

Faribault-Martin County Joint Transit Board – Executive Committee
FM Transit Facility
1023 North Dewey Street Fairmont, MN 56031
August 4, 2023

The meeting was called to order at 8:00 a.m. by Board Vice-Chair Bill Groskreutz with the absence of Board Chair Elliot Belgard. Joint Transit Board Executive Committee members present in person were: Faribault County Commissioners Young and Groskreutz and Martin County Commissioner Bleess. Martin County Commissioner Smith attended the meeting in place of Commissioner Belgard. Also present in person was Jeremy Monahan, Faribault – Martin County Transit Director.

Board Vice-Chair asked for any changes to the agenda. There were none. Motion made by Commissioner Bleess, seconded by Commissioner Young to approve the agenda as presented. Motion passed unanimously.

Monahan produced an Unpaid Bills report totaling \$29,722.32 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. This month's meeting is being held as early as it typically could be with the normal schedule and with so many bills arriving the first full week of the month Monahan expects a lot more to arrive early the following week. He did note that the larger bills like Fuel are included in this total along with a unique bill of replacement computers and monitors for the Dispatchers. They were using machines purchased in 2015 and Martin County MIS who advises and assists the Transit Board on IT matters suggested it was time to consider replacement if there was funds available. Monahan noted that two other computers that are currently in use by management were also purchased in 2015 and later this year he will examine the budget to determine if replacing those two machines is feasible. There was brief discussion regarding a few of the other bills and explanation of some unfamiliar vendors.

Motion made by Commissioner Smith, seconded by Commissioner Young 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 July 31, 2023 the Transit Board had \$542,988.67 for a bank balance. Monahan noted the 3rd Quarter payment for 2023 Operations Contract the State share in the amount of \$178,492.50 made on July 21st which is the primary reason the bank balance is so high at this time. He said however that with better staffing levels payroll expenses will begin to be higher in the coming months and that will utilize the funds quicker. He noted that the farebox revenue was slightly down for July due to the lower ridership which will be discussed later in the meeting. However due to the high daily balance in the bank the interest earned was the highest yet at over \$820 for the month. There was brief discussion about some of the bank statement. No action was required.

Discussion turned to the Mid-Year Financial report. Monahan presented a report from the MnDOT budget reporting software that showed each budget line item for the year along with the amount expended through June of 2023, or half of the year. It showed that very few line items have exceeded 50 percent of the budget having been spent and if they have, there is usually an explanation such as the Insurance Premiums budget which is spent in its entirety in January when the yearlong bill is due. He also noted that the projected revenue for the system for 2023 was \$100,000 and that through June almost half of that had been made with nearly \$49,000 through June. However he also noted that with only a 5 percent local share it is only required to make about \$75,000 for the year locally so reaching that milestone is even closer as of the end of June. There was some discussion and questions about some of the line items and expenses and revenue.

Discussion turned to Old Business and an update on the 2021 vehicle purchase through the 5339 grant. Monahan reminded the commissioners that this contract was done with no local share due to a grant received by the state from the Federal Government to assist in vehicle replacements. Monahan had ordered one bus with this contract through United Bus Sales and had not heard much news for about a year from them. Unlike the North Central vehicles which were purchased under a different contract and were renegotiated in the spring with revised orders approved by the board and MnDOT which are now in line for manufacturing, the United Bus was just a mystery. Monahan knew that if that vendor experienced a price increase like the other vendors they would have to work out an amended contract with MnDOT. United's sales rep contacted Monahan to give an update saying the chassis is ready to go and being prepped for manufacture at the cutaway plant but that there was a 30 percent price increase. Monahan told the sales rep that he needed to make sure to discuss that with the State as this purchase was done through the 5339 grant contract with no local share and there wasn't much Monahan could do in terms of the negotiations. Monahan inquired if the board would be interested in modifying the order, like was done with the North Central buses to reduce costs and to make the vehicle a non-CDL vehicle. The consensus was that Monahan had to learn what the status was from MnDOT's standpoint and go from there. But to stay on top of the project and keep them posted. Monahan just reiterated that he wanted to make sure they did not lose the bus contract for something that might be able to be avoided with some ideas outside the box. But he will keep on top of the project.

Discussion turned to New Business and the ridership report. There was no other new business to discuss this month. Monahan reported that despite having much better staffing levels and capacity to carry more passengers, the demand that typically drops in the summer months happened as predicted in July. Also July had only 20 weekdays of operation which can lead to a reduction in ridership numbers as opposed to months which have 22 or even 23 weekdays of operation. However there are still increases over previous year amounts each month which continues the optimistic outlook in regards to the ridership.

The next Executive Committee meetings are scheduled for Friday September 8th at 8:00 am at the Fairmont Transit Facility. The next Full Board meeting will be on Tuesday August 22nd at 9:00 am also at the Fairmont Transit Facility.

With no further business to wit, a motion was made by Commissioner Bleess and seconded by Commissioner Young, to adjourn and the Board Vice-Chair adjourned the meeting at 8:50 a.m.

JOINT TRANSIT BOARD
FARIBAULMARTIN COUNTIES



Elliot Belgard, Joint Transit Board Chair

ATTEST: 

Jaime Bleess, Board Secretary