

Faribault-Martin County Joint Transit Board – Executive Committee
FM Transit Facility
1023 North Dewey Street Fairmont, MN 56031
October 7, 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 Young and Martin County Commissioners Belgard and Forshee. Missing was Faribault County Commissioner Groskreutz who had Commissioner Roper attend in his place. 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 Roper, seconded by Commissioner Forshee to approve the agenda as presented. Motion passed unanimously.

Monahan produced an Unpaid Bills report totaling \$36,548.19 and noted that there will still 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. There was brief discussion regarding a few of the bills.

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 September 30, 2022 the Transit Board had \$245,373.07 for a bank balance. Monahan noted there were no extraordinary deposits during the month. In October the 4th Quarter MnDOT Operations share will be discussed with Cathleen Amick the MnDOT Transit Project Manager. Typically the 4th Quarter payment could be reduced to avoid an overpayment and Monahan is going to analyze spending projections, along with the potential to pay back the yet outstanding \$30,000 cash flow loans from each county still owed before the end of the year, and see if a cashflow problem would be caused. There was brief discussion about a few of the deposits and charges and the nature of MnDOT over and under payments on a yearly basis.

Discussion turned to Old Business. Monahan reported that the 2023 Operation Application awards had been released. The Transit Board was awarded \$1,486,600 for 2023 which is just over \$5,000 less than requested. This is due to MnDOT needed to cap each transit system at a 10 percent increase in operation increase for 2023 expenses. The 2023 request was 10.4 percent increase. Monahan noted that he reduced the fuel line item by the needed amount to match the awarded amount since the fuel budget is one of the largest estimates and hardest to predict. However he noted he was very pleased with the award amount.

Next Monahan reported that Bus 14, the disposed of bus stored in Faribault County and subjected to two rounds of vandalism had been sold for scrap and removed from the Faribault

County Highway Department yard. This was a concern as the original scrapyard was delayed in picking up the bus, so an alternate buyer was chosen however the bus had to be towed to them to complete the transaction. This was just an update to the committee.

Discussion turned to New Business. Monahan brought a proposal to the Executive Committee to potentially increase the part-time staff wages, pending Full Board approval, for the payroll period beginning October 23, 2022 by 10 percent. This would be done instead of waiting until January as is typical. This was done in 2021 for two reasons; first as a thank you for all the hard work during the pandemic to the staff, and second to begin building up the wage amounts for the system for recruitment and retention. At that time the budget expenditures was showing that there was budget to spare to do these raises early.

Monahan wished to do this again in 2022, primarily to increase the current wages for non-probationary drivers to increase retention, but also to be able to increase probationary driver starting wages to over \$16 per hour. Right now the starting wage is \$14.55 per hour and Monahan suspects a couple of potential driver candidates might have been lost due to the lower wages. Monahan noted it would cost less than \$9,000 additional to do the increase for November and December payrolls in 2022 and that there is a projected extra \$90,000 extra in the Operators Wages item at this time, meaning the increase is affordable within the current budget. Monahan also noted if this is done he will make it clear to the staff that there will not be another wage increase for part-time staff in January. Lastly, this is not for the full-time staff, their wage increases will be considered in December to go into effect in January.

After discussion, a motion was made by Commissioner Roper, seconded by Commissioner Belgard, to recommend to the Full Board that a 10 percent increase be given to the part-time staff for the payroll period beginning October 23rd rather than waiting until January. Motion passed unanimously.

Discussion turned to the Driver Roster issue. Monahan noted that with the current driver shortage it is in the best interest of the Transit Board to start exploring the expenses that would be incurred by creating full-time driver positions in the future that offered board paid health insurance premiums. Monahan will have to work with MnDOT on a substantial yearly budget increase when this type of cost is possibly implemented but it would be an allowable expense. It would have to be discussed whether to continue to allow utilizing Martin County health insurance benefits for Transit Board staff or if they would have to form their own group purchasing insurance. Monahan said this is just at the discussion point at this time. He will have more discussions with MnDOT regarding this and gather more cost info before presenting proposals to the Full Board for consideration.

Discussion turned to the Revised Facility Maintenance Manual. With the completion of the office renovation in 2021, MnDOT wished to have the Maintenance Manual updated to reflect the new configuration and equipment. Monahan used a good amount of the current manual but revised the necessary portions due to the renovations. The Full Board would need to adopt the manual but he was hoping for an Executive Committee recommendation.

Motion made by Commissioner Belgard, seconded by Commissioner Forshee to recommend the Full Board approve and adopt the Revised Facility Maintenance Manual as presented. Motion passed unanimously.

Discussion turned to Personnel Actions. Monahan noted that Probationary Transit Driver Dennis McTamane had resigned, and that Transit Drivers Dan Schmidtke, Jeff Huston, and Lavern Elmore had retired.

Motion made by Commissioner Belgard, seconded by Commissioner Forshee to accept all personnel actions as presented. Motion passed unanimously.

Discussion turned to the ridership report. Monahan reported that September saw the second largest ridership month ever for Faribault County routes. This was despite having a driver shortage for a number of routes throughout the month. This is primarily due to the successful pre-school transportation service being done for Blue Earth and USC schools. Martin County saw a decrease from August in part due to less days of operation, and also due to the driver shortage not allowing as many rides to be completed. This included having to shut down Saturday service early once due to a sick driver and not being able to find a replacement for that evening.

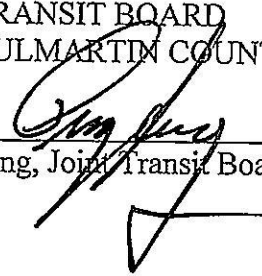
Discussion turned to rescheduling the October Full Board meeting to October 19th following Human Services due to Monahan being out of town on the regular date of October 25th. There was discussion about how long the Human Services meeting might last, but this was the best option for a rescheduled date. Motion made by Commissioner Belgard, seconded by Commissioner Forshee to reschedule the meeting for 10:00 a.m. on October 19th in Blue Earth.

There was brief discussion about how the October Full Board meeting will include the annual performance evaluation of the Transit Director. Monahan presented the previous year's review notes and said he will present these to the Full Board for the October meeting.

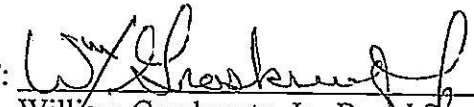
The next Executive Committee is scheduled for Friday November 4th at 8:00 am. The next Full Transit Board meeting is planned for October 19th in Blue Earth starting at 10:00 am.

With no further business to wit, a motion was made by Commission Forshee, seconded by Commissioner Roper to adjourn and the Board Chair adjourned the meeting at 9:05 a.m.

JOINT TRANSIT BOARD
FARIBAULMARTIN COUNTIES


Greg Young, Joint Transit Board Chair

ATTEST:


William Groskreutz, Jr., Board Secretary