUBLIC TRANSIT ASSOC	2013 MPTA Conference -Len S.	10/2/13	175.00

SouthWest Transit
9/12/2013 Thru 10/16/2013

Meeting Date: 10/24/13
Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
30886	NCPERS MINNESOTA	Oct 2013 Life Insurance	10/2/13	48.00
30887	LINDA SPEVACEK	Expense Reimb-Misc. Supplies	10/2/13	395.11
30888	TARGET BANK	Building Supplies	10/2/13	48.60
30889	U.S. BANK-LOCKBOX CM 9722	Oct 2013 VEBA HSP	10/2/13	695.00
30890	VERIZON WIRELESS	WiFi for Buses	10/2/13	1,680.78
30891	XCEL ENERGY	Utilities Payment	10/2/13	5,531.03
30892	LANDSCAPE 2000, INC.	Concrete @Chaska Garage	10/3/13	4,000.00
30893	COSTCO WHOLESALE	Building Supplies	10/4/13	300.00
30894	AP MIDWEST LLC	ECS Construction Payment#9	10/7/13	1,173,797.81
30895	PATRICK BRINK	Prof Fee-Sept PR & Marketing	10/7/13	759.36
30896	CENTURYLINK	Telephone @East Creek Station	10/7/13	1,241.69
30897	CITY OF CHASKA UTILITY BILLING	Utilities Payment	10/7/13	4,333.67
30898	CITY OF EDEN PRAIRIE-UB	Utilities Payment	10/7/13	1,012.99
30899	CURVED GLASS DISTRIBUTORS	Vehicle Parts	10/7/13	1,250.00
30900	DUNWOODY COLLEGE OF TECHNOLOGY	Class Training-LaFrance, Dartt & Christenson	10/7/13	1,790.00
30901	LEN SIMICH	Expense Reimb-APTA Conference	10/7/13	655.20
30902	UNTIEDT'S VEGETABLE FARM INC.	Supplies for ECS Grand Opening	10/7/13	561.00
30903	VERIZON WIRELESS	Wireless Phone	10/7/13	88.22
30904	UPS	Shipping Fee	10/7/13	66.93
30905	A TO Z RENTAL CENTER	Building Supplies	10/9/13	885.98
30906	ALL SAFE, INC.	Vehicle Repair	10/9/13	27.52
30907	ALLIED WASTE SERVICES #894	Waste Service	10/9/13	383.88
30908	AQUA ENGINEERING, INC.	Sprinkler Repair	10/9/13	53.67
30909	ARCHER MECHANICAL	Building Equipment Repair	10/9/13	192.75
30910	AXIS SOLUTIONS LLC	Oct 2013 Website Hosting	10/9/13	219.00
30911	BATTERIES PLUS	Vehicle Parts	10/9/13	17.14
30912	BLOOMINGTON SECURITY SOLUTIONS	Security Door Repair	10/9/13	273.00
30913	BOYER TRUCKS-PARTS DISTRIBUT	Vehicle Repair	10/9/13	8,427.28
30914	C-THRU WINDOW CLEANING	Window Cleaning @ECS	10/9/13	294.59
30915	CITY OF CHANHASSEN	Utilities Payment	10/9/13	1,803.21
30916	CULVER'S	Employee Recognition Event	10/9/13	1,135.60
30917	CUMMINS NPOWER, LLC	Vehicle Parts	10/9/13	7,442.58
30918	CUSTOM COMMUNICATIONS, INC.	Security Alarm Monitoring	10/9/13	191.22
30919	DEALER AUTOMOTIVE SERVICES	Vehicle Parts	10/9/13	166.24
30920	DELEGARD TOOL COMPANY	Vehicle Supplies	10/9/13	1,789.10
30921	FEDEX OFFICE	Building Supplies	10/9/13	99.64
30922	FLEET-NET CORPORATION	Oct 2013 Fleetnet License & Support	10/9/13	715.00
30923	FLEETPRIDE	Vehicle Parts	10/9/13	204.93
30924	FORKLIFTS OF MINNESOTA, INC.	Vehicle Parts	10/9/13	874.42
30925	FRANZ REPROGRAPHICS	Monthly Plan Command	10/9/13	214.56
30926	GAS TANK RENU MN & RADIATOR	Vehicle Parts	10/9/13	65.00
30927	GENESIS EMPLOYEE BENEFITS, INC	VEBA & FLEX Plan Service	10/9/13	172.30
30928	GRAINGER	Building Supplies	10/9/13	4,333.87
30929	HANNON	Parking Inspection	10/9/13	214.18
30930	HENNEPIN COUNTY INFORMATION	Radio Service	10/9/13	185.85
30931	IMPERIAL SUPPLIES LLC	Vehicle Parts	10/9/13	269.71
30932	INTERSTATE POWER SYSTEM, INC.	Vehicle Parts	10/9/13	3,298.65
30933	JASON'S DELI	Commission Meeting	10/9/13	47.57
30934	KLOOS ELECTRIC, INC.	Electric Repair	10/9/13	711.02
30935	LANO EQUIPMENT, INC.	Vehicle Repair	10/9/13	333.78
30936	LARSON COMPANIES LTD, INC	Vehicle Parts	10/9/13	10,328.20
30937	LEAGUE MN CITIES INS. TRUST	Additional Insurance Payment	10/9/13	3,931.00
30938	LEFFLER PRINTING COMPANY, INC.	Printing Bus Schedule	10/9/13	2,921.23
30939	LOOMIS	Armored Car Service	10/9/13	103.16
30940	LUBRICATION TECHNOLOGIES, INC.	Vehicle Supplies	10/9/13	9,226.94
30941	Void			
30942	MENARDS	Vehicle & Building Supplies	10/9/13	1,105.45
30943	METROPOLITAN FORD OF EDEN	Vehicle Parts	10/9/13	144.48
30944	MIDWEST LOCK & SAFE, INC.	Security Door Repair	10/9/13	175.00
30945	MINNESOTA REAL ESTATE JOURNAL	Subscription Renewal	10/9/13	85.00
30946	MVEC	Utility @Village	10/9/13	2,116.91
30947	NEW FLYER PARTS	Vehicle Parts	10/9/13	791.27
30948	O'REILLY AUTOMOTIVE, INC.	Vehicle Supplies	10/9/13	356.11
30949	OCCUPATIONAL MEDICINE CONSULTS	Drug Testing	10/9/13	60.00
30950	Void			
30951	OFFICE DEPOT	Office Supplies	10/9/13	1,255.98

SouthWest Transit
9/12/2013 Thru 10/16/2013

Meeting Date: 10/24/13
Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
30952	ON TRAC	Messenger Service	10/9/13	17.88
30953	OSI ENVIRONMENTAL, INC.	Disposal Used Oil	10/9/13	90.75
30954	PIRTEK PLYMOUTH	Vehicle Repair	10/9/13	176.43
30955	QUALITY RESOURCE GROUP, INC.	Printing Wallet Card	10/9/13	130.34
30956	Void			
30957	ROYAL TIRE INC.	Vehicle Parts	10/9/13	18,727.83
30958	MELVIN ROZEBOOM	Expense Reimb-Mileage	10/9/13	105.66
30959	RYDER	Vehicle Parts	10/9/13	296.59
30960	SIGN SOURCE, INC.	Security Cameras Sign	10/9/13	2,453.80
30961	TERMINAL SUPPLY CO.	Vehicle Parts	10/9/13	96.92
30962	THE SHERWIN-WILLIAMS CO.	Building Supplies	10/9/13	146.79
30963	TWIN CITY GARAGE DOOR CO.	Door Repair @EP Garage	10/9/13	126.03
30964	U.S. BANK EQUIPMENT FINANCE	Copier Lease	10/9/13	685.49
30965	UNISOURCE	Building Supplies	10/9/13	2,151.60
30966	UNIVERSITY OF MINNESOTA	UPass Mailing	10/9/13	654.79
30967	WASTE MANAGEMENT OF WI-MN	Waste Service	10/9/13	166.25
30968	WELLINGTON SECURITY SYSTEMS	Oct 2013 Fire Monitoring	10/9/13	61.72
30969	WEX BANK	Fuel	10/9/13	1,019.43
30970	XCEL ENERGY	Utilities Payment	10/9/13	127.59
30971	PRAIRIE LAWN & GARDEN	Building Supplies	10/9/13	1,088.53
30972	LANDSCAPE 2000, INC.	Final Payment for Concrete @Chaska Garage	10/14/13	4,000.00
		TOTAL		**2,113,715.90**
		ACH Withdraws		
	YOCUM OIL COMPANY, INC.	Bus Fuel	9/13/13	23,348.89
	YOCUM OIL COMPANY, INC.	Bus Fuel	9/27/13	48,369.58
	YOCUM OIL COMPANY, INC.	Bus Fuel	10/4/13	33,593.13
	YOCUM OIL COMPANY, INC.	Bus Fuel	10/11/13	23,532.84
	ADP, INC.	Payroll Fees	9/20/13	628.94
	ADP, INC.	Payroll Fees	10/4/13	285.20
		TOTAL		**129,758.58**
		Payroll		
	ADP, INC.	Payroll	9/27/13	53,764.29
	ADP, INC.	Payroll	10/11/13	52,971.05
		TOTAL		**106,735.34**
		Monthly Reimbursement included in payroll totals		
	Dave Jacobson	Cell Phone Allowance		35.00
	Dave Jacobson	Car Allowance		115.00
	Matt Fyten	Cell Phone Allowance		25.00
	Jon Donovan	Cell Phone Allowance		35.00
	Mike Dartt	Cell Phone Allowance		35.00
	Steve LaFrance	Cell Phone Allowance		35.00
	Jon Christenson	Cell Phone Allowance		25.00
	Justin Weiner	Cell Phone Allowance		25.00
	Len Simich	Cell Phone Allowance		85.00
	Len Simich	Car Allowance		550.00
		TOTAL		**965.00**
		GRAND TOTAL		**2,350,209.82**

Consent

SOUTHWEST TRANSIT COMMISSION
MINUTES

September 16, 2013 – 7:30 AM
SouthWest Station
Commission Chambers

COMMISSION MEMBERS	Jerry McDonald Nancy Tyra-Lukens Jay Rohe Jody Collis King Bob Roepke – *arrived at 7:47 am* Dan Wilczek
EXECUTIVE STAFF	Len Simich, Chief Executive Officer Dave Jacobson, Chief Operating Officer Steve LaFrance, Maintenance & Facilities Director Dave Simoneau, Director of Driver Services & Emergency Management
GUESTS	Jim Lasher, LSA Design George Gmach, Trusight Gary Groen, AEM Financial Solutions

I. CALL TO ORDER

The meeting was called to order by Chair McDonald at 7:35 a.m.

II. APPROVAL OF AGENDA

Motion: Tyra-Lukens motioned, seconded by Collis King to approve the agenda as presented. The motion carried 5-0-0.

III. PAYMENT OF CLAIMS (motion and roll call vote)

Motion: Rohe motioned, seconded by Wilczek to approve the payment of claims. Roll Call Vote: McDonald, yes: Tyra-Lukens, yes; Rohe, yes; Collis King, yes; Wilczek, yes. The motion carried 5-0-0.

IV. CONSENT

A. Approve Minutes of 8/21/13 Meeting
B. Accept Current Financial Statements
C. Statutory Tort Liability Waiver

Motion: Collis King motioned, seconded by Rohe to approve the Consent items. The motion carried 5-0-0.

V. NEW BUSINESS

A. Amend Ryland Home Purchase Agreement

CEO Simich stated that Ryland Homes has received all approvals from City of Chanhassen necessary to move forward with the project and is only waiting on Mn/DOT's agreement that all storm water runoff has been accounted for in the original PUD design. It is anticipated Ryland will be ready to close on the site by the end of September and begin development in October.

Motion: Collis King motioned, seconded to by Wilczek to amend the Purchase Agreement for Ryland Homes to close on the property from on-or-by August 30, 2013 to on-or-by October 24, 2013, subject to Counsel approval of changes.

The motion carried 5-0-0.

B. Adopt Resolution on LRT Access into SW Station and BRT Operations in SWT service area

CEO Simich stated that Resolution 13-34 relates to SWT Commission position regarding future LRT service using SouthWest Station and any future BRT service implemented within the SouthWest Transit service area. Said resolution will be submitted to Metropolitan Council and establishes boundaries upon which SWT Commission would support such efforts.

Motion: Tyra-Lukens motioned, seconded by Roepke to adopt Resolution 13-34 supporting a cooperative arrangement between the Commission and Metropolitan Council in order for services provided by each entity to complement each other, including:

- All estimated parking needed for expanded transit services within the SouthWest Transit service area must be accounted for separately from the parking needed for SouthWest Transit current and future bus operations; and

- SouthWest Transit will remain the principal branding on all SouthWest Transit facilities including, without limitation, SouthWest Station in Eden Prairie, SouthWest Village and Chanhassen Station in Chanhassen, and East Creek Station in Chaska; and

- SouthWest Transit shall be guaranteed that all non-LRT and ADA transit in its defined service area will fall under its control and that adequate funding shall be allocated to SouthWest Transit in order for it to meet rider demands related to these services as well as expanded transit services cities west of SouthWest Transit's current service area.

- That SouthWest Transit is included in any expansion and operation of future service bus transit along TH169 in southeastern Eden Prairie.

The motion carried 6-0-0.

C. Update on State Fair Service

CEO Simich recapped 2013 State Fair service. Ridership was down slightly from 2012; State Fair attendance was less than 2012. Expenses were higher than 2012, but State Fair service functions as an effective marketing tool in the SWT service area.

No motion required.

VI. UPDATES

VII. COMMISSION AND CITY COMMENTS

VIII. ADJOURNMENT

Motion: Collis King motioned, seconded by Rohe to adjourn. The motion carried 6-0-0. The meeting was adjourned at 8:17 a.m.

September 16, 2013 SouthWest Transit Commission Minutes Prepared By: Linda Spevacek

Approved by: _____ Date: _____

SOUTHWEST TRANSIT COMMISSION
MINUTES

October 8, 2013 – 7:30 AM
SouthWest Station
Commission Chambers

COMMISSION MEMBERS	Jerry McDonald Nancy Tyra-Lukens Brad Aho Dan Wilczek
ADVISORY BOARD	Ric Rosow, Attorney
EXECUTIVE STAFF	Len Simich, Chief Executive Officer Dave Jacobson, Chief Operating Officer

I. CALL TO ORDER

The meeting was called to order by Chair McDonald at 7:31 a.m.

II. APPROVAL OF AGENDA

Motion: Tyra-Lukens motioned, seconded by Wilczek to approve the agenda as presented. The motion carried 4-0-0.

III. NEW BUSINESS

A. Approve Ryland Home Resolution

CEO Simich stated that the Title Company representing Ryland Homes has asked that the Commission pass a resolution related to SouthWest Village Outlots C and A. Said resolution should reaffirm: the use of Outlot C for housing and Outlot A for access to transit, housing and other Transit Oriented Development (TOD) uses; that these uses meet the Commission's strategic vision for providing TOD as a component of our major transit stations.

Motion: Aho motioned, seconded to by Tyra-Lukens to adopt Resolution 13-35 stating that:

1. The intended Transit Oriented Development use of Outlot C, SouthWest Village for housing is a use that is a public purpose;
2. The intended Transit Oriented Development use of Outlot A, SouthWest Village as a private roadway is a use directly related to transit and is therefore a use that is for a public purpose, specifically for "transit purposes"; and
3. The uses set forth in 1. and 2. above further and fulfill the Commission's strategic vision for providing Transit Oriented Development uses as a component to our major transit stations.

The motion carried 4-0-0.

B. Discuss SWLRT Access into SW Station

CEO Simich stated that Chair McDonald and Attorney Rosow met with Metropolitan Council Chair Haigh and Hennepin County Commissioners to discuss the future of SouthWest Station and the Southwest light rail project.

SWT had stated its position in Resolution 13-34. Points of concern to SWT in relation to SWLRT are:

- Local service
- Branding
- Parking
- Future BRT

Further clarification of these points was requested in Chair McDonald's October 4 letter to Metropolitan Council Chair Haigh.

Commission expressed need to meet again with Metropolitan Council to clarify concerns.

No motion required.

IV. ADJOURNMENT

Motion: Aho motioned, seconded by Wilczek to adjourn. The motion carried 4-0-0. The meeting was adjourned at 8:38 a.m.

October 8, 2013 SouthWest Transit Commission Minutes Prepared By: Linda Spevacek

Approved by: _____ Date: _____

September 2013 Balance Sheet for All Funds

	Fund Name							
Balance Sheet Category	General Fund	Capital & Equipment	East Creek Station	Energy Savings	Grant Projects	SWS Development	Debt Service	Total
Assets								
Cash & Investments	2,863,154	1,079,535	1,769,781	775,274	-	1,859,634	(56,782)	**8,290,596**
Accounts Receivable	750,920	2,178	250,473	-	-	23,805	-	**1,027,376**
Other Assets	388,532	-	-	-	-	48,833	-	**437,365**
Total Assets	**4,002,606**	**1,081,713**	**2,020,254**	**775,274**	**-**	**1,932,272**	**(56,782)**	**9,755,337**
Liabilities								
Accounts Payable	209,562	1,495	1,215,571	202,683		3,395	-	**1,632,706**
Other Liabilities	-	-	-	-	-	79,166	-	**79,166**
Total Liabilities	**209,562**	**1,495**	**1,215,571**	**202,683**	**-**	**82,561**	**-**	**1,711,872**
Fund Balances								
Beginning Fund Balance-January 2013	3,290,666	1,294,926	836,736	-	-	1,835,734	14,279	**7,272,341**
Net Change in Fund Balance	502,378	(214,708)	(32,053)	572,591	-	13,977	(71,061)	771,124
Total Fund Balances	**3,793,044**	**1,080,218**	**804,683**	**572,591**	**-**	**1,849,711**	**(56,782)**	**8,043,465**
Total Liabilities & Fund Balances	**4,002,606**	**1,081,713**	**2,020,254**	**775,274**	**-**	**1,932,272**	**(56,782)**	**9,755,337**

*Note: Fund balance consist of Nonspendable items including Parts Inventory, Prepaid Expense & Land Held for Resale.

	388,532					48,833		
Unassigned Fund Balance	3,404,512					1,800,878		
Total Fund Balances	**3,793,044**	-	-	-	-	**1,849,711**	-	-

IV-B-1

SouthWest Transit

Revenue and Expenditures for All Funds

Monthly Financial Report

YTD Through September, 2013

September =75.0%

General Fund Detail	2013 Budget	Sept 2013 Actual	2013 YTD Actual	2013 YTD Balance	% YTD Budget
Revenue					
Passenger Fares	$ 2,450,000	$ 294,724	$ 1,906,017	$ 543,983	77.8%
MVST Revenue	$ 5,354,000	$ 543,518	$ 4,017,882	$ 1,336,118	75.0%
RAMVST Revenue	$ -	$ 50,350	$ 453,150	$ (453,150)	0.0%
Investment Income	$ 2,000	$ 159	$ 4,902	$ (2,902)	245.1%
Other Local Revenues	$ 145,000	$ 63	$ 134,934	$ 10,066	93.1%
Total Revenue	**$ 7,951,000**	**$ 888,814**	**$ 6,516,885**	**$ 1,434,115**	**82.0%**
Expenditures					
Administration	$ 899,800	$ 61,459	$ 719,429	$ 180,371	80.0%
Operations	$ 5,105,550	$ 494,263	$ 3,553,399	$ 1,552,151	69.6%
Vehicle Maintenance	$ 1,413,100	$ 109,039	$ 939,684	$ 473,416	66.5%
Facility Maintenance	$ 1,406,100	$ 95,115	$ 801,994	$ 604,106	57.0%
Total Expenditures	**$ 8,824,550**	**$ 759,876**	**$ 6,014,506**	**$ 2,810,044**	**68.2%**
Net Change in Fund Balance	**$ (873,550)**	**$ 128,938**	**$ 502,379**		
Fund Balance, January 1			**$ 3,290,666**		
Less Nonspendable items including Parts Inventory & Prepaid Expense			**$ (388,532)**		
Fund Balance, End of Current Period			**$ 3,404,513**		
Fund Balance as a % of the 2013 Expenditure Budget			**38.6%**		

IV-B-2

SouthWest Transit
Revenue and Expenditures for All Funds
Monthly Financial Report
YTD Through September, 2013 - continued

September =75.0%

All Other Funds	2013 Budget	Sept 2013 Actual	2013 YTD Actual	2013 Uncollected Unexpended YTD Balance	% YTD Budget
Capital & Equipment Fund					
Revenue	$ 5,000	$ 344	$ 7,182	$ (2,182)	143.6%
Expenditures	$ 286,000	$ 2,553	$ 221,890	$ 64,110	77.6%
Net Change in Fund Balance	$ (281,000)	$ (2,209)	$ (214,708)		
East Creek Station					
Revenue	$ 4,892,990	$ 15,714	$ 5,726,010	$ (833,020)	117.0%
Expenditures	$ 5,142,989	$ 40,776	$ 5,758,063	$ (615,074)	112.0%
Net Change in Fund Balance	$ (249,999)	$ (25,062)	$ (32,053)		
Energy Savings					
Revenue	$ -	$ -	$ 1,000,000	$ (1,000,000)	0.0%
Expenditures	$ -	$ -	$ 427,409	$ (427,409)	0.0%
Net Change in Fund Balance	$ -	$ -	$ 572,591		
Grant Projects					
Revenue	$ -	$ -	$ 77,799	$ (77,799)	0.0%
Expenditures	$ -	$ -	$ 77,799	$ (77,799)	0.0%
Net Change in Fund Balance	$ -	$ -	$ -		

IV-B-3

SouthWest Transit
Revenue and Expenditures for All Funds
Monthly Financial Report
YTD Through September, 2013 - continued

September =75.0%

All Other Funds - continued	2013 Budget	Sept 2013 Actual	2013 YTD Actual	2013 Uncollected Unexpended YTD Balance	% YTD Budget
SWS Development					
Revenue	$ 163,460	$ 12,095	$ 123,252	$ 40,208	75.4%
Expenditures	$ 215,000	$ 3,395	$ 109,276	$ 105,724	50.8%
Net Change in Fund Balance	$ (51,540)	$ 8,700	$ 13,976		
Debt Service					
Revenue	$ 174,280	$ -	$ 100,024	$ 74,256	57.4%
Expenditures	$ 171,080	$ -	$ 171,086	$ (6)	100.0%
Net Change in Fund Balance	$ 3,200	$ -	$ (71,062)		

IV-B-4

SouthWest Transit Commission Investments 2013

Broker	Purchase Date	Type	Description	Maturity Date	Type	Purchase Cost	Maturity Amount	Rate	Days to Maturity	Market Value 9/30/2013	Accrued Interest	Fund
			9/30/2013									
Flagship Bank	4/13/2012	CD	Flagship CD 52660	10/13/2013	CD	500,000.00	500,000.00	0.750%	13	500,000.00		360
Flagship Bank	6/3/2012	CD	Flagship CD 52897	12/3/2013	CD	500,000.00	500,000.00	0.750%	64	500,000.00		250
Flagship Bank	7/21/2012	CD	Flagship CD 55232	1/21/2014	CD	300,000.00	300,000.00	0.750%	113	300,000.00		250
Flagship Bank	9/1/2012	CD	Flagship CD 53309	3/1/2014	CD	500,000.00	500,000.00	0.750%	152	500,000.00		100:360
Flagship Bank	9/14/2012	CD	Flagship CD 53354	3/14/2014	CD	250,000.00	250,000.00	0.750%	165	250,000.00		360
Flagship Bank	7/24/2013	CD	Flagship CD 51954	1/24/2015	CD	300,000.00	300,000.00	0.600%	481	300,000.00		250
						2,350,000.00	2,350,000.00			2,350,000.00	-	
			4 M Account Value	9/30/2013	MM	$ -	$ -					
			Flagship Bank - Savings		MM	$ 5,007,426.02	$ 5,007,426.02					
						$ 5,007,426.02	$ 5,007,426.02					
						$ 7,357,426.02	**$ 7,357,426.02**					

Summary by Type (based upon current market value)	
CD	2,350,000.00
US Govt Agency	-
Money Market	5,007,426.02
	7,357,426.02

	9/30/2013
90 day T-bill	0.010%
6 Month T-bill	0.040%
1 Year T-Bill	0.10%
2-Year T-Bill	0.35%

Maturity Dates	Amount
Oct-13	$ 500,000.00
Dec-13	$ 500,000.00
Jan-14	$ 300,000.00
Mar-14	$ 750,000.00
later	$ 300,000.00
	$ 2,350,000.00

IV-B-5

SOUTHWEST TRANSIT

MEMORANDUM

TO: **SouthWest Transit Commission**

FROM: **Dave Jacobson, Chief Operating Officer**

DATE: **October 24, 2013**

SUBJECT: **2013 Ridership**

Total 2013 ridership from January through September was 779,988. This represents a 1.0% increase over 2012. The overall system subsidy increased by 27 cents per passenger.

Express now represents more than 99% of both our cost and revenue. Community and social service operations is less than 1%. Express service is the lowest subsidy at $5.25 per passenger.

Service 2013	Ridership	Subsidy	Revenue Hours	% of total Revenue Hours	Operation Cost	% of total Operation Cost
Express	779,157	$ 5.25	28,601	99%	$ 5,995,564	100%
Shopping Bus	831	$ 19.91	164	1%	$ 18,944	0%
Totals	**779,988**	**$ 5.27**	**28,765**	**100%**	**$ 6,014,508**	**100%**
% Changes	**1%**					

Service 2012	Ridership	Subsidy	Revenue Hours	% of total Revenue Hours	Operation Cost	% of total Operation Cost
Express	772,050	$ 4.98	28,718	99%	$ 5,820,126	100%
Local	50	$ 131.86	51	0%	$ 9,377	0%
Shopping Bus	957	$ 16.67	165	1%	$ 18,362	0%
Totals	**773,057**	**$ 5.00**	**28,934**	**100%**	**$ 5,847,865**	**100%**

SouthWest Transit
January Thru September 2013 Ridership Report Data-Revenue

Route	Month	Operating Cost	Fare Revenue	Subsidy	Total Passengers	Revenue Hours	Revenue Miles	Subsidy Per Passengers	Recovery Ratio	Passenger Per Hour	Passenger Per Mile
Express											
680	January	$ 10,746	$ 2,247.00	$ 8,499.12	875	48.30	1,052	$ 9.71	20.91%	18.12	0.83
680	February	$ 10,624	$ 2,450.00	$ 8,174.42	937	44.00	956	$ 8.72	23.06%	21.30	0.98
680	March	$ 9,604	$ 2,471.00	$ 7,132.82	947	46.00	1,004	$ 7.53	25.73%	20.59	0.94
680	April	$ 9,536	$ 2,595.00	$ 6,940.78	1,022	48.02	1,052	$ 6.79	27.21%	21.28	0.97
680	May	$ 10,386	$ 2,387.00	$ 7,999.06	901	48.02	1,052	$ 8.88	22.98%	18.76	0.86
680	June	$ 9,261	$ 2,107.00	$ 7,153.77	779	43.40	956	$ 9.18	22.75%	17.95	0.81
680	July	$ 10,213	$ 2,443.00	$ 7,770.38	897	48.02	1,052	$ 8.66	23.92%	18.68	0.85
680	August	$ 7,537	$ 2,525.00	$ 5,011.83	938	48.02	1,052	$ 5.34	0.335022	19.53	0.89
680	September	$ 8,921	$ 2,073.00	$ 6,848.27	796	43.40	956	$ 8.60	23.24%	18.34	0.83
Total Route 680		***$ 86,828***	***$ 21,298.00***	***$ 65,530.45***	***8,092***	***417.18***	***9,132***	***$ 8.10***	***24.53%***	***19.40***	***0.89***
Express											
684	January	$ 48,199	$ 3,997.00	$ 44,201.67	3,205	230.16	4,419	$ 13.79	8.29%	13.93	0.73
684	February	$ 47,608	$ 4,355.00	$ 43,253.22	2,995	209.20	4,017	$ 14.44	9.15%	14.32	0.75
684	March	$ 43,290	$ 2,224.00	$ 41,065.79	3,406	221.18	4,218	$ 12.06	5.14%	15.40	0.81
684	April	$ 43,132	$ 6,955.00	$ 36,176.63	3,696	232.48	4,419	$ 9.79	16.13%	15.90	0.84
684	May	$ 46,903	$ 7,595.00	$ 39,308.12	4,030	232.28	4,419	$ 9.75	16.19%	17.35	0.91
684	June	$ 41,949	$ 7,869.00	$ 34,079.57	4,045	211.20	4,017	$ 8.43	18.76%	19.15	1.01
684	July	$ 46,136	$ 8,152.00	$ 37,983.71	4,271	232.50	4,419	$ 8.89	17.67%	18.37	0.97
684	August	$ 34,267	$ 8,173.00	$ 26,093.80	4,551	232.28	4,419	$ 5.73	23.85%	19.59	1.03
684	September	$ 41,440	$ 6,879.00	$ 34,560.90	4,166	215.00	4,116	$ 8.30	16.60%	19.38	1.01
Total Route 684		***$ 392,922***	***$ 56,199.00***	***$ 336,723.42***	***34,365***	***2,016.28***	***38,463***	***$ 9.80***	***14.30%***	***17.04***	***0.89***
Express											
690	January	$ 209,223	$ 85,846.00	$ 123,377.27	32,986	949.06	20,290	$ 3.74	41.03%	34.76	1.63
690	February	$ 206,920	$ 78,312.00	$ 128,608.39	29,877	864.02	18,462	$ 4.30	37.85%	34.58	1.62
690	March	$ 186,385	$ 80,947.00	$ 105,437.60	30,637	909.06	19,122	$ 3.44	43.43%	33.70	1.60
690	April	$ 185,088	$ 85,684.00	$ 99,404.41	32,425	954.36	19,924	$ 3.07	46.29%	33.98	1.63
690	May	$ 202,363	$ 84,134.00	$ 118,228.79	31,709	960.18	19,969	$ 3.73	41.58%	33.02	1.59
690	June	$ 182,159	$ 78,024.00	$ 104,135.27	29,223	882.00	18,197	$ 3.56	42.83%	33.13	1.61
690	July	$ 200,418	$ 84,966.00	$ 115,452.16	31,953	970.82	20,034	$ 3.61	42.39%	32.91	1.59
690	August	$ 148,260	$ 85,757.00	$ 62,502.80	32,354	970.62	20,016	$ 1.93	57.84%	33.33	1.62
690	September	$ 174,883	$ 80,988.00	$ 93,894.68	31,220	872.00	18,226	$ 3.01	46.31%	35.80	1.71
Total Route 690		***$ 1,695,699***	***$ 744,658.00***	***$ 951,041.36***	***282,384***	***8,332.12***	***174,240***	***$ 3.37***	***43.91%***	***33.89***	***1.62***

IV-C-2

SouthWest Transit
January Thru September 2013 Ridership Report Data-Revenue

Route	Month	Operating Cost	Fare Revenue	Subsidy	Total Passengers	Revenue Hours	Revenue Miles	Subsidy Per Passengers	Recovery Ratio	Passenger Per Hour	Passenger Per Mile
Express											
691	January	$ 5,937	$ 1,629.00	$ 4,307.67	837	22.22	680	$ 5.15	27.44%	37.67	1.23
691	February	$ 5,868	$ 1,443.00	$ 4,425.24	725	20.20	619	$ 6.10	24.59%	35.89	1.17
691	March	$ 5,315	$ 1,485.00	$ 3,829.56	723	21.21	650	$ 5.30	27.94%	34.09	1.11
691	April	$ 5,282	$ 1,797.00	$ 3,485.12	872	22.22	680	$ 4.00	34.02%	39.24	1.28
691	May	$ 5,768	$ 1,692.00	$ 4,076.32	815	22.22	680	$ 5.00	29.33%	36.68	1.20
691	June	$ 5,164	$ 1,423.00	$ 3,741.48	708	20.20	619	$ 5.28	27.55%	35.05	1.14
691	July	$ 5,675	$ 1,541.00	$ 4,134.50	768	22.22	680	$ 5.38	27.15%	34.56	1.13
691	August	$ 4,129	$ 1,621.00	$ 2,508.13	790	22.22	683	$ 3.17	39.26%	35.55	1.16
691	September	$ 4,978	$ 1,705.00	$ 3,273.33	851	20.44	625	$ 3.85	34.25%	41.63	1.36
Total Route 691		***$ 48,117***	***$ 14,336.00***	***$ 33,781.35***	***7,089***	***193.15***	***5,916***	***$ 4.77***	***29.79%***	***36.70***	***1.20***
Express											
692	January	$ 23,969	$ 5,877.00	$ 18,092.23	2,195	95.20	2,624	$ 8.24	24.52%	23.06	0.84
692	February	$ 23,661	$ 5,282.00	$ 18,378.88	1,984	86.40	2,386	$ 9.26	22.32%	22.96	0.83
692	March	$ 32,226	$ 6,886.00	$ 25,340.26	2,578	132.50	3,855	$ 9.83	21.37%	19.46	0.67
692	April	$ 38,392	$ 8,846.00	$ 29,545.82	3,436	171.56	4,719	$ 8.60	23.04%	20.03	0.73
692	May	$ 59,960	$ 9,749.00	$ 50,211.32	3,804	302.67	5,526	$ 13.20	16.26%	12.57	0.69
692	June	$ 50,325	$ 7,896.00	$ 42,429.09	3,353	260.00	4,677	$ 12.65	15.69%	12.90	0.72
692	July	$ 57,771	$ 9,055.00	$ 48,716.18	3,897	309.22	5,147	$ 12.50	15.67%	12.60	0.76
692	August	$ 41,184	$ 8,740.00	$ 32,443.73	3,527	285.53	5,145	$ 9.20	21.22%	12.35	0.69
692	September	$ 28,574	$ 8,249.00	$ 20,325.44	3,168	116.84	3,599	$ 6.42	28.87%	27.11	0.88
Total Route 692		***$ 356,063***	***$ 70,580.00***	***$ 285,482.95***	***27,942***	***1,759.92***	***37,678***	***$ 10.22***	***19.82%***	***15.88***	***0.74***
Express											
694	August	$ 11,444	$ 928.00	$ 10,516.15	414	68.10	1,723	$ 25.40	8.11%	6.08	0.24
694	September	$ 67,240	$ 5,410.00	$ 61,830.40	2,338	323.00	7,305	$ 26.45	8.05%	7.24	0.32
Total Route 694		***$ 78,685***	***$ 6,338.00***	***$ 72,346.55***	***2,752***	***391.10***	***9,028***	***$ 26.29***	***8.05%***	***7.04***	***0.30***
Express											
695	January	$ 50,582	$ 13,158.00	$ 37,423.79	4,949	216.00	5,203	$ 7.56	26.01%	22.91	0.95
695	February	$ 50,425	$ 16,703.00	$ 33,722.02	6,285	198.02	4,777	$ 5.37	33.12%	31.74	1.32
695	March	$ 44,763	$ 15,027.00	$ 29,736.04	5,486	201.48	4,967	$ 5.42	33.57%	27.23	1.10
695	April	$ 44,313	$ 16,773.00	$ 27,540.25	6,282	209.00	5,203	$ 4.38	37.85%	30.06	1.21
695	May	$ 40,352	$ 11,248.00	$ 29,103.57	4,362	174.21	4,353	$ 6.67	27.87%	25.04	1.00
695	June	$ 25,855	$ 9,498.00	$ 16,356.53	3,535	113.10	2,842	$ 4.63	36.74%	31.26	1.24
695	July	$ 28,532	$ 10,403.00	$ 18,129.49	3,875	125.49	3,124	$ 4.68	36.46%	30.88	1.24
695	August	$ 20,978	$ 9,250.00	$ 11,728.50	3,496	126.08	3,126	$ 3.35	44.09%	27.73	1.12
695	September	$ 43,353	$ 17,298.00	$ 26,054.99	6,602	208.00	4,716	$ 3.95	39.90%	31.74	1.40
Total Route 695		***$ 349,153***	***$ 119,358.00***	***$ 229,795.19***	***44,872***	***1,571.38***	***38,311***	***$ 5.12***	***34.18%***	***28.56***	***1.17***

IV-C-3

SouthWest Transit
January Thru September 2013 Ridership Report Data-Revenue

Route	Month	Operating Cost	Fare Revenue	Subsidy	Total Passengers	Revenue Hours	Revenue Miles	Subsidy Per Passengers	Recovery Ratio	Passenger Per Hour	Passenger Per Mile
Express											
697	September	$ 17,551	$ 3,786.00	$ 13,764.59	1,579	74.18	2,152	$ 8.72	21.57%	21.29	0.73
Total Route 697		***$ 17,551***	***$ 3,786.00***	***$ 13,764.59***	***1,579***	***74.18***	***2,152***	***$ 8.72***	***21.57%***	***21.29***	***0.73***
Express											
698	January	$ 194,022	$ 34,090.00	$ 159,931.84	15,903	916.00	18,021	$ 10.06	17.57%	17.36	0.88
698	February	$ 191,648	$ 37,408.00	$ 154,239.78	17,601	832.60	16,382	$ 8.76	19.52%	21.14	1.07
698	March	$ 177,331	$ 37,040.00	$ 140,290.90	17,317	892.70	17,575	$ 8.10	20.89%	19.40	0.99
698	April	$ 178,249	$ 40,064.00	$ 138,184.65	19,045	945.24	18,607	$ 7.26	22.48%	20.15	1.02
698	May	$ 192,830	$ 36,013.00	$ 156,817.33	16,780	937.65	18,540	$ 9.35	18.68%	17.90	0.91
698	June	$ 171,471	$ 29,993.00	$ 141,477.97	14,149	844.90	16,815	$ 10.00	17.49%	16.75	0.84
698	July	$ 188,753	$ 33,122.00	$ 155,631.50	15,977	930.88	18,514	$ 9.74	17.55%	17.16	0.86
698	August	$ 139,757	$ 33,288.00	$ 106,468.57	15,908	929.25	18,495	$ 6.69	23.82%	17.12	0.86
698	September	$ 172,558	$ 44,185.00	$ 128,373.47	20,907	869.03	17,775	$ 6.14	25.61%	24.06	1.18
Total Route 698		***$ 1,606,619***	***$ 325,203.00***	***$ 1,281,416.00***	***153,587***	***8,098.25***	***160,724***	***$ 8.34***	***20.24%***	***18.97***	***0.96***
Express											
699	January	$ 120,363	$ 39,871.00	$ 80,492.11	15,200	468.37	13,391	$ 5.30	33.13%	32.45	1.14
699	February	$ 118,915	$ 36,708.00	$ 82,206.77	14,005	426.00	12,174	$ 5.87	30.87%	32.88	1.15
699	March	$ 110,758	$ 36,688.00	$ 74,070.27	13,809	461.38	13,116	$ 5.36	33.12%	29.93	1.05
699	April	$ 111,412	$ 41,064.00	$ 70,348.39	15,914	489.51	13,880	$ 4.42	36.86%	32.51	1.15
699	May	$ 122,059	$ 41,568.00	$ 80,491.46	15,644	493.75	13,882	$ 5.15	34.06%	31.68	1.13
699	June	$ 109,552	$ 39,992.00	$ 69,559.90	14,946	452.39	12,618	$ 4.65	36.51%	33.04	1.18
699	July	$ 120,317	$ 42,905.00	$ 77,412.37	16,114	496.02	13,882	$ 4.80	35.66%	32.49	1.16
699	August	$ 87,637	$ 43,273.00	$ 44,364.43	16,403	495.22	13,880	$ 2.70	49.38%	33.12	1.18
699	September	$ 103,823	$ 38,375.00	$ 65,447.54	14,865	443.75	12,611	$ 4.40	36.96%	33.50	1.18
Total Route 699		***$ 1,004,837***	***$ 360,444.00***	***$ 644,393.26***	***136,900***	***4,226.39***	***119,434***	***$ 4.71***	***35.87%***	***32.39***	***1.15***
Express											
682	January	$ 389	$ -	$ 389.30	183	3.20	6	$ 2.13	0.00%	57.19	30.50
682	February	$ -	$ -	$ -	-	-	-	-	-	-	-
682	March	$ -	$ -	$ -	-	-	-	-	-	-	-
682	April	$ 8,598	$ 1,319.00	$ 7,279.04	669	39.00	1,044	$ 10.88	15.34%	17.15	0.64
682	May	$ 9,456	$ 2,006.00	$ 7,449.98	1,005	41.20	1,012	$ 7.41	21.21%	24.39	0.99
682	June	$ 17,184	$ 3,701.00	$ 13,483.09	1,813	76.24	1,866	$ 7.44	21.54%	23.78	0.97
682	July	$ 10,312	$ 2,628.00	$ 7,684.20	1,485	36.00	1,329	$ 5.17	25.48%	41.25	1.12
682	August	$ 218,652	$ 86,650.00	$ 132,002.15	55,901	999.20	40,796	$ 2.36	39.63%	55.95	1.37
682	September	$ 94,497	$ 85,115.00	$ 9,382.04	18,539	326.00	13,365	$ 0.51	90.07%	56.87	1.39
Total Route 682		***$ 359,089***	***$ 181,419.00***	***$ 177,669.81***	***79,595***	***1,520.84***	***59,418***	***$ 2.23***	***50.52%***	***52.34***	***1.34***

IV-C-4

SouthWest Transit
January Thru September 2013 Ridership Report Data-Revenue

Route	Month	Operating Cost	Fare Revenue	Subsidy	Total Passengers	Revenue Hours	Revenue Miles	Subsidy Per Passengers	Recovery Ratio	Passenger Per Hour	Passenger Per Mile
Total Express		*$ 5,995,564*	*$ 1,903,619*	*$ 4,091,945*	*779,157*	*28,600.79*	*654,496*	*$ 5.25*	*31.75%*	*27.24*	*1.19*
Shopping											
632	January	$ 2,461	$ 250.00	$ 2,211.00	100	20.00	43	$ 22.11	10.16%	5.00	2.33
632	February	$ 2,271	$ 242.00	$ 2,029.27	78	17.00	36	$ 26.02	10.65%	4.59	2.17
632	March	$ 1,962	$ 248.00	$ 1,713.74	76	17.00	36	$ 22.55	12.64%	4.47	2.11
632	April	$ 2,317	$ 269.00	$ 2,047.91	104	21.15	45	$ 19.69	11.61%	4.92	2.31
632	May	$ 2,001	$ 278.00	$ 1,723.05	102	17.00	36	$ 16.89	13.89%	6.00	2.83
632	June	$ 1,966	$ 271.00	$ 1,695.33	96	17.00	36	$ 17.66	13.78%	5.65	2.67
632	July	$ 2,443	$ 291.00	$ 2,151.51	96	21.15	45	$ 22.41	11.91%	4.54	2.13
632	August	$ 1,466	$ 288.00	$ 1,177.63	89	15.80	36	$ 13.23	19.65%	5.63	2.47
632	September	$ 2,057	$ 262.00	$ 1,795.34	90	17.50	39	$ 19.95	12.73%	5.14	2.31
Total Route 632		*$ 18,944*	*$ 2,399.00*	*$ 16,544.78*	*831*	*163.60*	*352*	*$ 19.91*	*12.66%*	*5.08*	*2.36*
Total Shopping		*$ 18,944*	*$ 2,399.00*	*$ 16,544.78*	*831*	*163.60*	*352*	*$ 19.91*	*12.66%*	*5.08*	*2.36*

IV-C-5

Total Monthly Summary

Route	Month	Operating Cost	Fare Revenue	Subsidy	Total Passengers	Revenue Hours	Revenue Miles	Subsidy Per Passengers	Recovery Ratio	Passenger Per Hour	Passenger Per Mile
Total	January	$ 665,891	$ 186,965	$ 478,926	76,433	2,968.51	65,729	$ 6.27	28.08%	25.75	1.16
Total	February	$ 657,941	$ 182,903	$ 475,038	74,487	2,697.44	59,809	$ 6.38	27.80%	27.61	1.25
Total	March	$ 611,633	$ 183,016	$ 428,617	74,979	2,902.51	64,543	$ 5.72	29.92%	25.83	1.16
Total	April	$ 626,319	$ 205,366	$ 420,953	83,465	3,132.54	69,573	$ 5.04	32.79%	26.64	1.20
Total	May	$ 692,079	$ 196,670	$ 495,409	79,152	3,229.18	69,469	$ 6.26	28.42%	24.51	1.14
Total	June	$ 614,886	$ 180,774	$ 434,112	72,647	2,920.43	62,643	$ 5.98	29.40%	24.88	1.16
Total	July	$ 670,572	$ 195,506	$ 475,066	79,333	3,192.32	68,226	$ 5.99	29.16%	24.85	1.16
Total	August	$ 715,311	$ 280,493	$ 434,818	134,371	4,192.32	109,371	$ 3.24	39.21%	32.05	1.23
Total	September	$ 759,876	$ 294,325	$ 465,551	105,121	3,529.14	85,485	4	38.73%	29.79	1.23
2013 Grand Total		$ 6,014,508	$ 1,906,018	$ 4,108,490	779,988	28,764.39	654,848	$ 5.27	31.69%	27.12	1.19
2012 Grand Total		$ 7,785,184	$ 2,528,316.00	$ 5,256,868.00	998,979	37,087.99	852,551	$ 5.26	32.48%	26.94	1.17

SOUTHWEST TRANSIT

MEMORANDUM

TO: **SouthWest Transit Commission**

FROM: **Len Simich, CEO**

DATE: **October 16, 2013**

SUBJECT: **East Creek Station Change Order Requests (COR)**

REQUESTED ACTION:
That the Commission adopt Resolution 13-37 approving and formally entering into the record of the Commission COR #27R, 28, 30, 31R, 32, 35 (pending Change Order 006) totaling $33,978 for the East Creek Station and Parking Ramp.

BUDGET IMPACT:
Of the $33,978 in this change order, 20% will be applied against the local funding source for the project, and the other 80% will be applied against the federal CMAQ funding. The agency budgeted $588,000 in contingency funding (7.5%) for this project.

BACKGROUND:
In September, 2012 the Commission approved a contract with A&P Construction to construct the East Creek Station and Parking Ramp. The approved base bid plus alternates was for a total amount of $7,852,000.

A contingency budget was also established for the two projects equaling $588,000 or 7.5% of the total project cost. The contingency budget is an internal budget account for SouthWest Transit and was not included in the contracts established with A & P Construction.

As with previous capital projects, the Commission approved its CEO to execute change orders up to $30,000 that are needed to allow the contractors the ability to address/correct situations unknown at the time of bidding, and/or to address items that were missed/overlooked in the original drawings.

Although this action granted the authority to the CEO to authorize expenditures up to $30,000, all change orders are to be brought back after the fact to the next Commission meeting for ratification.

The following Change Orders are presented for Commission approval; included is the associated dollar amount and a brief description:

COR #27R	**$4,568.00**	Revise barrier cable anchor detail due to conflict with stormwater riser; delete pipe protection
COR #28	**$701.00**	Revise plywood at underside of bus canopy to fire resistive plywood
COR #30	**$4,850.00**	Provide power to electronic locks at stair/elevator lobby doors and card reader locations
COR #32	**$1,136.00**	Move door frames at Stair/Elevator doors to address conflict with powered door opener. Add additional insulation and break metal jamb.
COR #31R	**$21,540.00**	Reroute Storm Sewer at entry drive due to conflict with existing sewer piping. (Delay costs have not been approved or included)
COR #35	**$1,183.00**	Wire electric door strikes at 3 doors and integrate into Simples system (Delay costs have not been approved or included)
Total	**$33,978.00**	

RECOMMENDATION:
That the Commission adopt Resolution 13-37 approving and formally entering into the record of the Commission COR 27R, 28, 30, 31R, 32 and 35 totaling $33,978 for the East Creek Station and Parking Ramp.

Attachment: Resolution 13-37

SOUTHWEST TRANSIT

SOUTHWEST TRANSIT COMMISSION
RESOLUTION #13-37
EAST CREEK CHANGE ORDER Requests

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

WHEREAS, the SouthWest Transit Commission has entered into a construction contract with A&P Construction for the Construction of the East Creek station and ramp;

NOW, THEREFORE, BE IT RESOLVED,
That the Commission approves and formally enters into the record of the Commission COR 27R - $4,568; COR 28 - $701; COR 30 - $4,850; COR 31R - $21,540; COR 32 - $1,136; and COR #35 - $1,183 totaling $33,978.00.

Original construction contract amount:	$7,852,000.00
Previous change orders	134,085.00
Change order this action	33,978.00
Revised construction contract amount	$8,020,063.00

ADOPTED by the SouthWest Transit Commission on October 24, 2013.

_____
Chair

ATTEST:

_____
Chief Executive Officer

New Business

SOUTHWEST TRANSIT

MEMORANDUM

To: **SouthWest Transit Commission**

From: **Dave Jacobson, COO**
Steve LaFrance, Director of Maintenance and Facilities

Date: **October 20, 2013**

Subject: **Final Draft, Transit Asset Management (TAM) Plan**

REQUESTED ACTION
That the SouthWest Transit Commission review and adopt the attached Transit Asset Management (TAM) plan, dated October 2013, for the purpose of assisting and recommending future capital and operating expenses.

BUDGET IMPACT
There are none in the near future. This plan should enable SWT to make more informed decisions going forward.

BACKGROUND
This process began with the first National Transit Institute (NTI) class in December, 2011 on the subject of developing an Asset Management Plan for each of the individual properties that are Federal Transit Administration (FTA) supported. This process provided two outcomes:

1. a TAM plan; and
2. a working software and database of approximately $50 million dollars worth of SWT assets that include parking and office facilities, and a rating system to assist staff and the SWT Commission with making capital decisions in years moving forward.

Attached to this memorandum is a copy of the final draft TAM Plan for review, as well as the different appendices documenting how the plan was developed. The TAM plan also ties into SWT's existing Strategic Plan. LSA Design was hired to assist in bringing all of the different data points collected together, to develop a useable software template and finally to draft a functional TAM plan.

The outcomes of this plan enable SWT staff and Commission to anticipate better capital and operating expenditures in the near and long term future of the organization.

RECOMMENDATION

That the SouthWest Transit Commission adopts Resolution 13-38 adopting the Transit Asset Management (TAM) plan, dated October 2013, for the purpose of assisting and recommending future capital and operating expenses.

Attachments: Resolution 13-38
TAM Plan

SOUTHWEST TRANSIT

SOUTHWEST TRANSIT COMMISSION
RESOLUTION #13-38
Transit Asset Management Plan

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

WHEREAS, SWT has approximately $50 million dollars in assets.

WHEREAS, to better understand the $50 million dollars in assets, a plan and software were developed to assist in decision making for today and into the future ensuring that good fiscal decisions will be made.

NOW, THEREFORE, BE IT RESOLVED,
That the SouthWest Transit Commission adopts the Transit Asset Management (TAM) plan, dated October 2013, for the purpose of assisting and recommending future capital and operating expenses.

ADOPTED by the SouthWest Transit Commission on October 23, 2013.

_____
Chair

ATTEST:

_____
Chief Executive Officer

2013

Transit Asset Management Plan

SOUTHWEST TRANSIT

Prepared by LSA Design, Inc.

Updated October, 2013

V-A-5

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B. Dossier User Manual

C. Somax User Manual

D. TAM Access Database User Guide

E. Asset Class Organization

a. Asset Class Organizational Chart

b. Asset Class Table

c. NIST UniFormat Elemental Classifications Guide

F. Asset Data Collection Guide

G. Sample TAM Access Database Tables, Forms & Reports

1 Introduction

1.1 Background

Through its 2013-2015 Strategic Plan, SouthWest Transit has defined a proactive strategy to achieve SouthWest Transit's vision of being one of the premier transit systems in the United States. SouthWest Transit's vision is dictated by a commitment to providing the best service for its customers. Maintaining service quality, expanding service options, improving safety, and remaining financially strong are all goals that must be met to improve service quality.

SouthWest Transit (SWT) is also looking for a solution that will enable them to budget more effectively, make capital replacement decisions based on realistic numbers and better allocate their resources. SWT needs the ability to anticipate long-term capital costs and understand what the operations and maintenance costs will be year to year for their assets system-wide. This requires realistic numbers and a reporting method that supports better decision-making, resource allocation, and budgeting.

In order to implement the 2013-2015 Strategic Plan, and improve the current procedures for transit asset management, SWT has created a Transit Asset Management Plan (TAM Plan). The TAM Plan will provide a process for SWT to provide:

- A high quality, safe, reliable, and cost effective transit system
- Exceptional customer service
- The best equipment and facilities possible

See the References Section at the end of this document for the location of the SouthWest Transit 2013-2015 Strategic Plan.

2 Transit Asset Management Plan

2.1 Transit Asset Management (TAM) Definition and Benefits

Transit Asset Management is defined as a strategic and systematic process through which SouthWest Transit:

- Procures, operates, maintains, rehabilitates, and replaces transit assets,
- Manages their asset's performance, risks, and costs over their lifecycle, and
- Provides safe, cost-effective, and reliable service to current and future customers.

Through asset management SouthWest Transit can more effectively use available funds to improve the physical condition and performance of their system, which has the potential to increase ridership. Specifically, transit asset management can provide SouthWest Transit with the following benefits:

- **Improved customer service:**
  - Improves on-time performance and service operations, as well as vehicle and facility reliability
  - Reduces missed trips, slow orders, and station shutdowns

- Focuses investments around customer-centered goals and metrics

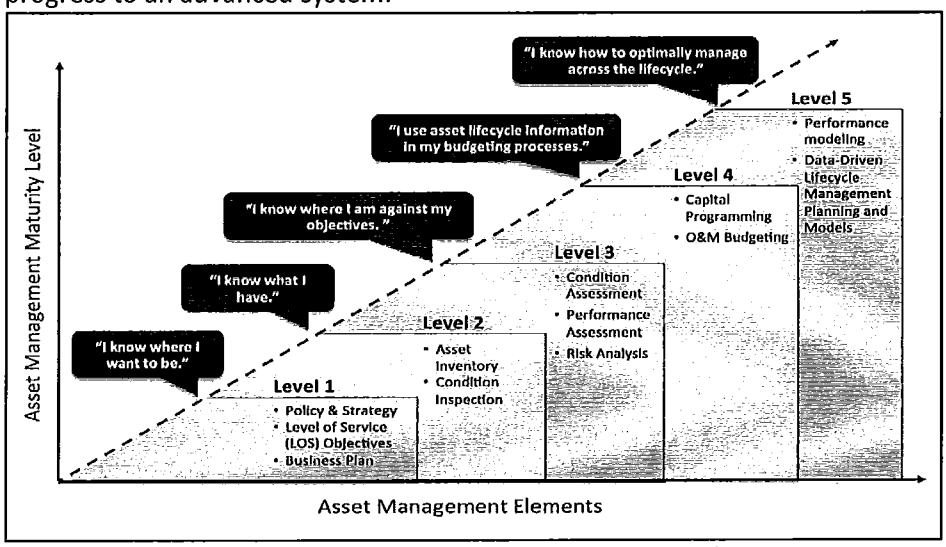
〉 **Improved productivity and reduced costs:**
- Maintains assets more effectively, using condition-based approaches and using predictive and preventive maintenance strategies to reduce costs while improving service delivery

〉 **Optimized resource allocation:**
- Better aligns spending with an agency's goals and objectives to obtain the greatest return from limited funds
- Incorporates lifecycle cost, risk , and performance trade-offs into capital programming and operations & maintenance budgeting

〉 **Improved stakeholder communications**
- Provides stakeholders with more accurate and timely performance indicators
- Provides tools to communicate performance and funding requirements
- Maximize transparency

2.2 Transit Asset Management Development

According to the FTA's Asset Management Guide released October 2012 shown below, SWT has a Transit Asset Management system that has elements of agencies with maturity levels 1-4. Every agency's approach is different depending on their size and needs, but in general this is a good chart to compare SWT on its progress to an advanced system.



FTA Asset Management Guide **(Parsons Brinckerhoff, Inc., October 2012)**

2.2.1 Transit Asset Management Next Steps

This Transit Asset Management Plan is a working document. To view a list of steps taken to advance SWT Transit Asset Management to date, see **Appendix A**. The next steps in developing SWT Transit Asset Management are below, according to area of development:

〉 **Information Technology**
- Implement new CMMS Software for facilities, infrastructure and equipment
- Integrate GIS as system expands (advanced)

〉 **Policy & Strategy**
- Policy for updating TAM Plan for continual improvement

- Update TAM Plan with policies surrounding asset management – clear direction
- Outline asset management roles, responsibilities and resources
- Include performance expectations for asset management (when to replace, when to repair, depending on a specific asset class)

〉 **Cross-Asset Planning & Management**

- Integrate facility, infrastructure and equipment asset capital information into Access database by configuring the Computerized Maintenance Management Software to link to Access.
- Integrate vehicle asset capital information into Access database by configuring the Vehicle Maintenance Software to link to Access
- Phase out SWT ID numbers – use Somax and Dossier numbers/barcodes to refer to Assets during capital planning

〉 **Lifecycle Management Planning**

- Finish detailed Preventative Maintenance Plan
- Develop asset class-specific lifecycle management plans that consider maintenance costs, rehabilitation and disposal (advanced)
- Integrate performance modeling analytical tools for investment scenario reports (advanced)

2.3 Collaboration and Implementation

The TAM Plan is an integral part of the business management of SouthWest Transit and supports the agency's goals and objectives. The TAM Plan is a living document that will be updated as the Strategic Plan is updated, and as new assets and processes are introduced into the SouthWest Transit system.

The SWT TAM Plan supports the Vision and Direction of the SouthWest Transit Commission, and is managed and implemented by SouthWest Transit staff. It is designed to create maximum transparency system-wide, and as a go-to document to use during asset management. The following organizational chart provides the hierarchy and responsibilities for those involved with this TAM Plan.

3 Transit Asset Management Information Technology

3.1 Asset Management Software

Below are the software programs selected by SWT to manage assets throughout their lifecycles. These programs are all managed in-house. Specific uses of these programs are described in the Lifecycle Asset Management section of this TAM Plan.

3.1.1 Vehicle Maintenance Software (VMS):

Software through which SWT vehicle assets, revenue and non-revenue vehicles, are maintained and managed throughout their life cycles. This software manages inventory, optimizes maintenance workflow, maximizes personnel efficiency, reduces asset downtime and therefore helps extend an asset's life, which saves long-term cost on capital, operating and maintenance expenses. Current VMS: **Dossier**, by Arsenault Associates. Refer to **Appendix B** to view the Dossier User Manual.

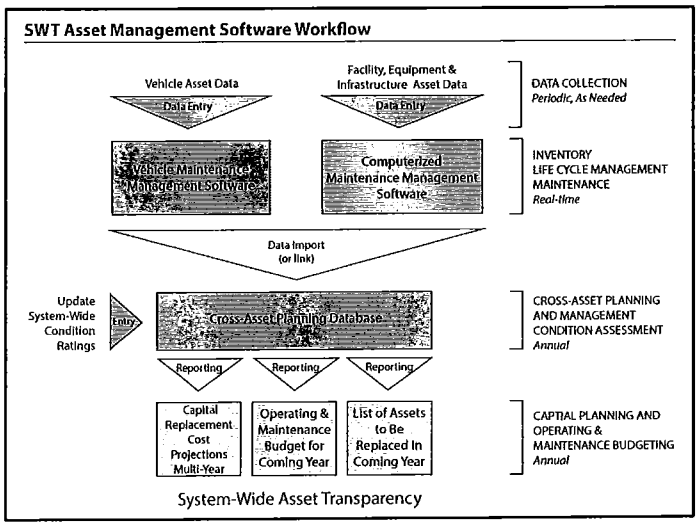
3.1.2 Computerized Maintenance Management Software (CMMS)

Software through which SWT facility, equipment and infrastructure assets are maintained and managed throughout their life cycles. This software manages inventory, optimizes maintenance workflow, maximizes personnel efficiency, reduces asset downtime and therefore helps extend an asset's life, which saves long-term cost on capital, operating and maintenance expenses. Current CMMS: **Somax**. Refer to **Appendix C** to view the Somax User Manual.

3.1.3 Cross-Asset Planning Database:

A software database used to combine system-wide long-term capital asset replacement costs as well as operating and maintenance budget costs. It combines system-wide assets from VMS and CMMS into one database. Using this database SWT can assign condition ratings to all assets, defer an asset's replacement year, and produce reports for capital asset replacement cost projections, operating and maintenance budgeting, and a list of assets due to be replaced in the coming year. Current Cross-Asset Planning Database: **Microsoft Access.** Refer to **Appendix D** to view the TAM Access Database User Guide.

3.1.4 Information Technology Workflow



4 Policy & Strategy

4.1 Policy

SouthWest Transit will adopt and implement a Transit Asset Management Plan. The Transit Asset Management Plan shall be updated on an annual basis to reflect any changes in SouthWest Transit's assets or systems. The SouthWest Transit TAM plan will be used by SouthWest Transit staff as guidance on asset inventory and planning, and is the process used to meet Strategic Goals, Objectives, and Measurements of the 2013-2015 SouthWest Transit Strategic Plan.

4.2 Strategic Goals

4.2.1 Maintain Quality of Service

Maintain quality of service by providing reliable, safe, comfortable, and customer-friendly transit service that increases customer confidence and provides a positive customer experience.

4.2.2 Expand Services and Increase Ridership

Grow the system in a sustainable way that addresses the needs and expectations of our customers and the communities we serve.

4.2.3 Maintain Financial Stability

Ensure the financial viability of SouthWest Transit by only operating cost effective services; maximize the useful life of all existing assets; reduce costs wherever possible through technology, energy efficiencies, and workforce resources; and maintain adequate reserves to address both unexpected circumstances and/or to capitalize on new opportunities.

4.3 Objectives and Measurements

- **Objective: Maintain On-Time Performance**
  Measurements:
  i. Zero missed preventable trips.
  ii. 100% of all trips/vehicles pull-out of garage on-time.
  iii. Depart first stop on-time 99% or better.
  iv. Arrive at primary stop locations along the route no more than 5 minutes late of schedule.
  v. Arrive at scheduled end points no more than 5 minutes late of schedule.
  vi. Review performance with all staff monthly.
- **Objective: Increase System Reliability through Vehicle Maintenance Procedures**
  Measurements:
  i. Maintain and/or improve upon the road call per mile statistic of 1 per every 30,000.
  ii. Add to the number of passed ASE tests each mechanic holds annually.
  iii. Pass all audits/inspections performed by State Patrol, DOT, OSHA, and the Metropolitan Council.
  iv. Maintain physical inventory adjustments at a variance of 2% or less.

- **Objective: Provide for the Safety of Our Customers and Employees**
  Measurements:
  i. Achieve zero lost time due to injury.
  ii. Maintain the number of chargeable accidents at or below.5 per 100,000 miles traveled.
  iii. Pass all inspections (OSHA, DOT, and EPA) without substantial violations.
  iv. Conduct all safety and EPP training outlined at the beginning of each year and/or as identified in various plans/documents.
- **Objective: Provide a Positive Experience for All Customers**
  Measurements:
  i. Maintain an annual customer satisfaction ranking of 97% or better (satisfied to very satisfied with services provided).
  ii. All facilities are cleaned at least once daily (twice during the winter season).
  iii. Implement new technology that is cost effective, provides value to the agency, and that adds to the overall customer experience.
- **Objective: Expand Services and Increase Ridership**
  Measurements:
  i. Increase ridership on an average of 2% annually over the next five years.
  ii. Expand the total number of vehicles in our fleet by five (by 2017).
  iii. Increase operations and capital funding at or over the limits realized in 2012.
  iv. Increase the number of park-and-ride stalls in our service area by 500-700
  v. Expand direct service and frequency to major park-and-ride locations.
  vi. Increase the number of time saving transit advantages currently in operation.
  vii. Increase garage space and staffing to handle/address any future growth plans.
  viii. Work to secure additional funding (operating and capital) to meet current transit demands and allow for future growth opportunities.
  ix. Update 5 year Operating and Capital Plan.
- **Objective: Engage Employees**
  Measurements:
  i. Continued identification of critical issues; proper staff put in place to address; staff trained as needed.
  ii. Monthly review key management data and assess how we are performing relative to our goals. Continually confront the facts and current realities.
- **Objective: Maintain Financial Stability**
  Measurements:
  i. Balanced budgets
  ii. Debt payment at or less than 10% of annual operating/general fund budget.
  iii. All services meet regional or agency performance standards.
  iv. Maintain a minimum 25% of annual operating costs in reserve for cash flow purposes and to address both unexpected circumstances and/or to capitalize on new opportunities.
  v. Maintain an agency Capital Fund (reserves) equal to 2% of agency asset value ($1.0m-$1.5m).
  vi. Implement cost saving measures that result in over $100,000 in savings each year.
  vii. Secure additional grant funding for capital and transit operations each year.
  viii. Minimize risks/agency financial exposure.
  ix. Implement internal efficiencies that save money and/or time.
  x. Maximize the useful life of existing assets through preventative maintenance.

5 Lifecycle Asset Management

Lifecycle management involves inventorying, condition assessment, performance monitoring, and establishing lifecycle management plans for each set of assets. This provides the foundation for a data-driven approach to asset management by providing information on the relationships between work performed and expenditures on assets over their lifecycle and service outcomes. Lifecycle management supports a successful service delivery and financial performance by minimizing the cost to procure, operate, maintain rehabilitate, dispose of, and replace an asset while meeting or exceeding established service and reliability commitments for both the asset and the transit system as a whole.

5.1 Transit Asset Definitions, Categories & Classes

5.1.1 Transit Asset Definition & Scope:

Transit assets include both fixed long-life infrastructure assets and equipment. This plan provides a transit specific asset management framework for managing assets individually and as a portfolio of assets that comprise an integrated system. In this plan, transit assets include physical infrastructure elements, equipment, and systems.

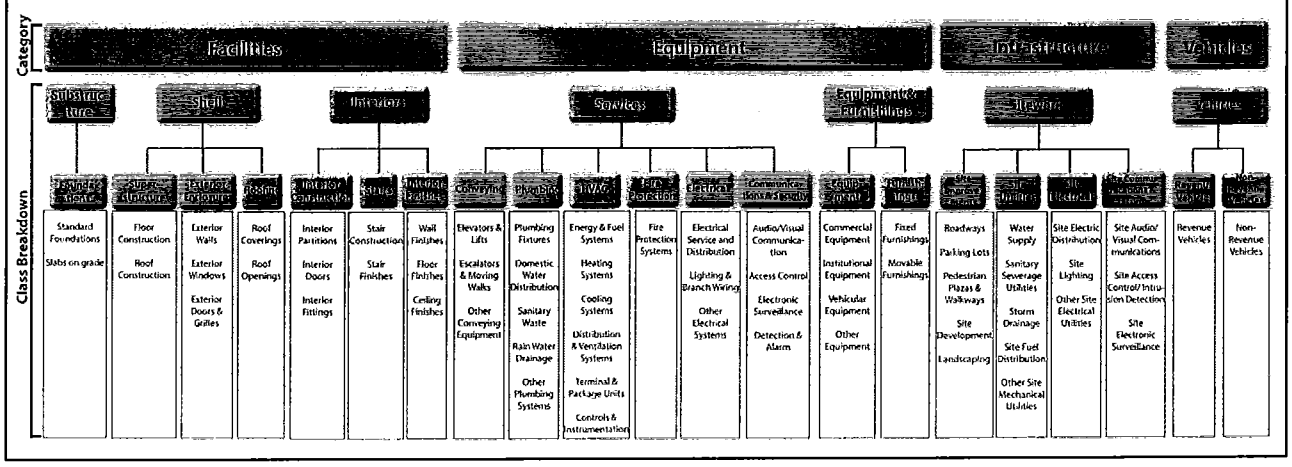
5.1.2 Transit Asset Categories & Classes

All of SWT physical assets fall within one of four asset categories:

- Vehicles
- Facilities
- Infrastructure
- Equipment

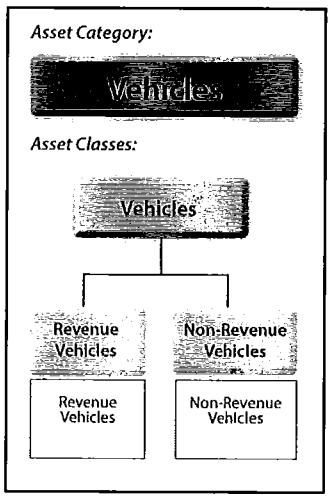
The Asset Categories & Classes Organizational Chart below shows a table of which asset classes fall within each asset category. A larger version of this chart is located as **Appendix E**, as well as a table form of this organization.

Transit Asset Categories & Classes Organizational Chart



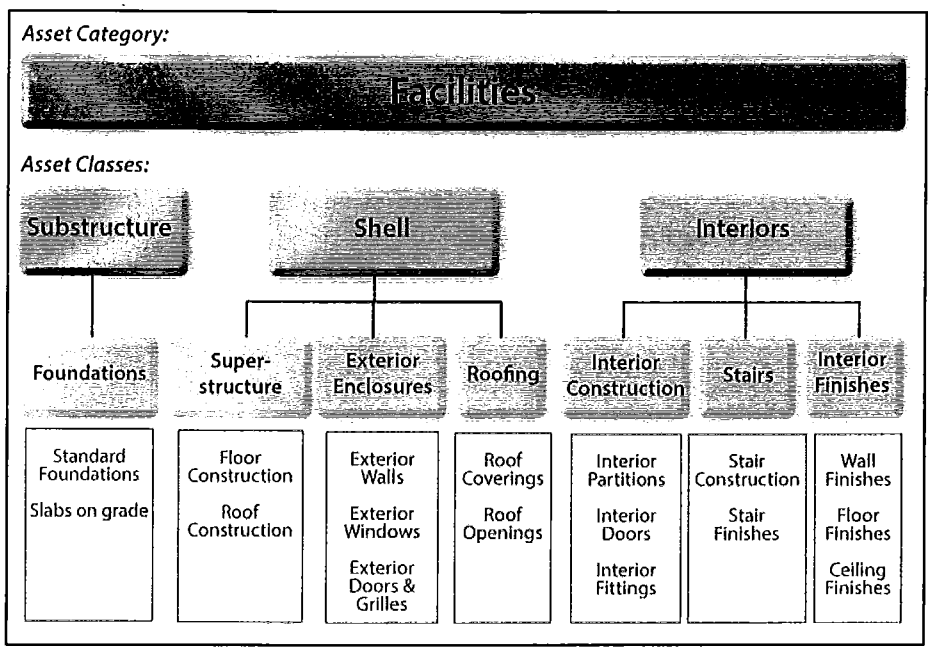
5.1.3 Vehicles

Vehicle assets refer to all owned and/or leased vehicles used to provide revenue or non-revenue service that are maintained by SWT. Revenue vehicles are among the agency's most critical assets because they deliver the intended service and directly interface with the agency's customers. Revenue vehicles must prove a safe, comfortable environment for passengers and meet the agency's operational requirements. With this in mind, revenue vehicles have maintenance priority among all transit assets, due to their critical role and because they must meet regulatory requirements and acceptable safety and reliability levels to provide passenger service. Non-revenue vehicles include service and management vehicles.



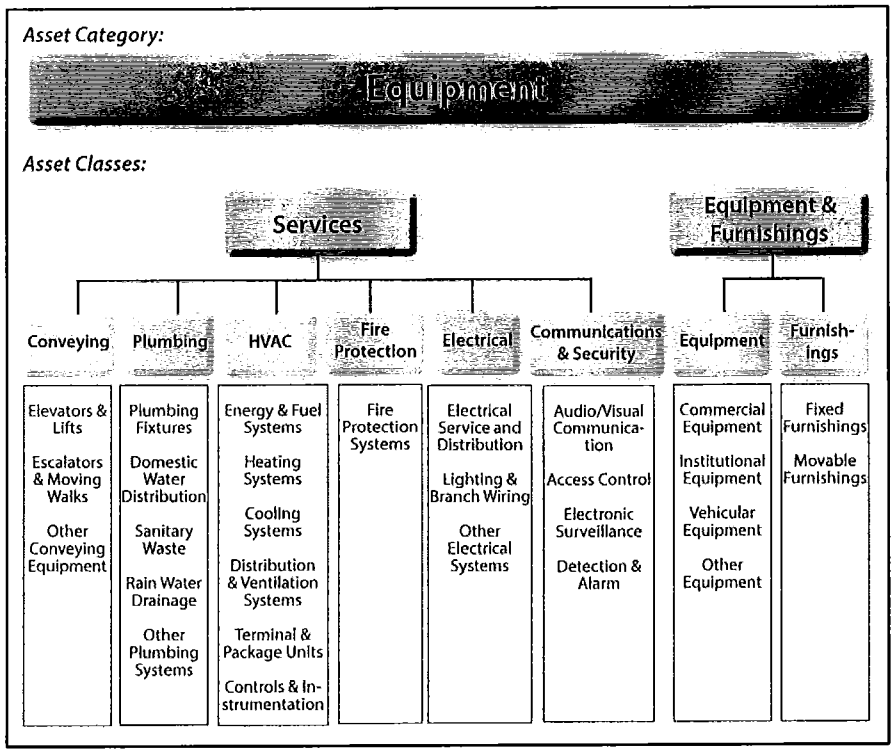
5.1.4 Facilities

Facilities refer to the structures that enclose or support maintenance, operations, administrative, and public spaces. The SWT TAM provides asset management for the major group elements, group elements and individual elements for each facility. All system-wide components that are part of a building's structure, building envelope or interior architecture/finish which will require regular or periodic maintenance throughout its useful life and are owned by SWT are part of this TAM Plan.



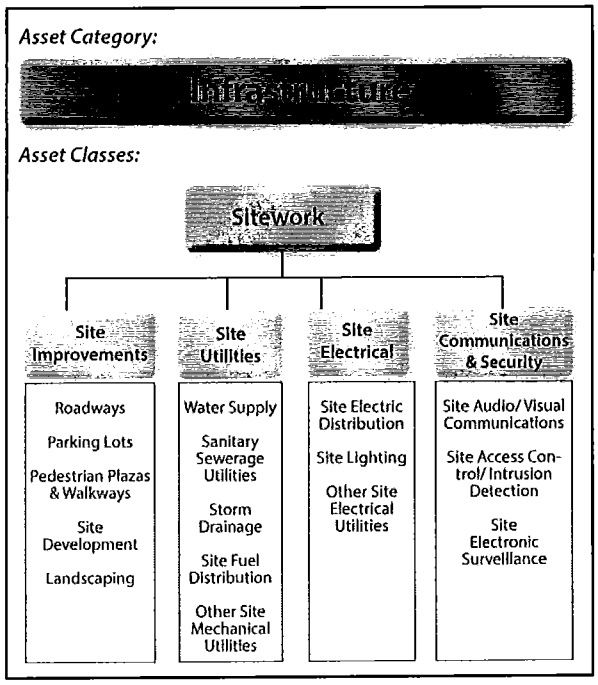
5.1.5 Equipment

Equipment refers to all system-wide components that provide a service or furnishing to facility assets, infrastructure assets or vehicle assets that are owned by SWT.



5.1.6 Infrastructure

Infrastructure includes all system-wide site components that are owned by SWT pertaining to and including site improvements, site mechanical utilities, site electrical utilities and other site construction.



5.2 Asset Inventory

SWT maintains and manages vehicle asset inventory separately from facility, equipment and infrastructure assets. Below are summaries of SWT's system-wide transit asset inventory separated by 'vehicle' assets and 'facility, equipment and infrastructure' assets.

5.2.1 Vehicle Asset Inventory

Vehicle Maintenance Software:	Dossier by Arsenault
Position:	Director of Maintenance & Facilities
Vendor/Support:	Arsenault Associates [Name of Representative] [Contact information for support]
Inventory Scope:	Vehicles are non-location specific. All SWT maintained vehicles (owned and leased) have been included in the inventory.
Management:	See **Appendix B** on how to manage and maintain vehicle asset inventory in Dossier.

5.2.2 Facilities, Equipment and Infrastructure Asset Inventory

Computerized Maintenance Management Software:	Somax
Position:	Director of Maintenance & Facilities
Vendor/Support:	Somax [Name of Representative] [Contact information for support]
Inventory Scope:	All major facility, equipment and infrastructure assets have been inventoried for the following building sites and their surrounding areas: • SouthWest Station • SouthWest Village • East Creek Station • Chanhassen Transit Station • Eden Prairie Garage • Chaska Maintenance Facility
Management:	*See **Appendix C: Somax Information** on how to manage facility, equipment and infrastructure asset inventory. **Appendix F** contains the Asset Data Collection Guide, which can be used to ensure all asset classes under facility, equipment and infrastructure asset categories are accounted for in the software program.

*As of now, facilities, equipment and infrastructure asset inventory is kept within the SWT Microsoft Access Database as a temporary holding place until the recently purchased Computerized Maintenance Management Software, Somax, is up and running. Assets currently held in the Microsoft Access Database will be uploaded to Somax and SWT will continue inventory, maintenance and management workflow from there. After the migration, the Access Database will be adjusted to combine data from Dossier and Somax for cross-asset planning for capital asset replacement, capital projecting and system-wide operations and maintenance budgeting for assets. See the Cross-Asset Planning section for more details. **Appendix D** contains the existing (temporary) procedure for maintaining asset inventory within the Access Database.

5.3 Condition Assessment & Performance Monitoring

5.3.1 Approach to Condition Rating & Performance Monitoring

System-wide asset condition ratings are updated on an annual basis by the Director of Maintenance and Facilities. Sudden condition changes should be updated as needed, for example if there is unexpected damage or a failure. Condition ratings should be entered into the SWT Microsoft Access Database using the **Condition Rating Form**. To view the procedure for updating system-wide asset condition ratings, see **Appendix D**.

5.3.2 Condition Rating & Performance Monitoring Rating Scale

SWT is currently using a version of the Regional Transportation District (RTD)'s condition rating method. This 0-5 condition rating approach is consistently applied throughout all system-wide facility, equipment, infrastructure and vehicle assets and is as follows:

Asset Condition Rating Scale			
Rating	**Condition**	**Description**	**SWT Performance Monitoring**
5	Excellent	New or almost new asset; no visible defects, no damage, cosmetically looks new	No replacement or repair required
4	Good	Shows minimal signs of wear, no major problems, some minor defects or slightly deteriorated components. No signs of rust or damage, cosmetically good.	No replacement required. Potential minor repairs.
3	Adequate	Asset has reached its midlife or is in adequate condition. Minimal signs of rust, some wear, no major damage, cosmetically ok. Has defects that could cause a maintenance call in the near future	Repair (budget for): Vehicles, Equipment, Facilities Infrastructure
2	Marginal	Asset reaching or just past the end of its useful life, but in useable condition. Increasing maintenance needs. Components are deteriorating and appear to need major work.	Replace (budget for): Vehicles & Equipment Repair: Facilities & Infrastructure
1	Poor	Asset past its useful life and/or in need of major repair and/or refurbishment. Evidence of damage or major wear apparent. Critical damage or safety concern. Needs immediate repair or replacement.	Replace Immediately: Vehicles, Equipment Replace (budget for): Facilities & Infrastructure
0	Unsafe	Not safe to use. Multiple major concerns or asset set for disposal/retirement.	Replace Immediately: Vehicles, Equipment, Facilities, Infrastructure

5.4 Lifecycle Management Planning

Lifecycle Management Planning is to be completed as a "next step" for SWT transit asset management development. The Vehicle Maintenance Procedures Manual and the Facility Procedures Manual locations are in the Reference Section of this document.

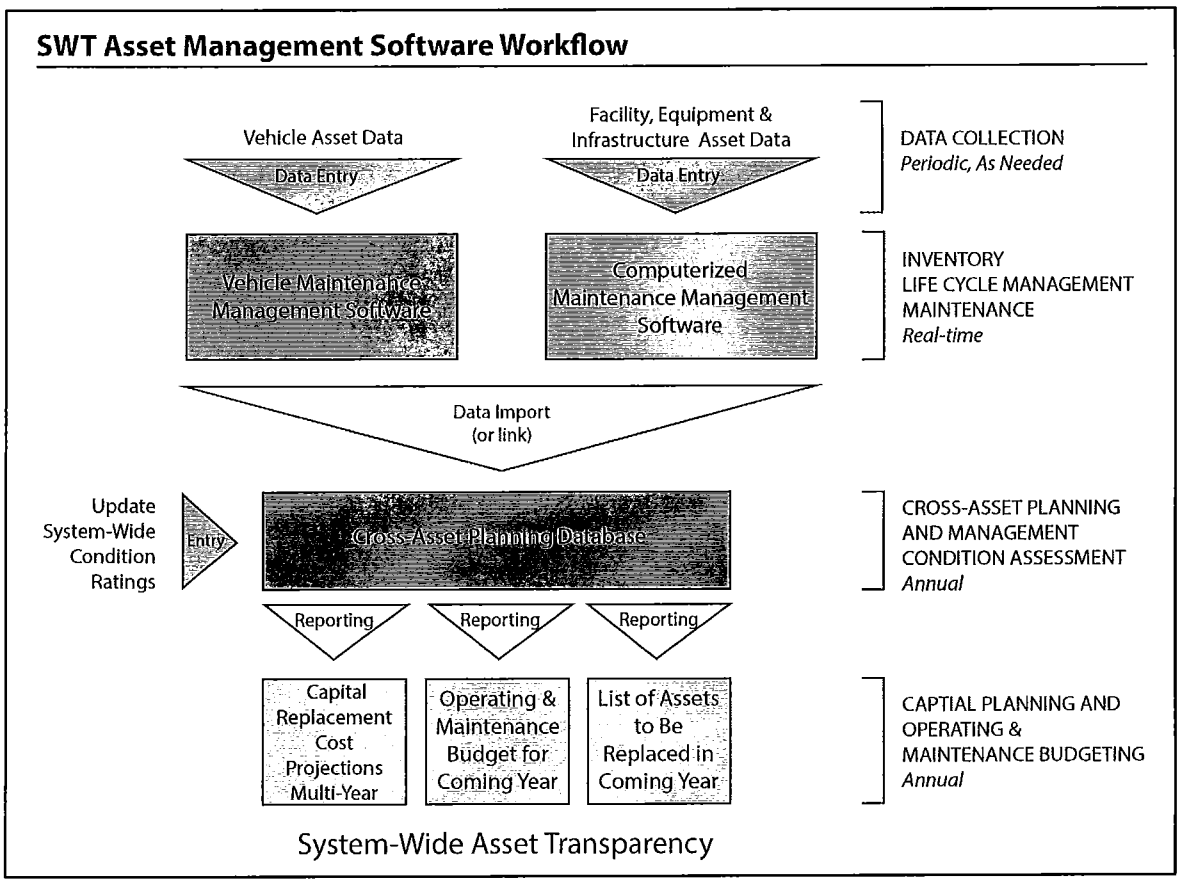
See **Appendix A** for a full timeline of steps completed to-date, and steps that are designated as next steps to SWT TAM development.

6 Cross-Asset Planning

6.1 Strategy for Cross-Asset Planning

All cross-asset planning is conducted through the use of the SWT Microsoft Access Database. **Appendix D** provides all procedures for Transit Asset Management (TAM) Reporting and Management used for Cross-Asset Planning in the SWT Microsoft Access Database. **Appendix G** provides samples of all Tables, Forms and Reports that make up the database. This database will combine Operating & Maintenance data from Dossier (Vehicles) and Somax (Facility, Equipment and Infrastructure), as part of a 'next step' in SWT's TAM Plan Development.

Below is a workflow diagram showing SWT's cross-asset planning strategy:



6.2 Capital Planning & Programming

Capital planning for asset replacement is completed using the SWT Microsoft Access Database. Replacement cost values in the database are based on a 2013 collection date. Projections assume a 3% compounded annual increase in cost. System-wide replacement costs should be updated once every 5 years to budget accurately, so the next year to update replacement cost values is 2018. See **Appendix D** to view the necessary procedures for producing accurate capital planning & projecting reports, for assistance in annual capital replacement decision making and for updating system-wide asset replacement cost values.

6.2.1 Capital Reporting

Reporting for managing capital asset replacement costs are set up in the Microsoft Access Database and are formatted for printing. These reports should be generated annually, after all condition ratings have been updated. All procedures for capital planning & programing reports are located in **Appendix D.**

Capital Asset Reports:

- Backlog of Assets in Worst Condition
- Capital Projecting Breakdown
- Capital Projecting Summary
- Assets Due to be Replaced

6.3 Operating & Maintenance Budgeting

Operating and maintenance (O&M) budgeting will occur in the SWT Microsoft Access Database as a future step to this TAM Plan. Currently, all O&M data is tracked in Dossier for vehicle assets, and will be tracked in Somax for all facility, equipment and infrastructure assets. Once these two software programs are linked to the Microsoft Access Database, O&M budgeting reports will need to be created within the database that combine vehicle assets with facility, equipment and infrastructure assets for the coming year's budget. These budgeting reports should be produced annually.

See **Appendix B** for the Dossier user manual in producing these operating and maintenance budgeting reports. See **Appendix C** for the Somax user manual in producing these operating and maintenance budgeting reports.

6.4 Performance Modeling

TBD Strategy – last. We do not need this advanced step yet.

7 Preventative Maintenance Plan

This section will be completed as part of a "next step". See **Appendix A** for a timeline of progress to-date and next steps in the development of SWT's Transit Asset Management. SWT has made a start at recording the PMP they currently practice, via the Facilities Procedure Manual (see references section below).

i. References

Internal SWT Links:

SouthWest Transit 2013-2015 Strategic Plan:

Vehicle Maintenance Procedures Manual:

Facility Procedures Manual:

Web Resources:

Parsons Brinckerhoff, Inc., "FTA Report No. 0027 Asset Management Guide" Federal Transit Administration, October 2012 <http://www.fta.dot.gov/documents/FTA_Report_No._0027.pdf>

SouthWest Transit, "SouthWest Transit - Transit Asset Management Principles for Small Systems" Webinar, Rutgers National Transit Institute, July 2013 <http://www.youtube.com/watch?v=_llQWZflprM>

Robert P. Charette, Harold E. Marshall, "UNIFORMAT II Elemental Classification for Building Specifications, Cost Estimating, and Analysis" U.S. Department of Commerce, Technology Administration, National Institute of Standards and Technology, NISTIR 6389, October 1999 <http://caisinfo.doe.gov/documents/b99080UniformatIIElementalClassification.pdf>

SOUTHWEST TRANSIT

MEMORANDUM

To: **SouthWest Transit Commission**

From: **Len Simich, CEO**

Date: **October 15, 2013**

Subject: **2013 Budget Update**

REQUESTED ACTION:
None, information purposes only.

BUDGET IMPACT:
At this time (October 15, 2013) the agency is experiencing a positive budget. It is our intent to bring forward a balanced budget at the end of the year with a maximum fund balance of 35%.

BACKGROUND:
A number of changes and unplanned circumstances that have taken place so far this year had an overall impact on our final budget projections. These changes included things like price of fuel and the reduction of three staff positions that were not (and at this point not programmed to be) replaced.

Attached is a brief overview of the impacts/changes to date. At the December Commission staff will ask the Commission to formally adopt a formal budget amendment. For now though, this is for information purposes only.

RECOMMENDATION:
None, the attached is for information purposes only.

General Fund Summary of Revenue and Expenditures

Description	FY 2012 Actual	2013 Actual Budget	Proposed Budget Adjust	2013 Year As Adjust
REVENUE				
MVST	6,265,324	5,354,000	(88,315)	5,265,685
RAMVST	-	-	604,200	604,200
Fares	2,528,315	2,450,000	24,500	2,474,500
Miscellaneous Revenue	196,294	147,000	33,000	180,000
Total Revenue	**8,989,933**	**7,951,000**	**573,385**	**8,524,385**
EXPENDITURES				
Administration	825,298	899,800	17,010	916,810
Operations	4,553,216	5,105,550	(101,569)	5,003,981
Vehicle Maintenance	1,293,259	1,413,100	(31,800)	1,381,300
Facility Maintenance	1,138,562	1,406,100	(266,300)	1,139,800
Total Expenditures	**7,810,335**	**8,824,550**	**(382,659)**	**8,441,891**
REVENUE OVER/(UNDER) EXPENDITURES	**1,179,598**	**(873,550)**	**956,044**	**82,494**
TRANSFER IN/(OUT)				
Transfer to East Creek Station	(300,000)	-		-
Transfer to SW Village Debt	-	-	(60,000)	(60,000)
Estimated Fund Balance	**3,290,666**	**2,417,116**	**4,186,710**	**3,313,160**
Less Nonspendable				$ (471,431)
Estimated Fund Balance				**2,841,729**
Fund Balance as a % of Budget	***42.1%***			***33.7%***

SouthWest Transit
Summary of 2013 General Fund Revenue Budget Revisions
As of October 16, 2013

2013 Adopted Revenue Budget		$ 7,951,000
2013 Proposed Budget Revisions		
The **MVST** revenue estimate is based on the current Met Council estimate	$ (88,315)	
The **RAMVST** funding, if any, was not known at the time the 2013 budget was approved	604,200	
The **Fares** revenue budget is based on the current ridership information that is reporting a 1% increase	24,500	
Miscellaneous revenue increases	33,000	
Total 2013 Budget Revisions		573,385
2013 General Fund Revenue Budget as Revised		$ 8,524,385

SouthWest Transit
Summary of 2013 General Fund Expenditure Budget Revisions
As of October 16, 2013

2013 Adopted Expenditure Budget		$ 8,824,550
2013 Proposed General Fund Expenditure Budget Revisions		
The **Administrative** budget revisions include the following:		
The retirement of the administrative services director and the AEM contract for financial services resulted in a net savings	$ (29,000)	
The customer service representative position was changed from a part-time to full time position	21,000	
The professional marketing and advertising budget is reduced from the planned activity level	(30,000)	
New website and apps were not included in the original budget	10,500	
The **Operations** budget revisions include the following:		
The state fair activities including drivers, rental and extra vehicles exceeded the original estimates	30,000	
The net cost of shifting dispatch services to a contract results in a savings in the current year	(11,500)	
The service contract has a projected savings for the current year	(57,000)	
The price of diesel fuel and actual miles driven has been less than anticipated resulting in projected savings	(40,000)	
The **Vehicle Maintenance** budget revisions include the following:		
The employee in the utility position has retired and the position has not been filled resulting in projected savings	(28,900)	
The **Facilities** budget revisions include the following:		
Staff changes within the department will result in projected savings for the current year	(30,000)	
Facility repair and maintenance has been less than expected in the current budget year resulting in projected savings	(169,250)	

V-B-4

SouthWest Transit
Summary of 2013 General Fund Expenditure Budget Revisions - continued
As of October 16, 2013

For all departments

The cost of the casualty and liability insurance policy impacts all departments with the budget estimate exceeding the actual premium cost	(96,400)	
A transfer is necessary to finance the SW Village capital lease payments that have been made in 2013	60,000	
Other miscellaneous line item budget adjustments throughout all departments result in 2013 budget increases	47,891	
Total 2013 Budget Revisions		(322,659)
2013 General Fund Expenditure Budget as Revised		$ 8,501,891

2013 Budget Notes/Changes (October 16, 2013)

Revenue

- $604,200 RAMVST – going to reserves/fund balance to bring total up to the Metropolitan Council's target of 35%.
- Miscellaneous Revenue $44,000 (**positive variance of $9,000**)
- Ridership and Passenger Fares are currently 1.0% increase to budget (**positive variance approx. $24,500 YTD**)

Admin

- AEM Contract $45,000 if extended through the remainder of the year (nine month contract). Former Administrative Services Director – Original budget salary and benefits $122,000. Salary and benefits paid to date $35,000 and $13,000 (accrual payout total $48,000). Total for administrative services and AEM contract = $93,000. Net effect to budget: **$29,000 positive variance.**
- Full-time Customer service position added April through remainder of the year ($32,000 & $10,000 benefits). Previously only a half time position was in place and it was funded through the service contract. The net impact to the budget is **negative variance of $21,000**.
- Casualty & Liability Insurance 2013 budget original $626,400, actual premium is $530,150 total net impact to the budget is **positive variance of $96,400.**
- Professional Marketing & Advertising 2013 original budget $120,000, estimated spending for 2013 will be $90,000. This is a net **positive variance of $30,000.**

Operations

- Temporary wages for State Fair drivers ($17/hour for drivers & $20 for street supervisors); costs related to renting/leasing extra vehicles increase the total Fair budget up to $110,000 from original budget of $80,000. This is a net **negative variance of $30,000**.
- Dispatch Position had an original Budget $65,000 Salary and $14,000 in Benefits. With the termination of the individual in the position a total of $30,000 was paid out ($17,000 YTD in salary + $13,000 in accrual payout = $30,000). Net effect to budget is a $49,000 positive variance. Dispatch is now part of service contract (covered as part of service contract) the total impact/cost will be $50,000 annually leaving a $37,000 per year positive variance. However, with the change made April 1, the total **positive variance to the 2013 budget is $11,500**.
- Service contract is $100,000 and has a positive variance through August – should things remain constant, the projected year end **positive variance is estimated to be $57,000**.
- The budgeted line item for fuel has $33,000 positive variance through April. As we all know fuel is very volatile. Should things remain constant through the remainder of the year, the projected **year end positive variance would be $40,000.**
- AVL cost of $36,000 will come out of technology budget and be replaced by WiFi for buses for that $36,000 (**negative variance of $0.00**).

V-B-6

Vehicle Maintenance

- Utility Position had an original Budget $38,800 Salary and $14,800 in Benefits. With the retirement of the individual in the position a total of $24,700 was paid out ($17,300 YTD in salary + $7,400 in accrual payout = $24,700). Net effect to budget is a **positive variance $28,900.**

Facilities

- One full time staff member has been deployed with the Minnesota National Guard to Afghanistan. One other full time employee resigned to take a full time job elsewhere. We have hired one new full time employee and have increased our part-time, seasonal employees. The bottom line impact appears to be a **$30,000 positive budget variance**.
- Facility Maintenance is less than was projected by resulting in budget **savings of $169,250.**

Capital

Overall we have a Capital Fund Budget of $276,000. Proposed changes from the original 2013 budget are:

o Additions	
▪ 2 Computers, 2 scanners & Laserfiche	- $12,000
▪ CTS Cameras	-$10,000
▪ Village Security Cameras	- $22,000
▪ Eden Prairie Garage Upgrades	-$5,000
▪ EP Garage Security Consultant	-$6,000
▪ Signs	-$20,000
▪ Monitors	- $3,000
▪ CTS ADA Push Paddles	- $9,500
▪ SW Village WiFi	- $3,000
▪ Vehicle WiFi Additions	-$22,000
▪ Computer for SWS Conference	- $900
▪ Carpet @SW Station	-$37,000
▪ Facility Software	- $18,000
▪ Transfer for Debt Service	-$41,000
▪ EP Garage Phase 2	- $25,000
o Total Additions	$234,400
o Deletions	
▪ HVAC Shop offices – energy saving project -	($15,000)
▪ Erosion	($16,500)
▪ SWS Replacements	($10,000)
▪ Paint Chaska Garage	($10,000)
o Total Deletions	($51,500)

Total Negative Variance $182,900

Year to Date Impacts

2013 Projected Positive Budget Impact		2013 Projected Negative Budget Impact	
Pat Salary	+$74,000	Customer Service	-$21,000
Dispatch	+$11,500	AEM Contract	-$45,000
Service Contract	+$57,000	State Fair	-$30,000
Fuel	+$40,000	New Website & App	-$10,500
Facilities Maint	+$199,250	WiFi and Computer Additions	-$29,900
Vehicle Maint	+$28,900	Miscellaneous Expenses	-$47,891
Casualty & Liability	+96,400	Transfers to SW Village Debt	-$60,000
Marketing & Advertising	+$30,000		
Total Positive Budget Impact	**+$537,050**	**Total Negative Budget Impact**	**-$214,391**

Grand Total Impact = +$322,659

Our overall goal is to have no more than 35% in fund balance reserves. Staff will be monitoring the budget accordingly to keep our budget in line with this target. Should the positive variance cause the fund balance reserve to go above 35%, staff will bring forward a budget amendment for things that were pushed out of the 2013 budget for balancing purposes. Some of those items may include:

- Additional Service
- SWS maintenance/rehabilitation (carpeting)
- SWS erosion control (busway transitions and south side of station)
- Update Phone System
- Replace Radios
- Install automated bus wash
- Canopy over fuel island

SOUTHWEST TRANSIT

SOUTHWEST TRANSIT

MEMORANDUM

To: **SouthWest Transit Commission**

From: **Len Simich, CEO**

Date: **October 14, 2013**

Subject: **2014 "Draft" Budget**

REQUESTED ACTION:
None at this Time. We are still awaiting word from the Metropolitan Council on both our operating and capital budget requests. Action on our (SWT) 2014 budget will be requested at the December 5, 2013 meeting of the Commission. The purpose of this item is for discussion and direction.

BUDGET IMPACT:
Staff has made a request to the Metropolitan Council for $5,478,000 in base MVST (statutorily determined by formula), and $3,013,520 in Regionally Allocated MVST (RAMVST).

If the Council's goal is to still maintain the suburban providers at a fund balance reserve of 35%, the RAMVST amount requested would be necessary. RAMVST is flexible funding determined by the Metropolitan Council.

Our projected fare revenue for 2014 is $2,556,000, and we are projected to have $146,660 in other income primarily from advertising (i.e. bus wraps).

The total budget for 2014 is projected to be $10,333,470.

BACKGROUND:
The 2014 budget is $1,508,920 more than budgeted in 2013.Much of this increase is due to the increase in service platform hours from 60,249 hours in 2013, to 80,619 hours in 2014. The primary increase in service hours is due to four factors:

1. A full year of service from the East Creek Station;
2. A full year of service to the Best Buy campus and Normandale;

3. New service to the Target Campus in Brooklyn Park;
4. And reinstituting local service between our three communities (Eden Prairie, Chanhassen, and Chaska).

The 80,619 platform hours requested for 2014 is still under the amount operated in 2008, which was considered our base operating year. In 2008 we operated 85,282 platform hours.

Other 2014 changes include a reduction in overall staff positions by three, however, there is an increase in professional services (consulting) to help pick up some of the tasks completed by the former Finance Director.

The draft budget also includes the salary increases discussed at the August Commission meeting as a result of job reclassifications. The reclassifications are due to agency needs, employee growth, and the expansion of duties due to the reduction in overall staffing. All other changes from the 2013 budget are relatively minor.

RECOMMENDATION:
No action needed. For discussion only.

SouthWest Transit

Audited Financials

Revenue:	2012 Actuals	2013 Budget	2014 Projected Budget	
MVST - Base	4,965,324	5,088,688	5,478,000	
MVST - Regionally Allocated	-	604,200	1,416,000	*
Advance on future NTD earnings	1,300,000	-	-	
Passenger Fares	2,528,316	2,450,000	2,556,000	
Other Income	196,298	147,000	146,660	
Subtotal Revenue	**8,989,938**	**8,289,888**	**9,596,660**	
Expenses:				
Salaries and Benefits	2,078,725	2,214,900	2,222,330	
Provider Contracts	2,445,884	2,800,000	3,900,000	
Fuel	1,009,185	1,140,000	1,458,100	
Other	2,276,546	2,669,650	2,753,040	
Total Expenses	**7,810,340**	**8,824,550**	**10,333,470**	
Projected Surplus / (Deficit)	1,179,598	(534,662)	(736,810)	
Beginning Fund Balance	2,411,068	3,290,666	2,756,004	
Projected Surplus / (Deficit)*				
Ending Fund Balance	3,590,666	2,756,004	2,019,194	

% of Operating Expenses	46.0%	31.2%	19.5%
TRANSFERS IN/(OUT)	(300,000)	-	-
ENDING FUND BALANCE	3,290,666	2,756,004	2,019,194
Balance as a % of that years budget	41.0%	31.2%	19.5%

NTD Revenue Hours-2012	35,953.00

* RAMVST value based on setting fund balance at 35%

General Fund (100)

		Actual	YTD	BUDGET			
		2012	June 2013	2013 ORIG	2014		
REVENUES							
100.300.3001.02	Farebox Revenue Collections	-	-	-	-		
100.300.3002.00	Coupons, Passes, Stored value	-	-	-	-		
100.300.3002.01	Route 680 Fares	$ 42,099	$ 14,256	$ 45,540	$ 45,540		
100.300.3002.03	Route 682 Fares	185,209	7,027	140,000	140,000		
100.300.3002.05	Route 684 Fares	50,590	32,995	51,400	51,400		
100.300.3002.09	Route 690 Fares	952,968	492,947	961,360	961,360		
100.300.3002.10	Route 691 Fares	19,291	9,469	19,600	19,600		
100.300.3002.11	Route 692 Fares	187,238	44,536	210,100	210,100		
100.300.3002.14	Route 695 Fares	169,909	82,407	167,400	167,400		
100.300.3002.22	Route 699 Fares	398,861	235,891	394,700	394,700		
100.300.3002.24	Route 698 Fares	457,116	214,607	457,900	457,900		
100.300.3002.25	Route 697 Fares	54,294	-	-	-		
100.300.3002.26	Route 686 Fares	4,759	-	-	-		
100.300.3003.00	Route 632 Fares	3,198	1,559	2,000	2,000		
100.300.3003.02	Route 634 Fares	2,784	-	-	-		
	Route - Target				81,000	*added 9/25/13*	
	Route - Local				25,000	*added 9/25/13*	
100.320.3013.00	Advertising & Concessions	63,466	60,000	125,000	124,000		
100.320.3015.00	Interest on Investments	3,227	2,916	2,000	2,060		
100.320.3112.00	Miscellaneous Revenue	129,605	50,615	20,000	20,600		
100.350.3104.01	MVST - Regionally Allocated	1,300,000	302,100	604,200	1,416,000		
100.350.3105.00	Motor Vehicle Excise Tax	4,965,324	2,550,564	5,088,688	5,478,000		5,788,204
Total 100 REVENUES		**$ 8,989,938**	**$ 4,101,889**	**$ 8,289,888**	**$ 9,596,660**		
EXPENDITURES							
ADMINISTRATION (400)							
100.400.4010.00	Regular Salaries and Wages	417,997	220,312	435,000	385,900		
100.400.4050.00	Overtime	0	23	0	0		
100.400.4060.00	Fringe Benefits	115,616	60,693	122,500	125,000		
100.400.4060.02	Workers Compensation	3,550	3,014	3,500	3,100		
	Salary contigency				70,000		
	Salary agency performance pay				20,000		
100.400.4130.00	Prof Svcs - Marketing	18,110	7,623	80,000	0	*moved to adv and marketing*	
100.400.4140.00	Professional Service - Legal	29,656	24,503	30,000	30,900		
100.400.4140.02	Professional Service-Technical	97,244	103,450	100,000	167,000	*Added $60K for AEM FS contracted service*	
100.400.4160.00	Office Supplies	10,495	3,115	7,000	7,200		
100.400.4160.01	Postage & Shipping	2,706	1,047	3,000	3,100		
100.400.4160.02	Printing Costs	1,232	1,168	1,000	1,100		
100.400.4160.03	Small Tools, Equip & Software	618	3,771	1,000	5,000	*Increased MS Office License Purchases*	
100.400.4160.05	Office Equipment Maintenance	9,343	2,440	3,000	3,100		
100.400.4160.06	Software Maintenance Contract	8,418	6,965	7,000	7,200		
100.400.4180.01	Phones, Wireless Phone & Pager	1,363	607	1,200	1,300		
100.400.4190.00	Other Administrative Charges	2,734	1,547	2,500	2,600		
100.400.4190.01	Memberships and Dues	7,774	9,166	6,500	12,000	APTA, AICP,MIPTA	
100.400.4190.02	Mileage and Parking	7,131	3,948	8,000	8,300		
100.400.4190.03	Meetings Training & Conference	19,339	9,281	14,000	14,400		
100.400.4190.04	STA Charges	16,975	17,060	17,000	17,200		
100.400.4190.10	Advertising and Marketing	39,612	41,565	40,000	80,000	*This is for electronic signage and billboards*	
100.400.4190.15	Legal & Bid Notice Publishing	0	360	0	0		
100.400.4190.17	Employee Events & Training	3,583	3,098	8,000	8,200		
100.400.4350.01	Lease/Rentals - Office Equipmt	10,322	4,864	8,200	8,500		
100.400.4410.00	Casualty & Liability Insurance	1,481	1,017	1,400	2,200	*updated 9/24/13*	
	Total Administration Expenditures	825,299	530,637	899,800	983,300		

OPERATIONS (420)

100.420.4010.00	Regular Salaries and Wages	347,250	166,037	354,000	300,400	
100.420.4010.02	Temporary Wages	89,738	5,098	80,000	110,000	
100.420.4060.00	Fringe Benefits	108,657	43,150	107,000	102,000	
100.420.4060.02	Workers Compensation	6,612	2,375	7,700	9,300	
100.420.4140.00	Professional Service - Legal	1,375	156	2,000	2,000	
100.420.4140.02	Professional Service-Technical	4,399	405	3,000	3,000	
100.420.4160.00	Office Supplies	3,151	2,013	200	3,500	
100.420.4160.01	Postage & Shipping	49	0	50	50	
100.420.4160.02	Printing Costs	12,552	5,835	10,000	10,000	4 prints per year at $2500 excluding Deb Kind costs
100.420.4160.03	Small Tools, Equip & Software	103	0	500	500	
100.420.4160.05	Office Equipment Maintenance	592	720	4,000	3,000	
100.420.4160.06	Software Maintenance Contract	7,558	5,686	43,500	35,700	Fleetnet-5700; Verizon-30000
100.420.4180.01	Phones, Wireless Phone & Pager	1,502	731	1,600	1,800	
100.420.4180.05	Radio Services & Communication	4,209	2,583	5,000	6,500	
100.420.4190.00	Other Administrative Charges	40,938	20,310	45,000	45,000	
100.420.4190.01	Memberships and Dues	19	0	0	0	
100.420.4190.02	Mileage and Parking	1,740	859	2,000	2,000	
100.420.4190.03	Meetings Training & Conference	6,179	7,337	7,000	9,000	added 2000 to 2014 over 2013
100.420.4190.14	Miscellaneous-State Fair	20,803	169	20,000	25,000	added 5000 to 2014 over 2013
100.420.4210.00	Motor Fuel and Lubricants	1,009,185	473,846	1,140,000	1,458,100	(Est 2014 miles of 1,770,000/4.9 mi per gal)*$3.50/gal
100.420.4311.00	Contracted Purchase of Service	2,445,884	1,241,269	2,800,000	3,900,000	need to add undetermined services (DAVE)
100.420.4320.00	Driver Uniforms	30,266	10,674	35,000	20,000	$20,000 for adds like coats, t-shirts, etc
100.420.4350.03	Lease/Rental - Facilities	17,552	4,700	17,000	5,000	2013 Dome, moving to 35W and Ind Blvd 2014, put 5K
100.420.4351.00	Equipment Lease	0	0	3,000	0	
100.420.4410.00	Casualty & Liability Insurance	388,995	200,815	410,000	428,500	*updated 9/24/13*
100.420.4410.01	Insurance Deductible	3,905	6,217	8,000	8,000	
	Total Operations Expenditures	4,553,213	2,200,985	5,105,550	6,488,350	

VEHICLE MAINTENANCE (430)

100.430.4030.00	Maintenance & Repair Salaries	499,393	243,405	535,000	535,600	
100.430.4050.01	Operators Overtime	2,117	34	1,000	1,030	
100.430.4060.00	Fringe Benefits	165,451	80,845	187,000	180,700	
100.430.4060.01	Uniforms	6,747	3,904	8,000	8,000	
100.430.4060.02	Workers Compensation	17,293	8,570	20,000	20,500	
100.430.4060.03	Tuition Reimbursement	0	0	2,000	2,000	
100.430.4160.00	Office Supplies	1,163	746	1,000	1,500	
100.430.4160.01	Postage & Shipping	224	377	800	800	
100.430.4160.02	Printing Costs	268	269	600	600	
100.430.4160.03	Small Tools, Equip & Software	13,490	7,818	15,000	15,000	
100.430.4160.04	Radio Supplies & Minor Equipt	497	0	500	500	
100.430.4160.08	Fleet Maint. & Inventory Softw	4,695	5,914	7,000	7,000	
100.430.4180.01	Phones, Wireless Phone & Pager	943	591	900	1,100	
100.430.4180.02	Refuse Service	1,474	104	3,000	3,000	
100.430.4180.03	Environmental charges	0	0	0	0	
100.430.4190.00	Other Administrative Charges	1,131	462	1,200	1,300	
100.430.4190.02	Mileage and Parking	0	4	100	100	
100.430.4190.03	Meetings Training & Conference	2,112	1,567	8,000	8,000	*John has a training plan*
100.430.4195.02	Capital Outlay - Equipment	9,916	0	0	0	
100.430.4210.00	Motor Fuel and Lubricants	699	0	500	500	
100.430.4220.00	Vehicle/Equip Mtc. Parts	468,479	232,214	550,000	567,000	*Dave will be allocating additional costs here*
100.430.4220.01	Pandemic Supplies	884	590	0	1,000	
100.430.4230.00	Vehicle/Equip Contracted Maint	94,674	25,979	70,000	70,000	*Dave will be allocating additional costs here*
100.430.4410.00	Casualty & Liability Insurance	1,109	542	1,000	1,150	*updated 9/24/13*
100.430.4510.00	Vehicle Registration & Permits	500	400	500	500	
	Total Vehicle Maintenance Expenditures	1,293,259	614,335	1,413,100	1,426,880	

FACILITY MAINTENANCE - Southwest Station and Ramp (440)

100.440.4010.00	Regular Salaries and Wages	89,578	42,347	94,600	97,700	
100.440.4060.00	Fringe Benefits	15,508	6,303	22,300	19,800	
100.440.4060.01	Uniforms	900	50	1,000	2,500	
100.440.4060.02	Workers Compensation	2,633	2,426	4,500	4,500	
100.440.4140.00	Professional Service - Legal	0	0	1,000	1,030	
100.440.4140.02	Professional Service-Technical	0	0	1,000	1,030	
100.440.4150.00	Security Costs	1,919	1,770	3,500	3,605	
100.440.4160.02	Printing Costs	0	0	100	103	
100.440.4160.03	Small Tools, Equip & Software	1,783	230	4,000	4,120	
100.440.4160.07	Elevator Inspection	8,293	8,462	8,600	9,030	
100.440.4180.00	Utilities-Electric, Gas, W & S	66,028	42,457	72,000	66,000	
100.440.4180.01	Phones, Wireless Phone & Pager	16,330	7,351	16,000	16,480	
100.440.4180.02	Refuse Service	3,612	1,118	3,700	3,500	
100.440.4180.03	Internet & Cable Service	720	345	1,000	1,030	
100.440.4180.04	Exterminating Services	497	251	500	515	
100.440.4190.00	Other Administrative Charges	135	0	200	206	
100.440.4190.01	Memberships and Dues	50	0	250	258	
100.440.4190.02	Mileage and Parking	0	165	200	206	
100.440.4190.03	Meetings Training & Conference	1,941	1,333	3,200	3,296	
100.440.4190.15	Legal & Bid Notice Publishing	0	0	500	515	
100.440.4340.00	General Operating Supplies	18,790	6,955	22,000	20,000	
100.440.4341.00	Contract Repair- Equip. & Blds	26,339	13,575	25,000	25,000	
100.440.4360.00	Contract Facility Maintenance	30,617	4,889	30,000	70,000	*Ramp PM*
100.440.4360.01	Contracted Snow Removal	23,553	14,885	28,000	28,840	
100.440.4360.02	Exterior & Lot Maintenance	13,127	6,023	15,000	15,450	
100.440.4410.00	Casualty & Liability Insurance	64,345	20,960	75,000	44,900	*updated 9/24/13*
100.440.4510.00	Vehicle Registration & Permits	200	0	200	206	
	Total Facilities - SWS Terminal Expenditures	386,898	181,895	433,350	439,820	

FACILITY MAINTENANCE - EP Garage (442)

100.442.4010.00	Regular Salaries and Wages	68,537	29,462	64,000	65,200	
100.442.4060.00	Fringe Benefits	11,505	5,092	15,000	13,100	
100.442.4060.01	Uniforms	2,379	897	2,000	2,060	
100.442.4060.02	Workers Compensation	2,076	1,563	2,900	3,000	
100.442.4140.00	Professional Service - Legal	0	0	1,000	1,030	
100.442.4140.01	Prof svcs - Engineer & Arch.	0	128	1,000	1,030	
100.442.4140.02	Professional Service-Technical	0	0	1,000	1,030	
100.442.4150.00	Security Costs	15	367	0	0	
100.442.4160.00	Office Supplies	780	25	500	515	
100.442.4160.03	Small Tools, Equip & Software	3,530	136	3,000	3,090	
100.442.4180.00	Utilities-Electric, Gas, W & S	47,774	29,823	65,000	66,950	
100.442.4180.01	Phones, Wireless Phone & Pager	9,348	5,949	11,000	18,000	
100.442.4180.02	Refuse Service	7,799	2,991	8,000	8,240	
100.442.4180.03	Internet & Cable Service	718	336	800	824	
100.442.4180.04	Exterminating Services	0	139	500	515	
100.442.4190.00	Other Administrative Charges	0	0	100	103	
100.442.4190.01	Memberships and Dues	301	0	350	361	
100.442.4190.02	Mileage and Parking	120	0	100	103	
100.442.4190.03	Meetings Training & Conference	2,444	857	3,000	3,090	
100.442.4190.15	Legal & Bid Notice Publishing	0	0	500	515	
100.442.4195.02	Capital Outlay - Equipment	7,454	0	0	0	
100.442.4340.00	General Operating Supplies	32,733	5,471	25,000	15,000	
100.442.4341.00	Contract Repair- Equip. & Blds	43,401	1,413	30,000	16,000	
100.442.4360.00	Contract Facility Maintenance	40,868	5,380	35,000	10,000	
100.442.4360.01	Contracted Snow Removal	5,352	3,711	4,000	4,120	
100.442.4360.02	Exterior & Lot Maintenance	1,558	292	19,000	56,000	*includes painting of EP garage & chip sealing*
100.442.4410.00	Casualty & Liability Insurance	28,318	8,985	30,000	20,900	*updated 9/24/13*
100.442.4510.00	Vehicle Registration & Permits	200	0	200	206	
100.442.4540.00	Other Taxes and Fees	1,005	585	1,000	1,030	
	Total Facilities-Maint. Garage Expenditures	318,215	103,602	323,950	312,012	

FACILITY MAINTENANCE - Park & Ride Lots (443)

100.443.4010.00	Regular Salaries and Wages	27,601	12,928	32,000	32,600	
100.443.4060.00	Fringe Benefits	6,864	3,116	7,500	6,600	
100.443.4060.02	Workers Compensation	1,014	808	1,500	1,500	
100.443.4140.00	Professional Service - Legal	75	0	0	0	
100.443.4150.00	Security Costs	1,344	321	900	927	
100.443.4160.03	Small Tools, Equip & Software	655	279	500	515	
100.443.4180.00	Utilities-Electric, Gas, W & S	5,250	918	2,500	2,575	
100.443.4180.01	Phones, Wireless Phone & Pager	138	44	0	0	
100.443.4340.00	General Operating Supplies	2,019	1,184	1,000	1,030	
100.443.4341.00	Contract Repair- Equip. & Blds	1,769	90	1,500	1,545	
100.443.4360.00	Contract Facility Maintenance	1,483	0	500	515	
100.443.4360.01	Contracted Snow Removal	8,017	3,721	7,000	7,210	
100.443.4360.02	Exterior & Lot Maintenance	1,294	121	1,000	1,030	
100.443.4410.00	Casualty & Liability Insurance	717	308	1,000	700	*updated 9/24/13*
100.443.4510.00	Vehicle Registration & Permits	170	0	100	103	
	Total Park & Ride Lot Maint. Expenditures	58,410	23,838	57,000	56,850	

FACILITY MAINTENANCE - Southwest Village (444)

100.444.4010.00	Regular Salaries and Wages	72,308	29,653	64,000	65,200	
100.444.4060.00	Fringe Benefits	11,480	4,882	15,000	13,100	
100.444.4060.02	Workers Compensation	2,072	1,617	3,000	3,000	
100.444.4150.00	Security Costs	2,378	513	2,000	2,060	
100.444.4160.03	Small Tools, Equip & Software	954	0	2,000	2,060	
100.444.4160.07	Elevator Inspection	3,650	3,746	4,000	4,200	
100.444.4180.00	Utilities-Electric, Gas, W & S	31,533	16,315	35,000	36,050	
100.444.4180.01	Phones, Wireless Phone & Pager	8,582	4,044	8,000	8,240	
100.444.4180.03	Internet & Cable Service	438	20	500	515	
100.444.4195.01	Capital Outlay - Buildings	7,781	0	0	0	
100.444.4340.00	General Operating Supplies	5,232	4,446	8,000	8,240	
100.444.4341.00	Contract Repair- Equip. & Blds	11,939	7,591	12,000	12,360	
100.444.4360.00	Contract Facility Maintenance	11,284	2,658	8,000	8,240	
100.444.4360.01	Contracted Snow Removal	13,477	6,911	13,000	13,390	
100.444.4360.02	Exterior & Lot Maintenance	2,663	2,468	7,500	7,725	
100.444.4410.00	Casualty & Liability Insurance	23,839	7,829	26,000	16,700	*updated 9/24/13*
	Total Facility-SW Village Expenditures	209,610	92,693	208,000	201,080	

FACILITY MAINTENANCE - Chaska Garage (445)

100.445.4010.00	Regular Salaries and Wages	26,305	12,783	32,000	32,600	
100.445.4060.00	Fringe Benefits	2,820	1,380	7,500	6,600	
100.445.4060.02	Workers Compensation	912	808	1,500	1,500	
100.445.4150.00	Security Costs	1,306	1,064	1,000	1,030	
100.445.4160.03	Small Tools, Equip & Software	429	95	500	515	
100.445.4180.00	Utilities-Electric, Gas, W & S	26,952	16,112	30,000	30,900	
100.445.4180.01	Phones, Wireless Phone & Pager	1,003	256	1,000	3,030	*added 2K for internet*
100.445.4190.15	Legal & Bid Notice Publishing	25	0	0	0	
100.445.4340.00	General Operating Supplies	2,913	1,800	10,000	5,000	
100.445.4341.00	Contract Repair- Equip. & Blds	4,239	2,923	9,500	9,500	
100.445.4360.00	Contract Facility Maintenance	1,694	137	1,500	1,545	
100.445.4360.01	Contracted Snow Removal	0	2,243	5,000	5,150	
100.445.4360.02	Exterior & Lot Maintenance	0	0	8,000	8,240	
100.445.4410.00	Casualty & Liability Insurance	29,999	9,665	50,000	20,900	*updated 9/24/13*
100.445.4540.00	Other Taxes and Fees	0	26,616	53,000	54,590	
	Total Facility-Chaska Garage Maint. Expenditures	98,597	75,882	210,500	181,100	

FACILITY MAINTENANCE - Chanhassen Station (446)						
100.446.4010.00	Regular Salaries and Wages	0	8,514	32,000	32,600	
100.446.4060.00	Fringe Benefits	0	869	7,500	6,600	
100.446.4060.02	Workers Compensation	135	808	1,500	1,500	
100.446.4150.00	Security Costs	2,336	1,280	2,000	2,060	
100.446.4160.03	Small Tools, Equip & Software	5,500	5,385	7,500	7,725	
100.446.4160.07	Elevator Inspection	1,655	0	4,500	4,725	
100.446.4180.00	Utilities-Electric, Gas, W & S	24,959	14,171	22,000	22,660	
100.446.4180.01	Phones, Wireless Phone & Pager	6,083	2,827	5,500	5,665	
100.446.4180.03	Internet & Cable Service	714	409	800	824	
100.446.4340.00	General Operating Supplies	9,525	2,916	8,000	8,240	
100.446.4341.00	Contract Repair- Equip. & Blds	5,684	2,347	5,000	5,150	
100.446.4360.00	Contract Facility Maintenance	3,644	1,334	7,000	7,210	
100.446.4360.01	Contracted Snow Removal	710	2,392	4,500	4,635	
100.446.4360.02	Exterior & Lot Maintenance	255	1,323	3,500	3,605	
100.446.4410.00	Casualty & Liability Insurance	5,639	7,419	26,000	16,700	*updated 9/24/13*
	Total Facility-Chanhassen Station Expenditures	66,839	51,994	137,300	129,899	
FACILITY MAINTENANCE - East Creek Station (447)						
100.447.4010.00	Regular Salaries and Wages	0	0	0	0	
100.447.4060.00	Fringe Benefits	0	0	0	0	
100.447.4060.02	Workers Compensation	0	0	0	0	
100.447.4150.00	Security Costs	0	0	0	2,060	
100.447.4160.03	Small Tools, Equip & Software	0	0	0	2,060	
100.447.4160.07	Elevator Inspection	0	0	0	4,200	
100.447.4180.00	Utilities-Electric, Gas, W & S	0	0	30,000	36,050	
100.447.4180.01	Phones, Wireless Phone & Pager	0	0	0	8,240	
100.447.4180.03	Internet & Cable Service	0	0	0	515	
100.447.4195.01	Capital Outlay - Buildings	0	0	0	0	
100.447.4340.00	General Operating Supplies	0	0	0	8,240	
100.447.4341.00	Contract Repair- Equip. & Blds	0	0	0	5,000	
100.447.4360.00	Contract Facility Maintenance	0	0	0	10,000	*This may change*
100.447.4360.01	Contracted Snow Removal	0	0	0	13,390	
100.447.4360.02	Exterior & Lot Maintenance	0	0	0	7,725	
100.447.4410.00	Casualty & Liability Insurance	0	0	6,000	16,700	*updated 9/24/13*
	Total Facility-East Creek Station Expenditures	0	0	36,000	114,180	
100.450.4600.01	Transfer Out - Other	300,000	0	0	0	Energy Savings
	Total Transfers Out	300,000	0	0	0	
Total 100 Expenditures		8,110,340	3,875,861	8,824,550	10,333,470	
Net change		879,598	226,028	(534,662)	(736,810)	

Capital & Equipment Fund (250)

		Actual	YTD	BUDGET	
		2012	April 2013	2013	2014
Revenues					
250.320.3015.00	Interest on Investments	13,481	5,998	5,000	5,150
250.351.3115.02	Transfer In	562,454	0	0	0
Total 250 Revenues		575,935	5,998	5,000	5,150
Expenditures					
250.400.4160.03	Small Tools, Equip & Software	25,759	19,811	10,000	10,300
250.440.4195.02	Capital Outlay - Equipment	114,475	101,151	276,000	284,280
250.443.4140.01	Prof svcs - Engineer & Arch.	275	0	0	0
250.450.4600.01	Transfer Out - Other	250,000	0	0	0
Total 250 Expenditures		390,509	120,962	286,000	294,580
Net change		185,426	(114,964)	(281,000)	(289,430)

East Creek Station Fund (333)

		Actual	YTD	BUDGET	
		2012	April 2013	2013	2014
Revenues					
333.320.3015.00	Interest on Investments	278	620	0	0
333.350.3104.00	Federal Grants & Assistance	1,624,452	2,772,008	3,914,392	0
333.350.3104.01	Metropolitan Council Funding	706,113	933,895	978,598	0
333.351.3115.02	Transfer In	550,000	0	0	0
Total 333 Revenues		2,880,843	3,706,523	4,892,990	0
Expenditures					
333.443.4140.00	Professional Service - Legal	3,950	1,176	0	0
333.443.4140.01	Prof svcs - Engineer & Arch.	474,347	157,862	250,000	0
333.443.4190.00	Other Administrative Charges	951	0	0	0
333.443.4195.01	Capital Outlay - Buildings	2,030,565	3,482,731	4,892,989	0
333.443.4195.03	Improvements Other Than Blds.	1,006	0	0	0
Total 333 Expenditures		2,510,819	3,641,769	5,142,989	0
Net change		370,024	64,754	(249,999)	0

Energy Savings Capital Fund (334)

		Actual	YTD	BUDGET	
		2012	April 2013	2013	2014
Revenues					
334.351.3080.00	Proceeds - Capital Lease Fin.	0	(1,000,000)	0	0
Total 334 Revenues		0	(1,000,000)	0	0
Expenditures					
334.400.4140.02	Professional Service-Technical	0	8,500	0	0
334.440.4195.08	Energy Savings	0	216,226	0	0
Total 334 Expenditures		0	224,726	0	0
Net change		0	(1,224,726)	0	0

SWS Development Capital Fund (360)

		Actual	YTD	BUDGET	
		2012	April 2013	2013	2014
Revenues					
360.320.3014.00	Property Lease	125,625	77,311	151,000	138,000
360.320.3015.00	Interest on Investments	12,010	4,839	8,000	8,240
360.320.3030.00	Development Assessment	4,460	4,460	4,460	0
360.320.3112.00	Miscellaneous Revenue	188	0	0	0
Total 360 Revenues		142,283	86,610	163,460	146,240
Expenditures					
360.400.4010.00	Regular Salaries and Wages	15,488	0	0	0
360.400.4060.00	Fringe Benefits	4,321	0	0	0
360.400.4180.01	Phones, Wireless Phone & Pager	102	9	0	0
360.400.4190.02	Mileage and Parking	660	55	0	0
360.443.4140.00	Professional Service - Legal	113	0	0	0
360.443.4140.01	Prof svcs - Engineer & Arch.	0	3,555	115,000	118,450
360.443.4140.02	Professional Service-Technical	6,750	0	0	0
360.445.4140.02	Professional Service-Technical	12,285	0	0	0
360.450.4600.01	Transfer Out - Other	0	100,000	100,000	103,000
Total 360 Expenditures		39,719	103,619	215,000	221,450
Net change		102,564	(17,009)	(51,540)	(75,210)

SW Village Debt Service Fund (405)

		Actual	YTD	BUDGET	
		2012	April 2013	2013	2014
Revenues					
405.320.3015.00	Interest on Investments	66	14	0	0
405.350.3104.01	Metropolitan Council Funding	76,940	0	74,280	0
405.351.3115.02	Transfer In	0	100,000	100,000	100,000
Total 405 Revenues		77,006	100,014	174,280	100,000
Expenditures					
405.444.4352.00	Principal - Capital Lease	77,855	40,321	74,280	85,529
405.444.4370.00	Interest on Capital Lease	93,231	45,221	96,800	85,556
Total 405 Expenditures		171,086	85,542	171,080	171,085
Net change		(94,080)	14,472	3,200	(71,085)

Energy Savings Debt Service Fund (406)

		Actual	YTD	BUDGET	
		2012	April 2013	2013	2014
Revenues					
406.320.3015.00	Interest on Investments	0	0	0	0
406.350.3104.01	Metropolitan Council Funding	0	0	0	0
406.351.3115.02	Transfer In	0	0	0	0
406.xxx.xxxx.xx	Rebates	0	0	41,000	41,000
Total 406 Revenues		0	0	41,000	41,000
Expenditures					
406.444.4352.00	Principal - Capital Lease	0	0	27,635	56,319
406.444.4370.00	Interest on Capital Lease	0	0	12,604	24,159
Total 405 Expenditures		0	0	40,239	80,477
Net change		0	0	761	(39,477)

FACILITY MAINTENANCE SUMMARY

		SWS Terminal 440	Maint Garage 442	P & R Lots 443	SW Village 444	Chaska Garage 445	Chanhassen Station 446	East Creek Station 447	2014 TOTAL	Increase/ Decrease	2013 Budget
4010.00	Regular Salaries and Wages	$ 97,700	$ 65,200	$ 32,600	$ 65,200	$ 32,600	$ 32,600	$ -	**$ 325,900**	7,300	**318,600**
4060.00	Fringe Benefits	19,800	13,100	6,600	13,100	6,600	6,600	-	**65,800**	(9,000)	**74,800**
4060.01	Uniforms	2,500	2,060	-	-	-	-	-	**4,560**	1,560	**3,000**
4060.02	Workers Compensation	4,500	3,000	1,500	3,000	1,500	1,500	-	**15,000**	100	**14,900**
4140.00	Professional Service - Legal	1,030	1,030	-	-	-	-	-	**2,060**	60	**2,000**
4140.02	Professional Service-Technical	1,030	1,030	-	-	-	-	-	**2,060**	60	**2,000**
4150.00	Security Costs	3,605	-	927	2,060	1,030	2,060	2,060	**11,742**	2,342	**9,400**
4160.02	Printing Costs	103	-	-	-	-	-	-	**103**	3	**100**
4160.03	Small Tools, Equip & Software	4,120	3,090	515	2,060	515	7,725	2,060	**20,085**	2,585	**17,500**
4160.07	Elevator Inspection	9,030	-	-	4,200	-	4,725	4,200	**22,155**	5,055	**17,100**
4180.00	Utilities-Electric, Gas, W & S	66,000	66,950	2,575	36,050	30,900	22,660	36,050	**261,185**	4,685	**256,500**
4180.01	Phones, Wireless Phone & Pager	16,480	18,000	-	8,240	3,030	5,665	8,240	**59,655**	18,155	**41,500**
4180.02	Refuse Service	3,500	8,240	-	-	-	-	-	**11,740**	40	**11,700**
4180.03	Internet & Cable Service	1,030	824	-	515	-	824	515	**3,708**	608	**3,100**
4180.04	Exterminating Services	515	515	-	-	-	-	-	**1,030**	30	**1,000**
4190.00	Other Administrative Charges	206	103	-	-	-	-	-	**309**	9	**300**
4190.01	Memberships and Dues	258	361	-	-	-	-	-	**618**	18	**600**
4190.02	Mileage and Parking	206	103	-	-	-	-	-	**309**	9	**300**
4190.03	Meetings Training & Conference	3,296	3,090	-	-	-	-	-	**6,386**	186	**6,200**
4190.15	Legal & Bid Notice Publishing	515	515	-	-	-	-	-	**1,030**	30	**1,000**
4340.00	General Operating Supplies	20,000	15,000	1,030	8,240	5,000	8,240	8,240	**65,750**	(8,250)	**74,000**
4341.00	Contract Repair- Equip. & Blds	25,000	16,000	1,545	12,360	9,500	5,150	5,000	**74,555**	(8,445)	**83,000**
4360.00	Contract Facility Maintenance	70,000	10,000	515	8,240	1,545	7,210	10,000	**107,510**	25,510	**82,000**
4360.01	Contracted Snow Removal	28,840	4,120	7,210	13,390	5,150	4,635	13,390	**76,735**	15,235	**61,500**
4360.02	Exterior & Lot Maintenance	15,450	56,000	1,030	7,725	8,240	3,605	7,725	**99,775**	45,775	**54,000**
4410.00	Casualty & Liability Insurance	44,900	20,900	700	16,700	20,900	16,700	16,700	**137,500**	(76,500)	**214,000**
4510.00	Vehicle Registration & Permits	206	206	103	-	-	-	-	**515**	15	**500**
4140.01	Prof svcs - Engineer & Arch.	-	1,030	-	-	-	-	-	**1,030**	30	**1,000**
4160.00	Office Supplies	-	515	-	-	-	-	-	**515**	15	**500**
4195.02	Capital Outlay - Equipment	-	-	-	-	-	-	-	**-**	-	**-**
4540.00	Other Taxes and Fees	-	1,030	-	-	54,590	-	-	**55,620**	1,620	**54,000**
4195.01	Capital Outlay - Buildings	-	-	-	-	-	-	-	**-**	-	**-**
		$ 439,820	**$ 312,012**	**$ 56,850**	**$ 201,080**	**$ 181,100**	**$ 129,899**	**$ 114,180**	**$1,434,940**	**$ 28,840**	**$ 1,406,100**

SOUTHWEST TRANSIT

SOUTHWEST TRANSIT

MEMORANDUM

To: **SouthWest Transit Commission**

From: **Len Simich, CEO**

Date: **October 15, 2013**

Subject: **Debt Refinance**

REQUESTED ACTION:
None, for discussion purposes only.

BUDGET IMPACT:
To be determined.

One thing staff would like the Commission to consider is to apply any surplus (approximately $650,000) from the land sale to Ryland Homes against the remaining debt balance of $1.9 million.

BACKGROUND:
In 2008, the Commission entered into a $3.5M leasing agreement to finance a portion of the construction of the SouthWest Village parking ramp and station. The 4.76% fixed interest lease was structured for semiannual payments, with the final payment due October 1, 2028.

Ehlers and Associates collected responses from a Request for Proposals (RFP) to refinance the lease for interest cost savings. The results were presented to the Commission at its February meeting, whereby the proposal submitted by Dougherty & Co. LLC was selected based upon the lowest true interest cost and comparable structuring requirements.

In May the Commission approved the restructuring/refinancing of our outstanding debt of approximately $1.9 million dollars. It was anticipated that the refinancing would save the agency over $157,000 in interest cost savings over the 15-Year term.

Upon researching this further, an issue related to the original debt obligation has resulted in us abandoning this earlier effort.

At the October Commission meeting staff intends to bring the Commission up to speed on the issue and outline strategies for moving forward.

RECOMMENDATION:
For discussion purposes only.

Staff would however like the Commission to consider applying any surplus from the land sale to Ryland Homes against the existing debt balance of $1.9 million.

SOUTHWEST TRANSIT

MEMORANDUM

To: **SouthWest Transit Commission**

From: **Dave Jacobson, COO**

Date: **October 16, 2013**

Subject: **Gillig Phantom Bus Replacements**

REQUESTED ACTION

That the SouthWest Transit (SWT) Commission adopt Resolution 13-39 authorizing its Chief Executive Officer to replace 12 Gillig Phantom buses as they will soon be at the end of their "useful" life as defined by the Federal Transit Administration (FTA) and the Metropolitan Council's Fleet Management Procedures.

BUDGET IMPACT

The replacement buses will be purchased by the Metropolitan Council and then leased to SWT in accordance with the Met Council's Master Lease Agreement for $1 per bus per year.

BACKGROUND

The Gillig Phantom is a 12 year bus that seats 46 ambulatory riders. On January 29, 2015 the Phantoms will meet their useful life obligation and need to be replaced. Due to the long lead times of bus manufacturing and that some buses are currently on the State of Minnesota contract that expires at the end of 2013 this process needs to begin.

Staff is recommending that the 12 Gillig 46 seat buses be replaced by eight-57 passenger 45 foot coaches using the existing Metropolitan Council contract and four-30 passenger 30 foot buses, currently on the State of Minnesota bus contract. The advantages of these two styles include being able to use existing contracts and not go through the full procurement process thus minimizing liability in the procurement for SWT. The 30 foot buses are planned for local service as identified in the 2014 budget and also later for LRT feeder service once the light rail train arrives in Eden Prairie.

Discussions between SWT and Met Council staff appear to be favorable and Council staff anticipates moving forward with a grant regarding this vehicle package.

RECOMMENDATION

That the SouthWest Transit (SWT) Commission adopt Resolution 13-39 authorizing its Chief Executive Officer to replace 12 Gillig Phantom buses as they will soon be at the end of their "useful" life as defined by the Federal Transit Administration (FTA) and the Metropolitan Council's Fleet Management Procedures.

Attachment: Resolution 13-39

SOUTHWEST TRANSIT

SOUTHWEST TRANSIT COMMISSION
RESOLUTION #13-39
Replacement of 12 Gillig Phantom Buses

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

WHEREAS, 12 Gillig Phantoms will meet their useful life in January 2015 as established by the Metropolitan Council's Fleet Management Procedures and the Federal Transit Administration and will need to be replaced.

WHEREAS, SWT is considering replacing the 12 Gilligs with eight 45 foot coach buses and four 30 foot buses purchased by the Metropolitan Council and leased back to SWT.

WHEREAS, due to long lead times for bus manufacturers and time limitations on the State of Minnesota's large bus vendor contract, this process needs to begin soon in order for the 30 foot buses to arrive around January 2015.

NOW, THEREFORE, BE IT RESOLVED,
That the SouthWest Transit (SWT) Commission authorizes its Chief Executive Officer to replace 12 Gillig Phantom buses as they will soon be at the end of their "useful" life as defined by the Federal Transit Administration (FTA) and the Metropolitan Council's Fleet Management Procedures.

ADOPTED by the SouthWest Transit Commission on October 24, 2013.

_____
Chair

ATTEST:

_____
Chief Executive Officer

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SOUTHWEST TRANSIT

MEMORANDUM

To: **SouthWest Transit Commission (SWT)**

From: **Dave Jacobson, COO**

Date: **October 10, 2013**

Subject: **Title VI Plan, 2013**

REQUESTED ACTION
That the SouthWest Transit Commission adopt Resolution 13-36 approving its Title VI Plan, 2013 to forward to the Metropolitan Council for the purpose of compliance.

BUDGET IMPACT
None.

BACKGROUND
Every three years the Metropolitan Council, as the Metropolitan Planning Organization (MPO) and the region's recipient of Federal funds, requires its sub-recipients to update their Title VI plans (letter attached). SWT is one of those sub-recipients is required to provide the Council with our updated plan.

Title VI originates from the Civil Rights Act of 1964. The SWT plan focuses on commitment to fairness and in part says "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance (42 U.S.C. Sec200d)".

Updates to this plan include replacing the Administrative Services Director with the Chief Operating Officer and updating data to 2010 census levels.

RECOMMENDATION
That the SouthWest Transit Commission adopt Resolution 13-36 approving its Title VI Plan, 2013 to forward to the Metropolitan Council for the purpose of compliance.

Attachments: Resolution 13-36
Metropolitan Council letter
Title VI plan

SOUTHWEST TRANSIT

SOUTHWEST TRANSIT COMMISSION
RESOLUTION #13-36
TITLE VI PLAN

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

WHEREAS, every three years the Federal Transit Administration (FTA) requires the Metropolitan Council to submit their Title VI program to comply with the Title VI Civil Rights Act of 1964;

WHEREAS, the Metropolitan Council's program includes information that SWT submits to them in a "Title VI" plan that is due December 31, 2013.

NOW, THEREFORE, BE IT RESOLVED,
That the SouthWest Transit Commission approves its Title VI Plan, 2013 to forward to the Metropolitan Council for the purpose of compliance.

ADOPTED by the SouthWest Transit Commission on October 24, 2013.

_____
Chair

ATTEST:

_____
Chief Executive Officer

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Mr. Len Simich
Southwest Transit
13500 Technology Drive
Eden Prairie, MN 55344

Dear Mr. Simich,

I am writing to you to let you know that your Title VI program required by the Federal Transit Administration must be submitted to the Metropolitan Council by December 31, 2013. At the subrecipient training last fall, we discussed the requirement to update and submit your program to the Metro Council by the end of 2013.

The FTA requires that the Metro Council submit our Title VI program every three years to comply with the Title VI Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987. The Metro Council's program includes information that you submit to us.

To remind you of the requirements, I have listed them below:

- Just as the Metro Council's Title VI program must be approved by our Council board, your governing body must approve your Title VI program. Be sure to submit a copy of your resolution and meeting minutes as evidence that your Title VI program was approved.
- Because your program must include notice to the public, you have to include examples of the notification and where these notices can be found on your system (just online is not sufficient). For example are they in your facilities or in your vehicles?
- Your program documents must include your program's complaint form and tracking process, and a list of complaints, lawsuits and investigations received since the last time your program was submitted to us.
- Your Public Participation Plan, including efforts made to specifically include minorities and limited English proficiency (LEP) groups with examples, must also be a part of your program.
- Your LEP plan which provides language assistance to your patrons and the Four Factor analysis using 2010 census data must be included.
- Your program must have a table showing the racial breakdown of non-elected planning groups and advisory committees, and describe efforts made to encourage minority participation in these groups. Be as specific as possible.
- If you have built any facilities since submitting your previous program document (for example, a park-and-ride or transit center at a new site), submit a copy of the equity analysis conducted prior to construction with regard to facility location.

METROPOLITAN COUNCIL

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- Your system-wide policies and standards to address how service is distributed across the system must be a part of your program.

- If you contract service, your program documents must include evidence that you monitor your contractors for Title VI compliance and your procedures for monitoring compliance.

Primary recipients, like the Metro Council, have to include a narrative or description of efforts we use to ensure that subrecipients are complying with Title VI. To comply with this part of the requirement, we must have time to review your program document and, if necessary, put together a suggested review plan to provide assistance.

Please let me know if you have any questions about what is expected. Don't hesitate to call for assistance.

Sincerely,

Wanda Kirkpatrick
Director, Equal Opportunity
wanda.kirkpatrick@metc.state.mn.us
651.602.1085

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SouthWest Transit Policy Manual - Title VI

I. Introduction / Plan Statement

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

SouthWest Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A. This plan was developed to guide SouthWest Transit in administration and management of Title VI-related activities.

Title VI Manager contact information:

David R. Jacobson
Chief Operating Officer
SouthWest Transit
13500 Technology Drive
Eden Prairie, MN 55344

II. Title VI Information Dissemination

- Title VI information posters shall be prominently and publicly displayed in the facilities and on revenue vehicles of SouthWest Transit. SWT Commitment to Fairness is published on our web-site.

- All employees shall be provided a copy of the Title VI Plan and are required to sign the Acknowledgement of Receipt (see Exhibit A).

- Title VI information shall be disseminated to the employees annually via the Employee bulletin board and in payroll envelopes. This process reminds employees of SouthWest Transit's policy statement, and of their Title VI responsibilities in their daily work and duties.

- During New Employee Orientation, new employees shall be informed of the provisions of Title VI, and SouthWest Transit's expectations to perform their duties accordingly and be provided a copy of the Title VI Plan and are required to sign the Acknowledgement of Receipt (see Exhibit A).

III. Subcontracts and Vendors

All subcontractors and vendors who receive payments from SouthWest Transit where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended.

Written contracts shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

IV. Record Keeping

The Title VI Manager will maintain permanent records which include, but are not limited to, copies of Title VI complaints or lawsuits and related documentation, records of correspondence to and from complainants, and Title VI investigations. Signed acknowledgement of receipt forms from employees indicating receipt of the Title VI Plan will be maintained in employee files.

V. Title VI Complaint Procedures

The complainant may file a signed, written complaint up to one hundred and eighty (180) days from the date of the alleged discrimination. The complaint should include the following information:

- Contact information including: Name, mailing address, telephone number, cell phone number and email address.
- Description of the incident including how, when, where and why you believe you were discriminated against. Names and contact information for all witnesses.
- Other relevant information

The Title VI complaints are to be submitted in writing to David R. Jacobson at the following address:

David R. Jacobson
Chief Operating Officer
SouthWest Transit
13500 Technology Drive
Eden Prairie, MN 55344

It is the responsibility of the complainant to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Manager as soon as possible, but no later than one hundred and eighty (180) days from the date of alleged discrimination.

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by SouthWest Transit will be addressed by SouthWest Transit. SouthWest Transit shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, SouthWest Transit shall make every effort to address all complaints in an expeditious and thorough manner.

A letter acknowledging receipt of a complaint will be mailed by SouthWest Transit within seven days of receipt of the complaint. SouthWest Transit may request additional information from the complainant following receipt of a complaint. Please note a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

All complaints will be thoroughly investigated. The investigation will be conducted in a full, fair and impartial manner by the Title VI Manager or his/her designee. Results of the investigation will be presented to the SouthWest Transit Commission for a determination. Every effort will be made to respond to Title VI complaints within sixty (60) working days of receipt of such complaints. Complaints will be determined to be substantiated, not substantiated or inconclusive. Following the investigation, SouthWest Transit will send a final written response letter to the complainant identifying the final determination. In the letter notifying complainant that the complaint is not substantiated the complainant will be advised of his or her right to:

1. appeal within seven calendar days of receipt of the final written decision from SouthWest Transit, and/or
2. file a complaint externally with the U.S. Department of Transportation and/or the FTA

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following office:

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, DC 20590

VI. Limited English Proficiency (LEP) Plan

SouthWest Transit has developed this Limited English Proficiency Plan (LEP Plan) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to SouthWest Transit services including Fixed Route transportation services as required by Executive Order 13166. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training staff, how to notify LEP persons that

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assistance is available, and information for future plan updates. In developing the plan, SouthWest Transit undertook a U.S. Department of Transportation four factor LEP analysis which considered the following:

1) number or proportion of LEP persons eligible in the SouthWest Transit service area who may be served or likely to encounter a SouthWest Transit program, activity, or service;
2) frequency with which LEP individuals come in contact with SouthWest Transit services;
3) nature and importance of the program, activity or service provided by SouthWest Transit to the LEP population; and
4) resources available to SouthWest Transit and overall cost to provide LEP assistance. A brief description of these considerations is provided in the following section.

See Appendix 1 for a copy of the LEP Plan.

VII. Community Outreach

SouthWest Transit has undertaken the following community outreach efforts to engage the public in planning and decision-making processes, as well as its marketing and outreach activities:

- Utilizes a seven-member Transit Commission made up of at least one elected and one city appointed individual, who could also be an elected Council member, from the three cities of Eden Prairie, Chanhassen and Chaska. Additionally, there is another open process of appointing a rider representative from one of the three communities.

- Holds at least four annual open focus groups on various subjects ranging from service planning to technology.

- Has established a website at www.swtransit.org to post information, policies, maps, schedules, news, rider alerts, and meeting notices. This website clearly states contact information for SouthWest Transit and list the "Commitment to Fairness" policy.

- Has a Rider Alert e-mail system to send out broadcast e-mails to bus riders and other interested individuals about information, policies, maps, schedules, news, rider alerts, meeting notices.

- Uses other social media such as Facebook and Twitter to communicate with riders on possible issues.

- Rider Alert flyers are directly distributed to bus riders on the bus by the drivers and also posted at the park-and-ride lots.

- Bus Schedules and map are distributed in public places like the SouthWest Transit Station and are included in the metropolitan area distribution of schedules managed by Metro Transit.

- Every year, a comprehensive user survey is undertaken and other subject specific surveys are used as needed.

- SouthWest Transit Commission meeting notices and agenda are posted per the State of Minnesota open meeting statutes. Transit business items for the Commission meeting are included in the agenda. Agendas and minutes of each meeting are available online and/or upon request.

The public will be invited to participate in the planning and decision process whether through public meetings or surveys whenever major service changes are contemplated. When a major change to an existing service is proposed, SouthWest Transit convenes a public hearing to discuss feasibility and welcome suggestions. The public is also invited to attend all SouthWest Transit Commission meetings that are open to the public.

Citizens and passengers may call SouthWest Transit at 952-949-2287 to lodge a complaint or comment between the hours of 6:30 a.m. and 6:30 p.m. Monday through Friday.

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Appendix 1

Limited English Proficiency Plan

This Limited English Proficiency Plan has been prepared to address SouthWest Transit's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills accessing the services offered by SouthWest Transit. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled "Improving Access to Services for Persons with Limited English Proficiency," indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal transit funds.

SouthWest Transit has developed this Limited English Proficiency Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency [LEP] who wish to access services provided by SouthWest Transit. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English.

This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, SouthWest Transit undertook the U.S. DOT four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a SouthWest Transit program, activity or service.

2. The frequency with which LEP persons come in contact with SouthWest Transit programs, activities or services.

3. The nature and importance of programs, activities or services provided by SouthWest Transit to the LEP population.

4. The resources available to SouthWest Transit and overall cost to provide LEP assistance.

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Four-Factor Analysis:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a SouthWest Transit program, activity or service.

SouthWest Transit staff reviewed the 2012 total populations for the three cities of Eden Prairie, Chanhassen and Chaska. They are shown below:

Eden Prairie	62,004
Chanhassen	23,779
Chaska	24,211
Total	**109,994**

Source: Met Council

Below is the breakdown for those, age five and older by language spoken at home.

Age 5+ by Language Spoken at Home	Chanhassen	Chaska	Eden Prairie	Total
Speak English at home	19,566	18,489	45,755	**83,810**
Speak English very well and speak another language	1,349	1,690	6,678	**9,717**
Speak English less than very well	551	1,528	3,398	**5,477**
Subtotal	**21,466**	**21,707**	**55,831**	**99,004**
Speak Vietnamese	230	92	196	**518**
Speak an African language	-	-	562	**562**
Speak Hmong	-	-	-	**-**
Speak Chinese	20	-	253	**273**
Speak Russian	-	83	252	**335**
Speak Spanish	178	1,135	958	**2,271**
Subtotal	**428**	**1,310**	**2,221**	**3,959**

Source: American Community Survey 2007-2011 (Year 2011)

In the SouthWest Transit service area there are 5,477 or 5.5 percent of the people out of 99,004 populations who speak English less than very well. This is only a one tenth of a percentage increase over the 2000 census and SWT's last plan update in 2011.

2. The frequency with which LEP persons come in contact with SouthWest Transit programs, activities or services.
SouthWest Transit assessed the frequency with which staff and drivers have, or could have, contact with LEP persons. This includes documenting phone inquiries and surveying vehicle operators. To date, SouthWest Transit has had zero requests for interpreters and zero requests for translated SouthWest Transit documents. **Exhibit B** is the driver survey. **Exhibit C** is the log to record inquiries for requests for interpreters and requests for translated SouthWest Transit documents.

On May 11, 2011, SouthWest Transit driver workforce totaled 44 drivers. 36 drivers or 82% responded to the LEP survey. 25 of the 36 drivers or 70% had no contact with a LEP passenger in the last 30 days. 10 or 18% had contact with 1 to 5 LEP passengers. 3 of the 10 had no recognition of the language, 7 of the 10 estimated the language to be Spanish or Somalia-Arabic.

On May 11, 2011 SouthWest Transit interviewed three customer service agents. Southwest has one full-time customer service representative. Only 1 of 3 had contact in the last 30 days with a LEP customer. This was an average of 2 LEP contacts per week.

3. The nature and importance of programs, activities or services provided by SouthWest Transit to the LEP population.
There is no large geographic concentration of any type LEP individuals in the SouthWest Transit service area. The overwhelming majority of the population speaks only English. As a result, there are few social services, professional and leadership organizations within the SouthWest Transit service area that focus on outreach to LEP individuals. SouthWest Transit provides two transportation services that serve the general public, which include the Commuter Express Fixed Routes and one Local Fixed Route. On a rare occasion these services which serve the general public may encounter LEP individuals.

4. The resources available to SouthWest Transit and overall cost to provide LEP assistance.
SouthWest Transit assessed its available resources that could be used for providing LEP assistance, and has determined that it could afford a professional interpreter and translation service on an as-needed basis. Furthermore, SouthWest Transit has determined that its pocket schedule would be the most important document to be translated if the need should arise. Finally, SouthWest Transit could partner with outside organizations for outreach and translation efforts given such services do not exist within the organization.

It should be noted the Google Translate tool is on the SWT website.

The amount of staff and driver training that might be needed was also considered. Based on the four-factor analysis, SouthWest Transit developed its LEP Plan as outlined in the following section.

Limited English Proficiency [LEP] Plan Outline
SouthWest Transit has narrowed down the options to assist LEP individuals to utilize fixed route transportation services. Professional interpreter and document translation services will be provided as needed given the overall low percentage of LEP persons within the SouthWest Transit service area.

Language Assistance Measures
Although there are a very low percentage of LEP individuals in SouthWest Transit service area, that is, persons who speak English "not well" or "not at all", SouthWest Transit will ensure that the following measures are in place:

- SouthWest Transit Title VI Policy and Limited English Proficiency Plan will be posted on the agency website: at www.swtransit.org.
- When an interpreter is needed, in person or on the telephone, staff will attempt to determine what language is required and then access language assistance service.

Staff Training
The following training will be provided to SouthWest Transit staff that is directly involved with SouthWest Transit services:

- Information on SouthWest Transit's Title VI Policy and LEP responsibilities.
- Description of language assistance services offered to the public.
- Documentation of language assistance and document translation requests via Exhibit B.
- How to handle a potential Title VI/LEP complaint.

Outreach Techniques
Due to the small LEP population in the SouthWest Transit service area, SouthWest Transit initiated outreach activities are expected to be minimal, but the following procedure will be utilized as the need arises:

- When staff prepares a document or schedules a meeting for which the target audience is expected to consist of primarily LEP individuals, documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population.
- Bus schedules, maps, and other transit publications will be made available online in an alternative language when and if a specific and concentrated LEP population is identified.

Monitoring and Updating the LEP Plan
SouthWest Transit will update the LEP Plan as required by U.S. DOT. At a minimum, the plan will be reviewed and updated when complete data from the 2010 U.S. Census is available, or when it is clear that higher concentrations of LEP individuals are present in the SouthWest Transit service area.

Dissemination of SouthWest Transit LEP Plan
A link to SouthWest Transit LEP Plan and the Title VI Plan (collectively, the "Plans") will be included on the SouthWest Transit website, www.swtransit.org

Any person or agency with internet access will be able to access and download the Plans from the SouthWest Transit website. Alternatively, any person or agency may request a copy of the Plans via telephone, fax, mail, or in person, and shall be provided a copy of the Plans at no cost. LEP individuals may request copies of the Plans in translation, which SouthWest Transit will provide, if feasible. Questions or comments regarding the LEP Plan may be submitted to SouthWest Transit as follows:

David R. Jacobson
Chief Operating Officer
SouthWest Transit
13500 Technology Drive
Eden Prairie, MN 55344

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Exhibit A

Acknowledgement of Receipt of Title VI Plan

All employees of SouthWest Transit are expected to consider, respect, and observe the Title VI Plan in their daily work and duties. If a citizen approaches you with a question or a complaint, direct him or her to the Chief Operating Officer who is the Title VI Manager.

I hereby acknowledge receipt of the SouthWest Transit Title VI Plan. I have read the plan and am committed to ensuring that no person is excluded from participation in, or denied the benefits of SouthWest Transit's transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A.

_____
Your signature

_____
Print your name

_____
Date

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Exhibit B
SouthWest Transit
Limited English Proficiency Plan
Regular Route Driver Survey

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Executive Order 13166, titled "Improving Access to Services for Persons with Limited English Proficiency," indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination.

As a result, to ensure compliance with the above federal regulations, SouthWest Transit has developed a Limited English Proficiency Plan to help identify reasonable steps for providing language assistance to persons with **limited English proficiency (LEP)** who wish to access services provided by SouthWest Transit. An LEP person is defined as a person who does not speak English as their primary language and has limited ability to read, speak, write or understand English.

One component of SouthWest Transit's Limited English Proficiency Plan includes a driver survey to help assess the number and frequency that LEP persons use SouthWest Transit. Please complete the survey by **(DATE)** and return to your supervisor. Your Driver Badge ID and completion date must be filled in below. Your assistance is greatly appreciated. Thank you.

1. In the past 30 days, do you recall coming into contact with LEP bus riders while driving a SouthWest Transit bus?
   a. ____ Yes b. ____No (*Check one response – If yes, continue to question 2, if no, your survey is complete).*

2. If yes to question 1, on average, how many times a week do you come into **contact** with LEP bus riders while driving a SouthWest Transit bus? _____

3. If yes to question 1, on average, how many times a week do you **provide assistance** to LEP bus riders while driving a SouthWest Transit bus? _____

4. If yes to question 1, if known, please list the non-English languages spoken by the LEP bus riders you encountered on SouthWest Transit buses:_____
   _____
   _____

Driver Badge ID # _____

Date Completed_____

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SouthWest Transit
Limited English Proficiency Plan
Customer Service Representatives

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency, indicates that differing treatment based upon a person's inability to speak, read, write or understands English is a type of national origin discrimination.

As a result, to ensure compliance with the above federal regulations, SouthWest Transit has developed a Limited English Proficiency Plan to help identify reasonable steps for providing language assistance to persons with **limited English proficiency (LEP)** who wish to access services provided by SouthWest Transit. An LEP person is defined as a person who does not speak English as their primary language and has limited ability to read, speak, write or understand English.

One component of SouthWest Transit's Limited English Proficiency Plan includes a survey to help assess the number and frequency that LEP persons use SouthWest Transit. Please complete the survey by **(DATE)** and return to the Chief Operating Officer. Your name and completion date must be filled in below. Your assistance is greatly appreciated. Thank you.

1. In the past 30 days, do you recall coming into contact with LEP customers while on the phone as Customer Service Rep?
   a. ____ Yes b. ____No (*Check one response – If yes, continue to question 2, if no, your survey is complete).*

2. If yes to question 1, on average, how many times a week do you come into **contact** with a LEP customer? _____

3. If yes to question 1, on average, how many times a week do you **provide assistance** to a LEP customer? _____

4. If yes to question 1, if known, please list the non-English languages spoken by the LEP customer you encountered:_____

Name _____

Date Completed_____

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Exhibit C

Log to Record Inquiries for Requests for Interpreters and Requests for Translated SouthWest Transit Documents

Date of Inquiry or Request: _____

Request for Interpreter: _____ yes _____ no

- Language _____

Request for Translated Document: _____ yes _____ no

- Language _____
- Name of Document_____

Contact Info for Person Making the Request _____

_____

Summary of Action and Conclusion _____

_____

_____

_____

_____

V-F-18

SOUTHWEST TRANSIT

MEMORANDUM

To: **SouthWest Transit Commission**

From: **Len Simich, CEO**

Date: **October 16, 2013**

Subject: **Proposal for Norex/Chaska Garage Lease**

REQUESTED ACTION:
Item for Discussion Purposes. The attached proposal came in just prior to the Commission mailing. Staff is in the process of collecting additional information specifically regarding lease/rental rates, and tenant improvement costs. If both prove favorable, staff will be requesting action from the Commission.

BUDGET IMPACT:
TBD

BACKGROUND:
Staff and its Broker (Craig Peterson, Marathon Reality) have been working on leasing and/or selling the Norex/Chaska Garage facility for the past few years.

Recently representatives from Bluewater Manufacturing approached Craig about a 5+ year lease for 50,000 s.f. of the facility (44,000 s.f. of warehouse space and 6,000 s.f. of office). Bluewater Manufacturing specializes in manufacturing fall protection guardrail systems.

Bluewater has identified a number of improvements they would like us (as the building owner) to make prior to moving in. The improvements include constructing at least three loading docks, adding a break room, bathrooms and locker rooms in the warehouse, and demolishing some walls while constructing other demising walls to fit the need of their operation.

Staff is in the process of gathering cost information for the improvements, as well as negotiating lease rates and terms.

Should the end result hit our target returns, staff will bring forward a proposal for the Commission to consider.

It should also be noted staff did try and reopen discussions with the City of Chaska and the Chaska/Chanhassen School District about moving the current bus operations from downtown Chaska to the Norex site. While there was interest from the City, the School District was not interested in pursuing this at the current time.

RECOMMENDATION:
TBD

October 15, 2013

Mr. Craig Peterson
Marathon Real Estate
1340 Oakside Circle
Chanhassen, MN 55317

Dear Craig:

On behalf of my client, Bluewater Manufacturing, I am pleased to submit the following Request for Proposal to lease space at 4201 Norex Drive.

BUILDING NAME:	Chaska Industrial Center
BUILDING LOCATION:	4201 Norex Drive Chaska, MN
TENANT:	Bluewater Manufacturing
DEMISED PREMISES:	Approximately 50,000 rentable square feet consisting of approximately 6,000 sf of office space and approximately 44,000 sf of warehouse space. (Architect to provide actual square footages)
LEASE COMMENCEMENT:	Approximately December 1st, 2013
LEASE TERM:	Sixty Five (65) months
NET RENTAL RATE:	Please provide an aggressive market sensitive Net Rental Rate.
RENT ABATEMENT:	Tenant shall not be obligate to pay gross rent for the first 5 months of the lease term.
OPERATING EXPENSES AND REAL ESTATE TAXES:	Please state the actual budget (or estimated) total operating and tax expense per rentable square foot for the first year of the lease. Indicate Landlord's willingness to cap such expenses or tax increases.
SPACE PLANNING:	Landlord shall provide Tenant with a preliminary space plan for the purposes of identifying space requirements and Improvements.

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LEASEHOLD IMPROVEMENTS:	Tenant requires a "turnkey" build-out based on a mutually agreed upon space plan.
EXPANSION OPTION:	Landlord shall provide Tenant with a Right to Lease contiguous vacant space. Specific terms and conditions shall be outlined in a lease agreement
HVAC:	Please provide a report with the size, age and condition of the HVAC systems feeding the premises
ROOF:	Please state the age and condition of the Roof. Please detail how roof repairs or replacements are handled and who is responsible for the costs associated with this.
RENEWAL OPTION:	Landlord shall provide Tenant with one (1) option to renew the lease agreement for an additional five (5) year term at 90% of then fair market rates. Tenant shall provide Landlord with six (6) months prior written notice of intent to renew.
ASSIGNMENT/SUBLETTING:	Tenant shall have the right to assign or sublet all or any portion of the Lease Premises to any subsidiary or affiliate assuming such subsidiary or affiliate is of equal or greater financial strength and is consistent with Tenant's use of the space. Any other assignment will be subject to Landlord's consent, which may not be unreasonably withheld, and any profits from such assignment or subletting shall be split 50/50 between Tenant and Landlord.
PARKING:	Please provide the number of parking stalls available to Tenant.
ASBESTOS/ENVIRONMENTAL HAZARDS:	At Tenant's request, Landlord shall make available to Tenant any reports relating to environmental conditions.
ADA:	The building shall comply with the Americans with Disabilities Act.
BROKERAGE FEE:	Landlord recognizes Bruce Hoberman of Cushman & Wakefield/NorthMarq as the Tenants representation in this transaction and shall be paid a standard full market fee, one half upon the execution of the lease and one half upon Lease commencement.

NON-BINDING: The foregoing does not constitute a lease and contains only some of the basic terms and conditions that are normally contained in a commercial lease of this size and nature. Neither Landlord nor Tenant is bound to lease any portion of the described premises unless a lease, acceptable to both parties, is executed by and delivered to both parties. Please respond to this proposal on or before October 23, 2013

Thank you for the opportunity to present this Request for Proposal. We look forward to your response.

Sincerely,

Bruce Hoberman
Director, Brokerage Services

√-G-5

Updates

OCTOBER UPDATES

ADMINISTRATIVE UPDATES

CITY OF CARVER SERVICE – Staff is in discussion with the City of Carver for the provision of service in conjunction with their CMAQ grant. If all goes as planned, Carver will begin construction of their surface lot after the first of the year, with service starting later in 2014 or early 2015. A number of things still need to be worked out for SouthWest to be the service provider (which is Carver's preference). The major hurdle is that our current driver contract with First Transit does not have all the federal clauses the Council maintains need to be included. The Council will not allow us to just amend the First contract to include the clauses since it was not procured that way. Our options are then to give notice to First that we will be canceling our current agreement one year earlier than originally anticipated, and we would put the service on the street and accept proposals from any interested provider. The other option would be to do a direct hire for the drivers of the Carver service, much like we do for the State Fair. The other thing we are looking into is having the City of Carver delegating its authority to SWT to apply for the operational funding related to the grant. If this occurred, SouthWest would become a fiscal agent for the City and the sub recipient for the grant. Legal staff from both the City of Carver and SouthWest will be discussing this on the 21st of this month.

SWLRT – A meeting has been scheduled on November 7, 2013 between the Metropolitan Council (Chair Haigh, Pat Born, Council Members Munt and Van Eyll, and Arlene McCarthy), and SouthWest Transit (Chair McDonald, Vice Chair Tyra-Lukens, Secretary/Treasurer Rohe, and me). The purpose of the meeting is to discuss how we may jointly be able to share SouthWest Station once LRT comes in in 2018. The basis of the discussion will center on the Resolution approved by the Commission in August.

MPTA AWARD – SouthWest Transit recently received the Management Innovation Award from the Minnesota Public Transit Association for its Asset Management Plan. This same plan was featured in two national webinars sponsored by the National Transit Institute out of Rutgers University. See attached.

APTA Award – On Monday, October 7, SouthWest Transit was awarded three first place finishes in the 34th Annual APTA AdWheel Awards competition. The AdWheel Awards honor the best in public transportation marketing and communications. Awards were presented in five categories: print, electronic campaigns, special events, and social media. Over 500 entries were submitted. SouthWest won for the following: Social Media – Phone App; Special Event – Fallen Fireman Memorial; Electronic – Winter Driving Campaign/Electronic Billboards. See attached.

PROJECT LIST – Quarterly the staff likes to provide the Commission with the agency "Project List" (attached) so you get an idea of the projects currently underway, as well as those completed so far this year. The yearend report will be provided to the Commission at its January 2014 meeting.

ALL STAFF MEETING– Our annual "All Staff" meeting is scheduled for 9:30am on Thursday, October 23. The event is being held at the Camp Eden Wood Retreat Center at 6350 Indian Chief Road, in Eden Prairie (down the road from our garage). The main portion of the all-staff will be a presentation put on by TRUSIGHT on Workplace violence and the "Active Shooter". Any Commission member interested in attending is more than welcome.

SHAKOPEE AND PRIOR LAKE SYSTEMS – See the attached article for an update to Shakopee and Prior Lake merging with another system.

EAST CREEK – On Saturday, September 21 East Creek Station officially opened its doors. Over 500 people attended the event which besides the ribbon cutting included a car and craft show, music and an old fashioned fall festival. The day was great and fun was had by all (pictures attached). We are now trying to close the project out which has been somewhat of a struggle. The contractor has yet to complete the landscape plan as directed, doors (locking) has been an issue, the lobby floor is not up to our standards, and there still looms a potential legal battle over SAC/WAC charges (who pays) and liquidated damages since the project was not delivered on the date specified. A meeting has been set between the contractor's attorney and our project team which includes representation from Ric's office. More to come.

NOREX/CHASKA GARAGE – Staff is working with a potential tenant who would occupy approximately half the warehouse space available at the Norex facility. The lease would be for a 5-7 year period but would require SouthWest to make some improvements to the facility. This could possibly be negotiated prior to the October Commission meeting and if it is, this item may be walked on to the agenda.

RYLAND HOMES AND SW VILLAGE – It appears that all the requirements set forth by Ryland Homes Title Company have been met. If all goes as planned, closing on the site will occur before the Commission meets on October 24.

STA POLITICAL CHAMPIONS – The STA has announced its 2013 Political Champions. Senator Osmek has been selected to receive an award for his work at getting Mn/DOT to agree to allow transit vehicles to use the shoulders along I-494. Senator Osmek will be presented his award at the December meeting of the Commission.

NEXT UP – Staff is working on a number of initiatives that will be coming up in the next few months. Some of these include: U of M Focus Group; LRT Focus Group; Service Plan changes and additions; Brand Refresh; Vehicle Replacements; 2014 Legislative Positions/Platform; Succession Plan; Marketing Plan; East Creek Close Out and/or legal action.

Operations & Service Planning Updates

SERVICE PLAN IMPLEMENTATIONS – The final and largest of three new service plan implementations happened on September 23rd. This service plan implementation allowed for the tying of East Creek Park and Ride in Chaska after a year of construction back into the "family" of service. Preliminary ridership counts are favorable and at the same levels or better than when East Creek was closed for construction.

MCGLADREY AGREEMENT – SouthWest Transit has entered into an agreement with McGladrey to undergo an audit of its various IT components. This includes a review and assessment of the agency's telecommunications setup, network configuration, IT services, website services, and IT contracts. As part of the audit, select SWT staff will sit down with McGladrey representatives to discuss what is working and what is not from an IT standpoint. Once the review and assessment is complete, McGladrey will provide SWT with what will amount to a 3-5 year IT Action Plan that will aid in planning and budgeting future IT initiatives for the agency. Staff expects to have the audit wrapped up by early November, and will present its findings to the Commission during the December Commission meeting.

TH169 MEETING – Staff attended the TH 169 Transit Study Concept Meeting at Eden Prairie City Hall.

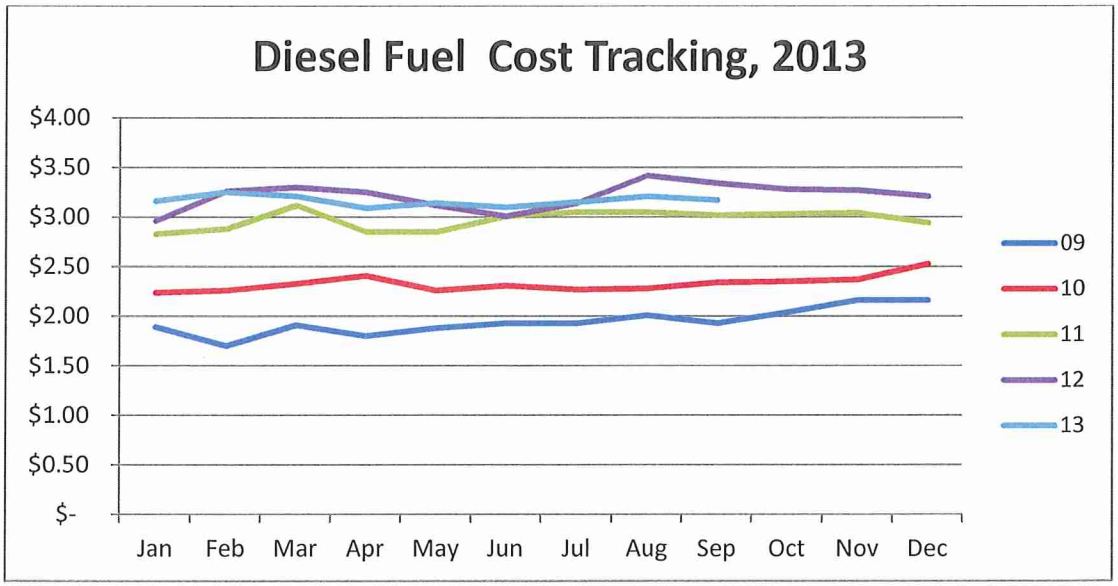
FLU SHOTS – Flu shots for the entire SWT and First Transit staff happened on October 9th.

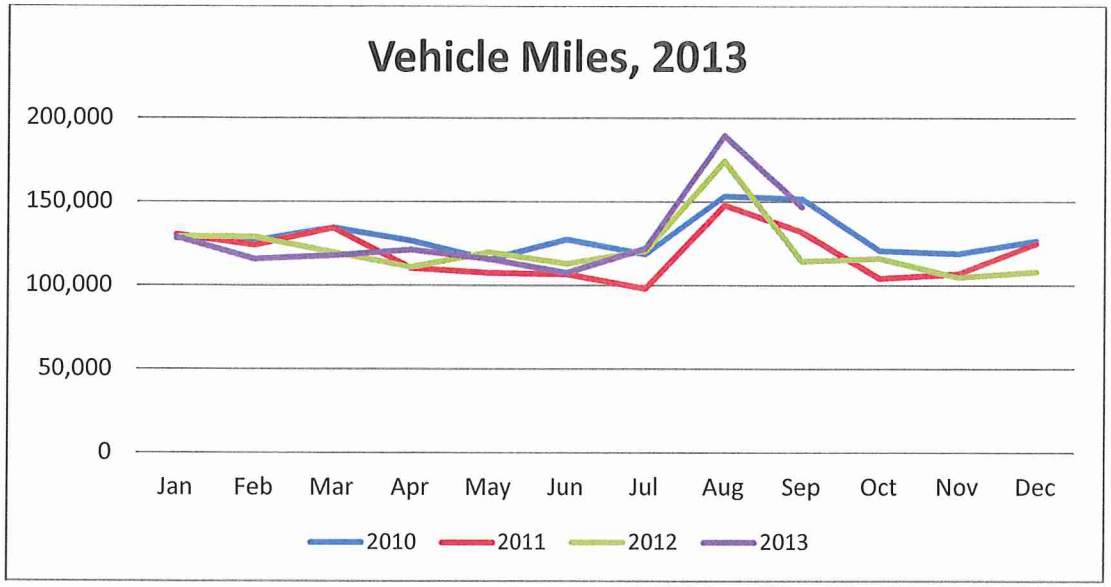
ALL STAFF MEETING – On Wednesday October 23rd there will be the annual all staff meeting. This year's event will focus on shooter in the work place situations. An expert in the field will lead the discussion.

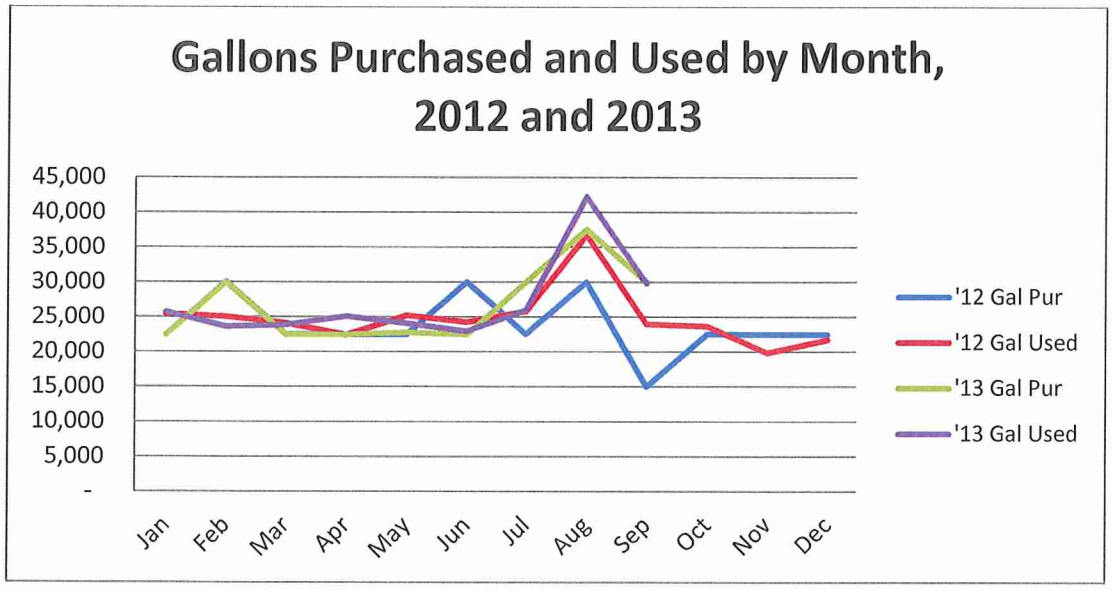
MCI COACH & TRAPEZE – Staff is working with MCI Coach and Trapeze software for better installation methods which will assist the SWT technicians in putting the new coaches into service. The primary issues include being consistent with wiring so the SWT crew is able to connect all aspects of the Automated Vehicle Locator (AVL) system that includes overt and covert alarms. After two bus shipments, there are still several issues that need to be addressed.

FUEL CONSORTIUM – By October 23rd, the Fuel Consortium projections will be due to the Department of Administration (DOA) for 2014. The number of gallons is part of the 2014 budget that is presented at the October Commission meeting. As in years past, the percentage of gallons "locked" in price will be 50 percent.

ENERGY TRACKING – Fuel is tracking at a $40,000 surplus by the end of 2013.



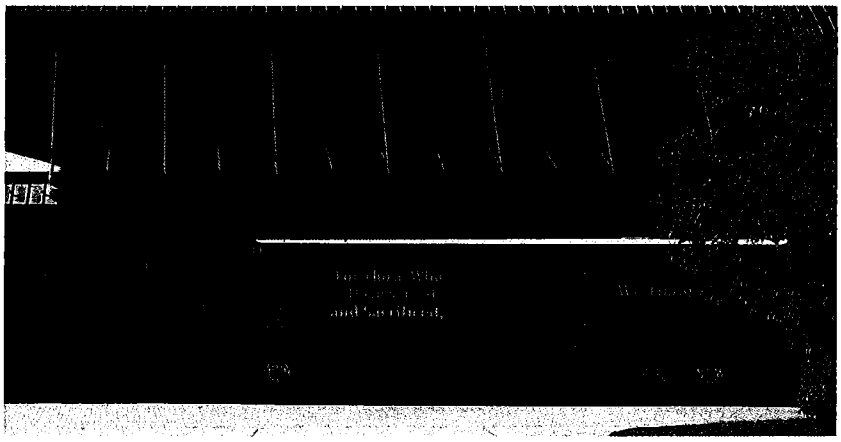

Vehicle Miles, 2013
200,000
150,000
100,000
50,000
0
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
2010
2011
2012
2013


Gallons Purchased and Used by Month, 2012 and 2013
45,000
40,000
35,000
30,000
25,000
20,000
15,000
10,000
5,000
-
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
'12 Gal Pur
'12 Gal Used
'13 Gal Pur
'13 Gal Used

2013 APTA ADWHEEL AWARDS

Billboards/Outdoor Advertising – "Digital Billboards"

Illustrated Vehicle – "Firefighter Bus"



Mobile Apps – "SouthWest Transit Mobile App"

SouthWest Transit 2013 Project List For 10/11/13 Mtg

CURRENT PROJECT LIST

Priority	Project	Lead	Others Assigned	Description	Date	Reason for Date Change/Comments
1	2013 Budget Monitoring/Tracking	**LEN, DAVE J, SOURIYONG**	Everyone with a budget	Monitor budget and cash flow. Estimated year-end to be shared with Commission in October. Formal amendment in December.	MONTHLY ONGOING	
1	COA & Strategic Plan Recommendations	**LEN DAVE S MATT F**	Managers	Implement recommendations from COA plan & Strategic plan: Training, system management ; update manuals; focus groups & survey; leadership & influence; market advantages; planning; update position descriptions; revise incentive policy; improve communications; measure success	ONGOING THROUGH 2013	Strategic Plan Project List Draft Competed. Meet when Matt returns to review
1	Implement & Update Marketing Plan	**LINDA LEN LITTLE (Brooke Brown)**		Maintain/update social media efforts; 2 press releases per month; get in front of local groups; advertise at U of M in Jan.; plan summer and fall campaign; make sure schedule locations are well stocked; new resident mailing; business outreach; refresh brand	ONGOING THROUGH 2013 – New plan by 12/1	
2	Chart Results – COA; Strategic Plan; Annual Goals; Consistent staff meeting	**MATT F**	Dave S, Linda, Managers	Chart and post info continuously Monthly newsletter	ONGOING MONTHLY	Posted through September at Garage
1	Future Service Planning	**MATT F**	Matt F, Dave J, Len	- Target – Feb 2014 - Best Buy/Normandale – in operation - New Local Service/BLOB - Airport/MOA Service - Weekend	ONGOING	-BLOB Draft Complete -Working with City of EP on Community Focus Groups -Waiting on MC budget request for '14 Target service

PRIORITY: 1= top priority 2 = high priority 3 = medium priority

SouthWest Transit 2013 Project List For 10/11/13 Mtg

	CTIB	**LEN**		Resume discuss with Carver Co – need to help clarify what the $ can be used for and who will get what	ONGOING	Continue to discuss options
1	MPLS Network Upgrade	**MATT F**		Increase bandwidth between hub and garage; Connect other locations to network and SQL server capacity	ONGOING	McGladrey audit underway to determine best option
	'47	**JON** **DAVE S** **LINDA**	Dispatch	• Put on display at stations – during STATE FAIR • Schedule service days/routes – spring/fall • Train new drivers • Press follow up	8/22/13 9/15/13	COMPLETED 2 Trained; 1 will be In process w/Kloos Spring: Sent News Release to all local papers & TV stations
	Carver MOU	**LEN**		Put together a MOU on Carver coming to SW	9/15/13	
1	East Creek IT	**MATT F**	Steve, Jim Lasher	Complete plan for install phones, internet, fiber optic, networks, cameras, server, etc.	9/15/13	Dmarc (Done fiber & Copper), cameras, in process w/Steve
	ADA door paddles at CTS	**STEVE**		Install ADA door paddles at CTS	10/1/13	Equipment ordered; ETA 10/17 for parts
1	Gillig & New Flyer Rehabs – Grant #3 (New)	**JON**	Dave J, Steve	Grant Request for 10 2006 Gillig low floor & 3 New Flyer Rehab – Grant request sent to MC 4/3/13	10/1/13 6/1/14 – completion	2 of 13 vehicles have been completed Grants received
	Computerized Maintenance Management Sys	**STEVE**	Mike D	Research and purchase new Computerized Maintenance Management System (CMMS) for Facilities	10/1/13	Software is purchased. Training and set-up to be completed by 12/30/13
	Staff Appreciation Lunch	**Len**		All staff & State Fair appreciation event/lunch	10/11/13	

PRIORITY: 1= top priority 2 = high priority 3 = medium priority

SouthWest Transit 2013 Project List For 10/11/13 Mtg

1	New Resident Mailing	**LINDA**	Len	Update card – coordinate with Eden Prairie to distribute – extend to Carver, Cologne, Waconia, Excelsior – look into Welcome Wagon	10/15/13	• Card to be printed • Will use Welcome Wagon for outlying cities
1	New AVL system	**DAVE J**	Matt F, Rick	Research new AVL systems to replace existing regional system • Route Match – phone chat and visit completed • Trapeze – phone chat, need to get back to them • Clever Devices – phone chat & visit June 18 Trapeze submitting proposal Friday (10-11-13) for enunciator package	10/15/13	Match and Clever Devices. Trapeze has gone dark after repeated email attempts to contact them.
1	Business Outreach	**LINDA**	Len	Create packet of information to take to businesses. Include free ride passes. Get names where possible. Offer ride training including options to make it fun.	10/15/13	• Packet prepared • Businesses/contacts researched
	Employee training event Table top exercise	**DAVE S**	Len	Plan and conduct Fall training event – "Active Shooter" Conduct active shooter table top exercise	10/23/13 After event	Trainer & Venue booked
	Title VI Plan Update	**DAVE J**	Mel, Matt F	Update plan and send to Met Council along with items requested by Council	10/24 C Mtg	
	2014 Budget	**LEN SOURIYONG MGT TEAM**		Present preliminary budget to Commission On 10/24. Preliminary sent to MC. Still waiting work.	10/24 C Mtg 12/5 C Mtg	
1	Asset Management Plan	**STEVE DAVE J LSA**	Len	Comprehensive documentation of our assets over their life cycle including the asset inventory and condition, performance measures, and a plan for asset preservation. Also includes the Capital Investment Plan (CIP). Getting close to final product. Will participate in NTI webinar.	10/24 C Mtg	Written TAM plan from LSA is in final draft stages
3	AVL Ops Group	**DAVE J**	Rick, Matt F	After Transit Master Migration – AVL Ops Group restarted.	7/25/13 10/24/13	Meeting held Meeting set

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SouthWest Transit 2013 Project List For 10/11/13 Mtg

1	Ameresco Contract	**DAVE J**	Steve	Monitor Ameresco contract/construction	10/25/13	Final completion & verification
	Carpet – SWS	**STEVE**	Mike	Install new carpet at SW Station	10/28/13	Install scheduled
	Focus Groups	**DAVE J**	Matt F, Len, Linda	Solicit through website; offer gift card 1. General ridership 2. Non-rider – looking at 8 attendees 3. U OF M 4. Phone app/technology 5. LRT	 4/9/13 6/18/13 10/29/13 ? End of Oct	 COMPLETED COMPLETED
	Gas Boy	**STEVE**	Mike D	Replace fuel key reader system	10/31/13	System has been ordered, ETA for completion 11/15
	2013 Quality Control Plan	**MATT F**		• Assign staff route audits • Establish "secret" auditor program for both buses and facilities • Assign Facilities Inspection Schedules	10/31/13	All staff assigned for 2nd half of year. Secret riders to be recruited in Oct.
	2014 Twins Service	**LEN** **AL** **DAVE J** **DAVE S** **MATT**		Put together 2014 plan • 20 min after 6th • 20 min after 8th • 20 min after game • Pay one time?	10/31/13	-
	IT Action Plan	**LEN, MATT F**	Dave J, Steve	Develop IT strategies and improvements for the agency. Hired consulting agency to give recommendations	11/1/13	McGladrey audit underway – Action Plan will be a deliverable
	Trolley Replacement	**DAVE J**	Len, Steve	Get MC agreement	11/1/13	MC now being difficult
2	Digital Signs	**MATT F**	Linda	Install digital sign pilot software on new SWS TV	11/1/13	Modified scope w/ Dane to expedite solution

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SouthWest Transit 2013 Project List For 10/11/13 Mtg

	East Creek close-out	**LEN** **STEVE** **PROJECT TEAM** **ROSOW' OFFICE**		Close out project. Negotiate settlement or prepare for legal fight (landscape; floor; SAC/CAC, extra days; irrigation	11/1/13	-
3	Fleet Net Upgrade to SQL	**MATT F**		Move Fleet Net to SQL server	11/1/13	- Upgrade scheduled for 9/17 - SQL migration in October
	New Driver Training	**DAVE S**		Add 16 hours of training to new hires • 8 hours Customer Service • 8 hours EPP	11/1/13	Planning for course and logistics in progress. Must re-evaluate time line, due to SF and new hiring for additional service during AUGUST SEPT
	State Fair – 2014	**DAVE J** **TEAM**		• Get manuals written • Determine staff (key mgrs.) for Big Board • Determine # of buses & staff by date/time • East Creek?	11/1/13	
	Gillig Replacements (Phantoms)	**DAVE J**		Start process to replace Phantoms with 8 coaches and 4 30' buses. Would like coaches by State Fair	11/1/13	
	Renewable Energy Auction	**LEN** **STEVE**		Auction off Renewable Energy assets	11/1/13	
	Refinance Debt	**LEN** **RIC** **EHLERS**		Refinance existing $1.9 million. May need to buy down $800k with Ryland sale .	11/1/13	
	BEST Program Changes	**DAVE J** **LEN** **DAVE S**		Determine/make official changes for 2014 program	11/1/13	
	Service Plan Changes	**MATT** **DAVE J** **LEN** **DAVE S**		Determine if any minor adjustments need to be made to current service plan to be put into effect Jan 2014 (U of M, Normandale, overloads…)	11/15/13	

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SouthWest Transit 2013 Project List For 10/11/13 Mtg

	Fall-Winter Marketing Campaign	**LINDA** **LEN**		• Back of the Bus campaign (using more of time) • Bathroom Ad updates • Print (news release/ads) – Normandale, U of M • Vikings • Billboards • Refresh Brand	11/15/13	
1	Integrate camera & security systems	**STEVE**	Dave J	EP garage – integrate access to C-Cure system; install intrusion system	11/30/13	Contracts are out/install dates have not been set.
	Gov/Leadership Group	**LEN**		Hold meeting with Gov/Leadership group to discuss 2014 legislative strategy	12/1/13	
	Staff reclassification	**LEN** **GEORGE G**		Finalize staff positions slated for reclassification	12/1/13	
	LRT	**LEN** **COMMISSION** **DAVE J**		Negotiate with MC for joint use at SW Station	12/1/13	
	AEM Contract	**LEN**		Determine 2014 arrangement	12/1/13	
	2014 Gophers/ Vikings Service	**DAVE J** **MATT** **LEN**		Determine feasibility	12/1/13	
	Carver P&R	**LEN** **DAVE J**		Determine contract options (driver). Put into place by March 2014. Finalize service plan.	12/1/13 3/14/2014	Service Contract
	12/13 Training Event	**DAVE S** **DAVE J** **LEN** **STEVE**		Update Safety & Security presentation. Train First Transit managers	12/1/13	
	Succession Plan Evaluation Process	**LEN** **DAVE J**	Mel, Steve	Restart connections to technical schools; U of M; Military. Plan to address departures; cross training. Develop new evaluation and performance process for 2013 – (work through B&P Committee)	12/1/13 COMPLETED	Tie in with changes to salary ranges and performance reward system

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SouthWest Transit 2013 Project List For 10/11/13 Mtg

1	Norex Garage	**LEN** **CRAIG P**	Dave J	Promote lease opportunities; secure tenant for office	IN PROCESS	Both lease & for-sale options being pursued
	Book Special Events	**LINDA**	Ops	• Taste of Chaska *(did not participate)* • Chan 4th of July Parade & Business Expo • River City Days Parade & Expo, Chaska • Carver County Fair • Touch a Truck, Chaska • Volksfest, Victoria • Victoria Car Show • Steamboat Days, Carver • Senior Day • Holidazzle	~~5/1/13~~ 7/3 & 4 7/26 & 28 8/7 – 11 8/15 8/17 9/5 9/8 12/13 - ? 12/13 - ?	---- COMPLETE COMPLETE COMPLETE COMPLETE COMPLETE COMPLETE COMPLETE
	Meet with Legislators	**LEN** **DAVE J** **JERRY**		Meet with legislators prior to 2014 session	12/15/13	
	2013 Staff Reviews 2014 Staff Performance Plans	**MGT TEAM**		Complete 2013 staff performance assessments ID 2014 goals & objectives	12/15/13 12/15/13	
	Driver Service RFP	**LEN**	Dave J, Matt	Begin process to bid services out for 2016. RFP should hit the street in late 2015 with choice by May 2015	12/31/13 – start process	
	Long Range Plan	**MATT F**	Len, Dave J	Update long range plan	12/31/13	
2	Phone System Upgrade	**MATT F**	Steve	Upgrade agency's phone system	12/31/13	Quotes received – Need to see if it fits in 2013 budget
1	TH169/SW Station	**LEN**	Dave J	Look into possibility of a new 169 station – tie into SW LRT	12/31/13	

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SouthWest Transit 2013 Project List For 10/11/13 Mtg

	2014 Legislative Initiatives	**LEN**	Dave J, Commission, Leadership Group	Finalize positions for 2014 session	12/31/13	
3	SW Village	**LEN**		Develop new strategies to secure developer for retail	12/31/13	HOUSING - COMPLETED
	Develop Formal Training Program for staff	**ALL MANAGERS**	Dave J, Steve	Undertake training programs/goals – Determine if more training needed – follow through on training	12/31/13	Training scheduled for Maint. & Fac.
	SWT/FT Operator Manual	**DAVE S**		Complete 1st draft of customized SWT/FT Operator manual specific to this agency	12/31/13	Outline Prepared and filling in new procedure and process writeups as Dispatch is getting more experience with Technology
	The Daily ad	**LINDA**		Have advertising in place for January 2014	1/1/14	
	Station value-adds	**LEN LINDA**	Steve, Mike	Look at potential value adds at the Stations – identify needs	3/15/14	
1	Integrate camera & security systems	**STEVE**	**Dave J**	SWV – integrate to C-cure & Exacqvision	2014	
2	Wheel Balancer	**JON**	Justin, Steve	Purchase wheel balancing machine that balances wheels while on the vehicle	2014	
	Wash Bay Improvements	**STEVE**		Make improvements to wash bay at EP Garage Plan done – 2014 progrram	6/14/14	LSA plan submitted for Capital funding
1	Integrate camera & security systems	**STEVE**	**Dave J**	SWS – upgrade intrusion alarm	2015	

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SouthWest Transit 2013 Project List For 10/11/13 Mtg

ON HOLD PROJECTS

Priority	Project	Lead	Others Assigned	Description	Date	Reason for Date Change/Comments
	Bus Announcements	**MATT**	Rick B, Matt B, Linda	• stop announcements & external bus announcements (hardware included as part of 7 MCI replacement buses) ▪ Enabled; awaiting Metro Transit programming project. We have price quote ($108,000) to retrofit SWT fleet ▪ Pursue hardware for remaining MCI buses ▪ Attempt to get project higher on MT priority list	**IN PROCESS**	
	Ramp Auto Counter	**STEVE**		Install at other P&R as needed		**ON HOLD**
	Video Link	**STEVE**		Install Customer Service video link – SW Village, CTS, East Creek		**ON HOLD**

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SouthWest Transit 2013 Project List For 10/11/13 Mtg

ONGOING PROJECTS

Priority	Project	Lead	Others Assigned	Description	Date	Reason for Date Change/Comments
	Leadership Committee	**LEN**	Dave J, Matt F		ONGOING	
	Agency-wide File Organization	**MGRS**	Linda, Mel	Make sure all files are current and files. Toss anything we can.	ONGOING	
	AVL User Group	**DAVE J**	Rick	Host Regional users for better system understanding. The Council is upgrading their AVL system. User group will continue after upgrade is complete.	ONGOING	2/15/12 – 1st mtg 3/15/12 – 2nd mtg
	AVL User Agreement between MC & SWT	**DAVE J**	Rick	Specific issues have been identified and are being worked on. Once issues are satisfactorily completed, the agreement will be brought to the Commission for approval.	ONGOING	
	SW Corridor Transit	**LEN**	Dave J	Actively participate in the SW Corridor Transit alternatives analysis	ONGOING	
	Mutual Aid	**DAVE S**		Continue seeking Mutual Aid agreements & MOU with Cities/other transit systems/support services	ONGOING	
	Sell EP Garage	**LEN**		Hire Broker	ONGOING	
	Grants	**LEN**	Dave J, Matt F	Pursue appropriate grant opportunities	ONGOING	
	Safety Program & OSHA	**STEVE**	Jon, Mike D	Training as per OSHA Safety Manual	ONGOING	
	Training	**DAVE S**	Dave J	Make sure all Ops training including EPP & T Ambassador occur	ONGOING	EPP – 2 at each safety mtg; TA – COMPLETED

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SouthWest Transit 2013 Project List

PROJECTS COMPLETED through 10/11/13

	RFQ	**STEVE**	Steve, Matt F	For Vending Machines`	1/24/13 C Mtg	COMPLETED
	MNOSHA Action Items	**STEVE**		Implementation of updates, corrections and programs from MNOSHA audit	2/8/13	COMPLETED
	Data line EPG to SWS	**PAT**		Expand line	1/17/13	COMPLETED
	Internet grade SWS	**PAT**		Upgrade connection	2/11/13	COMPLETED
1	SW logo	**LEN**	Linda, Matt B	Update background of logo		COMPLETED
	New Park-Out Location	**DAVE J**	Len, Dave S, Steve	Look for replacement site for Metrodome site; talk to U of M, Metro Transit, Mpls, Star Tribune	1/31/13	COMPLETED
	Bank RFQ	**PAT**	Len	Issue RFP	2/28/13 C. Mtg.	COMPLETED
	Policy Updates		Len, Pat, Dave J	Recommend various internal policy changes to Commission: A: PTO accrual, B: CEO spending limits, etc.	2/28/13 C Mtg 1/24/13 C Mtg	A – COMPLETED B – COMPLETED
	EC Initiatives & TOD	**LEN**		Seek approval and funding for EC green initiatives and future TOD	2/28/13	COMPLETED
	March Service Plan	**MATT F**	Len, Dave J, Dave S	Increase direct service to CTS; Additional 698; Driver pick at Feb. Safety Meeting	3/11/13	COMPLETED
	Title VI Compliance	**DAVE J**	Pat, Dave J	• Statement in every bus • 1st report due to MC • Authorize Public Hearings	1/31/13 3/30/13 12/6/12 C. Mtg	COMPLETED COMPLETED
1	Twins Service	**DAVE J**	Dave S, Len, Mel, Linda, Matt B	• Operations. 1st game is April 1 • Market Twins service		COMPLETED
	Pat's Departure	**LEN**	Dave J, Steve, Pat	Determine options for replacing/ restructuring Pat's Administrative Services Director position	3/28/13 C Mtg	COMPLETED

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SouthWest Transit 2013 Project List

1	JARC/New Freedom Grants	**MATT F**	Dave J, Len	Submit grant apps for GTA Circulator & Best Buy/Southdale service, MoA, Sat.	3/29/13	COMPLETED
	Summer Internship	**LEN**	Dave J, Steve, Mike D	Prepare intern schedule and tasks for Brad & Kory	4/1/13	COMPLETED
3	Lake Ann site	**LEN**		Get another appraisal for Lake Ann Get meeting with Mn/DOT on Lake Ann site	4/1/13 6/1/13	COMPLETED
1	Deed Restriction Village retail site	**LEN**	Ric	Finalize getting deed restriction removed	4/15/13	COMPLETED
1	E-frame as tenant	**LEN**	Matt F	Broker deal to bring E-frame in-house	5/1/13	COMPLETED
	2012 Funding - Refurbish buses	**JON**	Steve, Dave J	SECOND PHASE - Midlife refurbish of buses – 2012 grant request to Met Council for $210,000. Grant #2012-003 – grant awarded in 3/2012	6/1/13	COMPLETED
2	MnDOT Solicitation	**MATT F, LEN, DAVE J**		Put in for grant: 169	5/1/13	COMPLETED
	APTA Award	**MATT F**	Len	Submit award application for Firefighters event	5/10/13	COMPLETED
2	SW LRT Service Planning	**MATT F**	Len, Dave J	Create service plan options as part of SW LRT planning process	6/1/13	COMPLETED
1	Position Description & Pay Equity	**LEN CONSULTANT**		Review & update position descriptions and salary ranges	5/1/13	COMPLETED
1	May Service Plan	**MATT F**	Dave J, Len	Complete and implement May service plan	5/20/13	COMPLETED
1	EPP update	**DAVE S**	Dave J	Complete annual update of EPP	5/23 C Mtg	COMPLETED
	2013 Summer Project List	**MIKE**	Len, Steve	Put together summer project list and budget	5/15/13	COMPLETED
	APTA Awards	**LEN, LINDA, MATT B**	Linda, Matt B, Dave J, Dave S	Look into submitting for: 1. Safety & 2. System Awards 3. System of Year, 4. AdWheel	6/7/13	COMPLETED

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SouthWest Transit 2013 Project List

	Rider Growth Task Force	**LEN**	Dave J	Develop team of staff to generate ideas to promote rider growth	6/1/13	COMPLETED
2	Bike racks at P&R	**MIKE STEVE**	Dave J	Provide covered/secure bike storage at CTS – Put up additional signs	6/1/13	COMPLETED
	Chan Shelter	**MIKE D**	Chan Business Assn	Fix it		COMPLETED
1	New State Fair Signs	**MIKE D**	Dave J	Prepare new State Fair Signs	8/1/13	COMPLETED
2	ADA training	**DAVE S**		Conduct special ADA training session including hands on Lift/transfer relay competition	7/10 S Mtg	COMPLETED
1	Integrate camera & security systems	**STEVE**	Dave J	CTS – install additional security cameras	4/25 C Mtg	COMPLETED
	Visual Media – SWS Lobby	**STEVE**		Update visual media in lobby at SWS	6/30/13	COMPLETED
	Garage Improvements	**STEVE**	Dave, Len, Mike	Remodel driver/mechanic lounge; add office; separate storage from women's restroom	4/25 C Mtg 7/1/13	COMPLETED
2	Non-Revenue Vehicles	**DAVE J**	Steve, Jon	Procure two support vehicles	7/1/13	COMPLETED
	494 Shoulders	**DAVE J**	Len	Keep pressure on MnDOT to open shoulders	6/21/13	COMPLETED
2	Large Tire Machine	**JON**	Justin, Steve	Purchase Machine for dismounting /mounting large tires – on State Contract	8/1/13	COMPLETED
1	Rider Survey	**MATT F**	Dave J, Linda Eric	Conduct Annual Customer Survey Compile results and present to Commission	4/23/13 6/28 C Mtg	COMPLETED COMPLETED
3	Wi-fi at SW Village	**MATT F**	Steve	Enable wi-fi at SW Village	7/1/13	COMPLETED
1	Laserfiche upgrade	**MATT F**	Mel, Linda	Upgrade Laserfiche system – new software, additional scanners	6/1/13	COMPLETED
	New Exterior Logos	**MIKE STEVE**	Len	Install new exterior logos at SWS	7/1/13	COMPLETED

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SouthWest Transit 2013 Project List

1	Fall Service Plan	**MATT F**	Len, Dave J	Complete Fall Service Plan • New local circulators • Best Buy/Normandale Service • 698 New Routing • 684 New Routing • East Creek Service	8/1/13	COMPLETED
1	Best Buy/ Normandale Service Marketing	**MATT F** **LINDA**	Dave J, Len	Work with Best Buy and Normandale to get the word out	7/15/13	COMPLETED
	U of M mailing	**PAT B** **LINDA**	Matt B	Produce card to send to U of M to mail	8/15/13	COMPLETED
	2013 Legislative Initiatives	**LEN**	Dave J, Commission, Leadership Group	Put together 2013 Legislative Strategies and follow through all sessions – positions rolled out Meet with our legislative contingent by 9/1	1/1/13 through 6/1/13	COMPLETED
	Shakopee & Prior Lake meeting	**LEN**	Dave J, Matt F	Early discussion about merging systems	4/30/13 – initial mtg comp	COMPLETED
1	Franz Reprographics	**STEVE**	Linda, Jim Lasher	Make sure Franz receives all documents, drawings, plans, etc. for all SWT projects to be scanned onto their website – need as-builts;	7/15/13	COMPLETED
	Capital List for Safety Projects	**STEVE**	Dave S	Put together a list • Bulletproof glass • Alarms • Better fencing at garage	8/1/13	COMPLETED List included in CIP
	Chaska Garage Painting	**MIKE D**	Steve	Paint various interior and exterior walls	8/1/13	COMPLETED
2	Radio Replacement plan for 2013 and	**DAVE J**	Justin	Develop plan for replacing antiquated voice radios	8/1/13	COMPLETED

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SouthWest Transit 2013 Project List

	beyond					
	Budget Simplification	**LEN SOURIYONG**		Simplify information for Commission packet	9/1/13	COMPLETED
	Partners		Len, Dave J	Establish partnership with some of the following: CTIB, Shakopee, Scott Co., Excelsior, Minnetonka	9/1/13	COMPLETED
	Emerson service options	**LEN**	Dave J, Matt F	Determine options Market the Chan Circulator – emphasize $.50 fare	12/1/13	COMPLETED *Suspended 8/26/13*
2	State Fair	**DAVE J**	Leadership Team	Finalize work schedule; obtain additional vehicles	8/22/13	COMPLETED
	SW Village	**MIKE D**	Steve, Len	Refurbish east garden at SW Village	9/15/13	COMPLETED
	EC - Construction		Len, Steve, Mike	Monitor	9/1/13	COMPLETED
	SWLRT MOU	**LEN**			9/16 C Mtg.	COMPLETED
1	EC Grand Opening	**LEN**	Linda, Dave J, Dave S, Matt B	Celebration – car show, farmers market, food, bank	9/21/13	COMPLETED
	Customer Appreciation Day	**DAVE J**	Linda	Customer Appreciation Day – juice, water, bars – free rides WB	9/26/13	COMPLETED
1	Wi-fi on buses	**DAVE J**	Justin, Len, Matt B., Steve	Add Wi-fi to all buses Put decals on buses with phone # to call if wi-fi not working	10/1/13	COMPLETED COMPLETED
	Listening Sessions	**LEN**	Dave J	4 – SWS, SWV, CTS, EC – with Rider App Day	9/26/13	COMPLETED
	Bathroom Ads	**MATT B**	Linda, Len	Update & new locations	4/1/13 8/15/13	COMPLETED COMPLETED
	Vikings Service	**DAVE J**	Linda	Secure parking passes; determine routing; Promote & market	9/22/13	COMPLETED
2	EC Stop Light	**DAVE J**	Len	East Creek Stop Light Improvements	9/22/13	COMPLETED

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SouthWest Transit 2013 Project List

	SW Village Traffic Coating	**STEVE**		Reapply traffic coating on upper deck of ramp as per 2012 PM inspection	9/30/13	COMPLETED

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StarTribune

Scott County buses could be folded into a bigger entity

Article by: David Peterson
Star Tribune
October 15, 2013 - 2:28 PM

Two years after state investigators singled out the transit services in Prior Lake and Shakopee as some of the most highly subsidized in the metro area, officials are exploring whether to surrender full control of Scott County buses.

Some worry about the ramifications of merging with the much bigger Minnesota Valley Transit Authority — an experience some have had before and didn't like. This time around, however, they say, Scott County is a bigger entity with more clout.

"The answer I'm hearing is, the combination of Prior Lake, Shakopee, Savage, Scott County in general, should mean a strong contingent from the county on the MVTA board," said Rick Keeney, a Prior Lake City Council member.

Savage is already in the MVTA, which covers much of Dakota County from Rosemount west.

In Shakopee, a resolution to explore merger talks was folded into a bunch of minor items on the consent agenda and passed over in a moment or two.

In Prior Lake, however, there's more visible anxiety.

Merging with a larger provider "would result in a loss of local identity and local autonomy in transit operations," Assistant City Manager Jane Kansier warned council members in a briefing document.

In addition to a $113,000 hit to the budget, she said, "We will not have unilateral control of the transit system. If we want to provide a shuttle for Lakefront Days, for example, we would have to do so at our own cost or convince MVTA that this is beneficial. Our transit service could also be cut or fail to grow because the resources are required in other areas."

But she and others also are warning that they are headed for trouble the way things are now, even though ridership in recent years has been going gangbusters.

Wrote Kansier: "Our own projections show that if we continue using the same funding sources and projected ridership increases, we will run out of money in approximately five years. At that time, we will have to decide if we want to curtail system growth or utilize local revenues to support transit."

It's not as if that shuttle for Lakefront Days is cost-free right now.

A 2011 legislative auditor's inquiry into the metro area's patchwork system of transit operations found that "SouthWest Transit, Shakopee Transit and Prior Lake Transit had higher costs per hour and mile and higher subsidies per passenger and mile than other providers in the region in 2009," the year investigators studied.

If some of SouthWest Transit's costs are due to longer travel times, the report said, the problem in Scott County had a lot to do with minuscule size. "Shakopee Transit and Prior Lake Transit each had only one shared express bus route and few local routes, so the overhead costs for each provider were allocated onto a small number of routes."

A table comparing performance measures placed the Prior Lake subsidy per passenger for express buses at well over twice the metro-wide average: $7.77 vs. $2.89. It was the highest of any transit provider.

Shakopee, meanwhile, had the distinction of the highest subsidy per mile, $8.91, vs. a regional average of $4.43.

That was at a much earlier stage in the development of transit in Scott County, but the sting of being singled out for raised eyebrows in a report that otherwise praised suburban transit is not quickly forgotten.

"The efficiency of a transit service is often measured by subsidy per passenger," Kansier told council members. "While this is not the only measure or even the best measure of efficiency, this is the metric used by the Metropolitan Council. According to the 2011 Route Subsidy Analysis prepared by the Metropolitan Council, the subsidy per passenger for BlueXpress is $7.29. This is considered within the targeted threshold for express service."

But fare recovery is hampered by rules requiring the same fares for longer trips, she said, and there is one longer-haul provider costing more. "The closest route comparison to BlueXpress is the Rush Line, which runs from Forest Lake to downtown Minneapolis and which is operated by the Metropolitan Council. The subsidy per passenger for this service is $9.43."

Met Council spokeswoman Bonnie Kollodge said the agency understands that comparing transit performance is tricky, and there's no such thing as a perfect performance measure.

"BlueXpress trips are among the longest in the region," she added, and "route distance is one of a number of factors that influence subsidy levels. The BlueXpress meets regional performance requirements and Shakopee and Prior Lake have worked hard to make the service productive and successful."

Council staff have examined 2011 data for the longest express routes, she said, and "it does not appear that long-distance commutes necessarily always have a high subsidy. In fact, routes that are further out, but serve large park-and-rides, tend to be efficient because they fill up the buses."

As for the Rush Line comparison, she said:

"Route 285, from Forest Lake to downtown St. Paul, had a 2011 subsidy of $9.43. In 2011, that was not a Met Council-funded route, but rather planned and funded by the Rush Line Corridor. Route 288, from Forest Lake to downtown Minneapolis, had a 2011 subsidy of $2.63. That is the comparable route to the Prior Lake service."

Prior Lake taxpayers paid into metro transit starting at least by 1975, city officials recall, but in the early years got just one daily express bus to downtown Minneapolis.

In 1984, the Minnesota Legislature allowed suburbs to opt out and form their own transit systems, and after that the city joined MVTA. But Prior Lake was still a small fish — and still felt neglected. In 2001, the city opted out of the opt-out and created Laker Lines.

The decision so far on MVTA is just to pursue options and conditions, Keeney stressed.

"We just decided to move forward in exploring it — not by official action, but informal direction to staff. We understand there's some overhead here, and we just have questions and concerns, including how to assure our service levels, the logistics of bus ownership, of financial reserves, and mainly how to assure ourselves of an appropriate say in what happens."

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