

Faribault-Martin County Joint Transit Board – Executive Committee  
Martin County Courthouse  
201 Lake Avenue Fairmont, MN 56031  
April 9, 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 Executive Committee members present in person were: Faribault County Commissioner Groskreutz and Martin County Commissioners Belgard and Forshee. Faribault County Commissioner Roper was in attendance in place of Commissioner Young who was missing. Nobody joined via teleconference. 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 Groskreutz, seconded by Commissioner Forshee to approve the agenda. Motion passed unanimously.

Monahan produced an Unpaid Bills report totaling \$161,347.25 and noted that more regular and recurring bills are expected to arrive in the coming weeks. Monahan noted that over \$122,000 of this month's bills were for the construction project which will be reimbursed at 80 percent from the State after payment is made. There was a brief discussion on a few other bills.

Motion made by Commissioner Groskreutz, seconded by Commissioner Roper 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.

Monahan produced a Bank Statement for the Transit Board. It showed that as of March 31, 2021 the Transit Board had \$591,155.58 for a bank balance. Monahan noted there were no major deposits or expenditures in March but rather they are getting back into the swing of weekly farebox revenue deposits. There was no action required this was for information purposes only.

Discussion turned to Old Business and the Facility Construction Project. Monahan reported a good amount of progress on the construction of the new areas have been completed and presented a few pictures taken by the contractor. He noted that there has been an issue with having the data and phone access for the new offices hooked up as apparently that was not part of the architects design. Monahan had been working with the architect, contractor, electrician, and Martin County IT department to develop a plan so the new offices have data and phone access before staff is moved into them. He noted this is going to be an additional cost, some of which he should be able to pay for with operational contract money. It was noted that it is unfortunate this was missed but the problem had to be resolved.

After discussion a motion was made by Commissioner Groskreutz, seconded by Commissioner Forshee to authorize Monahan to work towards resolving the data and phone access issue with the new construction and authorize spending up to \$5,000 for labor and \$5,000 for hardware that would be needed to accomplish this task. Motion passed unanimously.

Discussion turned to an update on the 2020-2021 Operations Contract. Monahan noted that another amendment had been executed which extends the 0 percent local share to the end of 2021. However Monahan tried to explain that there is still an expectation of local revenue through the contract and that amount is reduced from the overall amount that would be able to be reimbursed. Monahan noted it is confusing but with being so under budget in 2020 he believes the Transit Board will be able to handle the level of expected revenue for the remainder of 2021 with our expected expenditures. Monahan noted more of a concern would be receiving an overpayment from the State which would have to be repaid in time so he will be working with MnDOT towards the end of 2021 to ensure that enough money is disbursed to ensure no cashflow issues, but not anymore than is needed based on expected expenditures. With limited time to complete the meeting the topic was closed.

Discussion turned to the Paid Administrative Leave Policy in place for the Transit Board employees through April of 2021. The Full Board will need to decide if it is desired to extend or stop the policy at their April Full Board meeting. Monahan noted that hour reductions are not as common as they were when the policy was put in place. However the policy is still a very good safety net for staff that might have to be subject to quarantine for multiple days due to exposure or contracting the virus. Monahan said the policy could be amended to only focus on COVID related absences but it would be easier to just keep the current policy in place and extend it if desired. It was noted that the Counties have been doing similar longer term extensions to similar policies for 2021 and it would be wise for the Transit Board to do the same.

After discussion a motion was made by Commissioner Forshee, seconded by Commissioner Roper to recommend to the Full Transit Board that the Paid Administrative Leave Policy be extended through October 2021 when it can be reevaluated for potential extension. Motion passed unanimously.

Discussion turned to New Business and the 2022 Operations Contract application. Monahan reported that MnDOT has decided that for 2022 they would return to a one-year operations contract instead of the two-year contracts executed for 2020 and 2021. This is due to a number of uncertainties but also because MnDOT proposed offering to extend a 0 percent local share for the 2022 operations contract time period. Monahan noted that in a statewide discussion a point was made that if there as a smaller local share, such as 5 percent like in 2019, the system's might be able to build back up their Reserve Accounts. Otherwise a 0 percent local share will just reduce any fare revenue from expenditures and that amount is what will be reimbursed. No fare money would be able to be used to build the financial reserves. MnDOT is still considering all options so more to come on that.

Monahan also noted that for 2022 he would like to explore possibilities of increasing wages for part-time staff to more fair market value, similar to how full-time staff was completed in 2020. It was noted that Martin County had retained a human resources consultant again to do

maintenance on their wage structure and to consult with Martin County HR regarding having the positions placed on the Grade scale for a proposed wage assignment. Monahan said the increase in wages would likely help out the dire recruitment situation they are currently in and are projected to be much worse with upcoming retirements. Monahan said he will reach out to Martin County HR and work will begin on that process. The 2022 budget contract application is due likely at the end of July so unless a July Board meeting is called, the budget needs to be completed and considered for approval by the Full Board in mid-June.

Discussion turned to the Revised Procurement Policy Manual. Monahan noted that at the beginning of 2021 MnDOT changed their maximum thresholds for Micro Purchases and Small Purchases and would like to update the Transit Board's Policy to match those dollar amounts.

After discussion a motion was made by Commissioner Groskreutz, seconded by Commissioner Roper to recommend to the Full Board that the proposed changes to the Procurement Policy Manual are adopted. Motion passed unanimously.

Discussion turned to Personnel Actions. Monahan reported they had not been able to hire a new Transit Dispatcher yet. An offer was made to a candidate but they did not return subsequent phone calls. Work on that position being filled is ongoing. Monahan did wish to take Transit Driver Jerald Mosloski off probation and offer probationary Transit Driver positions to Milo Stumbo, Tiffanie Waldee, and Terry O'Conner. He noted Waldee and O'Conner have yet to complete some required prerequisites to hiring but Stumbo is in training now.

Motion made by Commissioner Forshee, seconded by Commissioner Groskreutz to approve the proposed personnel actions as described. Motion passed unanimously.

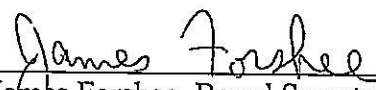
Discussion regarding the system ridership report ensued. Monahan noted that there was an increase from February to March but not nearly what it is historically and the March numbers overall were one of the lowest yet for the system. Due to time constraints the ridership report was not discussed in much detail. Monahan did note that as part of the 2022 budget planning he will be analyzing route ridership amounts to see if shifting of service hours would be prudent or possible.

The next Executive Committee was scheduled for Friday May 7<sup>th</sup> but Monahan requested it be moved to Wednesday May 5<sup>th</sup> at 8:00 am due to a commitment he has on the 7<sup>th</sup>. The Executive Committee group agreed and the change was planned. The next Full Board meeting will be held on Wednesday April 21<sup>st</sup> at 10:30 am following the Human Services Board meeting. The June Executive Committee meeting was scheduled for Friday June 4<sup>th</sup> at 8:00 am and the Full Board meeting for June was tentatively planned for June 16<sup>th</sup> following Human Services. Monahan asked for the July Human Services meeting date in case it would be necessary to have a July Full Board meeting due to the 2022 Operations budget proposal being considered and it was noted that is scheduled for July 21<sup>st</sup>.

With no further business to wit, the Board Chair adjourned the meeting at 9:03 a.m.

JOINT TRANSIT BOARD  
FARIBAULMARTIN COUNTIES

  
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Elliot Belgard, Joint Transit Board Chair

ATTEST:   
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James Forshee, Board Secretary