

Faribault-Martin County Joint Transit Board – Executive Committee
Martin County Courthouse
201 Lake Avenue Fairmont, MN 56031
August 5, 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 still within 60 days of a state of emergency during a health pandemic.

Joint Transit Board Executive Committee members present in person were: Faribault County Commissioners Groskreutz and Young and Martin County Commissioners Belgard. Joining via teleconference was Martin County Commissioner Forshee. Also joining via teleconference was new MnDOT Transit Project Manager Cathleen Amick. Also present in person was Jeremy Monahan, Faribault – Martin County Transit Director.

Board Chair asked for any changes to the agenda. Commissioner Groskreutz asked that discussion of an Appreciation Lunch be added to the agenda and it was added to New Business. Motion made by Commissioner Groskreutz, seconded by Commissioner Young to approve the agenda. Motion passed unanimously by roll call vote.

The meeting began with Cathleen introducing herself to the Executive Committee and vice versa. The committee welcomed her and Monahan noted he was excited to have Cathleen as a replacement for Melinda Estey in large part due to her experience running a rural system herself.

Monahan produced an Unpaid Bills report totaling \$37,997.30 and noted that more regular and recurring bills are expected to arrive in the coming weeks. There was a brief discussion on a few other bills and Monahan gave a summary of the process for Amick.

Motion made by Commissioner Groskreutz, 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 a Bank Statement for the Transit Board. It showed that as of July 30, 2021 the Transit Board had \$626,929.05 for a bank balance. There was brief discussion about a few of the expenses and deposits. Monahan noted that a deposit of \$157,939 on July 19th was from MnDOT for the 3rd Quarter 2021 Operations. He explained it had been reduced by \$100,000 after Monahan worked with Estey before her transition to her new position to try and limit overpayments at the end of the 2020-2021 contract. Monahan and Amick will work together in October for the Quarter 4 payment to ensure that it minimizes an overpayment but does not put the Board in a cashflow issue. Amick noted a number of systems around the state are working with their TPMs to reduce payments based on lower than expected expenditures due to the pandemic. It was also noted that on July 28th a check to Faribault County in the amount of \$41,990 cleared which was the repayment of the 2015 and 2017 cashflow loans. Monahan

briefly explained to Amick the situation with the repayments and some documentation he has that could explain it further if needed. It was noted that both counties now have an even amount of \$30,000 outstanding from the March 2019 cashflow loans. There was no action required this was for information purposes only.

Discussion turned to Old Business and the Facility Construction Project. Monahan noted that Phase 2 had of construction is still ongoing but has seen a lot of progress since the last meeting. There is going to be an outstanding door frame that needed to be reordered and is on back-order. That will take a few more weeks to be completed. APX had communicated they wished to do a punch-list walkthrough as soon as possible after cleaning is completed. Monahan said he would invite both Commissioner Belgard and Commissioner Young to attend the punch-list walkthrough. There was brief discussion about some other aspects of the project that was not put in the plans but still is desired to be completed. These will be done outside of the construction contract with APX to avoid change orders and the large costs that comes with those.

Discussion turned to New Business and Personnel Actions. Monahan had hired a probationary Transit Driver named Renee Theiss Griggs who should be able to start any day. He wished to have this hire accepted by the Executive Committee.

Motion made by Commissioner Groskreutz, seconded by Commissioner Forshee to approve the proposed personnel action as described. Motion passed unanimously by roll call vote.

Discussion regarding the system ridership report ensued. Monahan noted steady ridership overall from June to July. However ridership is still much lower than desired.

Discussion turned to a proposed Appreciation Lunch for Transit Board staff thanking them for their hard work through the pandemic. It was noted that July 27th was declared COVID appreciation day by Governor Walz in Minnesota. Counties had been purchasing box lunches for staff that day to thank them however Joint Powers Boards staff were not included. Commissioner Groskreutz noted that a discussion with the Full Transit Board should occur where consideration of doing a lunch paid for voluntarily by the commissioners out of their own pocket. Discussion ensued regarding how these types of lunches have worked in the past and how they were paid for while staying within the rules of spending taxpayer funds.

Motion made by Commissioner Groskreutz, seconded by Commissioner Young, that the Executive Committee recommend the Full Board considers approving an Appreciation Lunch for Transit Board staff that will be paid for by voluntary contribution from the elected officials of the Board. Motion passed unanimously by roll call vote.

The next Executive Committee is scheduled for Friday September 10th at 8:00 am and the next Full Board meeting will be held on Wednesday August 18th at 10:30 am following the Human Services Board meeting. This meeting is planned to be held entirely in person in Blue Earth. The October Executive Committee meeting was scheduled for Tuesday October 12th at 8:00 am. This late date was chosen to allow for Monahan to attend the annual Minnesota Public Transit Fall Conference the first week of October.

With no further business to wit, a motion was made by Commissioner Young, seconded by Commissioner Groskreutz to adjourn and the Board Chair adjourned the meeting at 9:15 a.m.

JOINT TRANSIT BOARD
FARIBAULMARTIN COUNTIES



Elliot Belgard, Joint Transit Board Chair

ATTEST: 

James Forshee, Board Secretary