

Faribault-Martin County Joint Transit Board – Executive Committee
Martin County Courthouse
201 Lake Avenue Fairmont, MN 56031
June 5, 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 Commissioners Groskreutz and Young and Martin County Commissioner Belgard. Missing was Martin County Commissioner Mahoney. Commissioner Koons from Martin County attended in his place. Also present in person was Jeremy Monahan, Faribault – Martin County Transit Director. Also present via teleconference was Melinda Estey, MnDOT Office of Transit and Active Transportation. With all four commissioners attending in person, a roll call vote was deemed unnecessary for any motions.

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

Monahan produced an Unpaid Bills report totaling \$155,135.60 which included the planned repayment of funds from each member county used to purchase two vehicles earlier in the year. The Request for Funds was submitted shortly after payment to the vendor and reimbursement was received the last week of May. The remaining bills totaled \$22,175.30 that was not for the repayment. There was brief discussion on a few of the bills.

Motion made by Commissioner Belgard, seconded by Commissioner Koons 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 May 29, 2020 the Transit Board had \$307,474.18 for a bank balance. Monahan noted the deposit on May 28th of \$131,286.40 which was the vehicle purchase reimbursement from MnDOT. Monahan noted that the 4th Quarter 2019 federal share had not yet been received as expected which could total over \$60,000 and combined with the lack of farebox revenue caused a cashflow analysis to be completed. The analysis showed that with regular expenses including payroll if the 2019 4th Quarter share is not received before the end of July when the 3rd Quarter MnDOT funding is due, there could be a cashflow issue towards the middle of July. Monahan suggested holding the reimbursed funds from MnDOT that were to be repaid to the counties until the funding is received to avoid any cashflow issues.

Motion made by Commissioner Koons, seconded by Commissioner Young to hold the vehicle repayment funds until adequate federal and / or state funds are received to avoid a cash flow problem. Motion passed unanimously.

Discussion regarding an update on the Office Building Construction project ensued. Monahan noted that negotiations with ISG Architects on their fee for architecture, engineering and construction administration services took place earlier in the week with himself and Commissioners Belgard and Young. ISG had found some potential efficiency in the proposed project and had different fee options. Monahan told the group at the negotiations he would inquire with MnDOT as to what, if any, modifications to the proposed project are allowed. He reported that MnDOT said no modifications are allowed and that the architect firm has to complete the tasks that are spelled out in the RFP. Monahan then reported he is working on a draft contract between the Transit Board and ISG that has to be reviewed by MnDOT before the contract can be executed with all parties signing.

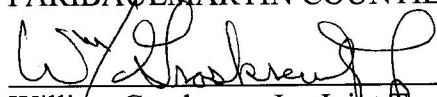
Discussion turned to the Bus Exterior Ad sales. Monahan reported that four advertising agreements are in place and installed on the sides of vehicles. He noted that he has not sent invoices for the leased spaces yet due to the pandemic causing uncertainty with vehicle usage. Invoices along with a letter to each company with an ad will be sent out explaining that while the ads were installed in March and April, the 6 or 12 month agreements will not commence until June 1st. The letter also explains that the vehicles the ads are on are in regular use now despite the pandemic with regular passenger service along with food delivery efforts.

Discussion regarding the system ridership report ensued. Monahan presented the regular charts and noted that May showed an uptick in passenger rides however it is still nowhere near ridership levels experienced before the pandemic. There was discussion on the ramifications the closing of MRCI and the changes to their operations will have on the system. Monahan said he will work with staff to build ridership back up with agreements where ever possible like Martin County Transit did before the merger. This effort will take time and may as time passes show that without MRCI a potential reduction in service is warranted. That however would be a last resort as service hours are not easy to get back once they are given up.

The next Executive Committee meeting is scheduled for Friday July 10th 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 June 23rd following the Human Services Board meeting.

With no further business to wit, a motion was made by Commissioner Belgard, seconded by Commissioner Koons to adjourn. With a unanimous vote the Board Chair adjourned the meeting at 8:55 a.m.

JOINT TRANSIT BOARD
FARIBAULT MARTIN COUNTIES


William Groskreutz Jr., Joint Transit Board Chair

ATTEST: 
Greg Young, Board Secretary

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