

Faribault-Martin County Joint Transit Board
Martin County Courthouse
201 Lake Avenue
Fairmont, MN 56031
Wednesday April 21, 2021 10:30 a.m.

The meeting was called to order at 10:30 a.m. by Board Chairman Elliot Belgard. 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 Commissioners Groskreutz, Roper, and Young. Participating Board Members via internet teleconference were Martin County Commissioners Belgard, Smith, Forshee, Koons, and Flohrs and Faribault County Commissioners Loveall and Anderson. Also present in person was Jeremy Monahan, Faribault – Martin County Transit Director.

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

A motion was made by Commissioner Groskreutz, seconded by Commissioner Young to approve the meeting minutes for the February 17, 2021 Full Board meeting, March 5 and April 9, 2021 Executive Committee meetings. Motion passed unanimously by roll call vote.

Discussion turned to the Facility Construction project. Monahan reported that the project has made a lot of progress since the February board meeting. The new sections are almost completely finished with paint, carpeting and electricity completed. Work is progressing on data and telephone access in the new area. This was not addressed sufficiently in the final designs so we are working with the design and construction team along with help from the Martin County IT department to complete the necessary steps for these services to be in place before staff is moved into the new offices. Once the move is complete work on the existing rooms will be completed. Between the data and telephone issues along with material delivery delays the project will not likely be completed until late May at the earliest.

Discussion turned to the Paid Administrative Leave (PAL) Policy. Monahan noted at the February Full Board meeting the policy was extended through April 2021 when it would be reconsidered at the April Full Board meeting. At their April meeting the Executive Committee discussed the policy and the benefits of an extension along with noting that member counties have put in place similar wage protection measures for staff. At the April Executive Committee meeting a motion was passed unanimously recommending the Full Board extend the PAL policy through October 2021 at which time it can be considered again for extension.

Motion made by Commissioner Koons, seconded by Commissioner Roper, to follow the Executive Committee's recommendation of extending the Paid Administrative Leave Policy through October 2021 and revisiting the topic at the October Full Board meeting to consider any potential extension. Motion passed unanimously via roll call vote.

Discussion turned to New Business regarding the appointment of Martin County Commissioner Forshee replacing Commissioner Koons on the Transit Executive Committee. In March the Martin County Board of Commissioners assigned Commissioner Forshee to the Transit Executive Committee board replacing Commissioner Koons in an effort to spread out their committee assignments evenly once Forshee took office. Commissioner Forshee has been attending Executive Committee meetings since March. The Full Board would need to formally approve this appointment of Commissioner Forshee to serve as Transit Board Secretary for the remainder of Commissioner Koons' appointed term which lasts through 2021.

Motion made by Commissioner Groskreutz, seconded by Commissioner Young to accept the appointment of Martin County Commissioner Forshee to the position of Transit Board Secretary replacing Commissioner Koons' for his term ending December 31, 2021. Motion passed unanimously by roll call vote.

Discussion turned to consideration of changes to the recently adopted Procurement Policy Manual. In December the Full Board adopted a Procurement Policy Manual for the Transit Board. In January 2021, MnDOT, based on FTA guidance adjustments, changed the financial thresholds for a couple of purchase types increasing their maximum values. The Micro Purchase maximum was increased from \$5,000 to \$10,000 and the Small Purchase range was changed to \$10,001 to a larger maximum of \$250,000. The Executive Committee discussed these changes and passed a motion in April to recommend to the Full Board that they adopt the proposed changes so the Transit Board is in line with the dollar amounts used by the MnDOT.

Motion made by Commissioner Forshee, seconded by Commissioner Flohrs to adopt the proposed changes to the Procurement Policy Manual. Motion passed unanimously by roll call vote.

Discussion turned to the Ridership Report. Monahan noted that the reinstatement of fares did appear to affect the ridership amounts as there was a drop in riders from January to February without a change in number of weekdays of service. There was a typical recovery in March as happens historically but the amount of riders is still well below the amount carried historically on the system during the month of March. Faribault County routes are performing pretty well but the reduction is high on the Martin County routes which have been drastically affected by the loss of the MRCI subscription rides.

The planning for the 2022 Operations Budget has begun and service hour adjustments and possible reductions will be considered. Monahan noted it is not ideal to eliminate service hours if at all possible, rather to repurpose them to higher demand time periods. It is also not ideal to make a long term change during this potential relatively short term issue of the pandemic. Our 5 year plans have some exciting expansions planned so perhaps the hours will be held onto and see if they can be repurposed in future years for these possible expansions. Regardless all options are on the table to ensure the system is run as efficiently as possible while maintaining our safety protocols through the pandemic which inevitably will lead to less efficiency. It was pointed out that there are reductions due to the pandemic but that the loss of MRCI ridership is a pure loss and is not coming back. That fact needs to be considered as well when thinking of service planning.

Discussion turned to the Bill Payment List. Monahan presented a report showing all bills paid since the February 21, 2021 Full Transit Board meeting. He noted most bills were business as usual. He pointed out the larger bills to APX Construction and ISG Architects were not for operations but rather for the construction project contract. There was brief discussion on a few of the bills. There was also discussion that the Financial Position spreadsheet presented to the Board previously should be refreshed and presented to the Board at their next meeting. Monahan said he would be able to work on that.

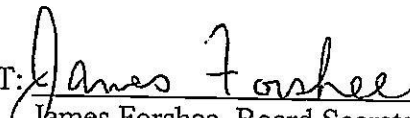
It was noted the next two Executive Committee meetings are scheduled for Wednesday May 5th and Friday June 4th at 8:00 a.m. at the Martin County Courthouse in Fairmont with the potential for teleconference attendance. The next Full Transit Board meeting date is scheduled to take place on June 16th following the Human Services meeting. The advertised start time for the Full Board meetings will now be 10:30 am. Monahan noted that there may be a need to call a special Full Board meeting in July if the proposed 2022 Operations budget is not completed by June 16th. The application for that grant is due to MnDOT by July 30th.

With no further business to wit, a motion was made by Commissioner Loveall, seconded by Commissioner Young to adjourn and after a unanimous roll call vote the Board Chair adjourned the meeting at 11:00 a.m.

JOINT TRANSIT BOARD
FARIBAULMARTIN COUNTIES



Elliot Belgard, Joint Transit Board Chair

ATTEST: 

James Forshee, Board Secretary