

Faribault-Martin County Joint Transit Board – Executive Committee
FM Transit Facility
1023 North Dewey Street Fairmont, MN 56031
November 4, 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 Groskreutz and Martin County Commissioner Forshee. Missing was Martin County Commissioner Belgard who had Commissioner Smith 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 Forshee, seconded by Commissioner Smith to approve the agenda as presented. Motion passed unanimously.

Monahan produced an Unpaid Bills report totaling \$29,827.68 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 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.

Monahan produced a Bank Statement for the Transit Board. It showed that as of October 31, 2022 the Transit Board had \$400,290.25 for a bank balance. Monahan noted a few deposits during the month of October including the \$44,000 reimbursement of the contract amount for the 2022 mini-van purchase along with the 4th Quarter MnDOT Operations share of \$186,185 which was the full amount available. No reduction in funds was requested. Monahan also noted that the 3rd Quarter Federal share Request for Funds was just submitted for about \$150,000 and that should be deposited hopefully within a month. There was discussion about a few of the other deposits.

Discussion turned to a report on the Farebox Reconciliations. Monahan produced a summary matrix produced by the Operations Manager after they complete the farebox reconciliations. He explained how the fareboxes are pulled, counted by two Office staff, the deposit is prepared by Monahan weekly, and then the Operations Manager reconciles the deposits and farebox counts with what was expected based on the routing software output and driver logs. The week to week numbers can have positives and negatives that can be for a number of different reasons from timing of the box being pulled, to an error in the driver log, to a rider short changing the system, etc. However the grand total for the year for all fareboxes showed that the system is short just over \$36 and it seems a potential typo discovered by the Operations Manager would change that number to a positive \$60 for the year. Monahan noted that when there was theft occurring this was significantly in the negative for the year and much higher negatives on a weekly basis from

the cash reconciliation. Since the theft has been solved, the controls that are in place with separation of duties have kept the reconciliations within an acceptable tolerance.

Discussion turned to Old Business. Monahan reported that he received a memo from MnDOT that was explained at the Fall Transit Conference the week prior regarding the backlog of bus orders. The summary was that the 2020 and 2021 bus orders have not all been delivered yet. The vendors sold these buses assuming they would be built on 2022 chassis but those are no longer available so the prices of the vehicles are going to increase. MnDOT is asking that the local systems absorb 10 percent of the increased cost, similar to their 10 percent local share. This is for the buses that will be able to be delivered in 2023 for the 2020 and 2021 contracts. There will be about 40 of them and none of them will be delivered to the Faribault – Martin County Transit Board. We will still have our 7 outstanding buses we ordered in 2021 to be delivered in the future, at the earliest 2024, and we will not know the final price or how much of the increase we will need to absorb until a later date. This was just information for the board at this time but Monahan noted it is a bad situation that will take years to get corrected.

Discussion turned to New Business and the Token Pack Point of Sale Discussion. Monahan noted how the Martin County Courthouse is short staffed in the Auditor / Treasurers office where the Token Packs are sold. They had stated they would not be able to facilitate sales there for the time being so Monahan asked the Executive Committee to suspend sales from the Martin County Courthouse indefinitely and have the Transit Facility be the non-vehicle location in Fairmont for Token Pack sales. We will still maintain the Faribault County Courthouse in Blue Earth as a non-vehicle Point of Sale location for now.

Motion made by Commissioner Smith, seconded by Commissioner Forshee, to suspend indefinitely the sale of token packs at the Martin County Courthouse. Motion passed unanimously.

Discussion turned to a Transit Facility Security Camera project. Monahan produced three quotes for the installation of security cameras inside and outside of the Transit Facility. These proposals also included hardware and software for monitoring the footage when needed. Monahan wished to pursue the proposal with 3D Security Inc. from Sioux Falls due to best value. The overall cost will be less than \$5,000 so it is a micro-purchase but with this large of a purchase and project he wished to have the Executive Committee also review the proposals and give their approval.

Motion made by Commissioner Groskreutz, seconded by Commissioner Forshee to approve entering an agreement with 3D Security Inc. for installing for Security Cameras and monitoring hardware and software. After discussion regarding placement and potential expansion of the cameras, the motion passed unanimously.

Discussion turned to Personnel Actions. Monahan noted that Transit Driver Dan Schmidtke had decided to return from retirement and Monahan wished to re-hire him at the new 2023 wage.

Motion made by Commissioner Groskreutz, seconded by Commissioner Smith to accept the personnel action as presented. Motion passed unanimously.

Discussion turned to the ridership report. Monahan reported that October had strong numbers and a continued steady increase in ridership. Monahan also noted at the Fall Conference it was stated a few times it might be time to stop trying to compare transit ridership to 2019 as a return to those numbers is not likely. Most systems, including ours, are down 25-40 percent from 2019 numbers. The winter months can bring more ridership with the colder temperatures and it is not likely to see the historic drops seen in the past as we are not serving so many locations that have a long break in November for Thanksgiving and a long break in December for Christmas.

There was discussion regarding some of the aftermath and details of the accident on October 14th involving a transit bus collision with a semi-tractor trailer with two pre-school passengers on board.

The next Executive Committee is scheduled for Friday November 9th at 8:00 am. The next Full Transit Board meeting is planned for December 27th 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



Greg Young, Joint Transit Board Chair

ATTEST:



William Groskreutz, Jr., Board Secretary