

June 25, 2020



SouthWest Transit Commission

2120 Chestnut Street N
Chaska, MN 55318

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SWTransit.org

SOUTHWEST TRANSIT COMMISSION AGENDA

Thursday, June 25, 2020

Commission Meeting – 6:00 pm, 2nd Floor East Creek Conference Room & Via Video or Phone

Using a Computer (allows viewing of presentation and guests)

1. Go to <https://bit.ly/2YGRE4H>
2. Meeting Number: 126 733 9704
3. Meeting Password: swt1
4. You can join the meeting 15 mins prior to start time.

Using a Phone (audio only)

1. Call 408-418-9388
2. Meeting Number: 126 733 9704
3. Meeting Password: 7981
4. You can join the meeting 15 mins prior to start time.

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

COMMISSION MEMBERS

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

GENERAL COUNSEL

Joshua Dorothy, Attorney

EXECUTIVE STAFF

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

AGENDA

Commission Meeting – 6:00 pm

- I. PUBLIC COMMENT
- II. APPROVAL OF AGENDA

- III. PAYMENT OF CLAIMS (Rollcall Vote)**
- IV. CONSENT**
 - A. Approval of Minutes of 4-23-20**
 - B. Approval of Financial Statements**
 - C. LRT Master Funding Agreement - Len**
 - D. Construction Contracts – Len, Kory**
 - E. Mobile Fare Payment App - Jason**
- V. NEW BUSINESS**
 - A. SW Village Pedestrian Bridge - Mike, Kory, Len**
 - B. Revised Budget (current estimate) – Len**
 - C. Establish Capital/ Asset Management Reserve Account – Souriyong, Gary**
 - D. Updated Staff Plan/ Org Chart – Len**
- VI. UPDATES**
- VII. ADJOURNMENT**

Payment of Claims

South West Transit

05/20/2020 Thru 06/18/2020

Meeting Date: 06/25/2020

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
5747	ALLSTATE PETERBILT	Vehicle Parts	5/26/20	\$ 166.71
5748	CARGILL, INCORPORATED	Building Supplies	5/26/20	\$ 1,948.83
5749	CENTURYLINK	Telephone Payment	5/26/20	\$ 118.38
5750	CITY OF EDEN PRAIRIE	Diesel Fuel Payment	5/26/20	\$ 3,347.46
5751	COMCAST BUSINESS	Cable TV	5/26/20	\$ 338.99
5752	MANSFIELD OIL COMPANY	Diesel Fuel	5/26/20	\$ 6,070.99
5753	MEDIACOM	Internet Bill	5/26/20	\$ 575.91
5754	MY CABLE MART LLC	IT Supplies	5/26/20	\$ 43.25
5755	NGMA	Virtual Training - S. Souriya	5/26/20	\$ 773.00
5756	OSI ENVIRONMENTAL, INC.	Disposal Vehicle Supplies	5/26/20	\$ 150.00
5757	POPP COMMUNICATIONS	Telephone Payment	5/26/20	\$ 2,290.84
5758	RSM US PRODUCT SALES LLC	Server Replacement Project	5/26/20	\$ 1,784.00
5759	SSI MN TRANCHE Act 10322006	Subscription US Solar	5/26/20	\$ 3,492.40
5760	SYNCB AMAZON	Vehicle Parts	5/26/20	\$ 714.02
5761	UPS	Shipping	5/26/20	\$ 40.00
5762	US BANK	Copier Lease	5/26/20	\$ 148.00
5763	MATTHEW VIETH	Reimbursement	5/26/20	\$ 176.00
5764	WALKER CONSULTANTS	Prof Fee - Bridge Repairs & Garage Construction	5/26/20	\$ 38,695.00
5765	ADVANTAGE COATING	Garage Expansion-Project 010	5/28/20	\$ 150,969.25
5766	ATOMIC RECYCLING	Garage Expansion	5/28/20	\$ 394.00
5767	AVI SYSTEMS, INC.	Garage Expansion-Project 010	5/28/20	\$ 18,237.08
5768	AXEL H. OHMAN, IMC.	Garage Expansion-Project 010	5/28/20	\$ 50,281.65
5769	BIFFS, INC.	Garage Expansion	5/28/20	\$ 378.49
5770	BIG-D CONSTRUCTION MIDWEST LLC	Garage Expansion-Project 010	5/28/20	\$ 63,049.77
5771	C.H.I. COMPANIES	Garage Expansion	5/28/20	\$ 1,711.00
5772	COMCAST BUSINESS	Internet Bill	5/28/20	\$ 283.51
5773	KLOOS ELECTRIC, INC.	Garage Expansion-Project 010	5/28/20	\$ 36,003.03
5774	LAFORCE, INC.	Garage Expansion-Project 010	5/28/20	\$ 26,228.55
5775	MINNKOTA ARCHITECTURAL PRODUCTS	Garage Expansion-Project 010	5/28/20	\$ 27,210.85
5776	NATIONAL REPROGRAPHICS, LLC	Garage Expansion	5/28/20	\$ 15.91
5777	NORD EXCAVATING, INC.	Garage Expansion-Project 010	5/28/20	\$ 11,946.49
5778	PETERSON SHEET METAL, INC.	Garage Expansion-Project 010	5/28/20	\$ 150,779.69
5779	RAMSEY EXCAVATING COMPANY INC.	Garage Expansion-Project 010	5/28/20	\$ 32,374.57
5780	RED CEDAR STEEL ERECTORS, INC.	Garage Expansion-Project 010	5/28/20	\$ 132,788.90
5781	RTL CONSTRUCTION, INC	Garage Expansion-Project 010	5/28/20	\$ 63,602.74
5782	SIEMENS INDUSTRY, INC.	Garage Expansion-Project 010	5/28/20	\$ 7,400.58
5783	4201, LLP	Bus Storage Parking Lease	6/2/20	\$ 333.33
5784	A TO Z RENTAL CENTER	Facility Supplies	6/2/20	\$ 240.75
5785	ABC BUS COMPANIES	Vehicle Parts	6/2/20	\$ 2,053.08
5786	ALLSTATE PETERBILT	Vehicle Parts	6/2/20	\$ 1,447.87
5787	AVALLO WEB DEVELOPMENT	Web Updates	6/2/20	\$ 337.50
5788	BLOOMINGTON SECURITY SOLUTIONS	Facility Supplies	6/2/20	\$ 35.00
5789	BTR OF MINNESOTA	Vehicle Parts	6/2/20	\$ 268.49
5790	CENTERPOINT ENERGY	Heating Payment	6/2/20	\$ 1,737.99
5791	CENTURYLINK	Telephone Payment	6/2/20	\$ 444.51
5792	CINTAS CORPORATION #470	Towels/Uniforms Service	6/2/20	\$ 3,178.07
5793	CITY OF CHASKA UTILITY BILLING	Utilities Payment	6/2/20	\$ 1,620.10
5794	COMCAST BUSINESS	Cable TV Payment	6/2/20	\$ 318.48
5795	DACOTAH PAPER CO.	Vehicle Parts	6/2/20	\$ 139.84
5796	DEALER AUTOMOTIVE SERVICES	Vehicle Parts	6/2/20	\$ 46.52

SouthWest Transit
05/20/2020 Thru 06/18/2020

Meeting Date: 06/25/2020

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
5797	DELEGARD TOOL COMPANY	Vehicle Parts	6/2/20	\$ 100.63
5798	DIGI-KEY ELECTRONICS 2504033	Vehicle Parts	6/2/20	\$ 34.92
5799	DIRECTV	Cable TV Payment	6/2/20	\$ 76.99
5800	FACTORY MOTOR PARTS COMPANY	Vehicle Parts	6/2/20	\$ 294.32
5801	FRANZ REPROGRAPHICS	Monthly Project Fee	6/2/20	\$ 104.00
5802	FREEWHEEL BIKE - EVENTS	Bike Repairs	6/2/20	\$ 664.81
5803	GILLIG LLC	Vehicle Parts	6/2/20	\$ 148.57
5804	GK2 PROMOTIONS	Marketing and Advertising	6/2/20	\$ 2,962.53
5805	GRAINGER	Vehicle Parts	6/2/20	\$ 778.29
5806	HOGLUND BODY & EQUIPMENT, INC.	Vehicle Parts	6/2/20	\$ 7,783.82
5807	HOGLUND BUS COMPANY	Vehicle Parts	6/2/20	\$ 293.75
5808	HOME DEPOT CREDIT SERVICES	Facility Supplies	6/2/20	\$ 1,397.92
5809	IMPERIAL SUPPLIES LLC	Vehicle Parts	6/2/20	\$ 1,024.27
5810	INFINITY PRINTING SUPPLIES	Printing Supplies	6/2/20	\$ 853.23
5811	JOHNSTONE SUPPLY	Facility Supplies	6/2/20	\$ 714.90
5812	JASON KIRSCH	Reimbursement	6/2/20	\$ 79.91
5813	LUBE-TECH & PARTNERS, LLC	Vehicle Parts	6/2/20	\$ 434.57
5814	MAGALDI & MAGALDI, INC.	Vehicle Parts	6/2/20	\$ 1,305.95
5815	MEDIACOM	Software Supplies for Prime Vehicles	6/2/20	\$ 324.90
5816	MENARDS	Vehicle Parts	6/2/20	\$ 1,374.66
5817	METROPOLITAN FORD OF EDEN PRAIRIE	Vehicle Parts	6/2/20	\$ 175.84
5818	MICRO CENTER	IT Supplies	6/2/20	\$ 62.99
5819	MPCA	Vehicle Parts	6/2/20	\$ 276.49
5820	MINUTEMAN PRESS	Marketing and Advertising Supplies	6/2/20	\$ 275.00
5821	MOHAWK MFG. & SUPPLY CO.	Vehicle Parts	6/2/20	\$ 58.36
5822	MN PUBLIC TRANSIT ASSOCIATION	2020 Operator Membership Dues	6/2/20	\$ 2,280.00
5823	MYERS TIRE - CHICAGO #12	Vehicle Parts	6/2/20	\$ 193.56
5824	OFFICE DEPOT	Office Supplies	6/2/20	\$ 540.67
5825	O'REILLY AUTOMOTIVE, INC.	Vehicle Parts	6/2/20	\$ 1,038.89
5826	OSI ENVIRONMENTAL, INC.	Pandemic Cleaning Supplies	6/2/20	\$ 4,257.50
5827	PIRTEK PLYMOUTH	Vehicle Parts	6/2/20	\$ 142.41
5828	PPG ARCHITECTURAL FINISHES	Facility Supplies	6/2/20	\$ 652.89
5829	PRIORITY COURIER EXPERTS	Facility Supplies	6/2/20	\$ 51.16
5830	ROVITRACKER INC.	IT Supplies	6/2/20	\$ 310.00
5831	ROYAL TIRE INC.	Vehicle Parts	6/2/20	\$ 2,286.21
5832	SSI MN TRANCHE 3 ACCT: 10327096	US Solar Subscription	6/2/20	\$ 660.53
5833	SUMMIT COMPANIES	Facility Supplies	6/2/20	\$ 215.00
5834	SWNEWSMEDIA	Marketing and Advertising	6/2/20	\$ 3,911.11
5835	THE AFTERMARKET PARTS COMPANY	Vehicle Parts	6/2/20	\$ 13,883.04
5836	THE SHERWIN-WILLIAMS CO	Facility Supplies	6/2/20	\$ 706.68
5837	TIMBERWALL LANDSCAPE & MASONRY	Facility Supplies	6/2/20	\$ 315.80
5838	T-MOBILE	Bus Wifi	6/2/20	\$ 4,994.96
5839	TWIN CITIES TRANSPORT & RECOVE	Vehicle Parts	6/2/20	\$ 175.00
5840	US BANK	Copier Lease Contract	6/2/20	\$ 699.00
5841	VERITIV OPERATING COMPANY	Pandemic Cleaning Supplies	6/2/20	\$ 524.50
5842	VERIZON WIRELESS	Wireless Phone	6/2/20	\$ 54.83
5843	WALSER CHRYSLER JEEP DODGE	Vehicle Parts	6/2/20	\$ 247.26
5844	WEX BANK	Fuel for Prime Service	6/2/20	\$ 2,788.61
5845	WILSON'S NURSERY INC.	Facility Supplies	6/2/20	\$ 1,826.85
5846	XCEL ENERGY	Utilities Payment	6/2/20	\$ 1,721.20

Consent

SOUTHWEST TRANSIT COMMISSION MINUTES

Thursday, May 28, 2020

Commission Meeting – 6:00 pm, 2nd Floor East Creek Conference Room & Via
Video or Phone

COMMISSION MEMBERS

Brad Aho – City of Eden Prairie
Jerry McDonald – City of Chanhassen
Bob Roepke – City of Chaska
Bethany Tjornhom – City of Chanhassen
Mike Huang – City of Chaska
PG Narayanan – City of Eden Prairie
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Souriyong Souriya – Finance Director
Mike Dartt – Facilities Manager, Buildings & Structure
Adam Hegeholz – HR Manager
Jason Kirsch – IT Manager
John Haggemiller – Public Outreach Manager

AGENDA

Commission Meeting

I. CALL TO ORDER

The meeting was called to order by Chair Brad Aho at 6:01 pm.

II. PUBLIC COMMENT

None

III. APPROVAL OF AGENDA

Motion: Roepke motioned, seconded by McDonald to approve the agenda. The motion carried 7-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Narayanan, Yes; Bonnevier, Yes.

IV. PAYMENT OF CLAIMS

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

V. CONSENT

A. Approval of Minutes of 4-23-20

B. Approval of Financial Statements

Motion: Roepke motioned, seconded by McDonald to approve the Consent items. The motion carried 7-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Narayanan, Yes; Bonnevier, Yes.

VI. NEW BUSINESS

A. COVID-19 Impacts/Updates

Motion: No Action Requested.

B. Debt Service Sinking Fund

Motion: Narayanan motioned, seconded by Huang approve a Resolution 20-06 to transfer \$6,026,816.78 from the SW Development Fund to the EP Garage Expansion – Phase II Debt Service Fund to provide for the payment of all future lease payments as scheduled through October 1, 2029 to the \$5.5M Facility Lease Purchase Agreement, Series 2020 dated January 9, 2020. The motion carried 7-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Narayanan, Yes; Bonnevier, Yes.

C. SW Village Pedestrian Bridge

Motion: Huang motioned, seconded by McDonald That the SWT Commission retract the action taken in April related to the SouthWest Village bridge construction repairs. The motion carried 7-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Narayanan, Yes; Bonnevier, Yes.

D. Policy Changes/ Updates

Motion: Roepke motioned, seconded by Narayanan to adopt the revised Personal Relationships in the Workplace Policy and the Drug and Alcohol Policy. The motion carried 7-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Narayanan, Yes; Bonnevier, Yes.

E. Autonomous Grant

Motion: No Action Requested.

F. Metropolitan Council “Transit Values Study”

Motion: No Action Requested.

G. CMAQ & Vehicle Match

Motion: No Action Requested.

H. CEO Eval

Motion: McDonald motioned, seconded by Huang to approve the CEO’s Goals to be used in his annual performance assessment for the year 2020. The motion carried 6-0-0. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Tjornhom, Yes; Huang, Yes; Narayanan, Yes; Bonnevier, Yes.

VII. ADJOURNMENT

Huang motioned, seconded by McDonald to adjourn the meeting. The motion passed 4-0-0. The meeting adjourned at 7:45 pm.

June 1, 2020 SouthWest Transit Commission Minutes Prepared By: Adam Hegeholz

Approved by: _____

Date: _____



SOUTHWEST TRANSIT

Commission Meeting date 6.25.2020

**Balance Sheet for All Funds
April 2020**

Balance Sheet Category	General Fund	Capital & Equipment	SWS-Relocation Capital	Grant Projects	SWT Capital Cost of Operating Deferred	SWS Development	Debt Service	Total	Fund Name
Assets									
Cash & Investments	\$ 3,308,642	\$ 1,838,800	\$ 4,544,093	\$ (180,955)	\$ 170,000	\$ 8,439,726	\$ (454,708)	\$ 17,665,598	
Accounts Receivable	434,330	4,144	-	180,955	-	3,456,544	228,378	4,304,351	
Other Assets	393,310	-	-	-	-	-	-	393,310	
Total Assets	4,136,282	1,842,944	4,544,093	-	170,000	11,896,270	(226,330)	22,363,259	
Liabilities									
Accounts Payable	288,159	-	(130,812)	-	-	88,875	-	246,222	
Other Liabilities	-	-	-	-	-	3,404,406	-	3,404,406	
Total Liabilities	288,159	-	(130,812)	-	-	3,493,281	-	3,650,628	
Fund Balances									
Beginning Fund Balance-January 2018	4,378,020	1,842,944	1,751,755	-	-	8,256,487	26,229	16,255,435	
Net Change in Fund Balance	(529,897)	-	2,923,150	-	170,000	146,502	(252,559)	2,457,196	
Total Fund Balances	3,848,123	1,842,944	4,674,905	-	170,000	8,402,989	(226,330)	18,712,631	
Total Liabilities & Fund Balances	\$ 4,136,282	\$ 1,842,944	\$ 4,544,093	\$ -	\$ 170,000	\$ 11,896,270	\$ (226,330)	\$ 22,363,259	



Commission Meeting date 6.25.2020

Southwest Transit
Revenue and Expenditures for All Funds
Monthly Financial Report
YTD April 2020

April=33.3%

General Fund 100	Current		2020 YTD Actual	2020 YTD Balance	% YTD Budget
	Adopted Budget	Month Actual			
Revenues					
Passenger Fares	\$ 3,035,600	\$ 6,583	\$ 553,668	(2,481,932)	18.2%
Contract Revenue	70,000	530	15,727	(54,273)	22.5%
MVST Revenue	7,606,000	341,776	2,041,542	(5,564,458)	26.8%
RAMVST Revenue	1,406,000	63,808	381,148	(1,024,852)	27.1%
Investment Income	10,000	-	2,435	(7,565)	24.4%
Other Local Revenues	210,000	150	50,233	(159,767)	23.9%
Total Revenue	12,337,600	412,847	3,044,752	(9,292,848)	24.7%
Other Sources	-	-	10,786	10,786	-
Insurance Recoveries	-	-	-	-	-
Total Revenue	\$ 12,337,600	\$ 412,847	\$ 3,055,537	\$ (9,282,063)	24.8%
Expenditures					
Administration	\$ 1,470,800	\$ 125,729	\$ 397,981	1,072,819	27.1%
Operations	7,427,300	754,812	1,966,479	5,460,821	26.5%
Vehicle Maintenance	2,189,000	193,398	520,515	1,668,485	23.8%
Facility Maintenance	1,402,150	126,426	425,705	976,445	30.4%
Total Expenditures	12,489,250	1,200,365	3,310,680	9,178,570	26.5%
Capital Cost Of Operating	376,600	50,378	104,754	271,846	27.8%
Total Expenditures & Capital Cost of Operating	12,865,850	1,250,743	3,415,434	9,450,416	26.5%
Other Financing Sources	-	-	-	-	-
Transfers In	(170,000)	-	(170,000)	-	100.0%
Transfers (Out)	(170,000)	-	(170,000)	-	100.0%
Net Change in Fund Balance	\$ (698,250)	\$ (837,896)	\$ (529,897)		
Fund Balance, January 1		\$ 4,378,020			
Fund Balance, End of Current Period		\$ 3,848,123			
Months of Operating Expenditures		4			
Fund Balance as a % of the Expenditure Budget			29.5%		



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

Commission Meeting date 6.25.2020

April=33.3%

All Other Funds	Adopted Budget		Current Month Actual		2020 YTD Actual		2020 YTD Balance		% YTD Budget
	Budget	Actual	Actual	Actual	Actual	Balance	Balance		
Capital & Equipment Capital Projects Fund 250									
Revenue	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	(5,000)	0.0%	
Expenditures	-	-	-	-	-	-	-	0.0%	
Transfer In (Out)	-	-	-	-	-	-	-	0.0%	
Net Change in Fund Balance	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -			
SWT Capital Cost of Operating Deferred Fund 260									
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	0.0%	
Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	0.0%	
Transfer In (Out)	\$ 170,000	\$ -	\$ -	\$ 170,000	\$ -	\$ -	-	0.0%	
Net Change in Fund Balance	\$ 170,000	\$ -	\$ -	\$ 170,000	\$ -	\$ 170,000			
SWS Relocation Capital Projects Fund 338									
Revenue	\$ -	\$ -	\$ -	\$ -	\$ 4,266,933	\$ 4,266,933	866,217	0.0%	
Expenditures	2,210,000	590,354	1,343,783	2,210,000	866,217	866,217	866,217	60.8%	
Transfer In (Out)	2,210,000	-	-	2,210,000	-	-	-	-	
Net Change in Fund Balance	\$ -	\$ (590,354)	\$ -	\$ (590,354)	\$ 2,923,150	\$ 2,923,150			
Grant Projects Fund 336 & 337									
Revenue	\$ -	\$ -	\$ -	\$ -	\$ 403,830	\$ 403,830	403,830	0.0%	
Expenditures	-	-	-	-	403,830	(403,830)	(403,830)	0.0%	
Net Change in Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
SWS Development Fund 360									
Revenue	\$ 338,020	\$ 27,335	\$ 146,503	\$ 146,503	\$ (191,517)	\$ 5,000	43.3%		
Expenditures	5,000	-	-	-	5,000	5,000	5,000	0.0%	
Transfer In (Out)	(2,243,182)	-	-	-	(2,243,182)	(2,243,182)	(2,243,182)	0.0%	
Net Change in Fund Balance	\$ (1,910,162)	\$ 27,335	\$ 146,503	\$ 146,503					



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

Commission Meeting date 6.25.2020

April=33.3%

	All Other Funds		Debt Service Fund 407-408			
	Adopted Budget	Current Month Actual	2020 YTD Actual	2020 YTD Balance	% YTD Budget	
Revenue	\$ 231,335	\$ 228,378	\$ 1,345,033	\$ 1,113,698	581.4%	
Expenditures	264,517	-	1,597,591	(1,333,074)	604.0%	
Transfer In (Out)	33,182	-	-	33,182	0.0%	
Net Change in Fund Balance	\$ -	\$ 228,378	\$ (252,558)			

SouthWest Transit					
Pledged Securities Accounts - May 2020					
Security Description	Safekeeping Agent	Maturity Date	Pledged Date	Book Value	Pledged Value
Flagship Bank Minnesota					
FHLMC - FED Home Loan Mortgages	United Bankers Bank	11/1/2021	8/12/2015	\$ 357,844.39	\$ 374,616.32
FNMA - FED NATL MTG ASSN	United Bankers Bank	8/1/2021	10/23/2012	\$ 343,293.03	\$ 359,433.47
MBS-FNMA/FHLMC	United Bankers Bank	9/1/2027	5/26/2020	\$ 258,241.05	\$ 270,198.39
Wells Natl West	United Bankers Bank	1/17/2023	4/2/2020	\$ 249,000.00	\$ 249,000.00
Wells Fargo NA	United Bankers Bank	10/17/2022	1/9/2020	\$ 249,000.00	\$ 249,000.00
Enerbank USA	United Bankers Bank	9/13/2024	9/25/2019	\$ 247,486.70	\$ 256,158.75
HSBC BK	United Bankers Bank	11/4/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
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
Barclays Bank CD	United Bankers Bank	9/23/2020	6/21/2016	\$ 245,000.00	\$ 245,000.00
Comenity Capital Bank CD	United Bankers Bank	4/26/2021	5/16/2016	\$ 249,000.00	\$ 249,000.00
Bank of India	United Bankers Bank	11/27/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
Comenity 2	United Bankers Bank	10/5/2020	7/27/2017	\$ 249,000.00	\$ 249,000.00
Natl COOP	United Bankers Bank	10/30/2020	7/24/2017	\$ 247,000.00	\$ 247,000.00
Synchrony 2	United Bankers Bank	6/19/2020	4/28/2020	\$ 245,000.00	\$ 145,000.00
Capital One Bank CD	United Bankers Bank	7/15/2020	4/15/2019	\$ 247,000.00	\$ 247,000.00
Capital One Bank CD	United Bankers Bank	7/15/2020	4/15/2019	\$ 247,000.00	\$ 247,000.00
Discover	United Bankers Bank	7/15/2020	12/14/2018	\$ 247,000.00	\$ 247,000.00
Goldman Sachs Bank USA CD	United Bankers Bank	7/15/2020	12/14/2018	\$ 247,000.00	\$ 247,000.00
Barclays Bank CD	United Bankers Bank	9/16/2020	8/14/2018	\$ 247,000.00	\$ 247,000.00
US Treasury Notes	United Bankers Bank	6/30/2020	1/9/2020	\$ 1,000,098.55	\$ 1,001,719.00
US Treasury Notes	United Bankers Bank	4/30/2021	10/6/2016	\$ 502,269.85	\$ 509,844.00
US Treasury Notes	United Bankers Bank	7/31/2022	10/6/2016	\$ 749,680.03	\$ 780,058.50
US Treasury Notes	United Bankers Bank	7/31/2020	1/9/2020	\$ 1,000,186.76	\$ 1,002,930.00
US Treasury Notes	United Bankers Bank	8/31/2020	1/9/2020	\$ 999,666.15	\$ 1,003,555.00
FHLB	United Bankers Bank	6/11/2021	5/25/2018	\$ 501,267.73	\$ 510,080.00
FHLB	United Bankers Bank	6/12/2020	1/5/2018	\$ 499,999.98	\$ 500,365.00
FFCB-FED Credit Bank	United Bankers Bank	9/1/2021	10/6/2016	\$ 501,437.46	\$ 506,945.00
FFCB	United Bankers Bank	10/29/2021	4/2/2020	\$ 499,195.00	\$ 202,308.00
FHLB	United Bankers Bank	9/11/2020	12/14/2018	\$ 504,292.44	\$ 506,460.00
Tax Muni Onamia	United Bankers Bank	2/1/2021	1/10/2020	\$ 235,967.27	\$ 237,740.34
GNMA	United Bankers Bank	1/1/2021	4/2/2020	\$ 203,619.67	\$ 209,187.52
GNMA	United Bankers Bank	8/20/2040	7/20/2018	\$ 168,359.36	\$ 173,895.52
				\$ 12,528,905.42	\$ 12,261,494.81
BankVista					
FDIC	FDIC - State	10/6/2021	6/6/2018	\$ 250,000	\$ 250,000
FDIC	ICS Account	10/6/2021	6/6/2018	\$ 3,398,903	\$ 3,398,903
Tradition Capital Bank					
Fed Farm Credit Bank	BMO Harris Bank N.A	3/14/2022	2/4/2019	\$ 990,850	\$ 990,850
McGregor MN ISD	BMO Harris Bank N.A	2/1/2022	2/4/2019	\$ 208,515	\$ 208,515
Madison Lake MN	BMO Harris Bank N.A	2/1/2025	2/4/2019	\$ 265,864	\$ 265,864
Carver County	BMO Harris Bank N.A	2/1/2026	2/4/2019	\$ 498,907	\$ 498,907
Fed Farm Credit Bank	BMO Harris Bank N.A	2/1/2026	2/4/2019	\$ 990,850	\$ 990,850
Alerus					
FRB Federal Reserve Custody	Bank of North Dakota	9/1/2023	6/22/2016	\$ 631,744	\$ 620,263
Americana Community Bank					
GNMA Pool # MA1119	United Bankers Bank	7/1/2042	8/25/2016	\$ 980,594	\$ 946,966
			Total	\$ 20,745,132	\$ 20,432,613
Summary Total Funds					
		5/31/2020			
Flagship Bank	\$	10,573,438			
BankVista	\$	3,645,297			
Tradition Capital Bank	\$	2,222,982			
Alerus	\$	267,701			
Americana Community Bank	\$	802,333			
Total	\$	17,511,751			
Difference Extra	\$	2,920,861.94			



SOUTHWEST TRANSIT

To: SouthWest Transit Commission

From: Len Simich, CEO

Date: June 17, 2020

Subject: LRT Master Funding Agreement

REQUESTED ACTION:

That the Commission authorize its CEO to enter into a Master Funding Agreement, for reimbursement for any work done on behalf of the Metropolitan Council on SouthWest Transit Properties related to the SouthWest Light Rail Development.

BUDGET IMPACT:

There will be no budget impact.

BACKGROUND:

This Agreement is entered into between the Metropolitan Council and SouthWest Transit to provide a mechanism for the transfer of Project funds from the Council to SWT for activities undertaken by SWT for the SW LRT Project.

RECOMMENDATION:

That the Commission authorize its CEO to enter into a Master Funding Agreement, for reimbursement for any work done on behalf of the Metropolitan Council on SouthWest Transit Properties related to the SouthWest Light Rail Development.



SOUTHWEST TRANSIT

To: SouthWest Transit Commission

From: Len Simich, CEO

Date: June 25, 2020

Subject: Garage Office Expansion Contract Awards

REQUESTED ACTION:

That the Commission authorize its CEO to enter into contracts with the contractors identified below who submitted the low bid in relation to the work each will perform in the construction of the garage office addition. The addition is needed to replace the office space lost with Metropolitan Council purchasing SouthWest Station for the SWLRT expansion into Eden Prairie.

New Contracts Under \$35k Ready for Commission Review:

1. **Bid Package 9A Signage: Indigo Signworks, Inc. – \$9,570.00**

New Change Orders Under \$35k Ready for Commission Review:

1. **Bid Package 1F. Steel & Gypsum Board Assemblies: RTL Construction – \$17,828.84**
2. **Bid Package 1G Elevators: ThyssenKrupp Elevator Corporation – \$2,620.00**
3. **Bid Package 2B Earthwork: Nord Excavating Inc. – \$30,152.00**
4. **Bid Package 2I Fire Protection: Total Fire Protection – \$5,769.18**
5. **Bid Package 4C Asphalt Paving: Bituminous Roadways Inc. – \$29,820.00**
6. **Bid Package 5H Painting: Integrated Painting Solutions – \$9,350.00**

New Contracts Over \$35k Ready for Commission Review:

1. **None**

New Change Orders Over \$35k Ready for Commission Review:

1. **None**

BUDGET IMPACT:

The action requested totals **\$105,110.02**. This amount is in addition to the contracts and change orders equaling \$4,068,485.09 approved by the Commission in May. **Total bids awarded to date and Change Orders equal \$4,173,595.1** of the estimated \$5.5 million previously authorized by the Commission to complete the garage addition/expansion.

BACKGROUND:

In June the Commission authorized a contract with Big D Construction to provide construction management services in relation to expanding office space and other improvements at the current garage and maintenance facility located in Eden Prairie.

Besides reviewing the design of the proposed expansion, completing a project estimate, schedule and provide construction administration, meet/direct contractor and providing on-site staff during the construction, review pay submittals, monitor safety and RFI's, and manage closeout procedures, Big D's contract called for them to develop bid packages, hold pre-bid meetings and solicit bids and/or quotes.

The bids/quotes identified in this memo represent the low bids/quotes received for each package. For packages that were likely to approach or exceed the statutory sealed-bid threshold, SWT solicited sealed bids. For all other packages, SWT solicited written quotes. The following is a complete listing of bids and quotes by package received to date. The items in blue represent the action taken tonight. Items in black represent items previously acted upon.

Bid Package 1A. Demolition: Ramsey Construction

- Contract = \$89,500.00
- Previously Approved Change Orders = \$36,261.40
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$125,761.40

Bid Package 1B. Concrete: Axel Ohman

- Contract \$187,000.00
- Previously Approved Change Orders = \$98,354.75
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$285,354.75

Bid Package 1C. Masonry: Axel Ohman

- Contract = \$249,500.00
- Previously Approved Change Orders = \$16,196.25
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$265,696.25

Bid Package 1E. Glass/Glazing: Northern Glass

- Contract = \$139,000
- Previously Approved Change Orders = \$33,245.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$172,245.00

Bid Package 1F. Steel & Gypsum Board Assemblies: RTL Construction

- Contract = \$159,969.00
- Previously Approved Change Orders = \$62,887.33
- **Requested Change Order Approval = \$17,828.84**
- **Revised Contract Amount = \$240,685.17**

Bid Package 1G. Elevators: Thyssen Krupp. Bid \$126,500

- Contract = \$126,500.00
- Previously Approved Change Orders = \$0.00
- **Requested Change Order Approval = 2,620.00**
- **Revised Contract Amount = \$129,120.00**

Bid Package 1H. Plumbing: Peterson Sheet Metal

- Contract = \$291,500.00
- Previously Approved Change Orders = (\$9,180.00)
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$282,320.00

Bid Package 1I. Mechanical: Peterson Sheet Metal

- Contract = \$179,500
- Previously Approved Change Orders = \$0.00

- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$179,500.00

Bid Package 1J. Electrical: Kloos Electric. Bid \$149,620, CO's \$45,630.00, Total \$195,250.00

- Contract = \$149,620.00
- Previously Approved Change Orders = \$148,286.41
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$297,906.41

Bid Package 2A. Site Demo: Nord Excavating

- Contract = \$11,420.00
- Previously Approved Change Orders = \$0.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$11,420.00

Bid Package 2B. Earthwork: Nord Excavating

- Contract = \$28,380.00
- Previously Approved Change Orders = \$12,202.75
- **Requested Change Order Approval = \$30,152.00**
- **Revised Contract Amount = \$70,734.75**

Bid Package 2D. Precast: Taracon

- Contract = \$29,380.00
- Previously Approved Change Orders = \$0.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$29,380.00

Bid Package 2E. Roofing: Jackson & Assc.

- Contract = \$94,000.0
- Previously Approved Change Orders = \$13,173.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$107,173

Bid Package 2G. Doors-Frames-Hardware: Laforce

- Contract = \$60,621.00
- Previously Approved Change Orders = (\$10,736.75)
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$49,884.25

Bid Package 2H. Special Function OH Doors: Overhead Door Company

- Contract = \$50,365.00
- Previously Approved Change Orders = (\$24,194.00)
- Requested Change Order Approval = (\$0.00)
- Revised Contract Amount = \$26,171.00

Bid Package 2I. Fire Protection: Total Fire Protection

- Contract \$55,000
- Previously Approved Change Orders = \$10,807.60
- **Requested Change Order Approval = \$5,769.18**
- **Revised Contract Amount = \$71,576.78**

Bid Package 3A. Structural Steel & Joist and Deck Supply: Red Cedar Steel Erectors

- Contract = \$58,200.00
- Previously Approved Change Orders = \$26,015.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$84,215.00

Bid Package 3B. Miscellaneous Steel: Red Cedar Steel Erectors

- Contract = \$57,890.00
- Previously Approved Change Orders = (\$15,988.00)

- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$41,902.00

Bid Package 3C. Structural Steel & Joist and Deck Erect/Install: Red Cedar Steel Erectors

- Contract \$126,450.00
- Previously Approved Change Orders = \$9,470.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$135,920.00

Bid Package 3D. Miscellaneous Steel and Erect/Install: Red Cedar Steel Erectors

- Contract \$120,400.00
- Previously Approved Change Orders = (\$11,592.00)
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$108,808.00

Bid Package 4A. Siding Minnkota Architectural Products

- Contract \$321,943.00
- Previously Approved Change Orders = \$33,043.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$354,986.00

Bid Package 4B. Fuel Tanks – Pump and Meter Service, Inc.

- Contract = \$103,263.00
- Previously Approved Change Orders = \$7,614.47
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$110,877.47

Bid Package 5D. Joint Sealants – Gage Brothers

- Contract = \$11,750.00
- Previously Approved Change Orders = \$0.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$11,750.00

Bid Package 5E. Tiling – Value Plus Flooring

- Contract = \$53,819.00
- Previously Approved Change Orders = \$0.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$53,819.00

Bid Package 5F. Acoustical Ceiling – Twin City Acoustic

- Contract = \$17,250.00
- Previously Approved Change Orders = \$0.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$17,250.00

Bid Package 5G. Flooring – Value Plus Flooring

- Contract = \$22,176.00
- Previously Approved Change Orders = \$100.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$22,276.00

Bid Package 5H. Painting – Integrated Painting Solutions

- Contract = \$18,055.21
- Previously Approved Change Orders = \$0.00
- **Requested Change Order Approval = \$9,350.00**
- **Revised Contract Amount = \$27,405.21**

Bid Package 5I. Toilet & Bath Accessories – Bartley Sales

- Contract = \$4,925.00
- Previously Approved Change Orders = \$7,031.58
- Requested Change Order Approval = \$00.00
- Revised Contract Amount = \$11,956.58

Bid Package 5K. Window Treatments – CE Contract

- Contract \$3,950.00
- Previously Approved Change Orders = \$0.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$3,950.00

Bid Package 5L. Countertops – Leons Countertops – \$2,610

- Contract = \$2,610.00
- Previously Approved Change Orders = \$0.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$2,610.00

Bid Package 5M. Site Concrete – North Country Concrete

- Contract = \$13,650.00
- Previously Approved Change Orders = \$3,800.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$17,450.00

Bid Package 5N. Special Coatings – Advantage Coating Inc.

- Contract = \$244,065.00
- Previously Approved Change Orders = \$132,307.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$376,372.00

Bid Package 6A. Waterproofing – Kramer Davis, Inc.

- Contract = \$5,900.00
- Previously Approved Change Orders = \$0.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$5,900.00

Bid Package 8A. Helical Foundation Anchors – Deep Foundation Group

- Contract = \$29,500.00
- Previously Approved Change Orders = \$8,240.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$38,772.50

Bid Package 8B. Building Security – Siemens Industry

- Contract = \$52,670.00
- Previously Approved Change Orders = \$48,224.99
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$100,894.99

Bid Package 8C. Training Room A/V – AVI Systems

- Contract = \$83,391.11
- Previously Approved Change Orders = \$0.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$83,391.11

Note – Previous action by the Commission authorized its CEO to 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 (\$400,0000). All change orders will continue to appear on the payment application of the contractor approved by the Commission at its monthly meeting.

Also note that a contingency budget of 10% or \$400,000 was also established for the project. The contingency budget is an internal budget account for SouthWest Transit and not included in any of the subcontracts.

RECOMMENDATION:

That the Commission authorize its CEO to enter into contracts with the contractors identified in this memo who submitted the low bid/quote in relation to the work each will perform in the construction of the garage office addition.



SOUTHWEST TRANSIT

To: SouthWest Transit Commission
From: Jason Kirsch, Technology and Security
Date: June 17, 2020
Subject: Mobile Fare Payment App

REQUESTED ACTION:

That the Commission authorize its CEO to execute a 2-year contract with Token Transit to provide a Mobile Fare Payment Application and process the credit transactions.

BUDGET IMPACT:

The project will not affect the budget.

BACKGROUND:

SWT has a mobile app for special event fare payment with Masabi. SWT has received notice from Masabi that they will be raising our monthly cost from \$0 to \$1,000 to support backend operations. Masabi would also reduce our current charge per transaction of 8.5% to 6.5%. With the new \$1,000 monthly payment, SWT's net revenue will decrease significantly.

SWT staff reached out and requested a proposal from Token Transit, a finalist in the previous search for a mobile fare payment app provider. Here is the breakdown of each company's new proposal using the gross sales of \$20,203 from 2019:

Previous Masabi Contract	Fees: \$1,717.26	Net Sales: \$18,485.75
New Masabi Proposal	Fees: \$13,313.20	Net Sales: \$ 6,889.81
Token Transit Proposal	Fees: \$1,616.24	Net Sales: \$18,586.76

As you can see with Masabi's new contract, we would lose \$11,696.95 in revenue over the year with their additional \$1,000 dollars a month fee.

Token Transit has some new integration capabilities that allow us to sell tickets on more platforms as well. Riders using Google Maps for transit directions or the Transit App will also see a link to purchase tickets for SWT. Token Transit is used across the United States by over 100 agencies. Staff is confident their product will meet our needs.

RECOMMENDATION:

That the Commission authorize its CEO to execute a 2-year contract with Token Transit to provide a Mobile Fare Payment Application and process transactions for:

- \$0 Startup Costs;
- \$0 Monthly Costs;
- 8% of transactions greater than or equal to \$2.00; and
- \$.06 plus 7% of transactions less than \$2.00

New Business



SOUTHWEST TRANSIT

To: SouthWest Transit Commission

From: Len Simich, CEO
Mike Dartt, Facility Building Manager

Date: June 17, 2020

Subject: SouthWest Village Ramp Pedestrian Bridge

REQUESTED ACTION:

Bids are due early next week to repair the ramp/pedestrian bridge at SouthWest Village. Staff will request action at the June 25th meeting to award construction contracts.

BUDGET IMPACT:

TBD

BACKGROUND:

In April, the Commission approved a contract for the purchase of precast panels to replace existing bridge panels on the SouthWest Village ramp.

In May, bids for completing the remainder of the work came in 30% higher than originally estimated by the engineering firm hired by SWT. Staff requested that the Commission resend its action from April and once again solicited bids.

Bids are not scheduled to come in until June 23. Staff will have a recommendation at the Commission meeting on June 25.

RECOMMENDATION:

To award construction contracts related to repairing the ramp pedestrian bridge at SouthWest Village. A specific recommendation will be presented to the Commission at their June meeting on Thursday, June 25, 2020.



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission
FROM: Len Simich, Gary Groen & Souriyong Souriya
DATE: June 17, 2020
SUBJECT: 2020 COVID 19 General Fund budget revisions

REQUESTED ACTION

No action is required. The General Fund revenue and expenditure budget revisions are based on the effects of the COVID 19 pandemic on the current year operations.

BACKGROUND AND BUDGET IMPACT

The General Fund revenue budget revisions are related to the COVID 19 pandemic and are included in column B of the attached summary:

Revenue:

- MVST and RAMVST received through April were approximately as originally estimated in the revenue budget approved in December, 2019. May thru December MVST and RAMVST is estimated at 50% of the original budget estimate.
- Passenger fares through March were approximately as originally estimated. April through December passenger fare revenue is estimated at \$10,000 per month.
- Other local revenue has been reduced for the bus wrap revenue that will not be billed for at least the second quarter.
- The NTD revenues received through the Metropolitan Council may be used for operations in 2020.
- The SWT allocation from the Cares Act is \$2,525,156 and assumes the revenue will be collected during the year.
- Based on the revenue estimates included above, SWT will use \$1,739,000 of the General Fund balance and reduce that balance to \$2,638,788.

Expenditures

The detail of the General Fund expenditure revisions are as follows:

- The administrative expenditure budget is reduced because of the reduction in staff positions.
- The operations expenditure budget is reduced because of the reduction in staff positions and the service reductions as discussed during the last commission meeting.
- The vehicle maintenance expenditure budget is also reduced because of the reduction in staff positions and the reduction in vehicle maintenance parts.
- The facility expenditure budget is reduced because of the reduction in staff positions.
- The capital cost of operations expenditure reductions is detailed in the attached schedule.

RECOMMENDATION

For information only.

SouthWest Transit
General Fund Summary of Revenue and Expenditures
As of 6.18.2020

Description	A	B
	SWT 2020 Budget Adopted	SWT 2020 Budget Projected
REVENUE		
MVST - Base	7,606,000	50% MVST 3,916,084
RAMVST	1,406,000	731,117
Passenger Fares	3,105,600	586,945
Investment Income	10,000	10,000
Other Local Revenue	210,000	120,000
Sub Total Revenue	12,337,600	5,364,146
5703 NTD Schedule in 2020 budget	-	642,087
Cares Act \$2.5M assumes 100% recovery of Federal Allocation	-	2,525,156
Operating Reserves	698,250	1,739,232
Total Revenue	13,035,850	10,270,621
EXPENDITURES		
Administration	1,470,800	1,341,313
Operations	7,427,300	4,868,123
Vehicle Maintenance	2,189,000	1,849,200
Facility Maintenance	1,402,150	1,383,150
Capital Costs of Operating	546,600	384,500
5703 NTD Schedule in 2020 budget	-	444,335
Total Expenditures	13,035,850	10,270,621
Estimated fund Balance, EOY 2019	4,378,020	4,378,020
Estimated fund Balance, EOY 2020	3,679,770	2,638,788
Fund Balance 2020 as a % of Current Year Budget 2020	28.2%	25.7%

The budget projections reflect the importance of the estimated \$2.5M available thru the Cares Act



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Len Simich, Gary Groen & Souriyong Souriya

DATE: June 17, 2020

SUBJECT: State of Good Repair Maintenance Fund

REQUESTED ACTION

That the SWT Commission approve the establishment and funding plan for a State of Good Repair /Maintenance Fund to finance current and future scheduled repair and maintenance of existing SWT facilities.

BUDGET IMPACT

The establishment and funding for a State of Good Repair Maintenance Fund will come from existing Capital Reserves and have no impact on the General Fund operating budget in the current year. The funding of the scheduled maintenance projects will be reviewed and considered annually as part of the budgeting process.

BACKGROUND

The federal government through its transportation agencies has mandated a review of the condition of the organization's transportation assets to determine their condition and need for repair or maintenance. Each transportation agency is required to establish a transportation asset management (TAM) plan to evaluate and report the condition of its assets. SWT's obligation is to maintain its assets in a "state of good repair". However, the condition assessment does not currently provide any funding sources for these repair and maintenance projects.

During the past several months, SWT has contracted the services of Walker Consultants to complete a comprehensive review of SWT parking ramps, garage and offices to assess their condition and provide a planned timeline for major repair and maintenance. Walker Consultants has provided a comprehensive repair and maintenance timeline for all facilities together with the estimated cost. The asset repair and maintenance cost estimates include both the annual repair and maintenance costs that would be included in the General Fund and those costs that will be incurred periodically throughout the 20 year period (such as garage roof repair or replacement). While the oversight agencies have implemented the state of good repair standards, as previously mentioned there currently is no funding attached to the requirements.

SWT has reviewed the report prepared by Walker Consultants and determined that it is financially necessary to begin to provide the funding for scheduled major repair and maintenance projects. The funding necessary to finance the 2020 - 2024 repair and maintenance projects totals \$2,674,000. Some of the projects include money for:

- A portion of the \$2.75M in garage roof and skylight repairs scheduled between 2025 and 2040. Reports are that these are in fairly good condition.
- Parking ramp, generator, elevator upgrades and alarm system repair and maintenance at each location.

- Radiant heating replacement in the bus garage area and infrared heating replacement at other locations.
- Interior bus passenger repair and maintenance items along with many others.

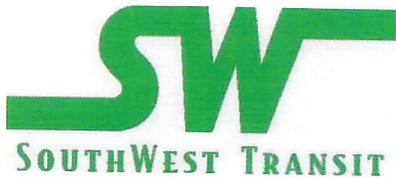
Each year as part of the budget process, SWT will review the scheduled repair and maintenance projects. SWT will determine the additional contributions necessary to maintain a balance in the State of Good Repair Maintenance Fund that will provide for those projects scheduled during the next five-year period plus a pro rata portion of projects scheduled beyond the five year period.

SWT currently has a SW Development Fund with total assets of \$2,200,000. In a previous Commission meeting, a portion of the assets from this fund were transferred to a separate debt service fund to be used to insure all principal and interest payments on the \$5.5M lease purchase financing for the administrative offices and garage expansion.

In addition, SWT has a Capital and Equipment Fund with total assets of approximately \$1,875,000. These majority of this fund can be used to finance these major repair and maintenance projects. The remaining balance in the Capital and Equipment Fund will be used to replace the small vehicles used for the demand response service.

RECOMMENDATION

That the SWT Commission approve the transfer of \$2.2M from the SW Development Fund and \$474,000 from the Capital and Equipment Fund to establish a separate fund to finance future major repair and maintenance projects. The fund, State of Good Repair Maintenance Fund, will provide the resources necessary to finance SWT's efforts to maintain all assets in a state of good repair as required by federal standards.



**SOUTHWEST TRANSIT COMMISSION
RESOLUTION #20-07, TRANSFER MONEY FROM THE SW DEVELOPMENT FUND AND
CAPITAL AND EQUIPMENT FUND TO THE STATE OF GOOD REPAIR MAINTENANCE
CAPITAL PROJECTS FUND**

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

WHEREAS, Federal guidelines require SWT to maintain a Transit Asset Management (TAM) Plan that will assess the condition of all SWT assets on an annual basis, and

WHEREAS, the guidelines are intended to assist SWT in maintaining its transportation assets in a state of good repair, and

WHEREAS, Walker Consultants has assisted SWT in an assessment of the condition of its ramps, garage and administrative offices, and

WHEREAS, the report prepared by Walker Consultants includes the major repair and maintenance projects to be completed periodically over the next 20 years, and

WHEREAS, the completion of these major repair and maintenance projects will be necessary to maintain the transportation assets in accordance with the standards set forth by the state of good repair, and

WHEREAS, the federal requirements to annually assess and maintain the assets in a state of good repair does not include any financing sources, and

WHEREAS, it is prudent for the Commission to establish a financing plan for the completion of the major repair and maintenance projects identified in the assessment provided by Walker Consultants, and

WHEREAS, SWT currently has monies available in the SW Development Fund and the Capital and Equipment Fund to establish the initial financing requirements for the projects scheduled for 2020-2024 and a pro rata portion of projects scheduled in years 2025-2040, and

WHEREAS, SWT will determine annually the additional contributions necessary to maintain a balance in the State of Good Repair Maintenance Capital Projects Fund to finance the five-year and pro rata requirements as above.

NOW THEREFORE BE IT RESOLVED, the Commission approves the transfer of \$2,200,000 from the SW Development Fund and \$474,000 from the Capital and Equipment Fund to finance the initial contribution to establish the State of Good Repair Maintenance Capital Projects Fund.

ADOPTED by the SouthWest Transit Commission on June 25, 2020.

Chair

ATTEST:

Chief Executive Officer



SOUTHWEST TRANSIT

To: SouthWest Transit Commission

From: Len Simich, CEO

Date: June 17, 2020

Subject: Staffing Plan

REQUESTED ACTION:

That the Commission approve the proposed staffing plan as attached.

BUDGET IMPACT:

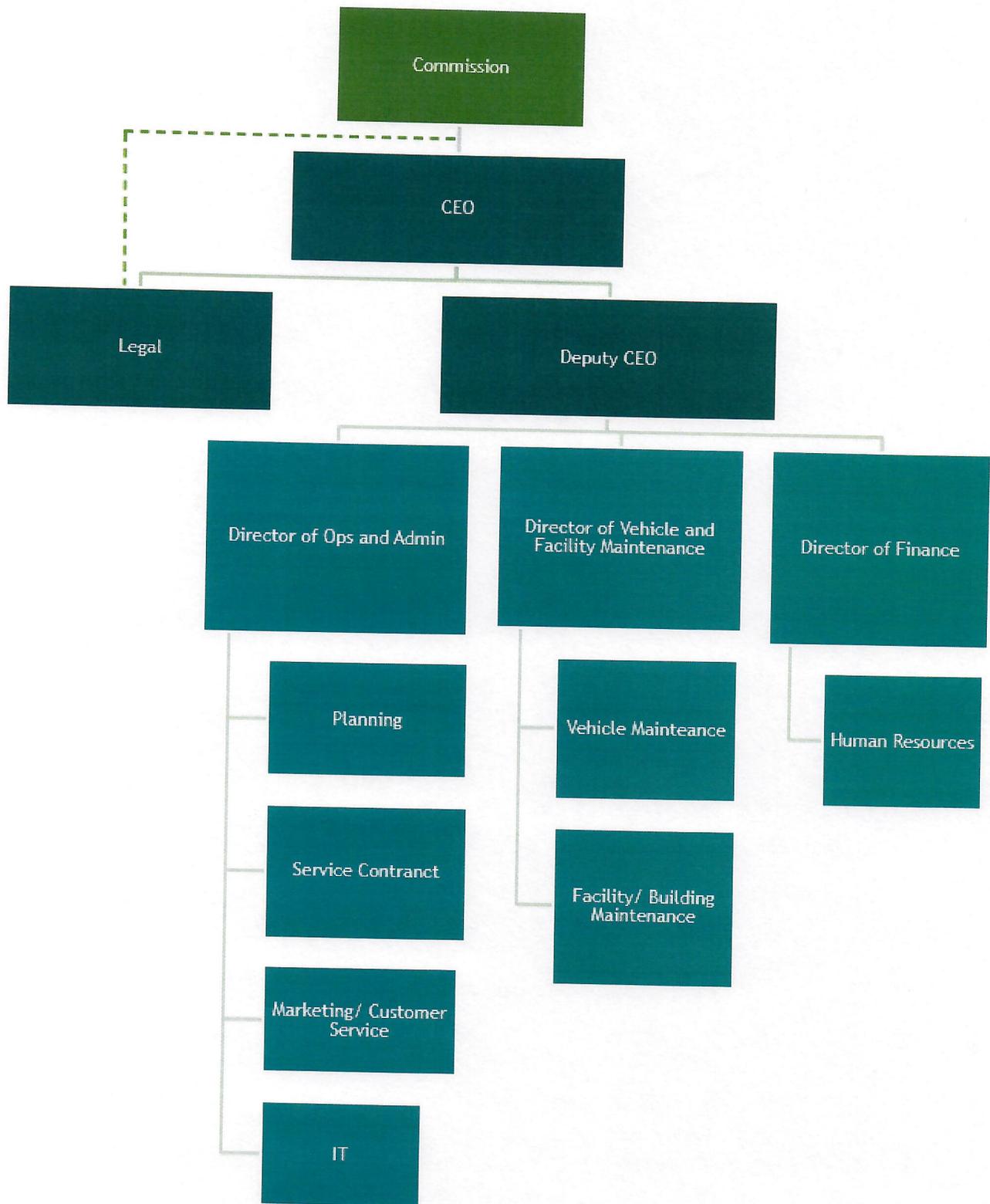
NA

BACKGROUND:

With COO Dave Jacobson reducing to half-time status in July, I am proposing to change up the reporting and staffing oversight responsibilities as identified on the attachment. I should state upfront that this is still very much a work in progress and minor tweaks will probably occur during the next 6-12 months.

RECOMMENDATION:

That the Commission approve the proposed staffing plan as attached.



Updates

Administrative Update

Vehicle Replacements - Metro Transit and MTS staff are reviewing and evaluating fleet replacement plans. They are looking to defer the replacement of vehicles due to the potential reduced number of vehicles needed in the future due to COVID-19. From SWT's perspective, we do not support delaying the replacement for the limited number of bus slated for our system for the coming year. We recommended the Council stay the course and not overreact without knowing what the long lasting impacts related COVID-19 will be. Given the age of the vehicles we have scheduled for replacement (majority 14+ years), continuing to maintaining these for whatever time period would be a financial burden we are unable to support. We did state however, that we were open to reexamining this again down the line once we have a better feel about the recovery and what our services will look like.

Letter to Chair Zelle - A letter was sent to Chair Zelle on Thursday, June 12. Chair Zelle did respond that he received the letter and that he would be following up with Chair Aho and myself in the near future.

Special Meeting of the Commission – Staff would like to scheduling a meeting in July to discuss governance, specifically strategies related to legislative education, and Metropolitan Council. Potential dates to consider include: Wednesday, July 8; Thursday, July 9; Wednesday July 15; Wednesday July 22, or Thursday, July 23. Staff would like to set the meeting date at the June Commission meeting.

Legislative Update – The Minnesota Legislature is currently in Special Session. Staff will provide results and/or status of any legislation that impacts our operation or transit in general. On the federal level, additional funding is being proposed to transit agencies to deal with the fall-out from COVID-19. Nothing has been determined to date, but comments regarding any future funding has been sent to our Legislative Delegation. Attached is a copy of one of the letters.

Congressman Phillips,

I understand that there may be an attempt to bring another round of federal funding to transit agencies across the country (i.e. identified in the House proposal known as the HEROS ACT).

The difference between the CARES Act and the proposed future funding supported by APTA and some of the larger transit systems across the country, is under the new/APTA approach, access to the future COVID-19 Emergency Response & Recovery Funding would require transit agencies to spend money, and then hope to get some portion of that money back. Unlike the CARES Act, the new proposal is not dispersed on a formula basis

Further, transit agencies, likely dominated by large transit systems that have pandemic related expenses that exceed what they received in the CARES Act, will be able to submit for reimbursement for the period March 13, 2020 through December 31, 2021 – more than likely eating up the majority if not all the additional funding.

Under the CARES Act approach, funding was based on a formula using the 5307/5311 programs. By dispersing the funding in this method, we understood how much money we would receive to offset expected revenue losses, and with which we could budget and program service and operating expenses against.

CARES Act Funding was based on a reimbursement process, but the difference is that that the allocation was guaranteed based on formula which is fair; tried and tested; needs based; and it removes favoritism, cronyism, parochialism, and politicization in the distribution of federal funds. The new proposal being floated is a major difference in approach.

Because this is a matter that Congress may work on this month, I would strongly advocate that any future disbursement be same method as the original CARES Act.

Thank you for your time And support.

Operations, planning, vehicle maintenance, Facilities, IT, and HR for June 2020

SWT and Ameresco have come to an agreement for replacing the lights at SouthWest Station. Ameresco is going to provide approximately 80 fixtures for replacement and Kloos Electric will remove the faulty lights and install the new fixtures. Fortunately, no legal action was required.

The **EPG New Training Room** electronics are currently being installed. Furniture is expected to be delivered the week of June 22nd. This new space will have enough room to better accommodate large meetings and all staff type training, that is when we can all be in the same room again.

The **Annunciator** project continues to move forward. Voice and Text announcements are now in the AVL system. Staff will be testing the announcement volume level and play accuracy to ensure proper timing of playback. After these tests are complete, some sample runs will be tested.

With the implementation of the **rotating schedule** in Vehicle Maintenance, all employees have reported that there were no major hiccups with the state unemployment program. The program seems to be doing what we expected for our organization and employees. All benefits have been paid, including the federal cares act portion of unemployment.

SWT staff with First Transit Management will be **moving the Carver parked vehicles** back to the Eden Prairie Garage (EPG) after the ring road is milled, overlaid, and resurfaced. Additionally, when the floors in garage B are finished, the remainder of the "big" bus revenue fleet will finally return home and parked for service to come back.

Staff is currently looking at options for an **electronic reservation system and contactless payment** solution. While staff is still vetting potential options, the aim of both systems is to aid in the social distancing of passengers/drivers, limiting the amount of surfaces/items touched on the bus, and ensuring all passengers have seats available to them (in buses that will have limited seating) when they want to ride in the future.

July Service Change – There will be a small service change that will go into effect on Monday, July 6th. The change will re-open Carver Station and provide two peak AM and two peak PM stops at the station. Service to Carver Station, as well as to all other stations, will likely increase in the Fall as more ridership continues to return to SWT services. Staff is continuing to monitor ridership closely on a daily basis and making needed adjustments accordingly.