

Faribault-Martin County Joint Transit Board – Executive Committee
FM Transit Facility
1023 North Dewey Street Fairmont, MN 56031
February 4, 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 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. Motion made by Commissioner Belgard, seconded by Commissioner Groskreutz to approve agenda as presented. Motion passed unanimously.

Monahan produced an Unpaid Bills report totaling \$21,988.86 and asked to add a bill for \$4,273.49 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 Belgard, 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.

Monahan produced a Bank Statement for the Transit Board. It showed that as of January 31, 2022 the Transit Board had \$380,667.20 for a bank balance. Monahan noted that MnDOT's first quarter 2022 operations share was deposited on January 27th with \$186,185 being the quarterly payment from the state. The federal share will be calculated after the first quarter is completed at the end of March and will reimburse 50 percent of the operating loss (expenses minus revenue). This is a higher than normal federal percentage than previous operations contracts due to the amount of federal money available for transit right now. Monahan also noted that on January 31st a \$5,000 Dishonest Employee claim was paid by MCIT to recoup a portion of farebox revenue lost via employee theft.

Monahan produced the Cashflow financial report updated to be current with the bank balance at the beginning of February. It also included the \$54,000 total from each county for the Facility Construction Project Local Share that the counties agreed to shoulder during the planning stages.

Discussion turned to Old Business and the 2020 vehicle purchase status. Monahan showed a recent email from MnDOT staff indicating that the two vehicles purchased under the 2020 contract, which was finalized in June of 2021, are about to be ready for delivery. Monahan showed the local share of \$18,931 which is planned to be covered by Transit Reserve Funds. It also shows that if both vehicles arrive simultaneously there will be over \$184,500 due within 30 days of vehicle acceptance. Once the payment is made a Request for Funds for 90 percent reimbursement from the State can be submitted and it usually takes about 30 days for reimbursement to be completed. Looking back at the Cashflow financial report it may be

difficult to make that kind of payment with the available funds for the Transit Board. Monahan suggested there might be a need for a short term loan from each county to cover a portion of the costs. For example if \$60,000 was borrowed from each county totaling \$120,000 the payment could be made without much concern for cashflow. The state would reimburse their share of \$165,600 and the \$60,000 would be promptly repaid to each county upon its receipt. Ideally the purchase payment would be covered 100 percent by Transit Board funds and if it was only a single bus that might be possible, but with the delivery of two vehicles it makes it more difficult. It was decided not to take any action at this time as the delivery dates are still not known but the Commissioners appreciated the heads up.

Discussion turned to the Commissioner per diem and mileage reimbursement issue being ineligible expenses which was discovered in December. Monahan produced a copy of the most recent Joint Powers Agreement that was originally agreed to in 2015 and amended in 2017 with changes made in regard to property ownership during the Transit Facility ownership transfer. Within the JPA is the following language:

Funding sources. It is intended and anticipated that funding for activities and programs administered under this Joint Powers Agreement shall come primarily from grant monies and revenues generated from passengers and contracts. For fiscal year 2015 and beyond, the financial commitment of each county is limited to the obligation of each county to pay per diems and expenses of all county representatives on the Board. If future additional funding is required of the member counties, this will be accomplished by separate resolutions and/or future agreements.

This JPA agreement says that it was the intention, if necessary, for the counties to pay for per diem and mileage reimbursement for the Commissioners completing their duties as the governing board of the Transit JPB. It was noted that of the numerous committees each commissioner is involved in some are paid by the agency, like the Transit Board had been doing, and some are submitted to the county for reimbursement. It was decided to discuss these new revelations with the Full Board at the February meeting and to recommend to them that they now follow the original JPA agreement. This will keep the Transit Board in compliance with the Federal Statute which prohibits per diem and mileage reimbursement for advisory committees and JPB governing boards.

Discussion turned to the revised Safety Manager Job. In January the Executive Committee approved the revised job description that was more in line with what will be expected of the new Safety Manager. However a starting probationary wage was not established for the position and Monahan wanted that approved before moving on accepting applications. The non-probationary wage of the Safety Manager and Office Manager, which are the two part-time assistant manager positions, is \$17.63 per hour. There had never been a need to set a probationary wage as both managers had been with the agency since staffing was brought in house in late 2016. Monahan also discussed possibilities of having different job titles with different responsibilities that would add up to a Safety Manager but the Commissioners agreed that the job description is solid it just needs the right employee.

After discussion a motion was made by Commissioner Forshee, seconded by Commissioner Belgard to set the Probationary Safety Manager wage at \$17 per hour which will increase to

\$17.63 upon the successful completion of the 6-month probationary period. Motion passed unanimously.

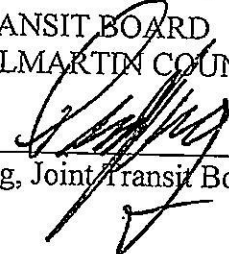
Discussion turned to the recent MCIT reimbursement of \$5,000 for the Dishonest Employee claim. Monahan discussed with the MCIT claims representative that restitution is something the board may be interested in but would like to know how much MCIT will seek for restitution. There are many factors including what charge and financial amount was made for the conviction. Commissioner Young advised Monahan not to miss any deadlines for applications but to work with MCIT and Martin County Victim Services to see what restitution would be available for the Transit Board and if it would be a worthwhile effort. Already recouping \$5,000 of the missing fare revenue is a good start and might just be the most that would be available.

Discussion regarding the system ridership report ensued. Monahan noted that each county is remaining consistent with their 2021 year end numbers. These numbers are below January 2021 when fares were suspended and 2019 and 2020 which were months before the pandemic and the closing of MRCI in Fairmont. 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. Commissioner Belgard inquired about the Regional Transportation Coordination Council efforts and Monahan said he believed they wanted to reignite the effort for South Central Minnesota but he is not aware if a consultant will be hired again by MnDOT to do a lot of legwork building the coalition and finding solutions. He will look into it and report what he learns as soon as possible.

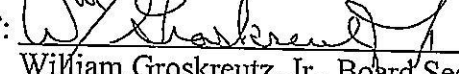
The next Executive Committee is scheduled for Friday March 4th at 8:00 am. The next Full Transit Board will be held as planned on the fourth Tuesday of even numbered months, which means February 22nd and it will take place in the Human Services Conference Room in Blue Earth and begin at 9:00 am. The April 26th meeting is planned to be held at the Human Services Conference Room in Fairmont again starting at 9:00 am. It was asked if remote access will be available and Monahan said he will be working with Human Services staff to get the equipment in those rooms working for the meetings. The April Executive Committee meeting on the 8th at 8:00 am at the Transit Facility in Fairmont was also scheduled.

With no further business to wit, the Board Chair adjourned the meeting at 9:15 a.m.

JOINT TRANSIT BOARD
FARIBAULT MARTIN COUNTIES



Greg Young, Joint Transit Board Chair

ATTEST: 

William Groskreutz, Jr., Board Secretary