

Faribault-Martin County Joint Transit Board – Executive Committee  
Martin County Courthouse  
201 Lake Avenue Fairmont, MN 56031  
November 6, 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 Groskreutz and Martin County Commissioner Belgard. Attending in place of Faribault County Commissioner Young was Commissioner Roper. Present via teleconference was Martin County Commissioner Koons and Melinda Estey, MnDOT. Also present in person was Jeremy Monahan, Faribault – Martin County Transit Director.

Board Chair asked for any changes to the agenda. There were none. Motion made by Commissioner Belgard, seconded by Commissioner Roper to approve the agenda as presented. Motion passed unanimously by roll call vote.

Monahan produced an Unpaid Bills report totaling \$23,054.38 and noted that with the meeting being held earlier in the month he expects more regular and recurring bills to arrive in the coming week. There was a 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 October 30, 2020 the Transit Board had \$370,885.19 for a bank balance. Monahan noted the Quarter 4 2020 CARES payment from the State totaling \$214,271.00 had been deposited on October 22<sup>nd</sup>. The Quarter 3 CARES Federal share will be submitted by Monahan and Estey once the expenditures have been totaled and reviewed by MnDOT. That money should arrive in late November or early December.

Discussion turned to the 2021 Vehicle purchase application. In August the Full Board approved applying to purchase two replacement vehicles in 2021 however it was unknown at that time how many, if any, vehicle purchases would be approved. Monahan reported that on Tuesday November 3<sup>rd</sup> he received an email from MnDOT stating that funding will be made available for up to seven (7) vehicle replacements in 2021 due to the age, mileage, and maintenance costs of a bulk of the fleet. The Transit Board or member counties would be responsible for 10 percent of the estimated \$95,000 purchase price per vehicle for six (6) of the vehicles and one (1) vehicle would be funded by State and Federal funds without any local share required. Monahan noted that the deadline to respond to this opportunity was a short time frame, due by Monday November 9<sup>th</sup> so if it is desired to move ahead with modifying the application to purchase all

seven vehicles, it would have to be done without consulting the Full Transit Board. There was discussion about the pros and cons of purchasing so many vehicles at once and then what would happen once five years from now many of them needed replacing and it would likely not be possible to replace that many at once again. There was discussion about the amount of up-front cash that would be needed to purchase all the vehicles at once that would likely need to come from the counties until the state reimburses the 90 percent. It was noted that it is possible that some of the local share could be funded with the Transit Reserve fund which after 2019 was sitting above \$80,000. It was also noted that the financial situation for the next few years is fairly foggy for the state in terms of their ability to have funds for these types of purchases. It was also noted that the vehicles that are eligible for replacement under this proposal will likely be another 18 months older until these purchases are made and received. Estey was questioned if these funds were available for certain or if it would be possible they could go away with the current financial situation. Estey stated that the money for these vehicles will be available as it has already been encumbered.

After discussion a motion was made by Commissioner Belgard, seconded by Commissioner Roper, to modify the application for vehicle purchases in 2021 to pursue all seven (7) vehicles provided that MnDOT's share of 90 percent is available as projected. Motion passed unanimously by roll call vote.

Discussion turned to the Facility Construction update. Monahan reported that ISG has completed the 100 percent of their designs and are ready for solicitation for construction proposals. Monahan and ISG have worked with MnDOT to ensure that the bid packet had all the necessary information in it and MnDOT gave their approval. Monahan noted that it would be wise to have the Executive Committee, who was given authority to make decisions regarding the Facility Construction project, give their own approval to proceed with solicitation.

Motion made by Commissioner Roper, seconded by Commissioner Belgard to approve ISG proceeding with the solicitation for bids for the Facility Construction project. Motion passed unanimously by roll call vote.

Discussion turned to a proposed amendment to the Paid Administrative Leave (PAL) Policy that would allow for recalculation of weekly hour amounts for staff. Since the implementation of the PAL policy a few staff members have had their regular weekly hours either increased or decreased. This proposed amendment would allow for recalculating weekly hours based on average hours worked in September. It also allows for discretion if there was something anomalous in a staff member's weekly hours in September to establish expected hours per week. Lastly the policy allows for occasional recalculation of weekly hours in the future if the policy is extended past December 2020 when it is currently set to end. There will be consideration of extending the policy at the December Full Board meeting. The policy amendment reads as follows:

**Proposed Personnel Policy Amendment 2020-02A**  
**CARES Act Paid Administrative Leave Policy – Weekly Hour Calculation Amendment**

The Prairie Lakes Transit Board implemented a Paid Administrative Leave (PAL) Policy for its employees in May 2020 and extended the policy in August 2020 through at least December 2020. The average weekly hours that were used to come from implementation of the Family First Coronavirus Response Act (FFCRA) in March of 2020 and transferred to be used for the PAL policy.

Since the calculation of these average weekly hours completed in March of 2020 a number of employees have had their regular and expected weekly hours change. Some employees are working more hours per week than they were in March and some are or are expected to work less than they were in March. Because of this there is a need to recalculate each employees regular or expected weekly hours for the PAL policy.

It is proposed that the average hours worked during September 2020 be used to recalculate each employee's weekly hours. Similar to the FFCRA calculations, if there was an anomaly in an employee's weekly hours during the calculation period (September) such as a leave due to illness or time off their regularly expected hours per week will be used. This will come into effect for the payroll period ending November 7, 2020 which will be paid on November 13, 2020 and last through December 31, 2020. During the December Full Transit Board meeting, consideration of extending the PAL policy will take place. If the policy is extended past December 2020 it is proposed that a similar recalculation be done using December's hours worked for each employee again taking into consideration any weekly anomalies. The recalculation will be done every three (3) months hereafter until the policy is terminated.

Adopted November 6, 2020 by the Faribault – Martin County Executive Committee

After discussion a motion was made by Commissioner Belgard, seconded by Commissioner Koons to approve adoption of this amendment to the PAL policy. Motion passed unanimously by roll call vote.

Discussion turned to Personnel Actions. Monahan asked that Transit Driver Jeff Huston be moved from Indeterminate Leave to Active Probationary Transit Driver. Monahan asked that Transit Driver Crystal Gruber's resignation be accepted.

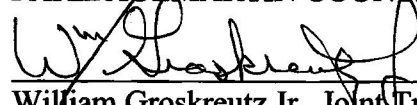
Motion made by Commissioner Koons, seconded by Commissioner Belgard to approve both Personnel Actions as presented. Motion passed unanimously by roll call vote.

Discussion regarding the system ridership report ensued. Monahan noted October is historically a very high ridership month but that trend was not realized in 2020. Rather the numbers were fairly consistent with September 2020 indicating a possible plateauing of ridership recovery. It was noted that when fare collection resumes ridership patterns might be altered again, possibly considerably.

A motion was made by Commissioner Belgard, seconded by Commissioner Roper to schedule the next Executive Committee meeting for Thursday December 10th at 8:00 a.m. at the Martin County Courthouse in Fairmont. The next Full Board meeting will be held on Tuesday December 22<sup>nd</sup> following the Human Services Board meeting with an advertised start time of 9:30 am. Motion passed unanimously by roll call vote.

With no further business to wit, a motion was made by Commissioner Belgard, seconded by Commissioner Koons to adjourn. The Board Chair adjourned the meeting at 8:45 a.m.

JOINT TRANSIT BOARD  
FARIBAULT/MARTIN COUNTIES

  
William Groskreutz Jr., Joint Transit Board Chair

ATTEST:   
Greg Young, Board Secretary