

Faribault-Martin County Joint Transit Board – Executive Committee
Martin County Courthouse
201 Lake Avenue Fairmont, MN 56031
February 7, 2020

The meeting was called to order at 8:00 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 Mahoney. Missing was Martin County Commissioner Belgard with Commissioner Smith attending in his place. 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 Mahoney, seconded by Commissioner Young to approve the agenda. Motion passed unanimously.

Monahan produced an Unpaid Bills report totaling \$42,860.27 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 the 2018 Audit bill from the Office of State Auditor for \$16,412.20 was included in this month's report, which was the primary reason the grand total was larger than normal. However that is expected to be the entire bill from the OSA for the 2018 audit as their work was completed before December ended. Also all of the expenses for the 2018 audit will count towards the 2019 Operations contract. There was brief discussion about a couple other bills and vendors and their details.

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 January 31, 2020 the Transit Board had \$323,855.41 for a bank balance. Monahan noted the deposit of \$195,925 on January 30th which was the 2020 Quarter 1 State share of the Operations Contract. This amount, barring any contract adjustments, will be deposited at the end of the first month of each quarter until the end of 2021 due to the two year contract.

Discussion turned to Old Business. Monahan reported that the Building Construction RFP was put out for solicitation on January 24th on the Transit system's webpage, advertised in the Fairmont Sentinel and Faribault County Register, and posted on the Minnesota Builder's Exchange. Monahan noted that people that are downloading the RFP document from our webpage can be tracked and there have been three to date. It is unknown how many have obtained the RFP from the Builder's Exchange website. Also of note, the planned Pre-Proposal meeting was held the day prior, February 6th at the Martin County Courthouse. Staff from MnDOT and Monahan was present but no potential bidders attended the meeting which was held

for an hour. Monahan reported that MnDOT said this does not necessarily indicate a lack of interest in the project but perhaps may just mean that the RFP was written clearly and the potential bidders know what they have to produce. Monahan noted the deadline for questions to be submitted is February 11th, all answers will be posted by February 14th, and all proposals are due on Friday February 21st.

Discussion turned to the ongoing Fuel Procurement effort for Faribault County. Monahan stated he is still working with MnDOT Procurement Coordinator Jean Meyer on the process. Jean had sent the project to the Office of Civil Rights for review. They asked for clarification of a few points of information which Monahan provided, and they are now completing their review. It is hoped to be completed soon but OCR is not able to give a timeline or estimate for completion date. Commissioner Young asked if the vendors to be solicited to are known and Monahan reported he still has his notes from a previous discussion from the Executive Committee and will finalize the list once the Request for Quotes is approved by MnDOT.

Discussion turned to issues in regard to the heavily damaged bus from an accident in December. MCIT had disbursed a total settlement for the bus but allowed the Transit Board to retain ownership and allowed continued liability coverage, but no longer will cover the vehicle for collision or comprehensive. The settlement amount was more than the cost for repairs needed to make the damaged bus safe for operation so there will be money left over. MnDOT alerted Monahan to an agency in Minneapolis that has disposed of their bus but has not yet been able to sell it. The bus is newer than much of our fleet and lower miles than any bus in our current fleet. MnDOT suggested it would be possible to use the remaining funds from the MCIT settlement to potentially make a deal to purchase the used bus from the agency in Minneapolis and add it to our fleet. This would be in an effort to expedite disposal of some costly to maintain vehicles and reduce the fast increase of mileage in many other buses in the fleet. There was discussion about the condition of the bus, our ability to test drive it before finalizing any deal, and how not to exceed the funds received from MCIT for settlement of the totaled bus.

Motion made by Commissioner Young, seconded by Commissioner Mahoney to authorize Monahan to attempt to negotiate purchase of the used bus from the agency in Minneapolis provided the condition and drivability is ascertained and approved by him first and that the offer does not exceed \$6,500 at this time. Motion passed unanimously.

Discussion turned to New Business and Personnel Actions. First, long time driver James Glienke had decided to retire effective the middle of January. Second, Dwight Weise, who was just officially put on indefinite leave, contacted Monahan about returning saying his recovery from surgery is complete. Monahan said he would need to pass a pre-employment drug screening due to the amount of time away and go through refresher training with current staff. Finally, there are two probationary Transit Drivers that were hired. Michelle Tubbs is an already credentialed Commercial Driver with a Passenger Endorsement so she just needs to go through our training. Susan Grefe is a candidate that is working to obtain her CDL and has recently passed all necessary tests that are required before we can officially hire a candidate and bring them in for training to pass the DPS behind the wheel test.

Motion made by Commissioner Young, seconded by Commissioner Mahoney to approve and accept the four Personnel Actions presented by Monahan. Motion passed unanimously.

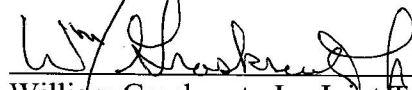
Monahan produced the tables for system ridership. There was an exceptional January, especially for the Martin County routes, which is very welcome news. There was an increase of over 630 riders in Martin County from January 2019 to January 2020, 15 percent, and there was an increase of almost 700 riders in Martin County from December 2019 to January 2020, 17 percent in only a month's time. Faribault County routes continued their strong monthly showing over the previous year and a slight increase from the previous month. System wide January 2020 was the highest January total ridership since the merger with 5,342 rides and in the Top 5 months of ridership amounts of all time. It is not clear yet what caused the increase but analysis will be done to hopefully determine what the cause was so it can be duplicated or accelerated.

There was brief discussion regarding future meeting dates with dates still 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 March 6th 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.

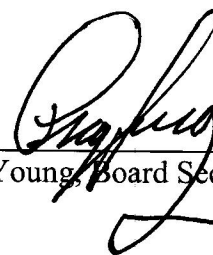
With no further business to wit, a motion was made to adjourn by Commissioner Mahoney, seconded by Commissioner Young and the Board Chair adjourned the meeting at 9:10 a.m.

JOINT TRANSIT BOARD
FARIBAULT-MARTIN COUNTIES



William Groskreutz Jr., Joint Transit Board Chair

ATTEST:


Greg Young, Board Secretary