

Faribault-Martin County Joint Transit Board  
Martin County Courthouse  
201 Lake Avenue  
Fairmont, MN 56031  
Tuesday October 27, 2020 9:30 a.m.

The meeting was called to order at 10:05 a.m. by Board Chairman Bill Groskreutz. This meeting was held with teleconference attendance capabilities under Minnesota Statute 13D.021 which allows for teleconference meetings 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 Roper. Participating Board Members via internet teleconference were Martin County Commissioners Belgard, Koons, Smith, and Flohrs and Faribault County Commissioner Young. Also present via teleconference was Melinda Estey, MnDOT. Also present in person was Jeremy Monahan, Faribault – Martin County Transit Director.

Commissioner Groskreutz asked if there were any additions to the agenda. There were none. Motion made by Commissioner Flohrs, seconded by Commissioner Belgard to approve the agenda. Motion passed unanimously by roll call vote.

A motion was made by Commissioner Roper, seconded by Commissioner Koons to approve the meeting minutes for the August 25, 2020 Full Board meeting. Motion passed unanimously by roll call vote.

A motion was made by Commissioner Belgard, seconded by Commissioner Young to approve the meeting minutes for the September 10, 2020 Executive Committee meeting. Motion passed unanimously by roll call vote.

A motion was made by Commissioner Belgard, seconded by Commissioner Koons to approve the meeting minutes for the October 9, 2020 Executive Committee meeting. Motion passed unanimously by roll call vote.

Discussion turned to the Facility Construction project. Monahan reported that ISG Inc. has completed the 60 percent plan set and discussed the plans at the October Executive Committee meeting. Details are being worked on with Monahan and the team at ISG as they progress towards completed plans. The schedule is still to solicit for construction bids in November and begin construction in mid-December. Monahan noted that the cashflow assistance discussed previously from member counties has not yet been needed but as construction starts and larger bills are received it might become necessary to approach the counties for their promised up-front cash for the project. Once the 80 percent reimbursement is received the counties will be paid back that amount and bear the burden of 20 percent of the construction costs at the agreed upon proportion of 62 percent for Martin County and 38 percent for Faribault County.

Discussion turned to New Business regarding the consideration of a resolution approving Transit Board staff to complete Electronic Funds Transfers. Monahan reported that in previous audits

this resolution had been found to be missing. One was passed in 2018 and this one would renew the authorization through 2021. A motion was made by Commissioner Roper, seconded by Commissioner Belgard to waive the reading of the resolution. Motion passed unanimously by roll call vote. The following is the resolution:

**RESOLUTION AUTHORIZING FARIBAULT - MARTIN COUNTY TRANSIT BOARD  
TRANSIT DIRECTOR TO MAKE ELECTRONIC FUNDS TRANSFERS  
FOR YEAR 2020 -2021**

**WHEREAS**, Minnesota Statute 471.38 Subdivision 3 allows a local government to make an electronic funds transfer (EFT) for the following:

- (1) for a claim for a payment from an imprest payroll bank account or investment of excess money;
- (2) for a payment of tax or aid anticipation certificates;
- (3) for a payment of contributions to pension or retirement fund;
- (4) for vendor payments; and
- (5) for payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

**WHEREAS**, Minnesota Statute 471.38 Subdivision 3a authorizes electronic funds transfer to only those local governments that have enacted policy controls.

**WHEREAS**, Minnesota Statute 385.071 allows local government units to use EFT for all expenditures, including payroll processing.  
**NOW, THEREFORE, BE IT RESOLVED**, that the Transit Director of the Faribault-Martin County Transit Board is authorized to make electronic funds transfer per Minnesota Statute 471.38 Subdivision 3.

**BE IT FURTHER RESOLVED**, that the authority to make electronic funds transfer is further extended to include the payroll office staff in the Office of the Transit Director under the supervision of the Transit Director as necessary to initiate and complete electronic funds transfers to pay expenditures of and for the Faribault – Martin County Transit Board.

**BE IT FURTHER RESOLVED**, that as part of the policy control procedures, a list of all claims paid, which includes electronic funds transfers, be presented to the Transit Board Executive Committee and the Full Transit Board at their next regularly scheduled meetings.

**BE IT FINALLY RESOLVED**, upon a motion by **Commissioner Flohrs**, and seconded by **Commissioner Belgard**, and **PASSED** with 7 ayes and 0 nays.

Said Resolution was adopted this 27<sup>th</sup> day of October, 2020.

Discussion turned to a report on the Financial Position of the Transit Board. Monahan showed that the outstanding loan amounts from the last analysis remained the same because there was no revenue shortfall in 2019 that had to be covered by the counties. In fact there was a revenue surplus of almost \$79,000 which was added to the almost depleted transit reserve account which at the end of 2019 now stands at \$81,174. There has been some use of that fund in 2020 for the purchase of the used bus this spring from the Minneapolis American Indian Center but most of that purchase price was covered from the insurance settlement for the damaged Bus 14 located in Faribault County. Monahan noted that the 2017 overpayment from MnDOT totaling just under \$135,000 was repaid in October 2019. Monahan also noted that in 2018 MnDOT underpaid the transit system approximately \$55,000 and those repayments typically take 18 months to be completed, which means it could be repaid soon. However many tasks have experienced delays in 2020 due to the pandemic so it is not assured when the repayment will be made. For 2019 it looks like the transit system was overpaid again but only by about \$4,800 which will have to be repaid likely in late 2021. Monahan noted that with the current cashflow situation consideration could be given to repayment of Faribault Counties remaining loan balance from 2015 and 2017 of approximately \$42,000 which would then have each county's balance be at \$30,000 owed. Discussion and sentiment was that once the \$55,000 underpayment from MnDOT in 2018 is received consideration should be given to that repayment. There was also discussion regarding the need to then return to the counties for cashflow requests for the construction project. Regardless no action will be taken on a repayment until the 2018 underpayment is received.

Discussion turned to the Ridership Report. Monahan noted the ridership report continues to show an increase in ridership. The routes in the evening and weekends in Fairmont continue to be very successful and efficient. It is not known if the ridership recovery is plateauing yet or not. It is also not known how much the ridership patterns are affected by the fare free policy in place. Travel patterns of some riders might change once fares are collected again. It was noted that a new Federal stimulus bill might have additional funding for transit but it is not yet known how much or the parameters of the funds that will be available. Consideration of reinstating fares will be discussed at the December Full Board meeting. Fares could then begin to be collected starting in February 2021 after a 30 day public notification period.

Discussion regarding the bill payment report ensued. There was brief discussion and clarification on some of the bills and vendors.

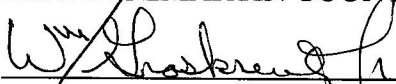
The next Executive Committee meeting is scheduled for Friday November 6<sup>th</sup> at 8:00 a.m. at the Martin County Courthouse in Fairmont with the potential for teleconference attendance. The next Full Transit Board meeting date is scheduled for to take place in December but the date, time, and meeting format will likely be determined at the November Executive Committee meeting.

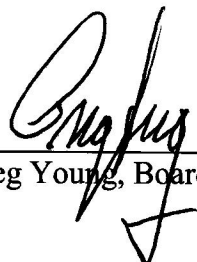
Discussion turned to Special Business. Per Minnesota Statute 13D.05 Sub, 3 this section of the meeting is closed to the public for the completion of the annual performance evaluation of the Transit Director. A motion was made by Commissioner Belgard, seconded by Commissioner Koons to move the meeting into closed session at 10:40 am. Motion passed unanimously by roll call vote.

A motion was made by Commissioner Belgard, seconded by Commissioner Flohrs to end the closed meeting at 11:00 am. Motion passed.

With no further business to wit, a motion was made by Commissioner Belgard, seconded by Commissioner Roper to adjourn and the Board Chair adjourned the meeting at 11:00 a.m.

JOINT TRANSIT BOARD  
FARIBAULT MARTIN COUNTIES

  
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William Groskreutz Jr., Joint Transit Board Chair

ATTEST:   
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Greg Young, Board Secretary