

Faribault-Martin County Joint Transit Board – Executive Committee
FM Transit Facility
1023 North Dewey Street Fairmont, MN 56031
February 7, 2025

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

Board Chair asked if there were any additions to the agenda. There were none.

Motion made by Commissioner Groskreutz, seconded by Commissioner Loughmiller to approve the agenda as presented. Motion passed unanimously.

Monahan produced an Unpaid Bills report totaling \$55,714.66 and noted that the majority of the work from Clifton Larson Allen for the 2022 and 2023 dual year audit effort was completed but that bill was making the monthly amount more than typical. There was also two month's worth of Fuel invoices from Freyberg Management which also created a higher than normal total. There was discussion about some of the other bills on the report both one-time bills and bills that are typical on a monthly basis.

Motion made by Commissioner Groskreutz, 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 January 31, 2025 the Transit Board had \$362,073.78 for a bank balance. He noted that on January 29th the 3rd Quarter 2024 Federal Share for Operations funding, which was delayed, was deposited. At that time he also got notification that the 1st Quarter 2025 State Share for Operations was to be deposited which totaled \$309,852 but that amount was not actually deposited before the end of January. Regardless with the deposit and the notifications Monahan was able to send the \$100,000 short term vehicle funding loans back to each County and did so on January 31st and while these amounts also were not reflected in the statement, he reported that the State funding was deposited on February 3rd and the county repayments were deposited on February 5th by each county. Monahan noted that due to the timing issues of the funding it was very fortunate that the short-term loans were maintained to ensure that the payrolls in January were able to be funded. There was brief discussion regarding a few other transactions on the bank statement

For extra Financial Reports besides the funding and repayments, Monahan produced projections for 2024 which showed that the Board will spend less than the 2024 budgeted amount. This is particularly important because during the budget development in 2023 it was stated that it was expected that 2024 Operations expenditures would exceed the awarded budget amount and that Reserve funds would need to be used to pay for the overage. This is not the case. For revenue,

2024 came with a 5 percent local obligation which means a projected \$73,000 local share. Local revenue projections are almost \$124,000 meaning nearly \$51,000 will be added to the Transit Reserve Fund after the 2024 contract is closed out. The Transit Reserve Fund can be used to fund local share for capital or operating share. In 2024 the Reserve Fund was used to fund the local requirement funds on the six buses that required local funding, or just under \$90,000 including the 10 percent contract commitment and the contract overage amount which is covered 100 percent locally. The exact number for 2024 should be known in April or May.

Discussion turned to Old Business and an update on the fueling situation in Blue Earth. Monahan reported that the solicitation for Fuel recently completed did not result in any bids to offer discounted fuel. Regardless the long-term goal is to return to fueling at the Faribault County Highway Department once they get an equipment upgrade. After discussion Monahan was instructed to contact the Faribault County Engineer to get a progress on the equipment installation.

Discussion turned to an update on the Blue Earth Facility project. News of the County purchase of the Blue Earth City Hall building was out after City Council and County Board meetings agreeing to the sale. Monahan asked a number of questions regarding logistics of moving in and timing. Also regarding lease agreements such as maintenance. Since the sale is still in progress no details were finalized but progress on planning was completed.

Discussion turned to the Technology Grant which was awarded to the Transit Board a while ago. Monahan and the Operations staff have been working on developing a Request for Proposals with the assistance of a MnDOT funded consultant and MnDOT staff. Monahan went over the proposed timeline of the project which had a number of milestone dates and some of them may require Board approval. He was hoping to request that the Full Board give the Executive Committee the authority to make necessary approvals for this project, similar to other projects that required a more flexible and nimble approval process. The consensus of the group was for Monahan to present the idea to the Full Board at the February Full Board meeting.

Discussion turned to New Business and a new project with the Fairmont Transit Facility. Monahan reported that maintenance staff had notified him that the existing fire alarm and suppression system, while functional, is out of date and out of code and needs to be upgraded. The cost for this type of a project could be over \$10,000 which would likely require the Board to apply for a facilities improvement capital grant through the State. Monahan said if that was the case he would also add other necessary repairs like roof and concrete apron repair. If the price is something lower than expected he may be able to use Operations funds since the current alarm system has been maintained and it is simply being upgraded, it is not a new system. This was just an update, more information will be coming in the weeks ahead.

Discussion turned to 2025 national conference attendance. Monahan started by showing that in September the MPTA Washington DC Congressional Fly-In would be covered financially for the most part by MPTA since he is a Board member. In addition Monahan presented two different conference options and described the training and networking opportunities at both of them. He said both conferences fit within the National Conference amount that was set for 2025 in the Operations budget. The Exec Committee said Monahan had to decide which one would be best for him and the transit system.

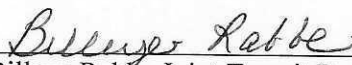
A motion was made by Commissioner Young, seconded by Commissioner Groskreutz, to recommend the Full Board approve the national conference request for Monahan's chosen conference and for the Washington DC Fly In. Motion passed unanimously.

Discussion turned to Personnel Actions. Monahan wished to take two Probationary Transit Drivers Holly Hovick and Eugene Halvorson off Probationary status. He also wished to take Probationary Transit Dispatcher Angela Rowan off Probationary status. All have successfully completed their first 6 months and all three would be entitled to the pay raise that comes with the action. Motion made by Commissioner Young, seconded by Commissioner Loughmiller to approve to Personnel Actions as presented. Motion passed unanimously.

Discussion turned to the ridership report. Monahan was happy to say that January 2025 was the best January since 2019 aside from 2020 when the system was performing very well before the pandemic. January 2025 even bested 2021 when rides were fare free. He explained that Faribault County has had a slight reduction from previous years due to less pre-school riders being served but that the Martin County routes were very successful right now, in particular the Fairmont routes, and they are making the system numbers look good. There is a 5 percent over the previous year's total goal each month this year since 10 percent goal again is likely just too much. In January the 5 percent goal was met.

Motion made by Commissioner Young, seconded by Commissioner Groskreutz to adjourn and with no further business to wit the Chair adjourned the meeting at 10:15 a.m.

JOINT TRANSIT BOARD
FARIBAULMARTIN COUNTIES


Billee Rabbe Joint Transit Board Chair

ATTEST:


Joe Loughmiller, Board Secretary