

January 2021 SouthWest Transit Commission Packet

SouthWest Transit Commission Meeting

January 28, 2021

Work Session - 6:00 pm

Commission Meeting – Approx. 6:30 pm

(Upon completion of the work session)

Eden Prairie Garage

14405 West 62nd St



Payment of Claims

SOUTHWEST TRANSIT COMMISSION AGENDA

Thursday, January 28, 2021

Work Session – 6:00pm

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

Via Video or Phone

CEO will be at Eden Prairie Garage Training Room in the event any public is interested in attending in person.

Using a Computer (allows viewing of presentation and guests)

1. Go to <https://zoom.us/j/92867717593?pwd=c2hydEdLRkc5WVJFfcUtZakZNM1BsUT09>
2. Meeting Number: 928 6771 7593
3. Passcode: 794887
4. You can join the meeting 15 mins prior to work session start time.

Using a Phone (audio only)

1. Call 312 626 6799
2. Meeting Number: 928 6771 7593
3. Passcode: 794887
4. You can join the meeting 15 mins prior to start time.

NOTICE: Governor Walz has declared a peacetime emergency ([Emergency Executive Order 20-01](#)) in response to COVID-19 and the SouthWest Transit Chair has determined it is not practical or prudent to conduct an in-person Commission meeting for reasons stated in the Governor's Emergency Executive Order. Accordingly, Commission members will participate in this meeting via telephone and the Commission meeting will be conducted under Minnesota Statutes section 13D.021 at the location, date, and time stated above. Members of the public may attend the meeting in person or view [online](#). Once you have dialed into the conference, please identify yourself and mute yourself until you would like to comment.

COMMISSION MEMBERS

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

GENERAL COUNSEL

Joshua Dorothy - Attorney

EXECUTIVE STAFF

Len Simich - Chief Executive Officer
Dave Jacobson – Assistant to the CEO
Matt Fyten – Chief Operating Officer
Tony Kuykendall – Maintenance Director
Souriyong Souriya – Finance Director
Al Halaas, Director/GM - First Transit

AGENDA

Work Session – 6:00pm

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

- I. PUBLIC COMMENT and INTRODUCTION of NEW COMMISSION MEMBERS**
- II. APPROVAL OF AGENDA**
- III. PAYMENT OF CLAIMS (Rollcall Vote)**
- IV. CONSENT**
 - A. Approval of Minutes of**
 - B. Approval of Financial Statements**
 - C. Fourth-Quarter 2020 Ridership**
 - D. Designate Depositories**
 - E. Designate Official Publications**
 - F. Chanhassen Transit Station and SouthWest Village Preventive Maintenance Repairs**
 - G. Garage Door Replacement**
 - H. Purchase Additional Bus Air Purification Systems**
- V. NEW BUSINESS**
 - A. State of the Agency and 2021 Agency Goals/Major Work Tasks – L. Simich**
 - B. Updated Internal Controls – M. Fyten, S. Souriya, L. Simich**
 - C. Grant Application for Electric Vehicles – M. Fyten**
 - D. Recommended Employee Manual Policy Changes - Simich**
 - E. 2020 Agency Awards – L. Simich**
- VI. UPDATES**
- VII. ADJOURNMENT**

SouthWest Transit

12/03/2020 Thru 01/19/2021

Meeting Date: 01/2/2021

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
6557	ALLSTATE PETERBILT	Vehicle Parts	12/3/20	\$ 1,375.15
6558	BARTON SAND & GRAVEL CO.	Building Supplies	12/3/20	\$ 64.15
6559	BATTERIES PLUS	LED light replacement	12/3/20	\$ 11,638.50
6560	BLUETARP FINANCIAL, INC.	Building Supplies	12/3/20	\$ 1,730.37
6561	COSTCO WHOLESALE	Building Supplies	12/3/20	\$ 500.00
6562	CRYTEEL	Vehicle Parts	12/3/20	\$ 120.90
6563	MICHAEL DARTT	Expense Reimb - Covid Testing	12/3/20	\$ 150.00
6564	DELEGARD TOOL COMPANY	Vehicle Parts	12/3/20	\$ 5,530.60
6565	EARL F. ANDERSEN	Building Supplies	12/3/20	\$ 105.30
6566	FRANZ REPROGRAPHICS	Monthly Project Fee	12/3/20	\$ 100.00
6567	GRAINGER	Vehicle Supplies	12/3/20	\$ 717.94
6568	GREGERSON, ROSOW, JOHNSON & NILAN, LTD	Professional Services- Legal Fees	12/3/20	\$ 7,672.10
6569	JOHN HAGGENMILLER	Expense Reimb - Covid Testing	12/3/20	\$ 150.00
6570	ADAM HEGEHOLZ	Expense Reimb - Covid Testing	12/3/20	\$ 300.00
6571	HOGLUND BODY & EQUIPMENT, INC.	Vehicle Repair	12/3/20	\$ 3,167.48
6572	HOGLUND BUS COMPANY	Vehicle Parts	12/3/20	\$ 595.97
6573	HOME DEPOT CREDIT SERVICES	Building Supplies	12/3/20	\$ 2,530.59
6574	LANO EQUIPMENT, INC.	Vehicle Parts	12/3/20	\$ 386.72
6575	KIM LANPHER	Shoe Reimbursement	12/3/20	\$ 44.99
6576	LUBE-TECH & PARTNERS, LLC	Vehicle Supplies	12/3/20	\$ 4,182.14
6577	MENARDS	Building Supplies	12/3/20	\$ 46.16
6578	M-K GRAPHICS	A/P Checks Printing Service	12/3/20	\$ 302.05
6579	MN DEPT OF LABOR & INDUSTRY	Elevator Services	12/3/20	\$ 90.00
6580	POPP COMMUNICATIONS	Telephone Payment	12/3/20	\$ 2,317.48
6581	PRIORITY COURIER EXPERTS	Courier Service	12/3/20	\$ 42.32
6582	PUMP AND METER SERVICES, INC	Building Maintenance	12/3/20	\$ 372.50
6583	REPUBLIC SERVICES #894	Trash Removal	12/3/20	\$ 1,024.07
6584	ROYAL TIRE INC.	Tires	12/3/20	\$ 537.56
6585	ERIC SCHUMAN	Expense Reimb - Covid Testing	12/3/20	\$ 166.10
6586	JAKE SIMICH	Expense Reimb - Covid Testing	12/3/20	\$ 150.00
6587	SOCIAL INDOOR	SWT Advertising	12/3/20	\$ 2,000.00
6588	SW METRO CHAMBER OF COMMERCE	Membership Dues	12/3/20	\$ 603.00
6589	THE AFTERMARKET PARTS COMPANY	Vehicle Parts	12/3/20	\$ 329.21
6590	T-MOBILE	Bus Wifi Service	12/3/20	\$ 3,577.90
6591	TWIN CITY GARAGE DOOR CO.	Garage Door Repair	12/3/20	\$ 521.70
6592	UHL COMPANY, INC.	Infrared Heating	12/3/20	\$ 27,413.00
6593	UNIFIRST CORPORATION	Uniform Service	12/3/20	\$ 75.81
6594	WINTHROP & WEINSTINE, PA	Prof Fee- Legislative	12/3/20	\$ 4,000.00
6595	XCEL ENERGY	Utilities Payment	12/3/20	\$ 778.04
6596	LAWRENCE BRAUCHLE	Best Program	12/9/20	\$ 100.00
6597	CENTERPOINT ENERGY	Heating Payment	12/9/20	\$ 2,678.67
6598	CENTURYLINK	Telephone Payment	12/9/20	\$ 120.30
6599	CENTURYLINK	Telephone Payment	12/9/20	\$ 462.33
6600	CITY OF CHASKA UTILITY BILLING	Utilities Payment	12/9/20	\$ 1,559.11
6601	DENNIS DUNNE	Best Program	12/9/20	\$ 100.00
6602	RONALD FLOREA	Best Program	12/9/20	\$ 100.00
6603	NICHOLAS GORDON	Best Program	12/9/20	\$ 100.00
6604	PAUL HAEG	Best Program	12/9/20	\$ 100.00
6605	RON HIBEN	Best Program	12/9/20	\$ 100.00
6606	MEDIACOM	Cable Payment	12/9/20	\$ 375.91
6607	ROBERT MELLANG	Best Program	12/9/20	\$ 100.00
6608	JON RUKAVINA	Best Program	12/9/20	\$ 100.00

SouthWest Transit				
12/03/2020 Thru 01/19/2021				
Meeting Date: 01/2/2021				
Payment of Claims				
Check Number	Vendor Name	Description	Check Date	Check Amount
6609	ACE SECURITY TECHNOLOGIES	ECS Door Lock Repair	12/16/20	\$ 911.00
6610	ALLIED UNIVERSAL SECURITY SERV	Parking Ramp Security Patrol	12/16/20	\$ 583.50
6611	ALLSTATE PETERBILT	Vehicle Parts	12/16/20	\$ 515.87
6612	BA SERVICES LLC	Building Supplies	12/16/20	\$ 965.88
6613	BATTERIES PLUS	Building Supplies	12/16/20	\$ 538.65
6614	BTR OF MINNESOTA	Vehicle Parts	12/16/20	\$ 204.76
6615	CENTERPOINT ENERGY	Heating Payment	12/16/20	\$ 301.73
6616	CENTURYLINK	Telephone Payment	12/16/20	\$ 61.04
6617	CINTAS CORPORATION #470	Uniforms - Cintas	12/16/20	\$ 35.00
6618	CITY OF EDEN PRAIRIE	Utilities Payment	12/16/20	\$ 847.54
6620	DACOTAH PAPER CO.	Vehicle Supplies	12/16/20	\$ 327.59
6621	MICHAEL DARTT	Uniform - Reimbursement	12/16/20	\$ 100.00
6622	DEPARTMENT OF PUBLIC SAFETY	Vehicle Parts	12/16/20	\$ 62.50
6623	EDEN PRAIRIE LOCAL NEWS	SWT Advertising	12/16/20	\$ 250.00
6624	FACTORY MOTOR PARTS COMPANY	Vehicle Parts	12/16/20	\$ 808.98
6625	FIDELITY SECURITY LIFE INSURANCE CO.	Fidelity Security Life - EyeMed	12/16/20	\$ 416.82
6626	MATTHEW FYTEN	Expense Reimb - Covid Testing	12/16/20	\$ 150.00
6627	GRAINGER	Shop Tools	12/16/20	\$ 152.88
6628	HOGLUND BODY & EQUIPMENT, INC.	Vehicle Repair	12/16/20	\$ 927.00
6629	HOGLUND BUS COMPANY	Vehicle Parts	12/16/20	\$ 562.73
6630	KYLE JACKELS	Uniform - Reimbursement	12/16/20	\$ 124.00
6631	JANEX, INC.	Bus Wash Supplies	12/16/20	\$ 3,185.80
6632	KLOOS ELECTRIC, INC.	Electric Repair	12/16/20	\$ 4,376.71
6633	LANO EQUIPMENT, INC.	Building Equipment	12/16/20	\$ 2,200.00
6634	LEAGUE MN CITIES INS. TRUST	Insurance Deductible	12/16/20	\$ 4,816.24
6635	LOCAL GOVERNMENT INFORMATION SYSTEMS	Finance Software Lease	12/16/20	\$ 11,379.00
6636	LUTHER BROOKDALE CHEVROLET	Fleet Parts	12/16/20	\$ 1,342.42
6637	MENARDS	Building Supplies	12/16/20	\$ 1,303.75
6638	STEVEN MICHAEL	Building Supplies - Reimbursement	12/16/20	\$ 34.99
6639	MICRO CENTER	IT Supplies	12/16/20	\$ 664.97
6640	MN DEPT OF LABOR & INDUSTRY	Elevator permit	12/16/20	\$ 200.00
6641	MRA - THE MANAGEMENT ASSOCIATION	Membership Renewal	12/16/20	\$ 800.00
6642	MVEC, MINNESOTA VALLEY ELECTRIC COOP	Utilities Payment	12/16/20	\$ 2,866.78
6643	NAPA AUTO PARTS	Vehicle Parts	12/16/20	\$ 33.68
6644	NCPERS MINNESOTA	Life Insurance	12/16/20	\$ 64.00
6645	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	12/16/20	\$ 688.79
6646	PPG ARCHITECTURAL FINISHES	Garage Expansion Supplies	12/16/20	\$ 6,805.68
6647	ROYAL TIRE INC.	Tires	12/16/20	\$ 1,324.36
6648	RSM US PRODUCT SALES LLC	IT Services	12/16/20	\$ 186.00
6649	JON RUKAVINA	Shoe - Reimbursement	12/16/20	\$ 50.00
6650	SCHINDLER ELEVATOR CORP.	Elevator Maintain	12/16/20	\$ 2,343.72
6651	ERIC SCHUMAN	Misc. Supplies Reimbursement	12/16/20	\$ 211.53
6652	LEN SIMICH	Misc. Supplies Reimbursement	12/16/20	\$ 290.91
6653	SNAP-ON TOOLS	Vehicle Tools	12/16/20	\$ 1,720.44
6654	SPECIALTY SOLUTIONS LLC	Building Supplies	12/16/20	\$ 1,914.24
6655	SUBURBAN CHEVROLET	Fleet Parts	12/16/20	\$ 1,746.17
6656	SYNCB AMAZON	Shop Tools	12/16/20	\$ 1,056.26
6657	TASC	Retiree - Admin Fees	12/16/20	\$ 51.78
6658	TECHSTAR IT SOLUTIONS	IT Managed Services	12/16/20	\$ 14,251.50
6659	THE AFTERMARKET PARTS COMPANY	Fleet Parts	12/16/20	\$ 5,492.39
6660	UHL COMPANY, INC.	AtmosAir installed	12/16/20	\$ 22,162.50
6661	UNIFIRST CORPORATION	Uniforms	12/16/20	\$ 133.80

South West Transit
12/03/2020 Thru 01/19/2021

Meeting Date: 01/2/2021

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
6662	US BANK	Copier Lease	12/16/20	\$ 847.00
6663	VERIZON WIRELESS	Wireless phone	12/16/20	\$ 105.03
6664	WINTHROP & WEINSTINE, PA	Prof Fee- Legislative	12/16/20	\$ 8,000.00
6665	XCEL ENERGY	Utilities Payment	12/16/20	\$ 93.87
6666	ZAHL PETROLEUM MAINTENANCE CO.	Fuel Tank Maintain	12/16/20	\$ 1,288.17
6667	GARY A. GROEN	Merit Performance Pay	12/17/20	\$ 100.00
6668	DAVE JACOBSON	Merit Performance Pay	12/17/20	\$ 100.00
6669	HASSEN JAMA	Merit Performance Pay	12/17/20	\$ 100.00
6670	MICHAEL SIMICH	Merit Performance Pay	12/17/20	\$ 100.00
6671	DAVID WHITE	Merit Performance Pay	12/17/20	\$ 50.00
6672	COMCAST BUSINESS	Cable Payment	12/22/20	\$ 328.51
6673	FIRST TRANSIT, INC.	Operating Expenses	12/22/20	\$ 186,829.48
6674	XCEL ENERGY	Utilities Payment	12/22/20	\$ 1,651.74
6675	ADVANTAGE COATING	Garage Expansion-Project 017	12/29/20	\$ 19,033.16
6676	ATOMIC RECYCLING	Garage Expansion	12/29/20	\$ 704.50
6677	AVI SYSTEMS, INC.	Garage Expansion-Project 017	12/29/20	\$ 5,200.90
6678	AXEL H. OHMAN, IMC.	Garage Expansion-Project 017	12/29/20	\$ 27,822.40
6679	BIFFS, INC.	Garage Expansion	12/29/20	\$ 402.25
6680	BIG-D CONSTRUCTION MIDWEST LLC	Garage Expansion-Project 016	12/29/20	\$ 54,022.80
6681	BITUMINOUS ROADWAYS, INC.	Garage Expansion-Project 017	12/29/20	\$ 10,276.65
6682	CE CONTRACT	Garage Expansion-Project 017	12/29/20	\$ 3,199.43
6683	CINTAS CORPORATION #470	Uniform Service	12/29/20	\$ 179.34
6684	CUSTOM CASEWORKS	Garage Expansion-Project 015	12/29/20	\$ 6,777.91
6685	DEEP FOUNDATION GROUP LLC	Garage Expansion-Project 017	12/29/20	\$ 1,938.62
6686	GAGE BROS. CAULKING, INC.	Garage Expansion-Project 017	12/29/20	\$ 5,028.00
6687	INDIGO SIGNWORKS	Garage Expansion-Project 017	12/29/20	\$ 799.56
6688	INTEGRATED PAINTING SOLUTIONS	Garage Expansion-Project 017	12/29/20	\$ 612.76
6689	JACKSON & ASSOCIATES LLC	Garage Expansion-Project 017	12/29/20	\$ 5,254.64
6690	KLOOS ELECTRIC, INC.	Garage Expansion-Project 017	12/29/20	\$ 49,294.86
6691	KREMER & DAVIS, INC.	Garage Expansion-Project 017	12/29/20	\$ 295.00
6692	LAFORCE, INC.	Garage Expansion-Project 017	12/29/20	\$ 2,803.91
6693	LEON'S COUNTERTOPS	Garage Expansion-Project 017	12/29/20	\$ 130.50
6694	MINNKOTA ARCHITECTURAL PRODUCTS	Garage Expansion-Project 017	12/29/20	\$ 49,580.25
6695	NORD EXCAVATING, INC.	Garage Expansion-Project 017	12/29/20	\$ 4,140.51
6696	NORTH COUNTRY CONCRETE, INC.	Garage Expansion-Project 017	12/29/20	\$ 872.50
6697	NORTHERN GLASS & GLAZING INC.	Garage Expansion-Project 017	12/29/20	\$ 10,420.50
6698	OVERHEAD DOOR CO.	Garage Expansion-Project 017	12/29/20	\$ 1,308.55
6699	PETERSON SHEET METAL, INC.	Garage Expansion-Project 015	12/29/20	\$ 13,613.31
6700	RED CEDAR STEEL ERECTORS, INC.	Garage Expansion-Project 015	12/29/20	\$ 13,903.75
6701	RTL CONSTRUCTION, INC	Garage Expansion-Project 017	12/29/20	\$ 6,432.01
6702	SIEMENS INDUSTRY, INC.	Garage Expansion-Project 017	12/29/20	\$ 27,582.25
6703	TARACON PRECAST LLC	Garage Expansion-Project 017	12/29/20	\$ 184.00
6704	THYSSENKRUPP ELEVATOR	Garage Expansion-Project 017	12/29/20	\$ 10,103.88
6705	TOTAL FIRE PROTECTION INC.	Garage Expansion-Project 017	12/29/20	\$ 3,578.85
6706	TWIN CITY ACOUSTICS	Garage Expansion-Project 017	12/29/20	\$ 1,319.69
6707	VALUE PLUS FLOORING, INC.	Garage Expansion-Project 017	12/29/20	\$ 12,830.75
6708	EMAINT ENTERPRISES, LLC	User Licenses Fees	1/4/21	\$ 5,520.00
6709	A TO Z RENTAL CENTER	Propane for the forklift	1/4/21	\$ 52.00
6710	ABC BUS COMPANIES	Vehicle Parts	1/4/21	\$ 609.63
6711	ALLSTATE PETERBILT	Vehicle Parts	1/4/21	\$ 2,822.83
6712	BRIAN BERG	Merit Performance Pay	1/4/21	\$ 100.00
6713	CENTERPOINT ENERGY	Heating Payment	1/4/21	\$ 3,292.20

South West Transit
12/03/2020 Thru 01/19/2021

Meeting Date: 01/2/2021

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
6714	CENTURYLINK	Telephone Payment	1/4/21	\$ 120.30
6715	CENTURYLINK	Telephone Payment	1/4/21	\$ 462.33
6716	JON CHRISTENSON	Misc. Supplies Reimbursement	1/4/21	\$ 62.20
6717	CINTAS CORPORATION #470	Uniforms - Cintas	1/4/21	\$ 214.34
6718	CITY OF CHASKA UTILITY BILLING	Utilities Payment	1/4/21	\$ 1,682.16
6719	CRYTEEL	Vehicle Parts	1/4/21	\$ 158.03
6720	CUMMINS NPOWER, LLC	Vehicle Parts	1/4/21	\$ 1,512.31
6721	DIESEL COMPONENTS INC.	Vehicle Supplies	1/4/21	\$ 375.82
6722	DUKE AERIAL, INC.	Lift Inspection Service	1/4/21	\$ 1,087.50
6723	ECOINVENTIONS / TOTH GROUP COMPANIES	Vehicle Parts	1/4/21	\$ 2,685.00
6724	EDEN PRAIRIE CHAMBER OF COMMER	Luncheon Meeting via zoom	1/4/21	\$ 25.00
6725	EDEN PRAIRIE NEWS	SWT Advertising	1/4/21	\$ 2,427.44
6726	FACTORY MOTOR PARTS COMPANY	Vehicle Parts	1/4/21	\$ 179.98
6727	DAWN FAUE	Training - Dispatch	1/4/21	\$ 199.00
6728	FLEETPRIDE	Vehicle Parts	1/4/21	\$ 41.00
6729	FORKLIFTS OF MINNESOTA, INC.	Building Maintenance	1/4/21	\$ 5,823.00
6730	FRANZ REPROGRAPHICS	Monthly Project Fee	1/4/21	\$ 100.00
6731	GRAINGER	Building Supplies	1/4/21	\$ 1,689.54
6732	GUARDIAN MECHANICAL SERVICE INC.	Vehicle Parts	1/4/21	\$ 513.75
6733	HOGLUND BODY & EQUIPMENT, INC.	Vehicle Repair	1/4/21	\$ 3,627.90
6734	HOGLUND BUS COMPANY	Vehicle Parts	1/4/21	\$ 565.46
6735	LANO EQUIPMENT, INC.	Equipment Repair	1/4/21	\$ 303.56
6736	MATRIX TRUST COMPANY	Veba Contributions 2020	1/4/21	\$ 5,700.00
6737	MEDIACOM	Cable Payment	1/4/21	\$ 375.91
6738	MENARDS	Building Supplies	1/4/21	\$ 240.45
6739	METRO SALES INC.	Copier Maintenance	1/4/21	\$ 1,512.64
6740	METROPOLITAN FORD OF EDEN PRAIRIE	Vehicle Parts	1/4/21	\$ 439.60
6741	MINNESOTA SECRETARY OF STATE - NOTARY	Notary-Souriyong	1/4/21	\$ 120.00
6742	NCPERS MINNESOTA	Life Insurance	1/4/21	\$ 64.00
6743	OFFICE DEPOT	Office Supplies	1/4/21	\$ 311.98
6744	O'REILLY AUTOMOTIVE, INC.	Shop Supplies	1/4/21	\$ 64.33
6745	OSI ENVIRONMENTAL, INC.	Used Anti-Freeze Disposal	1/4/21	\$ 75.00
6746	POPP COMMUNICATIONS	Telephone Payment	1/4/21	\$ 2,317.38
6747	ROYAL TIRE INC.	Tires	1/4/21	\$ 621.49
6748	ERIC SCHUMAN	Misc. Supplies Reimbursement	1/4/21	\$ 13.80
6749	SD PROMOTIONS	SWT Uniforms	1/4/21	\$ 2,430.00
6750	SEON SYSTEMS SALES INC.	Camera Installation	1/4/21	\$ 6,060.00
6751	LEN SIMICH	Misc. Supplies Reimbursement	1/4/21	\$ 1,093.54
6752	SNAP-ON TOOLS	Vehicle Tools	1/4/21	\$ 5,358.95
6753	SPORTWORKS NORTHWEST, INC.	Vehicle Parts	1/4/21	\$ 57.87
6754	SSI MN TRANCHE 1 ACT 10322006	Subscription US Solar	1/4/21	\$ 1,669.76
6755	SSI MN TRANCHE 3 ACCT: 10327096	US Solar Subscription	1/4/21	\$ 260.12
6756	SUBURBAN CHEVROLET	Vehicle Parts	1/4/21	\$ 35.52
6757	SUMMIT COMPANIES	Garage Expansion	1/4/21	\$ 422.00
6758	TASC	FSA/HAS Service Fees	1/4/21	\$ 172.25
6759	THE SHERWIN-WILLIAMS CO	Building Supplies	1/4/21	\$ 118.88
6760	T-MOBILE	Bus Wifi	1/4/21	\$ 3,693.61
6762	JOE TOWNSEND	Payroll - Reimbursement	1/4/21	\$ 144.99
6763	ULINE ATTN: ACCOUNTS RECEIVABLE	Building Supplies	1/4/21	\$ 120.51
6764	UNIFIRST CORPORATION	Uniforms	1/4/21	\$ 133.80
6765	US BANK	Copier Lease	1/4/21	\$ 1,467.90
6766	VERIZON WIRELESS	Wireless phone	1/4/21	\$ 1.42

SouthWest Transit				
12/03/2020 Thru 01/19/2021				
Meeting Date: 01/2/2021				
Payment of Claims				
Check Number	Vendor Name	Description	Check Date	Check Amount
6767	VISUAL IMPACT, LLC	Drivers Barriers	1/4/21	\$ 36,094.00
6768	WECAB	Donation	1/4/21	\$ 1,500.00
6769	XCEL ENERGY	Utilities Payment	1/4/21	\$ 1,081.42
6770	MINNESOTA SECRETARY OF STATE - NOTARY	Notary-Jake	1/4/21	\$ 120.00
6771	SOUTHWEST TRANSIT	Funds Transfer to ICS Money Market Acct	1/5/21	\$ 2,500,000.00
6772	AMAURY TORRES	Merit Performance Pay	1/8/21	\$ 100.00
6773	ACRYLIC DESIGN ASSOCIATES	Protective Shields	1/12/21	\$ 13,023.75
6774	ALLSTATE PETERBILT	Vehicle Parts	1/12/21	\$ 468.45
6775	BERGANKDV	Professional Services - Audit Service	1/12/21	\$ 792.00
6776	BIG-D CONSTRUCTION MIDWEST LLC	SWT Bridge Repair	1/12/21	\$ 104,841.00
6777	CENTERPOINT ENERGY	Heating Payment	1/12/21	\$ 344.61
6778	CITY OF CHANHASSEN	Utilities Payment	1/12/21	\$ 791.82
6779	CITY OF EDEN PRAIRIE	Utilities Payment	1/12/21	\$ 2,655.94
6780	DIVERSIFIED PLUMBING & HEATING, INC.	Plumbing Service	1/12/21	\$ 2,677.50
6781	ECOLAB FOOD SAFETY SPECIALTIES	Covid Supplies	1/12/21	\$ 1,127.75
6782	EDEN PRAIRIE CHAMBER OF COMMER	Luncheon Meeting via zoom	1/12/21	\$ 25.00
6783	FIRST TRANSIT, INC.	Operating Expenses	1/12/21	\$ 237,068.61
6784	GO INTELLECTUAL CAPITAL, LLC	Consulting Services	1/12/21	\$ 550.00
6785	GRAINGER	Building Supplies	1/12/21	\$ 78.12
6786	GREEN LIGHTS RECYCLING, INC.	Recycling Service	1/12/21	\$ 600.96
6787	GREGERSON, ROSOW, JOHNSON & NILAN, LTD	Professional Services - Legal Fees	1/12/21	\$ 9,343.02
6788	GUARDIAN PEST SOLUTIONS, INC.	Pest Control	1/12/21	\$ 65.00
6789	HEALTHPARTNERS	Heath and Dental Insurance Premium Nov-Jan 2021	1/12/21	\$ 80,750.74
6790	LEAGUE MN CITIES INS. TRUST	2nd Installment Insurance Premium	1/12/21	\$ 77,338.00
6791	METRO TRANSIT ACCOUNTS RECEIVABLE	Farebox Repair	1/12/21	\$ 6,719.54
6792	MVEC, MINNESOTA VALLEY ELECTRIC COOP	Utilities Payment	1/12/21	\$ 3,922.50
6793	OFFICE DEPOT	Office Supplies	1/12/21	\$ 107.33
6794	PINNACLE ENGINEERING	Building Maintenance	1/12/21	\$ 2,579.25
6795	REPUBLIC SERVICES #894	Trash Removal	1/12/21	\$ 1,213.27
6796	RSM US PRODUCT SALES LLC	Workstation AntiVirus	1/12/21	\$ 547.00
6800	US BANK	Office Equipment Lease	1/12/21	\$ 310.80
6801	COMCAST BUSINESS	Fiber Service	1/12/21	\$ 3,731.27
			TOTAL	\$ 3,905,112.42
	ACH Withdraws			
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	12/7/20	\$ 10,488.90
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	12/11/20	\$ 3,448.85
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	12/21/20	\$ 5,374.65
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	12/31/20	\$ 16,812.46
	MET COUNCIL RETAILSALe CPOS SW	Go To Card Reimbursement	12/4/20	\$ 105.00
	MET COUNCIL RETAILSALe CPOS SW	Go To Card Reimbursement	12/11/20	\$ 245.00
	MET COUNCIL RETAILSALe CPOS SW	Go To Card Reimbursement	12/18/20	\$ 210.00
	MET COUNCIL RETAILSALe CPOS SW	Go To Card Reimbursement	12/28/20	\$ 245.00
	MET COUNCIL RETAILSALe CPOS SW	Go To Card Reimbursement	1/4/21	\$ 526.00
	MET COUNCIL RETAILSALe CPOS SW	Go To Card Reimbursement	1/8/21	\$ 125.00
	MET COUNCIL RETAILSALe CPOS SW	Go To Card Reimbursement	1/15/21	\$ 505.00
	JPMORGAN CHASE BANK, N.A.	Wire Transfer to Escrow Account Capital Lease	12/30/20	\$ 5,281,525.82
	PITNEY BOWES POSTEDGE 44272615	Prepaid postage	1/7/21	\$ 500.00
	HAY DOBBS	Payment	12/15/20	\$ 169,931.11
	HAY DOBBS	Payment	12/22/20	\$ 233,555.74
	STATE OF MINN ST OF MN 0071032888	Wage Garanishment	12/7/20	\$ 1,207.20
	STATE OF MINN ST OF MN 0071320121	Wage Garanishment	1/4/21	\$ 696.33

SouthWest Transit				
12/03/2020 Thru 01/19/2021				
Meeting Date: 01/2/2021				
Payment of Claims				
Check Number	Vendor Name	Description	Check Date	Check Amount
	FLAGSHIP BANK	Monthly Banking Fees	12/31/20	\$ 50.00
	FLAGSHIP BANK	Misc. Bank fees	1/12/21	\$ 105.00
	ADP, INC	Payroll Service	12/28/20	\$ 858.98
	PAYPAL TRANSFER TSHEETS	Payroll Time cards fees	12/14/20	\$ 224.00
	PAYPAL TRANSFER TSHEETS	Payroll Time cards fees	1/12/21	\$ 224.00
	CARDMEMBER SERV WEB PYMT	Credit Card Payment Meetings & Misc.	12/23/20	\$ 3,123.34
		TOTAL		\$ 5,730,087.38
	Payroll			
	ADP, INC.	Payroll	12/11/20	\$ 94,629.27
	ADP, INC.	Payroll	12/25/20	\$ 74,562.52
	ADP, INC.	Payroll	1/8/21	\$ 81,402.45
		TOTAL		\$ 250,594.24
	Monthly Reimbursement included in payroll totals			
	Jon Christenson	Cell Phone Allowance		\$ 50.00
	Mike Dartt	Cell Phone Allowance		\$ 50.00
	Matt Fyten	Cell Phone Allowance		\$ 50.00
	Dave Jacobson	Cell Phone Allowance		\$ 50.00
	Dave Jacobson	Car Allowance		\$ 175.00
	Jason Kirsch	Cell Phone Allowance		\$ 50.00
	Tony Kuykendall	Cell Phone Allowance		\$ 50.00
	John Haggemiller	Cell Phone Allowance		\$ 50.00
	Ben Schuler	Cell Phone Allowance		\$ 50.00
	Kory Simich	Cell Phone Allowance		\$ 50.00
	Joe Towson	Cell Phone Allowance		\$ 50.00
	Justin Ambroz	Cell Phone Allowance		\$ 50.00
	Connor Froemming	Cell Phone Allowance		\$ 50.00
	Tom Glendenning	Cell Phone Allowance		\$ 50.00
	Evan Rozelle	Cell Phone Allowance		\$ 50.00
	Kyle Jackels	Cell Phone Allowance		\$ 50.00
	Len Simich	Cell Phone Allowance		\$ 85.00
	Len Simich	Car Allowance		\$ 712.00
	Kevin Berg	Tools Allowance		\$ 100.00
	Ben Green	Tools Allowance		\$ 100.00
	Dave Huddleston	Tools Allowance		\$ 100.00
	Kyle Jackels	Tools Allowance		\$ 100.00
	Edwin Nama	Tools Allowance		\$ 100.00
	Bradley Peters	Tools Allowance		\$ 100.00
	Jordan Roske	Tools Allowance		\$ 100.00
	Lonnie Van Eps	Tools Allowance		\$ 100.00
	Matt Vieth	Tools Allowance		\$ 100.00
	Steve Michael	Tools Allowance		\$ 100.00
		TOTAL		\$ 2,722.00
		GRAND TOTAL		\$ 9,885,794.04

Consent

SOUTHWEST TRANSIT COMMISSION MINUTES

Thursday, December 10, 2020

Work Session – 6:30pm

Commission Meeting – 7pm, 2nd Floor - Eden Prairie Garage Training Room & Via
Video or Phone

COMMISSION MEMBERS

Brad Aho – City of Eden Prairie
Jerry McDonald – City of Chanhassen
Bob Roepke – City of Chaska
Bethany Tjornhom – City of Chanhassen
Mike Huang – City of Chaska
PG Narayanan – City of Eden Prairie
Jody Bonnevier - At-Large Commissioner
Courtney Johnson – Ex Officio City of Carver

GENERAL COUNSEL

Joshua Dorothy, Attorney

EXECUTIVE STAFF

Len Simich, Chief Executive Officer
Dave Jacobson, Chief Operating Officer
Matt Fyten, Operations and Planning Director
Al Halaas, Director/GM - First Transit
Gary Groen – Acting Administrative Service Director
Tony Kuykendall – Vehicle Maintenance Manager
Souriyong Souriya – Finance Director
Mike Dartt – Facilities Manager, Buildings & Structure
Adam Hegeholz – HR Manager
Jason Kirsch – IT Manager
John Haggenmiller – Public Outreach Manager

AGENDA

Commission Meeting

I. CALL TO ORDER

The meeting was called to order by Chair Brad Aho at 7pm

II. PUBLIC COMMENT

None

III. APPROVAL OF AGENDA

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

IV. PAYMENT OF CLAIMS

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

V. CONSENT

- A. Approval of Minutes of 9-24-20
- B. Approval of Financial Statements
- C. SWT Information Security Program
- D. Public Transportation Agency Safety Plan & Employee Safety Reporting Program
- E. Ridership
- F. Construction Final Budget Changes

Motion: Huang motioned, seconded by Roepke to authorize its CEO to approve consent. The motion carried 6-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Bonnevier, Yes.

VI. NEW BUSINESS

A. Budget

Motion: McDonald motioned, seconded by Roepke to approve both the Amended 2020 Operating and Capital Budget, and the 2021 Operating and Capital Budget. The motion carried 6-0-0. **Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Bonnevier, Yes.

B. Debt Payoff

Motion: McDonald motioned, seconded by Huang to approve Resolution 20-12 for discharge of rental payment obligations under Lease-Purchase Agreement in an amount up to \$,261,525.82 from the Debt Service fund.

The motion carried 6-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Bonnevier, Yes.

C. Property Agreement

Motion: McDonald motioned, seconded by Huang to authorize its CEO to amend the property agreement related to SouthWest Station with the Metropolitan Council to provide 10 additional months at no (zero) additional charge to complete the construction related to the SWLRT line at SouthWest Station. The motion carried 6-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Bonnevier, Yes.

D. Skid Steer Procurement

Motion: McDonald motioned, seconded by Huang to authorize its CEO to execute an agreement with: Lano Equipment not to exceed \$62,874.53 for the purchase of a Bobcat. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Bonnevier, Yes.

E. Loader Procurement

Motion: McDonald motioned, seconded by Huang to authorize its CEO to execute an agreement with: RDO Equipment not to exceed \$144,496.28 for the purchase of a new John Deere Loader. The motion carried 6-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Bonnevier, Yes.

F. Bus Row Separators

Motion: McDonald motioned, seconded by Roepke to authorize its CEO to enter into an agreement with Acrylic Designs Associates of Minneapolis for the purchase of 345 plexiglass shields with ram mounts to equip 15 MCI coach buses at a accost not to exceed \$39,071.25. The

motion carried 6-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Bonnevier, Yes.

G. **SWT/MVTA Planning Study**

Motion: McDonald motioned, seconded by Roepke to authorize its CEO to enter into an agreement with Minnesota Valley Transit Authority for an amount not to exceed \$66,000 for a joint systems-wide planning study to be completed by Foursqare Integrated Transportation Planning. The motion carried 6-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Bonnevier, Yes.

H. **2021 Officers and Task Force Members**

Motion: McDonald motioned, seconded by Roepke to Commission appoint the officers and task force members recommended by the Nominating Committee (Budget and Personnel Task Force) for 2021.

Officers

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

Task Forces

- Budget & Personnel/Agency Governance Task Force– Chair Huang, Vice Chair Narayanan, and Commissioner McDonald or elected representative from Chanhassen. This Committee was established to review/recommend matters related to the agency’s budget and personnel policies. The role of this Task Force has been expanded to act as the annual Nominating Committee for agency officers, as well as to partake in any discussions related to the potential merge with MVTA.
- Suburban Transit Association – Commissioner McDonald (or elected Chanhassen Representative from Chanhassen), Vice Chair Narayanan (Eden Prairie), Chair Huang (Chaska). CEO Len Simich is the identified alternate for the three city members.
- Operations/Marketing Advisory Task Force – Commissioner Bonnevier, Open Eden Prairie seat; Open Chanhassen seat (one of two), Commissioner Roepke; and Ex-Officio Member Mayor Johnson from the City of Carver.
- Legislative Outreach and Strategic Planning – These activities will be undertaken by a Committee of the Whole approach.

The motion carried 6-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Bonnevier, Yes

I. **2020 Agency Goals and Objectives**

Motion: Huang motioned, seconded by Roepke to accept the results of the 2020 Agency Goals and Objectives. The motion carried 6-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Bonnevier, Yes

VII. ADJOURNMENT

The meeting adjourned at 8:38pm

December 10, 2020 SouthWest Transit Commission Minutes Prepared By: Adam Hegeholz

Approved by: _____

Date: _____



**Balance Sheet for All Funds
November 2020**

Commission Meeting date 01.28.2021

Balance Sheet Category	Fund Name					Total
	General Fund	Capital State of Good Repairs/Asset Management	SWS Relocation Capital	Grant Projects	Debt Service	
Assets						
Cash & Investments	\$ 6,022,799	\$ 4,719,732	\$ 1,169,811	\$ -	\$ 5,434,322	\$ 17,346,664
Accounts Receivable	1,049,853	3,303,751	15,000	-	-	4,368,604
Other Assets	419,921	-	-	-	-	419,921
Total Assets	7,492,573	8,023,483	1,184,811	-	5,434,322	22,135,188
Liabilities						
Accounts Payable	65,905	-	-	-	-	65,905
Other Liabilities	-	3,333,496	-	-	-	3,333,496
Total Liabilities	65,905	3,333,496	-	-	-	3,399,401
Fund Balances						
Beginning Fund Balance-January 2019	4,378,020	10,099,431	1,751,755	-	26,229	16,255,435
Net Change in Fund Balance	3,048,646	(5,409,443)	(566,945)	-	5,408,093	2,480,351
Total Fund Balances	7,426,666	4,689,988	1,184,810	-	5,434,322	18,735,786
Total Liabilities & Fund Balances	\$ 7,492,571	\$ 8,023,484	\$ 1,184,810	\$ -	\$ 5,434,322	\$ 22,135,188



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

Commission Meeting date 01.28.2021

Nov=91.7%

General Fund 100	Final Amended Budget	Current Month Actual	2020 YTD Actual	2020 YTD Balance	% YTD Budget
Revenues					
Passenger Fares	\$ 646,167	\$ 13,477	\$ 655,847	9,680	101.5%
Contract Revenue	25,000	4,548	36,696	11,696	146.8%
CMAQ TMA Grant Revenue	1,730	-	1,730	-	0.0%
CARES ACTS Grant	2,525,156	215,413	2,120,129	(405,027)	0.0%
5307 NTD Funding	642,087	-	-	(642,087)	0.0%
MVST Revenue	7,322,714	483,410	6,824,111	(498,603)	93.2%
RAMVST Revenue	1,367,121	90,251	1,263,757	(103,364)	92.4%
Investment Income	10,000	-	13,936	3,936	139.4%
Other Local Revenues	94,500	1,049	55,835	(38,665)	59.1%
	<u>12,634,475</u>	<u>808,148</u>	<u>10,972,040</u>	<u>(1,662,435)</u>	<u>86.8%</u>
Other Sources					
Insurance Recoveries	-	(18,682)	41,484	41,484	-
Total Revenue	\$ 12,634,475	\$ 789,466	\$ 11,013,524	\$ (1,620,951)	87.2%
Expenditures					
Administration	\$ 1,280,100	\$ 99,724	\$ 1,068,443	211,657	83.5%
Operations	4,589,000	343,057	4,072,415	516,585	88.7%
Vehicle Maintenance	1,802,800	111,090	1,344,719	458,082	74.6%
Facility Maintenance	1,332,150	83,366	1,074,755	257,395	80.7%
Total Expenditures	9,004,050	637,237	7,560,332	1,443,718	84.0%
5307 NTD Schedule	642,087	-	-	-	0.0%
Capital Cost Of Operating	758,800	24,388	234,546	524,254	30.9%
Total Expenditures & Capital Cost of Operating	10,404,937	661,625	7,794,878	2,610,059	74.9%
Other Financing Sources					
Transfers In	-	-	-	-	0.0%
Transfers (Out)	170,000	-	170,000	-	100.0%
	<u>10,574,937</u>	<u>661,625</u>	<u>7,964,878</u>	<u>2,610,059</u>	<u>75.3%</u>
Net Change in Fund Balance	\$ 2,059,538	\$ 127,841	\$ 3,048,646		
Fund Balance, January 1			\$ 4,378,020		
Fund Balance, End of Current Period			\$ 7,426,666		
Months of Operating Expenditures			9		
Fund Balance as a % of the Expenditure Budget			71.4%		



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

Commission Meeting date 01.28.2021

Nov=91.7%

All Other Funds	Final Amended Budget	Current Month Actual	2020 YTD Actual	2020 YTD Balance	% YTD Budget
Capital State of Good Repairs/Asset Management Fund					
Revenue	\$ 343,020	\$ 27,335	\$ 447,374	\$ 104,354	130.4%
Expenditures	5,000	-	-	5,000	0.0%
Transfer In (Out)	(2,073,182)	-	(5,856,817)	3,783,635	0.0%
Net Change in Fund Balance	\$ 2,411,202	\$ 27,335	\$ (5,409,443)		
SWS Relocation Capital Projects Fund 338					
Revenue	\$ -	\$ 15,000	\$ 4,281,933	\$ 4,281,933	0.0%
Expenditures	2,210,000	7,319	4,848,878	(2,638,878)	219.4%
Transfer In (Out)	2,210,000	-	-	2,210,000	-
Net Change in Fund Balance	\$ -	\$ 7,681	\$ (566,945)		
Grant Projects Fund 336 & 337 - NTD Grant Funds					
Revenue	\$ -	\$ -	\$ 445,455	\$ 445,455	0.0%
Expenditures	-	-	445,455	(445,455)	0.0%
Net Change in Fund Balance	\$ -	\$ -	\$ -		
Debt Service Fund 407-408					
Revenue	\$ 231,335	\$ -	\$ 1,345,033	\$ 1,113,698	581.4%
Expenditures	264,517	-	1,963,757	(1,699,240)	742.4%
Transfer In (Out)	33,182	-	6,026,817	(5,993,635)	18162.9%
Net Change in Fund Balance	\$ -	\$ -	\$ 5,408,093		

**South West Transit Commission Investments
December 2020**

Broker	Purchase Date	Type	Description	Maturity Date	Type	Purchase Cost	Maturity Amount	Rate	Days to Maturity	Current Market Value	Accrued Interest	Months Term
			12/31/2020									
Americana	1/8/2018	CD	Americana 10001619	1/8/2021	CD	500,000.00	500,000.00	2.000%	8	545,075.68	80	36
Americana	1/8/2018	CD	Americana 10001620	1/8/2021	CD	250,000.00	250,000.00	1.000%	8	273,348.24	40	36
Flagship Bank	1/31/2020	CD	Flagship CD 100243	1/24/2021	CD	300,000.00	300,000.00	2.000%	24	300,000.00		12
Tradition Bank	2/5/2020	CD	Tradition Bank CD 13812681	2/5/2021	CD	1,500,000.00	1,500,000.00	1.990%	36	1,570,374.78	6,507	12
Flagship Bank	3/2/2019	CD	Flagship CD 100306	2/28/2021	CD	250,000.00	250,000.00	2.700%	59	250,000.00		24
Flagship Bank	3/11/2020	CD	Flagship CD 100255	3/6/2021	CD	250,000.00	250,000.00	1.450%	65	250,000.00		12
Flagship Bank	3/11/2019	CD	Flagship CD 100309	3/11/2021	CD	500,000.00	500,000.00	2.700%	70	500,000.00		24
Flagship Bank	12/14/2018	CD	Flagship CD 100294	3/14/2021	CD	250,000.00	250,000.00	1.450%	73	250,000.00		12
Alerus Bank	4/7/2019	CD	Alerus CD 53544	4/7/2021	CD	250,000.00	250,000.00	2.400%	97	270,931.84		24
Flagship Bank	4/23/2018	CD	Flagship CD 100241	4/21/2021	CD	300,000.00	300,000.00	2.250%	111	300,000.00		36
Flagship Bank	5/30/2018	CD	Flagship CD 100247	5/25/2021	CD	250,000.00	250,000.00	2.250%	145	250,000.00		36
BankVista	6/6/2018	CD	BankVista CD 3301049	10/6/2021	CD	250,000.00	250,000.00	2.750%	279	250,000.00	48	40
Tradition Bank	10/16/2020	CD	Tradition Bank CD 13813422	10/16/2021	CD	650,000.00	650,000.00	1.000%	289	677,556.00	1,708	12
			Total			5,500,000.00	5,500,000.00			5,687,286.54	11,422.88	
			<i>Flagship Bank - Nonprofit Checking</i>							<i>2,817,045.39</i>		
			<i>Flagship Bank - Money Market Acct</i>							<i>3,797,969.44</i>		
			<i>BankVista - Money Market ICS Acct</i>							<i>2,927,201.27</i>		
			Subtotal							\$ 9,542,216.10		
			Grand Total							\$ 15,229,502.64		
			Summary by Type (based upon current market value)									
		CD	5,687,286.54									
		US Govt Agency	-									
		Money Market/ICS	9,542,216.10									
			15,229,502.64									
		Maturity Dates	Amount									
	Dec-20	\$	1,118,423.92									
	Jan-21	\$	1,820,374.78									
	Feb-21	\$	2,748,487.84									
	later	\$	5,687,286.54									



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Matt Fyten, Chief Operations Officer
Souriyong Souriya, Finance Director

DATE: January 20, 2021

SUBJECT: 2020 Ridership

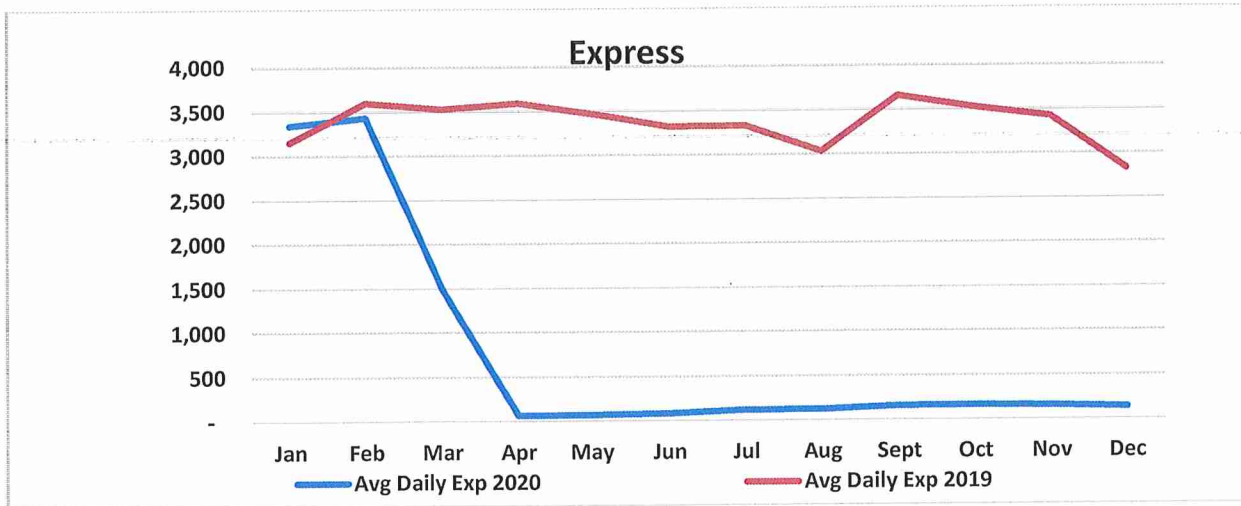
REQUESTED ACTION
None required. For information purposes only.

BUDGET IMPACT
Outlined in Background of this memorandum.

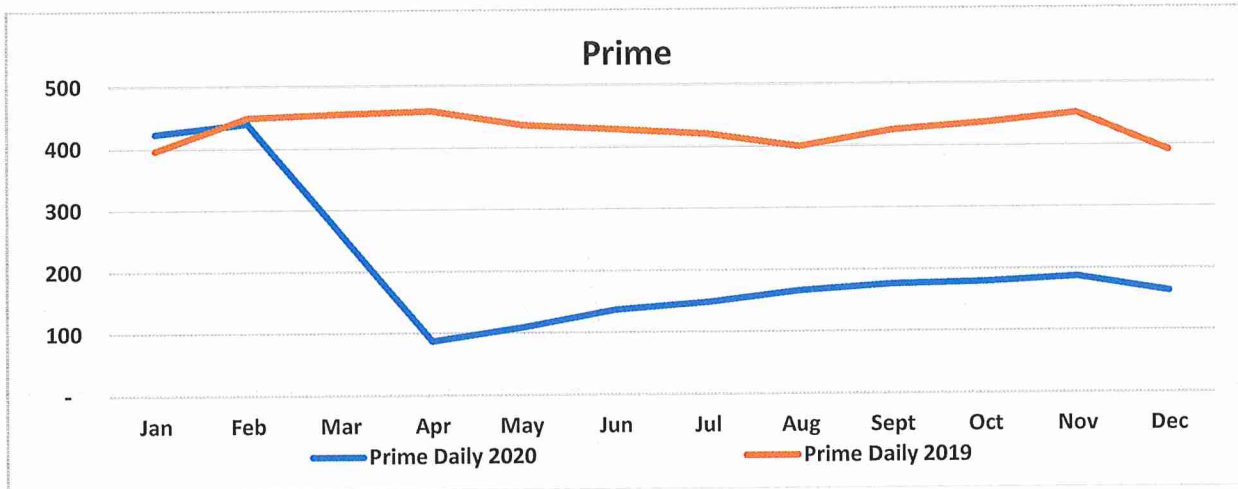
BACKGROUND
Like the rest of the transit industry, SWT experienced extraordinary ridership decreases as a result of the COVID-19 pandemic. Overall, SWT ridership was down 77.5% compared to 2019. Due the pandemic, express ridership experienced significant ridership losses and experienced only a small amount of growth since the start of the pandemic. SW Prime ridership faired better recovering to about 50% ridership of pre-pandemic levels. It is expected that ridership will continue to rebound further as the pandemic wanes and more people start to gradually get back to their “normal” lives throughout 2021.

Service 2020	Ridership	Subsidy	Revenue Hours	% of total Revenue Hours	Operation Cost	% of total Operation Cost	Fares Revenue
Express	197,679	\$ 36.05	12,611	34%	\$ 7,669,221	90%	\$ 542,839
SW Prime	51,628	\$ 14.77	24,227	66%	\$ 886,828	10%	\$ 124,112
Totals	249,307	\$ 31.64	36,838	100%	\$ 8,556,049	100%	\$ 666,951
% Changes	-77.5%						

Service 2019	Ridership	Subsidy	Revenue Hours	% of total Revenue Hours	Operation Cost	% of total Operation Cost	Fares Revenue
Express	998,654	\$ 7.53	35,942	51%	\$ 10,238,600	89%	\$ 2,716,878
SW Prime	108,801	\$ 8.94	34,273	49%	\$ 1,232,422	11%	\$ 259,623
Totals	1,107,455	\$ 7.67	70,215	100%	\$ 11,471,022	100%	\$ 2,976,501



Express	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Avg Daily Exp 2020	3,341	3,434	1,501	67	71	83	120	124	156	162	155	137
Avg Daily Exp 2019	3,152	3,597	3,526	3,590	3,464	3,318	3,326	3,030	3,655	3,524	3,420	2,828



Prime	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Prime Daily 2020	423	440	263	87	109	137	148	166	176	179	187	163
Prime Daily 2019	396	449	455	459	436	428	420	399	425	436	451	391

RECOMMENDATION

None required. For information purposes only.

SouthWest Transit

January thru December 2020 Ridership Report Data-Revenue Summary Overall

Route	Month	Operating Cost	Fare Revenue	Subsidy	Total Passengers	Revenue Hours	Revenue Miles	Subsidy Per Passengers	Recovery Ratio	Passenger Per Hour	Passenger Per Mile
Fixed Route	January	\$ 569,885	\$ 202,128	\$ 367,756	73,509	2,888	72,508	\$ 5.00	35.47%	25.45	1.01
	February	\$ 840,241	\$ 190,812	\$ 649,429	68,673	2,593	65,518	\$ 9.46	22.71%	26.48	1.05
	March	\$ 747,417	\$ 92,076	\$ 655,341	33,014	2,119	53,585	\$ 19.85	12.32%	15.58	0.62
	April	\$ 761,112	\$ 4,129	\$ 756,983	1,475	466	11,883	\$ 513.21	0.54%	3.17	0.12
	May	\$ 739,267	\$ 4,289	\$ 734,978	1,412	397	10,127	\$ 520.52	0.58%	3.56	0.14
	June	\$ 515,488	\$ 4,979	\$ 510,509	1,823	419	10,660	\$ 280.04	0.97%	4.35	0.17
	July	\$ 544,675	\$ 6,892	\$ 537,783	2,649	461	11,726	\$ 203.01	1.27%	5.74	0.23
	Aug	\$ 441,978	\$ 6,529	\$ 435,449	2,596	440	11,193	\$ 167.74	1.48%	5.90	0.23
	Sept	\$ 531,913	\$ 7,379	\$ 524,534	3,271	678	18,365	\$ 160.36	1.39%	4.82	0.18
	Oct	\$ 683,071	\$ 8,336	\$ 674,735	3,572	776	21,008	\$ 188.90	1.22%	4.61	0.17
	Nov	\$ 550,247	\$ 7,909	\$ 542,338	2,944	671	18,143	\$ 184.22	1.44%	4.39	0.16
	Dec	\$ 743,927	\$ 7,381	\$ 736,546	2,741	702	19,020	\$ 268.71	0.99%	3.90	0.14
Total Fixed Route		\$ 7,669,221	\$ 542,839	\$ 7,126,382	197,679	12,611.10	323,736	\$ 36.05	7.08%	15.68	0.61
Total Fixed Route		\$ 7,669,221	\$ 542,839	\$ 7,126,382	197,679	12,611.10	323,736	\$ 36.05	7.08%	15.68	0.61
SW Prime Weekday	Jan	\$ 122,044	\$ 24,059	\$ 97,985	9,022	3,472.76	63,165	\$ 10.86	19.71%	2.60	0.14
	Feb	\$ 104,028	\$ 20,896	\$ 83,132	8,384	2,970.00	48,801	\$ 9.92	20.09%	2.82	0.17
	Mar	\$ 103,900	\$ 14,629	\$ 89,271	5,365	2,996.40	41,123	\$ 16.64	14.08%	1.79	0.13
	Apr	\$ 56,104	\$ 2,334	\$ 53,771	1,917	1,660.75	20,504	\$ 28.05	4.16%	1.15	0.09
	May	\$ 50,749	\$ 3,514	\$ 47,235	2,188	1,479.50	22,352	\$ 21.59	6.92%	1.48	0.10
	Jun	\$ 62,889	\$ 6,526	\$ 56,362	3,011	1,842.50	28,397	\$ 18.72	10.38%	1.63	0.11
	Jul	\$ 61,576	\$ 6,685	\$ 54,891	3,250	1,508.34	28,679	\$ 16.89	10.86%	2.15	0.11
	Aug	\$ 59,554	\$ 7,025	\$ 52,529	3,490	1,479.66	28,842	\$ 15.05	11.80%	2.36	0.12
	Sep	\$ 62,137	\$ 11,358	\$ 50,779	3,690	1,589.62	29,962	\$ 13.76	18.28%	2.32	0.12
	Oct	\$ 67,955	\$ 11,097	\$ 56,858	3,572	1,724.36	32,524	\$ 15.92	16.33%	2.07	0.11
	Nov	\$ 59,465	\$ 6,932	\$ 52,532	3,555	1,514.57	28,208	\$ 14.78	11.66%	2.35	0.13
	Dec	\$ 61,320	\$ 6,573	\$ 54,747	3,269	1,610.96	29,440	\$ 16.75	10.72%	2.03	0.11
Total SW Prime Weekday		\$ 871,721	\$ 121,629	\$ 750,092	50,713	23,849.42	401,997	\$ 14.79	13.95%	2.13	0.13
SW Prime Saturday	Jan	\$ 4,270	\$ 727	\$ 3,542	289	120.00	2,237	\$ 12.26	17.03%	2.41	0.13
	Feb	\$ 6,554	\$ 1,174	\$ 5,380	421	150.00	3,699	\$ 12.78	17.92%	2.81	0.11
	Mar	\$ 4,284	\$ 582	\$ 3,702	205	108.00	1,911	\$ 18.06	13.58%	1.90	0.11
Total SW Prime Saturday		\$ 15,107	\$ 2,483	\$ 12,624	915	378.00	7,847	\$ 13.80	16.44%	2.42	0.12
Total SW Prime		\$ 886,828	\$ 124,112	\$ 762,716	51,628	24,227	409,844	\$ 14.77	14.00%	2.13	0.13

SouthWest Transit

January thru December 2020 Ridership Report Data-Revenue Summary Overall

2020 Fixed Route	\$ 7,669,221	\$ 542,839	\$ 7,126,382	197,679	12,611.10	323,736	\$ 36.05	7.08%	15.68	0.61
2020 SW Prime Weekday	\$ 871,721	\$ 121,629	\$ 750,092	50,713	23,849.42	401,997	\$ 14.79	13.95%	2.13	0.13
2020 SW Prime Saturday	\$ 15,107	\$ 2,483	\$ 12,624	915	378.00	7,847	\$ 13.80	16.44%	2.42	0.12
Overall Total 2020	8,556,049	666,951	7,889,098	249,307	36,839	733,580	\$ 31.64	7.80%	6.77	0.34
2019 Fixed Route	\$ 9,799,181	\$ 2,673,441	\$ 7,125,741	976,539	34,169.74	895,102	\$ 7.30	27.3%	28.58	1.09
2019 Flex Route	\$ 402,602	\$ 43,437	\$ 359,164	20,859	1,772.64	29,484	\$ 17.22	10.8%	11.77	0.71
2019 SW Prime	\$ 1,232,422	\$ 259,623	\$ 972,799	108,801	34,273.00	579,573	\$ 8.94	21.1%	3.17	0.19
Overall Total 2019	\$ 11,434,205	\$ 2,976,501	\$ 8,457,704	1,106,199	70,215	1,504,160	\$ 7.65	26.0%	15.75	0.74

SouthWest Transit

January thru December 2020 SW Prime Ridership Report Data-Revenue

Route	Month	Operating Cost	Fare Revenue	Subsidy	Total Passengers	Revenue Hours	Revenue Miles	Subsidy Per Passengers	Recovery Ratio	Passenger Per Hour	Passenger Per Mile
SW Prime Weekday										3104.4	4303.4
	January	\$ 122,044	\$ 24,059	\$ 97,985	9,022	3,472.76	63,165	\$ 10.86	19.71%	2.60	0.14
	February	\$ 104,028	\$ 20,896	\$ 83,132	8,384	2,970.00	48,801	\$ 9.92	20.09%	2.82	0.17
	March	\$ 103,900	\$ 14,629	\$ 89,271	5,365	2,996.40	41,123	\$ 16.64	14.08%	1.79	0.13
	April	\$ 56,104	\$ 2,334	\$ 53,771	1,917	1,660.75	20,504	\$ 28.05	4.16%	1.15	0.09
	May	\$ 50,749	\$ 3,514	\$ 47,235	2,188	1,479.50	22,352	\$ 21.59	6.92%	1.48	0.10
	June	\$ 62,889	\$ 6,526	\$ 56,362	3,011	1,842.50	28,397	\$ 18.72	10.38%	1.63	0.11
	July	\$ 61,576	\$ 6,685	\$ 54,891	3,250	1,508.34	28,679	\$ 16.89	10.86%	2.15	0.11
	August	\$ 59,554	\$ 7,025	\$ 52,529	3,490	1,479.66	28,842	\$ 15.05	11.80%	2.36	0.12
	September	\$ 62,137	\$ 11,358	\$ 50,779	3,690	1,589.62	29,962	\$ 13.76	18.28%	2.32	0.12
	October	\$ 67,955	\$ 11,097	\$ 56,858	3,572	1,724.36	32,524	\$ 15.92	16.33%	2.07	0.11
	November	\$ 59,465	\$ 6,932	\$ 52,532	3,555	1,514.57	28,208	\$ 14.78	11.66%	2.35	0.13
	December	\$ 61,320	\$ 6,573	\$ 54,747	3,269	1,610.96	29,440	\$ 16.75	10.72%	2.03	0.11
Total		\$ 871,721	\$ 121,629	\$ 750,092	50,713	23,849.42	401,997	\$ 14.79	13.95%	2.13	0.13
SW Prime Weekend(Sat)											
	January	\$ 4,270	\$ 727	\$ 3,542	289	120.00	2,237	\$ 12.26	17.03%	2.41	0.13
	February	\$ 6,554	\$ 1,174	\$ 5,380	421	150.00	3,699	\$ 12.78	17.92%	2.81	0.11
	March	\$ 4,284	\$ 582	\$ 3,702	205	108.00	1,911	\$ 18.06	13.58%	1.90	0.11
Total		\$ 15,107	\$ 2,483	\$ 12,624	915	378.00	7,847	\$ 13.80	16.44%	2.42	0.12
Grand Total		\$ 886,828	\$ 124,112	\$ 762,716	51,628	24,227	409,844	\$ 14.77	14.00%	2.13	0.13

SouthWest Transit

January thru December 2020 Fixed Route Ridership Report Data-Revenue

Route	Month	Operating Cost	Fare Revenue	Subsidy	Total Passengers	Revenue Hours	Revenue Miles	Subsidy Per Passengers	Recovery Ratio	Passenger Per Hour	Passenger Per Mile
63											
Express											
690	January	\$ 177,093	\$ 81,928	\$ 95,165	29,176	935.90	21,569	\$ 3.26	46.26%	31.17	1.35
690	February	\$ 263,604	\$ 74,948	\$ 188,656	26,450	851.00	19,608	\$ 7.13	28.43%	31.08	1.35
690	March	\$ 234,328	\$ 36,670	\$ 197,657	13,109	693.22	16,072	\$ 15.08	15.65%	18.91	0.82
690	April	\$ 154,179	\$ 1,191	\$ 152,988	405	83.89	2,673	\$ 377.75	0.77%	4.83	0.15
690	May	\$ 136,571	\$ 1,170	\$ 135,401	358	64.56	2,095	\$ 378.21	0.86%	5.55	0.17
690	June	\$ 95,130	\$ 1,199	\$ 93,931	413	68.00	2,205	\$ 227.44	1.26%	6.07	0.19
690	July	\$ 100,553	\$ 1,722	\$ 98,831	624	74.86	2,426	\$ 158.38	1.71%	8.34	0.26
690	August	\$ 81,583	\$ 1,591	\$ 79,992	626	71.44	2,315	\$ 127.78	1.95%	8.76	0.27
690	September	\$ 213,178	\$ 2,279	\$ 210,899	920	260.06	7,676	\$ 229.24	1.07%	3.54	0.12
690	October	\$ 295,515	\$ 2,784	\$ 292,731	1,099	325.36	9,363	\$ 266.36	0.94%	3.38	0.12
690	November	\$ 238,300	\$ 2,700	\$ 235,600	933	282.20	8,087	\$ 252.52	1.13%	3.31	0.12
690	December	\$ 321,675	\$ 3,270	\$ 318,405	1,120	295.23	8,455	\$ 284.29	1.02%	3.79	0.13
	Total Route 690	\$ 2,311,708	\$ 211,452	\$ 2,100,256	75,233	4,005.72	102,545	\$ 27.92	9.15%	18.78	0.73
695	January	\$ 80,486	\$ 18,614	\$ 61,871	6,394	363.84	11,347	\$ 9.68	23.13%	17.57	0.56
695	February	\$ 119,738	\$ 20,859	\$ 98,879	7,248	330.80	10,315	\$ 13.64	17.42%	21.91	0.70
695	March	\$ 104,197	\$ 8,680	\$ 95,517	2,980	264.52	8,252	\$ 32.05	8.33%	11.27	0.36
	Total Route 695	\$ 304,421	\$ 48,153	\$ 256,267	16,622	959.16	29,915	\$ 15.42	15.82%	17.33	0.56
697	January	\$ 68,656	\$ 29,875	\$ 38,780	10,321	312.34	9,629	\$ 3.76	43.51%	33.04	1.07
697	February	\$ 102,143	\$ 26,335	\$ 75,809	9,008	284.00	8,754	\$ 8.42	25.78%	31.72	1.03
697	March	\$ 88,889	\$ 13,343	\$ 75,546	4,561	227.11	7,003	\$ 16.56	15.01%	20.08	0.65
	Total Route 697	\$ 259,688	\$ 69,553	\$ 190,135	23,890	823.45	25,387	\$ 7.96	26.78%	29.01	0.94
698	January	\$ 148,691	\$ 36,783	\$ 111,908	14,207	785.48	18,118	\$ 7.88	24.74%	18.09	0.78
698	February	\$ 221,127	\$ 37,164	\$ 183,963	14,915	713.00	16,471	\$ 12.33	16.81%	20.92	0.91
698	March	\$ 201,705	\$ 17,497	\$ 184,209	6,843	596.54	13,839	\$ 26.92	8.67%	11.47	0.49
698	April	\$ 502,894	\$ 2,232	\$ 500,662	815	307.47	7,855	\$ 614.31	0.44%	2.65	0.10
698	May	\$ 500,428	\$ 2,427	\$ 498,001	821	268.50	6,862	\$ 606.58	0.48%	3.06	0.12
698	June	\$ 349,256	\$ 2,984	\$ 346,272	1,110	284.00	7,223	\$ 311.96	0.85%	3.91	0.15
698	July	\$ 368,952	\$ 4,143	\$ 364,809	1,628	312.30	7,945	\$ 224.08	1.12%	5.21	0.20
698	August	\$ 299,408	\$ 4,033	\$ 295,375	1,564	298.12	7,584	\$ 188.86	1.35%	5.25	0.21
698	September	\$ 272,309	\$ 4,221	\$ 268,088	1,911	347.34	9,395	\$ 140.29	1.55%	5.50	0.20
698	October	\$ 332,924	\$ 4,610	\$ 328,314	2,012	376.12	10,289	\$ 163.18	1.38%	5.35	0.20
698	November	\$ 267,971	\$ 4,509	\$ 263,462	1,673	325.00	8,886	\$ 157.48	1.68%	5.15	0.19
698	December	\$ 362,584	\$ 3,475	\$ 359,109	1,358	340.03	9,334	\$ 264.44	0.96%	3.99	0.15
	Total Route 698	\$ 3,828,249	\$ 124,077	\$ 3,704,171	48,857	4,953.90	123,801	\$ 75.82	3.24%	9.86	0.39
699	January	\$ 67,418	\$ 29,992	\$ 37,426	10,436	323.56	9,033	\$ 3.59	44.49%	32.25	1.16
699	February	\$ 100,415	\$ 27,582	\$ 72,833	9,543	294.80	8,212	\$ 7.63	27.47%	32.37	1.16
699	March	\$ 87,339	\$ 13,775	\$ 73,563	4,700	235.48	6,569	\$ 15.65	15.77%	19.96	0.72
	Total Route 699	\$ 255,172	\$ 71,349	\$ 183,823	24,679	853.84	23,814	\$ 7.45	27.96%	28.90	1.04

SouthWest Transit

January thru December 2020 Fixed Route Ridership Report Data-Revenue

Route	Month	Operating Cost	Fare Revenue	Subsidy	Total Passengers	Revenue Hours	Revenue Miles	Subsidy Per Passengers	Recovery Ratio	Passenger Per Hour	Passenger Per Mile
63											
600	January	\$ 13,818	\$ 2,416	\$ 11,402	1,020	86.10	1,355	\$ 11.18	17.49%	11.85	0.75
600	February	\$ 20,631	\$ 2,023	\$ 18,608	859	78.60	1,232	\$ 21.66	9.81%	10.93	0.70
600	March	\$ 19,993	\$ 1,394	\$ 18,599	574	69.54	1,108	\$ 32.40	6.97%	8.25	0.52
600	April	\$ 104,039	\$ 706	\$ 103,332	255	74.19	1,355	\$ 405.22	0.68%	3.44	0.19
600	May	\$ 102,268	\$ 692	\$ 101,576	233	63.98	1,170	\$ 435.95	0.68%	3.64	0.20
600	June	\$ 71,102	\$ 796	\$ 70,306	300	67.20	1,232	\$ 234.35	1.12%	4.46	0.24
600	July	\$ 75,171	\$ 1,027	\$ 74,144	397	74.00	1,355	\$ 186.76	1.37%	5.36	0.29
600	August	\$ 60,987	\$ 906	\$ 60,082	406	70.62	1,293	\$ 147.98	1.48%	5.75	0.31
600	September	\$ 46,426	\$ 879	\$ 45,547	440	70.62	1,293	\$ 103.52	1.89%	6.23	0.34
600	October	\$ 54,632	\$ 942	\$ 53,690	461	74.04	1,355	\$ 116.46	1.72%	6.23	0.34
600	November	\$ 43,976	\$ 700	\$ 43,276	338	64.00	1,170	\$ 128.03	1.59%	5.28	0.29
600	December	\$ 59,669	\$ 635	\$ 59,033	263	67.20	1,232	\$ 224.46	1.07%	3.91	0.21
Total Route 600		\$ 672,712	\$ 13,117	\$ 659,595	5,546	860.09	15,149	\$ 118.93	1.95%	6.45	0.37
602	January	\$ 8,450	\$ 2,040	\$ 6,410	693	45.06	1,019	\$ 9.25	24.14%	15.38	0.68
602	February	\$ 12,583	\$ 1,901	\$ 10,681	650	41.00	926	\$ 16.43	15.11%	15.85	0.70
602	March	\$ 10,967	\$ 717	\$ 10,250	247	32.88	741	\$ 41.50	6.54%	7.51	0.33
Total Route 602		\$ 31,999	\$ 4,658	\$ 27,341	1,590	118.94	2,687	\$ 17.20	14.56%	13.37	0.59
Total Express YTD		\$ 7,663,948	\$ 542,360	\$ 7,121,588	196,417	12,575.10	323,298	\$ 36.26	7.08%	15.62	0.61
Special Events											
682	January	\$ 5,273	\$ 480	\$ 4,793	1,262	36.00	438.00	\$ 3.80	9.09%	35.06	2.88
Total Route 682		\$ 5,273	\$ 480	\$ 4,793	1,262	36.00	438	\$ 3.80	9.09%	35.06	2.88
Total Fixed Route YTD		\$ 7,669,221	\$ 542,839	\$ 7,126,382	197,679	12,611	323,736	\$ 36.05	7.08%	15.68	0.61
Grand Total		\$ 7,669,221	\$ 542,839	\$ 7,126,382	197,679	12,611	323,735.61	\$ 36.05	7.08%	15.68	0.61

SouthWest Transit

January thru December 2020 Fixed Route Ridership Report Data-Revenue

Route	Month	Operating Cost	Fare Revenue	Subsidy	Total Passengers	Revenue Hours	Revenue Miles	Subsidy Per Passengers	Recovery Ratio	Passenger Per Hour	Passenger Per Mile
Total Monthly Summary											
Route	Month	Operating Cost	Fare Revenue	Subsidy	Total Passengers	Revenue Hours	Revenue Miles	Subsidy Per Passengers	Recovery Ratio	Passenger Per Hour	Passenger Per Mile
Total January		\$ 569,885	\$ 202,128	\$ 367,756	73,509	2,888.28	72,508	\$ 5.00	35.47%	25.45	1.01
Total February		\$ 840,241	\$ 190,812	\$ 649,429	68,673	2,593.20	65,518	\$ 9.46	22.71%	26.48	1.05
Total March		\$ 747,417	\$ 92,076	\$ 655,341	33,014	2,119.29	53,585	\$ 19.85	12.32%	15.58	0.62
Total April		\$ 761,112	\$ 4,129	\$ 756,983	1,475	465.55	11,883	\$ 513.21	0.54%	3.17	0.12
Total May		\$ 739,267	\$ 4,289	\$ 734,978	1,412	397.04	10,127	\$ 520.52	0.58%	3.56	0.14
Total June		\$ 515,488	\$ 4,979	\$ 510,509	1,823	419.20	10,660	\$ 280.04	0.97%	4.35	0.17
Total July		\$ 544,675	\$ 6,892	\$ 537,783	2,649	461.16	11,726	\$ 203.01	1.27%	5.74	0.23
Total August		\$ 441,978	\$ 6,529	\$ 435,449	2,596	440.18	11,193	\$ 167.74	1.48%	5.90	0.23
Total September		\$ 531,913	\$ 7,379	\$ 524,534	3,271	678.02	18,365	\$ 160.36	1.39%	4.82	0.18
Total October		\$ 683,071	\$ 8,336	\$ 674,735	3,572	775.52	21,008	\$ 188.90	1.22%	4.61	0.17
Total November		\$ 550,247	\$ 7,909	\$ 542,338	2,944	671.20	18,143	\$ 184.22	1.44%	4.39	0.16
Total December		\$ 743,927	\$ 7,381	\$ 736,546	2,741	702.46	19,020	\$ 268.71	0.99%	3.90	0.14
2020 Grand Total		\$ 7,669,221	\$ 542,839	\$ 7,126,382	197,679.00	12,611.10	323,735.61	\$ 36.05	7.08%	15.68	0.61
2019 Grand Total		\$ 11,434,205	\$ 2,976,501	\$ 8,457,704	1,106,199	70,215.38	1,504,160	\$ 7.65	26.03%	15.75	0.74



SOUTHWEST TRANSIT

MEMORANDUM

To: South West Transit Commission
From: Len Simich, CEO
Date: January 28, 2021
Subject: Resolution #21-03 Designating Official Depositories

REQUESTED ACTION:

That the SWT Commission adopt Resolution 21-03 Designating Official Depositories

BUDGET IMPACT:

None

BACKGROUND:

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

RECOMMENDATION:

That the SWT Commission adopt Resolution 21-03 Designating Official Depositories

Attachments: Resolution 21-03



**SOUTHWEST TRANSIT COMMISSION
RESOLUTION #21-03 DESIGNATING DEPOSITORIES
FOR SOUTHWEST TRANSIT FOR 2021**

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

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

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

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

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

NOW THEREFORE BE IT RESOLVED, the Commission approves the following depositories and brokers for the 2021 calendar year:

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

ADOPTED by the SouthWest Transit Commission on January 28, 2021.

Chair

ATTEST:

Chief Executive Officer



MEMORANDUM

TO: SouthWest Transit Commission
FROM: Dave Jacobson, COO
DATE: January 13, 2021
SUBJECT: Designating an Official Publication

REQUESTED ACTION:

That the SWT Commission adopt resolution #21-1 designating the official newspapers for the following years:

- 2021 – Chaska Herald
- 2022 – Chanhassen Villager
- 2023 – Chaska Herald
- 2024 – Chanhassen Villager

BUDGET IMPACT:

None.

BACKGROUND:

Periodically the Commission passes a Resolution appointing the Official Newspapers for SouthWest Transit. Historically the Commission has rotated the Official Newspapers between the three cities of Chaska, Chanhassen, and Eden Prairie. However, the Eden Prairie News no longer exists. Based on that, SWT will now rotate between the two remaining local newspapers over a four-year period.

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

RECOMMENDATION:

That the SWT Commission adopt resolution #21-1 designating the official newspapers for the following years:

- 2021 – Chaska Herald
- 2022 – Chanhassen Villager
- 2023 – Chaska Herald
- 2024 – Chanhassen Villager



**SOUTHWEST TRANSIT
RESOLUTION # 21-1**

A RESOLUTION APPROVING THE DESIGNATION OF OFFICIAL NEWSPAPERS FOR SOUTHWEST TRANSIT

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

WHEREAS, The SouthWest Transit Commission designates an official newspaper.

NOW THEREFORE, BE IT RESOLVED

1. That the Chaska Herald is designated as the official newspaper for calendar years 2021 and 2023; and
2. That the Chanhassen Villager is designated as the official newspaper for calendar years 2022 and 2024.

If publication in designated newspaper is precluded because of publication timelines, notices may be placed in the Minneapolis Star Tribune.

ADOPTED by the Commission of SouthWest Transit on January 28, 2021.

Mike Huang, Chairperson

ATTEST:

Len Simich, Chief Executive Officer



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit (SWT) Commission
From: Mike Dartt, Facility Maintenance Engineer
Date: January 20th, 2021
Subject: Chanhassen Station Preventive Maintenance Ramp Repairs

REQUESTED ACTION

That the SWT Commission authorize its Chief Executive Officer to execute an agreement with Western Specialty Contractors in the amount not to exceed \$\$38,835 for the Chanhassen Station parking facility.

BUDGET IMPACT

This project was budgeted for 2020 and moved to 2021 to do HVAC repairs at EPG. \$130,000.00 has been budgeted for in 2021. The recommended bid under that amount. Funds will be used from NTD/ working capital to cover the total bid price.

BACKGROUND

SWT has a scheduled preventive maintenance for all of its ramps in five-year interfolds. It is Chanhassen Station's turn in the preventive maintenance plan. SWT staff had a preventive maintenance inspection conducted by Walker Restoration who provided a professional opinion and assisted in the development of a scoping document for the bid package.

The ramp, built in 2011, was found to have typical types of distress cracking and deterioration. However, it is safe to support its load requirements. In order to maintain the ramp in good condition, there are repairs needed. Items such as cracks in the floor surface, columns, roof repairs, worn traffic coating, and joint sealants which need attention.

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

<u>Contractor</u>	<u>Price</u>
Western Specialty Contractors	\$38,835
Project Restorations	\$55,441
Ram Construction Services	\$42,780
Cy-Con Inc.	\$46,970
Restoration Systems	\$62,604

The recommended vendor has performed work satisfactorily for SWT in the past and is a known firm to the agency. Our legal team has reviewed the information and we are compliant with state regulations.

RECOMMENDATION

That the SWT Commission authorize its Chief Executive Officer to execute an agreement with Western Specialty Contractors in the amount not to exceed \$\$38,835 for the Chanhassen Station parking facility.



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit (SWT) Commission
From: Mike Dartt, Facility Maintenance Engineer
Date: January 20th, 2021
Subject: SW Village Preventive Maintenance Ramp Repairs

REQUESTED ACTION

That the SWT Commission authorize its Chief Executive Officer to execute an agreement with Western Specialty Contractors in the amount not to exceed \$67,760 for the SouthWest Village parking facility.

BUDGET IMPACT

This project was budgeted for 2021 for a cost of \$160,000.00. The low/recommended bid came in under the budgeted amount. Funds will be used from NTD/ working capital to cover the total project cost.

BACKGROUND

SWT has a scheduled preventive maintenance for all its ramps in five-year intervals. For 2021, the SouthWest Village ramp and station have been budgeted for preventative maintenance actions.

SWT had a preventive maintenance inspection conducted by Walker Restoration, who provided its professional opinion and assisted in the development of a scoping document for the bid package.

The ramp, built in 2007, was found to have typical types of distress cracking and deterioration. In order to maintain the ramp in good condition, various repairs are needed. Items such as cracks in the floor surface, columns, worn traffic coating, asphalt chip coat, and joint sealants all need to be repaired.

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

<u>Contractor</u>	<u>Price</u>
Western Specialty Contractors	\$67,760
Project Restorations	\$102,751
Ram Construction Services	\$111,980
Cy-Con Inc.	\$93,915
Restoration Systems	\$100,494

The recommended vendor has performed work for SWT in the past. Our legal team has reviewed the information and we are compliant with all state regulations.

RECOMMENDATION

That the SWT Commission authorize its Chief Executive Officer to execute an agreement with Western Specialty Contractors in the amount not to exceed \$67,760 for the SouthWest Village parking facility.



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit (SWT) Commission
From: Mike Dartt Facility Engineer
Date: January 20, 2021
Subject: Eden Prairie Garage Door #7 Replacement

REQUESTED ACTION

That the SWT Commission authorize its Chief Executive Officer to execute an agreement with Overhead Door Co. in the amount not to exceed \$34,132.95 for replacing Door #7 at the Eden Prairie Garage.

BUDGET IMPACT

This project was not originally budgeted for 2021. Funds for the project will come from the agency working capital reserve account.

BACKGROUND

Door number seven was recently damaged beyond repair requiring a total replacement. SWT has been switching our garage doors from traditional metal doors to the highspeed rubber doors. The reason for this is that it costs significantly less to repair should the door become damaged.

The request for bid (RFB) has been given to 5 different door vendors. The results are below.

<u>Contractor</u>	<u>Price</u>
Twin City Garage Door	\$48,785.00
Door Power Inc.	No Bid
Crawford Door Inc.	\$37,050.00
Metro Door	No Bid
Overhead Door Co.	\$34,132.95

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

RECOMMENDATION

That the SWT Commission authorize its Chief Executive Officer to execute an agreement with Overhead Door Co. in the amount not to exceed \$34,132.95.



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Tony Kuykendall, Director of Facilities and Vehicle Maintenance

DATE: January 12th, 2021

SUBJECT: Installation of Bipolar Ionization air purification systems on 30 MCI buses.

REQUESTED ACTION:

That the South West Transit Commission authorize its Chief Executive Officer to execute an agreement with UHL Company in an amount not to exceed \$33,500.00 for the installation of Bipolar Ionization air purification systems in 30 MCI coach buses.

BUDGET IMPACT:

This expense was budgeted in the 2021 capital cost of operating budget.

BACKGROUND:

Bipolar Ionization (BPI) is a gas phase indoor air purification technology. It works by adding a controlled amount of both positive and negative air ions to the supply air of the air handling system. The negative ions contain an extra electron while the positive ions are missing an electron resulting in an unstable condition.

Benefits of this system, particle reduction: Up to 95% of Ultrafine Particulate is Reduced VOC Reduction (Odor Control Solution); Up to 90% of VOCs are oxidized (broken down) to simple, harmless elements. Mold, Bacteria, Viruses Reduction: Reproductive cycle is interrupted with this technology and colony forming units are reduced.

We are currently using the highest quality air filters available for our MCI coaches, however these filters by themselves are not effective enough at removing airborne virus, bacteria, or odors. This is the same air purification system the commission approved in the October commission meeting. By installing this system in an additional 30 MCI coaches it will give SWT, the flexibility to run more buses while providing drivers and passengers with a vital extra layer of protection.

SouthWest Transit invited two mechanical contractors to quote the project of installing a Bipolar Ionization system into 30 MCI buses.

Contractor

UHL **\$33,500.00**

MMC **\$43,976.00**

RECOMMENDATION:

That the South West Transit Commission authorize its Chief Executive Officer to execute an agreement with UHL Company in an amount not to exceed \$33,500.00 for the installation of Bipolar Ionization air purification systems in 30 MCI route buses.

New Business



SOUTHWEST TRANSIT

MEMORANDUM

To: SouthWest Transit Commission

From: Len Simich, CEO

Date: January 15, 2021

Subject: Agency Goals and Objectives

REQUESTED ACTION:

That the Commission approve the attached Agency Goals and Objectives identified for 2021.

BUDGET IMPACT:

A maximum amount of \$600 per employee has been budgeted as part of the 2021 annual budget.

BACKGROUND:

At the January meeting of the Commission, the Board establishes the agency/team goals, objectives, and tasks for the coming year.

Attached are the proposed 2021 Goals/Objectives which have been established by the Staff Leadership Team, and put forth to the Commission for discussion, addition, and./or change.

It should be noted that achievement of these goals has a maximum performance payout of \$600 per full time employee (excluding the CEO) as part of an employee's performance compensation, which has been identified in SWT's Personnel Policy.

The agency continues to be one of the most reliable transit agencies in the region with an on-time performance of 99%, and the performance of scheduled trips at 100%. The agency also has the best safety records in the nation with a chargeable accident rates well below the national average.

We also continued to make "our brand" a top priority throughout the agency. This includes making sure our vehicles and facilities remain in top operating condition and appearance; Stressing the importance of system reliability and safety; Ensuring a high level of customer service remains at the core of our operations; Continuing to be innovative in all aspects of our operations; and Providing a first-class riding experience to our customers.

The annual "State of the Agency" presentation will be delivered at the January 28 meeting of the Commission.

RECOMMENDATION:

That the Commission approve the Agency Goals and Objectives identified for 2021.