

Faribault-Martin County Joint Transit Board – Executive Committee
Martin County Courthouse
201 Lake Avenue Fairmont, MN 56031
September 10, 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 Groskreutz and Young, and Martin County Commissioner Mahoney and Belgard. 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 Young, seconded by Commissioner Groskreutz to approve the agenda. Motion passed unanimously.

Monahan produced an Unpaid Bills report totaling \$19,186.06 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. Monahan also noted that there was an urgent payment of a bill that the Executive Committee was not able to review the previous month to the Minnesota Child Support Payment Center. An employee's wages were being garnished for the payments starting in early August. This bill for \$75 per month will become a regular and recurring bill and will show up on all Bill Payment Reports. There was also discussion regarding fueling locations and the possibility that fueling at the Faribault County Highway Department might not be available for Transit in the future and what alternatives there might be. Monahan will be gathering some information for the committee members to review.

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 August 30, 2019 the Transit Board had \$398,509.69 for a bank balance. Monahan noted that the 2019 Quarter 2 Federal share of \$65,739.93 was deposited on August 22nd but that there were no other notable or unusual deposits or expenditures. Discussion turned to the 2017 overpayment to the Transit Board from MnDOT. Monahan reported that the preliminary audit results were sent to him and it showed a lower amount was overpaid than expected with \$134,917.53 being the overpayment. Monahan had discussions with MnDOT Project Manager Melinda Estey regarding why the amount was different and it was discovered that there was a calculation error in the spreadsheet the Transit Board and MnDOT uses to calculate reserve accounts which also shows a yearly over or under payment amount. The Federal share contracted amount was being used instead of the actual paid amount, which could be less than the contracted amount and was in 2017 which caused the calculation of the overpayment to be higher than it actually was. There was

discussion regarding when repayment would be due which was assumed to be shortly after the audit is finalized. The Full Board was briefed thoroughly about the overpayment and the repayment impact to cash flow at the August Full Board meeting so it was decided that the repayment could be reported to the Full Board since the Executive Committee has authority to pay bills due.

Motion made by Commissioner Groskreutz, seconded by Commissioner Mahoney to authorize repayment of the overpayment when it is finalized by MnDOT and repayment is requested. Motion passed unanimously.

Discussion of a revised Cash flow analysis ensued. Monahan reported that he had modified the matrix with the lower amount due to MnDOT and it essentially showed the same time periods in the near future where cash flow might be problematic or assistance from the member Counties would be needed. The difference was the amount that would be needed or how close to problematic cash on hand amounts the Board would be. It was discussed that any other repayment such as to the member counties from previous loans would be discussed and decided by the Full Board after getting the updated analysis.

Discussion turned to Old Business and an update on the Facility Construction project. Monahan explained that MnDOT and Martin County are working out all the necessary corrections to their agreement from 2005 and the building renovation that was done at that time. Once that is completed, the asset transfer to the Transit Board can be completed and then the contract for the construction will be sent out to be executed. Monahan did not have any estimated time frame for the completion of these tasks but is working with Martin County and MnDOT staff to get them completed.

Commissioner Young excused himself from the meeting at this point due to another commitment and did not return.

Discussion turned to New Business and an update on two Board manuals and policies that will need updating and be considered for adoption by the Full Board at their October meeting. The Vehicle Maintenance policy and the Drug and Alcohol policy were both noted by MnDOT to need updating this year to be in compliance. There was brief discussion regarding Drug and Alcohol policies and how they are enforced. Monahan plans to have the new manuals available for review by the October Executive Committee meeting.

Two Personnel Actions were considered. Transit Dispatcher Megan Larson accepted a position at a different employer and submitted her two week notice. Also a Probationary Transit Driver named Scott Weig was hired. Motion made by Commissioner Groskreutz, seconded by Commissioner Mahoney to accept the resignation of Larson and the hiring of Weig. Motion passed unanimously.

Monahan noted that with the departure of Larson, a new dispatcher position will be opened up and need to be filled.

Monahan produced the tables for system ridership. The same routes that have been struggling and losing some ridership are still struggling and there was a drop in ridership from July. Monahan noted that the pinning study for Fairmont riders did not yield any conclusive reasons why ridership would be declining other than rides to and from Walmart seem to be reduced. There are efforts underway to check the feasibility of becoming a provider for medical assistance rides in the area to see if that could increase ridership amounts.

The October Executive Committee meeting was decided to be held Tuesday October 8th at 8:00 a.m. at the Martin County Courthouse. The next Full Transit Board will be on October 16th in Blue Earth following the Human Services meeting at 10:00 a.m.

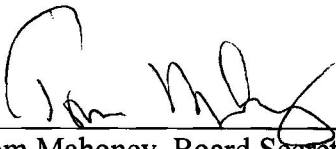
With no further business to wit, the Board Chair adjourned the meeting at 9:10 a.m.

JOINT TRANSIT BOARD
FARIBAULT-MARTIN COUNTIES



Elliot Belgard, Joint Transit Board Chair

ATTEST:



Tom Mahoney, Board Secretary