

Faribault-Martin County Joint Transit Board – Executive Committee
FM Transit Facility
1023 North Dewey Street Fairmont, MN 56031
November 8, 2024

The meeting was called to order at 9:00 a.m. by Board Chair Bill Groskreutz. Joint Transit Board Executive Committee members present in person were: Faribault County Commissioners Young and Groskreutz and Martin County Commissioner Belgard. Missing was Martin County Commissioner Bless. Also present was Jeremy Monahan, Faribault – Martin County Transit Director.

Board Chair asked for any changes to the agenda. Monahan asked to add discussion regarding potentially revising fees for leasing some of the spaces on the sides of the vehicles for ad space, conflict of interest forms needed for past year's audits, and an update on the fueling situation in Faribault County.

Motion made by Commissioner Belgard, seconded by Commissioner Young to approve the agenda with the proposed changes added. Motion passed unanimously.

Monahan produced an Unpaid Bills report totaling \$240,340.65 which was inflated due to it including the \$200,000 for the repayment to the two counties that will be able to be done soon due to the pace of the vehicle payments to the vendors and reimbursements from the State. The remaining bills, totaling \$40,340.65 will still have some regular and recurring bills arriving in the coming weeks that will be due before the next Executive Committee meeting. Monahan noted that non-standard bills for this month were some radio installation work on the new vehicles along with the purchase of a new unit. Also, there was purchase and install of a camera system for the accessible mini-van that is in the fleet adding to the security of the driver and the passengers. There was brief discussion regarding the details of a few of the other bills.

Motion made by Commissioner Belgard, 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 October 31, 2024 the Transit Board had \$440,726.42 for a bank balance. He noted that the short-term loan for replacement vehicle funding of \$100,000 from Faribault County was deposited on October 16th. He also noted large activity when payment for the United Bus Sales purchase for \$132,838 was completed on October 23rd. On that same day the payment for the first two North Central Bus vehicles that were delivered were paid for totaling \$238,272 and then on October 30th the State deposited back into the Transit Board account \$355,006 which consisted of the reimbursement of the United purchase which was 100 percent funded by the State and the 4th Quarter Operations funds for the system. The reimbursement for the other purchases have been requested but were not received by the end of October. The rest of the activity for the month was business as usual.

Discussion turned to Old Business and progress on the FY 2022 and FY 2023 audits. Monahan stated that in October he had begun working in earnest with Clifton Larson Allen on the 2022 and 2023 system audits. There was a lot of work for this effort since this was the first time CLA was doing the Transit Board's audit. There was building a base of information and then the regular labor intensive work of an audit. Monahan stated that he has been working on the effort solo. There was discussion about how in the future there may be a need to have more people in the organization be able to handle questions and gather information for auditors besides Monahan. Within this discussion the matter of Conflict of Interest Forms was discussed. Monahan stated that the auditors are asking for those forms from 2022 and 2023 and they are not available. It is possible for the commissioners to sign retroactive forms and Monahan wished to discuss the proposed forms. After discussion it was decided that Monahan would travel to the next County Board meetings in each county in November and gather commissioner's signatures on the forms. This method is preferred to emailing them and requesting them to be signed and emailed back.

Discussion turned to more talk about the repayment effort regarding the 2021 replacement vehicles that have been delivered this fall. The United Bus vehicle has been paid for and the State has sent reimbursement. The first two North Central vehicles have been paid for and the State have sent reimbursement in early November. The second two vehicles from North Central were paid for, the Request for Funds was submitted and has been approved by State staff, and the reimbursement is pending. The last and final two vehicles from North Central are going to be paid for in the coming week and the Request for Funds will be submitted simultaneous to the payment being made. Monahan said the County's assistance was vital to this being completed in a timely manner as evident by the bank balance amount at the end of October being below the \$200,000 amount that the Counties contributed. That amount will be sent back to the Counties likely by the end of November well ahead of the promised end of the year.

Discussion turned to New Business and the 2024 Performance Review of the Transit Director. Monahan noted that it was not completed in October like normal due to the switching of the dates of the Board Meeting and other factors. It will be completed in December during that Board meeting when the salary adjustments for 2025 are also considered. There was discussion regarding the review form and the scoring system, which is not a preferred system anymore only going from 0 - 4 when a system of 0 - 10 is more desired. Monahan was going to ask Martin County HR if a different scoring system might be advisable for the Transit Board. There was also a desire to add a section inquiring about where the Transit Director sees themselves and / or the Transit System in 5 years or 10 years to gain perspective. This matter will be discussed again at the December Executive Committee to finalize the review form before the December Full Board meeting.

Discussion turned to 2025 staff salary and wage adjustments. Monahan presented two tables one for Full Time staff which showed the two Full Time staff getting a 3 percent increase and rising up one step on the grade and step scale. There was discussion regarding the 3 percent increase compared to the two County percentage increases. Monahan then presented a table showing the Part Time positions receiving a 3 percent increase, which amounted to about 50 cent per hour for each position, or 6 percent increase, which amounted to a little over \$1.00 per hour for each position. Monahan noted that the 6 percent increase is the amount he preferred for staff retention and recruitment efforts, which are always difficult, and that the 6 percent amount was budgeted for in the Operations Grant award. There was discussion and it was noted that Monahan should

gather more data on what other systems are paying their drivers for comparison so the Board has that information when making their decisions.

Discussion turned to Personnel Actions. Monahan wished to hire Probationary Transit Driver James Opheim, and also wished to accept the retirement of William (Bill) Barry who has been driving public transit in our area for over 30 years. There was brief discussion including reminiscing fondly about Bill Barry. Motion made by Commissioner Belgard, seconded by Commissioner Young to approve to Personnel Actions as presented. Motion passed unanimously.

Discussion turned to the ridership report. October was a strong month for the system with 23 weekdays of operation. Faribault County routes are doing well with better staffing. Martin County continues the consistent increase over 2023 totals which has been the goal for the year

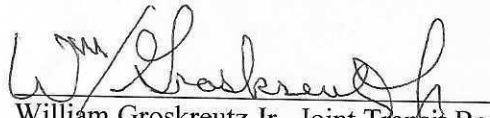
Discussion turned to the rate for selling space on the side of the transit vehicles. Monahan explained that with the new buses there will be a new method to advertise which will be much less costly to the advertiser to install their ad on the bus compared to the installation costs on the large window ads. The ads will be smaller in size and lower in profile however they will still be out in the public daily on our buses. Monahan also didn't want the current advertisers who are paying a premium now to feel taken by a large discount given for the smaller and lower ads. After discussion the Executive Committee came to a consensus of a suggested discount but left the discretion up to Monahan.

Discussion turned to the Faribault County Highway fueling situation. Monahan said he saw in the newspaper that the County Engineer noted the electronic fuel tracking system will be installed soon and that was the last hurdle before steps could begin to start integrating the Transit Board back into fueling at the Highway Department rather than through retail. Monahan noted that if this is going to be available within a month or two he will not progress with the fuel procurement effort he had started. There was discussion regarding logistics and quantities and the effort will be discussed further in the future.

The next Executive Committee is scheduled for December 6th in Fairmont at the Transit Facility. The next Full Board meeting is scheduled on Wednesday December 18th to take place after the Human Services meeting in Blue Earth at 10:30 am.

With no further business to wit, a motion was made by Commissioner Young, seconded by Commissioner Belgard and the Chair adjourned the meeting at 10:10 a.m.

JOINT TRANSIT BOARD
FARIBAULMARTIN COUNTIES


William Groskreutz Jr., Joint Transit Board Chair

ATTEST:


Greg Young, Board Secretary

Faribault – Martin County Transit Board
Executive Committee Meeting Minutes
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