

Faribault-Martin County Joint Transit Board – Executive Committee  
Martin County Courthouse  
201 Lake Avenue Fairmont, MN 56031  
May 8, 2020

The meeting was called to order at 8:00 a.m. by Board Chairman Bill Groskreutz. This meeting was held with teleconference attendance capabilities under Minnesota Statute 13D.021 which allows for teleconference meeting while in a state of emergency during a health pandemic.

Joint Transit Board members present in person were: Faribault County Commissioner and Board Chair Bill Groskreutz and Faribault County Commissioner Greg Young. Participating Board Members via telephone were Martin County Commissioners Tom Mahoney and Elliot Belgard. Also present in person was Jeremy Monahan, Faribault – Martin County Transit. Also present via telephone was Melinda Estey, MnDOT Office of Transit and Active Transportation.

Motion made by Commissioner Belgard, seconded by Commissioner Mahoney to approve the agenda. Motion passed unanimously by roll call vote.

Monahan produced an Unpaid Bills report totaling \$26,675.40 which included the funds that will be used to purchase a used bus to be discussed later in the meeting. Monahan noted that the usual a number of the regular and recurring bills have not yet arrived. There was brief discussion on a few of the bills.

Motion made by Commissioner Mahoney, 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 April 30, 2020 the Transit Board had \$272,184.87 for a bank balance. Monahan noted the deposit on April 13<sup>th</sup> of \$195,925 which was the Quarter 2 operating funds from MnDOT. Monahan noted that MnDOT is working out how distributions might be changed due to the CARES Act and 100 percent Federal funding. Estey concurred and noted that MnDOT hopes to have information in the next couple weeks to distribute to the transit systems.

Discussion regarding an update on the Office Building Construction RFP ensued. Monahan noted that the deadline of May 7<sup>th</sup> passed and that one proposal was received from ISG Architects. He noted that discussions with MnDOT staff regarding procedures to follow with the possibility of only having one proposal submitted stated that inquiries would need to be made to firms that did not submit a proposal to determine why. Monahan stated that before the deadline a couple of firms had already replied that they would not be submitting a proposal and their reasons which mostly included internal capacity. There was discussion regarding the next steps and it was decided that another Executive Committee meeting would be held May 22<sup>nd</sup> to go over the proposal and ensure it complies with requirements of the RFP. The recommendation can then go to the Full Board for the May 26<sup>th</sup> meeting.

Discussion regarding the Fuel Procurement RFQ ensued. Monahan noted that two quotes were received by the deadline. One came from Shell Gas Station in Blue Earth, the other came from Kwik Trip. Discussion regarding the differences of the proposals and possible procedures for fueling ensued.

Motion was made by Commissioner Young, seconded by Commissioner Belgard to pursue an agreement with Shell Gas Station in part due to their discount per gallon being greater. Motion passed unanimously by roll call vote.

Discussion regarding vehicle purchases ensued. Monahan reported after some discussions and counter offers with the Minneapolis American Indian Center an agreement to purchase their used bus for \$9,000 was met. Monahan stated he is planning to retrieve the bus on May 15<sup>th</sup> with another staff member. He will work with MnDOT to ensure it is put into the fleet inventory properly and the bus will be put into operation as soon as possible. It was noted that vehicle graphics will need to be changed and that a DOT annual inspection sticker might be needed. There was discussion about disposal of current fleet vehicles and Monahan stated he is planning to dispose of the two remaining diesel buses at a minimum this spring or summer. Lastly Monahan reported that the two new vehicles that arrived in March have been paid for in full and a Request for Funds has been submitted to MnDOT and is being processed. Once those funds arrive 80 percent of each County's loan will be repaid.

Discussion regarding wage adjustments ensued. Commissioner Groskreutz noted that the report from DDA Human resources was included in the packet that had the grade recommendations for both the Transit Director and Operations Manager positions. It also included the wage amounts for each step. There was discussion regarding the proper step for each position and the percentage increase this adjustment would end up being. The discussion was to result in a recommended wage for each position to be considered by the Full Transit Board at the end of May meeting. It was also noted that any adjustment is to be retroactive to the beginning of 2020.

Motion made by Commissioner Young, seconded by Commissioner Belgard to recommend the Transit Director wage be Grade 17 Step 2 which is \$34.67 per hour. Motion passed unanimously by roll call vote.

Motion made by Commissioner Mahoney, seconded by Commissioner Belgard to recommend the Operations Manager wage be Grade 10 Step 2 which is \$20.37 per hour. Motion passed unanimously by roll call vote.

Discussion regarding a proposed Paid Administrative Leave policy ensued. Monahan noted that the CARES Act provides for transit systems to be able to pay transit workers whose hours might be reduced due to service reductions from the pandemic. Monahan drafted a policy for the Executive Committee to consider which included the following provisions:

- 1) Employees must utilize any leave they are entitled to under the FFCRA that was adopted by the Faribault – Martin County Transit Board on March 31, 2020.
- 2) Employees must work for two (2) shifts during a payroll week (Sunday – Saturday) to be eligible for any PAL under the CARES Act.
- 3) For the FFCRA each employee's regular weekly hours were calculated. The balance of the worked shifts will be made up with the PAL for any employee that works a minimum of two shifts during the payroll week. For example if a Transit Driver typically works 32 hours in a week and they are only scheduled for 3 days of 6 hours each (18 hours) the PAL will make up the remaining 14 hours of pay.
- 4) If an employee is unable to work due to a doctor stating they are not able to work during the pandemic due to an underlying condition, they will be paid for their regular weekly hours without the need for working two shifts.
- 5) The pay will be their regular rate and will not be at any shift differential or overtime rate.
- 6) Upon adoption this policy will be in effect until August 31, 2020 at which time the Full Transit Board will be have been able to evaluate the policy and decide if it should be continued past that date.

Discussion regarding the policy's feasibility, other system's policies, and how it could be handled administratively occurred.

Motion made by Commissioner Belgard, seconded by Commissioner Mahoney to approve the proposed Paid Administrative Leave policy. Motion passed unanimously by roll call vote.

Discussion turned to Personnel Actions. Monahan reported that Kim Beyer, a probationary Transit Dispatcher, has completed her probation and employment will not be continued beyond that period. Motion made by Commissioner Mahoney, seconded by Commissioner Young to approve the presented Personnel Action. Motion passed unanimously by roll call vote.

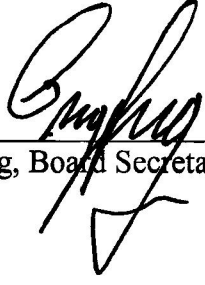
Discussion regarding the system ridership report ensued. Monahan presented the regular charts and noted that they are not a good representation of trends for now due to the severe drop in ridership throughout the system. He did note that any food delivery efforts are not included in the passenger amount report, which is what was graphed. Food delivery efforts account for about 200 trips per week right now and efforts are still being made to expand that as much as feasible. This will be done as long as the efforts do not start to interfere or limit the regular transit service needs of passengers.

The next Executive Committee meeting is scheduled for Friday June 5<sup>th</sup> at 8:00 a.m. at the Martin County Courthouse in Fairmont with the potential for teleconference attendance. The next Full Transit Board will be held Tuesday May 28<sup>th</sup> following the Human Services Board meeting. Monahan will coordinate with Human Services staff to hold the meetings consecutively.

With no further business to wit, a motion was made by Commissioner Young, seconded by Commissioner Mahoney to adjourn. With a unanimous roll call vote the Board Chair adjourned the meeting at 9:20 a.m.

JOINT TRANSIT BOARD  
FARIBAULMARTIN COUNTIES

  
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William Groskreutz Jr., Joint Transit Board Chair

ATTEST:   
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Greg Young, Board Secretary