Faribault-Martin County Joint Transit Board
Blue Earth Ag Center – Faribault County Conference Room
435 South Grove Street
Blue Earth, MN 56013
Wednesday June 22, 2016 at 10:30 a.m.

The meeting was called to order at 10:30 a.m. by Board Vice-Chairman Tom Mahoney. Chairman Bill Groskreutz arrived shortly after the meeting was called to order.

Joint Transit Board members present were: Faribault County Commissioners Young, Roper, Warmka, and Groskreutz, Martin County Commissioners Flohrs, Smith, Mahoney, and Belgard. Missing was Martin County Commissioner Schmidtke and Faribault County Commissioner Loveall. Also present were Jeremy Monahan, Faribault – Martin County Transit Director, and Cody Benjamin, Faribault County Register.

Commissioner Mahoney asked if there were any additions to the agenda. Motion made by Commissioner Smith, seconded by Commissioner Belgard to approve the agenda as presented. Motion passed unanimously.

Motion made by Commissioner Warmka, seconded by Commissioner Smith to approve the minutes from the April 20, 2016 Faribault – Martin County Transit Board Meeting. Motion passed unanimously.

Motion made by Commissioner Belgard, seconded by Commissioner Mahoney, to approve the minutes from the May 4, 2016 Executive Committee Meeting. Motion passed unanimously.

Motion made by Commissioner Belgard, seconded by Commissioner Mahoney, to approve the minutes from the June 8, 2016 Executive Committee Meeting. Motion passed unanimously.

Discussion turned to the transfer of vehicles to the Joint Transit Board which came with some unexpected maintenance and repair costs. The Executive Committee approved a motion recommending that the Full Board approve the reimbursement amount of 80 percent of a $5,552.50 labor cost to Fairlakes Transportation for the two vehicles that had unexpected maintenance and repair costs for a total reimbursement of $4,442 for this one time occurrence. To complete this reimbursement, an amendment to the contract between the Board and Fairlakes will need to be completed.

Motion made by Commissioner Warmka, seconded by Commissioner Flohrs to approve development of a contract amendment to facilitate the reimbursement of $4,442 to Fairlakes Transportation for unexpected maintenance and repair labor costs on two vehicles. This reimbursement is a one-time occurrence and not precedent setting. Motion passed unanimously.

Monahan updated the board on procurement efforts for two projects regarding the Transit Facility in Fairmont. The 2016 Operations budget has funds for repainting the exterior portion of the structure that is used by the Transit system. Monahan solicited a Request for Quotes on June 3, 2016 with bids due June 17, 2016 and hoped to bring them to the Board for approval.

However no bids were received from the five local vendors that RFQ notices were sent to. Monahan noted he could resolicit for bids with a wider pool and perhaps a newspaper advertisement or he could purchase the paint and rent any needed equipment and coordinate with Sentenced to Service personnel to complete the job. Concerns were expressed about using STS for a job with this many details, like building preparation and the height.

Motion made by Commissioner Flohrs, seconded by Commissioner Young, to resolicit the RFQ for exterior painting and to include a newspaper ad as a method to attract bids. Due to the time until the next Full Board meeting, this motion also referred authority of bid approval to the Executive Committee. Motion passed unanimously.

Another procurement for the Transit Facility is for manufacture and installation of an exterior sign. Again the 2016 Operation budget has funds for this project. Monahan solicited RFQs on June 3, 2016 with bids due June 17, 2016 and one bid was received. Monahan said that he checked with MnDOT and that adequate solicitation had been done and that the Board could proceed with the sign project with that single bid if it desired. Part of the RFQ details were to give different costs to different type signs such as a lighted box sign or a large flat sign with possible indirect lighting. Discussion ensued regarding the type of sign that would be desired for the building.

Motion made by Commissioner Mahoney, seconded by Commissioner Flohrs to approve the single bid vendor, Designing Signs of Fairmont, and to work towards production of an 8 foot by 20 foot metal or plastic sign with indirect lighting. Motion passed unanimously.

Monahan informed the Board that he had also solicited RFQs for an Advertising Broker Service agreement to be entered into for the system. This would allow an outside party to sell and install ads on and in the Prairie Lakes Transit vehicles and the system would receive a percentage of the revenue. Numerous systems utilize such a service and while it is a procurement due to the service fee the broker receives, it ultimately will generate revenue for the system. No bids however were received for this solicitation. Monahan said MnDOT advised him to wait another month and try resoliciting again. This project is not time critical in regards to the 2016 budget but it will generate revenue so Monahan hopes to have an agreement in place as soon as possible.

Discussion turned to New Business. Monahan updated the Board that the system has had almost 6 months of operations with the new system design. This has allowed observation of what is working well, what is not working at all, and what might need just a little adjusting to make something not working great able to work better. Monahan noted he has received a lot of input and suggestions from the public, drivers, dispatchers, etc. now and with that input a few ideas for adjustments have been formulated and are being worked on. None of these changes modifies the service hour amounts, or start and end times, it only changes the timing of the routing, adjusts some waypoints, and a few other things (service design). These changes are to try and allow for more efficient and on-time performance for the deviated routes and to allow for some more flexibility while reducing deadhead trips in the rural areas. The only way to see if these changes will really work is by trying them, as it was with the original design.

When MnDOT was asked by Monahan what the process for making adjustments were, the response was to summarize the proposed changes and justification to our Project Manager, get their approval, and receive public comments. The Transit Director will be working with the Executive Committee to complete the modification ideas, present them to MnDOT and then determine the best way to receive public comments on the changes before implementation, which hopefully will happen in late July.

Discussion turned to an update on the purchase of a new vehicle for the transit system. There have been a number of delays that MnDOT has been dealing with diligently to get the new vehicle purchase contracts out to the transit systems. Ideally the contract would have been executed months ago and the 2017 vehicle ordered already but the delays have prevented that.

Monahan informed the Board that he received and signed the contract with MnDOT on Friday June 17, 2016 to commence the purchase process and it is now fully executed. The contract is an 80 / 20 split and is for $74,000 (which would be the maximum purchase price and maintain the 20 percent contribution from the Board). Vehicle vendors will be in contact once the contract is fully executed in the near future.

MnDOT is hopeful, but not positive that the vehicle will still be able to be a 2017 chassis. Once the vehicle is chosen, the Full Board will have to approve a resolution authorizing the purchase of the vehicle with its cost and specifications.

Monahan updated the Board that he will begin working on the development of the 2017 Operations Budget, review its progress with the Executive Committee at the July meeting, and have review and approval of the budget by the Full Board at the August meeting. The application is due to MnDOT on September 2, 2016. The August meeting will possibly also have a number of required resolutions that the Transit Board has to vote on as part of the application process.

Monahan presented to Full Board with a Bill Payment report of payments made since their last meeting on April 20, 2016 that were approved by the Executive Committee.

Monahan updated the Board on operations including ridership amounts and farebox recovery amounts. Ridership is down compared to a combination of the two prior systems from last year, but Faribault County is higher than last year and Martin County is lower but the ridership trends are following last year in both counties. Monahan noted that with the service expansion in Faribault County, higher ridership amounts were expected and that more growth in ridership is still needed. Monahan hopes that some of the route modifications will recapture some of the riders, especially in Martin County and Fairmont, which were lost along with attracting new riders. Monahan reported that through April the system had covered 16.7 percent of total cumulative expenditures and through May that had gone down to 15.2 percent. The system needs to cover 15 percent of the total cumulative expenditures with its revenue sources.

In the Agenda Control Monahan had noted that the next Full Board meeting was scheduled for August 17th but Commissioner Flohrs pointed out that if the Transit Board meetings are to follow

the Human Services Board meetings, the August meeting would be on the 24th and the Executive Committee meeting would be scheduled for August 10th.

Motion made by Commissioner Flohrs, seconded by Commissioner Young to approve the August meeting date changing to August 24, 2016 so it could follow Human Services' meeting. Motion passed unanimously.

With no further business to wit, a motion was made by Commissioner Flohrs, seconded by Commissioner Mahoney to adjourn. The Board Chair adjourned the meeting at 11:25 a.m.

JOINT TRANSIT BOARD
FARIBAULTMARTIN COUNTIES

William Groskreutz Jr., Joint Transit Board Chair

ATTEST: _____
Tom Loveall, Board Secretary