

Faribault-Martin County Joint Transit Board – Executive Committee
Martin County Courthouse
201 Lake Avenue Fairmont, MN 56031
November 5, 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. 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 \$26,846.43 with more regular and recurring bills are expected to arrive in the coming weeks. The bill for I+S Group which is included in that amount is still being held until the construction job is complete. Monahan also noted that there have been leaks in the roof at the Transit Facility. Estimates were received and a company is able to replace all gutters and downspouts and install snow guards on the roof for about \$4,900 and be done before the end of the year.

Motion made by Commissioner Young, seconded by Commissioner Forshee to approve proceeding with the gutter replacement project. Motion passed unanimously.

Motion made by Commissioner Groskreutz, seconded by Commission 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.

Monahan produced a Bank Statement for the Transit Board. It showed that as of October 29, 2021 the Transit Board had \$334,158.53 for a bank balance. There was brief discussion about the bank statement. Monahan also produced a number of reports that illustrated the financial position of the Transit Board. The reports included a summary of financing from the member counties and the state from the past and future expectations, in particular for vehicle purchases and repayment of cashflow loans the counties gave to the Transit Board. Also shown was a cashflow simulation from November 2021 through June 2022 showing estimated monthly expenses and revenues along with funding from the State and Federal shares as part of the 2022 operations contract. Finally, a report explaining the 2020-2021 operations contract expenditures to date and funding to date. This report summarized why funding amounts have been reduced due to less spending than predicted for the contract period. These reductions intend to reduce the amount of funding overpayment from the State for the contract period that would need to be repaid in the future. There was no action required this was for information purposes only. The commissioners commented that these reports should be presented regularly and to the Full Board at their bi-monthly meetings, even if the information has not changed much.

Discussion turned to Old Business and the Facility Construction Project. Monahan noted that the last two items from the punch list have been completed after waiting for supplies that were on back-order. Monahan has requested the contractor to do another round of cleaning and then believes the project can be considered complete and retainage could be released.

Motion made by Commissioner Young, seconded by Commissioner Forshee, to allow payment of the remaining bills from the contractor and architect at the discretion of the Transit Director when he feels work has been completed satisfactorily. Motion passed unanimously.

Discussion turned to the 2020 Audit. Monahan said the audit is being completed by the Office of State Auditor staff. An exit interview is planned and after discussion it was decided that Commissioners Forshee and Young will attend with Monahan via Zoom with OSA staff in a couple weeks at a date and time to be determined. Monahan noted there were a couple findings and the most of them will be able to be resolved by the end of the year.

Discussion turned to New Business and the 2021 Vehicle purchases. Monahan noted that he had worked with vendors to produce orders for five (5) 5311 funded new vehicles with a 90 / 10 split for Martin County routes, one (1) 5311 funded new vehicle with a 90 / 10 split for Faribault County routes, and one (1) new vehicle funded with 5339 funds which are 100 percent Federal that will be the larger Martin County style vehicle. The six (6) 5311 funded vehicles will be provided by North Central Bus and Equipment. The one (1) 5339 vehicle will be provided by United Bus Sales. All seven vehicles are within the contracted budget amount.

The Executive Committee was given the authority to pass the required Vehicle Purchase Resolutions by the Full Board at their October meeting. The Executive Committee unanimously passed a resolution on a motion made by Commissioner Groskreutz, seconded by Commissioner Forshee agreeing to purchase the six 5311 funded vehicles from North Central Bus and Equipment. Five of the vehicles will cost approximately \$94,987 and one vehicle will cost approximately \$94,967.

The Executive Committee unanimously passed a resolution on a motion made by Commissioner Young, seconded by Commissioner Groskreutz agreeing to purchase one 5339 funded vehicle from United Bus sales for approximately \$99,991.

Discussion turned to a Full-time staff wage discussion. Monahan presented the grade and step scale that has been developed and used for full-time Transit Board staff. He noted the current grade and steps for the two full time staff and what the wages would be if a step was granted to each staff and a cost of living percent of 2.75 percent, which is the average of Martin County's 2.5 percent and Faribault County's 3 percent. These wage amounts will be discussed for approval at the December Full Board meeting.

Discussion turned to Staff Training Report. Monahan summarized some of the training that he has undertaken in recent month, including receiving a certificate for being a Certified Community Transit Manager. He also summarized the statewide committees he has been involved with noting that our region is represented now when the state is getting input from transit systems for decisions like funding, rules and regulations, and local share percentages.

Discussion regarding the system ridership report ensued. Monahan noted that October ridership in Faribault County had another rise as is typical. Martin County had its best month for some time but is still statistically flat since May. Monahan noted his analysis showed that the amount of rides given to MRCI workforce center individuals on a monthly basis is essentially the amount that the system is down from typical ridership amounts from 2019 and earlier. There was brief discussion about recouping those rides or redesigning some service to start new routes possibly to Mankato in the future.

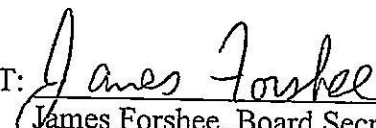
The next Executive Committee is scheduled for Friday December 10th at 8:00 am and the next Full Board meeting will be held on Wednesday December 22nd at 10:00 am following the Human Services Board meeting in Blue Earth. The January Executive Committee meeting was tentatively scheduled for Friday January 7th at 8:00 am.

With no further business to wit, the Board Chair adjourned the meeting at 10:00 a.m.

JOINT TRANSIT BOARD
FARIBAULMARTIN COUNTIES



Elliot Belgard, Joint Transit Board Chair

ATTEST: 

James Forshee, Board Secretary