

*October 28, 2021*



**SouthWest Transit Commission**

2120 Chestnut Street N  
Chaska, MN 55318

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

# **SOUTHWEST TRANSIT COMMISSION AGENDA**

**Thursday, October 28, 2021**

**Commission Meeting – 6:00 pm**

**Via Zoom at link below**

**SouthWest Executive Staff will be present at East Creek Station  
Chestnut Street and Canyon Blvd.  
Chaska, MN**

**No Work Session Scheduled for October 28th**

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

## **Join Zoom Meeting**

Link to the meeting for the agenda.

<https://us06web.zoom.us/j/89612884746?pwd=THJKSjZhWnp6eEZLa2ZWVEdsMks0UT09>

Meeting ID: 896 1288 4746

Passcode: 746885

Call In: +1 312 626 6799 US (Chicago)

## **COMMISSION MEMBERS**

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

**GENERAL COUNSEL**

Joshua Dorothy - Attorney

**EXECUTIVE STAFF**

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

## **COMMISSION MEETING AGENDA**

- I. PUBLIC COMMENT**
- II. APPROVAL OF AGENDA**
- III. PAYMENT OF CLAIMS (Rollcall Vote)**
- IV. CONSENT**
  - A. Approval of Minutes of the September Commission Meeting**
  - B. Approval of Financial Statements**
  - C. Insurance Tort Liability Waiver**
  - D. SouthWest Station Painting Contract**
  - E. CEO Temporary Spending Limit Increase - Resolution**
- V. NEW BUSINESS**
  - A. Draft 2022 Budget – Souriyong Souriya and Gary Groen**
  - B. Bus Wrap Contract – Len Simich**
  - C. Legislative Platform, Advocacy/Lobbying – Len Simich**
  - D. CEO Search Firm Selection – Daniel LeGuen-Schmidt**
- VI. UPDATES**
- VII. ADJOURNMENT**

# Payment of Claims

SouthWest Transit				
09/18/2021 Thru 10/21/2021				
Meeting Date: 10/28/2021				
Payment of Claims				
Check Number	Vendor Name	Description	Check Date	Check Amount
8456	KYLE JACKELS	APTA EXPO	9/21/2021	\$ 452.48
8463	PROJECT RESTORATIONS, INC.	capital cost for Repairs	9/21/2021	\$ 71,681.25
8457	METRO SALES INC.	Copier Toner	9/21/2021	\$ 1,082.84
8462	PRIORITY COURIER EXPERTS	Courier	9/21/2021	\$ 24.68
8451	CENTURYLINK	CTS Phone Bill	9/21/2021	\$ 62.42
8472	UNIFIRST CORPORATION	Drivers Uniforms	9/21/2021	\$ 277.27
8450	CENTERPOINT ENERGY	ECS GAS BILL	9/21/2021	\$ 35.92
8460	POPP COMMUNICATIONS	ECS PHONE BILL	9/21/2021	\$ 2,310.30
8447	ABC BUS COMPANIES	Fleet Parts	9/21/2021	\$ 591.81
8452	CUMMINS NPOWER, LLC	Fleet Parts	9/21/2021	\$ 29.78
8453	DIGI-KEY ELECTRONICS 2504033	Fleet Parts	9/21/2021	\$ 24.80
8454	GILLIG LLC	Fleet Parts	9/21/2021	\$ 78.57
8458	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	9/21/2021	\$ 227.29
8466	ROYAL TIRE INC.	Fleet Parts	9/21/2021	\$ 506.48
8471	THE AFTERMARKET PARTS COMPANY	Fleet Parts	9/21/2021	\$ 1,006.18
8458	O'REILLY AUTOMOTIVE, INC.	Fleet Parts Credit	9/21/2021	\$ (156.02)
8475	WINTHROP & WEINSTINE, PA	Legislative Service	9/21/2021	\$ 4,000.00
8449	BEST VERSION MEDIA	Marketing	9/21/2021	\$ 990.91
8459	PITNEY BOWES INC	Postal Machine Lease	9/21/2021	\$ 282.60
8465	ROVITRACKER INC.	Sec Cam Trailer Ops	9/21/2021	\$ 620.00
8464	PUMP AND METER SERVICES, INC	service call	9/21/2021	\$ 122.00
8455	GRAINGER	Shop Supplies	9/21/2021	\$ 37.95
8470	SYNCB AMAZON	SHOP TOOLS	9/21/2021	\$ 211.09
8468	SD PROMOTIONS	State Fair Clothing	9/21/2021	\$ 7,894.50
8478	STEVEN JOHNSON	State Fair Wages	9/21/2021	\$ 242.42
8469	SSI MN TRANCHE 3 ACCT: 10327096	Subscription US Solar	9/21/2021	\$ 5,987.42
8455	GRAINGER	supplies	9/21/2021	\$ 415.30
8461	PPG ARCHITECTURAL FINISHES	supplies	9/21/2021	\$ 661.36
8476	XCEL ENERGY	SWS ELECTRIC	9/21/2021	\$ 1,555.15
8466	ROYAL TIRE INC.	Tire Disposal	9/21/2021	\$ 17.00
8466	ROYAL TIRE INC.	Tires	9/21/2021	\$ 2,751.33
8472	UNIFIRST CORPORATION	Uniforms	9/21/2021	\$ 70.92
8448	JUSTIN AMBROZ	Vaccine Incentive	9/21/2021	\$ 100.00
8467	JON RUKAVINA	Vaccine Incentive	9/21/2021	\$ 100.00
8474	TAYLOR WERNESS	Vaccine Incentive	9/21/2021	\$ 100.00
8477	VILAI YANG	Vaccine Incentive	9/21/2021	\$ 100.00
8473	VERIZON WIRELESS	Wireless Phone	9/21/2021	\$ 105.05
8498	LANO EQUIPMENT, INC.	capital cost	9/30/2021	\$ 30,750.00
8527	WALKER CONSULTANTS	CAPITAL COST FOR REPAIRS	9/30/2021	\$ 507.50
8516	KORY SIMICH	Colorado Electric Vehicle	9/30/2021	\$ 834.95
8524	JOE TOWNSEND	Colorado Electric Vehicle	9/30/2021	\$ 198.00
8525	U.S. BANK EQUIPMENT FINANCE	COPIER LEASE	9/30/2021	\$ 699.00
8502	METRO SALES INC.	COPIER MAINT QRTLY	9/30/2021	\$ 450.86
8526	UNIFIRST CORPORATION	Drivers Uniforms	9/30/2021	\$ 295.61
8497	KLOOS ELECTRIC, INC.	Electric Services	9/30/2021	\$ 3,259.39
8494	HEALTHPARTNERS INC.	EMPLOYEE HEALTH PARTNERS	9/30/2021	\$ 29,293.77
8486	COMCAST BUSINESS - CABLE	EPG Cable Service	9/30/2021	\$ 436.05
8504	MICRO CENTER	EPG Ext WiFi APs	9/30/2021	\$ 399.96
8484	CENTERPOINT ENERGY	EPG GAS BILL	9/30/2021	\$ 590.87
8481	ABC BUS COMPANIES	Fleet Parts	9/30/2021	\$ 188.72
8482	ALLSTATE PETERBILT	Fleet Parts	9/30/2021	\$ 6,412.50
8487	CUMMINS NPOWER, LLC	Fleet Parts	9/30/2021	\$ 65.99

SouthWest Transit				
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8488	FACTORY MOTOR PARTS COMPANY	Fleet Parts	9/30/2021	\$ 712.85
8496	I-STATE TRUCK CENTER	Fleet Parts	9/30/2021	\$ 480.00
8503	METROPOLITAN FORD OF EDEN PRAIRIE	Fleet Parts	9/30/2021	\$ 263.07
8505	NAPA AUTO PARTS	Fleet Parts	9/30/2021	\$ 35.14
8508	NORTH CENTRAL BUS	Fleet Parts	9/30/2021	\$ 235.29
8510	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	9/30/2021	\$ 553.53
8511	PREVOST CAR INC.	Fleet Parts	9/30/2021	\$ 25.46
8520	SUBURBAN CHEVROLET	Fleet Parts	9/30/2021	\$ 400.12
8522	THE AFTERMARKET PARTS COMPANY	Fleet Parts	9/30/2021	\$ 3,956.28
8528	WALSER CHRYSLER JEEP DODGE	Fleet Parts	9/30/2021	\$ 83.60
8515	SIGN SOURCE, INC.	Garage Expansion	9/30/2021	\$ 1,843.00
8518	SNAP-ON TOOLS	heavy duty hammer for toolbox	9/30/2021	\$ 120.00
8492	GRAINGER	HVAC supplies	9/30/2021	\$ 1,138.90
8500	MEDIACOM	Internet Service Payment	9/30/2021	\$ 374.89
8514	RSM US PRODUCT SALES LLC	Managed IT Services	9/30/2021	\$ 105.00
8514	RSM US PRODUCT SALES LLC	Manged IT Services	9/30/2021	\$ 1,376.00
8493	JOHN HAGGENMILLER	MILEAGE REIMBURSEMENT	9/30/2021	\$ 147.28
8491	FRANZ REPROGRAPHICS	Monthly Project Fee	9/30/2021	\$ 100.00
8507	NCPERS MINNESOTA	NCPERS	9/30/2021	\$ 192.00
8509	OFFICE DEPOT	Office Supplies	9/30/2021	\$ 137.38
8506	NATIONAL PEN CO. LLC	Office Supplies-Pens	9/30/2021	\$ 489.13
8499	LUBE-TECH & PARTNERS, LLC	Oil	9/30/2021	\$ 1,219.35
8490	FIRST TRANSIT, INC.	Operation Service	9/30/2021	\$ 232,012.53
8501	MENARDS	paver locking sand	9/30/2021	\$ 82.38
8479	SRF CONSULTING GROUP INC.	Prof Fee-Asset Mngmnt	9/30/2021	\$ 1,509.20
8512	REPUBLIC SERVICES #894	Refuse Service	9/30/2021	\$ 1,257.06
8501	MENARDS	screws for new shed	9/30/2021	\$ 42.45
8495	INTERSTATE POWER SYSTEM, INC.	service call	9/30/2021	\$ 450.00
8497	KLOOS ELECTRIC, INC.	service call	9/30/2021	\$ 265.00
8482	ALLSTATE PETERBILT	Shop Supplies	9/30/2021	\$ 387.14
8488	FACTORY MOTOR PARTS COMPANY	Shop Supplies	9/30/2021	\$ 71.76
8510	O'REILLY AUTOMOTIVE, INC.	Shop Supplies	9/30/2021	\$ 119.67
8521	SYNCB AMAZON	Shop Supplies	9/30/2021	\$ 103.39
8519	SOCIAL INDOOR	Social Indoor Advertising	9/30/2021	\$ 4,500.00
8517	LEN SIMICH	State Fair Snacks & Other	9/30/2021	\$ 768.77
8480	A TO Z RENTAL CENTER	supplies	9/30/2021	\$ 35.70
8521	SYNCB AMAZON	supplies	9/30/2021	\$ 153.52
8523	THE SHERWIN-WILLIAMS CO	supplies	9/30/2021	\$ 72.76
8483	CARVER COUNTY	SVW Internet & Cable	9/30/2021	\$ 1,080.00
8485	CENTURYLINK	SWV Phone Bill	9/30/2021	\$ 126.40
8513	ROYAL TIRE INC.	Tire Disposal	9/30/2021	\$ 63.00
8513	ROYAL TIRE INC.	Tires	9/30/2021	\$ 2,647.76
8526	UNIFIRST CORPORATION	Uniform Service	9/30/2021	\$ 485.95
8526	UNIFIRST CORPORATION	Uniforms	9/30/2021	\$ 178.38
8510	O'REILLY AUTOMOTIVE, INC.	Vehicle Parts	9/30/2021	\$ 10.29
8513	ROYAL TIRE INC.	Vehicle Parts	9/30/2021	\$ 68.00
8489	FIDELITY SECURITY LIFE INSURANCE CO.	Vision Insurance	9/30/2021	\$ 159.58
8488	FACTORY MOTOR PARTS COMPANY	Warranty Credit	9/30/2021	\$ (15.00)
8501	MENARDS	weeding tools	9/30/2021	\$ 122.86
8551	T-MOBILE	Bus Wifi Service	10/7/2021	\$ 4,541.39
8553	WALKER CONSULTANTS	CAPITAL COST FOR CONSTRUCTION	10/7/2021	\$ 3,000.00
8544	MENARDS	concrete fill of epg lot drain	10/7/2021	\$ 179.91

**SouthWest Transit**

**09/18/2021 Thru 10/21/2021**

**Meeting Date: 10/28/2021**

**Payment of Claims**

<b>Check Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Check Amount</b>
8549	ROYAL TIRE INC.	CREDIT	10/7/2021	\$ (148.85)
8546	OCCUPATIONAL MEDICINE CONSULTS	DOT Medical Exam	10/7/2021	\$ 120.00
8552	U.S. BANK EQUIPMENT FINANCE	ECS COPIER	10/7/2021	\$ 310.80
8532	CITY OF CHASKA UTILITY BILLING	ECS Electric	10/7/2021	\$ 2,201.43
8530	CENTURYLINK	ECS Phone Bill	10/7/2021	\$ 460.66
8544	MENARDS	epg shed materials	10/7/2021	\$ 32.69
8544	MENARDS	extra steal for new shed	10/7/2021	\$ 452.76
8550	SYNCB AMAZON	Facility Supplies	10/7/2021	\$ 23.38
8529	ABC BUS COMPANIES	Fleet Parts	10/7/2021	\$ 539.00
8541	HOGLUND BUS COMPANY	Fleet Parts	10/7/2021	\$ 101.82
8538	GARY A. GROEN	Gary's Time Card April-Sep	10/7/2021	\$ 1,225.00
8535	GOVERNMENT FINANCE OFFICERS ASSOCIATION	GFOA Membership Renewal	10/7/2021	\$ 135.00
8548	REPUBLIC SERVICES #894	Refuse Service	10/7/2021	\$ 2,632.66
8539	GUARDIAN PEST SOLUTIONS, INC.	service call	10/7/2021	\$ 65.00
8534	FEDEX	Shipping	10/7/2021	\$ 3.29
8536	GRAINGER	Shop Supplies	10/7/2021	\$ 52.22
8545	MYERS TIRE - CHICAGO #12	Shop Supplies	10/7/2021	\$ 184.02
8543	LOCAL GOVERNMENT INFORMATION SYSTEMS	Software Maint Contract	10/7/2021	\$ 1,423.00
8536	GRAINGER	supplies	10/7/2021	\$ 84.12
8542	JOHNSON CONTROLS, INC.	SUPPLIES	10/7/2021	\$ 76.62
8544	MENARDS	supplies	10/7/2021	\$ 319.56
8547	PPG ARCHITECTURAL FINISHES	supplies	10/7/2021	\$ 636.55
8554	ZAHL PETROLEUM MAINTENANCE CO.	supplies	10/7/2021	\$ 891.30
8537	GREGERSON, ROSOW, JOHNSON & NILAN, LTD	SWV LOT 2	10/7/2021	\$ 3,766.63
8549	ROYAL TIRE INC.	Tire Disposal	10/7/2021	\$ 52.00
8549	ROYAL TIRE INC.	Tires	10/7/2021	\$ 4,195.85
8531	CITY OF CHANHASSEN	Utilites Water/Sewer	10/7/2021	\$ 1,560.31
8533	CITY OF EDEN PRAIRIE	Utilities - Water/Sewer	10/7/2021	\$ 1,590.27
8531	CITY OF CHANHASSEN	Utilities Payment	10/7/2021	\$ 818.67
8540	HENSON & EFRON, P.A.	Professional Services	10/7/2021	\$ 350.00
8585	JASON KIRSCH	10.15.2021 Payroll J. Kirsch	10/15/2021	\$ 923.11
8558	CBIZ FINANCIAL SOLUTIONS, INC.	Administration of TASC	10/15/2021	\$ 12.68
8556	AMERICAN PUBLIC TRANSPORTATION	APTA Membership Dues	10/15/2021	\$ 7,500.00
8583	TRAPEZE SOFTWARE GROUP	AVL Data Radio Ant Cable 709	10/15/2021	\$ 76.62
8581	TAGOVE LIMITED	Cust. Serv. Chat Software	10/15/2021	\$ 2,400.00
8584	UNIFIRST CORPORATION	Drivers Uniforms	10/15/2021	\$ 701.04
8564	LIFE INSURANCE COMPANY OF NORTH AMERICA	EMPLOYEE LIFE	10/15/2021	\$ 1,176.86
8571	OSI ENVIRONMENTAL, INC.	Environmental Fee	10/15/2021	\$ 150.00
8578	SPOK, INC.	facility/ops pagers	10/15/2021	\$ 165.57
8577	SITEONE LANDSCAPE SUPPLY, LLC	fertilizer/seed for fall	10/15/2021	\$ 738.60
8555	ALLSTATE PETERBILT	Fleet Parts	10/15/2021	\$ 1,325.02
8569	NORTH CENTRAL BUS	Fleet Parts	10/15/2021	\$ 491.36
8570	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	10/15/2021	\$ 334.89
8579	SPORTWORKS NORTHWEST, INC.	Fleet Parts	10/15/2021	\$ 4,739.00
8580	SYNCB AMAZON	Fleet Parts	10/15/2021	\$ 251.77
8582	THE AFTERMARKET PARTS COMPANY	Fleet Parts	10/15/2021	\$ 1,914.65
8563	HEALTHPARTNERS INC.	HealthPartners COBRA	10/15/2021	\$ 140.51
8567	MICRO CENTER	IT Supplies	10/15/2021	\$ 84.99
8576	LEN SIMICH	MPTA DULUTH CONFERENCE	10/15/2021	\$ 604.25
8574	ROVITRACKER INC.	Portable Cam Tower Svrc	10/15/2021	\$ 310.00
8572	PAUL'S TWO-WAY RADIO REPAIR	Radio Repair	10/15/2021	\$ 50.00
8557	CAPITAL ONE TRADE CREDIT	seed/fertilizer/salt spreader	10/15/2021	\$ 289.99

**SouthWest Transit**  
09/18/2021 Thru 10/21/2021

**Meeting Date: 10/28/2021**

**Payment of Claims**

<b>Check Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Date</b>	<b>Check Amount</b>
8562	GUARDIAN MECHANICAL SERVICE INC.	service call	10/15/2021	\$ 1,700.00
8565	MENARDS	state fair	10/15/2021	\$ 843.35
8580	SYNCB AMAZON	state fair Masks	10/15/2021	\$ 1,169.10
8557	CAPITAL ONE TRADE CREDIT	supplies	10/15/2021	\$ 88.17
8560	COMMERCIAL ASPHALT COMPANY	supplies	10/15/2021	\$ 95.66
8570	O'REILLY AUTOMOTIVE, INC.	supplies	10/15/2021	\$ 41.87
8573	PPG ARCHITECTURAL FINISHES	supplies	10/15/2021	\$ 359.42
8565	MENARDS	supplies to build shed	10/15/2021	\$ 47.19
8566	MENTORMATE, INC.	SWT Android App Update	10/15/2021	\$ 300.00
8575	ROYAL TIRE INC.	Tire Disposal	10/15/2021	\$ 34.00
8575	ROYAL TIRE INC.	Tires	10/15/2021	\$ 206.17
8584	UNIFIRST CORPORATION	Uniforms	10/15/2021	\$ 156.82
8557	CAPITAL ONE TRADE CREDIT	Tiedown-J-Hook	10/15/2021	\$ 99.92
8559	CITY OF MINNEAPOLIS FINANCE DE	Meeter Hoods Gopher Game	10/15/2021	\$ 459.00
8561	FREEWHEEL BIKE - EVENTS	SW Bike Tune Ups	10/15/2021	\$ 1,047.96
8568	MINNESOTA PETROLEUM SERVICE	Lift Inspection	10/15/2021	\$ 205.00
8603	OFFICE DEPOT	Annual Surveys	10/20/2021	\$ 83.63
8593	JON CHRISTENSON	APTA Expo Flights	10/20/2021	\$ 391.80
8622	XCEL ENERGY	CTS ELECTRIC	10/20/2021	\$ 835.53
8616	UNIFIRST CORPORATION	Drivers Uniforms	10/20/2021	\$ 398.56
8605	POPP COMMUNICATIONS	ECS PHONE BILL	10/20/2021	\$ 2,299.38
8586	ALLSTATE PETERBILT	Fleet Parts	10/20/2021	\$ 245.04
8587	BATTERIES PLUS	Fleet Parts	10/20/2021	\$ 3,720.56
8599	LANO EQUIPMENT, INC.	Fleet Parts	10/20/2021	\$ 528.26
8604	O'REILLY AUTOMOTIVE, INC.	Fleet Parts	10/20/2021	\$ 42.64
8606	RDO EQUIPMENT CO.	Fleet Parts	10/20/2021	\$ 287.65
8615	THE AFTERMARKET PARTS COMPANY	Fleet Parts	10/20/2021	\$ 1,570.92
8619	WHEELCO TRUCK & TRAILER PARTS	Fleet Parts	10/20/2021	\$ 20.80
8618	WEX BANK	Fuel	10/20/2021	\$ 378.58
8620	WILSON'S NURSERY INC.	garage landscaping	10/20/2021	\$ 430.10
8591	CENTERPOINT ENERGY	Gas Bill - ECS	10/20/2021	\$ 41.90
8597	HEALTHPARTNERS INC.	HealthPartners Employee	10/20/2021	\$ 29,293.77
8610	SOCIAL INDOOR	Huntington Stadium Ads	10/20/2021	\$ 2,500.00
8609	S&P GLOBAL MARKET INTELLIGENCE	iHeart Media Ad Campaign	10/20/2021	\$ 4,305.00
8610	SOCIAL INDOOR	Indoor Ads	10/20/2021	\$ 2,000.00
8608	RSM US PRODUCT SALES LLC	IT MSP July 2021	10/20/2021	\$ 1,371.00
8621	WINTHROP & WEINSTINE, PA	Legislative Service	10/20/2021	\$ 4,000.00
8588	BEST VERSION MEDIA	Neighbors of Magazine Ads	10/20/2021	\$ 990.91
8592	CENTURYLINK	Phone Bill	10/20/2021	\$ 62.06
8589	C.H.I. COMPANIES	pole saw, leaf vacuum	10/20/2021	\$ 869.97
8598	HENNEPIN COUNTY AR	RADIO SERVICE FEE	10/20/2021	\$ 327.04
8596	DACOTAH PAPER CO.	Shop Supplies	10/20/2021	\$ 291.55
8604	O'REILLY AUTOMOTIVE, INC.	Shop Supplies	10/20/2021	\$ 50.12
8613	SYNCB AMAZON	Shop Supplies	10/20/2021	\$ 85.56
8611	SPECIALTY SOLUTIONS LLC	sidewalk salt	10/20/2021	\$ 1,050.62
8590	CAPITAL ONE TRADE CREDIT	snow shovel	10/20/2021	\$ 264.75
8601	LOCAL GOVERNMENT INFORMATION SYSTEMS	SOFTWARE LEASE	10/20/2021	\$ 11,596.00
8602	MENARDS	sprayer for concrete stain	10/20/2021	\$ 15.98
8599	LANO EQUIPMENT, INC.	stump grinder rental	10/20/2021	\$ 200.00
8612	SSI MN TRANCHE 3 ACCT: 10327096	Subscription US Solar	10/20/2021	\$ 5,237.16
8600	LHB INC.	SUSTAINABLE ACTION PLAN	10/20/2021	\$ 5,486.25
8595	COMCAST BUSINESS - CABLE	SWS CABLE	10/20/2021	\$ 364.05

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<b>Payment of Claims</b>				
Check Number	Vendor Name	Description	Check Date	Check Amount
8622	XCEL ENERGY	SWS ELECTRIC	10/20/2021	\$ 1,663.56
8614	TASC	TASC Admin Fee	10/20/2021	\$ 50.32
8607	ROYAL TIRE INC.	Tires	10/20/2021	\$ 1,655.53
8620	WILSON'S NURSERY INC.	trees for the garage landscape	10/20/2021	\$ 464.00
8616	UNIFIRST CORPORATION	Uniforms	10/20/2021	\$ 76.90
8617	VERIZON WIRELESS	Wireless Phone	10/20/2021	\$ 105.03
8594	CITY OF MINNEAPOLIS FINANCE DE	Meeter Hoods Gopher Game	10/20/2021	\$ 508.00
8625	SW NEWS MEDIA	Advertising	10/21/2021	\$ 1,259.68
8624	MRA - THE MANAGEMENT ASSOCIATION	HR Membership	10/21/2021	\$ 800.00
8623	FIRST TRANSIT, INC.	Operation Service	10/21/2021	\$ 304,707.51
<b>TOTAL</b>				<b>\$ 895,770.31</b>
<b>ACH Withdraws</b>				
	Mansfield Oil PAYMENTS 1624460	Bus Fuel	9/20/2021	\$ 10,138.18
	Mansfield Oil PAYMENTS 1625070	Bus Fuel	9/24/2021	\$ 15,183.74
	Mansfield Oil PAYMENTS 1625258	Bus Fuel	9/27/2021	\$ 17,063.60
	Mansfield Oil PAYMENTS 1625663	Bus Fuel	9/29/2021	\$ 2,031.07
	Mansfield Oil PAYMENTS 1625751	Bus Fuel	9/30/2021	\$ 13,891.32
	Mansfield Oil PAYMENTS 1626437	Bus Fuel	10/5/2021	\$ 8,993.52
	Mansfield Oil PAYMENTS 1626606	Bus Fuel	10/7/2021	\$ 2,449.11
	Mansfield Oil PAYMENTS 1626793	Bus Fuel	10/8/2021	\$ 10,423.34
	Mansfield Oil PAYMENTS 1627363	Bus Fuel	10/13/2021	\$ 16,469.98
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	9/24/2021	\$ 1,100.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	10/6/2021	\$ 885.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	10/12/2021	\$ 385.00
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	10/15/2021	\$ 240.00
	ADP PAYROLL FEES ADP - FEES 10TH9 0525920	Payroll Service	9/24/2021	\$ 2,340.40
	CARDMEMBER SERV WEB PYMT	Credit Card Payment	9/24/2021	\$ 14,238.45
	PAYPAL TRANSFER TSHEETS	Payroll Service	10/12/2021	\$ 302.00
	POSITIVE PAY	Bank Fee	9/30/2021	\$ 25.00
	ACH ORIGINATION	Bank Fee	9/30/2021	\$ 40.00
<b>TOTAL</b>				<b>\$ 116,199.71</b>
<b>Payroll</b>				
	ADP, INC.	Payroll	9/30/2021	\$ 84,918.26
	Paylocity	Payroll	10/14/2021	\$ 80,785.88
<b>TOTAL</b>				<b>\$ 165,704.14</b>
<b>Monthly Reimbursement included in payroll totals</b>				
	Justin Ambroz	Cell Phone Allowance		\$ 50.00
	Jon Christenson	Cell Phone Allowance		\$ 75.00
	Mike Dartt	Cell Phone Allowance		\$ 75.00
	Connor Froemming	Cell Phone Allowance		\$ 50.00
	Matt Fyten	Cell Phone Allowance		\$ 50.00
	John Haggemiller	Cell Phone Allowance		\$ 75.00
	Kyle Jackels	Cell Phone Allowance		\$ 50.00
	Jason Kirsch	Cell Phone Allowance		\$ 50.00
	Tony Kuykendall	Cell Phone Allowance		\$ 50.00
	Daniel LeGuen-Schmidt	Cell Phone Allowance		\$ 50.00
	Steve Michael	Cell Phone Allowance		\$ 75.00
	Nicholas Peters	Cell Phone Allowance		\$ 50.00
	Evan Rozelle	Cell Phone Allowance		\$ 50.00

SouthWest Transit				
09/18/2021 Thru 10/21/2021				
Meeting Date: 10/28/2021				
Payment of Claims				
Check Number	Vendor Name	Description	Check Date	Check Amount
	Ben Schuler	Cell Phone Allowance		\$ 50.00
	Jake Simich	Cell Phone Allowance		\$ 75.00
	Kory Simich	Cell Phone Allowance		\$ 75.00
	Len Simich	Cell Phone Allowance		\$ 85.00
	Mike Simich	Cell Phone Allowance		\$ 50.00
	Souriyong Souriya	Cell Phone Allowance		\$ 50.00
	Joe Townsend	Cell Phone Allowance		\$ 50.00
	Matt Vieth	Cell Phone Allowance		\$ 50.00
	Len Simich	Car Allowance		\$ 712.00
	Kevin Berg	Tools Allowance		\$ 100.00
	Ben Green	Tools Allowance		\$ 100.00
	Dave Huddleston	Tools Allowance		\$ 100.00
	Kyle Jackels	Tools Allowance		\$ 100.00
	Edwin Nama	Tools Allowance		\$ 100.00
	Bradley Peters	Tools Allowance		\$ 100.00
	Jordan Roske	Tools Allowance		\$ 100.00
	Lonnie Van Eps	Tools Allowance		\$ 100.00
	Matt Vieth	Tools Allowance		\$ 100.00
	Steve Michael	Tools Allowance		\$ 100.00
		<b>TOTAL</b>		<b>\$ 2,947.00</b>
		<b>GRAND TOTAL</b>		<b>\$ 1,177,674.16</b>

# Consent

# SOUTHWEST TRANSIT COMMISSION MINUTES

Thursday, September 23, 2021  
Commission Meeting – 6:00 pm

## COMMISSION MEMBERS

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

## GENERAL COUNSEL

Joshua Dorothy, Attorney

## EXECUTIVE STAFF

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

### I. PUBLIC COMMENT

The meeting was called to order by Chair Huang at 6:00 pm. There was no public comment.

### II. APPROVAL OF AGENDA

Chief Executive Officer Simich requested that under New Business, Item V.C. "Reserve Reclassification and Approval of CIP" be moved to V.A. The remainder of the New Business items would proceed in the order listed.

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

### III. PAYMENT OF CLAIMS

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

### IV. CONSENT

- A. Approval of 06/24/2021 Minutes
- B. Approval of Financial Statements
- C. Ridership Report
- D. Energy Management System Server and Controller Upgrades

Regarding Item IV.C., Ridership Report, Commissioner McDonald requested clarification of significant increase in ridership for the month of August. CEO Simich stated that State Fair ridership was included in the August reporting.

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

## V. NEW BUSINESS

### A. Reserve Reclassification and Approval of CIP

Chief Executive Officer Simich stated that staff has developed a comprehensive capital improvement plan (CIP). Internal resources have been identified that may be committed to financing of the plan.

Financial Consultant Groen stated that Resolution 21-07 combines various accounts and resources to better utilize them. Resolution 21-08 adds \$2,000,000 from the General Fund to the CIP Fund, streamlining accounting and reporting.

**Motion:** McDonald motioned, seconded by Roepke to adopt Resolution 21-07 accepting the combination of various funds to properly identify the resources for the EP garage roof repair and future capital improvements. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Roepke, yes; Ryan, yes; Bonnevier, yes. The motion carried 7-0-0.

**Motion:** McDonald motioned, seconded by Ryan to adopt Resolution 21-08 approving the transfer of \$2,000,000 from the General Fund to the SWT Capital Improvement Fund to finance future improvements and repair and maintenance projects. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Roepke, yes; Ryan, yes; Bonnevier, yes. The motion carried 7-0-0.

### B. Electric Bus Retrofit

Chief Executive Officer Simich stated that staff proposes converting one SWT owned Prime bus from gasoline to full electric propulsion. He and Director of Vehicle and Facility Maintenance Kuykendall have researched firms that can implement the retrofit.

ABC Bus, Inc. of Faribault MN submitted an RFP for the conversion to be completed by Lightning eMotors of Loveland, CO.

The price quoted includes the complete EV conversion, extended range battery pack both slow charge A/C and fast charge D/C battery chargers and telematics monitoring of the bus.

**Motion:** Narayanan motioned, seconded by McDonald to authorize SWT CEO to enter into an agreement with ABC Bus, Inc. of Faribault MN in a sum not to exceed \$132,500.00 for the electric conversion of a SWT owned Ford transit 350 HD Prime bus. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Roepke, yes; Ryan, yes; Bonnevier, yes. The motion carried 7-0-0.

### C. Emergency Procurement

Chief Executive Officer Simich stated that the COVID-19 pandemic has profoundly affected the supply chain and made many items near to impossible to procure in a timely manner. Often items exceeding the CEO's spending limit of \$25,000 become available and need to be committed to in an urgent manner. Convening the Commission in a timely manner to approve such purchases can be challenging.

**Motion:** Roepke motioned, seconded by Ryan to temporarily increase the CEO's authority to make purchases on behalf of SouthWest Transit from \$25,000 to \$75,000, subject to compliance with existing standards and procedures, consultation with the Chair regarding purchases in excess of \$25,000, and disclosure to the Commission at its next meeting after each such purchase, such increased authority to automatically expire on December 31, 2021, unless extended by the Commission.

**Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Roepke, yes; Ryan, yes; Bonnevier, yes. The motion carried 7-0-0.

**D. Open Meeting Law**

General Counsel Dorothy stated that at least four members of the SWT Commission plan to attend the 2021 American Public Transportation Association Annual Conference & Expo. Dorothy presented guidance regarding complying with the Minnesota Open Meeting Law and the Minnesota Government Data Practices Act during and after attendance at said conference.

**DISCUSSION ONLY. No motion required.**

**E. COVID-19 Vaccination/Testing Policy**

Human Resources Manager LeGuen-Schmidt stated that on August 11, 2021 the State of Minnesota released HR/LR Policy #1446 COVID-19 Proof of Vaccination and Testing. SouthWest Transit has drafted a policy to mirror the expectations of the State of Minnesota for SouthWest Transit staff.

**Motion:** Narayanan motioned, seconded by Roepke to approve SouthWest Transit COVID-19 Proof of Vaccination and Testing Policy. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, abstain; Freiberg, abstain; Roepke, yes; Ryan, abstain; Bonnevier, yes. The motion carried 4-0-3.

**F. Garage Security Gate Replacement**

Chief Executive Officer Simich stated that the latest amendment to the Garage Expansion/Modernization Project involves replacement of the security gate. Said action will amend the original contract by \$350,000; funding for the project comes from the sale of property to the Metropolitan Council for the SWLRT project.

**BIDS**

Project Management	Big D	\$78,000
Architectural, Engineering, Design	Hay Dobbs	\$15,500
Bid Package 1A. Survey	Sunde Land Surveying	\$4,500
Bid Package 1B. Demo	Nord Construction	\$12,000
Bid Package 1C. Concrete	North Country	\$11,615
Bid Package 1D. Bituminous	Bituminous Roadway	\$11,920
Bid Package 1E. Electrical	Kloos Electrical	\$9,665
Bid Package 1F. Technology/Software	Siemens	\$174,925
Project Contingency – 10%		\$31,875
<b>TOTAL</b>		<b><u>\$350,000</u></b>

**Motion:** McDonald motioned, seconded by Roepke to authorize SWT CEO to:

- enter into contracts with contractors identified who submitted the low bid/quote in relation to the work each will perform in the construction of the garage office addition
- approve any change orders and/or subcontracts which do not exceed \$35,000 as long as the change order or subcontract work does not change the original intent of the project or exceed the total amount set aside in the contingency budget.

**Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Roepke, yes; Ryan, yes; Bonnevier, yes. The motion carried 7-0-0.

**G. CEO Search Firm Selection**

Human Resources Manager LeGuen-Schmidt stated that as CEO Simich plans to retire in 2022, SWT posted a Request for Proposal for an Executive Search firm. Four proposals were received by Human Resources and reviewed with the Finance and Personnel Committee.

LeGuen-Schmidt proposes interviewing two firms, Baker Tilly and KL2 Connects, and reporting back to the Commission at a future meeting.

**DISCUSSION ONLY. No motion required.**

**H. CEO Contract 2021 and 2022**

Chair Huang stated that the current employment agreement between SouthWest Transit and CEO Simich extends through December 31, 2022. As Simich has expressed a desire to retire before that date, the Budget & Personnel Committee and Simich have discussed amending his current employment agreement. The employment contract will expire on August 15, 2022.

**Motion:** Roepke motioned, seconded by McDonald to authorize the Chair to execute the proposed second amendment to the employment agreement with the Commission's CEO. **Roll Call Vote:** Huang, yes; Narayanan, yes; McDonald, yes; Freiberg, yes; Roepke, yes; Ryan, yes; Bonnevier, yes. The motion carried 7-0-0.

**VI. UPDATES**

**VII. ADJOURNMENT**

**Motion:** McDonald motioned, seconded by Freiberg to adjourn. The motion carried 7-0-0 by voice vote. The meeting adjourned at 8:25 pm.

September 23, 2021 SouthWest Transit Commission Minutes Prepared By: Linda Spevacek

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

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



**Balance Sheet for All Funds  
September 2021**

Commission Meeting date 10.28.2021

Fund Name					
Balance Sheet Category	General Fund	Capital Improvement Fund	EPG Roof Replacement Fund	SWS Development Capital Fund	Total
<b>Assets</b>					
Cash & Investments	\$ 5,023,322	\$ 2,700,116	\$ 2,000,000	\$ 6,074,445	\$ 15,797,883
Accounts Receivable	3,797,295		-	-	3,797,295
Other Assets	266,558	-	-	-	266,558
<b>Total Assets</b>	<b>9,087,175</b>	<b>2,700,116</b>	<b>2,000,000</b>	<b>6,074,445</b>	<b>19,861,736</b>
<b>Liabilities</b>					
Accounts Payable	33,978	-	-	-	33,978
Other Liabilities		-	-	-	-
<b>Total Liabilities</b>	<b>33,978</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>33,978</b>
<b>Fund Balances</b>					
Beginning Fund Balance-January 2020	7,522,658	2,863,414	-	6,035,120	16,421,192
Net Change in Fund Balance	1,530,539	(163,298)	2,000,000	39,325	3,406,566
<b>Total Fund Balances</b>	<b>9,053,197</b>	<b>2,700,116</b>	<b>2,000,000</b>	<b>6,074,445</b>	<b>19,827,758</b>
<b>Total Liabilities &amp; Fund Balances</b>	<b>\$ 9,087,175</b>	<b>\$ 2,700,116</b>	<b>\$ 2,000,000</b>	<b>\$ 6,074,445</b>	<b>\$ 19,861,736</b>

10/21/2021



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

Commission Meeting date 10.28.2021

Sept=75%

General Fund 100	Adopted Budget	Current Month Actual	2021 YTD Actual	2021 YTD Balance	% YTD Budget
<b>Revenues</b>					
Passenger Fares	\$ 748,400	\$ 104,690	\$ 337,717	(410,683)	45.1%
Contract Revenue	33,600	5,141	34,628	1,028	103.1%
CMAQ Grant Revenue	283,000	1,299	20,542	(262,458)	0.0%
5307 NTD Funding	784,000	220,715	326,622	(457,378)	41.7%
MVST Revenue	7,034,450	761,920	6,956,063	(78,388)	98.9%
RAMVST Revenue	1,313,300	142,247	1,266,129	(47,171)	96.4%
CRRSA Section 5307 Investment Income	10,000	-	1,411,461	1,411,461	0.0%
	-	-	7,314	(2,686)	73.1%
Other Local Revenues	204,500	55,624	214,539	10,039	104.9%
	<u>10,411,250</u>	<u>1,291,637</u>	<u>10,575,014</u>	<u>163,764</u>	<u>101.6%</u>
Other Sources					
Insurance Recoveries	-	225	7,362	7,362	-
<b>Total Revenue</b>	<b>\$ 10,411,250</b>	<b>\$ 1,291,862</b>	<b>\$ 10,582,376</b>	<b>\$ 171,126</b>	<b>101.6%</b>
<b>Expenditures</b>					
Administration	\$ 1,406,292	\$ 99,593	\$ 981,757	424,535	69.8%
Operations	6,469,290	638,381	2,991,198	3,478,092	46.2%
Vehicle Maintenance	1,927,656	149,779	1,022,906	904,750	53.1%
Facility Maintenance	1,438,100	101,167	889,534	548,566	61.9%
<b>Total Expenditures</b>	<b>11,241,338</b>	<b>988,920</b>	<b>5,885,395</b>	<b>5,355,943</b>	<b>52.4%</b>
5307 NTD Schedule	784,000	220,715	326,622	457,378	41.7%
Capital Cost Of Operating	1,546,995	171,582	839,820	707,175	54.3%
<b>Total Expenditures &amp; Capital Cost of Operating</b>	<b>13,572,333</b>	<b>1,381,217</b>	<b>7,051,837</b>	<b>6,520,496</b>	<b>52.0%</b>
Transfers (Out)	-	2,000,000	2,000,000	-	0.0%
	<u>13,572,333</u>	<u>3,381,217</u>	<u>9,051,837</u>	<u>6,520,496</u>	<u>66.7%</u>
<b>Net Change in Fund Balance</b>	<b>\$ (3,161,083)</b>	<b>\$ (2,089,355)</b>	<b>\$ 1,530,539</b>		
Fund Balance, January 1			<u>\$ 7,522,658</u>		
Fund Balance, End of Current Period			<u>\$ 9,053,197</u>		
Months of Operating Expenditures			8		
Fund Balance as a % of the Expenditure Budget			<u>66.7%</u>		



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

Commission Meeting date 10.28.2021

Sept=75%

All Other Funds	Adopted Budget	Current Month Actual	2021 YTD Actual	2021 YTD Balance	% YTD Budget
<b>Capital Improvement Fund 270</b>					
Revenue	\$ -	\$ -	\$ -	-	0.0%
Expenditures	-	134,145	200,032	-	0.0%
Transfer In (Out)	-	-	-	-	0.0%
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ (134,145)</b>	<b>\$ (200,032)</b>		
<b>EPG Roof Replacement Fund 280</b>					
Revenue	\$ -	\$ -	\$ -	-	0.0%
Expenditures	-	-	-	-	0.0%
Transfer In (Out)	-	2,000,000	2,000,000	-	-
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ 2,000,000</b>		
<b>SWS Development Capital Fund 360</b>					
Revenue	\$ -	\$ -	\$ 37,620	\$ 37,620	0.0%
Expenditures	-	-	-	-	0.0%
Transfer In (Out)	-	-	-	-	0.0%
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 37,620</b>		

SouthWest Transit					
Pledged Securities Accounts - September 2021					
Security Description	Safekeeping Agent	Maturity Date	Pledged Date	Book Value	Pledged Value
<b>Flagship Bank Minnesota</b>					
Treasury	United Bankers Bank	9/30/2024	3/7/2021	\$ 2,060,542.10	\$ 2,000,000.00
Treasury	United Bankers Bank	7/31/2024	3/7/2021	\$ 1,037,950.43	\$ 1,000,000.00
Treasury	United Bankers Bank	1/31/2025	4/26/2021	\$ 1,540,258.23	\$ 1,500,000.00
Treasury	United Bankers Bank	7/15/2024	7/19/2021	\$ 998,755.14	\$ 1,000,000.00
FHLMC - FED Home Loan Mortgages	United Bankers Bank	11/1/2021	8/12/2015	\$ 227,051.75	\$ 226,926.60
MBS-FNMA/FHLMC	United Bankers Bank	9/1/2027	5/26/2020	\$ 157,371.03	\$ 157,371.03
Wells Natl West	United Bankers Bank	1/17/2023	4/2/2020	\$ 249,000.00	\$ 249,000.00
Enerbank USA	United Bankers Bank	9/13/2024	9/25/2019	\$ 247,957.62	\$ 249,000.00
Morgan Stanley	United Bankers Bank	11/14/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
3RD FED SVGS	United Bankers Bank	11/25/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
Sallie MAE	United Bankers Bank	7/21/2026	9/29/2021	\$ 248,000.00	\$ 248,000.00
UBS	United Bankers Bank	9/9/2024	9/29/2021	\$ 249,000.00	\$ 249,000.00
US Treasury Notes	United Bankers Bank	7/31/2022	10/6/2016	\$ 749,877.28	\$ 750,000.00
CMO 2009-26	United Bankers Bank	8/16/2022	6/30/2021	\$ 86,830.88	\$ 86,618.88
GNMA	United Bankers Bank	8/20/2040	7/20/2018	\$ 117,986.10	\$ 117,986.10
GNMA	United Bankers Bank	1/20/2033	1/20/2021	\$ 127,672.96	\$ 127,672.96
FNMA	United Bankers Bank	10/1/2032	10/23/2012	\$ 209,543.49	\$ 209,543.49
				\$ 8,801,797.01	\$ 8,665,119.06
<b>BankVista</b>					
FDIC	FDIC - State	10/6/2021	6/6/2018	\$ 250,000	\$ 250,000
FDIC	ICS Account	10/6/2021	6/6/2018	\$ 5,444,841	\$ 5,444,841
<b>Tradition Capital Bank</b>					
Edgewood OH City Sch Dist Bond	BMO Harris Bank N.A	12/1/2029	12/19/2019	\$ 533,985	\$ 500,000
Little Blue VLY MO SWR Dist SW Bond	BMO Harris Bank N.A	9/1/2027	9/26/2019	\$ 1,097,870	\$ 1,000,000
Port Neches-Groves TX Indep SC Bonds	BMO Harris Bank N.A	2/15/2026	7/26/2016	\$ 762,971	\$ 695,000
Fed Farm Credit Bank	BMO Harris Bank N.A	4/1/2033	4/1/2013	\$ 968,318	\$ 912,724
<b>Alerus</b>					
FRB Federal Reserve Custody	Bank of North Dakota	4/1/2026	6/22/2016	\$ 371,329	\$ 349,404
<b>Americana Community Bank</b>					
GNMA Pool # MA1119	United Bankers Bank	7/1/2042	8/25/2016	\$ 595,740	\$ 595,740
			<b>Total</b>	<b>\$ 18,826,850</b>	<b>\$ 18,412,827</b>
<b>Summary Total Funds</b>		<b>9/30/2021</b>			
Flagship Bank	\$ 7,901,745				
BankVista	\$ 5,696,049				
Tradition Capital Bank	\$ 2,266,763				
Alerus	\$ 274,444				
Americana Community Bank	\$ 818,424				
<b>Total</b>	<b>\$ 16,957,425</b>				
<i>Difference Extra</i>	<i>\$ 1,455,401.82</i>				



**SouthWest Transit Commission Investments  
September 2021**

Broker	Purchase Date	Type	Description	Maturity Date	Type	Purchase Cost	Maturity Amount	Rate	Days to Maturity	Current Market Value	Accrued Interest	Months Term
<b>9/30/2021</b>												
BankVista	6/6/2018	CD	BankVista CD 3301049	10/6/2021	CD	250,000.00	250,000.00	2.750%	6	250,000.00	2,298	40
Tradition Bank	10/16/2020	CD	Tradition Bank CD 13813422	10/16/2021	CD	650,000.00	650,000.00	1.000%	16	682,636.39	1,721	12
Flagship Bank	1/23/2021	CD	Flagship CD 100243	1/24/2022	CD	300,000.00	300,000.00	0.600%	116	300,000.00		12
Tradition Bank	2/5/2020	CD	Tradition Bank CD 13812681	2/5/2022	CD	1,500,000.00	1,500,000.00	0.750%	128	1,584,126.86	2,506	12
Americana	1/21/2021	CD	Americana 13087266	2/12/2022	CD	545,075.68	545,075.68	0.670%	135	545,075.68	2,822	13
Americana	1/12/2021	CD	Americana 17954691	2/12/2022	CD	273,348.24	273,348.24	0.670%	135	273,348.24	1,415	13
Flagship Bank	3/11/2020	CD	Flagship CD 100255	3/6/2022	CD	250,000.00	250,000.00	0.400%	157	250,000.00		12
Flagship Bank	3/16/2021	CD	Flagship CD 200379	3/15/2022	CD	750,000.00	750,000.00	0.400%	166	750,000.00		12
Flagship Bank	3/2/2019	CD	Flagship CD 100306	2/28/2023	CD	250,000.00	250,000.00	0.350%	516	250,000.00		24
<b>Total</b>						<b>4,768,423.92</b>	<b>4,768,423.92</b>			<b>4,885,187.17</b>	<b>10,762.00</b>	
										<i>Flagship Bank - Nonprofit Checking</i>		
										<i>Flagship Bank - Money Market Acct</i>		2,901,777.00
										<i>Alerus - Money Market Acct</i>		3,449,968.00
										<i>BankVista - Money Market ICS Acct</i>		274,444.20
										<i>BankVista - Money Market ICS Acct</i>		5,446,049.00
<b>Subtotal</b>										<b>\$ 12,072,238.20</b>		
<b>Grand Total</b>										<b>\$ 16,957,425.37</b>		
<b>Summary by Type (based upon current market value)</b>						<b>CDs Summary by banks</b>						
CD						Banks						
US Govt Agency						Americana						
Checking/MM/ICS						Alerus						
						Bank Vista						
						Flagship						
						Tradition						
Maturity Dates						Amount						
Sep-21						\$ -						
Oct-21						932,636.39						
Nov-21						\$ -						
later						\$ 3,952,550.78						
						\$ 4,885,187.17						



**MEMORANDUM**

**TO:** SouthWest Transit Commission  
**FROM:** Len Simich, CEO  
**DATE:** October 28, 2021  
**SUBJECT:** Statutory Tort Liability Waiver

**REQUESTED ACTION:**

That the Commission adopt Resolution 21-09 stating that SWT does not waive the statutory tort limits for liability insurance coverage and authorizing the Chief Executive Officer to sign the LMCIT liability coverage waiver form.

**BUDGET IMPACT:**

SWT's insurance premiums would be higher if SWT waives the statutory tort limit.

**BACKGROUND:**

Each year the League of Minnesota Cities Insurance Trust requests participants to waive or not waive the statutory tort limit. In previous years we have not waived the limit upon the advice of our general legal counsel, electing not to waive the statutory limit places a maximum of \$500,000 per individual and \$1,500,000 maximum for a single occurrence.

**RECOMMENDATION:**

That the Commission adopt Resolution 21-09 stating that SWT does not waive the statutory tort limits for liability insurance coverage and authorizing the Chief Executive Officer to sign the LMCIT liability coverage waiver form.

Attachments: Liability Coverage Waiver Form  
Resolution 21-09



**SOUTHWEST TRANSIT COMMISSION  
RESOLUTION # 21-09  
STATUTORY TORT LIABILITY WAIVER**

**WHEREAS**, the SouthWest Transit Commission operates as a Joint Powers entity for 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**, SouthWest Transit's insurance premiums would be higher if SouthWest transit waives the statutory tort limit; and

**WHEREAS**, in previous years SouthWest Transit has not waived the limit upon the advice of our general legal counsel

**NOW, THEREFORE, BE IT RESOLVED**, that the SWT Commission approves SouthWest Transit not waiving the statutory tort limits for liability insurance coverage and authorizes the Chief Executive Officer to sign the League of Minnesota Cities Insurance Trust (LMCIT) liability coverage waiver form.

**ADOPTED** by the SouthWest Transit Commission on October 28, 2021.

\_\_\_\_\_  
Chair

**ATTEST:**

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



## LIABILITY COVERAGE – WAIVER FORM

**Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to [psstech@lmc.org](mailto:psstech@lmc.org).**

*The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.*

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

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LMCIT Member Name: SouthWest Transit

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*Check one:*

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: \_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_



# SOUTHWEST TRANSIT

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## MEMORANDUM

**To:** SouthWest Transit (SWT) Commission  
**From:** Mike Dartt Facility Engineer  
**Date:** October 19, 2021  
**Subject:** SouthWest Station (SWS) Ramp Repainting

### REQUESTED ACTION

That the SWT Commission authorize its Chief Executive Officer to execute an agreement with Krepela Painting in an amount not to exceed \$154,000.00 for the repainting of the SouthWest Station ramp.

### BUDGET IMPACT

This project was not included in the 2021 budget. SWT would like to move forward with the signing of a contract with Krepela Painting. This would lock in current 2021 pricing and ensure all supplies are obtained prior to the start of the project in the spring of 2022. The money would come from the 2022 NTD and/or capital project reserves.

It should also be noted that a contingency budget of \$10,000 has been added bringing the total budget request to \$164,000.

### BACKGROUND

SouthWest Station Ramp was built in 2002. The current paint is original to the ramp, due to weathering, chipping, peeling and age the paint requires replacement.

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

<u>Contractor</u>	<u>Price</u>
Krepela Painting	\$154,000.00
Painting By Nakasone	\$159,442.00
Rainbow Painting	Declined to Bid

The recommended vendor has the experience with like projects and has performed quality work for SWT in the past.

### RECOMMENDATION

That the SWT Commission authorize its Chief Executive Officer to execute an agreement with Krepela Painting in an amount not to exceed \$154,000.00 for the repainting of the South West Station ramp.



## **SOUTHWEST TRANSIT**

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### **MEMORANDUM**

**TO:** SouthWest Transit Commission

**FROM:** Joshua A. Dorothy, General Counsel

**DATE:** October 5, 2021

**SUBJECT:** CEO Temporary Purchasing Authority

**REQUESTED ACTION:** Adopt Resolution 21-10

**BUDGET IMPACT:** No immediate impact.

**BACKGROUND:**

At its September 23, 2021 meeting, the Commission was asked to consider granting the CEO additional purchasing authority on a temporary basis, given current circumstances in the marketplace for goods and services. As reflected in the minutes of that meeting, the Commission approved granting such temporary authority, subject to additional terms and conditions. The authority was approved until December 31, 2021, and the Commission discussed the possibility of extending that authority on a quarterly basis, depending on market conditions.

In order to ensure compliance with applicable law, the best approach would be to formalize the additional purchasing authority in a resolution. The attached resolution tracks with the authority granted at the September 23, 2021 meeting.

If an extension of this purchasing authority is desired beyond December 31, 2021, the Commission will need to extend the authority at its December 9, 2021 meeting.

**RECOMMENDATION:** To adopt Resolution 21-10



**SOUTHWEST TRANSIT COMMISSION  
RESOLUTION # 21-10  
Temporary Increase to CEO Purchasing Authority**

**WHEREAS**, the SouthWest Transit Commission (“Commission”) has adopted internal accounting and administrative control policies and procedures to ensure the proper disbursement of public funds, including, but not limited to, a Purchasing Policy (last modified September 2020), an Internal Controls Policy (adopted January 2021), and a Financial Management Policy (adopted February 2019).

**WHEREAS**, the Commission has previously delegated to the CEO the authority to make purchases on behalf of SouthWest Transit and pay claims against SouthWest Transit in amounts not to exceed \$25,000.00, subject to compliance with the standards and procedures established by the Commission, and all such purchases and claims are required to be presented to the Commission for its review at the next regularly scheduled meeting after the purchase is made or the claim is paid.

**WHEREAS**, the Commission has determined that, because of current circumstances in the marketplace for goods and services necessary for the operation of SouthWest Transit’s services, the CEO’s authority should be temporarily increased.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Commission delegates to the CEO the authority to make purchases on behalf of SouthWest Transit and pay claims against SouthWest Transit in amounts not to exceed \$75,000.00, subject to compliance with the standards and procedures established by the Commission. All such purchases and claims are required to be presented to the Commission for its review at the next regularly scheduled meeting after the purchase is made or the claim is paid. With respect to purchases and claims in amounts greater than \$25,000, the CEO shall consult with the Chair prior to making such purchase or paying such claim.
2. The additional authority delegated in this resolution will expire on December 31, 2021 (unless further extended by the Commission), and upon such expiration, the CEO’s authority shall revert to the authority delegated prior to the adoption of this resolution.

**ADOPTED** by the SouthWest Transit Commission on October 28, 2021.

\_\_\_\_\_  
Mike Huang, Chair

**ATTEST:**

\_\_\_\_\_  
Jerry McDonald, Secretary/Treasurer

# New Business



## SOUTHWEST TRANSIT

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### MEMORANDUM

**TO:** SouthWest Transit Commission

**FROM:** Len Simich, Gary Groen & Souriyong Souriya

**DATE:** October 20, 2021

**SUBJECT:** Amended 2021 General Fund Revenue and Expenditure Budgets

**REQUESTED ACTION:**

No action is required at this time. The Personnel and Finance Committee will review the proposed 2021 budget amendments and recommend action to the Commission at its December 2021 meeting.

**BUDGET IMPACT:**

The 2021 General Fund revenue and expenditure budget was approved in December 2020. The approved revenue budget totaled \$10,411,250 and the expenditure budget totaled \$13,571,613.

**BACKGROUND:**

**Revenue**

The 2021 budget was prepared at a time when the lingering effects of the COVID 19 pandemic were difficult to anticipate. The 2021 budget anticipated a return to some “normal” service levels in the second half on the year. It was expected the downtown businesses would return on July 1 and the demand for services would return. However, the return to the office has been slowed and the resulting actual revenues and expenditures reflect this.

2020 passenger fares included three months of full service and nine months of the full impact of the pandemic. The actual passenger fare revenue was expected to increase in the second half of 2021 and the budgeted revenue was increased to \$748,400. However, the ridership has been slow to return as downtown business and the university have not returned to pre-pandemic levels. The amended passenger fare revenue has been reduced \$343,400 to a revised estimate of \$405,000.

The federal government has provided SWT with a second round of assistance and has provided \$2,072,432 to offset the cost of transportation related services. This federal assistance was not expected at the time of the adoption of the 2021 revenue budget and will be included in the 2021 amended budget.

The 2021 MVST was budgeted at \$8,347,750 but the actual revenue has surpassed all expectations of the pandemic and the amended 2021 MVST budget will be increased by \$1,652,400 to \$10,000,150.

The 2021 amended revenue budget is increased by \$3,066,061 to \$13,477,311.

**Expenditures and Transfers**

The 2021 amended expenditure budget will be decreased by \$1,363,332 to \$12,208,281. The 2021 pandemic delayed the service level increases planned for the second half of the year. As a result, the operation expenditures budget will be amended and reduced by \$1,306,500 and vehicle maintenance expenditures will be amended and reduced by \$114,306.

The Commission approved the accumulation of resources to establish a Capital Improvement Fund at the September Commission meeting. The Capital Improvement contributions included a \$2,000,000 transfer from the General Fund.

**General Fund Balance**

With the amended 2021 budget, it is expected the General fund balance at year end will be approximately \$6,790,000 or 50% of the approved 2021 expenditures budget.

**RECOMMENDATION:**

No action is required at this time.



## SOUTHWEST TRANSIT

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### MEMORANDUM

**TO:** SouthWest Transit Commission

**FROM:** Len Simich, Gary Groen & Souriyong Souriya

**DATE:** October 20, 2021

**SUBJECT:** Preliminary 2022 General Fund Revenue and Expenditure Budgets

**REQUESTED ACTION:**

No action is required at this time. The Personnel and Finance Committee will review the proposed 2022 budget and recommend action for the Commission at its December 2021 meeting.

**BUDGET IMPACT:**

The 2022 General Fund revenue and expenditure budget will be presented at the Commission meeting in December 2021. The preliminary revenue budget totals \$10,445,800 plus a \$427,500 transfer from the Capital Improvement Fund and the expenditure budget totals \$12,124,240.

**BACKGROUND:**

**Revenue**

The 2022 budget is prepared at a time when the effects of the COVID 19 pandemic still linger. The 2022 revenue and expenditures budget anticipate a return to the more “normal” service levels that were anticipated in the second half of 2021.

The actual passenger fare revenue has increased slightly in the second half of 2021. It is currently projected the passenger fares will increase by 35.5% to \$548,800 in 2022. This is a \$143,800 increase over the projected 2021 passenger fares and is \$135,000 less than the 2020 actual passenger fare revenue. It is expected the federal assistance received in 2020 and 2021 (approximately \$4.6M) will offset the loss of passenger fare and MVST revenue in future years.

In 2020 and 2021 the federal government assisted SWT in maintaining essential services. There is no federal assistance included in the 2022 revenue budget.

The amended 2021 MVST is budgeted at \$10,000,150. The Metropolitan Council (MC) has recently provided SWT with its 2022 MVST projection. The current 2022 budget is 90% of the MC estimate or \$9,008,300. SWT has reduced the MC estimate because of the scarce auto inventories in the current marketplace.

Advertising revenue is budgeted at \$100,000 in 2022, less than prior years as there is less demand.

**Expenditures and Transfers**

Service levels did not increase as originally expected in the second half of 2021. It is projected the service levels will increase in 2022 and include new and expanded service areas including Shakopee, 494/airport, Prime MD to St. Louis Park and Edina, grocery getter and others. Much of this was expected in 2021 but because of the pandemic was delayed until 2022. It is also expected the overall cost of doing business will increase due to the inflationary pressures for salaries and wages (especially driver wages), fuel, vehicle parts and other basic services. In addition, the management fee for the First contract was voluntarily reduced by 50% during the pandemic but is set to expire. The 2022 operations expenditure budget is \$6,127,000 or 18.7% increase over the amended 2021 budget.

With the planned increase in service levels, the vehicle maintenance budget will also increase. The 2022 budget for vehicle maintenance is \$1,900,500 up 4.8% over the amended 2021 budget.

Capital expenditures will be financed from resources accumulated in the Capital Improvement Fund and the NTD funding received through the Met Council. The 2022 capital expenditures included in the General Fund are in addition to the scheduled roof repair.

**General Fund Balance**

The General Fund balance will decrease by \$1,250,940 and estimated ending fund balance at \$5,540,748 at December 31, 2022 or 45% of budgeted expenditures.

**RECOMMENDATION:**

No action is required at this time.

## 2022 Budget Schedule and Assumptions

### Schedule

- Department budgets including capital needs due by October 1
- Draft budget developed by October 15
- State MVST forecast in early December.
- B&P budget review and comment by November 30
- Budget adoption December 10

### Assumptions

- Ridership/Revenue down from what was projected for 2021. We anticipate 2022 will get us closer to what we projected for 2021 (results of COVID).
- Service levels less than projected in the 2021 budget. People did not return to work as expected during the fall (2021). Same for Special event ridership (State Fair, Twins, Gophers, and most likely Vikings). Some growth in Prime but service area and type expanded greatly over what had been provided in 2020 and early 2021 (Shakopee, 494/airport, expanded Prime MD to areas like St. Louis Park and Edina, grocery getter, others). Growth closer to what we projected for 2021 will be brought forward for 2022.
- Anticipate large capital spend to bring reserves in line closer to the targeted amount and due to the fact we have not been receiving much capital funding outside the NTD/5307 we generate.
- Reserves will be tied as much as possible to unfunded capital needs identified in our CIP.
- Anticipated MVST revenue will be down primarily due to the reduced auto inventory in the marketplace. The current 2022 MVST budget is at 85% of the MC estimate \$8.0m.
- CARES funding (first and second package \$4m+) will play a significant role in offsetting losses in farebox and MVST.
- Costs of doing business has/ and will continue to increase over what was projected for 2021. Everything from wages (especially in the drivers ranks) to fuel, and basic products (higher deliver and manufacturing costs).
- Management fee charged by First was cut in half during the Pandemic (less staff and service). The “voluntary” reduction is set to expire.
- Advertising revenue was also reduced (50%) due to less vehicles operating as well as demand. This negative trend is expected to get better in 2022, but probably will not get back to pre-pandemic levels for at least another year.

**SouthWest Transit**  
**2022 Capital Costs of Operating and Other Capital Projects**

<b>NO.</b>	<b>Location</b>	<b>2022 Project</b>	<b>Amount</b>
1	Ops	Technology Upgrades - Ongoing Computers/Switches/Monitors	40,000
2	OPS	Lobby Kiosks	40,000
3	Admin	Website/App changes - Apps Combined and Website Refresh	150,000
4	SWS	SWS Ramp PM - on going maintenance	10,000
5	EPG	EPG Fuel Pumps 1 and 2 Replacement	25,000
6	EPG	EPG PM - on going maintenance	10,000
7	EPG	EPG Irrigation System installment outer edge of parking lot	30,000
8	EPG	Utility Trailer - Replacement of trailer #2	7,500
9	EPG	Lawn Mower - Replacement / mower - cab and broom	20,000
10	CTS	CTS Ramp PM - on going maintenance	10,000
11	CTS	Water Softener replacement	10,000
12	ECS	ECS Irrigation Additions	5,000
13	ECS	ECS Floor Repair and Sealing inside the building	15,000
14	SWV	SWV Ramp PM - on going maintenance	10,000
15	SWV	SWV Irrigation Additions	5,000
16	SWV	SWV East Door Replacement	15,000
17	VM	Voice Radio Replacement Program	25,000
18			
19		<b>Total</b>	<b>427,500</b>
20			
21		<i>NTD Funding</i>	<b>Amount</b>
22	All Fac	SWT- Camera System Upgrades - All facilities	30,000
23	OPS	Trailer Camera	60,000
24	OPS	New Ticketing Vending Machines - each stations	50,000
25	ECS	ECS Major Ramp & station PM	200,000
26	VM	Forklift Replacement	32,900
27	SWS	SWS Repaint Ramp	165,000
28	EPG	EPG Garage Bay Doors - 4,5,6, 13	200,000
29			
30		<b>Total NTD Grant Funding</b>	<b>737,900</b>
31			
32		<b>Grand Total</b>	<b>1,165,400</b>
33			
34		<i>SWT Capital Improvement fund</i>	<b>Amount</b>
35	EPG	EPG Rooftop Solar Panels - place holder	1,200,000
36	EPG	New Roof for EP Garages A,B, Shop and Office	2,000,000
37		Vehicle and Equipment storage facility	6,000,000
38		<b>Total</b>	<b>9,200,000</b>
39			

**SouthWest Transit**  
**2022 Capital Costs of Operating and Other Capital Projects**

<b>NO.</b>	<b>Location</b>	<b>2022 Project</b>	<b>Amount</b>
40		<i>Replacement/Expansion maybe funded by MC or Grants</i>	<b>Amount</b>
41		494 CMAQ Grant (Small Bus) 20% local share require	1,600,000
42		FTA Grant (5 Small Buses) local share require	363,125
43		MnDOT Grant (2 Electric Prime Vehicles+ infastructure)	429,220
44		Bus #624 - (Prime) - might be electrified	130,000
45		(Big buses) Replace Coach Vehicles 7 coaches in 2021 (762,763,764,765,766,767,768)	4,410,000
46		Non-Revenue Vehicles 2 Admin Vehicles replacement	35,000
47		Non-Revenue Vehicles Replace Facility truck 1999 & 2006, 2011 shop truck 911 (2025)	50,000
48		Rehab Plan 4 2014 MCI - bus #460 - 463	152,000
49		Rehab Plan 1 2015 Gillig Trolley - bus #523	38,000
50		Coach Electric Bus 2 per year	2,400,000
51		40' Electric Buses Two 40' EVs for Airport/494 Service	1,800,000
52		Cutaway Electric Bus	400,000
53		Garage EV Charging Infrastructure 1 Charger Per 2 Buses	900,000
54		Depot EV Chargers (Bus) Two Chargers Per Facility (\$400,000 each) - Install at SWS, SWV, CTS, EC	3,200,000
55			
56			
57		<b>Total</b>	<b>15,907,345</b>
58			
59		<b>Grand Total</b>	<b>26,272,745</b>
60		<i>Capital Cost of Operation that considered major repair and maintenance projects that are not recurring on an annual basis.</i>	

SOUTHWEST TRANSIT  
2021 FINAL AMENDED BUDGET AND  
2022 ADOPTED BUDGET

General Fund Summary of Revenues and Expenditures

	2020 Original Adopted Budget	2020 Actual	2021 Adopted Budget	Proposed 2021 Amendments	Proposed 2021 Amended Budget	YTD June 2021	Proposed 2022 Budget	Percent Change Proposed 2021 Amended to 2022 Proposed	Comments
<b>REVENUES</b>									
Intergovernmental revenue									
Motor Vehicle Excise Tax (MVST)	\$ 7,606,000	\$ 7,518,718	\$ 7,034,450	\$ 1,392,500	\$ 8,426,950	\$ 4,570,042	\$ 7,591,000	-9.9%	90% from MC Preliminary Forecast
RAMVST	1,406,000	1,393,437	1,313,300	259,900	1,573,200	853,208	1,417,300	-9.9%	90% from MC Preliminary Forecast
CMAQ Grant	-	1,730	283,000	(214,000)	69,000	19,242	-	-100.0%	
CARES ACTS 5307	-	2,525,156	-	-	-	-	-	0.0%	
CRRSA	-	-	-	2,072,432	2,072,432	-	-	-100.0%	
5307 NTD Funding	-	188,333	784,000	(101,371)	682,629	-	697,700	2.2%	
Passenger fares	3,035,600	673,042	748,400	(343,400)	405,000	128,828	548,800	35.5%	Increase in the Wkday Prime & Sat Prime
Miscellaneous revenue									
Contracted Revenue	70,000	41,373	33,600	-	33,600	24,734	72,000	114.3%	Carver/Victoria/Ridgeview
Advertising Revenue	165,000	114,525	195,500	-	195,500	136,115	100,000	-48.8%	Trades/Bus Wrap Revenue
Interest on investments	10,000	35,909	10,000	-	10,000	6,520	10,000	0.0%	Interest earned
Miscellaneous other	45,000	11,121	9,000	-	9,000	13,741	9,000	0.0%	Insurance Dividend/Fuel Rebate & Misc.
<b>Total revenues</b>	<b>12,337,600</b>	<b>12,503,344</b>	<b>10,411,250</b>	<b>3,066,061</b>	<b>13,477,311</b>	<b>5,752,430</b>	<b>10,445,800</b>	<b>-22.5%</b>	
<b>EXPENDITURES</b>									
Administration	1,470,800	1,259,157	1,406,292	3,700	1,409,992	606,546	1,556,000	10.4%	Added posittons back
Operations	7,427,300	4,625,935	6,469,290	(1,306,500)	5,162,790	1,608,928	6,127,000	18.7%	Prime 20%, 10% Express SF 50% Decrease, Driver wages increase
Vehicle maintenance	2,189,000	1,553,409	1,927,656	(114,306)	1,813,350	655,991	1,900,500	4.8%	Cost increase vehicle maintenance Fuel/parts
Facility maintenance	1,402,150	1,249,025	1,437,380	60,280	1,497,660	565,788	1,375,340	-8.2%	
Related capital cost of operations	546,600	607,643	1,546,995	94,865	1,641,860	109,874	427,500	-74.0%	
5307 NTD Funding	-	-	784,000	(101,371)	682,629	-	737,900	8.1%	Ramps PM/Facilities Maintenance/equipments
<b>Total expenditures</b>	<b>13,035,850</b>	<b>9,295,169</b>	<b>13,571,613</b>	<b>(1,363,332)</b>	<b>12,208,281</b>	<b>3,547,127</b>	<b>12,124,240</b>	<b>-0.7%</b>	
<b>Revenues Over/(Under) Expenditures</b>	<b>(698,250)</b>	<b>3,208,175</b>	<b>(3,160,363)</b>	<b>4,429,393</b>	<b>1,269,030</b>	<b>2,205,303</b>	<b>(1,678,440)</b>		
<b>Other Financing Sources (Uses)</b>									
Insurance Recoveries	-	106,463	-	-	-	-	-		
Use of CIP fund	-	-	-	-	-	-	427,500		
Transfer In/(Out)	-	(170,000)	-	(2,000,000)	(2,000,000)	-	-		
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>(63,537)</b>	<b>-</b>	<b>(2,000,000)</b>	<b>(2,000,000)</b>	<b>-</b>	<b>427,500</b>		
<b>Net change in fund balance</b>	<b>(698,250)</b>	<b>3,144,638</b>	<b>(3,160,363)</b>	<b>-</b>	<b>(730,970)</b>	<b>-</b>	<b>(1,250,940)</b>		
<b>Fund Balance - January 1</b>	<b>4,378,019</b>	<b>4,378,019</b>	<b>7,522,658</b>	<b>-</b>	<b>7,522,658</b>	<b>-</b>	<b>6,791,688</b>		
<b>Estimated Fund Balance - December 31</b>	<b>\$ 3,679,770</b>	<b>\$ 7,522,658</b>	<b>\$ 4,362,295</b>	<b>\$ -</b>	<b>\$ 6,791,688</b>	<b>\$ -</b>	<b>\$ 5,540,748</b>		
<i>Fund Balance as a % of Adopted Budget</i>	<b>28.2%</b>		<b>32.1%</b>		<b>50.0%</b>				
<i>Fund Balance as a % of Estimated 2022 Budget</i>							<b>45.7%</b>		



# SOUTHWEST TRANSIT

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## MEMORANDUM

**TO:** SouthWest Transit Commission  
**FROM:** Len Simich  
**DATE:** October 21, 2021  
**SUBJECT:** Contract for Bus Wraps, and Ramp Advertising

**REQUESTED ACTION:**

That the Commission award a contract for bus wrap and ramp advertising to AllOver Media for the period commencing on January 1, 2022, through December 31, 2023, with a one-year option to extend through December 31, 2024.

**BUDGET IMPACT:**

Fee and Payment Terms: AllOver Media will make advance payment to SWT each quarter based on wrapping a total (maximum) 15 buses. The annual "cash amount provided to SWT is:

<u>Calendar Year</u>	<u>Annual Fee</u>
2022	\$100,000
2023	\$165,000
*2024	\$175,000

In addition to the fees listed above, AllOver Media will provide trade equal to \$50,000 in year one, \$60,000 in year two, and \$70,000 in year three to be used in conjunction with SWT's customer reward and other incentive programs; AllOver Media will also provide \$90,000 worth of cross marketing to SWT in year one, with this amount increasing to \$95,000 in year 2, and \$135,000 in year 3. The cross-market advertising that SWT can use for our own marketing/advertising promotions (i.e., indoor ads, mobile truck advertising, door hangers, Star Trib adds, Printing services, etc.). SWT would also share 50/50 in any profits generated over \$150,000 in wrap sales each year.

\*Note, the annual fee for 2024 is subject to further negotiation. The amounts listed above are the base minimums SWT would receive. This agreement does not include wrapping any Prime vehicles. Staff is currently looking into options to generate marketing revenue from that fleet as well.

**BACKGROUND:**

In August (2021) SWT issued an RFP for its Bus Wrap and Ramp advertising for the years 2022-2024.

Two firms, AllOver Media, and OOH submitted proposals. A break down of the two proposals is attached to this memo.

Over the course of the contract, AllOver Media provided the proposal that generated the highest guaranteed revenue for SWT (cash, trade, and cross marketing). They also provided the best opportunity to share in future profits generated from wrap sales.

SWT has had a very good relationship with AllOver Media since they acquired Trans Media Group in 2015. The Trans Media Group was the initial company SWT contracted with for bus wrap and ramp advertising in 2015.

SWT's control over add content and look, as well as receiving payment and trade per the contract has never been an issue.

**RECOMMENDATION:**

That the Commission award a contract for bus wrap and ramp advertising to AllOver Media for the terms outlined in this memo for the period commencing on January 1, 2022, through December 31, 2023, with the option to extend for one additional year (2024), for the terms outlined in this memo including the attachment.

	<b>AlloVer Yr #1</b>	<b>OHH Year #1</b>
Bus Wrap Revenue	\$100,000	\$130,000
Mkt Trade Rev	\$50,000	\$55,000
Cross Marketing	\$90,000	\$30,000
Total Guaranteed	\$240,000	\$215,000
Non Guaranteed	50% over \$150,000	50% over \$250,000
	in bus wrap sales	in bus wrap sales
	2019=\$175,000	2019 = \$125,000
	<b>Yr#2</b>	<b>Yr #2</b>
Bus Wrap Revenue	\$165,000	\$200,000
Mkt Trade Rev	\$60,000	\$55,000
Cross Marketing	\$95,000	\$40,000
Total Guaranteed	\$225,000	\$295,000
Non Guaranteed	50% over \$150,000	50% over \$375,000
	in bus wrap sales	in bus wrap sales
	2019=\$137,500	2019 = \$125,000
	<b>Yr#3</b>	<b>Yr#3</b>
Bus Wrap Revenue	\$175,000	\$255,000
Mkt Trade Rev	\$70,000	\$55,000
Cross Marketing	\$135,000	\$50,000
Total Guaranteed	\$245,000	\$360,000
Non Guaranteed	50% over \$150,000	50% over \$450,000
	in bus wrap sales	in bus wrap sales
	2019=\$127,500	2019 = \$125,000
Bus Wrap Revenue	\$440,000	\$585,000
Total Guarnteed	\$940,000	\$870,000
Pot. Incentive Tot	\$440,000	\$375,000



## SOUTHWEST TRANSIT

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**To:** SouthWest Transit Commission

**From:** Len Simich, CEO

**Date:** October 20, 2021

**Subject:** Winthrop and Weinstine, P.A. Contract and establishing 2022 Legislative Priorities

**REQUESTED ACTION:**

Approve the contract with Winthrop and Weinstine P.A. to provide advocacy and lobbying activities on behalf of SouthWest Transit.

Outline 2022 SWT Legislative priorities for 2022.

**BUDGET IMPACT:**

\$48,000 for the period January 1, 2022, through December 31, 2022 (contract amount with Winthrop and Weinstine). Note, all funding for advocacy and lobbying come from non-state or federal sources (reserves and/or investments not tied to MVST or federal 5307 funding will be used to fund all legislative activities related to outside consultants).

**BACKGROUND:**

Staff has been working with Winthrop and Weinstine for over the past year on Legislative Advocacy and Lobbying.

Winthrop and Weinstine have been effective getting us exposure to Legislators and in front of Legislative Committees that we otherwise may not have had the opportunity. They also have been helpful in developing strategy to get our message as well as concerns known.

Another task for the Commission will be to determine what the legislative priorities should be for 2022, and what our future involvement with STA is going to be.

**RECOMMENDATION:**

Approve the contract with Winthrop and Weinstine P.A. to provide advocacy and lobbying activities on behalf of SouthWest Transit for a cost of \$48,000 for the period of January 1, 2022, through December 31, 2022. Also,

That the Commission outline its 2022 SWT Legislative priorities for 2022.



## SOUTHWEST TRANSIT

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**To:** SouthWest Transit Commission  
**From:** Daniel LeGuen-Schmidt, Human Resources Manager  
**Date:** October 28, 2021  
**Subject:** CEO Search Firm Selection

**REQUESTED ACTION:** Approval.

**BUDGET IMPACT:** Up to \$50,000

**BACKGROUND:**

Len Simich, CEO of SouthWest Transit, plans to retire in 2022. To prepare for this transition, SouthWest Transit posted a Request for Proposal for an Executive Search firm. 4 proposals were received by Human Resources and reviewed with the Finance and Personnel Committee.

All proposals included a timeline of around 4 months from search firm start to new CEO start date. The Finance and Personnel Committee interviewed two semi-finalist firms on October 19 and 20 and would like to recommend one for approval.

**RECOMMENDATION:** That the commission approve a finalist firm.

# Updates

## October Administrative Updates

**Metropolitan Council's Post COVID Ridership Prediction** – Attached you will find an article published in the St. Paul Pioneer Press that amongst other things outlines what the Metropolitan Council/Metro Transit “thinks” will happen regarding commuting patterns and bus ridership. It's no surprise that they believe the downtown commute will shrink while their BRT and local lines will increase (no mention of the \$3 billion LRT line scheduled to open in 2023 or 2034). If anything, I think this article provides a look into the arguments the Council will be making as to why they shouldn't continue funding the suburban systems at the same level we have been receiving. This will be something we will need to address legislatively in the coming months.

**TAB/Regional Solicitation** – Attached you will see a memo regarding federal funding related the regional solicitation process that will be made available because one of the funded projects will no longer be going forward. The next project (given the rule change related to BRT) would be an expansion of our Prime service along the 494 corridor. You will see in the attachment that there is discussion at least on the TAB sub-committee level to by-pass the rules and award the project to the Woodbury BRT project. I have indicated we would not support such a change. I have made our TAB and County representatives aware of our concern.

**Intercity Bus Service** – In August staff brought forward a plan to apply to operate service under Mn/DOT's Intercity Bus Program between the City of Hutchinson and Eden Prairie (with stops in Glencoe and Waconia). We recently received word we were not being awarded a contract. We understand if the service we proposed did not meet the program goals as good as the other proposals received, however, it appears we were tossed on a technicality, one that wasn't even identified in Mn/DOT's RFP. We therefore have asked for our proposal to be reevaluated. TO do this, we need to go through a formal dispute resolution process which we have begun. Attached you will find a letter that we sending to Mn/DOT. Our attorney has also started the process under the freedom of information act to get copies of the proposals Mn/DOT is planning to award contract to.

**Leadership APTA** – As discussed previously, we are pleased to announce that Matt Fyten has been accepted into the 2022 class of Leadership APTA. Leadership APTA has a great reputation of grooming the next wave of industry leaders. Class size is small so getting selected is quite an honor. We are extremely pleased Matt will have the opportunity to go through this process over the next year. Letter from APTA attached.

# MN: Twin Cities transit planners ponder a post-COVID future

Oct. 18, 2021

Traffic patterns of three generations have been disrupted by COVID-19 and the work-at-home movement. Rush hours are fading, use of commuter transit is sinking, and even freeways are evolving.

By Bob Shaw

Source Pioneer Press, St. Paul, Minn.



Troy Linck has a new commute to work — a 25-second walk from his bedroom to his home office.

It's better than the commute downtown he made for the past 35 years in cars, buses and light-rail trains.

"If I can work from home, it takes one of my big stressors off the table," said Linck, the marketing manager with St. Paul-based arts-advocacy nonprofit COMPAS. Linck lives in Minneapolis.

Millions of others have made the same switch to working at home. That has sparked a revolutionary change in how Americans get from here to there — and an upheaval in Minnesota's transportation system.

## DISRUPTED TRANSPORTATION PATTERNS

Traffic patterns of three generations have been disrupted by COVID-19 and the work-at-home movement. Rush hours are fading, use of commuter transit is sinking, and even freeways are evolving.

"Transportation choices have been impacted hugely by COVID, across the board," said Kyle Shelton, director of Center for Transportation Studies at the University of Minnesota. "We should think about all of our planned projects in a new way."

Since the 1940s, the map of metro-area highways has resembled spokes on a wheel, leading from suburbs to downtown work hubs.

The purpose was simple — get workers from their bedroom communities to downtown jobs. Traffic rushed into downtowns, then out again, as reliably as the tides.

The pandemic changed that model. For the past 18 months, Minnesota workers have fled from their offices to work at home.

## TRANSIT USE DECLINED DURING PANDEMIC

By 2022, more than one-quarter of American employees will be working from home multiple days a week, predicts the nonprofit Global Workplace Analytics. Those workers won't be riding buses or trains. Even the ones who do commute won't necessarily be going downtown. Roughly 80 percent of the metro area's jobs are in the suburbs, according to an August report by the Minnesota Department of Employment and Economic Development.

As a result, commuter transit is declining. Planners were stunned when COVID stripped away 96 percent of the riders on the Northstar commuter-rail line from Minneapolis to Big Lake. Rides on most other commuter lines dropped by about half.

"That type of trip is not happening any more," said Eric Lind, manager of research and analytics for Metro Transit.

But won't commuters return when COVID subsides?

No, says the National Bureau of Economic Research. About 20 percent of American jobs will be done at home permanently, because workers and employers find it more efficient and pleasant.

## COMMUTER LINES MAY SHRINK

Another sign of change for commuter lines can be seen on metro freeways.

Total traffic on freeways has almost returned to normal since the pandemic, while rides on public transit are down by 61 percent. The Metropolitan Council studies these trends and has made a prediction: Commuter lines will shrink, and local-service lines will increase.

Accordingly, it is planning a three-fold increase in the local-service bus rapid-transit lines, to 10 in the metro area. These include the \$532 million Gold Line to Woodbury and the \$475 million Rush Line to White Bear Lake.

The lines could be called anti-commuter lines.

Even though they are called rapid-transit, some will take twice as long as the driving time to reach their stops.

But they aren't made to go from point A to point B in a straight line. They are designed for all the stops in between — the grocery store, doctor's office, fitness center, pharmacy. The Gold Line, for example, will offer service every 15 minutes to a total of 23 stops.

"The Gold Line is all-day and all-purpose," said Metro Transit's Lind. They feel certain that the new lines will be popular because of the strength of local routes during the pandemic.

Met Council spokeswoman Bonnie Kollodge said ridership on local routes — but not commuter routes — is a healthy 90 percent of pre-COVID use.

#### ELECTRIC CARS, DRIVERLESS TRUCKS, UBER

While there are ridership drops as with the Northstar commuter line, there also are successful local lines like the A Line along Snelling Avenue. Other local-service lines — including routes 5, 18 and 21 — have remained strong right through the pandemic, she said.

Looking ahead, the Met Council will have to grapple with other unknowns — more electric cars, driverless trucks, and the impact of Uber ride services on highway traffic.

Ridership might increase because of climate change, said Amy Vennewitz, acting director of the Metropolitan Transportation Services Division. As people become more aware of the effects of car exhaust on the planet, she said, they might decide to use cars less and buses more.

Population growth will offset declines in ridership, say Met Council officials. The metro area is projected to swell by one-third, to 4 million people, by 2050.

The future looks very different for the metro area's road-builders. Highway routes can't be changed quickly, as bus routes can. But they have watched warily as traffic levels collapsed and then shot back up again.

After COVID hit, freeway traffic immediately dropped by half. As of September, it rebounded to 95 percent of normal, according to Minnesota Department of Transportation spokesman Jake Loesch.

That was, he said, "fairly unprecedented."

#### WARPED RUSH HOUR

The work-at-home movement also has warped rush hour. The afternoon rush hour is now four hours long, from 1 to 5 p.m.

The morning rush hour from 7 to 9 a.m. remains 22 percent below normal, said Jonathan Ehrlich, manager of travel modeling and research in the Metropolitan Transportation Services Division. That is considered a huge drop, considering the pandemic hit more than 18 months ago.

Ehrlich has no idea when, or if, morning rush hour will rebound. "What is permanent and what is not?" he said.

MnDOT has noticed some spinoff effects of the downtown exodus. Three Minneapolis parking ramps monitored by the agency remained only 15 percent full in September.

"This is a good proxy for other facilities," said Adam Harrington, Metro Transit's director of service development.

It's more evidence of a shift away from the classic downtown commute, he said. Looking ahead, one adaptation seems certain — more E-ZPass lanes.

"E-ZPass is a long-term solution," said Sue Gergen, E-ZPass Minnesota communications coordinator.

Officials can open or close lanes to fit the hour-by-hour demands of drivers. They can open the lanes in one direction in the morning, then the other direction in the afternoon.

Customers pay to use the lanes, which is why the lanes pay for themselves, said Gergen.

More E-ZPass lanes are already planned for Interstate 494, she said.

#### A NEW KIND OF MORNING TRAFFIC JAM

If home-worker Linck is typical, then transit ridership and freeway traffic will remain low for some time.

For his daily errands, Linck doesn't see a future in which he'd take public transportation. It's just too easy to drive.

For work, he's quite comfortable with his 25-second commute, and it seems unlikely that any upgrade in bus service will make a difference. "I took the bus to work before, and it took three transfers," he said.

Linck laughed as he described his workday now. "My morning traffic jam," he said, "is when I stand around waiting for my coffee to brew."

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## John Haggemiller

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**From:** Len Simich  
**Sent:** Wednesday, October 20, 2021 12:56 PM  
**To:** Angie Stenson  
**Cc:** Matt Fyten; Lyndon Robjent  
**Subject:** RE: Met Council/TAB - transit funding reallocation

Angie,

Thank you for asking but this isn't an approach we would support. With the amount of federal funding taken off the top for BRT and LRT, projects like the ones we are eligible for are always at a disadvantage. Waiting until 2024/25 not only delays the momentum we have been building with our Prime operation along the 494 corridor, but it also does not come with any guarantee the funding would be provided to SWT in the future. We therefore are not in favor of changing the rules to favor another project over ours.



**Len Simich**  
Chief Executive Officer and  
General Manager

Phone: 952.974.3101  
Mobile: 952.486.1898  
Email: [lsimich@swtransit.org](mailto:lsimich@swtransit.org)  
Web: [www.swtransit.org](http://www.swtransit.org)



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**From:** Angie Stenson <[astenson@co.carver.mn.us](mailto:astenson@co.carver.mn.us)>  
**Sent:** Wednesday, October 20, 2021 10:53 AM  
**To:** Len Simich <[lsimich@swtransit.org](mailto:lsimich@swtransit.org)>  
**Cc:** Matt Fyten <[mfyten@swtransit.org](mailto:mfyten@swtransit.org)>; Lyndon Robjent <[lrobjent@co.carver.mn.us](mailto:lrobjent@co.carver.mn.us)>  
**Subject:** Met Council/TAB - transit funding reallocation  
**Importance:** High

Please use caution - This email was sent from outside of our organization. Do not click on any links or open attachments unless you recognize the sender and know the content is safe.

Hi -

There is a funding item working its way through the Metropolitan Council committees regarding reallocation of \$5M in CMAQ funding from an old transit expansion project that was not implemented.

The agenda item is located at this link: <https://metro council.org/Council-Meetings/Committees/Transportation-Advisory-Board-TAB/TAB-Technical-Advisory-Committee/TAC-Funding-and-Programming-Committee/2021/TAC-Funding-Programming-10-21-21/2021-48 AT TransitFunds.aspx>

If it is selected to direct the funding to the project list from the 2020 Regional Solicitation, one of the options listed is to fund the SouthWest Transit I-494 Prime Service project (3.iv.). This option would follow the rules of the 2020 Regional Solicitation and also would be consistent with the funding category of the funds that were turned back – Transit expansion.

There is a push to direct this funding towards Washington County’s I-494 parking structure in Woodbury, partly because the funding that was turned back was from a project for the same service area and because the project was so high scoring but was skipped due to the BRT funding rules in place for the solicitation.

What are your thoughts on these options? Would 2024/2025 dollars be an option for the 494 Prime Service project at this point? Do you plan to apply for funding for this project in the 2022 solicitation?

This is an action item at the Funding & Programming Committee tomorrow. Any insight you can provide prior to that meeting is appreciated.

*Angie Stenson* AICP | Sr. Transportation Planner  
Carver County Public Works  
Desk 952.466.5273 | Mobile 612.360.7422 | Email [astenson@co.carver.mn.us](mailto:astenson@co.carver.mn.us)  
11360 Hwy 212 | Cologne, MN 55322



14405 West 62nd Street, Eden Prairie, MN 55346  
swtransit.org • 952-949-2BUS (2287)

October 20, 2021

Victoria Nill, Director  
MNDOT Office of Transit and Active Transportation  
395 John Ireland Blvd, MS 430  
St. Paul, MN 55155-1899

RE: SouthWest Transit's Intercity Bus Program Application Appeal

Dear Ms. Nill:

This letter is a formal appeal of SouthWest Transit's (SWT) 2022 Intercity Bus (ICB) Program Application that was not awarded by the Minnesota Department of Transportation (MnDOT). Enclosed you will find SWT's ICB Application Cover Letter, which provides a project description.

This appeal is based upon numerous issues related to MnDOT's management of the solicitation process and the justifications provided by you to SWT as to why its application was not awarded. The issues are as follows:

1. Prior to SWT applying, it sent its proposed ICB service for a staff requested initial review by MnDOT to ensure it qualified as an ICB route. In an email from MnDOT staff dated 7/30/2021, nowhere did it state that SWT's proposed ICB service did not qualify as ICB service. Instead, it stated that the service "...would not be feasible compared to other ICB routes." and "Currently, our main focus for the ICB Program is to support and maintain the existing ICB routes until ridership increase back to pre-COVID levels..."

These responses are tantamount to stating that SWT's proposed ICB service would not be considered even though the proposed service qualified as ICB service based on the qualifications outlined by MnDOT in its ICB Solicitation. Only after SWT staff responded stating that MnDOT's response was in direct contradiction to the ICB Program Goals outlined in the ICB Solicitation and Instructions, and that MnDOT was in effect excluding eligible projects during an open solicitation, did MnDOT agree to consider SWT's ICB application. I believe it is fair to say that this example demonstrates that MnDOT had an explicit bias against SWT's proposed ICB service prior to review of SWT's formal application.

2. On 10/13/2021, SWT was notified by MnDOT staff that its ICB service application did not qualify for an award because it "...did not align with the Intercity Bus program goals." When SWT staff disputed this reasoning and asked for further clarification, you provided a letter stating that

SWT's proposed ICB service is for commuter services, which do not qualify for FTA Section 5311(f) funds.

SWT disputes this claim on the basis that it is not noted anywhere in MnDOT's Intercity Bus Solicitation and Instructions that such commuter service is ineligible, nor is it mentioned anywhere in the MnDOT document titled "Qualifications and Nine Key Points about Intercity Bus Programs."

Additionally, your referencing of the FTA Circular defines commuter service as confined to a "local commuting area." SWT's proposed ICB service would provide service between Hutchison and Eden Prairie, which would not be considered a local commuting area under any definition. As such, SWT requests that its application be reconsidered without considering its proposed ICB service as commuter service.

3. The second and final reason you give for SWT's proposed ICB service not meeting ICB program goals is that the proposed service does not make "meaningful connections" – direct connections to existing intercity bus stops which require no more than an hour layover - to existing ICB services.

Again, nowhere in MnDOT's Intercity Bus Solicitation and Instructions document is the meaning of "meaningful connections" explicitly stated. And even if it were, SWT's proposed ICB service provides, at minimum, regular connections to existing ICB service via Jefferson Lines at SouthWest Station in Eden Prairie. Additionally, the proposed connection at SouthWest Station will provide added access throughout Twin Cities region via express bus services to Minneapolis and transit services along the I-494 corridor to the Mall of America and MSP Airport.

By making the above "meaningful connections" via its proposed ICB service, SWT requests that its ICB application be reconsidered as making meaningful connections to existing ICB services.

Based on the above information, SWT respectfully requests that MnDOT re-evaluates/re-scores SWT's 2022 ICB Service Application with the proposed service being considered as eligible ICB service. If you have any questions related to this appeal, I can be reached directly at 952-974-3111 or via email at [mfyten@swtransit.org](mailto:mfyten@swtransit.org). I look forward to your response.

Sincerely,



Matt Fyten  
Chief Operations Officer  
SouthWest Transit  
14405 W. 62<sup>nd</sup> St.  
Eden Prairie, MN 55346

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cc:

SouthWest Transit Commission

Margaret Anderson Kelliher , MnDOT Commissioner

Len Simich, SouthWest Transit CEO

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14405 West 62nd Street, Eden Prairie, MN 55346  
swtransit.org • 952-949-2BUS (2287)

August 2, 2021

MnDOT Office of Transit and Active Transportation  
Mail Stop 430  
395 John Ireland Blvd.  
St. Paul, MN 55155-1800

Dear Intercity Bus Program Selection Committee:

For your consideration, SouthWest Transit (SWT) is proposing what it believes will be a positive addition to the State of Minnesota's Intercity Bus Program. SWT's proposed Route 605 Intercity Bus Service will provide 11 daily trips Monday-Friday between Hutchinson and Eden Prairie, where the service will connect with the entire Twin Cities metro transit network. The proposed Route 605 service will provide intercity bus service to the communities of Hutchinson, Glencoe, Norwood Young America, Waconia, and Victoria – Communities all with populations under 50,000 and a combined population of 44,648 according to the U.S. Census Bureau.

SWT's Intercity Bus Program Route 605 application is for year 2022. Matt Fyten, SWT's Chief Operations Officer, will serve as the projects point of contact if awarded. The proposed Route 605 service is projected to have an annual operating cost of \$814,980 and will service an estimated 13,970 passengers in 2022 generating an estimated \$69,850 in farebox revenue. Thus, the annual operating subsidy being applied for in this application is \$745,130.

SWT appreciates the selection committee's careful consideration of SWT's proposed Route 605 Intercity Bus Service. Any questions related to the proposed service or the application itself can be made to Matt Fyten, SWT's Chief Operations Officer, either by direct phone (952-974-3111) or by email (mfyten@swtransit.org).

Sincerely,

A handwritten signature in black ink, appearing to read 'Matt Fyten', written over a horizontal line.

Matt Fyten  
Chief Operations Officer  
SouthWest Transit



**AMERICAN  
PUBLIC  
TRANSPORTATION  
ASSOCIATION**

October 5, 2021

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**PRESIDENT AND CEO**

**Paul P. Skoutelas**

1300 I Street NW  
Suite 1200 East  
Washington, DC 20005  
p: (202) 496-4800  
f: (202) 496-4324

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**APTA.COM**

Mr. Matt Fyten  
Chief Operating Officer  
SouthWest Transit  
14405 W 62<sup>nd</sup> Street  
Eden Prairie, MN 55379

Dear Mr. Fyten,

We are very pleased to congratulate you on being selected as a member of the Leadership APTA Class of 2022.

Leadership APTA is the American Public Transportation Association's (APTA) flagship professional development program designed to develop and support those experienced managers and leaders aspiring to hold senior and executive leadership positions in APTA, their organizations, and the public transportation industry.

The Leadership APTA Committee recently met to review and select the next Leadership APTA class. Selecting the Class of 2022 proved to be an exceptionally challenging process from among the largest pool of applicants in the program's history. This year, the Committee selected 35 candidates from APTA members to be the Leadership APTA Class of 2022. You as a class represent the broad diversity of APTA's public and private sector members across North America.

As a new member of the Leadership APTA Class of 2022, we highly encourage you to attend the 2021 APTA TRANSform Conference & EXPO and related committee meetings, special Leadership APTA sessions/briefings, and activities planned especially for you in Orlando.

As a member of the incoming Leadership APTA Class of 2022, you would receive a complimentary registration when registering for APTA TRANSform & EXPO.

The 2021 APTA TRANSform Conference & EXPO will provide you with many excellent opportunities for your own professional development, including building your new network of colleagues and associates, meeting, and bonding with your fellow Leadership APTA Class of 2022 members, and befriending recent program graduates and alumni. APTA's EXPO features over 500 industry exhibitors, including a number of special featured sessions.

You recently received a detailed email and set of attachments from Joe Niegowski, APTA's senior director – educational services and program manager, Leadership APTA. This packet included detailed information on registering for APTA TRANSform & EXPO and making hotel reservations. Please direct any questions you have to Joe who can provide you with more information about the program and related Leadership APTA sessions, and related preparations planned for Orlando.

We know that you have an exceptional year ahead of you. We look forward to meeting you in person and to hearing about your goals and aspirations as you advance in the program throughout the year. Congratulations on being selected to participate in the Leadership APTA program, Class of 2022.

Sincerely yours,



Kimberly Slaughter  
Chair  
Leadership APTA Committee

KS/JN:db

cc: Len Simich

## Operations, Planning, Vehicle Maintenance and Facility Maintenance Updates October 2021

### *Operations & Planning Updates*

**Rider Survey** – After forgoing our Annual Rider Survey in 2020 due to the COVID-19 pandemic, staff handed out our Annual Rider Survey to express riders on October 19<sup>th</sup> at East Creek Station, SouthWest Village, and SouthWest Station. Surveying of SW Prime riders was also conducted over a week's period. In addition to annual questions focused on rider behavior, perception, patterns, and satisfaction, this year's survey also looks to determine how rider's work and commute patterns have shifted since the start of the pandemic. Additionally, staff will be offering the survey electronically on our website to allow former riders (or riders who suspended their riding SWT due to the pandemics) to provide info on when or if they will be returning to taking SWT services, as well as how their riding patterns may change should they return to SWT services. Staff will commence tabulating the survey in November and share the results at the Commission's January 2022 meeting.

**U of M Transit Governance/History Project** – Staff is currently in the middle of working with the U of M's Resilient Communities Project via the Humphrey School of Public Affairs on a project where multiple graduate student groups are working to gather and synthesize research related to the history and effectiveness of Twin Cities transit governance. Staff is working closely with the student groups and professors to ensure the students have all the resources they need to write effective reports.

These reports are phase one of a two-phase project where the information gathered by the student groups during the Fall Semester will then be taken by a Capstone course in the Spring and further expanded upon to create multiple in-depth report on the topics that will be used to better inform all transit stakeholders in the region with the goal of improving Twin Cities Transit Governance from where it is today.

**I-35W Lake St. Station Opening** – The new I-35W Lake St. station opened to revenue service on October 21<sup>st</sup>. The station is a much-improved transit center that allows transit connections to be made easily from local routes at street level to express/BRT routes at the freeway level. SWT Routes 600 (Reverse Commute) and 695 (U of M Express) started service to the new station when it opened as these routes are the two currently operating SWT routes that utilize I-35W for their routings. Staff will look to add service frequency to the new transit center in the future should the expected ridership increases be realized.

**Vehicle Procurement Delays** - Staff is working with Met Council staff on setting up a meeting to discuss delays in vehicle procurement that SWT has been experiencing since the start of the COVID-19 pandemic. These delays are related to both demand response/SW Prime vehicles and express coach vehicles. Since Met Council staff leads procurement of all transit vehicles for the region, our hope is that an airing of the current issues surrounding the delays will move the projects forward sooner than later.

**Special Event Service Ridership** has been growing thus far in the Fall. Minnesota Vikings and Gopher Football services have experienced near pre-pandemic ridership. We will also be providing service to

the Rolling Stones and George Strait concerts at US Bank Stadium. Concert services are pre-sale only so we can ensure we have enough buses with sufficient spacing for the demand.

**Arboretum Winter Lights** - As we did in 2019, we will be providing bus service to the Minnesota Landscape Arboretum's Winter Light Tour on Fridays-Sundays from Nov. 18<sup>th</sup> – Jan. 2<sup>nd</sup>. This service was highly popular in 2019 and the Arboretum is expecting even greater demand this year. The service will run from 4:45pm-10pm on service days and will run between East Creek Station in Chaska and the Arboretum.

#### ***Facilities Updates***

The facilities team has completed the painting project at the Eden Prairie garage.

The front gate security project has begun, the entrance to the parking lot has been dug up and back filled. The underground work will start shortly.

The facility crew has been busy winterizing equipment, buildings, and grounds.

Facilities are currently repairing and inspecting lightening and decorations for the holidays, holiday decorating will be starting soon.

#### ***Vehicle Maintenance updates***

The vehicle maintenance team has been busy winterizing buses, staff vehicles and equipment. The team has also been busy working on Preventive maintenance, repairs, and deep cleaning prior to winter.