

Faribault-Martin County Joint Transit Board – Executive Committee
FM Transit Facility
1023 North Dewey Street Fairmont, MN 56031
January 7, 2022

The meeting was called to order at 8:00 a.m. by Board Chairman Greg Young. Joint Transit Board Executive Committee members present in person were: Faribault County Commissioners Groskreutz and Young and Martin County Commissioner Forshee. Present via teleconference was Martin County Commissioner Belgard and 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. There were none and the agenda was accepted.

Monahan produced an Unpaid Bills report totaling \$65,298.21 and asked to add a bill for \$2,292 to Alpha Wireless and \$4,591.67 for Freyberg Blue Earth Shell along with more regular and recurring bills that are expected to arrive in the coming weeks.

Motion made by Commissioner Groskreutz, seconded by Commission Forshee 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.

Conversation turned to item 5.3 regarding Eligible Expenses for the Joint Powers Board members. MnDOT had sent out a memo on January 4th 2022 explaining that in their research they have learned that Federal Statute CFR Part 200, which the Transit Board is contractually obligated to follow all rules and regulations within, has a part that deems per diem and mileage payments to Advisory Committees as ineligible for the Operations Contract. Commissioners serving as governing boards for Joint Powers Boards also fall under this description because they were assigned to the JPB Board as a result of their county election, not elected to the JPB. The per diems can be paid but not with operations funds, farebox funds, advertising revenue, basically any funding we get directly or indirectly as a result of us operating a transit system. Cathleen was there to answer several commissioner questions. It was noted that no action needs to be decided at this time, but planning for future per diem payments will need to take place as well as per diem payments that were made for the just concluded 2020-2021 Operations Contract may need to be “paid back” or shown as not counting towards expenditures on the operations contract. This could be as much as \$12,000 to \$15,000 over the two year period. The counties are allowed to pay if desired with their funds, as they do for other committees, but it is not known if that is what would like to be done with Joint Powers Board committees. After this discussion concluded Cathleen signed off the teleconference.

Monahan produced a Bank Statement for the Transit Board. It showed that as of December 31, 2021 the Transit Board had \$318,985.57 for a bank balance. Monahan noted that weekly farebox

deposits have increased in December substantially. Also noted was that disposed bus #2 was sold to Car Parts Direct for \$600 in December.

Monahan showed two of the regular financial reports. The Financial Position statement had not changed but he noted he would be working with County staff to appear before each County's board to request the funds for the local share of the construction project. The cashflow analysis had been updated to show that the previous prediction of year-end balance was off by \$10,000 with more being in the bank than expected. It was also shown that the payments from the counties were not made and showed that in late April before the Quarter 2 MnDOT payment is received cashflow will be at the lower end of desired nearing \$100,000 in the bank.

Discussion turned to Old Business and the 2020 Mini-Van Purchase project. It was reported that one proposal was received from North Central Bus and Equipment. The cost proposal was shared with the Executive Committee. Monahan said since only one proposal was received, there will not need to be a scoring exercise completed on multiple proposals. Rather he is working with MnDOT to ensure that the protocols for a single proposal are followed. The Executive Committee passed a motion made by Commissioner Belgard, seconded by Commissioner Groskreutz, directing Monahan to continue the work towards getting an agreement with the proposer and completing the necessary procurement work for MnDOT and that the proposal will be presented to the Full Board in February at which time it could be cancelled if desired by the Full Board due to cost. Monahan said though that if the project is cancelled all the work already done, which has been groundbreaking work that other transit systems are looking to see how it went, will be for nothing. Also the chances of receiving another capital contract for a mini-van in the future will be unlikely if the project is cancelled.

Discussion turned to New Business and Personnel Actions. Monahan presented to the Executive Committee the two actions passed by the Full Board in December authorizing new wages for the Transit Director and Operations manager beginning January 2nd. Also, Kermit Brown was hired as a Probationary Transit Driver. Lastly Renee Theiss-Griggs had resigned in late summer and even though offered a chance to come back had not been heard from for some time so he asked that the resignation be accepted.

Motion made by Commissioner Groskreutz, seconded by Commissioner Forshee to approve all the Personnel Actions presented by Monahan. Motion passed unanimously.

Discussion turned to the revised Safety Manager Job Description. Monahan had revised the job description to more accurately reflect what was being accomplished and / or expected from the previous Safety Manager. They will be responsible for training new staff, arranging with the help of the Transit Director and Operations Manager all vehicle repair and maintenance work, and they will be considered a back-up driver in situations when needed. Monahan noted that he will be expecting the new Safety Manager to be able to operate a personal computer and be able to communicate proficiently through email and telephone conversations.

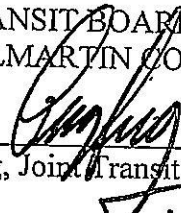
Motion made by Commissioner Forshee, seconded by Commissioner Belgard approving the revised job description. Motion passed unanimously. Monahan will begin work searching for a replacement soon.

Discussion regarding the system ridership report ensued. Monahan noted that December was a strong month compared to recent months. Also with the December numbers comparisons to previous years' ridership amounts could be accomplished. Monahan noted that Faribault County had an 8 percent increase over 2020 even with fare collections starting again in February 2021. Martin County struggled through 2021 and was down 27 percent from 2020 when half of the year had fare-free operations. Compared to 2019, the pre-pandemic time, Martin County was down 64 percent. System wide there was a 17 percent decrease from 2020 when there was a lot of fare-free operations which drove up ridership, however compared to 2019's pre-pandemic numbers the system were down 51 percent in annual ridership. Monahan reiterated that in 2022 he will be evaluating underperforming route hours and see about a system redesign to try and do more regional service which might garner higher ridership numbers and certainly higher fare revenues.

The next Executive Committee is scheduled for Friday February 4th at 8:00 am. There was discussion on setting a regular meeting date for both the Executive Committee and the Full Board. It was also noted that it is no longer desirable to piggyback with Human Services as the two combined meetings have become overwhelming. The Executive Committee will plan to meet on the first Friday after the first Tuesday of the month (first County Board meetings). The meeting location will continue to be the Transit Facility in Fairmont. The Full Transit Board will plan to meet the fourth Tuesday of even numbered months. Physical locations will be determined but it was suggested to work with Human Services for use of their conference rooms in both Blue Earth and Fairmont due to the amount of space and the teleconference capabilities in those rooms. Monahan will work with Human Services staff to reserve the rooms and have teleconference available for the February meeting on February 22nd. The start time will be 9:00 am.

With no further business to wit, the Board Chair adjourned the meeting at 9:20 a.m.

JOINT TRANSIT BOARD
FARIBAULT MARTIN COUNTIES



Greg Young, Joint Transit Board Chair

ATTEST: 

William Groskreutz, Jr., Board Secretary