

Faribault-Martin County Joint Transit Board – Executive Committee
FM Transit Facility
1023 North Dewey Street Fairmont, MN 56031
December 6, 2024

The meeting was called to order at 9:02 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 Commissioners Bleess and Belgard. Also present was Jeremy Monahan, Faribault – Martin County Transit Director.

Board Chair asked to add a discussion about the start time for the December 18th Full Board meeting to the agenda and asked if there were any other changes. There were no other requests.

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

Monahan produced an Unpaid Bills report totaling \$221,173.39 which was still inflated due to it including the \$200,000 for the repayment to the two counties that Monahan had not been able to complete yet. It will be done soon. The remaining bills, totaling \$21,173.39 will still have some regular and recurring bills arriving in the coming weeks that will be due before the next Executive Committee meeting. Monahan discussed a few of the bills such as winterization of vehicles, but noted most of them were business as usual.

Motion made by Commissioner Belgard, seconded by Commissioner Bleess 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 November 29, 2024 the Transit Board had \$527,653.03 for a bank balance. Monahan explained that there is a lot of activity in the bank lately with larger than normal dollar amounts. This is due to the payment of the recently received vehicles and then the reimbursement from the State usually a few weeks later. For the vendor that delivered six (6) vehicles Monahan had been paying for two (2) vehicles at a time, which was \$232,990 total. When the Request for Funds was completed for that payment, he would ask for \$205,200 in total. This process will be repeated three times and is expected to be completed in December along with the repayment to each County for the short-term loans. The rest of the activity for the month was business as usual.

Monahan presented a Financial Report which included a Year-to-Date expenditure of Line-Item expenditures. Monahan noted that on occasion a line item will go over budget from the anticipated amount during the grant application. When that happens, funds need to be moved from another line item that is likely to have funds available. Monahan explained how he had moved funds from an underspending Line Item, like Operators Wages, to an overspending Line Item Like Office Supplies, Other Direct Administration, and Repair and Maintenance of Facility due to unanticipated costs for those line items when the grant application was written. This practice of moving funds had been done before but there was a desire for the Transit Board to be made aware

of fund movement from Line Item to Line Item to remain in compliance. There was discussion regarding some of the expenses that caused the overages in the Line Items, such as in Other Direct Administration and the costs of DOT physicals, and Monahan noting that there were more funds put into computer replacements than anticipated in Office Supplies with the bringing the Safety Manager position back this year. There was no action needed.

Discussion turned to Old Business and progress on the FY 2022 and FY 2023 audits. Monahan stated that this past week he checked with the primary accountant and they stated that they believed they had everything needed to complete the two audits, at least the FY 2022 audit. All the interviews with past Board Chairs and Transit Board staff are complete. Monahan also explained that FY 2022 unexpectedly became a single audit due to the amount of Federal funds received in 2022 being higher than expected. The funds received with the three replacement vehicles delivered in 2022 which combined with the Operations funds put the amount just over the \$750K threshold. Monahan discussed how they explained to him that there will be a finding regarding procurement and he told them he had already taken steps to address it so that will be noted in the reports. It is hoped that both audits will be completed before the end of the year.

Discussion turned to 2025 wage adjustments. Monahan was asked to learn what comparable transit system driver wages were to see how Prairie Lakes Transit ranks. After consulting with a number of rural systems of similar size and budget, Prairie Lakes is essentially average in the middle with two system surveyed having higher proposed wages for 2025 and two having a lower proposed wage. This is typically the desired location for the Transit Board. There was discussion regarding wage amount increases.

A motion was made by Commissioner Young, seconded by Commissioner Belgard, to recommend to the Full Board that the 6 percent wage increase be given to the Part-Time staff and that the Full-Time staff be given a 3 percent increase in addition to being granted a step on the Grade and Step scale. Motion passed unanimously.

Discussion turned to the Blue Earth Transit Facility project. Monahan noted that the application submitted for acquisition and renovation of the City of Blue Earth Fire Station and accompanying buildings was approved. This application asked for \$375,000 which had money to purchase the portions of the building that would be used by the Transit Board and renovate them for our needs. There was discussion about if Faribault County would be able to purchase the City Hall first otherwise there may need to be discussions between the City and the Transit Board but Commissioners Groskreutz and Young have had productive conversations with the City. Monahan noted that there are funds in the project to purchase a large portion of the building from Faribault County should they buy the building now and hold it until the MnDOT contract is executed in 2026 and the Transit Board project begins. There was further discussion regarding the project with the consensus being that it is a good project for the area and the Transit Board in particular.

Discussion turned to the Electric Vehicle project (BETTER) and the improvements that are proposed at the Fairmont Transit Facility which include the charging station and a number of other improvements that are being proposed by the MnDOT consultant at this time. A draft RFP is being produced that will be done with the help of MnDOT to procure the charging station and its installation which will include the improvements. The project is expected to exceed \$280,000 in

total so it is significant funds being put into Fairmont's garage. There was discussion regarding the project details and the future of EV projects in general.

Discussion turned to New Business and the 2025 Executive Committee members. With the changing of three Martin County Commissioners and Commissioner Bleess perhaps not being as available for Transit as a new commissioner might be, it is likely that two of the new Martin County Commissioners could be assigned to the Transit Executive Committee. There was discussion about how to address that and potential solutions that could be brought to each County Board and will be decided at the Full Transit Board meeting on December 18th.

Discussion turned to Personnel Actions. Monahan wished to reclassify two staff to Full Time drivers, Luke Tonne who is a CDL Level driver and Holly Hovick who is still in Probationary Transit Driver status and Non-CDL Level. Also, Jessica Anderson as a Probationary Transit Driver. Motion made by Commissioner Belgard, seconded by Commissioner Belgard to approve to Personnel Actions as presented. Motion passed unanimously.

Discussion turned to the ridership report. November was a strong month for the system with the only difficulty being in Faribault County where the typical drop from October came due to no school due to the holiday week of Thanksgiving. Commissioner Groskreutz asked about which schools were being served by the system. Monahan also produced the Route statistic chart which showed each route's monthly ridership and it showed how Red and Green are consistently the busiest routes for the system in Fairmont but that the Purple and Grey routes in Faribault County are very busy as well being the 4th and 5th busiest. The ridership in Faribault County is very strong there are just less routes and activity in total.

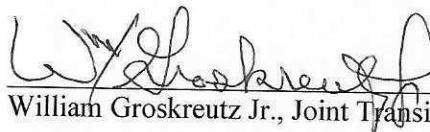
Motion made by Commissioner Belgard, seconded by Commissioner Young to move the start time of the December 18th meeting to 10:00 am. Motion passed unanimously.

Monahan made note of Commissioner Elliot Belgard and his service to the Transit Board thanking him.

Motion made by Commissioner Belgard, seconded by Commissioner Young to adjourn and with no further business to wit the Chair adjourned the meeting at 10:30 a.m.


The next Executive Committee is scheduled for January 10th 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 10:00 am.

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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