

Faribault-Martin County Joint Transit Board – Executive Committee
Martin County Courthouse
201 Lake Avenue Fairmont, MN 56031
March 6, 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 Belgard. Missing was Martin County Commissioner Mahoney with Commissioner Koons 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. After brief discussion it was decided to not add anything to the presented agenda.

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

Monahan produced an Unpaid Bills report totaling \$9,456.38 plus a bill for \$1,324.00 that was not included on the report. A usual a number of the regular and recurring bills have not yet arrived. More so than usual in particular the Martin County fuel bill which is usually around \$5,000 but was delayed until the next week. Monahan asked that bill and others to be authorized for payment upon arrival to avoid late fees. There was brief discussion about the Visa credit card statement which is in a transition to a new format due to the Board now having multiple cards. Finally one of the bills due is a repayment to a vendor for a check that was apparently lost in the mail so that is a net zero cost.

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 February 28, 2020 the Transit Board had \$220,387.05 for a bank balance. Monahan noted there were no notable deposits or expenditures in February. He noted that he does not expect the potential cash flow shortage predicted for April 2020 back in October 2019 to come to fruition based on spending patterns. The next MnDOT payment will come by the end of April 2020. He also noted that preliminary analysis of spending for the 2019 Operations Contract look to have the spending for the year be under budget or a nominal amount over budget if at all. This will be finalized by the end of March per the 2019 Operations contract with MnDOT.

Discussion turned to Old Business. Monahan reported that the Building Construction RFP was put out for solicitation on January 24th with proposals due on February 21st. No proposals were received and Monahan immediately reached out to MnDOT for guidance. An exercise to determine that no Undue Hardship was created for potential proposed by the RFP was completed

by reaching to a number of firms to learn if they knew of the RFP and if so why did they not submit a proposal. Most replies were that they did not know of the RFP as the Minnesota Builders Exchange is not frequented by architecture firms regularly. Also architecture firms stated they are more likely to have RFPs such as this sent directly to them during solicitations. Other firms that actually saw the RFP on the MBEX website noted issues such as their proximity to the project or that they could not provide all the architecture services only the construction management. MnDOT and Monahan spoke about these responses and it was determined that the RFP had to be adjusted for new deadline and completion dates, publicly advertised again, and also sending the RFP to a number of specific firms would be allowed. Monahan is proceeding with that directive.

Discussion turned to the ongoing Fuel Procurement effort for Faribault County. Monahan stated MnDOT notified him of an approval to proceed for solicitation. There was discussion of the local vendors in Faribault County that would likely be able to handle this business and Monahan will proceed with sending the Request for Quotes to a number of vendors hoping to get multiple responses to choose from.

Discussion turned to potential purchase of a used bus with lower miles that was disposed of by the Minneapolis American Indian Center. Monahan received the requested photographs of the vehicle and it appears to be in acceptable shape. He is traveling to the Twin Cities area on Monday the 9th and will visit the MIAC staff and see the bus in person to get a closer look and inspection. If a deal is made an arrangement will be made for Prairie Lakes Transit staff to go to the Cities to retrieve it. Monahan also noted that both county boards approved the funding needs for the two new buses which are still scheduled to arrive Friday the 13th in Fairmont. It is hoped that they will be able to be put into service within a couple weeks after arrival. Graphics, radios, and other equipment installation need to be completed first.

Discussion turned to New Business and the Transit Advisory Committee. Monahan reported that he had the scheduled TAC meeting on Thursday February 27th in Fairmont and attendance was very low. There was discussion at the February Full Transit Board meeting if there should or could be reimbursement for mileage for TAC members coming to the meetings and / or a per diem for meeting attendance. There was also discussion regarding time of day for meetings and frequency of the meetings.

Motion made by Commissioner Belgard, seconded by Commissioner Young to recommend to the Full Transit Board that they approve approaching each member county to authorize mileage reimbursement and per diem costs for Transit Advisory Committee members. These expenses would be paid directly by the member counties, not the Transit Board due to state regulations. Motion passed unanimously.

Discussion turned to the Regional Transportation Coordination Council which had recently met for a potential RTCC formed in the Region Nine area. Monahan was not able to attend the meeting but received the minutes and shared them with the Executive Committee. There are public open houses planned for early March and early April and there was discussion on whom if anybody should attend. Monahan said he was planning to attend the one in April due to a conflict in March. Monahan noted that the RTCC is a long standing effort by the Department of

Human Services with help from MnDOT, transit agencies, and private providers among others. He said he prefers to be reactive to requests from the RTCC at this point to see when decisions and plans are actually being made. But he will participate in the plan development as much as possible and practical.

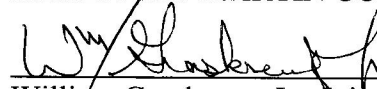
Monahan produced the tables for system ridership. There was a drop in February ridership from January as usual but a vast improvement system wide over 2019 totals. Most notable was that the Amber Route in Fairmont increased 28 percent in its second month in operation. Also notable was the Cardinal Route for Friday evenings and Saturdays had a very high 365 riders in the month, with 4.2 riders per hour. This is very efficient and it is hoped that the gaining popularity and familiarity of the Amber Route is helping to drive up the Cardinal numbers.

There was brief discussion regarding future meeting dates with dates still set for Executive Committee and Full Board meetings through April and the May Executive Committee meeting was tentatively scheduled for Tuesday May 12th at 10:00 am at the Martin County Courthouse.

The next Executive Committee meeting is scheduled for Friday April 10th at 8:00 a.m. at the Martin County Courthouse. The next Full Transit Board meeting will be on Tuesday April 28th 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 9:10 a.m.

JOINT TRANSIT BOARD
FARIBAULT-MARTIN COUNTIES



William Groskreutz Jr., Joint Transit Board Chair

ATTEST: 

Greg Young, Board Secretary