

Faribault-Martin County Joint Transit Board
Fairmont Transit Facility Building
1023 North Dewey Street
Fairmont, MN 56031
Tuesday August 23, 2022 9:00 a.m.

The meeting was called to order at 9:00 a.m. by Board Chair Greg Young.

Joint Transit Board members present in person were: Faribault County Commissioners Groskreutz, Roper, and Young, and Martin County Commissioners Smith, Forshee, Belgard, Flohrs, and Koons. Missing was Faribault County Commissioners Anderson and Loveall. Also present in person was Jeremy Monahan, Faribault – Martin County Transit Director.

The Board Chair asked if there were any other additions to the agenda. There were none. Motion made by Commissioner Groskreutz, seconded by Commissioner Belgard to approve the agenda as presented. Motion passed unanimously.

A motion was made by Commissioner Forshee, seconded by Commissioner Flohrs to approve the meeting minutes for the April 26, 2022 Full Board meeting and the July 8 and August 5, 2022 Executive Committee meetings. Motion passed unanimously.

Discussion turned to Old Business and an update on the min-van vehicle purchases for 2020. Monahan reported the vehicle has been delivered to transit facility the week prior. Work on the post-delivery portions of the procurement is being completed with MnDOT along with getting the vehicle ready for local operations. Monahan reminded the board that payment will be able to be made with current Transit Board funds without using any short term loans from the counties. The local share is 20 percent for this vehicle, or \$11,000 plus 100 percent of anything over the contract amount of \$55,000 which brings the local share to \$17,538 total. Reimbursement of 80 percent of the total contract amount (\$44,000) will come from MnDOT after the vehicle is accepted and payment has been made.

Discussion turned to the No-Low Emission Vehicle Grant application project. Monahan reported that the grant that was applied for asking for one electric powered vehicle along with power charging equipment and funding for any infrastructure improvements needed to the Fairmont Transit Facility was approved by the FTA in mid-August. The Transit Board will be receiving the single vehicle at a time in the future to be determined. MnDOT has committed to providing the local match funds necessary for this initiative.

Discussion turned to New Business and the 2023 Replacement Vehicle application. Monahan presented the board a matrix developed by MnDOT describing which vehicles in the fleet would be eligible for replacement in 2023. The matrix indicated that due to the large number of vehicles that were replaced in 2021 and are currently on order, there are only two vehicles eligible at this time to apply for to replace. Monahan noted however that the cost to replace Class 400 cutaway vehicles has increased substantially in the past two years, almost doubling. MnDOT is still trying to commit to supporting 90 percent of the purchase price but with the estimated cost now being almost \$184,000 the local share for one bus will be over \$18,000 now.

Monahan noted he is going to explore the possibility of smaller Class 300 vehicles to see if there is any significant cost savings but in the past that has not been the case. Monahan was looking for advisement from the board as to how to proceed regarding the application.

After discussion a motion was made by Commissioner Koons, seconded by Commissioner Groskreutz to direct Monahan to pursue an application asking for two (2) replacement vehicles for 2023 and to explore smaller vehicle sizes to see if cost savings are possible. Motion passed unanimously.

Discussion turned to an updated Title VI resolution. Monahan reported that the Transit Board is required to operate within compliance of Title VI of the Civil Rights Act meaning we will operate the transit system without regard to race, color, and national origin. It also means we will develop a Language Assistance Plan to ensure that reasonable access to information about the transit system is available for people with Limited English Proficiency.

A revised Title VI resolution was presented to the Board. The revised version spells out more specifics about what the Transit Board's Title VI program will consist of and who will administer it. However nothing in terms of how operations are being done will be changing, only the description in the resolution. Commissioner Groskreutz asked what kinds of actions would be done in regard to the Language Assistance Plan. Monahan noted that notices have been printed in Spanish in the past. Also in recent years there has been work done practicing with technology (phone apps) to help assist in language translation. He also noted that it has not had to be utilized much if at all yet but with the technology improving the system is prepared to help assist the LEP population even those that speak languages other than Spanish.

The resolution was presented and voted on as follows:

**RESOLUTION IMPLEMENTING TITLE VI FOR THE
FARIBAULT – MARTIN COUNTY TRANSIT BOARD
dba PRAIRIE LAKES TRANSIT**

WHEREAS, THE FARIBAULT – MARTIN COUNTY TRANSIT BOARD recognizes the importance of public transportation;
WHEREAS, the FARIBAULT – MARTIN COUNTY TRANSIT BOARD under the Title VI and the Civil Rights Act of 1964, is committed to a Title VI Program that prohibit discrimination by/from FARIBAULT – MARTIN COUNTY TRANSIT BOARD based on race, color, or national origin
WHEREAS, the FARIBAULT – MARTIN COUNTY TRANSIT BOARD must establish a Title VI Program that meets Federal Transit Administration (FTA) guidelines (Circular 4702), as stated and provided in the FARIBAULT – MARTIN COUNTY TRANSIT BOARD'S MnDOT data management system, known as BlackCat, requires the following compliance elements:

- Notification to the Public of their rights under Title VI of the Civil Rights Act;
- A Complaint Procedures and Complaint Form;
- A list of the transit-related Title VI Investigations, Complaints, and Lawsuits;
- A Public Participation Program;
- A Language Assistance Plan to ensure reasonable access to information for those with Limited English Proficiency;
- A chart of the minority status of members of any non-elected decision-making board and/or committees;
- Title VI training program for staff; and Governing Body/Organizational Body Resolution adopting Title VI Program Plan.

BE IT RESOLVED THAT FARIBAULT – MARTIN COUNTY TRANSIT BOARD will follow the Title VI Program Plan compliance elements to ensure all passengers and staff are treated equally.

BE IT RESOLVED THAT FARIBAULT – MARTIN COUNTY TRANSIT BOARD shall review and adopt or update all Title VI Program requirements every three (3) years. Said adoption or updates will include a public comment period for input in program plan.

BE IT FURTHER RESOLVED THAT FARIBAULT – MARTIN COUNTY TRANSIT BOARD OF Commissioners authorizes the Transit Director or Board Chair to implement and oversee compliance of FARIBAULT – MARTIN COUNTY TRANSIT BOARD 2022 Title VI Program.

BE IT FINALLY RESOLVED, upon a motion by Commissioner Belgard, and seconded by Commissioner Koons and PASSED with 8 ayes and 0 nays. Said Resolution was adopted this 23rd day of August 2022.

Discussion turned to the Ridership Report. Monahan noted June and July ridership are showing the usual flat summertime trends in ridership but Martin County and the system as a whole have a slight increase over last year. Some of the reduction can be attributed to the still prevalent staffing shortages that are troubling the system. There have been a number of applications and interviews in recent weeks and two drivers are in training about to get their CDL and be up and working this fall. That could help alleviate some of the shortage but there is a ways to go. Discussions regarding the agreements with Mayo Clinic and United Hospital District to have the facilities pay for riders going to and from their facilities ensued. Monahan reported as he told the Executive Committee in August, that he had been reviewing the numbers and was not feeling comfortable yet with the amounts, especially with the unknown amount of ridership increases it may bring. When free rides were provided during the pandemic there were a large number of rides provided and some of the rides were not in line with public transit's directive. Monahan wants to avoid that and wanted to get more data to ensure that the system will be compensated adequately while not overcharging the medical facilities. He hopes to have more refined numbers in the coming weeks.

Discussion turned to the Financial Reports. Monahan presented the Bill Payment list since the Full Board meeting on June 28th and noted that all the bills were business as usual.

Monahan presented an updated Expenditure to Date by Line Item report. It continued to show that some line items, like Fuel are being spent at a pace quicker than desired. However the fuel budget is not much over the proposed budget at this time and will be continued to be watched through the fall as the contract year comes to a close.

Lastly Monahan presented an updated cashflow projection matrix. The monthly expenses were updated due to the higher fuel expenditures. He noted that as the year ends he will determine with MnDOT how much if any of a Quarter 4 funding reduction should be requested to avoid potential large overpayments. Noting that a reduction that is too big would potentially lead to a cash flow issue in December and January which would lead to loan requests again for cashflow which are not desired. All those factors will be kept in mind while considering any reduction. Finally he noted again that the projected farebox estimates are still conservative but the actual amounts have been larger this year.

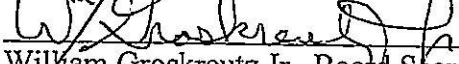
The next Executive Committee meeting will be held on September 9th. The next Full Board meeting will be held on October 25th in Blue Earth at a place to be determined.

With no further business to wit, the Board Chair adjourned the meeting at 9:45 a.m.

JOINT TRANSIT BOARD
FARIBAULT MARTIN COUNTIES



Greg Young, Joint Transit Board Chair

ATTEST: 

William Groskreutz Jr., Board Secretary

Faribault – Martin County Transit Board
Full Transit Board Meeting Minutes
August 23, 2022