

Faribault-Martin County Joint Transit Board – Executive Committee
Martin County Courthouse
201 Lake Avenue Fairmont, MN 56031
November 8, 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 Commissioners 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 Groskreutz, seconded by Commissioner Mahoney to approve the agenda. Motion passed unanimously.

Monahan produced an Unpaid Bills report totaling \$25,275.87 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 Groskreutz, seconded by Commissioner Mahoney 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 October 31, 2019 the Transit Board had \$338,286.40 for a bank balance. Monahan noted that on October 9th a check was made out to MnDOT for \$134,917.53 to repay the overpayment from 2017's Operations Contract. Also that on October 24th a deposit for the 4th Quarter State share of Operations Funds was deposited by MnDOT. This will be the final state payment for the year and the final Federal payment will not be deposited until likely May of 2020 after the 2019 contract is closed out, which happens 90 days after the end of the contract year, or the end of March.

Discussion turned to Old Business and two Operations updates from Monahan.

First regarding the Facility Construction project Monahan reported that he has been working on the Request for Proposals and is working with MnDOT staff on some of the details, including determining the best schedule and timing for solicitation. A concern would be having deadlines and pre-bid meetings near the holidays might reduce participation. Monahan is predicting that a likely date for solicitation will be after the New Year in order to give time for the RFP to be completed properly and to increase the chances of bidder participation. It was asked what would happen if a single firm bid on the RFP and Monahan stated he believed there would likely be a review by MnDOT to determine if our solicitation advertising was adequate. It is assumed multiple bids will be received.

Second update was on the 2018 Audit that is currently being conducted by the Office of State Auditor and going well. Monahan said he is also working with OSA staff to try and satisfy some of the outstanding finding from previous years. Most of these are policy documentations for accounting which Monahan said he needs assistance with to do properly.

Discussion regarding the 2020 Capital Replacement application ensued. Monahan reported that the award letter from MnDOT had arrived and that the two (2) vehicles that were requested to be replaced and purchased in 2020 were approved. The award letter also noted that in the years 2021 and 2022 the Transit Board at this point is only planned to have one (1) replacement vehicle approved based on the scoring criteria used by MnDOT. Monahan checked with Melinda Estey to see if those plans can be changed and she said that each year a new application is completed and criteria for replacing vehicles is reanalyzed. Monahan said he will plan to continue applying for the two vehicles since there is a local commitment to do so with the lowered local share percentage of 10 percent.

Monahan also reported that while the 2020 award was sent, word from the Office of Transit and Active Transportation Director said that the 2020 contracts might not be executed until mid-year. This is due to Ford revamping their engine and chassis which is yet to be completed and had all the required testing completed. MnDOT is working with the manufacturers, vendors, and FTA to ensure alacrity but there is nothing that can be done on the local end but wait.

Discussion regarding potential fuel procurement for vehicles in Faribault County ensued. It was noted that it might be better for the Transit Board to use a facility other than the County Highway Department for fueling to ease in the recordkeeping of the County Highway Department. To do so, procurement to local vendors needs to be done and an agreement completed. There was discussion regarding what type of establishments could be solicited to that could provide the fuel and the processes involved.

A motion was made by Commissioner Groskreutz, seconded by Commissioner Young to authorize Monahan to begin the process for procurement of fuel for Faribault County locations. Motion passed unanimously.

Discussion turned to New Business with Monahan explaining the Rural Transit Assistance Program (RTAP) Leadership Training Program that has been developed by MnDOT with RTAP funds. Monahan noted he is on the statewide committee that helped develop this LTP program and contract for training in 2020 every other month for 2 days each session. There are three different levels of training: Executive, Manager, and Supervisor and the training will begin in January 2020. Monahan said he was planning to attend the Executive Level training and sending the Operations Manager to the Manager Level training. There is no registration cost, only time and room and board and most of the trainings and hotels provide some of the meals. Monahan further explained that this type of training is budgeted for annually and the budget includes registration fees which this does not have.

A motion was made by Commissioner Groskreutz, seconded by Commissioner Mahoney to approve attendance of the RTAP Leadership Training Program for both the Transit Director and the Operations Manager. Motion passed unanimously.

Monahan had a number of Personnel Actions to be considered. First a Probationary Driver named Jeff Huston was hired. Second, two Probationary Dispatchers, Michael Ennis and Ashley Senne-Herens successfully completed their probation and Monahan would like to remove them from probation which also includes a raise in pay. Third, a former employee Barb Caven who was put on undetermined leave is able to return as a non-probationary Transit Driver. Last, a new Probationary Dispatcher named Kim Beyer was offered employment contingent on background checks and Board approval.

Motion made by Commissioner Mahoney, seconded by Commissioner Young to approve the proposed Personnel Actions as described. Motion passed unanimously.

Monahan produced the tables for system ridership. Monahan noted another all-time high for Faribault County routes in October. Martin County routes began to return to average amounts. Monahan is still hopeful the end of the year marketing efforts including new television commercials and promotion of the new weekday evening service will hopefully be effective in increasing ridership as the weather gets colder.

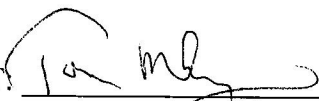
The December Executive Committee meeting is scheduled for Friday December 6th at 8:00 a.m. at the Martin County Courthouse. The next Full Transit Board will be on December 18th in Blue Earth following the Human Services meeting at 10:00 a.m. There was discussion that 2020 Human Services' meetings are planning to have changed scheduled dates so decisions for Transit Board meeting dates, and if they are able to piggyback with another Joint Powers Board meeting, will need to be held in the near future. It was also noted that December's Full Board meeting will have discussion and decisions about 2020 Transit Board staff salaries and wages.

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 9:20 a.m.

JOINT TRANSIT BOARD
FARIBAULT-MARTIN COUNTIES



Elliot Belgard, Joint Transit Board Chair

ATTEST: 

Tom Mahoney, Board Secretary