

Faribault-Martin County Joint Transit Board – Executive Committee  
Martin County Courthouse  
201 Lake Avenue Fairmont, MN 56031  
June 7, 2019

The meeting was called to order at 8:00 a.m. by Board Chair Elliot Belgard.

Joint Transit Board Executive Committee members present were: Faribault County Commissioners Young and Groskreutz, and Martin County Commissioners Belgard and Mahoney. Also present was Jeremy Monahan, Faribault – Martin County Transit Director.

Board Chair started the meeting by asking for any additions to the agenda. There were none.

Motion made by Commissioner Mahoney, seconded by Commissioner Groskreutz to approve the agenda. Motion passed unanimously.

Monahan produced an Unpaid Bills report totaling \$37,551.65 and as usual a number of the regular and recurring bills have not yet arrived and would need to be authorized for payment to avoid late fees. There was brief discussion about a couple of the bills and their details.

Motion made by Commissioner Mahoney, seconded by Commissioner Young to approve payment of the Unpaid Bills as presented, and to approve giving the Transit Director authority to continue to pay other regular and recurring bills at the discretion of the Transit Director upon receipt. Motion passed unanimously.

Monahan produced Bank Statements for the Transit Board. It showed that as of May 31, 2019 the Transit Board had \$253,949.65 for a bank balance. Monahan noted that there was a deposit of over \$56,000 on May 28<sup>th</sup> which was the first quarter funding Federal share for 2019 and Monahan also noted that the 2018 Quarter 4 Federal share, which will be over \$118,000 has yet to arrive but is imminent. The bank statement showed that the Board was being charged \$3.00 a month to have paper statement sent out since the change to the Interest Bearing Account in April. Monahan worked with CCF Bank staff to cancel the paper statement as they are available online and they were also able to reverse the \$3.00 fee for May. Interest earned in May totaled \$9.90 and will likely be about that amount monthly. Monahan also noted that he had applied for a credit limit increase to the Transit Board credit card, which is currently \$2,000 and had an instance where one month it was close to being reached. Monahan applied for a \$5,000 limit but was denied due to the small amount of time the Transit Board has been associated with this particular credit card company. There was a switch made in January 2019 to a new card with Wells Federal Bank selling to CCF Bank and the credit cards changed then. They require at least 6 months of payment history for that decision to be made. Monahan will try again later in the year.

Discussion turned to Old Business. The Facility Construction Contract Update had Monahan reporting that the land Declaration that MnDOT was requiring to advance the project and get the contract signed had been completed by Martin County staff and recorded by the Martin County

Recorder. Monahan sent this paperwork to MnDOT the day before the Executive Committee meeting and is awaiting word that it has been accepted by the Minnesota Office of Management and Budget or if more steps are needed. But the next step to be completed is back with the State. Monahan hopes the contract will be able to be signed shortly now and work construction related work can begin.

Discussion turned to New Business and the proposed 2020 – 2021 Operating Grants Budgets. Monahan reported that MnDOT is having this year's operating applications cover both years 2020 and 2021 for operations. The expected base for 2020 is to add 3.4 percent to the 2019 contract amounts with certain exceptions allowed where necessary with adequate explanations. Then for 2021, another 3.4 percent is to be added. Monahan reviewed a few line items in the 2020 budget that were adjusted rather than strictly adding 3.4 percent to the 2019 budget including software expense increases, utility and insurance increases due to the assumed completion of the offices at the Transit Facility, and some maintenance equipment that would be needed for the Transit Facility, especially if Sentence to Service is not headquartered at that location in the future. Wages were capped at a 3 percent per year increase for all staff for both years. In whole there was about a 5 percent increase overall from 2019 to 2020 due to some of the increases and one time purchases needed for the move to the Transit Facility. Then from 2020 to 2021 the increase is lowered to 2.6 percent or a 7.4 percent increase over the two years, which is within MnDOT's recommended 3.4 percent per year. Also noted was that both the proposed 2020 and 2021 budgets were lower than the amount the Transit Board approved in 2018 for 2019 operations which was later reduced after further scrutiny by MnDOT.

Motion made by Commissioner Young, seconded by Commissioner Mahoney to recommend to the Full Board approval of the 2020 and 2021 proposed budgets as presented. Motion passed unanimously.

Monahan produced a resolution that the Full Board will need to pass as part of the Operations Grant application. It is very similar to the yearly resolution but language has changed to read local share being "up to 15 percent" for operations and "up to 20 percent" for capital purchases in case MnDOT chooses to lower the local share amounts. Monahan said he might have to bring a new Title VI commitment resolution to the Full Board as well but that language will not change from previous year's resolutions.

Motion made by Commissioner Groskreutz, seconded by Commissioner Mahoney to recommend to the Full Board that they pass the presented resolution which is an agreement with MnDOT to provide public transit. Motion passed unanimously.

Monahan produced specifications of two vehicles per the decision in 2018 for the Transit Board to apply to purchase two vehicles in 2019 due to 2018 having no vehicles purchased. There was discussion about two different vendors that had produced specs and cost estimates for two sets of two almost identical buses, a smaller front-lift bus to be based in Faribault County and a larger rear-lift bus to be based in Martin County. Monahan reported both style vehicles had better prices from North Central Truck and Equipment and that he is recommending both style buses be purchased from them based on price and fleet consistency. Further discussion regarding vehicles ensued.

Motion made by Commissioner Young, seconded by Commissioner Mahoney that the Full Transit Board pass a resolution to purchase the two vehicles presented by North Central at \$81,130 for the front-lift vehicle and for \$84,534 for the rear-lift vehicle. Motion passed unanimously.

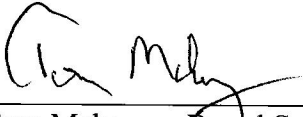
Monahan produced the tables for system ridership. May was another strong month for Faribault County but Martin County routes were down from historical numbers, which have yearly been pretty consistent for previous May's. Monahan explained that staff has begun looking into cancellations, which totaled over 300 trips in May alone, and they are digging into the details of the cancellations when available to summarize which cancellations was because of reasons that are able to be controlled by Prairie Lakes Transit. MRCI numbers are increasing over the winter so they are not likely the cause for lower ridership. Data will continue to be analyzed to try and find reasons for the reduced ridership amounts and actions taken as necessary to improve the number of rides provided.

The next Full Transit Board meeting is scheduled to follow the Prairieland Board meeting in Truman meeting on Friday June 14<sup>th</sup> at 10:00 a.m. The next Executive Committee meeting was decided to be held Wednesday July 9<sup>th</sup> at 8:00 a.m. at the Martin County Courthouse due to the timing of the Independence Day holiday. It was also confirmed that the August Full Transit Board meeting will likely be able to be back at the regular time following Human Services' Board meeting in Blue Earth on August 21<sup>st</sup>.

With no further business to wit, the Board Chair adjourned the meeting at 9:25 a.m.

JOINT TRANSIT BOARD  
FARIBAULT-MARTIN COUNTIES

  
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Elliot Belgard, Joint Transit Board Chair

ATTEST:   
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Tom Mahoney, Board Secretary