

Faribault-Martin County Joint Transit Board
Faribault County Human Services Center Conference Room
412 North Nicollet Street
Blue Earth, MN 56013
Tuesday February 25, 2020 9:30 a.m.

The meeting was called to order at 10:10 a.m. by Board Chairman Bill Groskreutz.

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

Motion made by Commissioner Young, seconded by Commissioner Koons to approve the agenda. Motion passed unanimously.

Motion made by Commissioner Young, seconded by Commissioner Belgard to approve the minutes from the December 18, 2019 Faribault – Martin County Transit Board Meeting. Motion passed unanimously.

Motion made by Commissioner Belgard, seconded by Commissioner Koons to approve the minutes from the January 13, 2020 Executive Committee Meetings. Motion passed unanimously.

Motion made by Commissioner Mahoney, seconded by Commissioner Young to approve the minutes from the February 7, 2020 Executive Committee Meetings. Motion passed unanimously.

Discussion of Old Business began with Monahan reporting 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. There were downloads of the RFP document from the transit system webpage. Monahan also learned that over 70 firms viewed the RFP on the Builder's Exchange website. The planned Pre-Proposal meeting was held as scheduled on February 6th at the Martin County Courthouse. Staff from MnDOT and the Transit Director was present but no potential bidders attended the meeting which was held for an hour. The deadline for questions to be submitted was February 11th, which there was none. The proposals are due by 3:00 p.m. Friday February 21st which also garnered no proposals.

Monahan went on to explain that he reached out to MnDOT immediately after the deadline passed and no proposals were received. They contacted him and discussed options moving forward. There will be an establishment of no undue hardship placed on potential proposers. Once that is established a number of firms can be contacted directly due to the time critical nature of the project with contractors scheduling to ask for a proposal. This can now include the conceptual design architect. After a few proposals are received, they will be scored similar to the process if multiple proposals were received from the RFP and then the process will continue as

planned. Dates of completion will be moved back due to this delay. Monahan reiterated that the process has to show and document that a good faith effort was made to make this a fair and open competition and when the initial effort did not yield any results, an alternative method was attempted. Commissioner Loveall asked if the proposer has to be an architecture firm. It was noted that it does not have to be an architecture firm that proposes but whoever proposes must be able to have architecture done as part of their proposal. It was asked if the RFP can be discussed openly now and it was determined that if anybody knows somebody interested to let Monahan know and he can reach out to them to request a proposal. Commissioner Groskreutz asked if this proposal will have to go through a review from the Office of Civil Rights like the current Fuel Procurement process. Monahan said he believed it did not or if it did it was already done before the contract with MnDOT was executed. He will check with Jean Meyer of MnDOT to be sure.

Discussion regarding the Transit Board vehicle purchases ensued. Monahan had updates on a number of vehicle projects that are in process. First the two vehicles purchased in 2019 that were expected around late December 2019 are at the vendor for finalization and MnDOT inspections are scheduled tentatively for February 27th. Delivery should occur within a week thereafter. These buses will be put into use as soon as possible upon local installation of radios and graphics. Once the vehicles are delivered there is 30 days to pay the vendor in full. The grand total due will be \$165,782 of which 80 percent will be reimbursed back by the state. The Board's cash flow will not be able to sustain a payment of that amount so it is necessary to approach each county for the up-front funds with 80 percent being returned. Martin County's share will be 62 percent (\$102,784.84) and they will receive \$82,227.87 back (\$20,556.97 total cost). Faribault County's share will be 38 percent (\$62,997.16) and they will receive \$50,397.73 back (\$12,599.43 total cost). These local share amounts were discussed and budgeted with each county auditor / treasurer and board for the 2019 calendar year back in the fall of 2018.

Motion made by Commissioner Belgard, seconded by Commissioner Young to allow Monahan to approach each county board for the upfront funds to pay for the two vehicles contingent on the repayment of 80 percent be done promptly after the reimbursement is received. Motion passed unanimously.

Commissioner Young asked about the split still having 20 percent local funds and it was noted that the vehicles purchased in 2020 will have the 90 percent state, 10 percent local split. This was for vehicles purchased in 2019 which was still an 80 / 20 split.

Monahan reported that the 2020 award for purchase of another two vehicles was received in mid-February. This is the agreement with the 90 / 10 split. These purchases are still expected to be delayed for some time due to the chassis changes made by Ford that require a new round of inspections before they can be produced and sold. It was noted that Chevrolet or other brand vehicles are not an option due to the required percentage of the vehicle having American made parts is only being met by Ford currently.

Discussion regarding a potential newer used bus that Monahan presented to the Executive Committee ensued. Monahan reported that an agency in Minneapolis has disposed of a vehicle with lower mileage but is a 2013 model. It was discussed at the Executive Committee that MnDOT had alerted Monahan of this possibility after an insurance settlement was received to

total out one of the Board buses involved in an accident. It would be very expensive to repair the bus completely, but was not very expensive to make repairs to the bus so it is safe for use. The rest of the damage was cosmetic in nature. MnDOT suggested using the insurance funds settlement of just over \$7,000 to see if a used bus purchase could be done. The Executive Committee made a motion to have Monahan explore a deal beginning by asking for photographs and also requiring a test drive be done before finalizing any purchase. Monahan reported that he has requested the photographs from the agency in Minneapolis and is awaiting their response.

Finally, Monahan reported that the official award letter for the accessible van has not yet been received but consultations have been made with MnDOT on parts of the process. He noted that we are the only system in the state to actually request this type vehicle so we were the only one awarded thus far. It is likely going to be looked at closely for its effectiveness and practicality. He also said the process will not match bus purchases exactly since there is not a state contract for vehicles of this type purchased, but rather will follow the process for procuring anything else for that dollar amount. Many of the steps for that process were completed already during the grant application.

Discussion regarding potential agreements with area medical facilities ensued. Monahan reported that proposals for ridership agreements were sent to United Hospital District and Mayo Clinic – Fairmont management in mid-February. The proposed amounts are based on historic ridership to all sites for each entity along with a projected increase in ridership due to free rides and increases based on annual ridership increases to the facility. Management from each facility is considering the proposals. There was discussion about the potential for riders to abuse this program. There was also discussion and it was noted that the agreement can be revisited when the first year is nearing completion to see if an adjustment needs to be made due to ridership levels. Monahan noted that other agreements like this could be made with other agencies but it was desired to have the effectiveness of these agreements be seen before arranging other agreements.

Discussion regarding the wage analysis effort ensued. Monahan reported that the analysis of the Transit Director's salary has been ongoing with help from Martin County Human Resources and the consultant that worked with Martin County on their recent wage adjustment study. Based on existing job descriptions the consultant has graded the Transit Director position in relation to comparable Martin County positions. Monahan noted this grading did show a discrepancy in his current salary compared to the comparable Martin County positions.

It was decided at the January Executive Committee that the Transit Director's Job Description should be updated with current responsibilities and requirements for hire. It was also decided that the Operations Manager position should have a Job Description update and be analyzed for a grading since it is the other Full-Time position with the agency. Job description work is ongoing with the help of Martin County Human Resources staff. The Transit Director position will be reanalyzed after completion of the updated Job Description. The Operations Manager position will receive a grade recommendation and any potential wage adjustment for that position can be considered.

Commissioner Loveall asked what consultant was being used by Martin County. It was noted that it is David Drown and Associates. There was discussion about the proposed Martin County grand and step scale and if the Transit Board would need to adopt one or not. It was noted that the Transit Board is only using the Martin County grades as guidance and none of the analysis is binding. The matter will be discussed further at the next Executive Committee meeting.

Commissioner Loveall asked about the Transit Advisory Committee status. Monahan noted that there is a meeting scheduled for this Thursday February 27th and another one already planned for early June to maintain the quarterly meetings. Discussion regarding TAC appointees, possible mileage reimbursement, evening meeting times, and potential for per diems for TAC members ensued. This would be done in an effort to increase interest in joining and attending the meetings which has been a struggle since the TACs inception.

Discussion regarding the system ridership report ensued. Monahan presented charts and explained that January showed an exceptional increase in ridership, 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. Monahan noted that there is usually a drop in ridership in February due to the number of days of operation but also because the past few Februarys have had some major weather events that have led to operation disruption. It appears that disruptions will be minimal for February 2020 so that could have a positive effect on ridership amounts.

Monahan reported that the new Amber Route which runs Monday through Thursday from 6 to 10 pm in Fairmont started in January and had a nice showing of 100 rides for the month. This is not the goal amount but is a good start. This is expected to increase as awareness of the route spreads. There has been very positive feedback for the route given to the Transit Director, Drivers, and Dispatchers. Monahan was asked who is riding the Amber Route and he noted that it is a large variety including shopping, people traveling to or from work, and even rides to church events especially on Wednesdays.

Monahan presented the Bill Payment Report showing all bills paid since the last Full Board meeting on December 18, 2019. There was brief discussion regarding some specific bills like larger ones to Minnesota Counties Intergovernmental Trust for the annual workers compensation and property coverage for 2020. The 2018 audit was completed before December 31, 2019 and so the bill received in January is the total in full. All of that bill will be applied to the 2019 Operations contract. There was also discussion of the KEYC bill for commercials which Monahan said are effective and very low cost per ad.

The next Executive Committee meeting is scheduled for Friday March 6th at 8:00 a.m. at the Martin County Courthouse in Fairmont. The next Full Transit Board meeting date is scheduled for Tuesday April 28th following Human Services Board meeting in Blue Earth.

With no further business to wit, a motion was made by Commissioner Belgard, seconded by Commissioner Koons to adjourn and the Board Chair adjourned the meeting at 11:15 a.m.

JOINT TRANSIT BOARD
FARIBAULMARTIN COUNTIES



William Groskreutz Jr., Joint Transit Board Chair

ATTEST: 

Greg Young, Board Secretary