

Faribault-Martin County Joint Transit Board – Executive Committee  
FM Transit Facility  
1023 North Dewey Street Fairmont, MN 56031  
April 8, 2022

The meeting was called to order at 8:00 a.m. by Board Chair 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. Monahan asked that discussion regarding some maintenance staffing concerns be added. Motion made by Commissioner Belgard, seconded by Commissioner Groskreutz to approve agenda as amended. Motion passed unanimously.

Monahan produced an Unpaid Bills report totaling \$218,772.09 and asked to add bills for \$150.99 for the Operations Manager expenses, \$963 for MPTA, and approximately \$150 for Fairmont Ford. Monahan noted that the reason for the large amount is that both recently received vehicle invoices were included in the report. Those will be paid soon, the request for reimbursement funds from the State will be submitted, and repayment to each county for the funding assistance will be paid after the funds are received. Also included in the bills is the overpayment calculated for the 2019 Operations Contract. For that contract the Transit Board was overpaid \$4,722.88 based on the expenses incurred during that contract period. As usual there will be a number of regular and recurring bills arriving in the coming days and weeks that will be due before the next Executive Committee meeting.

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 March 31, 2022 the Transit Board had \$365,143.14 for a bank balance. Monahan noted that the both county's \$60,000 deposits were made in March for the vehicle funding assistance. There was brief discussion regarding a few of the other transactions.

Monahan produced a number of Financial Reports for this meeting. First was documentation from MnDOT noting the completion of the 2019 Operations Contract Audit which showed the overpayment to the Board of \$4,722.88 which will need to be repaid. Next, an updated Financial Position Matrix was presented. Monahan noted that some new additions to the matrix include the Ineligible Expenses paid for by the Transit Board in 2020 and 2021 for Commissioner Per Diems and mileage reimbursements. These totaled \$12,473.31 in total from both counties over the two year contract period. Repayment of these expenses will have to be figured out in the near future. Also, included in the Matrix and other reports are the estimated financial figures at the closing out of the 2020-2021 Operations Contract. Monahan has calculated that the total

Non-Farebox revenue collected during the contract period totaled \$36,051 which will be added to the Transit Reserve Fund. Also noted were the two uses of the Transit Reserve Fund during the contract period. First, \$9,000 was spent on the used vehicle from the Minneapolis American Indian Center in May of 2020. Second was the \$12,592 to cover the contract overage for the Facility Construction project. Based on these additions and uses combined with the beginning balance at the start of 2020 it is estimated that the balance of the Transit Reserve Fund at the beginning of 2022 will be \$95,634. This amount will grow substantially during 2022 as all revenue, including fare revenue, will be added to the Reserve Fund at the completion of the 2022 contract. The matrix noted that the local share for the Accessible Mini-Van project, which will be completed in 2022, will be \$17,538 and Reserve Funds are planned to be used to cover that expense. Also presented was the projected over / under payment from MnDOT for the 2020-2021 contract period. Monahan has calculated that the Transit Board was under paid during the contract period by approximately \$34,576 which will be repaid to the Board at the completion of the contract audit, which will likely be 18 to 24 months from now.

The last report presented is a budget line item and expense by month report. What was presented was only through February as the March figures have not been finalized and approved by MnDOT yet. However this report will be able to show Board members the actual expenses by budget line item and the percent of the yearly budget used to date. It also shows which line items might be spending at a quicker pace than expected and an explanation can be given if there is one. For example, 100 percent of the annual insurance budget was spent in January, however there is not expected to be any more insurance premium bills for the entire year. Also utility fund use have been higher than expected but the natural gas bill is much higher in January and February than it will be in June and July so the bills will be much smaller and less percentage of the total budget will be used in those months. Monahan said he will present all these reports to the Full Board later in April and address any questions and concerns then.

Discussion turned to Old Business and the 2020 vehicle purchase status. Monahan noted that both 2020 contract purchases for replacement buses have arrived. Remaining steps are installation of graphics and radios and they both should be out on the road in service within the next few weeks. Also, the mini-van contract is signed and the vehicle could arrive as early as mid-summer.

Discussion turned to New Business and the potential to have Non-CDL drivers on staff. Monahan reported with the imminent delivery of the mini-van and the discovery of a backup bus in Blue Earth only having 10 seats and therefore not requiring a CDL to operate, there is the possibility to have drivers on staff that do not have their CDL but can operate revenue service vehicles. They only need to be included in the Random drug testing pool. After discussion of the pros and cons of this idea it was decided that it is still desired that all drivers are at least working to obtain their commercial driver's license so they can operate any vehicle in the fleet at any time.

A motion was made by Commissioner Belgard, seconded by Commissioner Groskreutz, to allow hiring people that do not have their CDL under the stipulation that they are working to obtain that license and are successful within 6 months. If the CDL is not obtained the staff member will

have the ability to re-apply for the position and it can be re-hired if circumstances warrant an extension of employment. Motion passed unanimously.

Discussion turned to an effort MnDOT had made us aware of recently regarding an application for a grant they are working on to fund low or no emission vehicles for public transit system, including rural systems. Monahan said right now MnDOT is just asking systems if they would be interested in having an electric bus within their fleet and if so do they have an idea of a route or routes that a limited range vehicle would work on. There was discussion regarding the concerns of electric vehicles and the benefits of having no emissions from vehicles. A main concern is the cost of these vehicles, which Monahan noted that recent quotes showed a basic vehicle costing as much as \$280,000 and that it is very possible that the grant will stipulate that there is at least a 10 percent local share. The Executive Committee expressed their interest in having Monahan proceed with alerting MnDOT of our interest in the project and to see what is possible.

Discussion turned to maintenance activity at the Fairmont Transit Facility. Monahan reported that Martin County maintenance staff has been continuing the inspection work they were doing for years when the building was Martin County property. However now that the building is Transit Board property, Martin County staff have expressed some concerns about continuing these efforts of inspection due to liability concerns. The staff would still be available for advice but for inspections, staff is concerned. Commissioner Belgard said he would bring this to the Martin County building committee and see their thoughts.

Discussion regarding the system ridership report ensued. Monahan noted that March was an exceptional month, especially in Faribault County. Even Martin County had a solid increase over February and January totals, some of which could be attributed to the extra three days of operation in March. He did note however that there were two days with over 200 riders for the system which has not happened since before the pandemic, which is encouraging for the recovery.

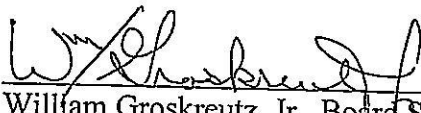
The next Executive Committee is scheduled for Friday May 6<sup>th</sup> at 8:00 am. The next Full Transit Board meeting will be held on April 26<sup>th</sup> meeting is planned to be held at the Human Services Conference Room in Fairmont starting at 9:00 am.

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

JOINT TRANSIT BOARD  
FARIBAULT MARTIN COUNTIES

  
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Greg Young, Joint Transit Board Chair

ATTEST:

  
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William Groskreutz, Jr., Board Secretary