

Faribault-Martin County Joint Transit Board – Executive Committee
Martin County Courthouse
201 Lake Avenue Fairmont, MN 56031
January 8, 2021

The meeting was called to order at 8:00 a.m. by Board Chairman Elliot Belgard. 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 Young and Martin County Commissioner Belgard. Present via teleconference was Martin County Commissioner Koons and Faribault County Commissioner Groskreutz. Also present via teleconference was 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 Koons, seconded by Commissioner Young to approve the agenda. Motion passed unanimously by roll call vote.

Monahan produced an Unpaid Bills report totaling \$29,426.71 and noted that one of the bills was not for operations but rather for the architecture services from ISG. It was also noted that more regular and recurring bills, including the 2021 MCIT premiums for coverage, are expected to arrive in the coming weeks. There was a brief discussion on a few of the bills.

Motion made by Commissioner Young, seconded by Commissioner Groskreutz 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 December 31, 2020 the Transit Board had \$411,283.34 for a bank balance. Monahan noted that no money other than the Interest Dividend was deposited on in December. There was no action required this was for information purposes only.

Discussion turned to Old Business and the Facility Construction Project. Monahan reported that ISG has developed a contract between the low bidder APX Construction and the Transit Board. It is in review by MnDOT and when they give their approval Monahan stated it was his intention to sign the contract on behalf of the Transit Board as the resolution for the project allowed for that. It was noted that APX wants to get started as soon as possible after the contract is executed.

Discussion turned to the 2020 Vehicle Purchase contract. Monahan noted this contract had many delays, evident by it not even being complete in 2020, but it has arrived. Monahan noted a few issues with the contract that MnDOT staff is working on correcting but then he intends to sign the contract as soon as those issues are corrected. It was noted that shopping for vehicles is not expected to be allowed until at least March of 2021 due to the State working out the details of

their contract with the vehicle vendors. The 2020 contract also included the Class 200 accessible mini-van purchase that the Transit Board was awarded. This is purchased separately from the regular replacement cutaway buses. Monahan reported and Estey confirmed that the 2021 Vehicle Purchase contract is expected to arrive in late spring or early summer. So there will be a lot of vehicle shopping this year.

Discussion turned to the Round Trip Reservation Policy that had been proposed by Monahan in December. Monahan and Estey had discussions after the December Executive Committee meeting and from that conversation Monahan drafted a new policy that would need to be approved by the Full Board in February. The policy allows for return trip reservations to be made but they are discouraged. If a reservation is made and the rider is not ready, it will be counted as a no-show. Current guidelines allow for suspension of riding privileges and possibly collection of fares for perpetual no show riders.

Motion made by Commissioner Groskreutz, seconded by Commissioner Koons to recommend the Full Board approve the proposed new policy and adjustments to current policies in regards to reservations and no-show protocols. Motion passed unanimously by roll call vote.

Discussion turned to New Business and proposed Personnel Actions. Monahan asked that Transit Driver Barbara Freeman-Caven be placed on Indeterminate Leave and that Probationary Transit Driver Susan Grefe be removed from probationary status effective January 3rd which will also increase her wage to the regular Transit Driver wages for 2021. Motion made by Commissioner Koons, seconded by Commissioner Groskreutz to approve both Personnel Actions as presented. Motion passed unanimously by roll call vote.

Discussion regarding the system ridership report ensued. Monahan noted that there was an increase in December from November which is not typical. However the 2020 yearly totals were now known and it showed that ridership fell almost 30 percent for the system compared to 2019 amounts. The decrease is obviously attributed to the COVID-19 pandemic and the closing or suspension of operations of many facilities that the transit system served. Monahan noted that a 30 percent drop is much better than many other systems he had heard of but that was of small consolation. Efforts will be made to continue to recover the ridership in 2021 as the pandemic hopefully fades.

The next Executive Committee was scheduled for Friday February 5th at 8:00 am. The next Full Board meeting will be held on Wednesday February 17th following the Human Services Board meeting with an advertised start time of 9:30 am.

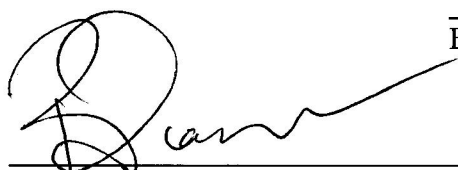
With no further business to wit, a motion was made by Commissioner Young, seconded by Commissioner Koons to adjourn. The Board Chair adjourned the meeting at 8:45 a.m.

JOINT TRANSIT BOARD
FARIBAULMARTIN COUNTIES



Elliot Belgard, Joint Transit Board Chair

ATTEST:



Richard Koons, Board Secretary