

October 27, 2016



SouthWest Transit Commission

13500 Technology Drive
Eden Prairie, MN 55344

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

SOUTHWEST TRANSIT COMMISSION AGENDA

Thursday, October 27, 2016

**Work Session –6:00 PM, 2nd Floor Conference Room, Eden Prairie
Commission Meeting – Approximately 6:30 PM (Upon Completion of Work
Session)
SouthWest Transit Station**

COMMISSION MEMBERS

Jay Rohe
Jerry McDonald
Brad Aho
Nancy Tyra-Lukens
Jody Collis King
Bob Roepke
Denny Laufenburger

GENERAL COUNSEL

Ric Rosow, Attorney

EXECUTIVE STAFF

Len Simich, Chief Executive Officer
Dave Jacobson, Chief Operating Officer
Steve LaFrance, Maintenance & Facilities Director
Matt Fyten, Manager of Planning & Customer Experience
Dave Simoneau, Director of Driver Services & Emergency
Management

AGENDA

Work Session 6:00 PM

Overview of Ryder Cup operation
Special event services

Meeting Approximately 6:30 PM

- I. CALL TO ORDER**
- II. PUBLIC COMMENT**
- III. APPROVAL OF AGENDA**
- IV. PAYMENT OF CLAIMS**
- V. CONSENT**
 - A. Approval of Minutes of 9-22-16 Meeting**
 - B. Approval of Financial Statements**
 - C. 2017 Fuel Contract/Consortium**
 - D. Title VI Civil Rights Policy/Plan**
 - E. Emergency Preparedness Plan Changes/Update**
 - F. Federal Transit Administration FY2016 Certifications and Assurances**
- VI. NEW BUSINESS**
 - A. Draft of 2016 Budget Amendment and 2017 Operating and Capital Budget**
 - B. Remix Planning Software Agreement**

VII. UPDATES

A. Admin

B. Operations & First Transit

C. Marketing

VIII. ADJOURNMENT

Payment of Claims

SouthWest Transit				
9/17/2016 Thru 10/20/2016				
Meeting Date: 10/27/2016				
Payment of Claims				
Check	Vendor		Check	Check
Number	Name	Description	Date	Amount
36876	LORI ANDERSON	Prof. Marketing Services	9/19/16	6,047.40
36877	GOVERNMENT LEASING & FINANCE,	Debt Payment	9/19/16	40,238.74
36878	MATRIX TRUST COMPANY	VEBA Contributions	9/19/16	985.00
36879	KEVIN OLSON	Employee Reimb-Misc. Expenses	9/19/16	40.98
36880	QDOBA MEXICAN GRILL	Commission Meeting Dinner	9/19/16	345.37
36881	ERIC SCHUMAN	Expense Reimb-Meetings	9/19/16	30.08
36882	BRITTANY STEVENS	Mileage Reimbursement	9/19/16	40.99
36883	1500 ESPN	Oct SWT Ad	9/21/16	8,750.00
36884	ARCHER MECHANICAL	Building Equip Repair	9/21/16	844.67
36885	BLUETARP FINANCIAL, INC.	Building Supplies	9/21/16	158.35
36886	C-THRU WINDOW CLEANING	SWT Window Cleaning	9/21/16	1,657.40
36887	CENTERPOINT ENERGY	Heating @ECS	9/21/16	32.66
36888	CENTURYLINK	Telephone Payment	9/21/16	710.81
36889	CENTURYLINK	Telephone Payment	9/21/16	534.91
36890	CITY OF CHASKA	Utilities Payment	9/21/16	2,248.05
36891	CITY OF EDEN PRAIRIE	Utilities Payment	9/21/16	1,724.08
36892	COMCAST	Internet Service	9/21/16	236.26
36893	COSTCO WHOLESALE	Building Supplies	9/21/16	300.00
36894	GFOA	GAAP Updates Register Fee-S. Souriya	9/21/16	135.00
36895	GARY A. GROEN	Prof Fee-Financial Consultant	9/21/16	2,100.00
36896	KRAEMER'S TRUE VALUE HARDWARE	Building Supplies	9/21/16	8.62
36897	MVEC	Utility @Village	9/21/16	1,595.15
36898	PAINTING BY NAKASONE, INC.	Painting @Garage Bus Wash	9/21/16	19,942.00
36899	REPUBLIC SERVICES #894	Trash Removal	9/21/16	518.08
36900	UNIVERSAL PROTECTION SERVICE	Parking Inspection	9/21/16	249.44
36901	WASTE MANAGEMENT OF WI-MN	Trash Removal	9/21/16	214.91
36902	ZIEGLER INC.	Building Equip Repair	9/21/16	1,611.09
36903	ARCHER MECHANICAL	Building Equip Repair	9/22/16	1,450.39
36904	BIFFS, INC.	Portable Toilet Service for State Fair	9/22/16	1,407.75
36905	Void Check			
36906	CINTAS CORPORATION #470	Uniform Service	9/22/16	2,294.95
36907	CITY PAGES	SWT Ad	9/22/16	980.00
36908	COMCAST	Internet Service	9/22/16	236.26
36909	DIRECTV	Cable Payment	9/22/16	56.63
36910	ECM PUBLISHERS, INC.	EP Visitors Guide Ad	9/22/16	396.00
36911	EPIC EVENT RENTAL	Rental Equip for Meeting	9/22/16	71.61
36912	FEDEX OFFICE	SF Signs	9/22/16	78.93
36913	GSSC CORPORATE OFFICE	Building Supplies	9/22/16	234.00
36914	GRAINGER	Building Supplies	9/22/16	292.16
36915	GREEN LIGHTS RECYCLING, INC.	Recycling Service	9/22/16	548.20
36916	HAY DOBBS	Prof Fee-SWS Office Relocation	9/22/16	1,810.00
36917	HOGLUND BODY & EQUIPMENT, INC.	Vehicle Repair	9/22/16	2,502.79
36918	INTEGRA TELECOM	Telephone Payment	9/22/16	3,438.06
36919	STEVE LAFRANCE	Expense Reimb-Misc. Fees	9/22/16	45.00
36920	LOOMIS	Armored Car Service	9/22/16	126.29
36921	MEDIACOM	Internet Service	9/22/16	305.90
36922	Void Check			
36923	MENARDS	Building Supplies	9/22/16	1,028.45
36924	METRO SALES INC.	Copier Maint	9/22/16	1,390.19

SouthWest Transit				
9/17/2016 Thru 10/20/2016				
Meeting Date: 10/27/2016				
Payment of Claims				
Check	Vendor		Check	Check
Number	Name	Description	Date	Amount
36925	MINUTEMAN PRESS	Printing Service	9/22/16	617.28
36926	MN DEPT OF LABOR & INDUSTRY	Pressure Vessel Permit	9/22/16	20.00
36927	NATIONAL PEN CO LLC	Pen Supplies for Rider Survey	9/22/16	1,604.90
36928	OCCUPATIONAL MEDICINE CONSULTS	Drug Testing	9/22/16	194.00
36929	OFFICE DEPOT	Office Supplies	9/22/16	390.33
36930	PRINT SOURCE MINNESOTA	Printing Hang Tags	9/22/16	4,407.50
36931	PROFESSIONAL CARWASH SYSTEMS,	Building Supplies	9/22/16	2,190.00
36932	PUMP AND METER SERVICES, INC	Building Equip Repair	9/22/16	424.39
36933	RELIAKOR SERVICES, INC.	Parking lot Sweeping Service	9/22/16	300.02
36934	ROTO ROOTER	Building Supplies	9/22/16	309.94
36935	SHARON SALES & PROMOTIONS	Building Supplies	9/22/16	338.99
36936	DAVE SIMONEAU	Special Event Per Diem	9/22/16	300.00
36937	SPECIALIZED ENVIRONMENTAL TECH	Building Supplies	9/22/16	158.77
36938	TASC	Benefit Annual Fees	9/22/16	500.00
36939	THE SHERWIN-WILLIAMS CO	Building Supplies	9/22/16	794.71
36940	TWIN CITIES TRANSPORT & RECOVE	Towing Service	9/22/16	150.00
36941	U.S. BANK EQUIPMENT FINANCE	Copier Lease	9/22/16	627.00
36942	XCEL ENERGY	Utilities Payment	9/22/16	7,242.93
36943	BLUETARP FINANCIAL, INC.	Building Supplies	10/4/16	144.81
36944	PATRICK BRINK	Ryder Cup	10/4/16	1,520.00
36945	COSTCO WHOLESALE	Postage for Normandale Mailing	10/4/16	940.00
36946	JOHN HAGGENMILLER	Ryder Cup	10/4/16	277.50
36947	HEALTHPARTNERS	Oct 2016 Health & Dental Insurance	10/4/16	19,762.31
36948	HENNEPIN COUNTY INFORMATION	Radio Service	10/4/16	245.10
36949	LIFE INSURANCE COMPANY OF	Oct 2016 LTD & Benefit Life Insurance	10/4/16	583.36
36950	MATRIX TRUST COMPANY	Oct 2016 VEVA	10/4/16	985.00
36951	NCPERS MINNESOTA	Oct 2016 Life Insurance	10/4/16	48.00
36952	OFFICE DEPOT	Office Supplies	10/4/16	158.67
36953	TWIN CITY GARAGE DOOR CO.	Garage Door Repair	10/4/16	22,500.00
36954	VERIZON WIRELESS	Bus Wifi	10/4/16	5,585.97
36955	4201, LLP	Oct 2016 Lease	10/5/16	333.33
36956	LEN SIMICH	Employee Reimb-APTA & Various Meetings	10/5/16	2,502.22
36957	COSTCO WHOLESALE	Ryder Cup Supplies	10/5/16	500.00
36958	MICHAEL DARTT	Employee Reimbursement-Misc. Supplies	10/7/16	156.32
36959	GARY A. GROEN	Professional Services	10/7/16	1,395.00
36960	DAVE JACOBSON	Employee Reimb-APTA & Various Meetings	10/7/16	2,016.15
36961	MELVIN ROZEBOOM	Employee Reimbursement-Mileage	10/7/16	213.61
36962	BRITTANY STEVENS	Employee Reimbursement-Mileage	10/7/16	40.23
36963	INSURED MAINTENANCE LLC	Parts Room Floor Repair	10/10/16	4,840.00
36964	4IMPRINT, INC.	Marketing Supplies	10/18/16	1,283.32
36965	AAF INTERNATIONAL	Vehicle Parts	10/18/16	1,008.53
36966	AEM FINANCIAL SOLUTIONS LLC	Prof Fee-Financial Consultant	10/18/16	2,000.00
36967	AMERICAN TECHNOLOGY	Vehicle Parts	10/18/16	489.42
36968	LORI ANDERSON	Prof Fee-Marketing Service	10/18/16	2,385.80
36969	BLUETARP FINANCIAL, INC.	Building Supplies	10/18/16	773.33
36970	BOYER TRUCKS-PARTS DISTRIBUT	Vehicle Repair	10/18/16	346.02
36971	PATRICK BRINK	Prof Fee-Normandale Marketing	10/18/16	455.00
36972	CARCIOFINI COMPANY INC.	SWS Roof Repair Proj	10/18/16	1,800.00
36973	CENTERPOINT ENERGY	Heating Payment	10/18/16	215.80

SouthWest Transit				
9/17/2016 Thru 10/20/2016				
Meeting Date: 10/27/2016				
Payment of Claims				
Check	Vendor		Check	Check
Number	Name	Description	Date	Amount
36974	CENTURYLINK	Telephone Payment	10/18/16	703.55
36975	CENTURYLINK	Telephone Payment	10/18/16	535.02
36976	Void Check			
36977	CINTAS CORPORATION #470	Uniform Service	10/18/16	2,313.48
36978	CITY OF CHANHASSEN	Utilities Payment	10/18/16	1,818.89
36979	CITY OF CHASKA	Utilities Payment	10/18/16	2,293.36
36980	CITY OF EDEN PRAIRIE	Utilities Payment	10/18/16	1,547.41
36981	CITY OF MINNEAPOLIS FINANCE DE	Parking Park Out-Vikings game	10/18/16	300.00
36982	CITY OF MINNEAPOLIS RECEIVABLE	Bus Park Out-Vikings game	10/18/16	300.00
36983	CITY OF SAINT PAUL	Material Warehouse Damages Repair	10/18/16	3,596.03
36984	CLEAR CHANNEL OUTDOOR	SWT Ad	10/18/16	1,900.00
36985	COMCAST	Internet Service	10/18/16	245.76
36986	CUMMINS NPOWER, LLC	Vehicle Parts	10/18/16	9,769.79
36987	DACOTAH PAPER CO.	Vehicle Parts	10/18/16	586.74
36988	MICHAEL DARTT	Expense Reimb-Uniform	10/18/16	75.00
36989	DELEGARD TOOL COMPANY	Vehicle Supplies	10/18/16	381.25
36990	DIGI-KEY ELECTRONICS 2504033	Vehicle Parts	10/18/16	62.40
36991	DIRECTV	Cable Payment	10/18/16	89.23
36992	DIRECTV	Cable Payment	10/18/16	59.46
36993	DOSSIER SYSTEMS, INC.	Dossier License Fee	10/18/16	495.00
36994	DUKANE RADIATOR & SHEETMETAL	Vehicle Parts	10/18/16	1,805.00
36995	ECM PUBLISHERS, INC.	SWT Ad	10/18/16	795.00
36996	EDEN PRAIRIE NEWS	Subscription Renewal	10/18/16	37.00
36997	FACTORY MOTOR PARTS COMPANY	Vehicle Parts	10/18/16	2,886.17
36998	FASTENAL COMPANY	Building Supplies	10/18/16	485.58
36999	FEDEX OFFICE	Printing Service	10/18/16	268.19
37000	FLEET-NET CORPORATION	Fleetnet License Fee	10/18/16	493.75
37001	FLEETPRIDE	Vehicle Parts	10/18/16	446.47
37002	FRANZ REPROGRAPHICS	Sept Archive Service	10/18/16	107.28
37003	MATTHEW FYTEN	Expense Reimb-Mileage & Meeting	10/18/16	160.73
37004	GAS TANK RENU MN & RADIATOR	Vehicle Parts	10/18/16	286.05
37005	GILLIG LLC	Vehicle Parts	10/18/16	7,387.83
37006	Void Check			
37007	GRAINGER	Building Supplies	10/18/16	710.67
37008	BEN GREEN	Expense Reimb-Safety Boots	10/18/16	60.00
37009	GREGERSON, ROSOW, JOHNSON &	Legal Fee	10/18/16	8,178.90
37010	GSSC CORPORATE OFFICE	Security System Repair	10/18/16	2,921.00
37011	HENNEPIN COUNTY INFORMATION	Radio Service	10/18/16	245.10
37012	HOGLUND BODY & EQUIPMENT, INC.	Vehicle Repair	10/18/16	3,505.00
37013	HOGLUND BUS & TRUCK CO.	Vehicle Parts	10/18/16	349.09
37014	IMPERIAL SUPPLIES LLC	Vehicle Parts	10/18/16	1,813.10
37015	INTERSTATE POWER SYSTEM, INC.	Vehicle Parts	10/18/16	5,984.35
37016	J.J.KELLER & ASSOCIATES, INC.	Subscription Renewal	10/18/16	41.84
37017	DAVE JACOBSON	Expense Reimb-Ryder Cup Supplies	10/18/16	107.00
37018	KIENE DIESEL ACCESSORIES	Vehicle Parts	10/18/16	63.12
37019	KLOOS ELECTRIC, INC.	Electric Repair	10/18/16	1,336.75
37020	KRAEMER'S TRUE VALUE HARDWARE	Vehicle Supplies	10/18/16	6.43
37021	STEVE LAFRANCE	Expense Reimb-Ryder Cup Supplies	10/18/16	223.91
37022	Void Check			

SouthWest Transit				
9/17/2016 Thru 10/20/2016				
Meeting Date: 10/27/2016				
Payment of Claims				
Check	Vendor		Check	Check
Number	Name	Description	Date	Amount
37023	LARSON COMPANIES LTD, INC	Vehicle Parts	10/18/16	-
37024	LEAGUE MN CITIES INS. TRUST	Insurance Deductible	10/18/16	2,773.76
37025	LINCOLN MARKETING INC.	SWT Ad	10/18/16	499.00
37026	LUBE-TECH & PARTNERS, LLC	Vehicle Supplies	10/18/16	5,294.76
37027	LUBE-TECH ESI	Vehicle Supplies	10/18/16	679.81
37028	MATHESON TRI-GAS INC.	Vehicle Parts	10/18/16	110.76
37029	Void Check			
37030	MCI SERVICE PARTS, INC.	Vehicle Parts	10/18/16	23,405.79
37031	MENARDS	Building Supplies	10/18/16	722.00
37032	METROPOLITAN FORD OF EDEN	Vehicle Repair	10/18/16	10,865.13
37033	MINUTEMAN PRESS	Ryder Cup Signs	10/18/16	745.37
37034	MOHAWK MFG & SUPPLY CO.	Vehicle Parts	10/18/16	44.13
37035	MVEC	Utility @SW Village	10/18/16	1,912.61
37036	MYERS TIRE - DES MOINES #15	Vehicle Parts	10/18/16	461.87
37037	O'REILLY AUTOMOTIVE, INC.	Vehicle Supplies	10/18/16	343.47
37038	OCCUPATIONAL MEDICINE CONSULTS	Drug Testing	10/18/16	151.75
37039	OFFICE DEPOT	Office Supplies	10/18/16	353.87
37040	OSI ENVIRONMENTAL, INC.	Disposal Service	10/18/16	4,525.50
37041	PAUL'S TWO-WAY RADIO REPAIR	Radio's Service	10/18/16	200.00
37042	PIONEER RIM & WHEEL CO.	Vehicle Parts	10/18/16	6,889.20
37043	PITNEY BOWES INC	Postal Machine Lease	10/18/16	319.96
37044	PJ ENTERPRISES OF THE LAKES	Vehicle Parts	10/18/16	469.33
37045	PLUNKETT'S PEST CONTROL	Pest Control Service	10/18/16	132.57
37046	PRINT SOURCE MINNESOTA	Printing Service	10/18/16	653.00
37047	PRIORITY COURIER EXPERTS	Courier Service	10/18/16	191.30
37048	REPUBLIC SERVICES #894	Trash Removal	10/18/16	526.18
37049	RIGHTLINE DESIGN	Prof Fee-Marketing Supplies	10/18/16	1,228.00
37050	JORDAN ROSKE	Expense Reimb-Safety Boots	10/18/16	60.00
37051	Void Check			
37052	ROYAL TIRE INC.	Vehicle Parts	10/18/16	23,648.15
37053	RYDER	Vehicle Parts	10/18/16	910.22
37054	SCHELEN GRAY AUTO & ELECTRIC	Vehicle Parts	10/18/16	1,329.42
37055	SD PROMOTIONS	SWT Ryder Cup Uniform	10/18/16	4,225.00
37056	SIGNS IN MN	Vehicle Parts	10/18/16	297.47
37057	DAVE SIMONEAU	Special Event Per Diem	10/18/16	300.00
37058	SNAP-ON TOOLS	Vehicle Parts	10/18/16	155.55
37059	SPORTWORKS NORTHWEST, INC.	Vehicle Parts	10/18/16	957.15
37060	SWNEWSMEDIA	SWT Ryder Cup 19th Ad	10/18/16	50.00
37061	TASC	Benefit Fees	10/18/16	306.25
37062	TECHSTAR IT SOLUTIONS	IT Services	10/18/16	8,144.03
37063	TWIN CITIES TRANSPORT & RECOVE	Towing Service	10/18/16	200.00
37064	UPS	Shipping Fee	10/18/16	1.91
37065	VERIFIED CREDENTIALS	Drug Testing	10/18/16	54.65
37066	VERITIV OPERATING COMPANY	Building Supplies	10/18/16	1,658.26
37067	VERIZON WIRELESS	Wireless Phone	10/18/16	54.33
37068	WARNING LITES OF MINNESOTA, IN	Ryder Cup Signs	10/18/16	448.87
37069	WASTE MANAGEMENT OF WI-MN	Trash Removal	10/18/16	214.90
37070	WEX BANK	Fuel	10/18/16	2,538.60
37071	WHEELCO TRUCK & TRAILER PARTS	Vehicle Parts	10/18/16	4,242.96

SouthWest Transit				
9/17/2016 Thru 10/20/2016				
Meeting Date: 10/27/2016				
Payment of Claims				
Check Number	Vendor Name	Description	Check Date	Check Amount
37072	XCEL ENERGY	Utilities Payment	10/18/16	1,575.70
37073	ZEP SALES & SERVICES	Vehicle Supplies	10/18/16	221.90
37074	GARY A. GROEN	Prof Fee-Financial Consultant	10/19/16	1,815.00
37075	Void Check			
37076	LARSON COMPANIES LTD, INC	Vehicle Parts	10/19/16	11,537.68
37077	CITY OF EDEN PRAIRIE	Permit Fee	10/19/16	50.00
		TOTAL		402,343.96
	ACH Withdraws			
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	9/21/16	10,476.78
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	9/26/16	11,385.53
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	9/30/16	25,498.10
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	9/30/16	25,498.10
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	10/3/16	7,652.45
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	10/6/16	4,817.33
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	10/7/16	20,077.46
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	10/12/16	11,130.86
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	10/17/16	9,673.33
	MN UI Fund MN UI TAX 9513519	Unemployment Payment	9/19/16	270.49
	MN DEPT OF REVEN MN Rev pay	3rd Quarter Sales Tax	10/18/16	1,908.00
	ADP, INC.	Payroll Fees	9/23/16	25.00
	ADP, INC.	Payroll Fees	9/30/16	330.50
	ADP, INC.	Payroll Fees	10/14/16	498.90
		TOTAL		129,242.83
	Payroll			
	ADP, INC.	Payroll	9/23/16	71,644.83
	ADP, INC.	Payroll	10/7/16	119,702.55
	ADP, INC.	Payroll	10/21/16	77,320.14
		TOTAL		268,667.52
	Monthly Reimbursement included in payroll totals			
	Jon Christenson	Cell Phone Allowance		50.00
	Mike Dartt	Cell Phone Allowance		50.00
	Mike Dartt	Car Allowance		50.00
	Matt Fyten	Cell Phone Allowance		50.00
	Dave Jacobson	Cell Phone Allowance		50.00
	Dave Jacobson	Car Allowance		175.00
	Jason Kirsch	Cell Phone Allowance		50.00
	Tony Kuykendall	Cell Phone Allowance		50.00
	Steve LaFrance	Cell Phone Allowance		50.00
	Steve LaFrance	Car Allowance		50.00
	Len Simich	Cell Phone Allowance		85.00
	Len Simich	Car Allowance		712.00
	Justin Weiner	Cell Phone Allowance		50.00
		TOTAL		1,472.00
		GRAND TOTAL		800,254.31

Consent

SOUTHWEST TRANSIT COMMISSION MINUTES

Thursday, September 22, 2016

**Public Hearing for Proposed Suspension of Route 687 – 5:30 PM, 1st Floor
Commission Chambers**

**Work Session – Approximately 6:00 PM, 2nd Floor Conference Room, Eden Prairie
Commission Meeting – Approximately 6:30 PM (Upon Completion of Work Session)**

SouthWest Station

COMMISSION MEMBERS

**Jay Rohe
Jerry McDonald
Brad Aho
Nancy Tyra-Lukens
Jody Collis King
Rob Roepke
Denny Laufenburger**

GENERAL COUNSEL

Ric Rosow, Attorney

EXECUTIVE STAFF

**Len Simich, Chief Executive Officer
Dave Jacobson, Chief Operating Officer
Steve LaFrance, Maintenance & Facilities Director
Matt Fyten, Manager of Planning & Customer Experience
Dave Simoneau, Director of Driver Services &
Emergency Management**

I. CALL TO ORDER

The meeting was called to order by Vice Chair Jerry McDonald at 6:49 pm.

II. PUBLIC COMMENT

There was no public comment.

III. APPROVAL OF AGENDA

Motion: Laufenburger motioned, seconded by Aho to approve the agenda as presented. The motion carried 4-0-0.

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

Motion: Laufenburger motioned, seconded by Collis King to approve the payment of claims. The motion carried 4-0-0. Roll Call Vote: Rohe, no; McDonald, yes; Aho, yes; Tyra-Lukens, no; Collis King, yes; Roepke, no; Laufenburger, yes.

V. CONSENT

- A. Approval of Minutes of 8-24-16 Meeting
- B. Approval of Financial Statements
- C. Request to Purchase Vehicle Cameras to Assist in Reverse Movements
- D. Request to Purchase Vehicle Annunciator Support Equipment
- E. Request for Dispatch Technology Improvements
- F. Ridership Report

Motion: Laufenburger motioned, seconded by Collis King to approve the Consent items. The motion carried 4-0-0.

VI. NEW BUSINESS

A. Suspension of Route 687

Action: It was proposed to develop a plan for a Prime-like service to be presented at the October Commission Meeting. Once approved, the plan will be reevaluated at the January Commission Meeting.

B. 2016 Budget Update and Preliminary 2017 Budget Discussion

Action: Formation of Budget Development Committee

Motion: Aho motioned, seconded by Collis King to approve the New Business items. The motion carried 4-0-0.

VII. UPDATES

A. Administrative

a) Developing a task force for SWLRT decisions was discussed. The task force will consist of: Eden Prairie, Brad Aho/Nancy Tyra-Lukens; Chanhassen: Denny Laufenburger; Chaska: Jay Rohe.

B. Operations & First Transit

C. Marketing

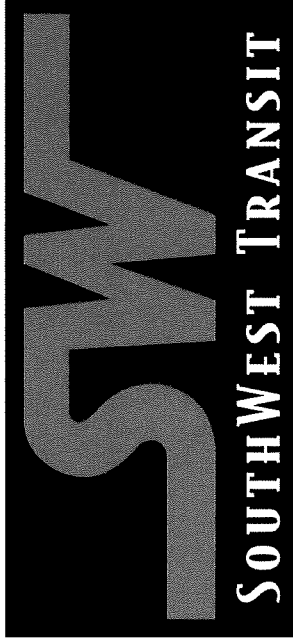
ADJOURNMENT

Motion: Laufenburger motioned, seconded by Aho to adjourn the meeting. The motion carried 4-0-0. The meeting adjourned at 8:22 pm.

September 22, 2016 SouthWest Transit Commission Minutes Prepared By: Brittany Stevens

Approved by: _____

Date: _____



Balance Sheet for All Funds

August 2016

Balance Sheet Category	Fund Name					
	General Fund	Capital & Equipment	Relocation Capital	Grant Projects	SWS Development	Debt Service
Assets						
Cash & Investments	\$ 4,055,502	\$ 1,885,306	\$ (37,513)	\$ -	\$ 2,412,483	\$ 266,330
Accounts Receivable	850,208	125	-	-	3,979,563	139,435
Other Assets	512,006	-	-	-	-	-
Total Assets	5,417,716	1,885,431	(37,513)	-	6,392,046	405,765
Liabilities						
Accounts Payable	675,378	-	-	-	19,942	-
Other Liabilities	-	-	-	-	3,978,649	-
Total Liabilities	675,378	-	-	-	3,998,591	-
Fund Balances						
Beginning Fund Balance-January 2016	4,712,166	1,961,551	-	-	2,895,861	207,137
Net Change in Fund Balance	30,172	(76,120)	(37,513)	-	(502,406)	198,628
Total Fund Balances	4,742,338	1,885,431	(37,513)	-	2,393,455	405,765
Total Liabilities & Fund Balances	\$ 5,417,716	\$ 1,885,431	\$ (37,513)	\$ -	\$ 6,392,046	\$ 405,765
						\$ 14,063,445

SouthWest Transit
Revenue and Expenditures for All Funds
Monthly Financial Report
YTD January thru August 2016

August-66.7%

General Fund Detail	2016		August		2016		% YTD
	Adopted	Budget	Actual	YTD	Actual	YTD Balance	Budget
Revenue							
Passenger Fares	\$ 2,809,356	\$	311,804	\$	1,881,758	\$	(927,598) 67.0%
MVST Revenue	6,546,000		629,201		4,312,345		(2,233,655) 65.9%
RAMVST Revenue	1,417,000		87,250		698,000		(719,000) 49.3%
Investment Income	10,000		1,423		13,392		3,392 133.9%
Other Local Revenues	130,000		37,692		260,512		130,512 200.4%
Total Revenue	\$ 10,912,356	\$	1,067,370	\$	7,166,007	\$	(3,746,349) 65.7%
Expenditures							
Administration	\$ 1,243,415	\$	107,114	\$	874,601	\$	368,814 70.3%
Operations	6,787,423		523,936		3,806,936		2,980,487 56.1%
Vehicle Maintenance	1,838,500		187,036		1,328,269		510,231 72.2%
Facility Maintenance	1,112,500		122,615		860,800		251,700 77.4%
Total Expenditures	10,981,838		940,701		6,870,606		4,111,232 62.6%
Capital Cost Of Operating	664,377		15,878		265,229		399,148 39.9%
Total Expenditures & Capital Cost of Operating	11,646,215		956,579		7,135,835		4,510,380 61.3%
Net Change in Fund Balance	\$ (733,859)	\$	110,791	\$	30,172		
Fund Balance, January 1				\$	4,712,166		
Fund Balance, End of Current Period				\$	4,742,338		
Fund Balance as a % of the Expenditure Budget					40.7%		

SouthWest Transit
Revenue and Expenditures for All Funds
Monthly Financial Report
YTD January thru August 2016

August=66.7%

All Other Funds		2016	August	2016 YTD	2016	% YTD
		Adopted	Actual	Actual	YTD Balance	Budget
Capital & Equipment Fund						
Revenue	\$	12,000	\$	6,598	\$	(5,402)
Expenditures	\$	90,000	\$	82,310	\$	7,690
Transfer In (Out)	\$	-	\$	-	\$	-
Net Change in Fund Balance	\$	(78,000)	\$	408	\$	(75,712)
SWS Relocation Capital Projects						
Revenue	\$	-	\$	-	\$	-
Expenditures	\$	-	\$	3,772	\$	(37,513)
Transfer In (Out)	\$	-	\$	-	\$	-
Net Change in Fund Balance	\$	-	\$	(3,772)	\$	(37,513)
Grant Projects						
Revenue	\$	-	\$	-	\$	120,901
Expenditures	\$	-	\$	-	\$	(120,901)
Net Change in Fund Balance	\$	-	\$	-	\$	-
SWS Development						
Revenue	\$	343,021	\$	28,248	\$	212,760
Expenditures	\$	85,000	\$	523,898	\$	590,623
Transfer In (Out)	\$	(124,543)	\$	-	\$	(124,543)
Net Change in Fund Balance	\$	133,478	\$	(495,650)	\$	(502,406)
Debt Service						
Revenue	\$	140,000	\$	139,435	\$	243,089
Expenditures	\$	455,920	\$	132,259	\$	360,381
Transfer In (Out)	\$	315,920	\$	-	\$	315,920
Net Change in Fund Balance	\$	-	\$	7,176	\$	198,628

SouthWest Transit Commission Investments September 2016

Broker	Purchase Date	Type	Description	Maturity Date	Ty pe	Purchase Cost	Maturity Amount	Rate	Days to Maturity	Market Value 9/30/16	Accrued Interest	Fund	Months Term
			9/30/2016										
Flagship Bank	4/10/2015	CD	Flagship CD 55878	10/10/2016	CD	500,000.00	500,000.00	0.700%	10	500,000.00		100	18
Flagship Bank	4/13/2015	CD	Flagship CD 52660	10/13/2016	CD	500,000.00	500,000.00	0.700%	13	500,000.00		100	18
Flagship Bank	7/21/2015	CD	Flagship CD 52532	1/21/2017	CD	300,000.00	300,000.00	0.800%	113	300,000.00		360	18
Flagship Bank	1/24/2015	CD	Flagship CD 100030	1/24/2017	CD	300,000.00	300,000.00	0.800%	116	300,000.00		250	24
Flagship Bank	11/25/2015	CD	Flagship CD 100056	2/25/2017	CD	500,000.00	500,000.00	1.050%	148	500,000.00		250	15
Flagship Bank	9/5/2015	CD	Flagship CD 56119	3/5/2017	CD	250,000.00	250,000.00	0.800%	156	250,000.00		360	18
Flagship Bank	1/15/2016	CD	Flagship CD 100070	4/15/2017	CD	500,000.00	500,000.00	1.050%	197	500,000.00		360	15
Flagship Bank	3/1/2016	CD	Flagship CD 100079	6/1/2017	CD	500,000.00	500,000.00	1.050%	244	500,000.00		100	15
Alerus Bank	1/7/2015	CD	Alerus CD 53547	7/7/2017	CD	250,000.00	250,000.00	0.800%	280	253,012.26		100	30
Americana	1/7/2015	CD	Americana 10001424	7/7/2017	CD	250,000.00	250,000.00	0.800%	280	251,988.95		100	30
Flagship Bank	9/14/2015	CD	Flagship CD 100047	9/14/2017	CD	250,000.00	250,000.00	0.900%	349	250,000.00		360	24
Flagship Bank	8/30/2016	CD	Flagship Bank CD 100095	11/30/2017	CD	250,000.00	250,000.00	1.050%	426	250,000.00		250	15
Flagship Bank	9/7/2016	CD	Flagship Bank CD 100100	12/7/2017	CD	500,000.00	500,000.00	1.050%	433	500,000.00		250	15
Americana	1/7/2015	CD	Americana 10001425	1/7/2018	CD	500,000.00	500,000.00	0.900%	464	504,475.13		100	36
Alerus Bank	1/7/2015	CD	Alerus CD 53544	1/7/2018	CD	250,000.00	250,000.00	0.900%	464	253,390.91		100	36
Alerus Bank	1/7/2015	CD	Alerus CD 53548	7/7/2018	CD	250,000.00	250,000.00	1.000%	645	253,770.03		100	42
Americana	1/7/2015	CD	Americana 10001426	7/7/2018	CD	250,000.00	250,000.00	1.000%	645	252,486.18		100	42
Alerus Bank	1/7/2015	CD	Alerus CD 53545	1/7/2019	CD	250,000.00	250,000.00	1.190%	829	254,491.68		100	48
Flagship Bank	7/12/2016	CD	Flagship Bank CD 100091	7/12/2019	CD	250,000.00	250,000.00	1.100%	1015	250,000.00		100	36
				Total		6,600,000.00	6,600,000.00			6,623,615.14	-		
			Flagship Bank - Checking			103,109.50							
			Flagship Bank - Savings			\$ 1,960,213.17							
						\$ 2,063,322.67	\$ -						
						\$ 8,663,322.67	\$ 6,600,000.00						
			Summary by Type (based upon current market value)										
	CD		6,600,000.00										
	US Govt Agency		-										
	Money Market		2,063,322.67				9/30/2016						
			8,663,322.67				0.310%						
						90 day T-bill	0.490%						
						6 Month T-bill	0.66%						
						1 Year T-Bill	0.83%						
						2-Year T-Bill							
	Maturity Dates		Amount										
	Oct-16	\$	1,000,000.00										
	Jan-17	\$	600,000.00	Banks									
	Feb-17	\$	500,000.00	Americana		1,008,950.26							
	Mar-17	\$	250,000.00	Alerus		1,014,664.88							
	Apr-17	\$	500,000.00	Flagship		4,600,000.00							
	Jun-17	\$	500,000.00			6,623,615.14							
	Jul-17	\$	505,001.21			-							
	later	\$	2,768,613.93	-									
		\$	6,623,615.14										



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Dave Jacobson, COO

DATE: October 20, 2016

SUBJECT: Percent of Annual Fuel to Lock

REQUESTED ACTION:

That the SouthWest Transit (SWT) Commission Authorize its Chief Executive Officer to:

1. Join the Minnesota State's Department of Administration's (DOA) annual fuel consortium; and
2. Of the 2017 fuel budget "lock" half (50 percent) of the projected fuel consumed by locking in the price for the next annual fuel purchase cycle (February 2017 through January 2018).

BUDGET IMPACT:

SWT is projected to consume 497,450 gallons of diesel full for the 2017 fuel cycle. By locking half of those gallons (248,725) at a fixed rate, yet to be determined by the DOA, helps control potential fuel cost spikes into the future. The 2017 SWT budget for fuel is \$2.10 per gallon.

BACKGROUND:

This process of joining the DOA's fuel consortium has been part of the SWT fuel procurement process for the past six years. The consortium is made up of other public entities such as cities, counties, school districts and joint power organizations such as ourselves. The purpose of the consortium is to be able to purchase fuel in bulk and get a lower rate versus purchasing fuel as a single entity.

Last year SWT locked in at \$1.875 per gallon. The unfortunate aspect of this process is that SWT will submit the budget before DOA comes back with the fixed rate. Historically SWT has locked 50 percent of the budgeted amount of fuel. The other half of the fuel will be also purchased through the DOA on the "spot" which means whatever their daily fuel price is.

With these two prices SWT ends up paying a "blended" rate that combines the two costs for an average price. September 2016's cost per gallon for SWT was \$1.58 per gallon.

RECOMMENDATION:

That the SouthWest Transit (SWT) Commission Authorize its Chief Executive Officer to:

1. Join the Minnesota State's Department of Administration's (DOA) annual fuel consortium; and
2. Of the 2017 fuel budget "lock" half (50 percent) of the projected fuel consumed by locking in the price for the next annual fuel purchase cycle (February 2017 through January 2018).



**SOUTHWEST TRANSIT COMMISSION
RESOLUTION #16-28
Percent of Annual Fuel to Lock**

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, SWT is looking to join the Department of Administration's (DOA) fuel consortium again for the sixth consecutive year in order to receive a lower per gallon diesel cost versus purchasing fuel as a single entity.

WHEREAS, SWT, through this action, will "lock" the per gallon price based on what DOA's fuel consortium is able to procure at 50 percent.

WHEREAS, the remaining fuel will also be purchased through the DOA's "spot" program for daily fuel prices.

NOW, THEREFORE, BE IT RESOLVED,

That the SouthWest Transit (SWT) Commission Authorize its Chief Executive Officer to:

1. Join the Minnesota State's Department of Administration's (DOA) annual fuel consortium; and
2. Of the 2017 fuel budget "lock" half (50 percent) of the projected fuel consumed by locking in the price for the next annual fuel purchase cycle (February 2017 through January 2018).

ADOPTED by the SouthWest Transit Commission on October 27, 2016.

Chair

ATTEST:

Chief Executive Officer



SouthWest Transit (SWT) Title VI Plan

SouthWest Transit

13500 Technology Drive

Eden Prairie, MN 55344

October, 2016

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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 (SWT) 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.B. This plan was developed to guide SWT in administration and management of Title VI-related activities.

This is the first plan with SouthWest Transit (SWT) scheduling over 50 peak buses on a daily bases. Prior to this plan scheduled service was below the 50 peak bus threshold.

Title VI Manager Contact Information:

David Jacobson
Deputy Director/COO
SouthWest Transit
13500 Technology Drive
Eden Prairie, MN 55344

II – General Requirements: Title VI Information Dissemination

- Title VI information posters shall be prominently and publicly displayed in SWT facilities and on their revenue vehicles. The name of the Title VI Manager is available on the website, at www.swtransit.org. **Exhibit A** includes a list of locations where the SWT Title VI notice is posted.
- All employees shall be provided a copy of the Title VI Plan and are required to sign the Acknowledgement of Receipt (see **Exhibit B**)

- Title VI information shall be disseminated to SWT annually via Employee bulletin boards and in payroll envelopes. This process reminds employees of SWT'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 SWT'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 B**).

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 or 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 a component of the contract.

IV - Record Keeping

The Title VI Manager or his/her designee will maintain permanent records, which include, but are not limited to, 1) signed acknowledgements of receipt from the employees indicated the receipt of the Title VI Plan, 2) copies of the Title VI complaints or lawsuits and related documentation, and 3) records of correspondence to and from complainants and Title VI investigations.

V - General Requirements: Title VI Complaint Procedures & Complaint Form

Any person who believes that s/he individually, as a member of any specific class, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, as amended, may file a written complaint with SWT. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to Dave Jacobson, SWT's Deputy Director/COO for review and action.

In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 calendar days after:

- The date of the alleged act of discrimination; or
- The date when the person(s) became aware of the alleged discrimination.;
- Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

SWT may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for doing so.

Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to a Board member or employee of SWT, the person shall be interviewed by the Deputy Director/COO or his/her designee. If necessary, the COO or his/her designee will assist the person in reducing the complaint to writing and submit the writer version of the complaint to the person for signature. The complaint shall be handled in the usual manner.

Within 10 working days, the Deputy Director/COO or his/her designee will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as the Federal Transit Administration (FTA). Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

The complaint should include the following information:

- Name, address, and phone number of the complainant.
- Names and address(es) (if known) of alleged discriminating official(s).
- Basis of complaint (i.e., race color, national origin, sex, age, disability).
- Date of alleged discriminatory act(s).
- Date of complaint received by SWT.
- A statement of the complaint.
- Other agencies (State, local or Federal) where the complaint has been filed.

The investigation will be conducted in a full, fair and impartial manner by the DD/COO 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 the Title VI complaints within 60 working days of receipt of such complaints. Complaints will be determined to be:

- Substantiated (confirmed)
- not substantiated (alleged) or
- inconclusive (no substantiated findings were found)

Following the investigation, SWT will send a final written response letter to the complainant identifying the final determination. In the letter notifying the complainant that the complaint is not substantiated, the complainant will be advised of his or her right to:

1. appeal within (5) working days of receipt of the final written decision 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 offices:

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

As noted above, within 60 working days, the Deputy Director/COO or his/her designee will conduct and complete an investigation of the allegation, and based on the information received, will render a recommendation for action in a "Report of Findings," including an explanation of the actions SWT has taken or proposed to resolve the issue raised in the complaint. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the Report of Findings.

Should a formal process be required, the complainant has the right to be represented by an attorney or other representative of his/her own choosing. A date/ time will be scheduled to accommodate the right of the complainant to bring witnesses and present testimony and evidence. As with the informal process, within 60 days, the Deputy Director/COO will conduct and complete an investigation of the allegation and based on the information obtained, will render a recommendation for action in a "Report of Findings," including an explanation of the actions SWT has taken or proposed to resolve the issue raised in the complaint.

Within 90 calendar days of receipt of the complaint, the Chief Executive Officer or his designee will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights if they are dissatisfied with the final decision rendered by SWT.

The Title VI complaints are to be submitted in writing to:

David Jacobson
Deputy Director/COO
SouthWest Transit
13500 Technology Drive
Eden Prairie, MN 55344
Or
djacobson@swtransit.org

Complaints can be mailed directly to the address or emailed to the email address, above. For complaints submitted by facsimile or email, an original, signed copy of the complaint must be mailed to the Deputy Director/COO as soon as possible, but no later than 180 days from the alleged date of discrimination.

All complaints alleging discrimination based on race, color, or national origin in a service or benefit provided will be directly addressed by SWT and shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their

ability to communicate in English. In addition, Executive Order 12898 (Environmental Justice) prohibits discrimination based on income status. Additionally, SWT shall make every effort to address all complaints in an expeditious and thorough manner.

See **Exhibits C and D** for the SWT Complaint Form and a Log of Title VI Complaints. The expectation is the complainant will answer the question(s) that they are able at the time of the complaint.

VI – General Requirements: Title VI Investigations, Complaints, and Lawsuits

Southwest Transit is not aware of any Title VI investigations, complaints, and lawsuits filed since the previous Title VI plan was submitted. Exhibit D includes a log that would capture these investigations, complaints, and lawsuits.

VII – General Requirements: Public Participation Plan

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:

- Holds at least four annual open focus groups on various subjects ranging from service planning to technology. All are invited to attend through the SWT website and notices at its park and rides. Most notably for these groups Asian Indian and Hispanic along with Caucasian attend. In 2015, outreach meetings were held quarterly.
- Has established a website at www.swtransit.org to post information, policies, maps, schedules, news, rider alerts, and meeting notices. This brochure clearly states contact information for SouthWest Transit and lists the “Commitment to Fairness” policy. The SWT website uses Google Translate allowing those using the website access to several different languages.
- Uses other social media, such as Facebook, Instagram and Twitter, to communicate with riders on possible issues. SWT also has a system of “Commuter Alerts” to send out broadcast emails to bus riders and other interested individuals about information, policies, maps, schedules, news, rider alerts, and meeting notices.
- Rider Alert flyers are directly distributed to bus riders on the bus by the drivers and also posted at the park-and-ride locations.
- Bus schedules and maps are distributed in public places like the SouthWest Transit Station and are included in the metropolitan area distribution of schedules managed by Metro Transit, a working division of the Metropolitan Council.

- Every year, a comprehensive user survey is undertaken and other subject-specific surveys are used as needed.
- SouthWest Transit Commission meeting notices and agendas 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.
- All communication efforts include a Limited English Proficiency (LEP) component when requested. At the drafting of this document no requests have been made and no groups in an open setting had more than 33 percent of one language group other than English.

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 am and 6:30 pm weekdays to speak to a person.

VIII - General Requirements: Limited English Proficiency (LEP) Plan

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

The 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 assistance is available, and information for future plan updates. In developing the plan, SWT 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 SWT service area who may be served or are likely to encounter a SWT program, activity, or service;
2. frequency with which LEP individuals come in contact with SWT services;
3. nature and importance of the program, activity or service provided by SWT to the LEP population; and
4. Resources available to SWT 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. See **Exhibits E and F** for LEP surveys and a Log of Requests for Interpretation/Translation.

IX – General Requirements: Demographics of Non-Elected Committees & Councils

Southwest Transit utilizes a formalized seven-member Transit Commission outlined in its JPA by laws. Each of the three City Council's at a minimum appoints at least one elected City Council member and one appointed individual from their City. That second person could also be another elected Council member, from the three cities of Eden Prairie, Chanhassen and Chaska. For the seventh spot on the SWT Commission, there is an open process by the SWT Commission of appointing a rider representative from one of the three communities SWT serves. As of the drafting of this plan, the seven member Commission is comprised of five elected officials two from Eden Prairie (its Mayor and a City Council member), two from Chanhassen (its Mayor and a City Council member) and two from Chaska (a City Council member and a member who is a resident appointed by the City Council - a former Mayor of Chaska). The final position on the Commission is a rider representative that goes through an open application process of SWT and is selected by the SWT Commission. The current ethnicity of the two non-elected Commission members is Caucasian. The gender of the two appointed Commission members is one male and one female. SouthWest Transit as a sub recipient does not select the commission members.

X – General Requirements: Monitoring Sub-Recipients

Southwest Transit does not have sub recipients, and therefore does not keep a schedule of sub recipient Title VI program submissions.

XI – General Requirements: Facility Siting Equity Analysis

Southwest Transit has not constructed any facilities since the 2014 Title VI program submission. Exhibit XX provides documentation of the approval of Southwest Transit's Title VI program by its board

XII – General Requirements: Approval of Title VI Program

Exhibit XX provides documentation of the approval of Southwest Transit's Title VI program by its board

XIII – Transit Provider Requirements: Service Standards & Policies

In 2010, SWT worked with other service providers in the region to complete a Regional Service Improvement Plan, which focused on evaluating opportunities for system expansion. As part of this undertaking, SWT relied on an extensive public improvement process to help develop standards for both design (service type, span, frequency, stop spacing, and facilities) and performance. The standards developed by SWT were used internally to create a Service Investment Strategy and externally to meet requirements of the regional 2030 Transportation Policy Plan and the Regional Service Improvement Plan. The System-Wide Standards described below use this work as a foundation.

As of 2016, SWT operates a total of 12 fixed routes using 79 morning and 80 afternoon trips. These routes serve the three SWT partner cities of Eden Prairie, Chanhassen, and Chaska as well as Carver, Downtown Minneapolis, Normandale Community College, Bloomington, Best Buy and US Bank, Richfield, Southdale Mall, Edina, and the University of Minnesota. The following sections describe the FTA required quantitative standards and policies used by SWT when planning and monitoring transit services.

Service Standards

To provide a brief background on service area, it consists of the cities of Eden Prairie, Chanhassen and Chaska. SWT also provides fixed route service to the City of Carver under a contract situation. As seen on Table 1 in the Four Factor analysis almost 86 percent of the population in the service area is Caucasian followed by Asian with almost seven percent. With that background SWT's service standards are:

- Vehicle Loads: The SWT standard is 100 percent seated loads. Trip ridership on SouthWest Transit (SWT) commuter/express trips are reviewed daily to look for patterns of standing loads. When an individual trip experiences standees, the trip is examined for possible solutions to reduce the number of standees in the context of available financial and vehicle resources.
- Vehicle Headways: For express routes serving downtown Minneapolis and the University of Minnesota, SWT has a goal of a minimum of 60 minutes off peak for headways. For peak express service, it ranges between five minutes and 15 minutes, again depending on the previous bullet's statement of vehicle loads and demand.
- On-Time Performance: The goal is that 99 percent of all trips depart their first time point, pending weather, road construction, reroutes, etc. causing atypical conditions, on time for all regular route service. Due to the nature of express bus service an "on-time trip" is defined as a trip that is zero minutes early and not more than five minutes late. However, note for those time points classified as "drop-off" time points in the schedule, buses can be early due to the nature of the express bus service. An analysis is done

quarterly using the automated vehicle locator (AVL) system provided by the region's data visual monitoring to determine compliance with this goal.

- Service Availability: SWT is primarily a commuter express service. SWT had a goal of placing one park and ride facility in each city of the JPA. That objective has now been met. Size for the park and ride facilities is based on the following analysis – 1) amount of routes based off existing service after time; and 2) demographic analysis does dictate size requirements. Currently, SWT matches its resources with service demand.

Service Policies

SWT is primarily express service. Where there are opportunities/areas where the fixed route travels locally, it operates as a “flag” service, meaning it will stop anywhere until it is on the highway, pending safe conditions. As a result, shelters and stations are not placed along the route with the exception of the large park-and-ride lots. This Title VI plan incorporates the following “Service Policies:”

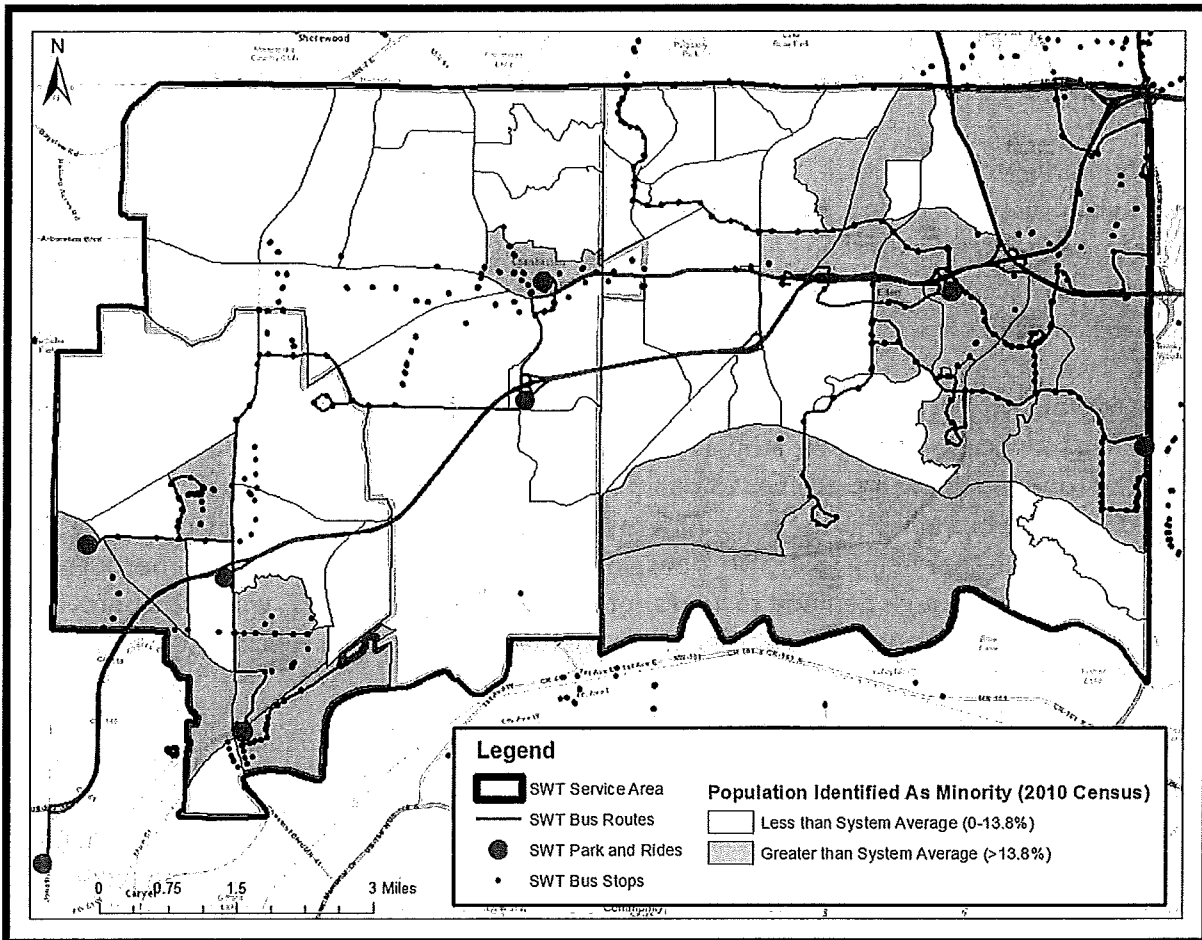
- Distribution of Transit Amenities: The local portion of SWTs express routes operate as a “flag” service, meaning we stop anywhere on a local street that it is safe to stop along the route enabling a customer to board and de-board. If a customer flags down the driver, the bus will pick them up. As a result, shelters are not typically placed along the route. With that being said, SWT does not place shelters at these locations because there is not enough demand to warrant the cost. That is why SWT, with the approval of this plan, the standard for constructing a shelter will be when a specific stop averages over 20 daily boardings.

A station is defined as a more substantial rider waiting facility that is ADA accessible with a full HVAC system, restrooms, security cameras, access to customer services, bus service information, lighting, and trash cans. SWT has four stations, one located in Eden Prairie, two located in Chanhassen, and one located in Chaska. Three of the stations take advantage of Highway 212 and the last one takes advantage of Highway 5.

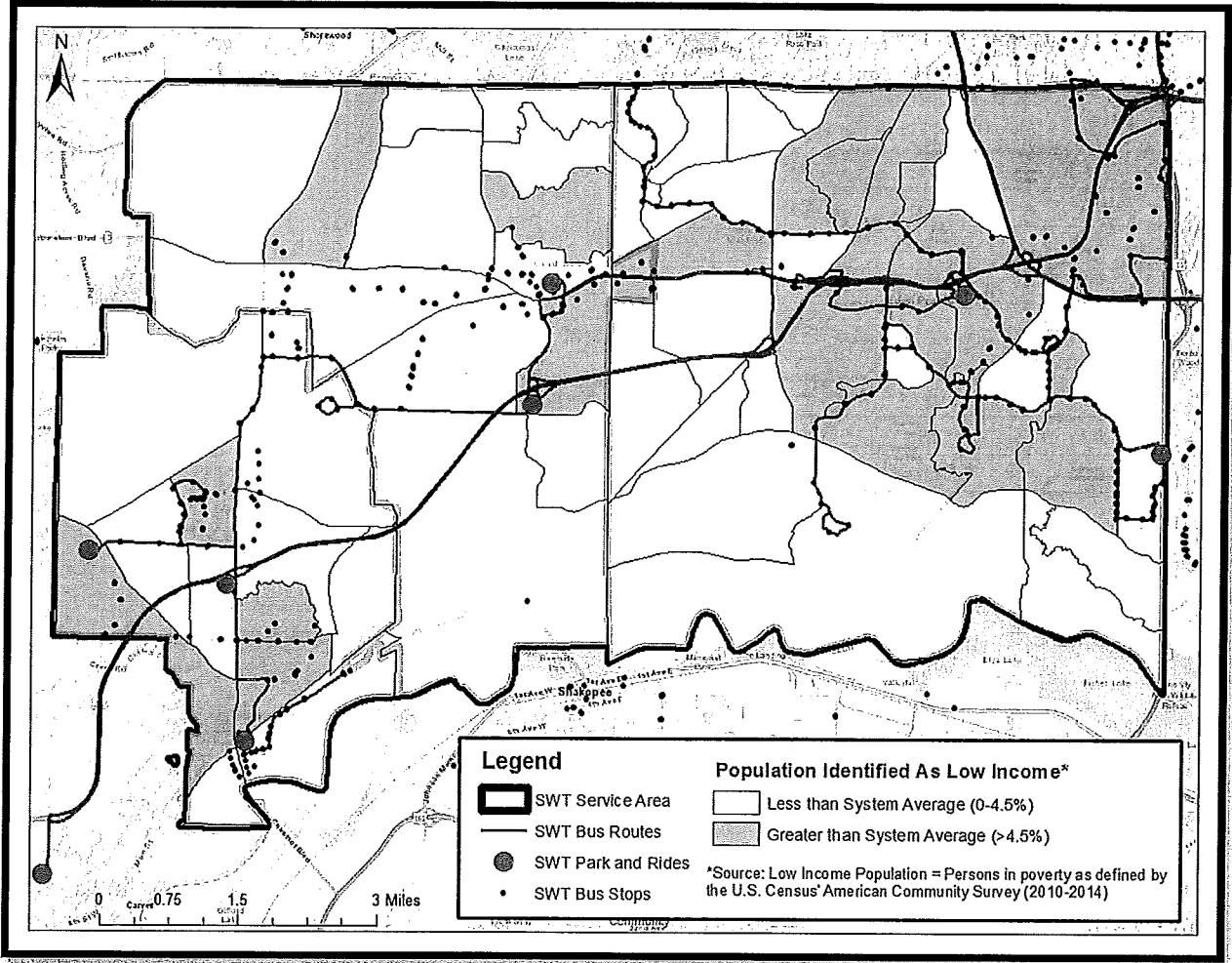
- Vehicle Assignment by Mode: SWT express service has three types of buses – 50 45 foot coaches, 13 40 foot low floor, and 2 30 foot trolley style buses. Each bus style has a different passenger capacity. Buses are assigned to specific routes and trips based on the ridership levels to help prevent standing loads. The assignments are analyzed at a minimum quarterly. For seasonal local service, SWT uses the two trolleys. Ridership is the only measure to determine which vehicles are used for specific routes. This is also dependent on the interlining of the given run and the order that the vehicles are parked in SWT garage. After the size of the bus is dictated, Dispatch assigns the first bus in line that matches the capacity criteria for the given run as it is a first in/first out garage.

XIV – Transit Provider Requirements: Demographic & Service Profile Maps & Charts

Service Area and Facilities Map – Population Identified as Minority



Service Area and Facilities Map – Population Identified as Low Income



XV – Transit Provider Requirements: Demographic Ridership & Travel Patterns

Demographic Information (collected by surveys (spring 2015))

2016 is the first year SWT is required to monitor these items. Moving forward these items will be addressed in SWT's annual Rider Survey and will be included in the next iteration of the Title VI Plan.

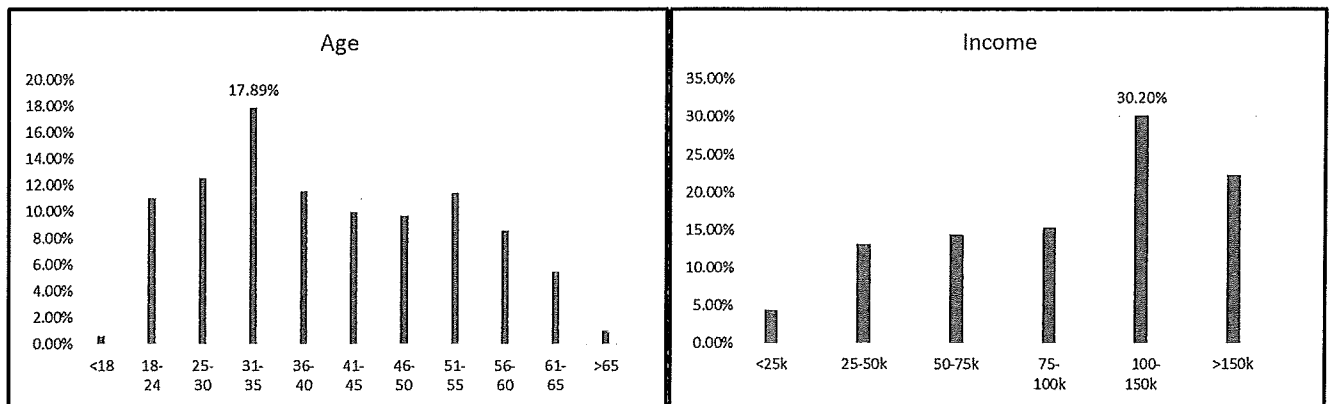
What is your gender?	
Male	Female
538	624
46.30%	53.70%

What is your age?				
<18	18-24	25-30	31-35	36-40
8	135	154	219	142
0.65%	11.03%	12.58%	17.89%	11.60%

41-45	46-50	51-55	56-60	61-65	>65
122	119	140	105	67	13
9.97%	9.72%	11.44%	8.58%	5.47%	1.06%

What is your approximate household income?					
<25k	25-50k	50-75k	75-100k	100-150k	>150k
48	142	154	165	324	239
4.48%	13.25%	14.37%	15.39%	30.22%	22.29%

What is your primary language?				
English	Spanish	Somali	Hindi	Other
1158	7	4	11	1
98.05%	0.59%	0.34%	0.93%	0.08%



Travel Patterns

Where do you normally BEGIN your trip on SWT?				
SouthWest Station P&R	SouthWest Village P&R	Chanhassen Transit Station	East Creek Station	Clover Field P&R
586	228	123	272	7
43.09%	16.77%	9.05%	20.00%	0.51%

Preserve Village P&R	Southdale Mall	Minneapolis	Other
6	13	59	67
0.44%	0.96%	4.34%	4.93%

What city do you live in?		
CITY	COUNT	%
Eden Prairie	527	38.98%
Chanhassen	225	16.64%
Chaska	211	15.61%
Others	92	6.80%
Carver	59	4.36%
Waconia	49	3.62%
Minneapolis	46	3.40%
Victoria	36	2.66%
Minnetonka	33	2.44%
Shakopee	22	1.63%
Bloomington	22	1.63%
Jordan	14	1.04%
Belle Plaine	9	0.67%
Edina	7	0.52%
TOTAL	1352	100.00%

XVI – Transit Provider Requirements: Monitoring Study Results

2016 is the first year SWT is required to monitor these items. Moving forward system wide standards will be addressed and subsequently analyzed in SWT's annual Rider Survey. Analysis results will be included in the next iteration of the Title VI Plan.

XVII – Transit Provider Requirements: Policy Development & Public Engagement Process

Effective October 1, 2012, FTA Circular 4702.1B requires transit providers located in urbanized areas of more than 200,000 who received federal funding and operate at least 50 peak vehicles, to develop two new policies:

- 1) A Major Service Change Policy, with thresholds that determine when a service equity analysis is required; and,
- 2) A Disparate Impact/Disproportionate Burden Policy, with thresholds that measure adverse impacts on minority and low-income populations.

SouthWest Transit partnered with Metropolitan Council/Metro Transit to develop the policies in **Appendix 2 and Appendix 3**.

The Major Service Change and Disparate Impact/Disproportionate Burden policies are based on existing practices used by Metropolitan Council and were reviewed by eight local advocacy groups. Additionally, policies used by transit agencies across the country were considered, including Los Angeles, CA; Washington, D.C.; Fort Worth, TX; Houston TX; Atlanta, GA; and Portland, OR.

Local public participation was available through five public hearings that were held across the region in February 2013. Comments were accepted by email, fax, mail, and/or phone, with the public comment period closing 10 days after the last public hearing. Details of the proposed policies and public hearings were also made available in the *State Register*, *Star Tribute*, *Pioneer Press*, *Finance & Commerce*, *Capitol Report*, *Anoka County Union*, *Waconia Patriot*, *Rosemount Town Pages*, *Shakopee Valley News*, *Lillie Suburban Newspaper*, *Asian American Press*, and the *MN Spokesman Recorder*. A total of five people attended the public hearings and comments were received from seven people; although, some comments did not specifically relate to the proposed Title VI policies.

The Major Service Change and Disparate Impact/Disproportionate Burden Policies will be added to SWT's planning process, with additional analyses conducted as described in the policies.

XVIII – Transit Provider Requirements: Service & Fare Equity Analysis since Previous Title VI Program

SouthWest Transit has not conducted any fare changes since the submission of the 2014 Title VI plan. SWT has also not conducted any service change that warrants a service equity analysis since the submission of the 2014 plan. For these reasons, no service and fare equity analyses have been included.

IXX - System-Wide Standards

Transit System Monitoring

For purposes of the FTA Triennial transit monitoring review, SWT will evaluate Service Standards and Policies by selecting a *sample* of minority and non-minority routes. The following steps outline the general review process.

- The SWT ridership database and the Census will be used as primary data sources.
- Census data will be used to identify the total minority and non-minority populations within a ¼ mile of fixed-route and ½ mile of transit stations.
- Population totals and ridership levels will be compared to the Service Standards and Policies to determine whether discrepancies exist and whether a disparate impact exists.
- System-wide service standards/policies will be re-evaluated as needed to ensure equitable distribution.
- The Transit System Monitoring report will be approved by the SWT Commission every three years, at a minimum.

Appendix 1: Limited English Proficiency Plan

The 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 SWT. The plan has been prepared in accordance with Title VI of the Civil Rights Acts 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, including SWT where applicable relating to SWT services and facilities.

SWT 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 SWT. 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, SWT undertook the U.S. DOT four-factor LEP analysis which considers the following:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a SWT program, activity or service.
2. The frequency with which LEP persons come in contact with SWT programs, activities or services.
3. The nature and importance of programs, activities or services provided by SWT to the LEP population.
4. The resources available to SWT and overall cost to provide LEP assistance.

Four-Factor Analysis:

1. The number or proportion of Limited English Proficiency (LEP) persons in the service area who may be served or are likely to encounter a SWT program, activity or service.

The SouthWest Transit staff reviewed the population estimates as prepared by the Metropolitan Council and determined, based on 2010 Census data that 111,243 persons live in the SWT service area (City of Eden Prairie – 60,797; City of Chanhassen – 22,952; City of Chaska – 23,770; City of Carver – 3,724). The 2007-2011 American Community Survey (ACS) is used to determine the percentage of languages other than English spoken at home, see chart below

Table 1. Age 5+ 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)				

Factor 1 also address the following items:

- a) Customers with LEP interact with SWT drivers and staff most notably by talking to the drivers and staff and the drivers and staff figure out what the questions are by taking time and being patient with the customer. In other cases family and friends also assist with the conversation. There are also community advocates that work with SWT assisting their community with communication and transportation. Finally, in extreme cases when the informal approach doesn't work, SWT will make arrangements to have an interpreter (depending on the language or hearing disability) to ensure we are able to communicate with one another and insure input and identify solutions to the questions.

- b) As can be seen in the chart above the largest of non-Caucasian are Asian followed by African American and Hispanic/Latino. Based on this data SWT will use appropriate language services.
- c) Literacy skills within each sub-group appears to be high, based on the driver surveys conducted.
- d) At this point in time, it does not appear that LEP persons are not underserved due to language barriers.

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

SWT 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. **Exhibit E** includes the driver and customer service representative surveys. **Exhibit F** contains the log to record inquiries for requests for interpreters and requests for translated SWT documents.

SWT surveyed its drivers/supervisors (receiving 43 responses) and customer service staff with the following results: summary tables and surveys attached in Exhibit E

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

SWT offers several programs for the LEP population always trying to be inclusive of all individuals including:

- A new how to ride program that is in conjunction with the three cities police departments.
- Working with the three cities' outreach departments hold listening sessions to make communication and riding the bus easier.
- Holds rider focus groups.
- Hold customer experience meetings
- Hold listening sessions at the park and ride facilities attended by, at a minimum, the CEO and COO of SWT.
- Meet with the Hispanic community sharing programs and listening for new ideas.
- Provides a Job Seekers pass to those who need it.

All of these attempts tries to be inclusive of the various communities because SWT wants them to ride its service.

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

SWT has resources that will be used for providing LEP assistance with no limitation, and has determined that it could afford a professional interpreter and translation service. To this point in time, that service has not been required.

Additionally, the SWT website has the ability to “select a language”. As is the case with most websites, all pertinent information to the rider/customer is placed on the website and the customer, no matter what language it is, is able to translate into their respective language at the press of a button.

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

Limited English Proficiency (LEP) Plan Outline

SWT will provide assistance to LEP persons who utilize SW transit services upon request. SWT is unable to tell if an individual needs assistance unless asked. However, if it helps the situation in the conversation, SWT will contact an interpreter to bridge the language gap. Currently, SWT has limited staff as well as the ability to contact a language interpreter in Spanish. This service is available by request through the customer services desk. Other languages in the SWT geographical area appear to have a strong English as a Second Language (ESL) skills.

Language Assistance Measures

Although there is a very low percentage in the SWT Service Area of LEP individuals, that is, persons who speak English “not well” or “not at all”, SWT will ensure that the following measures are in place:

- SWT 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 1) see if there is a staffer who can assist in the interpretation; if that does not work, 2) access a language assistance person. That means someone that SWT, through its outreach efforts have identified that we would contact in an effort to make the communication as easy as possible; and 3) get the customer’s name for the purpose of getting back to them and then contact the Metropolitan Council for a referral of an interpreter that meets the situation.

Staff Training

The following training will be provided to SWT staff that is directly involved with the transit services:

- Information on SWT'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 local LEP population, the SouthWest Transit-initiated outreach activities are expected to be minimal, but the following procedure will be utilized as the need arises:

- When the staff prepares a document or schedules a meeting for which the target audience is expected to consist of at least 33 percent LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population and the ability to print the alternative format. Unfortunately
- Bus schedules, maps, and other transit publications will be made available online on the SWT website where they can be translated by google translation to an alternative language.
- SWT will focus on the ethnic groups that are identified in the Four Factor Analysis section of this document with Asian being the largest group.

Monitoring and Updating the LEP Plan

SWT will update the LEP as required by U.S. DOT. At a minimum, the plan will be reviewed and updated when data from the 2020 U.S. Census is available, or when it is clear that higher concentrations of LEP individuals are present in the SouthWest Transit service area. SWT will look for additional mid census data. However, SWT will review every three years.

Dissemination of the SWT LEP Plan

A link to the SouthWest Transit LEP Plan and the Title VI Plan will be included on the SWT website, www.swtransit.org under About SWT/Transit Groups. Any person or agency with internet access will be able to access and download the plan from the SWT website. In addition, the SWT website includes the Google Translate option, which allows translation of the document on the website into numerous alternative languages. Alternatively, any person or agency may request a copy of the plan via telephone, fax,

mail, email, or in person, and shall be provided a copy of the plan at no cost. LEP individuals may request a copy of the plan in translation which SWT will provide. Questions or comments regarding the LEP Plan may be submitted to SWT as follows:

Dave Jacobson
Chief Operations Officers
SouthWest Transit
14405 W. 62nd St.
Eden Prairie, MN 55346

Appendix 2: Major Service Change Policy

SouthWest Transit (SWT) Major Service Change Policy Effective after SWT Commission Approval

The Federal Transit Administration's (FTA) updated Circular 4702.1B includes new requirements that all transit providers in an urbanized area of more than 200,000 who receive federal funding and operate at least 50 peak vehicles, establish a policy defining the threshold used to identify a major service change. The major service change threshold is used to determine when a more detailed service equity analysis is required. All increases or decreases in fixed route service that meet the major service change threshold require a Title VI Equity Analysis prior to implementation, which must be presented to SWT's Commission for consideration and recorded in SWT's Title VI Plan.

Further, the FTA requires public engagement in the decision-making process used to develop this policy. The major service change policy will be approved by SWT's Commission and incorporated into SWT's Title VI Plan.

Major Service Change Thresholds

In support of a regional approach to developing a major service change policy, SWT recommends adopting criteria in collaboration with the Metropolitan Council. Due to differences in system size and service types, the criteria below includes slight modifications that best reflect SWT's service area.

A major service change meets at least one of the following criteria:

- a) An existing route or set of routes with one or more net increases or decreases within a 12 month of more than a 25% change in the daily platform hours.
- b) A new route in a new coverage area.
- c) A system-wide restructuring of transit service.
- d) Elimination of a transit route without alternate service or a fixed route replacement.

The following service changes are exempt:

- a) Seasonal service changes.
- b) Route number or branch letter designation.
- c) Any change or discontinuation of a demonstration route within the first 24 months of operation.
- d) Changes on special service routes such as State Fair, sporting events, and special events.
- e) Route changes caused by an emergency. Emergencies include, but are not limited to, major construction, labor strikes, and inadequate fuel supplies.
- f) Any service change that does not meet the conditions of a major service change as defined above.

Appendix 3: Disparate Impact/Disproportionate Burden Policy

SouthWest Transit (SWT) Effective upon SWT Commission Approval

The Federal Transit Administration's (FTA) updated Circular 4702.1B includes new requirements that all transit providers, in an urbanized area of more than 200,000 who receive federal funding and operate at least 50 peak vehicles develop a policy for measuring disparate impacts and disproportionate burdens. The policy must include a threshold for determining when:

- 1) Adverse impacts are borne disproportionately by minority or low-income populations; and,
- 2) Benefits are not equitably shared by minority or low-income populations.

Further, the FTA requires public engagement in the decision-making process used to develop this policy, which will be approved by the SWT Commission and incorporated into SWT's Title VI Plan. The policy and threshold will be used to determine if a proposed fare change, major service change, or the triennial monitoring review of system-wide standards and policies shows evidence of potential disparate impacts and/or disproportionate burdens.

Four-Fifths Rule

In support of a regional approach to developing disparate impact and disproportionate burden policies, SWT will use the "four-fifths" rule. The "four-fifths" rule states that there could be evidence of a disparate impact or disproportionate burden if:

- Benefits are being provided to minority or low-income populations at a rate less than 80% (four-fifths) of the benefits being provided to non-minority or non-low-income populations.
- Adverse effects are being borne by non-minority or non-low-income populations at a rate less than 80% (four-fifths) of the adverse effects being borne by minority or low-income populations.

If a potential disparate impact for minority populations is found, the FTA requires agencies to analyze alternatives. A transit provider may modify the proposed change to avoid, minimize, or mitigate potential disparate impacts. A transit provider may proceed with the proposed change if there is substantial legitimate justification and no alternatives exist that would have a less disparate impact but still accomplish the provider's legitimate program goals.

If a potential disproportionate burden on low-income populations is found, the FTA requires recipients to take steps to avoid, minimize or mitigate impacts where feasible and describe alternatives to passengers affected by service or fare changes.

Exhibit A: List of Locations with Title VI Notice

Location	Date Posted	Date Updated
SouthWest Station	April 2012	November 2016
SouthWest Village	April 2012	November 2016
East Creek Station	April 2012	November 2016
Chanhassen Transit Station	April 2012	November 2016
Eden Prairie Garage	April 2012	November 2016
All Buses	April 2012	November 2016

Exhibit B: Acknowledgement of Receipt of Title VI Plan

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

I hereby acknowledge the 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 its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B.

Your signature

Print your name

Date

Exhibit D: Log of SWT Title VI Complaints

Southwest Transit is not aware of any Title VI investigations, complaints, and lawsuits filed since the previous Title VI plan was submitted. Exhibit D includes a log that would capture these investigations, complaints, and lawsuits. This information is current as of October 27th, 2016.

Investigations	Date	Summary	Status	Action Taken

Lawsuits	Date			

Complaints	Date			

Exhibit E: Limited English Proficiency Plan Surveys

SouthWest Transit Limited English Proficiency (LEP) Plan Surveys

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, SWT 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 SWT. 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 SWT's Limited English Proficiency Plan includes a driver survey to help assess the number and frequency that LEP persons use SWT. This survey will be conducted in the fall of 2016 and will include the following:

Driver Survey

Moving forward, this survey will be collected every three years to satisfy the requirements of Title VI.

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 an SWT 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 an SWT bus? _____
3. If yes to question 1, on average, how many times a week do you **provide assistance** to LEP bus riders while driving an SWT bus? _____
4. If yes to question 1, if known, please list the non-English languages spoken by the LEP bus riders you encountered on the SWT buses and please identify the issues you assisted the LEP customers with such as fares, route information, final destination, etc. ?

**SouthWest Transit
Limited English Proficiency Plan
Survey of Customer Service Reps**

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, SWT 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 SWT. 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 SWT's Limited English Proficiency Plan includes a survey to help assess the number and frequency that LEP persons use SWT. This survey will be conducted in the spring of 2016 and will include the following:

Customer Service Survey

Please complete and return to SWT Customer Service at SouthWest Station, Eden Prairie, MN

Your initials 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 a Customer Service Rep or when talking to a passenger at a transit facility?
b. _____ 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 customers?

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

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

Initials _____

Date Completed _____

Exhibit F: 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: _____

Exhibit G: Log of SWT Commission Action

- Plan adopted (below 50 peak buses) 1-23-14
- Plan pending (over 50 peak buses) 10-27-16

Exhibit H: History of SWT Title VI Plan Revisions

- Plan pending (over 50 peak buses) 10-27-16



Exhibit I: Title VI Plan Quick Facts - 2016

This report is intended to provide the Board an annual overview of SouthWest Transit's service area, transit operations, and an update on relevant Title VI elements. It is anticipated that the Board will review/approve SWT's Title VI plan every 3 years, at a minimum

Rider Survey Report - 2015 SWT Rider Survey Summary

- The primary trip purpose for **90.2%** of respondents is for work.
- **72.3%** of respondents ride the bus 5 days/week.
- **30.0%** of respondents have been riding the bus for more than 5 years

Service Area Demographics (Derived from April 1st, 2010 Population Census)

	<u>EDEN PRAIRIE</u>		<u>CHANHASSEN</u>		<u>CHASKA</u>		<u>CARVER</u>		<u>TOTAL SERVICE AREA</u>	
TOTAL POPULATION	60,797		22,952		23,770		3,724		111,243	
WHITE ALONE	81.70%	49,671	92.50%	21,231	88.10%	20,941	91.70%	3,415	85.63%	95,258
AFRICAN AMERICAN ALONE	5.60%	3,404	1.10%	253	2.50%	594	4.65%	173	3.98%	4,424
AMERICAN INDIAN/ ALASKA NATIVE ALONE	0.20%	122	0.10%	23	0.40%	95	0.00%	0	0.22%	240
ASIAN ALONE	9.20%	5,593	3.90%	895	3.70%	879	3.33%	124	6.73%	7,491
TWO OR MORE RACES	2.30%	1,398	1.50%	344	2.00%	475	8.40%	313	2.27%	2,530
HISPANIC OR LATINO	3.00%	1,824	2.30%	528	8.50%	2,020	0.75%	28	3.96%	4,400
WHITE ALONE, NOT HISPANIC OR LATINO	80.00%	48,638	91.30%	20,955	83.40%	19,824	90.95%	3,387	83.42%	92,804
PERSONS IN POVERTY	5.20%	3,161	2.90%	666	4.40%	1,046	1.20%	45	4.42%	4,918

Service Summary

YTD Ridership: **260,652** (March 2016)

On Time Performance: 2 missed trips (March 2016)

Summary of Service Changes: Addition of SouthWest Prime – an on-demand, shared ride service introduced July 2015

About Title VI

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities that receive federal funding. MVTa is committed to ensuring that no person is excluded from participation in, or denied the benefits of transit services, as protected by Title VI in Federal Transit Administration Circular 4702.1B.

Summary of Exhibit E: Limited English Proficiency Plan Surveys:

1.) In the past 30 days, do you recall coming into contact with LEP bus riders while driving a SWT bus?			
		YES - 9	NO - 39
RESPONSE #	2.) If yes to question #1, on average, how many times a week do you come INTO CONTACT with LEP bus riders?	3.) If yes to question #1, on average, how many times a week do you PROVIDE ASSISTANCE to LEP bus riders?	4.) If yes to question #1, if known, please list the non-English languages spoken by LEP bus riders you encountered on the SWT buses and please identify the issues you assisted the LEP customers with such as fares, route information, final destination, etc.?
1	once in 12 months	once in 12 months	*not a clue
2	1	1	language unknown, help with route informaton
3	0-1	0-1	Spanish and other unknown
4	0-1	0-1	language: spanish and others, helped with route and local area information
5	5+	5+	Spanish, Hindi, Somali, German
6	6	3	Spanish, Hindi, Somali
7	0-1	0-1	Spanish
8	3	3	Spanish, various Indian dialects
9	2	2	Spanish, Somali

*Survey was conducted with 48 total responses (5 by customer service representatives, 43 (out of 70) by drivers)



**SOUTHWEST TRANSIT COMMISSION
RESOLUTION #16-29
Title VI Plan Approval**

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 region undergoes a Federal Tri-Enel review that includes review of the individual agency's Title VI plan update for ethnicity and ensuring equity of delivery for fixed route services.

WHEREAS, SWT, due to its current service plan, now operates over 50 peak buses which puts the organization into a higher level of Federal reporting and planning.

WHEREAS, SWT develops a Title VI Plan with a minimum of 50 peak buses for submission to the Metropolitan Council as part of regional and Federal Transit Administration (FTA) compliance.

NOW, THEREFORE, BE IT RESOLVED,

That the SouthWest Transit (SWT) Commission approves the attached Title VI plan for the purpose of Federal and regional compliance.

ADOPTED by the SouthWest Transit Commission on October 27, 2016.

Chair

ATTEST:

Chief Executive Officer



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Steve La France, Maintenance & Facilities Director

DATE: 10/20/16

SUBJECT: SWT Emergency Preparedness Plan

REQUESTED ACTION: That the Commission adopt Resolution 16-30 approving revisions to the Agency's Emergency Preparedness Plan for 2016.

BUDGET IMPACT: This action has no intrinsic budget implications other than staff training time to optimize agency preparedness and response capabilities. Expenditures discussed in the Emergency Preparedness Plan (EPP) would be subject to standard Commission approval procedures.

BACKGROUND: The agency has had a robust EPP originating in 2002. It is updated annually to reflect any changes in conditions, communication technology infrastructure, facilities, or organizational knowledge gained through experience, research and exercises. All plans have been reviewed and altered as necessary and all agency contact lists have been updated to reflect new employees/Commissioners, position/title changes, and critical vendor modifications. The changes are highlighted below:

- **Substantive changes:** The majority of changes were administrative in nature, bringing the plan up to date with updated partnering agreements and changes in internal structure and responsibilities. Due to this year's operational experience, we have added a Public Protest Response Plan (8.8) in our EPP, in order to document procedures and actions to be sure we mitigate risk by not sending our vehicles and customers into an active protest area.
- **Administrative changes:** Names/titles and contact numbers for internal use were updated, and any current mutual aid agreements or memos of understanding were re-confirmed or revised to reflect current needs and capabilities. Please see the attached EPP Index document for the scope of the project; each plan was reviewed and administratively revised as necessary to keep it current, topical, and comprehensive.

RECOMMENDATION: That the Commission adopt Resolution 16-30 approving revisions to the Agency's Emergency Preparedness Plan for 2016.



**SOUTHWEST TRANSIT
RESOLUTION #16-30**

**A RESOLUTION ACCEPTING THE REVISIONS TO THE SOUTHWEST TRANSIT'S EMERGENCY
PREPAREDNESS PLAN FOR 2016**

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

WHEREAS, SWT is considering Revisions to SWT's Emergency Preparedness Plan For 2016; and

WHEREAS, the Emergency Preparedness Plan defines an emergency as "any unforeseen situation that threatens our employees, customers, or general public; disrupts or shuts down our operation; or causes physical or environmental damage to or from our operation"; and

WHEREAS, the plan has been reviewed and all agency contact and critical vendor lists have been updated.

NOW THEREFORE, BE IT RESOLVED, that the Commission hereby accepts the revisions to the Agency's Emergency Preparedness Plan for 2016.

ADOPTED by the Commission of SouthWest Transit on October 27, 2016.

Jay Rohe, Chairperson

ATTEST:

Len Simich, Chief Executive Officer

MEMORANDUM

TO: SouthWest Transit Board of Commissioners

FROM: Richard F. Rosow, Esq. and Joshua A. Dorothy, Esq.

DATE: October 27, 2016

RE: **Federal Transit Administration FY2016 Certifications and Assurances**

This memorandum provides a brief summary of the Federal Transit Administration's FY2016 Certifications and Assurances ("C&As"). Among other things, this memorandum identifies new laws and regulations that have been incorporated into the C&As since the FY2015 C&As.

In general, the C&As require SWT to certify that SWT and its subcontractors are complying with all applicable laws, regulations, and requirements.

Several of the categories may not apply to SWT. Even within categories that apply to SWT, several provisions may not apply to SWT. FTA does not enforce provisions that do not apply against funding recipients. Accordingly, we recommend that SWT check the single box stating: "The Applicant agrees to comply with applicable provisions of Categories 01-23."

Category 01

- 01.A. SWT's authorized representative and its attorney have authority to transact business on behalf of SWT.
- 01.B. SWT will comply with all applicable federal laws, regulations, and requirements, and the terms and conditions of agreements with FTA. SWT understands that law, regulations, and requirements may be amended, and that requirements may vary by fiscal year.
- 01.C. SWT will submit all applications for federal assistance to appropriate state and local agencies for intergovernmental review.
- 01.D. SWT will comply with applicable federal non-discrimination regulations. Note that the protected category of "sex" now expressly includes "gender identity."
- 01.E. SWT will comply with disbarment/suspension regulations. SWT and its subcontractors are not disbarred or suspended. SWT will provide a written explanation to FTA if any of SWT's subcontractors is unable to certify compliance with disbarment/suspension regulations.
- 01.F. SWT has adequate administrative resources, will make timely progress on award projects, and will adequately supervise and administer award projects. Note that the supervision requirements incorporate a new federal flood risk management standard adopted on January 30, 2015.

Category 02

No federal funds have been used in any lobbying activity, and SWT properly discloses any non-federal funds used in any lobbying activity. For the purposes of this category, lobbying activities

are attempts to influence Members of Congress, Congressional employees, or federal agency officers or employees regarding (1) requests for \$100,000 or more in federal assistance for a grant or cooperative agreement, and (2) requests for \$150,000 or more in federal assistance for a loan, line of credit, loan guarantee, or loan insurance.

Category 03

SWT's procurements and procurement systems comply with applicable federal laws, regulations, requirements, and guidance.

Category 04

- 04.A. With respect to federal funds used to acquire the property of a private transit operator or to operate in competition with or in addition to an existing public transportation operator, SWT has determined that the federal funds are essential, provided for the participation of private companies to the maximum extent feasible, and has paid just compensation for any property acquired.
- 04.B. SWT will comply with FTA's charter-service regulations.
- 04.C. SWT will comply with FTA's school-bus regulations.

Category 05

- 05.A. When procuring rolling stock, SWT conducts required pre-award and post-delivery reviews and maintains required certifications.
- 05.B. When acquiring new bus models, SWT ensures that the new model has been tested and met performance standards consistent with FTA regulations.

Category 06

If SWT operates a demand-responsive service and uses federal funds to acquire a non-accessible vehicle, SWT must offer public transportation services equivalent in level and quality of service to individuals with disabilities and individuals without disabilities.

Category 07

If SWT uses federal funds to support an Intelligent Transportation System, such system will conform to the appropriate regional architecture, standards, and protocols.

Category 08

- 08.A. SWT will not seek reimbursement for interest or financing costs, unless it is eligible and it has shown reasonable diligence in seeking most favorable financing terms.
- 08.B. SWT will not enter into a capital lease for which FTA can provide only incremental assistance unless SWT has adequate resources to meet future lease obligations without federal assistance.

Category 09

- 09.A. SWT will follow federal regulations and guidance regarding transit asset management.
- 09.B. SWT will follow federal regulations and guidance regarding safety plans.

Category 10

SWT complies with alcohol and controlled-substance testing requirements.

Category 11

If SWT receives assistance under the New Starts, Small Starts, or Core Capacity Improvement Program, it will have the capacity to carry out its program, will have control over and will maintain its equipment and facilities, will comply with planning requirements, and will comply with FTA guidance issued in August 2015.

Category 12

If SWT receives assistance under the State of Good Repair Program, it will have the capacity to carry out its program, will have control over and will maintain its equipment and facilities, and will comply with planning requirements.

Category 13

- 13.A. If SWT receives assistance under the Grants for Buses and Bus Facilities Program, it will have the capacity to carry out its program, will have control over and will maintain its equipment and facilities, will comply with planning requirements, will comply with senior fare requirements, and will have a locally developed process to solicit and consider public comment.
- 13.B. If SWT receives assistance under the Low or No Emission Vehicle Development Program, it will have the capacity to carry out its program, will have control over and will maintain its equipment and facilities, will comply with planning requirements, will comply with senior fare requirements, and will have a locally developed process to solicit and consider public comment.

Category 14

- 14.A. If SWT receives assistance under the Urbanized Area Formula Grants Program, it will have the capacity to carry out its program, will have control over and will maintain its equipment and facilities, will comply with planning requirements, will comply with senior fare requirements, will have a locally developed process to solicit and consider public comment, and will ensure that at least 1% of federal assistance will be used annually to increase lighting, camera surveillance, or other security measures.
- 14.B. If SWT receives assistance under the Passenger Ferry Grant Program, it will have the capacity to carry out its program, will have control over and will maintain its equipment and facilities, will comply with planning requirements, will comply with senior fare requirements, and will have a locally developed process to solicit and consider public comment.

Category 15

If SWT receives assistance under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program, it will comply with selection and planning requirements, allocate federal assistance on a fair and equitable basis, and will use at least 55% of federal assistance for capital projects to meet special needs of seniors and individuals with disabilities.

Category 16

- 16.A. If SWT receives assistance under the Formula Grants for Rural Areas Program, it will provide maximum feasible coordination of service, and will spend at least 15% of federal assistance per year to develop and support intercity bus transportation.
- 16.B. If SWT receives assistance under the Appalachian Development Public Transportation Assistance Program, it will use federal funds for highway purposes only after public comment.

Category 17

If SWT receives assistance under any of the Tribal Transit Programs, it will provide maximum feasible coordination of service, comply with the Buy America requirements, and it will comply with other applicable laws, regulations, and requirements.

Category 18

If SWT receives assistance under the State Safety Oversight Grant Program, it will comply with applicable regulations, and will receive an FTA certification that its program meets requirements and is adequate to promote federally mandated purposes.

Category 19

If SWT receives assistance under the Public Transportation Emergency Relief Program, it will comply with FTA regulations issued in October 2014 and other requirements as determined by FTA.

Category 20

If SWT receives assistance under the Expedited Project Delivery Pilot Program, it will have the capacity to carry out its program, will have control over and will maintain its equipment and facilities, and will comply with planning requirements.

Category 21

- 21.A. If SWT receives assistance under the Transportation Infrastructure Finance and Innovation Act Program, it will have the capacity to carry out its program, will have control over and will maintain its equipment and facilities, will comply with planning requirements, will comply with senior fare requirements, will have a locally developed process to solicit and consider public comment, will not seek reimbursement for interest or financing costs unless it is eligible and it has shown reasonable diligence in seeking most favorable financing terms, will comply with Title VI of the Civil Rights Act, and will obtain an appropriate determination under the National Environmental Policy Act.
- 21.B. If SWT receives assistance under the State Infrastructure Banks Program, it will comply with the terms of its Cooperative Agreement and Grant Agreement, will have the capacity to carry out its program, will have control over and will maintain its equipment and facilities, will comply with planning requirements, will comply with senior fare requirements, will have a locally developed process to solicit and consider public comment, and will not seek reimbursement for interest or financing costs unless it is eligible and it has shown reasonable diligence in seeking most favorable financing terms.

Category 22

If SWT receives assistance under the Transit in Parks Program, it will consult with the appropriate federal land management agency, and will comply with applicable procurement regulations.

Category 23

If SWT receives federal assistance for construction hiring financing, the project may not use a geographic, economic, or other hiring preference not otherwise authorized by federal law unless (1) a pool of readily available but unemployed qualified individuals resides in the jurisdiction where the work will be performed, (2) SWT will include provisions in its bid document ensuring that contractors do not displace existing employees to satisfy the hiring preference, and (3) any increase in the cost of labor, training, or delays resulting from the hiring preference do not delay or displace any transportation project in the Statewide Transportation Improvement Program or Transportation Improvement Program.

New Business



SOUTHWEST TRANSIT MEMORANDUM

TO: SouthWest Transit Commission

FROM: Len Simich, Gary Groen & Souriyong Souriya

DATE: October 20, 2016

SUBJECT: SouthWest Transit 2016 Amended and 2017 Preliminary Operating Budget

REQUESTED ACTION:

No action requested at this time. The Commission will be asked to approve an amended 2016 General Fund operating budget and a 2017 General Fund operating budget at the December meeting.

BUDGET IMPACT:

The General Fund accounts for all SWT activities not required to be accounted for in other funds. As such, the General Fund accounts for all SWT operating activities. The Metropolitan Council (MC) allows a 3.15% increase in operating expenditures each year. Additional expenditure budget increases beyond the 3.15% increase require MC review and approval. In addition, MC policy allows for maintaining a General Fund balance between 25% - 35% of the budgeted expenditures.

2016 Amended Budget – The Commission approved the 2016 General Fund operating budget on December 8, 2015. The General Fund budgeted revenue estimate is \$10,912,356 and the General Fund expenditure budget estimate is \$11,646,215. \$733,859 of General fund reserves were planned to be used to balance the 2016 budget.

The SWT staff monitors the budget throughout the year and has identified both revenue reductions of \$81,356 and expenditure increases of \$93,209. The net effect is the use of an additional \$174,565 of General Fund reserves for 2016. The projected fund balance is \$3,803,743 or 32.40%. The 2016 revenue budget adjustments are as follows:

- MVST revenue projections have been revised downward reducing the projected MVST revenue by \$84,000.
- RAMVST revenue projections were reduced by \$370,000. The original MC projections were based on early estimates and were revised when final information was available.
- Fare revenue has been increased \$62,644 based on service levels and the contracted service for the City of Carver.
- Miscellaneous revenue increases total \$310,000 representing an additional \$30,000 from bus wrap, \$180,000 from the City of Plymouth and \$100,000 estimated insurance dividend.

The MC approved General Fund operating budget for 2016 was approved at \$11,646,215. However, the 2016 expenditures included in vehicle maintenance include \$68,000 for drive axles supports for the 2005 (8) and 2003 (6) MCI buses retained beyond their expected replacement date, and \$39,500 to maintain used SW Prime buses (engines and transmissions). The revised 2016 expenditure budget totals \$11,739,424 including the additional vehicle maintenance costs noted. The increase in the overall operating expenditures above the original MC approved expenditure budget will require approval from the MC.

The 2016 expenditure budget adjustments are summarized in the attached schedule. The operating expenditures have been reviewed throughout the year and are detailed in the attached schedule.

2017 General Fund Preliminary Budget – The 2017 preliminary budget includes estimated revenue of \$11,471,000 and expenditures totaling \$12,219,747. The 2017 budget will require the use of \$748,747 of additional General Fund reserves. The revenue includes the estimated RAMVST of \$617,000 from the notice received from MC in August plus an additional \$879,900 to maintain the fund balance at the 25% minimum level in accordance with current policy.

The preliminary budgeted expenditures include a 3.15% increase over the 2016 MC approved budget plus \$207,000 for additional bus maintenance on those buses (2003, 2007 & 2010 MCI's) retained beyond their expected replacement date. This additional \$207,000 expenditure budget request will require MC approval. The expenditure budget includes \$11,546,770 for annual operating costs plus an additional \$672,977 (includes the \$207,000 vehicle mentioned previously) for the non recurring repair and maintenance activities for operations, facility, vehicle maintenance and administration such as computer upgrades, facility painting, roadway and ramp maintenance projects, etc.

BACKGROUND:

The SWT staff has met several times over the past five months to review the 2016 operating budget and prepare the preliminary 2017 operating budget. The staff has received preliminary MVST and RAMVST revenue estimates for 2017 and met with MC staff to discuss the RAMVST projections, fund balance policies and the approval of expenditures incurred beyond the allowable 3.15% level for the maintenance cost of vehicles retained beyond their scheduled replacement.

Based on these revenue and expenditures estimates, the General Fund Balance at December 31, 2017 is projected to be \$3,054,995 or 25.00% of the expenditures budget.

The 2017 budget assumptions are attached with this memo and will be discussed during the budget review and discussion at the October 27 Commission meeting.

RECOMMENDATION:

The 2016 amended budget and the 2017 preliminary budget are attached for your review and discussion. The Commission will be asked to approve the 2016 amended budget and the 2017 budget in December.

Attachments:

2016 Amended and 2017 Preliminary Budget Document



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Matt Fyten, Manager of Planning

DATE: October 20, 2016

SUBJECT: Remix Planning Software Agreement

REQUESTED ACTION:

That the SWT Commission approve Resolution 16-31 authorizing its CEO to enter into an agreement with Remix Software Inc. for an amount not to exceed \$66,750 over a three-year term for the purchase of transit service planning software.

BUDGET IMPACT:

The term of the agreement would be for three years from November 2016 to November 2019. Funds for the Remix software have been included in the preliminary 2017 Operations budget and will be included in future years as required. The estimated costs for 2016 (\$6,542) will come from surplus fuel funds from the current 2016 Operations budget.

BACKGROUND:

The Remix planning software is a one-of-a-kind state-of-the-art tool that will significantly increase SWT's ability to quickly and accurately formulate new service plan alternatives, determine the bus need for each service plan, accurately project the operating cost of any potential service plan, quickly analyze the demographics serviced by a particular service plan, determine how a new service interacts with the existing regional transit system, analyze the impacts of frequency changes and routing detours on existing service, and quickly conduct required Title VI analysis of both planned and existing services just to name a few.

SWT staff was first provided a demo of the Remix Software at an APTA conference in California. Staff was so impressed by the software that it requested a more in-depth demo of the software at which point SWT's Planning Department realized the Remix Software can be an incredibly powerful tool that will considerably decrease the amount of time required to compile an in-depth service plan analysis while at the same time greatly increasing the accuracy of such an analysis relative to current methods (Excel spreadsheets, Google Maps, pen and paper).

The Remix Software is currently being used by over 130 transit agencies in the U.S., including the Minnesota Valley Transit Authority, who had nothing but positive comments when asked about the utility of the Remix Software.

Staff is recommending a three-year agreement for an unlimited user license of the cloud-based Remix Software, which ensures that SWT is guaranteed use of the most recent version of the product as updates and improvements are made, which does occur frequently (14 major updates in the past two years), at no additional cost. The agreement includes customer support for the term of the agreement, which includes initial training as well as on-going support.

RECOMMENDATION:

That the SWT Commission approve Resolution 16-31 authorizing its CEO to enter into an agreement with Remix Software Inc. for an amount not to exceed \$66,750 over a three-year term for the purchase of transit service planning software.



**SOUTHWEST TRANSIT COMMISSION
RESOLUTION #16-31
REMIX PLANNING SOFTWARE AGREEMENT**

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

WHEREAS, SWT is committed to using new and innovative tools and practices that further the agency's ability to better meet its Mission.

WHEREAS, the Remix Planning Software will significantly decrease the amount of time needed to complete service planning analyses.

WHEREAS, the Remix Planning Software will greatly assist SWT in ensuring the agency's services remain Title VI compliant.

WHEREAS, the Remix Planning Software will greatly increase the accuracy and cost estimates of new service plans.

WHEREAS, the Remix Planning Software will allow SWT to better understand how new service alternatives interact with the existing regional transit system.

WHEREAS, the Remix Planning Software will allow SWT to quickly and easily understand how service modifications impact existing services and associated costs.

NOW THEREFORE BE IT RESOLVED, the SWT Commission approves Resolution 16-31 authorizing its CEO to enter into an agreement with Remix Software Inc. for an amount not to exceed \$66,750 over a three-year term for the purchase of transit service planning software.

ADOPTED by the SouthWest Transit Commission on October 27, 2016.

Chair

ATTEST:

Chief Executive Officer

Updates

Administrative Update

SWLRT – Staff continues to discuss plans and compensation with the LRT Project Office. It was anticipated an offer was going to be made in early October. The scheduled has been pushed back by Metro Transit/Metropolitan Council and because of this, staff has instructed the project office that we will not be able to accommodate any move out of our facility (given we are able to reach an agreement) any sooner than the end of October 2017. This is approximately one month later than had been requested. This timeline could slide again given when the offer is finally provided and subsequent negotiations take place. We anticipate calling a meeting of the LRT Task Force sometime in the very near future to discuss review any offer and discuss potential agreements.

Minnesota Landscape Arboretum – Starting on November 12, 2016, the Minnesota Landscape Arboretum will display a winter outdoor light exhibit by Bruce Munro. This afterhours illumination of the winter landscape will be open to the general public Thursday – Sunday. The Arboretum is expecting large weekend crowds for the exhibit, and reached out to our agency for assistance with parking and bussing to the site. The following was proposed:

- SWT would provide transit service (similar to Prime) on Saturday's and Sunday's starting Saturday, November 12.
- We are allowing 30 minutes per trip from the East Creek Ramp (Hwy 212 and 41). So if the first show is at 5pm, first bus would leave at either leave at 4:00 or 4:30pm.
- We will begin using two trolley vehicles. This allows seating for 25 per bus. With two buses, we will have 30 minute frequency (or better when leaving at the end of the night – 10pm).
- The cost to attend the exhibit and bus ride will be sold/marketed together by the Arboretum. SouthWest Transit will bill the Arboretum for each ride given (\$3 each way, same as a Prime ride). Doing it in this manner is not only more convenient to the customer, but it also helps gauge the interest where we could add another bus or two if the demand is warranted.
- SouthWest Transit will commit to providing this service through January 15th. By that time we will know if this is something we have interest in operating through the end of the exhibit.

Chanhassen/Lake Ann Property –In August staff completed the transaction with Mn/DOT to remove all deed restrictions related to the property SWT controlled off Hwy 5 in Chanhassen adjacent to Lake Ann Park (Lake Ann Property). The cost related to this action was \$500,000 which came from SWT's development reserve funds.

Removing the deed restriction gives SWT the opportunity to develop the site in a TOD fashion as well as defray costs related to constructing additional transit customer parking as required and outlined in the agreement with the Metropolitan Council as part of the construction/funding of the Chanhassen Station.

Staff with the assistance of our Broker Craig Peterson continues to market the property, and anticipates an offer to come in on the property sometime in the near future. Since a task force has been established to review the pending offer for SouthWest Station, staff would like to use the same

format/group to review and potential offer related to the Lake Ann site. Any recommendation/action request would come back to the full Commission at a later date.

Paisley Park – Staff has been working with the new management of Paisley Park to assist them with parking for the tours recently given. Besides parking, staff helped Paisley Park secure shuttle transportation from two private operators - Schmitt's and Son's and Voight's Bus Company. The City of Chanhassen is considering a request to allow additional tours to take place. Staff intends to meet with Paisley Park representatives next week to review the operations to date, and to determine if SWT will have any future role in helping them meet any transportation related needs. This will be discussed further in an upcoming work session.

2017 STA Legislative Positions – The STA is currently working on its 2017 Legislative positions. To date the following have been identified as potential issues/initiatives:

- Request the remaining \$4.5 million for the S2S demonstration project.
- Request funding for suburban transit system growth (guaranteed portion of any new funding).
- Request control of RAMVST similar to the funding authorized/ protected in the base MVST calculation.
- Governance – STA supports the right of its governing bodies to make operations decisions (service related actions as well as capital purchases), and to protect its operating area from unwanted encroachment by other transit operations.
- Capital/Regional Transit Bonds – STA supports a higher level of authorization for Regional Transit Bonds and would like guaranteed capital funding beyond matching funds for growing capital expenditures.

Operations, Planning, Facilities, Vehicle Maintenance and IT

SWT staff met with City of Minneapolis Parking for bad weather lay over location, especially for winter storms. That means that identifying a spot where the SWT buses can get to Minneapolis early so the afternoon routes can depart in a timely fashion and not be subject to traffic jams due to the weather. The location that was discussed is the area under I-94, covered by the interstate, just across the street to the west from the Minneapolis Farmer's Market. This item also ties into the Emergency Prepared Plan (EPP).

Six new MCI D4500 Coaches are expected to be delivered from the factory beginning in November. These new coaches will replace six 2003 MCI D4500 coaches which have reached the end of their 14 year useful life. These six 2003 coaches will be removed from regular revenue service and will be placed in the State Fair fleet. Currently our State Fair fleet is made up of ten 2003 Gillig Phantoms. SWT ran the wheels off these buses both during the State Fair and The Ryder Cup. Without the State Fair fleet we would not have been able to provide the level of service we did. To make room for the six 2003 coaches that are rotating into the State Fair fleet six of the 2003 Gillig Phantoms have been identified based on maintenance costs and reliability it be removed from service.

Due to an accident to Officer Janke of the Chaska Police department, travel training efforts have been delayed for a month. SWT is a co-presenter with Officer Janke at the Chaska senior housing sites. Training will again begin in November once Officer Janke heals a bit.

Parts are being ordered and install dates are being schedule for the Radio Dispatch Console and the Bus Backup Camera projects. Staff is working with Trapeze on our Standard Agreement for Contract Services.

Members of the SWT Emergency Preparedness Committee recently met with Homeland Security representatives from the Transportation Security Administration (TSA) and discussed plans to utilize the TSA's Risk Based Security initiative. The program will explore SWT's sites, processes, and procedures to mitigate current threats and vulnerabilities. The program focuses on three areas: Public Observation, Site Security Observation, and Stakeholder Engagement. At the conclusion of the risk assessment SWT will know where to focus its resources.

The project approved this past August to repair the Eden Prairie Garage A floor was completed this month. The project went very well and the floor looks great. Also underway at the garage are the Parking Lot Repair and the Maintenance Shop Interior Painting projects, both are expected to completed by mid-November.

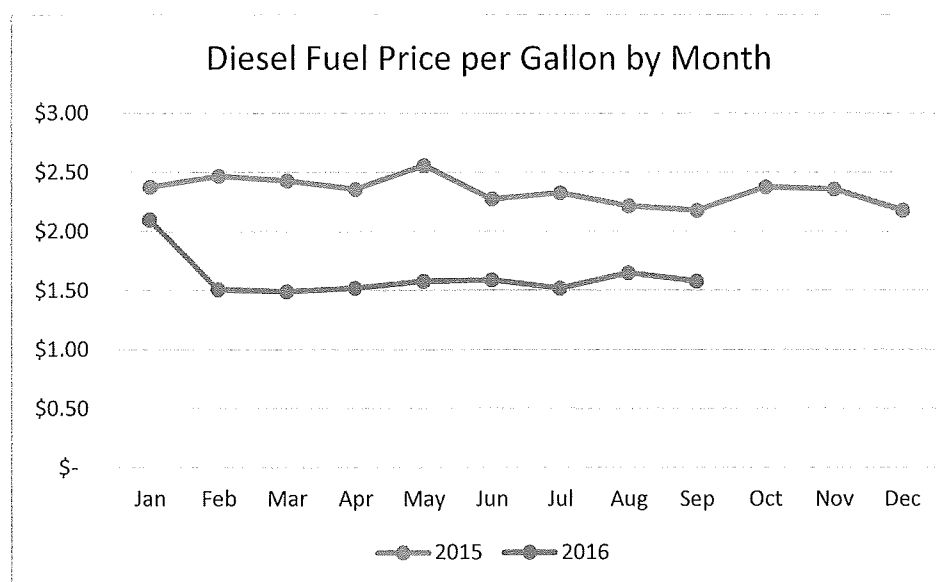
Route 687 - After the Commission's decision to try an alternative service for Route 687 service to Target North Campus before suspending the service entirely, staff convened a 687 Task Force where the vast majority of 687 riders attended to discuss possible alternatives for the service. Overall, the riders are extremely engaged and committed to doing what they can to preserve the service. They were open to all possibilities that are being considered – shortening of the route, adding a park and ride in Minnetonka to pick up more potential riders, allowing requested stops at various businesses in Plymouth and Brooklyn Park along the route as requested, and making additional efforts to promote the service. Staff is currently working on getting a park and ride secured at the Mills Church in Minnetonka (Baker Rd & Minnetonka Blvd) and has met with Target Corporate to discuss how Target can assist in promoting the service further to its employees. At the time of this update staff was waiting to hear back

from Mills Church. The goal is to get a new service lined up and ready to roll by November 1st. Staff will provide an update to the Commission on the service in January.

Plymouth Metrolink management activities are starting to wrap up as the agency's contract with the City of Plymouth is set to expire at the end of the year. Staff met with Plymouth staff to discuss how to best ensure a smooth transition of services back to the City. Both staffs are confident the transition will go smoothly. Staff also assisted in completing the biannual license plate survey of Plymouth Metrolink park and rides, as well as administered Plymouth Metrolink's Annual Customer Survey. Staff is currently working with the City on Plymouth Metrolink's Title VI Plan Update and assisting this City with creating Plymouth Metrolink's first Emergency Preparedness Plan (EPP).

Staff has completed its **Limited Holiday Service Plan** for 2016-2017. Limited service will be offered on the day after Thanksgiving, which will include very limited express service between East Creek, SouthWest Village, SouthWest Station, Downtown Minneapolis, and the U of M. SW Prime service will not operate on that day. No service of any kind will be run on Thanksgiving Day, the Monday after Christmas, and the Monday after New Year's Day as Christmas and New Year's both fall on Sundays this year.

Diesel Fuel Pricing



Marketing & Business Outreach Update:

Marketing Priorities:

- **Ryder Cup Transportation and Parking**
- **2017 Marketing Plan & Budget**

Business Outreach Priorities:

- **Carver County Businesses**
 - **Lake Region Medical**
 - **IWCO Direct**
- **Target - Brooklyn Park (Increase ridership)**

Commuter Fairs – Employee Outreach :

- **Starkey Labs**
- **Optum Campus**