

Faribault-Martin County Joint Transit Board  
Fairmont Transit Facility  
1023 North Dewey Street  
Fairmont, MN 56031  
Tuesday October 31, 2023 9:00 a.m.

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

Joint Transit Board members present were: Faribault County Commissioners Groskreutz, Roper, Anderson and Young and Martin County Commissioners Belgard, Flohrs, Bleess, Smith, and Koons. Missing were Faribault County Commissioner Loveall. Also present 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 Koons, seconded by Commissioner Groskreutz to approve the agenda as presented. Motion passed unanimously.

Motion was made by Commissioner Flohrs, seconded by Commissioner Roper to approve the meeting minutes for the August 22, 2023 Full Board meeting, the September 8 and October 6, 2023 Executive Committee meetings. Motion passed unanimously.

Discussion turned to Old Business and a discussion regarding the 2023 Vehicle Purchase. Monahan reported that since the October Executive meeting, MnDOT has sent out authorization to complete the order for the 2023 vehicle purchase for one replacement vehicle at a contract maximum of \$192,600 total. Monahan worked with multiple vendors to build a bus that maximizes the use of the contract funds, provides the Transit Board the type of vehicle that is needed, and will be trusted to be delivered promptly without delays due to potential contract renegotiations. A “Faribault County style” bus was being sought for the 2023 order, meaning a shorter wheelbase and a front lift. Also the bus will continue to be a non-CDL capacity level bus with only 14 passenger seats and 2 wheelchair positions. Monahan noted that this strategy for increased employee recruitment by eliminating the need for CDL licenses for some staff was mentioned at the recent Fall Transit Conference and many other system managers found it interesting.

The chosen vendor, North Central Bus and Equipment, has furnished most of the Transit Board’s buses in the past, has an excellent track record across the state, and worked with Monahan to build a bus costing \$192,167 which will utilize most of the capital contract. Monahan reminded the Board that there is a 10 percent local share of the cost upon delivery. There was discussion regarding a few of the chosen options, the impending local share implications, and the chosen vendor.

A motion was made by Commissioner Young, seconded by Commissioner Koons to approve of the purchase of the North Central Bus and Equipment vehicle order presented. Motion passed unanimously.

Discussion turned to Wages for Part-Time Staff. Monahan noted that implementing an increase for the part-time staff wages for the payroll period beginning November 5, 2023 by 6 percent is feasible with the current budget expenditure levels. Monahan noted the budget level is being underspent due to the staffing shortages early in the year. The calculated increased cost to do the pay increase in November instead of waiting until the typical January would be less than \$4,800 in additional funds. There was discussion about this being the third year in a row of doing the part-time wage increase early and this creating a precedent. Monahan noted that if this is approved he would again make it clear to the staff that there will not be another wage increase for part-time staff in January and that there is no guarantees of the November pay increase happening every year. A counter to the precedent argument was that the staff that weathered the shortages worked very hard through that time and this is a small cost to show them the gratitude that we all have for them. Since there are funds available it should be done. Monahan noted that the Executive Committee discussed this proposal at their October meeting but did not make any formal recommendation.

A motion was made by Commissioner Koons, seconded by Commissioner Young, to approve the November 5 payroll increase for part-time staff as presented. The motion passed with 7 yes votes and 2 no votes.

Discussion turned to the Ridership Report. Ridership for September had steady ridership from the summer rather than a large increase which was not expected. However the routes that were expected to have increases, especially those in Faribault County, did perform much better than the summer months. Monahan explained that having three fewer operation days in September is assumed to be difference from showing a larger increase from August overall. Comparing to previous years there is still a small but consistent growth which is encouraging.

Discussion turned to the Financial Reports. Monahan produced the Bill Payment Report since the Full Board meeting on August 22, 2023.

Second he presented an updated Financial Position Matrix with new amounts in the Vehicle Purchase section, the New Non-Transit Revenue Fund section, and the updates to the State Financing section which showed the completion of both the 2020-2021 Operations Audit and the 2022 Operations Audit. Having the 2022 audit completed this soon after the contract being closed was not expected and with an overpayment in both contracts needing to be repaid there could be concerns with cashflow in early 2024.

Lastly Monahan presented a revised Cashflow Analysis report that showed updated funding and expenditures with the repayment of both overpayments from prior Operations Contracts. It showed that in the spring of 2024 there could be a time when cashflow is a concern because Monahan made a reduction in the 2023 State funding in order to reduce or eliminate an overpayment for the 2023 Operations Contract. However with proper management of the spending and working with MnDOT on prompt funding in April there will not be a cashflow issue.

Discussion turned to Special Business. Per Minnesota Statue 13D.05 Sub, 3 this section of the meeting is closed to the public for the completion of the annual performance evaluation of the

Transit Director. A motion was made by Commissioner Koons, seconded by Commissioner Flohrs to move the meeting into closed session at 10:00 am. Motion passed unanimously.

A motion was made by Commissioner Koons, seconded by Commissioner Young, to end the closed meeting at 10:30 am. Motion passed.

A motion was made by Commissioner Young, seconded by Commissioner Smith to accept the results of the Transit Directors Annual Performance Review. Motion passed.

The next Executive Committee meetings will be held on December 8<sup>th</sup>. The next Full Board meeting will be held on December 20<sup>th</sup> in Blue Earth at the Human Services conference room.

With no further business to wit, a motion was made by Commissioner Koons, seconded by Commissioner Groskreutz to adjourn and the Board Chair adjourned the meeting at 10:30 a.m.

JOINT TRANSIT BOARD  
FARIBAULMARTIN COUNTIES

  
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Elliot Belgard, Joint Transit Board Chair

ATTEST:   
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Jamie Bleess, Board Secretary