

Faribault-Martin County Joint Transit Board – Executive Committee
Martin County Courthouse
201 Lake Avenue Fairmont, MN 56031
October 12, 2021

The meeting was called to order at 8:00 a.m. by Board Chairman Elliot Belgard. Joint Transit Board Executive Committee members present in person were: Faribault County Commissioners Groskreutz and Young and Martin County Commissioners Belgard and Forshee. Also present in person was Jeremy Monahan, Faribault – Martin County Transit Director.

Board Chair asked for any changes to the agenda. Monahan asked that a discussion regarding the Paid Administrative Leave Policy be added to Old Business. Motion made by Commissioner Groskreutz, seconded by Commissioner Young to approve the agenda. Motion passed unanimously.

Monahan produced an Unpaid Bills report totaling \$64,142.02 plus an additional \$1,550 for a late arriving bill. He noted that \$27,397.66 was from APX Construction which represented the balance of their contract less the 5 percent retainage. Also the bill from I+S Group for \$1405.73 was nearly \$254 over the contracted amount. More regular and recurring bills are expected to arrive in the coming weeks. There was a brief discussion on a few bills including discussing holding final payment to I+S Group until the construction job is complete.

Motion made by Commissioner Young, seconded by Commissioner Forshee to approve payment of the Unpaid Bills as presented, to hold payment up to the contracted amount to I+S Group until the construction job is completed, 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 September 30, 2021 the Transit Board had \$456,748.44 for a bank balance. There was brief discussion about a few of the deposits. There was also brief discussion about fare collections and procedural controls being considered to remedy some reconciliation discrepancies found. There was no action required this was for information purposes only.

Discussion turned to Old Business and the Facility Construction Project. Monahan noted that there has been a lot of progress on the Final Punch-List that needed to be completed before closing the contract and releasing the retainage. APX was still working on some of the more complex items but most of the small touch up items had been addressed. It was also noted that the kitchen sink would not need to be modified to be ADA compliant as originally thought. Hopes are that the project will be completed in full and the contracts will be able to be closed in the coming weeks.

Discussion turned to Paid Administrative Leave. Monahan noted that the PAL policy is currently set to expire at the end of October. It was extended in June through October so that the Full Board could consider extending or ending the policy at their October meeting. Monahan

stated that the PAL is not being used for quarantining or for covering hour reductions made due to lack of work. The system is so short staffed that most workers are working as many hours as they are able to. Monahan also does not know if the funding starting in 2022 will allow a Paid Administrative Leave policy like the CARES Act allowed for 2020 and 2021 funds.

After discussion a motion was made by Commissioner Groskreutz, seconded by Commissioner Forshee to recommend to the Full Board that the PAL Policy is allowed to expire at the end of October with the ability to reconsider reinstating it in the future if needed. Motion passed unanimously.

Discussion turned to New Business and the 2021 Vehicle purchases. Monahan noted that he had received authorization to proceed with purchasing the six (6) vehicles for 2021 that are funded with a 90 percent State and Federal and 10 percent local split and to purchase the one (1) vehicle funded at 100 percent State and Federal with no local share needed. These authorizations were received in late September and early October and there is a 60-day window to complete the purchases. Monahan explained that typically when vehicles are purchased the Full Board has to pass a resolution agreeing to the purchase of each individual vehicle noting the price, model, and the vendor. The purchases will not be able to be completed by the October 20th Full Board meeting and will be overdue by the December meeting. It was suggested that the Full Board consider giving the Executive Committee authority to pass the necessary resolution in November to meet the purchase deadline and then report to the Full Board on the purchases in December. Similar authority was given to the Executive Committee for bill payments and for decision making during the Facility Construction project.

Motion was made by Commissioner Groskreutz, seconded by Commissioner Forshee to recommend to the Full Board they give the authority to complete the vehicle purchase resolutions to the Executive Committee. Motion passed unanimously.

Discussion turned to a Part-time staff wage discussion. Monahan noted that for the 2020-2021 Operations Contract expenditures are coming in way lower than budgeted. This was expected as the service levels dropped quite a bit especially in mid-2020 which lowered costs. Also Monahan noted he has concerns about staff morale. In an effort to both utilize more of the 2020-2021 funds and to hopefully increase staff morale Monahan proposed increasing the part-time staff wages for the pay period beginning October 24, 2021 instead of waiting until the typical first week of January. There would not be another adjustment in January. He calculated that if the enhances wages proposed as part of the 2022 budget process were implemented at the end of October it would cost less than \$10,000 more in payroll than the current wages. There was discussion about this setting a precedent for other government units in the area that are associated with Martin or Faribault Counties. There was also discussion regarding the wage amounts were only budgeted for but not formally approved by the Full Board for 2022 yet.

Motion was made by Commissioner Groskreutz, seconded by Commissioner Young to bring this proposal to the Full Board at the October meeting for discussion. Motion passed unanimously.

Discussion regarding the system ridership report ensued. Monahan noted that September ridership in Faribault County had the expected rise due to the pre-school riders coming back for

Faribault – Martin County Transit Board

Executive Committee Meeting Minutes

October 12, 2021

school. Martin County and the system as a whole remained flat still for the 6th straight month looking back to April. Typically a rise in ridership occurs in October for the entire system as the weather turns cooler.

At the October Full Board meeting the annual performance review of the Transit Director will be completed. The Executive Committee and Monahan discussed a few of the challenges overcome in the past year but the main review will be completed at the Full Board meeting.

The next Executive Committee is scheduled for Friday November 5th at 8:00 am and the next Full Board meeting will be held on Wednesday October 20th at 10:00 am following the Human Services Board meeting in Blue Earth. The December Executive Committee meeting was scheduled for Friday December 10th at 8:00 am. November and December Executive Committee meeting locations are to be determined still depending on progress of construction at the Transit Facility. The December Full Board meeting is planned for Wednesday December 22nd at 10:00 am following the Human Services Board meeting in Blue Earth.

With no further business to wit, the Board Chair adjourned the meeting at 9:10 a.m.

JOINT TRANSIT BOARD
FARIBAULMARTIN COUNTIES

Elliot Belgard
Elliot Belgard, Joint Transit Board Chair

ATTEST:

James Forshee
James Forshee, Board Secretary