

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

The meeting was called to order at 8:05 a.m. by Board Vice-Chair Bill Groskreutz.

Joint Transit Board Executive Committee members present were: Faribault County Commissioners Groskreutz and Young, and Martin County Commissioner Mahoney. Missing was Martin County Commissioner Belgard. Martin County Commissioner Smith attended in his place. Also present was Jeremy Monahan, Faribault – Martin County Transit Director.

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

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

Monahan produced an Unpaid Bills report totaling \$40,799.29 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. Annual Technical Support fee from RouteMatch was a larger bill noted. There was also discussion regarding vehicle repairs and maintenance. Monahan reported that a few other local vendors have been showing willingness to do repairs and maintenance on the transit buses so the work is planned to be spread around more and the most cost effective vendors can be chosen for each job.

Motion made by Commissioner Smith, 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 July 31, 2019 the Transit Board had \$427,024.34 for a bank balance. Monahan noted that the 2018 Quarter 4 Federal share of \$118,779.92 was deposited on July 12<sup>th</sup>. Monahan remarked that this is money that was part of the 85 percent non-local share formula in the contract that was spent as far back as October 2018 and the Board did not receive it until July. He explained this lag time is a good example of how cash flow issues can arise when that much money had not been distributed yet. Also noted was on July 29<sup>th</sup> the Quarter 3 MnDOT share for 2019 Operations of \$219,122.50 was deposited. Discussion turned to the bill for the 2017 overpayment to the Transit Board from MnDOT which has yet to arrive which could be upwards of \$190,000. Monahan noted he believed when the bill from the State for the overpayment arrives the bank account will have enough funds to pay it back, but that there may be another small cash flow shortage in the near future. Commissioner Smith initiated a discussion of possible reports that could be produced to show that \$190,000 liability on the records so that there is not a perception that the Transit Board

is so flush with cash having a bank balance so much larger than usual with a large balance bill imminent. Monahan said he has the amounts owed to the State and member Counties in spreadsheets that he uses to calculate cash flow but could work with professional accountants to produce reports with the accounting software to show the actual financial position.

Discussion turned to Old Business and an update on the applications for 2020 Capital purchases and potential New Service Expansion. Monahan produced a table showing the four different projects that he intends to put into the applications pending discussion and approval by the Full Board on August 16<sup>th</sup>. There is a plan to purchase two replacement buses at an approximate cost of \$88,000 each and a local share of 10 percent. There is a plan to expand service to have Monday through Thursday evening service added to the City of Fairmont with a Demand Response route. With the hours calculated to accomplish this and the assumed cost per hour to operate in 2020 the total cost to add that service is approximately \$41,000 annually which, if approved by the State, would be added to the 2020-2021 Operations Contract where the local share will be 15 percent. Finally to conduct the new service efficiently an application will be made to add a Class 200 (accessible mini-van) to the fleet which has a range of prices but Monahan used a conservative figure of \$50,000 for planning. These type vehicles are not allowed to replace any current fleet vehicles so in order to get MnDOT's participation in the purchase price, it has to be part of the New Service application. This type of capital purchase has a local share of 20 percent.

There was brief discussion regarding the projects being proposed and the Executive Committee expressed their agreement with the plan and to continue to present it to the Full Transit Board for discussion and possible approval. The applications are due to MnDOT by August 30<sup>th</sup>.

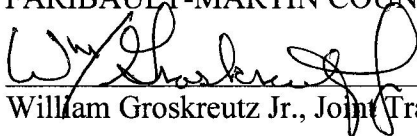
Discussion turned to New Business and Personnel Actions were considered. Transit Dispatcher Megan Larson and Transit Drivers Crystal Gruber and Myron Mathiason were hired in December or January and had completed their probationary employment successfully and it was requested that their probationary status be removed and their wages adjusted accordingly. Motion made by Commissioner Mahoney, seconded by Commissioner Young to approve ending probationary status for all three employees. Motion passed unanimously.

Monahan produced the tables for system ridership. July ridership for Faribault County continued the nice pace that has been consistent throughout 2019 and Martin County routes had ridership improve to an average amount compared to previous years. Due to the high Faribault County ridership, July 2019 was the highest overall ridership for a July for the system. Monahan noted that the routes serving the City of Fairmont have been on a decline this year causing Martin County's numbers to be so much lower than previous years and affecting the entire system ridership amounts. It appears that the decline has leveled off for now but work is being done still to determine what may be causing the decline. There was discussion of competition in the area along with customer satisfaction and ways to gauge and quantify that variable. Monahan did note that he rarely hears complaints anymore and actually received a very nice note complimenting the entire system and singling out a number of drivers who provided excellent service. But he will work with management to identify any potential reasons customer dissatisfaction may be the cause for the decline in ridership.

The next Full Transit Board will be on August 16<sup>th</sup> in Truman following the Prairieland meeting at 10:00 a.m. The September Executive Committee meeting was decided to be held Tuesday September 10<sup>th</sup> at 8:00 a.m. at the Martin County Courthouse.

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

JOINT TRANSIT BOARD  
FARIBAULT-MARTIN COUNTIES

  
William Groskreutz Jr., Joint Transit Board Vice-Chair

ATTEST:

  
Tom Mahoney, Board Secretary