

Faribault-Martin County Joint Transit Board
Faribault County Human Services Center Conference Room
412 North Nicollet Street
Blue Earth, MN 56013
Wednesday October 16, 2019 10:00 a.m.

The meeting was called to order at 10:15 a.m. by Board Chairman Elliot Belgard.

Joint Transit Board members present were: Faribault County Commissioners Young, Roper, Loveall, and Groskreutz, Martin County Commissioners Mahoney, Flohrs, Smith, Koons, and Belgard. Missing was Commissioner Warmka. Also present was Jeremy Monahan, Faribault – Martin County Transit Director.

Commissioner Belgard asked if there were any other additions to the agenda. There were none.

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

Motion made by Commissioner Mahoney, seconded by Commissioner Loveall to approve the minutes from the August 16, 2019 Faribault – Martin County Transit Board Meeting. Motion passed unanimously.

Motion made by Commissioner Groskreutz, seconded by Commissioner Mahoney to approve the minutes from the September 10, 2019 Executive Committee Meetings. Motion passed unanimously.

Motion made by Commissioner Young, seconded by Commissioner Groskreutz to approve the minutes from the October 8, 2019 Executive Committee Meetings. Motion passed unanimously.

Discussion of Old Business began with several Transit Operations Updates. Monahan reported that the long awaited Facility Construction contract has been executed and work on the Request for Proposals for Architecture, Engineering and Construction Management Services is underway. The building ownership transfer has also been completed. There was discussion regarding the process of the RFP and construction. When asked for a timeframe Monahan said he is hesitant to put a timeline on any portion of the project at this point.

Monahan reported how in August the Transit Board applied for New Service to begin in 2020 in Fairmont to operate a Demand Response Route from 6 pm to 10 pm Monday through Thursday. Also in that application was a request for an accessible mini-van to use for the route. Both applications were approved and the operation budget was added to the 2020-2021 Operations Contract that was awarded in August. The Capital Replacement application, which for 2020 the Transit Board applied to replace another two vehicles, is still pending. There was general discussion regarding some of the philosophical changes in service designs between systems and what MnDOT is accepting.

Monahan reported how the 2017 Operations Contract Audit has been completed by MnDOT and accepted by the Transit Board. The overpayment was less than expected due to an error in the spreadsheet provided by MnDOT used to calculate the Transit Board Reserve Account. The overpayment was reduced to \$134,917.53 in total. On October 3rd a check was produced and sent via certified mail to MnDOT. This check was cashed on October 9th and a request for confirmation of the liability being satisfied was received from MnDOT staff via email. Monahan noted that the cash flow analysis completed in August now has an additional \$50K plus dollars available which will help with cash flow depending on any other fund repayments that are discussed and decided on. If repayment to any of the County liabilities is made, it may expedite a cash flow concern but for now it looks as though there shouldn't be concerns regarding cash flow until April 2020 at the earliest. Commissioner Smith asked about the funds for the construction project and how that would affect cash flow. Monahan reported that each County had budgeted for 2019 the ability to front to the Transit Board in cash the entire construction cost and then budget for a net expense of 20 percent since 80 percent would be returned from the State due to their share in the project cost. The facility contract is reimbursable in nature so at the conclusion of a month's expenditures, a Request for Funds will be submitted and 80 percent of the expenses will be reimbursed, likely within another month's time. Repayment processes to the Counties can be decided as the project progresses.

The final Operations Update from Monahan regarded an analysis of 2019 Year to Date expenses that was completed which showed that at the end of September, based on 75 percent of the yearly expenditures being complete on most budget line items, the Transit Board is on pace to spend just over 99 percent of the annual budget. Therefore, no reduction in the 4th Quarter payment from MnDOT will be requested which should result in no underpayment or a small overpayment if any at all. There was brief discussion regarding MnDOT payment reductions and the past process which has resulted in underpayments and overpayments. Monahan stated that since no reduction is being asked for, the entire budget amount will need to be spent to avoid an overpayment but based on the pace of expenditures an overpayment would not be near the size of the 2017 overpayment. He also noted that the 2018 4th quarter payment reduction from MnDOT resulted in an underpayment which will be paid back likely this time of the year in 2020 after completion of the 2018 contract audit.

Discussion turned to New Business. Monahan presented an updated Vehicle Maintenance Policy for Board consideration. The Manual has an update of the Fleet Inventory along with a revision of the preventative maintenance intervals. These intervals were updated to ensure that maintenance is being done not only at necessary times but at cost effective times and intervals. MnDOT's policy is that a system writes down what they are going to do, and then does what they say they will be doing.

Motion made by Commissioner Loveall, seconded by Commissioner Koons to approve and adopt the updated Vehicle Maintenance Policy. Motion passed unanimously.

Monahan presented an updated Drug and Alcohol Policy manual for Board consideration. The Drug and Alcohol Policy Manual was updated based on request from MnDOT staff after the Federal Transit Administration revised certain policy language. The request from MnDOT was not to revise any old policy but to use their new template for proper language and include the

necessary local components and optional local policies. After presenting the Draft to the Executive Committee Monahan had been working on proper language in the policy in regards to prescription and over the counter medication protocols. MnDOT had approved the draft report and prescription medication policy language but Monahan had not heard back from MCIT regarding the policy. He stated that since MCIT did not have any input in the old policy he did not believe they would have a stance regarding the new policy.

Motion made by Commissioner Roper, seconded by Commissioner Koons, to approve and adopt the updated Drug and Alcohol Policy manual provided MCIT does not have any objection to the prescription and over the counter medication rules. Motion passed unanimously.

Discussion regarding the system ridership report ensued. Monahan presented charts and explained how Faribault County routes are continuing their record setting pace on a monthly basis. The Blue Route which serves the City of Blue Earth exclusively is showing strong increases over monthly totals from comparable month in prior years. The rural deviated routes are also strong with the increase in ridership utilization for the USC Pre-school programs among other trips.

However Martin County ridership is still struggling and not increasing at a desirable pace. Monahan stated that analysis of the ridership once indicated it was the reduced use of the Fairmont Deviated Routes (Red and Green) that were the issue so a targeted marketing in Fairmont was initiated and is ongoing. Then in September there was a decrease in the rural Demand Response routes so pin-pointing the exact reason behind ridership declines is proving to be a difficult task.

Monahan noted that a strong end of the year marketing effort being planned, especially with the addition of the Monday through Thursday service in the evenings in Fairmont. This route, along with the promotion of this route, is hoped to bring a substantial increase in system ridership, not just ridership within Fairmont. It was noted though that Fairmont ridership amounts will undoubtedly have a large impact on the system ridership amounts simply due to it being the population center of the system area.

Monahan also reported that all staff from drivers, to dispatchers, to other managers are resolved to find causes for any reductions and are bringing forth ideas regularly to try and increase ridership, many of which are under consideration depending on their viability and compliance with rules and regulations.

Monahan presented the Bill Payment Report showing all bills paid since the last Full Board meeting on August 16, 2019. There was brief discussion regarding a few specific bills including discussion regarding maintenance and repair vendors. There was also discussion regarding fueling being dispensed from Faribault County highway versus the utilization of local vendors to get fuel. Monahan said if the County was no longer an option for fuel access, procurement for fuel would be done with Request for Quotes being sent to as many local vendors as possible to determine the best value purchase. Ideally using the County fuel for the transit means the procurement process has already been completed which greatly simplifies the process but it is possible to use alternative locations if necessary.

The next order of business was the annual performance evaluation of the Transit Director. Per Minnesota Statue 13D.05 Sub. 3 this section of the meeting is closed to the public. Monahan reported that the Executive Committee has discussed the performance of the Transit Director but decided to wait until the Full Transit Board has the opportunity to provide input on performance ratings. There was discussion regarding the goals set in October 2018 by Monahan and Commissioner Loveall after the annual performance review completed. There was also brief discussion by Monahan of the job description for the Transit Director and the Essential Functions listed.

Motion made by Commissioner Smith, seconded by Commissioner Flohrs to go into closed session per Minnesota Statue 13D.05 Sub. 3 at 11:15 am. Motion passed unanimously.

Motion made by Commission Mahoney, seconded by Commissioner Young to end the closed session at 11:36 a.m.

The next Executive Committee meeting is on Tuesday November 8, 2019 at 8:00 a.m. at the Martin County Courthouse in Fairmont. The next Full Transit Board meeting is scheduled for December 18th at the Faribault County Human Services Conference Room in Blue Earth following the Human Services Board meeting.


With no further business to wit, a motion was made by Commissioner Groskreutz, seconded by Commissioner Mahoney to adjourn and the Board Chair adjourned the meeting at 11:37 a.m.

JOINT TRANSIT BOARD
FARIBAULMARTIN COUNTIES



Elliot Belgard, Joint Transit Board Chair

ATTEST:



Tom Mahoney, Board Secretary