

Faribault-Martin County Joint Transit Board – Executive Committee
Martin County Courthouse
201 Lake Avenue Fairmont, MN 56031
December 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. Present via teleconference was Martin County Commissioner Belgard 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. Monahan had added two sections regarding a Paid Administration Leave and Fare Collection Policy discussion along with a discussion for the Draft Procurement Policy. Motion made by Commissioner Young, seconded by Commissioner Koons to approve the amended agenda. Motion passed unanimously by roll call vote.

Monahan produced an Unpaid Bills report totaling \$57,206.84 noting that a large portion is for the Architecture and Engineering services from ISG. It was also noted that more regular and recurring bills are expected to arrive in the coming weeks. There was a brief discussion on a few of the bills.

Motion made by Commissioner Belgard, 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 by roll call vote.

Monahan produced Bank Statements for the Transit Board. It showed that as of November 30, 2020 the Transit Board had \$532,325.18 for a bank balance. Monahan noted the Quarter 3 2020 CARES reimbursement from the Federal share totaling \$255,094.32 had been deposited on November 25th. There was no action required this was for information purposes only.

Discussion turned to Old Business and the Facility Construction Project. Bids were unsealed on December 1st with Monahan at the Martin County Courthouse and Commissioner Belgard, ISG staff, and several contractors participating via teleconference. APX Construction Group from Mankato was the low Base Bid of \$231,700 with three alternative additions also bid on. ISG was going to connect with APX Construction to discuss the alternates and their plans. There was discussion regarding what the alternatives consisted of which Monahan was not fully aware yet. It was decided that Monahan should get a description of the three alternatives from ISG and tentatively plan for the Executive Committee to meet again on Thursday December 17th at 8:00 am to discuss potential selection of an alternative and keeping the process moving forward with ISG and APX.

Discussion turned to the Paid Administrative Leave (PAL) and Fare Collection Suspension policies. Monahan noted that both policies were extended in August to last through December 2020 and the Full Board would determine any extensions or termination of the policies at their December meeting. Monahan also stated he had learned within the past day that MnDOT is planning to continue the 0 percent local share past the February 28, 2021 completion date of the amended contract to December 31, 2021. Essentially the State, regardless of any additional Federal aid package, is able to allow all transit systems to maintain 100 percent reimbursement for operations.

Monahan started with the Fare Collection policy stating that he had planned to recommend ending the policy to the Full Board at their December meeting. It was meant as a safety precaution but the detriments to operations are outweighing the benefits of not collecting fares. Also, it was always thought that 100 percent reimbursement would end at the end of February 2021 and that fares would be needed to earn the 15 percent local share. Despite the recent news that operations will still be covered, Monahan is still recommending that the fare collection suspension policy be stopped based on discussions with operations staff, dispatchers, and drivers stating there is a certain level of abuse occurring which needs to be reined in. Monahan also noted that whenever the decision is made by the Full Board to reinstate fare collection, a months' notice is required. If the Full Board voted to restore fares at their December meeting, February 1, 2021 would be the most logical date to being fare collection again.

Motion made by Commissioner Koons, seconded by Commissioner Young, to recommend to the Full Board that reinstatement of fare collection begins on February 1, 2021. Motion passed unanimously by roll call vote.

Monahan moved to the PAL policy which allows wages to be paid to staff that have their hours reduced due to low demand or who have to miss work for an extended time for medical reasons due to COVID 19 or doctor's recommendations. This policy was put in place and used sparsely for reduced hours, but has been very helpful for staff that has been quarantined due to exposure or due to a positive test result. Monahan would like to extend the PAL policy as it is a gesture to staff showing how valued they are and it is covered 100 percent with the CARES funding. Ideally it could still be extended in increments through 2021 now that MnDOT has agreed to fund 100 percent of operations. Estey noted that while the CARES Act allowed for PAL policies, it is not yet known if the MnDOT policy from March 2021 to December 2021 will also be able to do that. Monahan noted that since the policy is slated to expire on December 31, 2020 the Full Board could extend it through February 2021, when it is known that CARE Act fund will still cover the PAL and then revisit the policy at their February Full Board meeting to determine if the policy can be extended based on MnDOT's guidelines with their extension.

Motion made by Commissioner Koons, seconded by Commissioner Young, to recommend to the Full Board that the PAL policy be extended through February 2021 when it can be revisited to determine if an extension past that is possible or desired. Motion passed unanimously by roll call vote.

Discussion turned to the Draft Procurement Policy. In August Monahan presented the Executive Committee a Draft Procurement Policy to see if they would recommend it to the Full Board for

adoption. MnDOT had reviewed the policy and was fine with it provided that the member county's Auditor / Treasurers reviewed it and did not see any conflicts with county procurement policies. The Executive Committee asked Monahan to check with the county Auditor / Treasurers before moving the policy forward to the Full Board. The policies were sent to each county but no responses were received, which was likely due to the amount of work each Auditor / Treasurer had with primary and general elections along with their own CARES Act funds disbursement.

Monahan had made contact with Amy Thomas from the Office of State Auditor who said that due to the amount of Federal funds received in 2020 due to the CARES Act, a single audit would be required for 2020 for the Transit Board. One of the requirements for a single audit is that an institution has adopted a Procurement Policy and Thomas recommended with the situation that the Full Board still consider adopting the Draft policy in December 2020 with the assumption that if either county Auditor / Treasurer finds issue with the policy it can be amended in the future.

Motion made by Commissioner Young, seconded by Commissioner Koons to recommend to the Full Board that they adopt the Draft Procurement Policy with the stipulation that if either county Auditor / Treasurer find issues with the policy in the future, appropriate amendments will be considered. Motion passed unanimously by roll call vote.

Discussion turned to New Business and consideration of a Trip Reservation Policy. Monahan reported that some riders stated issues with the practice of having round-trip return trips not be scheduled in advance but rather when the person is ready to return they call dispatch. This is especially needed for shopping and medical trips which often have varying lengths and end times and scheduled return trips have proven to have a lot of no-shows and lead to inefficient operations. The draft policy presented did not have the correct language to adopt as a written policy with concerns coming from commissioners and from Estey. Monahan noted he could rework the draft policy and work with Estey to ensure it is written appropriately.

Discussion turned to the Draft Disaster Recovery Plan. Monahan presented a plan that would need to be adopted by the Full Board. By completing the Disaster Recovery Plan, one of the outstanding findings from the yearly audit will be satisfied. Monahan noted that he is still refining the other policies that need to be adopted to satisfy other findings.

Motion made by Commissioner Young, seconded by Commissioner Koons to recommend to the Full Board that the Draft Disaster Recovery Plan be adopted. Motion passed unanimously by roll call vote.

Discussion turned to Annual Wage adjustment considerations. Monahan presented the Martin County Grade and Step matrix which was agreed to be used for full-time staff Monahan and Struck. It was also noted that any Cost of Living Adjustment for Transit Board staff would be an average of both counties annual COLA. Martin County is expected to adopt a 2.5 percent COLA and Faribault County is expected to adopt a 3.0 percent COLA for 2021 leaving an average of a 2.75 percent COLA for Transit Board staff.

After discussion a motion was made by Commissioner Young, seconded by Commissioner Koons to recommend the Full Board have Monahan increase to Step 3 on Grade 17 with a 2.75 percent COLA for \$37.36 per hour and Struck increase to Step 3 on Grade 10 with a 2.75 percent COLA for \$21.95 per hour. Motion passed unanimously by roll call vote.

Motion made by Commissioner Belgard, seconded by Commissioner Young to recommend to the Full Board that all part-time staff, including Probationary Staff, receive a 2.75 increase in wages for 2021. Motion passed unanimously by roll call vote.

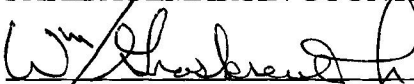
Discussion turned to Personnel Actions. Monahan asked that Transit Driver Scott Weig be moved from Indeterminate Leave to Active Probationary Transit Driver and that Transit Driver William Gonnsen be moved to Indeterminate Leave after a request by Gonnsen. Motion made by Commissioner Koons, seconded 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 that he had not had the numbers very long to analyze but that November historically has a decline from previous months and this November was not an exception. There was some discussion regarding ridership patterns.

The next Executive Committee was scheduled for Friday January 8th at 8:00 am. Commissioner Groskreutz noted that December's Full Board will consider 2021 Board Officers. The next Full Board meeting will be held on Tuesday December 22nd 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 9:45 a.m.

JOINT TRANSIT BOARD
FARIBAULT MARTIN COUNTIES


William Groskreutz Jr., Joint Transit Board Chair

ATTEST: 
Greg Young, Board Secretary