

Faribault-Martin County Joint Transit Board – Executive Committee
Martin County Courthouse
201 Lake Avenue Fairmont, MN 56031
January 13, 2020

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

Joint Transit Board Executive Committee members present were: Faribault County Commissioners Groskreutz and Young, and Martin County Commissioner Belgard. Missing was Martin County Commissioner Mahoney with Commissioner Koons attending in his place. Also present was Melinda Estey and Kent Ehrenstrom from MnDOT and 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 Belgard to approve the agenda. Motion passed unanimously.

Monahan produced an Unpaid Bills report totaling \$63,968.27 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. Monahan noted that he was not aware of the new IRS mileage rate for 2020 and that his expense sheet would need to be adjusted. Also noted was that almost half of the bill was the MCIT 2020 insurance premiums for property and workers compensation. There was brief discussion about a couple other bills and their details.

Motion made by Commissioner Belgard, 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 December 31, 2019 the Transit Board had \$229,276.71 for a bank balance. Monahan noted that there were no unusual or noteworthy deposits or expenses in December. He stated that the account balance will decrease significantly over \$63,000 in bills to be paid and the usual payrolls but that cash flow looks fine for now with the Quarter 1 payment of over \$195,000 for the 2020-2021 Operations contract from MnDOT due by the end of January. He noted that he will watch the cash flow to see if an issue arises before the end of April when the next payment from MnDOT is due.

Discussion turned to Old Business. Monahan introduced MnDOT Project Manager Melinda Estey and Facilities Coordinator Kent Ehrenstrom to the Executive Committee. They were present to discuss the Architecture and Engineering and Construction Management Request for Proposals that will be solicited soon. Ehrenstrom is the main contact at MnDOT for facility projects and he explained a number of details regarding the process for the RFP, bidding, timing of the solicitation, and other regulations involved in a project like this. Monahan planned to put

the RFP out for solicitation on January 21st and then there is a tentative schedule of events leading up to selecting a firm for the A&E. The schedule was discussed to see if there are any dates that can change to expedite the process. Ehrenstrom stressed the sooner the RFP is out for solicitation and then design is completed and construction is put out for bid the better as contractors are starting to fill their schedules. It was noted that the project will be advertised in major trade publications along with local newspapers and the Prairie Lakes Transit website. Ehrenstrom will attend all major meetings with Monahan and the Executive Committee will meet through the process as necessary. Monahan noted that the Full Board gave him and the Executive Committee the authority to make necessary approvals through the process and then receive updates to help accelerate the process as much as possible.

Discussion turned to the ongoing Fuel Procurement effort for Faribault County. Monahan stated he is working with MnDOT Procurement Coordinator Jean Meyer on the process and there has been a review and revisions sent back to Jean. Once Jean approves the revisions, the RFQ must go to the Office of Civil Rights for review and to set a DBE goal. Once that is complete, solicitation can begin.

Discussion turned to potential wage adjustments for the Transit Director. Commissioner Belgard reported that the consultant used by Martin County for their compensation had agreed to look at the Transit Director position. This could allow a comparison to Martin County's new grade and step scale so there is a point of reference to look at for any potential increase. One concern is that the Transit Director's job description is old and not in line with the current duties or desirable qualifications. Martin County's Human Resources Manager spoke with Commissioner Belgard and agreed to help Monahan update the Transit Director's job description. After that update is completed, the wage adjustment can be looked at again but it would not be prudent to make any decisions on wages until then.

Motion made by Commissioner Belgard, seconded by Commissioner Young to approve requesting Martin County's Human Resources Manager to assist with work on an updated job description for the Transit Director. Motion passed unanimously.

Discussion turned to other Transit Board employee wages. Monahan noted that at the Full Board meeting most commissioners felt the wages were appropriate for part-time positions. It was noted that the Operations Manager is a full-time position and there was discussion if this positions should have its job description updated and reviewed by the consultant.

Motion made by Commissioner Young, seconded by Commissioner Koons to approve having the Operations Manager position reviewed by the compensation study consultant after updating the job description with Martin County Human Resources. Motion passed unanimously.

Discussion turned to New Business and Personnel Actions. In December the Full Board approved a number of Personnel Actions with the annual salary increases. In addition Monahan reported that since the Full Board meeting Transit Driver Pamela Tandberg had been terminated from employment. Also that Transit Driver Dwight Weise had been out after a surgery for an extended time but never officially resigned and has been told he just needs to contact staff and go in for a pre-employment drug screen due to the amount of time away. Monahan requested Weise

be put on Indefinite Leave so he can rejoin the transit system with the completion of the drug screening.

Motion made by Commissioner Young, seconded by Commissioner Belgard to approve the two Personnel Actions presented by Monahan. Motion passed unanimously.

Discussion turned to an insurance claim on a bus that sustained significant damage in December. Bus 14 was involved in an accident in Blue Earth that caused enough damage that MCIT has deemed the bus a total loss and not worth the cost to do a complete repair. Monahan noted that MCIT had made two different offers due to the total loss. First would be a payment where the Board would not retain the salvage vehicle. The second offer was less money but would allow retention of the vehicle and the ability to make repairs adequate for it to be in safe service. Most of the damage from the accident was cosmetic and nothing with the engine or frame. With the second offer the Board would be able to have liability insurance but MCIT would no longer cover the vehicle with collision coverage. This is the second large claim made for Bus 14 and the MCIT governance committee made this decision. Monahan noted he would prefer to keep the bus, make it safely serviceable as a back-up vehicle, and accept the lower monetary offer from MCIT to use towards making as many repairs as needed.

Motion made by Commissioner Koons, seconded by Commissioner Belgard to accept the lower offer and retain the vehicle with repairs made to it to make it safely serviceable. Motion passed unanimously.

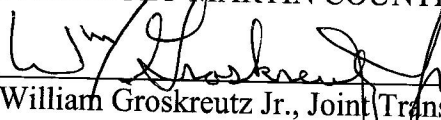
Monahan produced the tables for system ridership. Monahan had year-end totals which showed an impressive 18 percent increase in Faribault County ridership but unfortunately almost a 9 percent decrease in Martin County ridership. Overall the system ridership decreased almost 3 percent from 2018 to 2019 totals. There was discussion regarding some specific routes and their performance compared to expectations. Monahan restated his hope for the new evening service in Fairmont and the possible contracts with United Hospital District and Mayo Clinic for free rides for their patrons helping to increase ridership significantly in 2020 and beyond.

There was discussion regarding future meeting dates with dates set for Executive Committee and Full Board meetings through April. There was also discussion about other dates the Executive Committee may have to meet as part of the RFP process.

The next Executive Committee meeting is scheduled for Friday February 7th at 8:00 a.m. at the Martin County Courthouse. The next Full Transit Board meeting will be on Tuesday February 25th in Blue Earth following the Human Services meeting at 9:30 a.m.

With no further business to wit, a motion was made to adjourn by Commissioner Belgard, seconded by Commissioner Young and the Board Chair adjourned the meeting at 9:55 a.m.

JOINT TRANSIT BOARD
FARIBAULT-MARTIN COUNTIES


William Groskreutz Jr., Joint Transit Board Chair

ATTEST:


Greg Young, Board Secretary