

*February 23, 2017*



**SouthWest Transit Commission**

13500 Technology Drive  
Eden Prairie, MN 55344

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[SWTransit.org](http://SWTransit.org)

# **SOUTHWEST TRANSIT COMMISSION AGENDA**

**Thursday, February 23, 2017**

**Work Session – 6:00 PM, 2<sup>nd</sup> Floor Commission Chambers**

**Commission Meeting – Approximately 6:45 pm (Upon completion of Work Session), 2<sup>nd</sup> Floor Commission Chambers**

## **COMMISSION MEMBERS**

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

## **GENERAL COUNSEL**

Ric Rosow, Attorney

## **EXECUTIVE STAFF**

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

## **AGENDA**

**Work Session, 6:00 PM**

**Meeting, Approximately 6:45 PM**

- I. CALL TO ORDER**
- II. PUBLIC COMMENT**
- III. APPROVAL OF AGENDA**
- IV. PAYMENT OF CLAIMS (Rollcall Vote)**
- V. CONSENT**
  - A. Approval of Minutes of 1-6-17 Meeting**
  - B. Approval of Financial Statements**
  - C. Phone System Replacement**
- VI. NEW BUSINESS**
  - A. Pre-Design Services Contract with SRF**
  - B. Ridership Report**
  - C. Fare Increase Discussion**
- VII. UPDATES**
  - A. Operations, Planning, IT, and Vehicle Maintenance**
  - B. Marketing and Business Outreach**
- VIII. ADJOURNMENT**

# Payment of Claims

SouthWest Transit				
1/20/2017 Thru 2/17/2017				
Meeting Date: 2/23/2017				
Payment of Claims				
Check Number	Vendor Name	Description	Check Date	Check Amount
37543	4IMPRINT, INC.	Marketing Supplies	1/23/17	1,055.09
37544	ABC BUS COMPANIES	Vehicle Parts	1/23/17	497.25
37545	AEM FINANCIAL SOLUTIONS LLC	Professional Services Final Payment	1/23/17	2,000.00
37546	ALLIED UNIVERSAL SECURITY SERV	Ramp Security Patrols	1/23/17	249.44
37547	BLUETARP FINANCIAL, INC.	Vehicle Parts	1/23/17	23.99
37548	BROTHERS FIRE & SECURITY	Security System License Fee	1/23/17	5,363.50
37549	CABLE CAR CLASSICS, INC.	Vehicle Parts	1/23/17	117.03
37550	CARVER COUNTY	Internet - ECS	1/23/17	50.00
37551	CENTERPOINT ENERGY	Heating Payment	1/23/17	1,174.91
37552	CENTERPOINT ENERGY SERVICES	Heating Payment	1/23/17	7,129.66
37553	CHASKA ROTARY CLUB	Membership Dues	1/23/17	186.00
37554	Void Check			
37555	CINTAS CORPORATION #470	Uniform Service	1/23/17	2,269.32
37556	COMCAST	Cable Payment	1/23/17	236.18
37557	COMMUNITY EDUCATION	SWT Ad	1/23/17	198.00
37558	CUMMINS NPOWER, LLC	Vehicle Parts	1/23/17	302.00
37559	DACOTAH PAPER CO.	Vehicle Parts	1/23/17	152.42
37560	DELEGARD TOOL COMPANY	Vehicle Parts	1/23/17	18.49
37561	DIGITAL HIGHWAY, INC.	Cradle point License Renewal	1/23/17	2,338.97
37562	EDEN PRAIRIE CHAMBER OF COMMER	Luncheon Meetings	1/23/17	90.00
37563	FACTORY MOTOR PARTS COMPANY	Vehicle Parts	1/23/17	672.05
37564	FIRST TRANSIT, INC.	Dec 2016 Operation	1/23/17	342,968.32
37565	FLEETPRIDE	Vehicle Parts	1/23/17	886.59
37566	FRANZ REPROGRAPHICS	Archive for December	1/23/17	100.00
37567	GILLIG LLC	Vehicle Parts	1/23/17	2,419.37
37568	GLASS DOCTOR	Installed New Glass - ECS	1/23/17	634.84
37569	GOVERNMENT FINANCE OFFICERS	Membership Dues Renewal	1/23/17	160.00
37570	GRAINGER	Building & Vehicle Supplies	1/23/17	89.07
37571	GREAT MANDARIN	Commission Meeting Dinner	1/23/17	193.14
37572	GREGERSON, ROSOW, JOHNSON &	Professional Services-Legal Fee	1/23/17	10,387.71
37573	HENNEPIN COUNTY INFORMATION	Radio Service	1/23/17	245.10
37574	HOGLUND BODY & EQUIPMENT, INC.	Vehicle Repair	1/23/17	3,801.39
37575	HOGLUND BUS & TRUCK CO.	Vehicle Parts	1/23/17	385.59
37576	INTEGRA	Telephone Payment	1/23/17	1,325.35
37577	INTEGRA TELECOM	Telephone Payment	1/23/17	2,132.66
37578	JOHNSON CONTROLS, INC.	SWV - Heat Pump Controllers	1/23/17	15,235.00
37579	KLOOS ELECTRIC, INC.	Heater & Electrical Repair	1/23/17	11,035.42
37580	LARSON COMPANIES LTD, INC	Vehicle Parts	1/23/17	1,305.01
37581	LEAGUE MN CITIES INS. TRUST	Workers Compensate Final Audit	1/23/17	5,734.28
37582	LUBE-TECH & PARTNERS, LLC	Vehicle Supplies	1/23/17	5,301.12
37583	LUBE-TECH ESI	Vehicle Supplies	1/23/17	282.21
37584	MCI SERVICE PARTS, INC.	Vehicle Parts	1/23/17	3,336.72
37585	MEDIACOM	Internet - SWV	1/23/17	305.90
37586	MENARDS	Building & Vehicle Supplies	1/23/17	295.91
37587	METRO SALES INC.	Copier Maint	1/23/17	1,616.63
37588	METROPOLITAN FORD OF EDEN	Vehicle Repair	1/23/17	13,768.10
37589	MINNESOTA SAFETY COUNCIL	Membership Dues	1/23/17	525.00
37590	MYERS TIRE - DES MOINES #15	Vehicle Parts	1/23/17	156.22
37591	NASSEFF MECHANICAL CONTRACTORS	HVAC Repair	1/23/17	561.50
37592	NORMANDALE COMMUNITY COLLEGE	Employee Training-B. Stevens & L. Anderson	1/23/17	700.00
37593	Void Check			
37594	O'REILLY AUTOMOTIVE, INC.	Vehicle Parts	1/23/17	1,750.87
37595	OFFICE DEPOT	Office Supplies	1/23/17	411.76
37596	OSI ENVIRONMENTAL, INC.	Disposal Supplies	1/23/17	150.00
37597	OTIS ELEVATOR COMPANY	Elevator Support Maint	1/23/17	7,115.76
37598	PAUL'S TWO-WAY RADIO REPAIR	Radio Service	1/23/17	600.00



SouthWest Transit				
1/20/2017 Thru 2/17/2017				
Meeting Date: 2/23/2017				
Payment of Claims				
Check	Vendor		Check	Check
Number	Name	Description	Date	Amount
37599	PAULSON & CLARK ENGINEERING	Prof Fee - SWS HVAC	1/23/17	4,539.63
37600	PIRTEK PLYMOUTH	Vehicle Parts	1/23/17	179.98
37601	PRINT SOURCE MINNESOTA	Printing Annual Reports	1/23/17	495.00
37602	PUMP AND METER SERVICES, INC	Vehicle Parts	1/23/17	961.25
37603	RYDER	Vehicle Parts	1/23/17	413.29
37604	SIGN SOURCE, INC.	Award Plaques	1/23/17	722.22
37605	SIGNS IN MN	Vehicle Supplies	1/23/17	239.78
37606	SWNEWSMEDIA	SWT Ad	1/23/17	1,384.00
37607	TASC	COBRA Admin. Fees	1/23/17	46.00
37608	TECHSTAR IT SOLUTIONS	IT Service	1/23/17	4,723.03
37609	THE SHERWIN-WILLIAMS CO	Building Supplies	1/23/17	113.71
37610	TOWN & COUNTRY FENCE	Gate Repair - EPG	1/23/17	750.00
37611	U.S. BANK EQUIPMENT FINANCE	Copier Lease	1/23/17	627.00
37612	VIDEOTRONIX, INC.	Security System Repair	1/23/17	1,630.49
37613	VOSS LIGHTING	Building Supplies	1/23/17	223.20
37614	WAUSAU TILE INC.	Building Supplies	1/23/17	299.45
37615	XCEL ENERGY	Utilities Payment	1/23/17	9,583.81
37616	AMERICAN PUBLIC TRANSPORTATION	2017 Legislative Conference Register Fees	1/27/17	1,700.00
37617	JOHN THOMAS	SWT Video Ad	1/30/17	200.00
37618	CITY OF EDEN PRAIRIE	Utilities Payment	1/30/17	997.30
37619	CITY OF EDEN PRAIRIE	Annual Fire Code Permit SWS	1/30/17	220.00
37620	IFMA MSP CHAPTER	MN Public Sector Dues	1/30/17	100.00
37621	METROPOLITAN COUNCIL	MVST Refund	1/30/17	645,866.31
37622	METROPOLITAN FORD OF EDEN	Vehicle Repair	1/30/17	13,444.79
37623	OSI ENVIRONMENTAL, INC.	Supplies Disposal	1/30/17	50.00
37624	SYNCB AMAZON	Computer Supplies	1/30/17	1,427.80
37625	SHAUN HARRISON LABELLE	SWT Video Ad	2/2/17	10,200.00
37626	SHAUN HARRISON LABELLE	SWT Commercial	2/3/17	50.00
37627	4201, LLP	Feb. 2017 Lease	2/6/17	333.33
37628	AAF INTERNATIONAL	Vehicle Parts	2/6/17	564.53
37629	AMERICAN TECHNOLOGY	Vehicle Parts	2/6/17	487.17
37630	ASPEN EQUIPMENT COMPANY	Vehicle Parts	2/6/17	31.00
37631	BACHMAN'S CREDIT DEPARTMENT	Building Supplies	2/6/17	114.98
37632	BATTERIES PLUS	Building Supplies	2/6/17	12.99
37633	BROTHERS FIRE & SECURITY	Security System Repair	2/6/17	385.46
37634	BTR OF MINNESOTA	Vehicle Parts	2/6/17	1,338.62
37635	CARGILL, INCORPORATED	Building Supplies	2/6/17	1,951.14
37636	CBIZ BENEFITS & INSURANCE SRV	Prof Fee Benefit Service	2/6/17	44.89
37637	CENTERPOINT ENERGY	Heating Payment	2/6/17	609.82
37638	CENTERPOINT ENERGY	Heating Payment	2/6/17	1,212.17
37639	CENTURYLINK	Telephone Payment	2/6/17	702.12
37640	CENTURYLINK	Telephone Payment	2/6/17	525.73
37641	CHASKA ROTARY CLUB	2016 Chaska Cares Golf Tourney	2/6/17	250.00
37642	Void Check			
37643	CINTAS CORPORATION #470	Uniform Service	2/6/17	1,509.58
37644	CITY OF CHASKA UTILITY BILLING	Utilities Payment	2/6/17	1,772.83
37645	CITY OF EDEN PRAIRIE	Utilities Payment	2/6/17	1,084.57
37646	CUMMINS NPOWER, LLC	Vehicle Parts	2/6/17	125.58
37647	DACOTAH PAPER CO.	Vehicle Parts	2/6/17	418.73
37648	DELEGARD TOOL COMPANY	Tools	2/6/17	140.37
37649	DIRECTV	Cable Payment	2/6/17	57.99
37650	EDEN PRAIRIE CHAMBER OF COMMER	MN Chamber Sessions Dinner	2/6/17	112.00
37651	EPIC EVENT RENTAL	Building Supplies	2/6/17	287.27
37652	FACTORY MOTOR PARTS COMPANY	Vehicle Parts	2/6/17	1,917.90
37653	FASTENAL COMPANY	Vehicle Parts	2/6/17	18.73
37654	FEDEX	Shipping Charge	2/6/17	22.50

SouthWest Transit				
1/20/2017 Thru 2/17/2017				
Meeting Date: 2/23/2017				
Payment of Claims				
Check	Vendor		Check	Check
Number	Name	Description	Date	Amount
37655	FEDEX OFFICE	Building Supplies	2/6/17	268.19
37656	FLEET-NET CORPORATION	Monthly Fleetnet License Fee	2/6/17	450.00
37657	FLEETPRIDE	Vehicle Parts	2/6/17	198.48
37658	FRANZ REPROGRAPHICS	Archive - Jan. 2017	2/6/17	100.00
37659	GENERAL PARTS LLC	Building Supplies	2/6/17	95.00
37660	GILLIG LLC	Vehicle Parts	2/6/17	240.01
37661	GRAINGER	Building & Vehicle Supplies	2/6/17	297.98
37662	GARY A. GROEN	Professional Services - Financial Consultant	2/6/17	1,820.00
37663	HEALTHPARTNERS	Health & Dental Insurance	2/6/17	20,223.27
37664	HENNEPIN COUNTY INFORMATION	Radio Service	2/6/17	249.60
37665	HOGLUND BODY & EQUIPMENT, INC.	Vehicle Repair	2/6/17	1,326.80
37666	HOGLUND BUS & TRUCK CO.	Vehicle Parts	2/6/17	1,232.13
37667	IMPERIAL SUPPLIES LLC	Vehicle Parts	2/6/17	715.94
37668	INTERSTATE POWER SYSTEM, INC.	Vehicle Parts	2/6/17	7,525.26
37669	KLOOS ELECTRIC, INC.	Electric Repair	2/6/17	637.28
37670	LAC ENTERPRISE, INC.	January Snow Removal	2/6/17	7,283.33
37671	LANO EQUIPMENT, INC.	Vehicle Parts	2/6/17	453.99
37672	LARSON COMPANIES LTD, INC	Vehicle Parts	2/6/17	926.94
37673	LIFE INSURANCE COMPANY OF	Life Insurance - Feb. 2017	2/6/17	1,900.17
37674	LUBE-TECH & PARTNERS, LLC	Vehicle Supplies	2/6/17	1,372.02
37675	LUBE-TECH ESI	Vehicle Supplies	2/6/17	289.00
37676	MATRIX TRUST COMPANY	Feb. 2017 VEBA	2/6/17	880.00
37677	Void Check			
37678	MCI SERVICE PARTS, INC.	Vehicle Parts	2/6/17	10,968.22
37679	MENARDS	Vehicle Parts	2/6/17	256.17
37680	METRO SALES INC.	Copier Maint	2/6/17	530.26
37681	METROPOLITAN FORD OF EDEN	Vehicle Parts	2/6/17	168.03
37682	MINNESOTA CHAMBER OF COMMERCE	Chamber Meeting	2/6/17	780.00
37683	MINNESOTA SAFETY COUNCIL	Building Supplies	2/6/17	1,012.70
37684	MINUTEMAN PRESS	Printing - SW Perks Insert	2/6/17	679.69
37685	MVEC	Utilities Payment	2/6/17	3,570.10
37686	NCPERS MINNESOTA	Life Insurance - Feb. 2017	2/6/17	128.00
37687	NEW FLYER PARTS	Vehicle Parts	2/6/17	1,066.85
37688	O'REILLY AUTOMOTIVE, INC.	Vehicle Parts	2/6/17	598.81
37689	OFFICE DEPOT	Office Supplies	2/6/17	187.03
37690	PAUL'S TWO-WAY RADIO REPAIR	Radio Repair	2/6/17	125.00
37691	PITNEY BOWES INC	Postage Machine Lease	2/6/17	391.62
37692	PIXELWERX, LLC	Temp Promo Bus Decals	2/6/17	1,041.38
37693	PROFESSIONAL WIRELESS	Radio Console Project	2/6/17	50,681.63
37694	REPUBLIC SERVICES #894	Trash Removal	2/6/17	617.93
37695	RIDECCELL, INC	Monthly Rider Fee Sep.-Dec.	2/6/17	4,057.25
37696	Void Check			
37697	ROYAL TIRE INC.	Tires	2/6/17	76.17
37698	RYDER	Vehicle Parts	2/6/17	139.30
37699	SIEMENS INDUSTRY, INC.	Building Supplies	2/6/17	1,748.68
37700	SIGN SOURCE, INC.	Plaque for Steve LaFrance	2/6/17	35.00
37701	KORY SIMICH	Safety Boots & Misc. Supplies	2/6/17	133.30
37702	LEN SIMICH	Employee Reimb.-Misc. Meetings	2/6/17	708.65
37703	SKILLPATH & NST SEMINARS	Social Media Workshop-Brittany	2/6/17	598.00
37704	SNAP-ON TOOLS	Tools	2/6/17	999.00
37705	BRITTANY STEVENS	Employee Reimbursement-Misc. Supplies	2/6/17	175.17
37706	SUBURBAN CHEVROLET	Vehicle Parts	2/6/17	205.66
37707	SWNEWSMEDIA	SWT Ad	2/6/17	1,369.08
37708	TASC	COBRA Admin Fee - Jan. 2017	2/6/17	26.80
37709	TECHSTAR IT SOLUTIONS	Office 365 License - Feb. 2017	2/6/17	4,128.50
37710	THE OASIS GROUP	EAP Services - Jan-Mar 2017	2/6/17	106.95



SouthWest Transit				
1/20/2017 Thru 2/17/2017				
Meeting Date: 2/23/2017				
Payment of Claims				
Check Number	Vendor Name	Description	Check Date	Check Amount
37711	THE SHERWIN-WILLIAMS CO	Building Supplies	2/6/17	39.72
37712	TWIN CITY GARAGE DOOR CO.	Garage Door Repair	2/6/17	156.84
37713	U.S. BANK EQUIPMENT FINANCE	Copier Lease	2/6/17	638.00
37714	VERITIV OPERATING COMPANY	Maintenance Supplies	2/6/17	587.87
37715	VERIZON WIRELESS	Wireless Phone	2/6/17	54.19
37716	WASTE MANAGEMENT OF WI-MN	Trash Removal	2/6/17	256.43
37717	WEX BANK	Fuel Purchases	2/6/17	2,640.33
37718	WHEELCO TRUCK & TRAILER PARTS	Vehicle Parts	2/6/17	1,815.08
37719	XCEL ENERGY	Utilities Payment	2/6/17	2,034.37
37720	AVALLO WEB DEVELOPMENT	Website Service Fee	2/15/17	1,200.00
37721	JON CHRISTENSON	Mileage Reimbursement	2/15/17	15.03
37722	COMCAST	Cable Payment	2/15/17	254.42
37723	GREGERSON, ROSOW, JOHNSON &	Legal Services	2/15/17	5,895.00
37724	GARY A. GROEN	Professional Services - Financial Consultant	2/15/17	997.50
37725	INTEGRA	Telephone Payment	2/15/17	412.50
37726	MINUTEMAN PRESS	Parking Permits	2/15/17	230.09
37727	PROFESSIONAL CARWASH SYSTEMS,	Vehicle Supplies	2/15/17	1,112.00
37728	RSM US LLP	Professional Services	2/15/17	6,878.47
37729	SEON SYSTEMS SALES INC.	Bus Camera Installation	2/15/17	53,074.30
37730	SIMPLEXGRINNELL	Security System Repair	2/15/17	1,344.60
37731	SW METRO CHAMBER OF COMMERCE	Networking/Meeting	2/15/17	20.00
37732	TRAPEZE SOFTWARE GROUP	Annunciator Install	2/15/17	34,636.88
37733	TWIN CITIES TRANSPORT & RECOVE	Towing Service	2/15/17	175.00
37734	VERIZON WIRELESS	Bus WiFi	2/15/17	5,441.64
37735	VSIS INC.	BMV Installs	2/15/17	18,167.02
37736	STEVE LAFRANCE	Check Re-Issue	2/15/17	5,260.98
37737	LANDSCAPE 2000, INC.	Paver Repair - SWS	2/16/17	1,900.00
		<b>TOTAL</b>		<b>1,458,295.46</b>
	<b>ACH Withdraws</b>			
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	1/23/17	12,273.79
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	1/30/17	11,873.01
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	2/6/17	10,477.54
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	2/10/17	11,355.70
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	2/16/17	12,095.99
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	1/3/17	10,723.38
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	1/6/17	12,063.21
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	1/12/17	12,068.38
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	1/18/17	12,247.95
	CARDMEMBER SERV WEB PYMT	Credit Card Payment for APTA Conference	2/7/17	2,232.42
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	1/20/17	3,925.50
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	1/27/17	4,465.50
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	2/3/17	4,407.50
	MET COUNCIL RETAILSAL CPOS SW	Go To Card Reimbursement	2/10/17	4,478.00
	FLAGSHIP BANK	Montly Banking Fees	1/31/17	158.93
	ADP, INC.	Payroll Fees	1/20/17	447.13
	ADP, INC.	Payroll Fees	2/3/17	300.82
		<b>TOTAL</b>		<b>125,594.75</b>
	<b>Payroll</b>			
	ADP, INC.	Payroll	1/13/17	\$ 81,168.33
	ADP, INC.	Payroll	1/27/17	\$ 78,285.40
	ADP, INC.	Payroll	2/10/17	\$ 85,476.07
		<b>TOTAL</b>		<b>244,929.80</b>

SouthWest Transit				
1/20/2017 Thru 2/17/2017				
Meeting Date: 2/23/2017				
Payment of Claims				
Check	Vendor		Check	Check
Number	Name	Description	Date	Amount
	Monthly Reimbursement included in payroll totals			
	Lori Anderson	Cell Phone Allowance		50.00
	Jon Christenson	Cell Phone Allowance		50.00
	Mike Dartt	Cell Phone Allowance		50.00
	Mike Dartt	Car Allowance		50.00
	Matt Fyten	Cell Phone Allowance		50.00
	Dave Jacobson	Cell Phone Allowance		50.00
	Dave Jacobson	Car Allowance		175.00
	Jason Kirsch	Cell Phone Allowance		50.00
	Tony Kuykendall	Cell Phone Allowance		50.00
	Steve LaFrance	Cell Phone Allowance		50.00
	Steve LaFrance	Car Allowance		50.00
	Len Simich	Cell Phone Allowance		85.00
	Len Simich	Car Allowance		712.00
	Justin Weiner	Cell Phone Allowance		50.00
		TOTAL		1,522.00
		GRAND TOTAL		1,828,820.01



# Consent

# **SOUTHWEST TRANSIT COMMISSION MINUTES**

**Thursday, January 26, 2017**

**Commission Meeting – 5:00 PM, 2<sup>nd</sup> Floor Commission Chambers**

**Awards Dinner – 6:30 PM, 1<sup>st</sup> Floor Conference Room  
SouthWest Station**

## **COMMISSION MEMBERS**

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

## **GENERAL COUNSEL**

**Ric Rosow, Attorney**

## **EXECUTIVE STAFF**

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

### **I. CALL TO ORDER**

The meeting was called to order by Chair Jay Rohe at 5:10 pm.

### **II. PUBLIC COMMENT**

There was no public comment.

### **III. APPROVAL OF AGENDA**

**Motion:** Laufenburger motioned, seconded by Roepke. The motion carried 6-0-0.

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

**Motion:** Laufenburger motioned, seconded by Collis King to approve the payment of claims. The motion carried 6-0-0. Roll Call Vote: Rohe, yes; McDonald, no; Aho, yes; Tyra-Lukens, yes; Collis King, yes; Roepke, yes; Laufenburger, yes.

### **V. CONSENT**

- A. Approval of Minutes of 12-8-16 Meeting
- B. Approval of Financial Statements
- C. Approval of 2017 Agency Goals
- D. Approval of 2017 Banking Agreement
- E. Funds Transfer
- F. 4<sup>th</sup> Quarter Ridership

**Motion:** Tyra-Lukens motioned, seconded by Roepke to approve the Consent items. The motion carried 6-0-0.

### **VI. NEW BUSINESS**

- A. **Approval of 2017 Commission Officers and Task Force Assignments**

**Action:** It was proposed that the following officers be appointed:

Chair - Jay Rohe

Vice Chair – Brad Aho

Secretary/Treasurer – Denny Laufenburger

It was also proposed that the following people be appointed as task force members:

**Budget Task Force:** Denny Laufenburger, Brad Aho, Jerry McDonald

**Personnel Task Force:** Jay Rohe, Bob Roepke, Nancy Tyra-Lukens

**Customer Experience Task Force:** Jody Collis King, Jay Rohe

**Strategic Planning Task Force:** Jay Rohe, Bob Roepke, Denny Laufenburger

**Suburban Transit Association:** Nancy Tyra-Lukens (Eden Prairie), Jerry McDonald (Chanhassen), Bob Roepke (Chaska). Alternates: Len Simich and/or Dave Jacobson

**Motion:** Laufenburger motioned, seconded by Collis King to approve the officers and task forces. The motion carried 6-0-0.

**B. SouthWest LRT Approvals (Purchase Price, Term Sheet, Coordination, and Phasing Plan)**

**Action:** It was requested that the Commission authorize its CEO to negotiate and execute a Property Agreement between SouthWest Transit and the Council related to the transfer of property rights and any Federal interest of a portion of the property at SouthWest Station from SWT to the Council and the Council payment for the functional replacement of SouthWest Transit's office building and related improvements.

**Motion:** SouthWest Transit Attorney Ric Rosow is continuing to work on outstanding items on the Term Sheet, including the Condo Easement, Payment of Money, and Restrictive Covenant, which will allow only SouthWest Transit bus operations.

Aho motioned, seconded by Roepke. The motion carried 6-0-0 subject to the Term Sheet changes identified.

**C. Purchase Agreement for Chanhassen Property**

**Action:** It was requested that the Commission approve execution by the CEO of the Purchase Agreement with the "Falls of Paisley Park, LLC" (previously identified as the Falls of Chanhassen) for the purpose of selling 3.58 acres at 1660 Arboretum Blvd. in Chanhassen for the purchase price of \$1,100,000.

**Motion:** Roepke motioned, seconded by Aho to approve the purchase agreement. The motion carried 6-0-0.

**D. Legislative Positions and Update**

**Action:** No action was requested

**E. On-Board Survey Results**

**Action:** No action was requested

**VII. UPDATES**

A. Administrative

B. Operations

C. Marketing

**ADJOURNMENT**

**Motion:** Collis King motioned, seconded by Roepke to adjourn the meeting. The motion carried 6-0-0. Meeting was adjourned at 6:19 pm

October 27, 2016 SouthWest Transit Commission Minutes Prepared By: Brittany Stevens

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

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



**Balance Sheet for All Funds**  
**December 2016 - Unaudited Preliminary**

Balance Sheet Category	Fund Name					
	General Fund	Capital & Equipment	Relocation Capital	Grant Projects	SWS Development	Debt Service
<b>Assets</b>						
Cash & Investments	\$ 4,156,235	\$ 1,891,488	\$ 71,443	\$ -	\$ 2,372,533	\$ 310,313
Accounts Receivable	750,295	571	-	-	3,931,001	-
Other Assets	618,318	-	-	-	507,964	-
<b>Total Assets</b>	<b>5,524,848</b>	<b>1,892,059</b>	<b>71,443</b>	<b>-</b>	<b>6,811,498</b>	<b>310,313</b>
<b>Liabilities</b>						
Accounts Payable	891,533	-	47,635	-	-	-
Other Liabilities	-	-	-	-	3,930,368	-
<b>Total Liabilities</b>	<b>891,533</b>	<b>-</b>	<b>47,635</b>	<b>-</b>	<b>3,930,368</b>	<b>-</b>
<b>Fund Balances</b>						
Beginning Fund Balance-January 2016	4,712,166	1,961,551	-	-	2,895,861	207,137
Net Change in Fund Balance	(78,851)	(69,492)	23,808	-	(14,731)	103,176
<b>Total Fund Balances</b>	<b>4,633,315</b>	<b>1,892,059</b>	<b>23,808</b>	<b>-</b>	<b>2,881,130</b>	<b>310,313</b>
<b>Total Liabilities &amp; Fund Balances</b>	<b>\$ 5,524,848</b>	<b>\$ 1,892,059</b>	<b>\$ 71,443</b>	<b>\$ -</b>	<b>\$ 6,811,498</b>	<b>\$ 310,313</b>
						<b>\$ 14,610,161</b>



SouthWest Transit  
Revenue and Expenditures for All Funds  
Monthly Financial Report  
YTD January thru December 2016 - Unaudited Preliminary

December=100.0%

General Fund Detail	Final Amended		December		2016 YTD	2016 YTD Balance	% YTD Budget
	Budget	Actual	2016	Actual			
Revenue							
Passenger Fares	\$ 2,872,000	\$ 199,243	\$	3,170,172	\$ 298,172		110.4%
MVST Revenue	6,462,000	545,866		6,525,940	63,940		101.0%
RAMVST Revenue	1,047,000	87,250		1,047,000	-		100.0%
Investment Income	10,000	11,533		38,020	28,020		380.2%
Other Local Revenues	440,000	438,967		722,404	282,404		164.2%
	<u>10,831,000</u>	<u>1,282,859</u>		<u>11,503,536</u>	<u>672,536</u>		<u>106.2%</u>
Other Sources							
Insurance Recoveries	-	17,493		39,993	-		0.0%
Total Revenue	<u>\$ 10,831,000</u>	<u>\$ 1,300,352</u>	<u>\$</u>	<u>11,543,528</u>	<u>\$ 672,536</u>		<u>106.6%</u>
Expenditures							
Administration	\$ 1,282,615	\$ 171,265	\$	1,338,917	\$ (56,302)		104.4%
Operations	6,149,169	568,209		6,212,293	(63,124)		101.0%
Vehicle Maintenance	2,062,225	88,745		2,005,856	56,369		97.3%
Facility Maintenance	1,265,100	126,968		1,225,117	39,983		96.8%
Total Expenditures	<u>10,759,109</u>	<u>955,187</u>		<u>10,782,183</u>	<u>(23,074)</u>		<u>100.2%</u>
Capital Cost Of Operating	980,315	223,106		840,196	140,119		85.7%
Total Expenditures & Capital Cost of Operating	<u>11,739,424</u>	<u>1,178,293</u>		<u>11,622,379</u>	<u>117,045</u>		<u>99.0%</u>
Net Change in Fund Balance	<u>\$ (908,424)</u>	<u>\$ 122,059</u>	<u>\$</u>	<u>(78,851)</u>			
Fund Balance, January 1			\$	<u>4,712,166</u>			
Fund Balance, End of Current Period			\$	<u>4,633,315</u>			
Fund Balance as a % of the Expenditure Budget							<u>39.5%</u>

SouthWest Transit  
Revenue and Expenditures for All Funds  
Monthly Financial Report  
YTD January thru December 2016 - Unaudited Preliminary

December=100.0%

All Other Funds	December		2016		2016 YTD		2016		% YTD	
	Final Amended	Budget	Actual		Actual		YTD Balance		Budget	
<b>Capital &amp; Equipment Fund</b>										
Revenue	\$	12,000	\$	1,814	\$	12,819	\$	819		106.8%
Expenditures	\$	90,000	\$	-	\$	82,311	\$	7,689		91.5%
Transfer In (Out)	\$	-	\$	-	\$	-	\$	-		0.0%
Net Change in Fund Balance	\$	(78,000)	\$	1,814	\$	(69,492)				
<b>SWS Relocation Capital Projects</b>										
Revenue	\$	-	\$	-	\$	-	\$	-		0.0%
Expenditures	\$	175,000	\$	47,635	\$	151,192	\$	23,808		0.0%
Transfer In (Out)	\$	175,000	\$	175,000	\$	175,000	\$	-		0.0%
Net Change in Fund Balance	\$	-	\$	127,365	\$	23,808				
<b>Grant Projects</b>										
Revenue	\$	-	\$	-	\$	120,901	\$	120,901		0.0%
Expenditures	\$	-	\$	-	\$	120,901	\$	(120,901)		0.0%
Net Change in Fund Balance	\$	-	\$	-	\$	-				
<b>SWS Development</b>										
Revenue	\$	343,021	\$	28,828	\$	396,272	\$	53,251		115.5%
Expenditures	\$	585,000	\$	(487,729)	\$	102,894	\$	482,106		17.6%
Transfer In (Out)	\$	(308,108)	\$	(183,566)	\$	(308,109)	\$	1		100.0%
Net Change in Fund Balance	\$	(550,087)	\$	332,991	\$	(14,731)				
<b>Debt Service</b>										
Revenue	\$	140,000	\$	10	\$	243,150	\$	103,150		173.7%
Expenditures	\$	455,920	\$	8,565	\$	464,460	\$	(8,540)		101.9%
Transfer In (Out)	\$	315,920	\$	8,566	\$	324,486	\$	(8,566)		102.7%
Net Change in Fund Balance	\$	-	\$	11	\$	103,176				



## **SOUTHWEST TRANSIT**

---

### **MEMORANDUM**

**TO:** SouthWest Transit Commission

**FROM:** Jason Kirsch, Technology Specialist  
Dave Jacobson, COO

**DATE:** February 15, 2017

**SUBJECT:** Phone System Replacement

**REQUESTED ACTION:**

That the SWT Commission authorizes its Chief Executive Officer to execute an agreement with TechStar Solutions in the amount not to exceed \$14,500 for procurement of an Internet Telephony Phone system replacing the existing phone system.

**BUDGET IMPACT:**

This purchase will be funded from the SouthWest Transit (SWT) capital cost of operating fund. The project cost of \$14,000 is included in the 2017 operating budget for this project under Technology Updates. Utility cost for phone at SouthWest Station and the Eden Prairie Garage will be reduced by \$1,700 a month with this implementation.

**BACKGROUND:**

SWT currently uses T1 telephone lines to provide phone service to the SouthWest Station and Eden Prairie Garage. With the upcoming move of the administration offices out of SouthWest Station, an internet based, cloud hosted, phone system was researched to assist with ease of configuration and relocation of devices.

The replacement of the system allows SWT to procure a solution that provides us with added functionality that is currently missing from our system; including real time stats and reporting, computer soft phone and mobile phone redundancy, voicemail to email, and a web based configuration backend that allows SWT staff to easily make changes to the phone system without making a service call to our current provider. The system is plug and play will support the moving of staff to different facilities during the Southwest Light Rail Transit (SWLRT) relocation project with no reconfiguration costs. Installation of this system will also save SWT significant dollars in monthly reoccurring phone costs.

SWT Staff received 3 quotes for the project. This section focuses on the monthly reoccurring charges. (Currently SWT pays \$2,795 a month for phone service):

Monthly Reoccurring Cost

Comcast Business Voice	\$1,523.80
Frontier Communications	\$1,060.00
3CX	\$ 999.25

Initial procurement costs for hardware and setup are as follows:

Procurement Cost

Comcast	\$ 1,134.25
Frontier	\$ 1,661.54
3CX	\$14,086.04

Comcast is highest with monthly cost and the system does not support the call center functionality and reporting that SWT requires. Any configuration change would be a chargeable call to Comcast.

Frontier would allow us to use our existing MiTel phones, which would reduce our startup cost. Any configuration change would be a chargeable call to Frontier. If we need to add phone equipment, the cost of the MiTel equipment is 2 to 3 times more expensive than 3CX. Our current phones hardware is slightly over 3 years old. It does have an approximate resale value of \$3,000 to \$5,000 dollars.

The 3CX system uses a web based configuration system that will allow SWT staff to do configuration changes in house. The system will support the needs of our incoming Customer Service and SW Prime numbers with automated answer and call distribution, real time call stats and complete reporting features. After purchasing the phone hardware, SWT has the ability to choose the phone number provider and telephone software to fit our needs. The 3CX server will reside with the cloud hosting provider "Rackspace" with built in redundancy and multiple server locations.

SWT conferred with Commissioner Aho about the technology being proposed by staff. Although the 3CX system will require more dollars to implement, staff feels it is the best fit for the organization and it's needs. Staff has met with the 3 companies and is confident TechStar's 3CX quote will meet SWT's current and future needs.

**RECOMMENDATION:**

That the SWT Commission authorizes its Chief Executive Officer to execute an agreement with TechStar Solutions in the amount not to exceed \$14,500 for procurement of the 3CX Internet Telephony Phone System for SouthWest Station and Eden Prairie Garage.





**SOUTHWEST TRANSIT  
RESOLUTION #17-04**

**A RESOLUTION ACCEPTING THE QUOTATION AND APPROVING AN AGREEMENT FOR  
Phone System Replacement**

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

**WHEREAS**, SWT is considering Phone System Replacement; and

**WHEREAS**, Quotations were solicited in compliance with Minn. Stat. 471.345; and

**WHEREAS**, the quote provided by Techstar Solutions, in an amount not to exceed \$14,500, is determined to best meet the needs of SWT and to be in the best interest of SWT; and

**WHEREAS**, the project will be funded from Operating Capital.

**NOW THEREFORE, BE IT RESOLVED** that the Commission hereby accepts the quote by Techstar Solutions in an amount not to exceed \$14,500; approves an agreement with Techstar Solutions which is consistent with the quote; and authorizes the Chief Executive Officer to execute the agreement.

**ADOPTED** by the Commission of SouthWest Transit on February 23, 2017.

---

Jay Rohe, Chairperson

**ATTEST:**

---

Len Simich, Chief Executive Officer

# New Business



## **SOUTHWEST TRANSIT**

---

**To:** SouthWest Transit Commission

**From:** Len Simich, CEO

**Date:** February 16, 2017

**Subject:** Professional Services Contract with SRF

**REQUESTED ACTION:**

That the Commission authorize its CEO to enter into a contract with SRF for predesign services related to the construction of SWT's replacement offices.

**BUDGET IMPACT:**

Work will be completed on a time and materials basis and not exceed \$50,000. Budgeted as part of the SWLRT project.

**BACKGROUND:**

With the extension of LRT into SouthWest Station, SouthWest Transit will need to vacate its current office building and station by the end of September (2017).

Staff is proposing to bring SRF (Jim Lasher) on to help determine the specific needs and layout related to the replacement offices, and to help determine the market and subsequent build-out needs should we determine to incorporate TOD into our future construction plans.

Mr. Lasher worked in a similar role when we constructed SouthWest Village station, ramp and adjacent housing.

If selected Mr. Lasher's duties would include the following:

**PHASE ONE – PROGRAMMING AND PRE-DESIGN SERVICES**

☐ **Market Analysis:** Engage a real estate group on behalf of SWT to complete a Market Analysis and Valuation report for the potential Joint Development opportunities at SW Village including procurement analysis of fee sale versus ground lease, likely development partners and projected sale or lease values for various use options.

☐ **Programming and Pre-Design Services:** Based on above Market Analysis results, advance the current SWT Office program to also include the optional Joint Development uses as identified. Work will also include Site Capacity and Development Testing of the current SWT pad area at SW Village to determine any zoning or site plan approval issues that may arise as the project advances. Deliverable products include:

- A detailed description of proposed uses and their respective square footage allocations for SWT Headquarters.

- Joint Development alternatives including space programs for any of the following options:
  - Office
  - Retail
  - Housing
- Concept level site plans and building massing diagrams to identify site impacts of various development options and building arrangements.
- Site impacts to existing conditions and modifications as necessary to accommodate options.
- Project introduction meeting with Chanhassen city planning and engineering staffs.
- Preliminary project costs for each scenario.

☐ **Final Summary Programming and Pre-Design Report and Decision Matrix** to select the Preferred Alternative to advance to next phase.

## **PHASE TWO – CONCEPT DEVELOPMENT, ENTITLEMENTS AND SWT PROCUREMENT OPTIONS**

This phase of work includes the advancement of a preferred alternative identified in Phase One including

Concept Development and Site Plan submittals to the City of Chanhassen for review and approval. Work includes the following deliverables:

- ☐ Zoning and Land Use Applications
- ☐ Preliminary Plat submittal including:
  - Preliminary Plat
  - Site Plan
  - Grading Plan
  - Utility Plan
  - Storm Water Calculations
  - Building Floor Plans and Elevations
  - Building Materials Descriptions
- ☐ Neighborhood meeting to present preliminary submittal plans.
- ☐ Meeting with city staff to review developed concepts and preliminary submittal documents.
- ☐ Revise and formalize submittal for site plan approval.
- ☐ Attend Planning Commission and City Council meetings as necessary.
- ☐ Overall Project and Joint Development scenarios including:
  - Design-Bid-Build
  - Design Build
  - Design-Build-Operate & Maintain (DBOM)
  - Developer Turn-Key Delivery
  - Agent Construction Manager



- Core & Shell Sale
- Common Interest Community Strategy

☐ Final Report and Recommendation to advance to Implementation Phase and strategies for procurements.

☐ Final Design RFP and Management:

- SRF will assist in the preparation of an RFP for the Design Team for final design services including final plans and technical specifications.
- SRF will recommend firms to receive the RFP, distribute, conduct Pre-Proposal meeting, receive, review and make a recommendation to SWT for award.

**RECOMMENDATION:**

That the Commission authorize its CEO to enter into a contract with SRF for the services identified in this memo for a cost not to exceed \$50,000



## **SOUTHWEST TRANSIT**

---

### **MEMORANDUM**

**TO:** SouthWest Transit Commission

**FROM:** Dave Jacobson, COO

**DATE:** February 14, 2017

**SUBJECT:** 2016 Final Ridership

**REQUESTED ACTION:**

None requested. For information purposes only.

**BUDGET IMPACT:**

None.

**BACKGROUND:**

At the regularly scheduled January SouthWest Transit (SWT) Commission meeting a preliminary year end ridership number was provided. The updated final ridership number for SWT for 2016 is 1,246,090, a 9.7 percent increase over 2015. The final ridership number includes all services: including fixed route, Prime and special events. That 9.7 percent increase, including Ryder Cup, places SWT in a top tier position for regional ridership increases.

Attached to this memorandum is the annual Metropolitan Council 2016 to 2015 Ridership Comparison power point. As you can see on the first slide, Metro Transit was down 3.8 percent (including light and heavy rail). The Council's contracted service gained only one tenth of a percent. University service increased by 16.3 percent. Finally the combined STA providers had an overall 2.1 percent increase including the increase by SWT. Unfortunately, that number excludes the Ryder Cup ridership, as shown by the foot note on page 1 of the power point presentation.

On a side note, the Ryder Cup footnote also raises questions as to why Metro Transit's Ryder Cup ridership wasn't excluded with a footnote to the Council's Transportation Committee. More of a philosophical question is, why was only the SWT Ryder Cup ridership singled out, when there is a significant cost in providing the service?

Special events including Twins, Vikings, Gopher football and State Fair are events that both SWT and Metro Transit provide service to on an annual basis. All of these special event services are part of the overall daily business of transit not only in the region but across the country.

In a February 13<sup>th</sup> Star Tribune article, attached, it discusses how Metro Transit sent 12 staffers to Houston to monitor this year's super bowl transportation in preparation for 2018. In that article a

Metro Transit supervisor stated that “typically 20 to 23 percent of Vikings fans use transit to get to U.S. Bank Stadium.” For a Viking regular season that equates to at least an approximate annual event ridership of 300,000. The Super Bowl should generate at least an additional 30,000 rides that would be counted as part of their annual ridership.

The point of all of this is simple. If an agency provides a ride and it comes out of its operating budget, then that agency should count the ride without the exclusion shown in the attached power point.

The good news is SWT in 2016 broke all of its previous ridership records thanks to all facets of its service delivery where all rides were counted.

**RECOMMENDATION:**

None requested. For information purposes only.

# **2016 Year End Regional Ridership Report**

**Transportation Committee  
February 13, 2017**





# Annual 2016 to 2015 Comparison by Provider

<u>Provider</u>	<u>Rides</u>	<u>% Change</u>
Metro Transit	81.8 M*	-3.8%
MTS - Contracted	5.3 M	0.1%
Suburban Providers	5.2 M	2.1%**
University of MN	3.9 M	16.3%
	-----	-----
Total	96.3 M	-2.6%

\* Excludes 779,136 Maple Grove contracted rides

\*\* % change is 0.1% when Ryder Cup service is removed



# Annual 2016 to 2015

## Average Weekday Ridership by Provider

<u>Provider</u>	<u>Average Weekday Rides</u>	<u>% Change</u>
Metro Transit	264,891*	-3.1%
MTS - Contracted	18,439	-0.4%
Suburban Providers**	19,578	0.0%
University of MN	14,862	14.9%
	-----	-----
Total	318,183	-1.9%

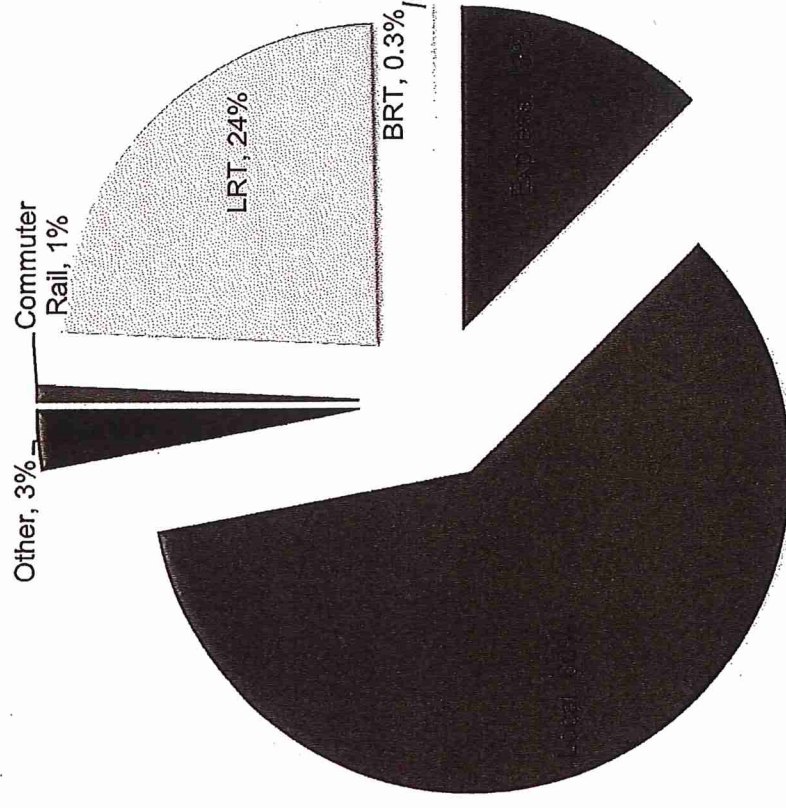
\*Excludes Maple Grove contracted rides

\*\* Ryder Cup service is not included



## 2016 by Service Type

- Commuter Rail - .71 M
- LRT - 23.0 M
- Express Bus - 12.2 M
- BRT - 266,811
- Local Bus - 57.3 M
- Other\* - 2.8 M
- Total - 96.3 M**



\* Dial-a-Ride, Metro Mobility, Vanpool

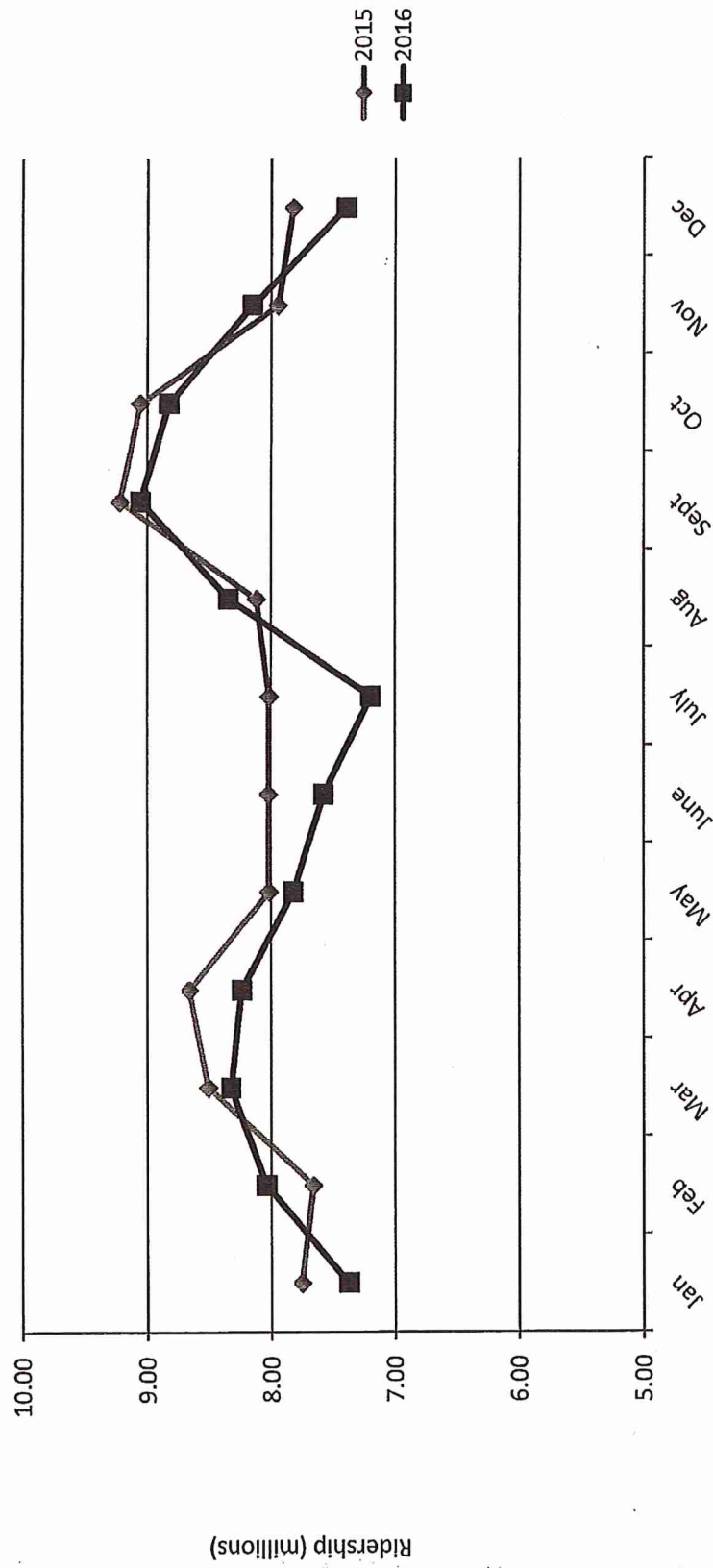
## Annual 2016 to 2015 Comparison by Service Type

Type of Service	% Change
Commuter Rail	-1.6%
LRT	-0.2%
BRT	0.53%
Express Bus	0.03%
Local Bus	-4.4%
Dial-A-Ride	4.4%
Metro Mobility	5.9%
Metro Vanpool	0.8%

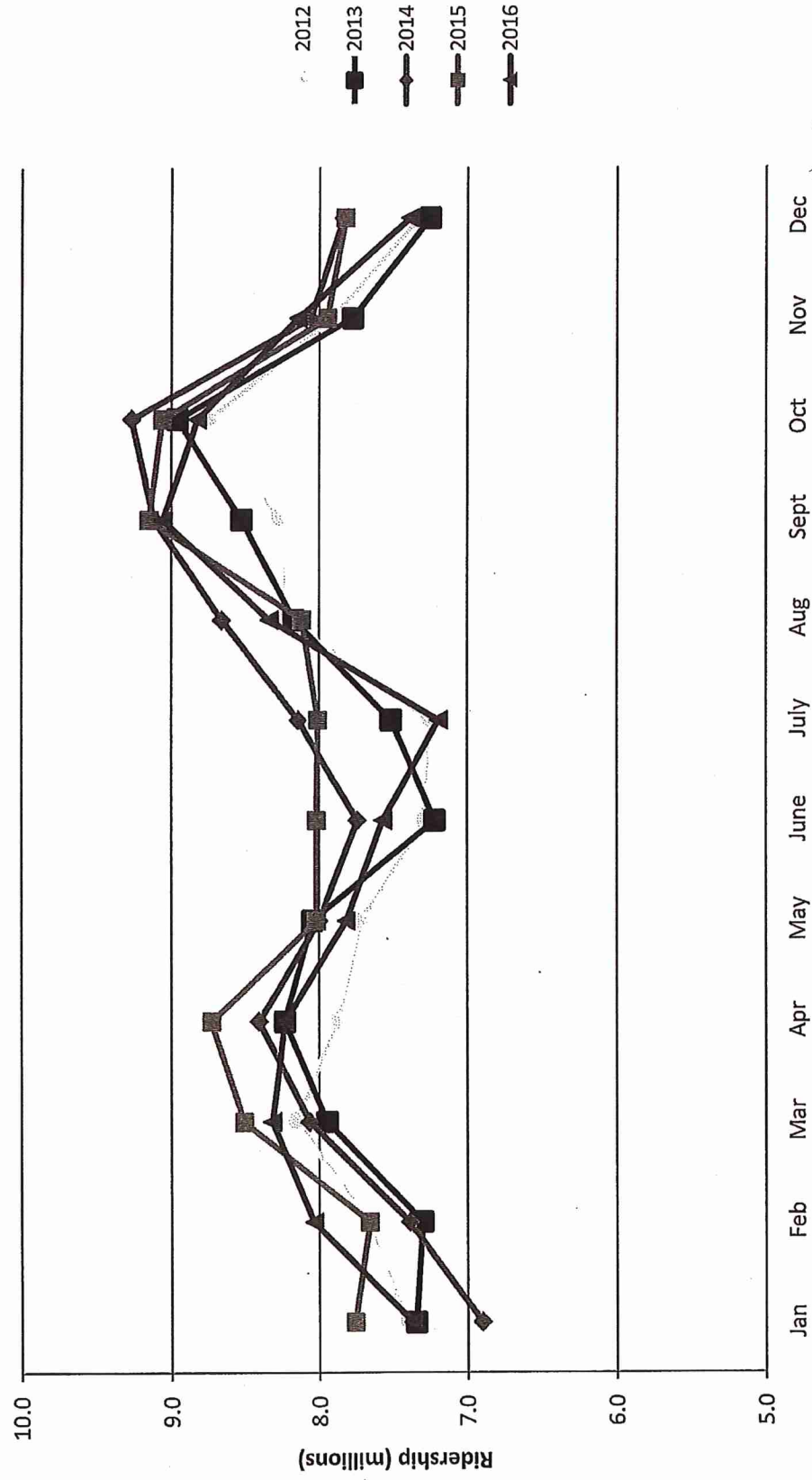


# 2015 - 2014

## Monthly Comparison



# 2016-2012 Monthly Comparison



SUPER BOWL LII

# Metro Transit sent reps to Houston for Bowl intelligence

By Janet Moore (<http://www.startribune.com/janet-moore/10645476/>) Star Tribune

FEBRUARY 13, 2017 — 10:45PM

Metro Transit sent 12 people to Houston this month to research how transit operated amid the Super Bowl at NRG Stadium and festivities leading up to the big game.

The price tag was \$22,881 — \$10,852 of which was paid by the Department of Homeland Security. The remainder of \$12,029 was covered by Metro Transit's operating budget, according to spokesman Howie Padilla, who attended.

None of those traveling to Texas attended the game between the New England Patriots and Atlanta Falcons, except for a police lieutenant who was at the stadium on game day working on a special program with other law enforcement.

Staff traveling to Houston included representatives from rail and bus street operations, rail and bus control centers and the Metro Transit Police Department, plus a special-events specialist and a marketing and customer-service representative.

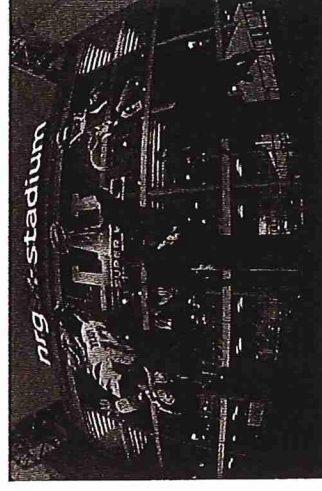
"It was eye-opening," said Mark Benedict, Metro Transit's director of light rail operations. "The purpose, in a nutshell, was to observe transit and security demands firsthand."

A key takeaway was that the festivities begin two weeks ahead of the game, scheduled for Feb. 4, 2018, at U.S. Bank Stadium. So transit needs to adapt well beyond gameday service to the stadium, and existing transit customers need attention, too.

"The density of our crowds will be much tighter here," Benedict said, noting that Houston is much more spread out geographically.

In Houston, the Metrorail Red Line serves NRG Stadium, although LRT passengers have to walk a bit from the LRT stop to the stadium. Several bus lines serve the stadium.

Because many activities occurred in downtown Houston, including those at the George R. Brown Convention Center, the city's transit system was widely used to carry fans before gameday.



([http://stmedia.startribune.com/images/PATRIOTS\\_FALCONS\\_SUPE](http://stmedia.startribune.com/images/PATRIOTS_FALCONS_SUPE))  
CHARLIE RIEDEL, ASSOCIATED PRESS  
NRG Stadium in Houston.



Houston's transit authority recorded more than 700,000 boardings on light rail and shuttle buses during the nine days leading up to the Super Bowl, breaking ridership records. Four of the five highest single-day ridership numbers in Metrorail history occurred from Wednesday, Feb. 1, through Saturday, Feb. 4, when riders set a record high of 109,500. In addition, Houston's newest rail lines saw three consecutive days of their highest single-day ridership.

U.S. Bank Stadium is known for being transit friendly. It has its own LRT stop for both the Green and Blue lines. Each Metro Transit train has three cars, while the sole LRT line serving NRG Stadium in Houston runs two-car trains, Padilla said. Typically, 20 to 23 percent of Vikings fans use transit to get to U.S. Bank Stadium.

Metro Transit officials will have to figure out how to help out-of-towners learn how the transit system works.

"There were always people [in Houston] — staff and volunteers — out and about who were identifiable to answer questions," said Brian Funk, Metro Transit's deputy chief overseeing bus operations.

One huge difference between the cities: Surface parking lots are available around NRG Stadium, which is not the case in downtown Minneapolis — although those who drive will have access to several parking garages.

Later this month, representatives from the National Football League will visit the Twin Cities to meet with Metro Transit officials and others to discuss a Super Bowl transit plan.

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## SOUTHWEST TRANSIT

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**To:** SouthWest Transit Commission

**From:** Len Simich, CEO

**Date:** February 16, 2017

**Subject:** Potential Fare Increase

**REQUESTED ACTION:**

Direction/Position from the Commission on any potential fare increase.

**BUDGET IMPACT:**

Not yet determined – depends on the selection of a scenario. Estimates run between an increase of \$38m-\$43m over the next four years.

**BACKGROUND:**

The Metropolitan Council/Metro Transit has started the process to potentially increase transit fares. The rationale for this is three fold: Projected budget deficit over the next biennium; falling farebox recovery ratios; Legislative pressures.

Staff has met with Council staff to outline any concerns we may have prior to the first meeting of the Regional Fare Committee (which SWT is a member). Since the region has not had a fare increase since 2008 (\$0.25 increase across the board implemented in 2008), SWT staff can see the rationale for implementing an increase. However, there are a few things that need to be addressed or clarified before we believe SWT should offer support. They are:

**Equity** – Our position on equity may differ from that of the Council. We believe if there is an increase, no geographic area should carry more of the burden than another. Therefore, suburban express should not have to pick up more of the burden than an urban local route. Any fare increase should take into account the operating costs to deliver service, and not reflect a customer's ability to pay. Saying this, we should support discounts to those individuals who may need special financial assistance (low income; seniors; disabled).

**Discounts, Fare Evasion** – The suburban operators have little to no control over the various discounts, "free" rides, or the fare evasion that is provided or that takes place throughout the region. All of these have impacts on the amount of revenue generated. A plan we can all agree upon should be part of any increase to fares.

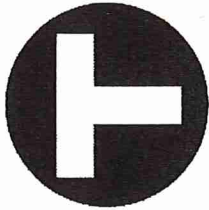
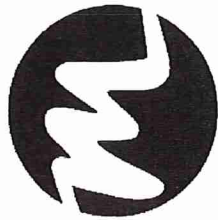
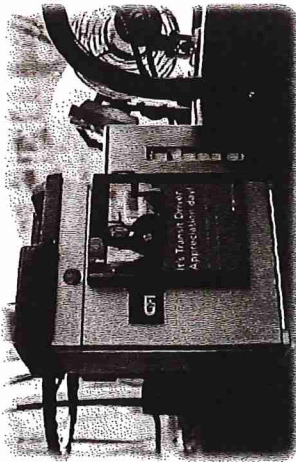
**Revenue Sharing** – With the current cap we have placed upon us by the metropolitan Council (3% annual growth), any additional funding generated from the fare increase would not provide any of the suburban providers currently receiving RAMVST any benefit. Since the current deficit is not

related to suburban operations, it feels like we are being asked to help address the regional shortfall without ever participating in any regional gains.

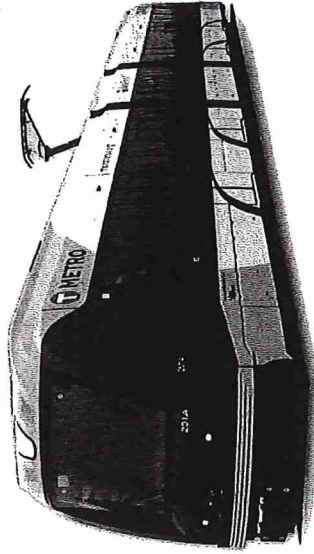
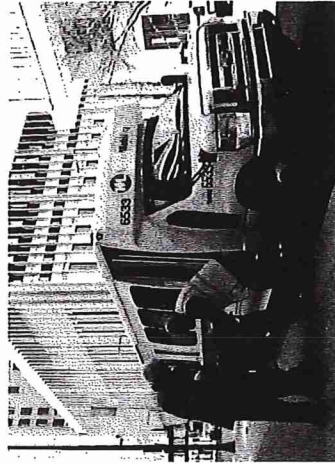
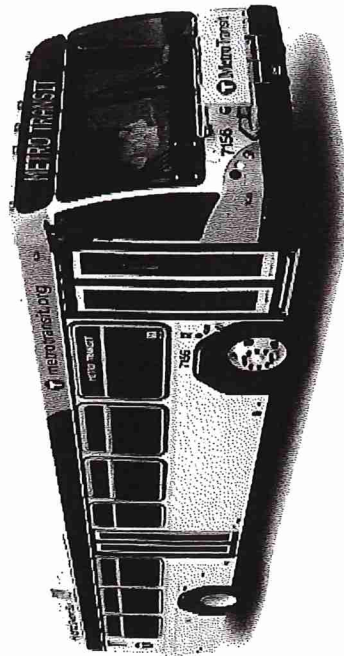
Attached is an overview piece issued by the Metro Transit/Metropolitan Council that outlines some of the options currently being discussed within those organizations. The first meeting of the Regional Fare Committee is slated for the first week of March. Staff would like the Commission to provide direction as to our position.

**RECOMMENDATION:**

That the Commission provide direction/take a position related to any potential regional fare increase.



## Fare Increase Discussions





## Fare Increase Guiding Principles

- **Generate Additional Fare Revenues** – Increase revenues across all modes and service (Metro Transit, regional and contract service, Metro Mobility and Transit Link)
- **Promote Equity** – Price fares so that they account for an equitable portion of operating costs and reflect the ability of customers to pay
- **Simplify** – Make the fare structure easier to use and understand

## Options and Estimated Impacts

Scenario 1				Revenues (in Millions)				
Fare Increase	Type of Service	Ridership Loss %	Ridership Loss - Actual	Year 1	Year 2	Year 3	Year 4	Total
\$.25 Base Fare	Council Regular Route (Bus/Rail)	-4.8%	-4.2M	\$5.92	\$9.00	\$10.48	\$10.58	\$35.98
Scenario 2				Revenues (in Millions)				
Fare Increase	Type of Service	Ridership Loss %	Ridership Loss - Actual	Year 1	Year 2	Year 3	Year 4	Total
\$.25 Base Fare, \$.50 Express	Council Regular Route (Bus/Rail)	-5.5%	-4.8M	\$6.25	\$10.02	\$11.94	\$12.05	\$40.26

\*24 months to recover ridership losses

\*Figures do not include Metro Mobility or Transit Link



# Regional Fixed Route Revenue Impacts

- **Fare Increase:** Estimated total regional revenue growth between \$38 and \$43 million over four years
- **Senior/Youth/Medicare Single Fare:** Estimated \$1M revenue reduction over four years
- **Low Income Fare:** Estimated \$8–\$12 million revenue reduction over four years

Scenario 1 - Regional Results w/All Scenarios

Action	Result	Revenues (in Millions)				
		Year 1	Year 2	Year 3	Year 4	Total
\$ .25 Base Fare	Revenue Increase	\$6.26	\$9.52	\$11.08	\$11.19	\$38.04
Senior/Youth/Medicare	Revenue Reduction	(\$0.25)	(\$0.25)	(\$0.25)	(\$0.25)	(\$1.00)
Low Income Fares	Revenue Reduction	(\$2.50)	(\$2.50)	(\$2.50)	(\$2.50)	(\$10.00)
	Net Result	\$3.51	\$6.77	\$8.33	\$8.44	\$27.04

Scenario 2 - Regional Results w/All Scenarios

Action	Result	Revenues (in Millions)				
		Year 1	Year 2	Year 3	Year 4	Total
\$ .25 Base Fare, \$.50 Express	Revenue Increase	\$6.77	\$10.68	\$12.89	\$13.05	\$43.39
Senior/Youth/Medicare	Revenue Reduction	(\$0.25)	(\$0.25)	(\$0.25)	(\$0.25)	(\$1.00)
Low Income Fares	Revenue Reduction	(\$2.50)	(\$2.50)	(\$2.50)	(\$2.50)	(\$10.00)
	Net Result	\$4.02	\$7.93	\$10.14	\$10.30	\$32.39

\*These figures do not include any estimates for increased ridership.

\*Low income fare impacts not included in "Fare Increase" figures.

# Peer Agency Fare Structures

<u>Agency</u>	<u>Description</u>	<u>Local Off Peak</u>	<u>Local Peak</u>	<u>Express Off Peak</u>	<u>Express Peak</u>	<u>Notes</u>	<u>Bus Fare Recovery Ratio (2014)</u>	<u>Recent Fare Increases</u>	<u>Last Fare Increase Amount</u>
Regional Fixed Rte. (Current)	Local and Express, Time Based	\$1.75	\$2.25	\$2.25	\$3.00	2.5 hour transfer	27%	2008	\$0.25 increase across bus and light rail
Regional Fixed Rte. (Scenario 1)	Local and Express, Time Based	\$2.00	\$2.50	\$2.50	\$3.25	2.5 hour transfer	27%		Scenario 1 increases all fares by \$0.25
Regional Fixed Rte. (Scenario 2)	Local and Express, Time Based	\$2.00	\$2.50	\$2.75	\$3.50	2.5 hour transfer	27%		Scenario 2 increases base fares by \$0.25 and express fares by \$0.50
Denver RTD	Local and Regional	\$2.60	No Peak	\$4.50 (Regional)	No Peak	One way transfer for up to 3 hours	23%	2008, 2009, 2011, 2016	Roughly \$0.25 each increase
Cleveland	Local and Express	\$2.50	No Peak	\$2.75	No Peak	Also have "Out of County" fare (\$3.75)	21%	2009, 2016, 2018*	\$0.25 increase
Miami-Dade Transit	Local and Express	\$2.25	No Peak	Starts at \$2.65	No Peak	Free bus-to-bus transfers only	28%	2013	\$0.25 local, \$0.30 express
Portland (Tri Met)	Local and Express	\$2.50	No Peak	\$2.50	No Peak	Includes bus and light/commuter rail	27%	2008, 2012, 2015	Zones eliminated; fares increased \$0.25 for seniors

## Draft Schedule

Task	Proposed Schedule
Title VI Analysis	January - June 2017
Suburban Transit Provider Meetings	January-17
Regional Fare Committee Update	February-17
Public Engagement Approval	March-17
Public Engagement Process	March - May 2017
Council Approval of Fare Increase	June-17
Programming and Communication	June - August 2017
Revenue Service Implementation	September 1 <sup>st</sup> , 2017



## Fare Increase Policy Considerations

- Eliminate peak surcharge for senior/youth/Medicare
- Incorporate a permanent low-income program
- Moving from stored value bonus to discount for Go-To rides
- Redefinition of "Express" distance (going to 5+ non-stop miles instead of 4)
- Elimination of peak/off-peak express differential (single express fareset with one fare)
- Elimination of \$59 pass equivalent, blended price for 31-day pass for local fareset



# Updates

## **Operations, Planning, IT and Vehicle Maintenance**

**Lyft/Uber Partnership Discussion** – Staff is currently having discussions with both Uber and Lyft on how to best partner in order to help supplement the SW Prime service. Both Uber and Lyft have expressed interest in getting a program off the ground. Staff is still considering options, but it's possible that both services may be used in this partnership arrangement. The current thought is that SWT would provide coupon codes to current and potential Prime riders offering them discounted Uber and Lyft rides within the SW Prime service area and potentially to Southdale on nights and weekends so people could connect with the regional transit system. The coupon codes would likely involve a discounted amount off any ride and potentially a cap on the maximum amount the customer would pay for the ride. The cost of the ride would be covered through a combination of SWT subsidy, Uber/Lyft subsidy, and customer fares. Uber and Lyft would track the required data and costs and then bill SWT on a monthly basis. All provided rides would be included as part of SW Prime ridership. Staff will have additional details to provide to the Commission as calls are scheduled with both Lyft and Uber prior the Commission's meeting.

**Shakopee Prime Starts March 6<sup>th</sup>** – SW Prime service will be offered in Shakopee starting March 6<sup>th</sup>. This service will be a little different than the current Prime service in the rides will only be provided to and from Shakopee. In other words, no Shakopee to Shakopee rides will be provided. The RideCell software used for SW Prime is able to set these sorts of restrictions, so there is a very low possibility Shakopee to Shakopee rides will be provided. An additional two Prime vehicles will be put into service to meet the anticipated demand that will come with adding the Shakopee service area. Staff will closely monitor the impacts of the new Shakopee service area on the SW Prime service and make the needed adjustments.

**Brooklyn Park/Brooklyn Center Service Plan** – Staff is currently working on a concept service plan that could potentially connect transit dependent populations in Brooklyn Center and Brooklyn Park to job centers in Eden Prairie, Chaska, and Chanhassen. The plan is being put together based off of feedback from Lori's business outreach efforts. The draft service plan will be presented to businesses to see if it's something they feel will meet their needs and would promote to current and future employees. If the plan is something businesses are supportive of, we will look at implementing the plan, or a variation of it ASAP.

**687 Modification** – Due to low ridership on Fridays, the service to Target North Campus (Route 687) will only operate Monday-Thursday starting February 24<sup>th</sup>. This service change will hopefully increase the service's cost effectiveness, but if current ridership trends continue it is unlikely this route will be able to sustain itself, which is why staff is looking into supplementing the service with service from Brooklyn Park/Brooklyn Center.

**638 Suspension** – Effective March 6<sup>th</sup>, Route 638 will be suspended due to low ridership. The service is being replaced by adding SW Prime to Shakopee.  
Prime ridership continues to grow?

**Annunciators** – Staff is currently finishing up software programming to support the automated announcements. All hardware has been installed. Staff is starting the task of creating the audio and text files needed for each stop that will be announced. Geocoding will start in March to ensure our stop points are correct in the system.

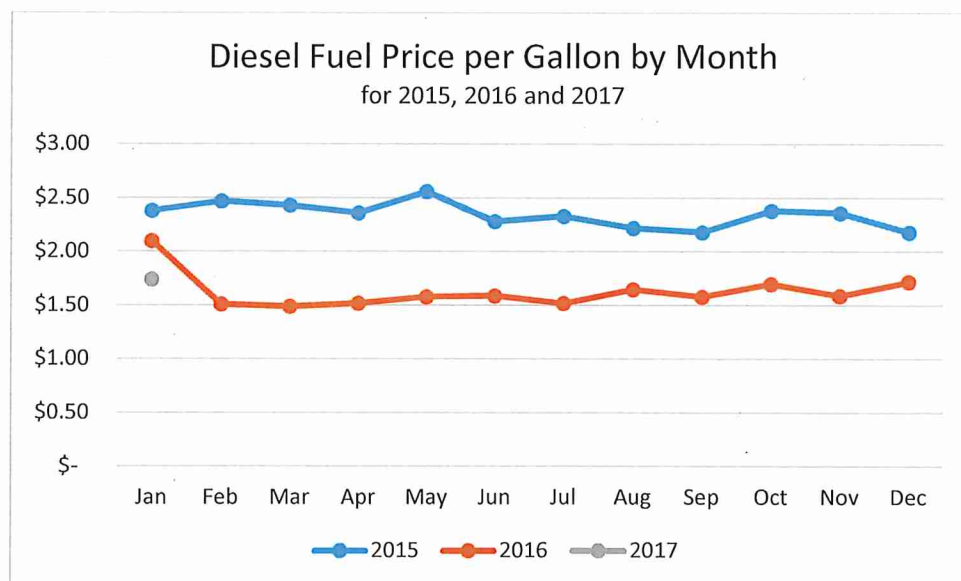
**Firewall and Wifi replacement** – Staff is working with our IT provider to replace the network firewalls and WiFi access points at all SWT facilities. The new hardware will be more reliable with less down time.

**Prime Dispatch** – Driver pick for the next service change implementation on March 6 has happened. That change includes moving Prime dispatch from SouthWest Station (SWS) to the Eden Prairie Garage. Another operational change for prime includes midday dispatching also being moved for SWS to the EP Garage. This should increase efficiency by now having one dispatcher for Prime as well as the midday fixed route service where there are only six buses in service.

**Title VI** – Staff had a meeting with the Metropolitan Council for additional information relating to the Title VI plan approved by the Commission at its October 2016 meeting. The additional information, which is an ongoing federal requirement for properties that operate 50 or more peak fixed route buses, includes:

1. Preparing demographic and service profile maps and charts to determine whether and to what extent transit service available to minority populations within the recipient's service area;
2. Based on the service standards and policies approved in the plan, SWT will be monitoring and assessing service to compare service provided in areas with a percentage of minority population that exceeds the percentage of minority populations that is below the percentage of minority population in the service area; and
3. Conduct an equity analysis whenever they plan a fare change and/or a major service change. (The March 6 modifications do not constitute a "major service change").

#### Cost of Diesel Fuel





## **February 2017 Commission Report**

### **Marketing**

- **Completed a Marketing Campaign – Get It Done On The Bus!**
  - Commercial currently airing on Kare 11
  - Back of the Bus Wrap on 12 SW Transit Buses
  - AOM Indoor Ads in restrooms
  - Print and Digital Ads with SW News Media
  - Included in on all SW Transit Social Media and Website
- **March 6<sup>th</sup> Schedule Change:**
  - New schedules made for print, as well as DT Mpls, in our shelters & P&R
  - Outreach to businesses in Shakopee in regards to change of Prime Service
- **Continue to promote NEW SW Perks and SW Cares in an effort to gain more ridership as well as get feedback from our riders.**
- **Installed and received training on new software program (Photoshop) to help make our marketing items look more professional and be able to create marketing materials in house.**

### **Business Development and Outreach**

**Participated in the following Transportation Fairs/Community Events:**

- Optum
- ISD #112 PSEO Night
- Target – Brooklyn Park

#### **Carver County Grant Update:**

Conducted first “Advisory Committee Meeting” on February 7<sup>th</sup>:

15 people were in attendance, representing 6 businesses within Carver County.

Businesses included are: IWCO Direct, Lake Region Medical, Legendary Baking, Aerotech, Apex International, No Stress Gardening, along with the SWHRA organization, SW Metro Chamber and Eden Prairie Chamber. Group is very enthusiastic to come up with ideas of getting more employees to our area. Next Meeting will be held on February 21<sup>st</sup>, with more details to come.

**Meet with Carver County Health and Human Services regarding SW Ride and interest in a bike program.**