

Faribault-Martin County Joint Transit Board – Executive Committee  
Martin County Courthouse  
201 Lake Avenue Fairmont, MN 56031  
July 10, 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 Koons. Also present in person was Jeremy Monahan, Faribault – Martin County Transit Director. Present via teleconference was Martin County Commissioner Belgard and Melinda Estey, MnDOT Office of Transit and Active Transportation.

Board Chair asked for any changes to the agenda. Monahan noted he would like to add a short discussion regarding Transit Advisory Committee membership within New Business. Motion made by Commissioner Belgard, seconded by Commissioner Young to approve the amended agenda. Motion passed unanimously by roll call vote.

Monahan produced an Unpaid Bills report totaling \$158,336.94 which still included the planned repayment of funds from each member county used to purchase two vehicles earlier in the year. The remaining bills totaled \$25,376.64 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 by roll call vote.

Monahan produced Bank Statements for the Transit Board. It showed that as of June 30, 2020 the Transit Board had \$271,829.85 for a bank balance. Monahan noted the deposit on June 16<sup>th</sup> of \$63,415.60 which was 4<sup>th</sup> Quarter 2019 federal share that Estey worked quickly to get finalized after the cash flow discussions at June's meeting.

Discussion regarding an update on the Office Building Construction project ensued. Monahan noted that the contract agreement between the Transit Board and ISG Inc. has been executed at the end of June. The kick-off meeting was held the day prior to the meeting, July 9<sup>th</sup>, at the transit facility. ISG came with a few staff and met with Monahan and another Transit Board staff to get a sense of the location again and brought along the conceptual design to see how relevant some of the ideas from over three years ago still were. Monahan noted it was a good discussion with lots of ideas flowing from both sides. He will keep the Executive Committee updated if there is a need for another meeting with their involvement and if so if it would just be Commissioners Young and Belgard who were involved in the contract discussions with ISG. Commissioner Young asked if ISG is beholden to follow the calendar shown in the RFP or not, implying that if they are moving quicker than planned is that okay with MnDOT. Monahan said

early completion would be fine, if they fall behind on some of the significant scheduled dates there could be discussions. The calendar with the RFP is already a month behind projected simply due to delays getting the contract executed. Commissioner Groskreutz asked about a timeline for design and Monahan replied he believes the design portion was scheduled to take about six weeks to complete.

Discussion turned to a CARES Act funding update and discussion. Monahan with assistance from Estey explained that the 2020-2021 Operations Contract between the Transit Board and MnDOT had to have an amendment to accommodate using the CARES Act funding. The old contract will be split into January and February 2020, and then switch to the CARES Act contract from March 2020 to the end of February 2021, and then in March 2021 the funding will return to the original two year contract. The total dollar amounts are the same as the original 2 year contract there is just a year-long period where 100 percent of the operation costs are covered by CARES funds. Monahan and Estey described some more details and there was brief discussion regarding how it will all work. It was noted that it is a complex amendment to the operations contract but MnDOT have been working diligently to make sure that the money is distributed properly and that there will be "check-ins" between the Transit Board and MnDOT as time passes to make sure adequate but not excessive amounts of funding is dispersed. It was also noted that the Transit Board will work to ensure that the funds are spent appropriately and to a level that is necessary. Lastly it was noted that with the plan for funding distribution it does not appear that a cashflow issue will come up during this process however Monahan is waiting for the first payment in the CARES amendment to arrive before repaying the Counties for the vehicles. This payment should arrive is late July or early August.

Monahan noted that MnDOT had a teleconference meeting with the state's transit systems the day prior, July 9<sup>th</sup> and lots of good discussion occurred. It was also noted by MnDOT during that teleconference that there will be a solicitation application for capital projects for 2021. Monahan said the Transit Board is slated to be able to purchase one (1) replacement bus in 2021 and that is what he is intending to apply for. More details or board actions might be needed before the deadline at the end of August.

Discussion turned to New Business and Personnel Actions. Monahan noted that Probationary Transit Driver Michelle Tubbs' employment was terminated on June 29<sup>th</sup>. There was brief discussion regarding reasons and timing behind the termination.

Motion made by Commissioner Belgard, seconded by Commissioner Young to accept the Personnel Action terminating the employment of Michelle Tubbs. Motion passed unanimously by roll call vote.

Monahan noted this leads into the discussion regarding the Transit Advisory Committee membership. First, Commissioner Roper had appointed Michelle Tubbs as his appointee to the TAC as a Driver Representative. It was noted that Commissioner Groskreutz will inform Commissioner Roper of the personnel change. Second, it was also discussed that with MRCI's local manager being on the TAC there might need to be considerations regarding that appointment. That will be discussed further in the future. Commissioner Groskreutz asked if any TAC meetings have been held recently. Monahan replied there had not, the May meeting

was cancelled due to meeting size restrictions but he is considering trying to get a meeting going with remote access. Estey was asked if that was allowed and she replied it was. Commissioner Koons noted that a remote access meeting might actually be a better fit for the type of meeting a TAC is especially in terms of being able to get people together easily. Monahan said he will work to get a TAC meeting set up in the near future using remote access technology.

Discussion regarding the system ridership report ensued. Monahan presented the regular charts and noted that June showed another strong uptick in passenger rides but still nowhere near ridership levels experienced before the pandemic. There was again discussion on the ramifications the closing of MRCI had and the effect that will have to certain routes with Monahan saying it is possible some of the route ridership number recoveries might have plateaued with MRCI possibly not returning. Monahan also noted that the evening and weekend routes in Fairmont have been very popular in the last couple of months. This might indicate an opportunity to shift service hour resources to those time periods in the future. Service changes are not likely for at least a couple years but Monahan noted all ideas are still on the table to ensure efficient and productive transit service after the pandemic subsides.

Discussion turned to Transit Board Officers status. With the passing of Martin County Commissioner and Transit Board Vice-Chair Tom Mahoney, both the Transit Board as a whole and the Executive Committee have a vacancy. For the Full Transit Board, Martin County declaring a vacancy on their board and planning for a special election will take care of the replacing of Commissioner Mahoney on the Full Board. As for the Executive Committee, the Full Board will need to appoint a replacement at their next meeting. Martin County has appointed Commissioner Koons to replace Mahoney on the Transit Executive Committee but that would need to be formally approved by the Full Transit Board. Also if Commissioner Koons was to be appointed as the Vice-Chair will have to be decided by the Full Board so the by-laws are followed properly. Commissioner Groskreutz noted that it would not be wise to wait until the next scheduled Full Transit Board meeting in late August to conduct this business and suggested a Special Full Transit Board meeting be held at the end of July following the Human Services Board meeting. The filling of the Vice-Chair position would be the only item needed on the agenda.

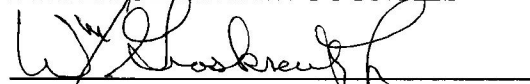
Motion made by Commissioner Young, seconded by Commissioner Belgard, to hold a Special Full Transit Board meeting to consider a replacement for the Vice-Chair vacancy on the Executive Committee. The meeting will be planned for Tuesday July 28<sup>th</sup> at 10:00 am following Human Services. Motion passed unanimously by roll call vote.

The next Executive Committee meeting was scheduled for Friday August 7th at 8:00 a.m. at the Martin County Courthouse in Fairmont. The next Full Board meeting after the Special Meeting will be held on Tuesday August 25<sup>th</sup> following the Human Services Board meeting. The start time for that meeting will be determined at one of the next meetings. Monahan noted that if the state of emergency is ended in mid-July that he understands from statements made by the Martin County Attorney, that the Board Chair or Board Legal Counsel has the discretion on whether to continue having remote access as an option for Board meeting attendance. There was brief discussion on this topic and Monahan was directed to see if MCIT had an opinion on the matter they could give us. Commissioner Groskreutz noted it is likely that remote access will still be

desired as an option, but it is more pertinent to hold the meetings in accordance with all applicable statutes.

With no further business to wit, a motion was made by Commissioner Belgard, seconded by Commissioner Young to adjourn. With a unanimous roll call vote the Board Chair adjourned the meeting at 8:57 a.m.

JOINT TRANSIT BOARD  
FARIBAULT MARTIN COUNTIES



William Groskreutz Jr., Joint Transit Board Chair

ATTEST:  \_\_\_\_\_  
Greg Young, Board Secretary