Faribault-Martin County Joint Transit Board – Executive Committee
Prairieland Recycling Facility
801 East 5th Street Truman, MN 56088
November 13, 2015

The meeting was called to order at 10:50 a.m. by Chairman Elliot Belgard.

Joint Transit Board Executive Committee members present were: Faribault County Commissioners Groskreutz and Loveall and Martin County Commissioners Belgard and Mahoney. Also present was Jeremy Monahan, Faribault – Martin County Transit Director.

Board Chair started the meeting by asking for approval of the agenda which had additions from the version sent to the Executive Committee when they received the agenda.

Motion made by Commissioner Loveall, seconded by Commissioner Mahoney, to approve the amended agenda. Motion carried unanimously.

Discussion turned to the Transit Board cash flow system and the bills currently due. Monahan had produced along with the Unpaid Bills Report a Current Statement from the Transit Board's bank account. Monahan stated that similar to last month there is enough money in the bank now to pay the two larger County bills and clear the slate and get those expenses on the next request for funds. There is also a request for funds reimbursement being processed by MnDOT right now as well. There still remain a number of large purchases coming in the next two months that will use the funds at a rate that is likely quicker than the rate the TFF grant will reimburse the board. Monahan stated that he will be approaching each county to request the additional $50,000 ($25,000 per county) that will be needed to maintain cash flow for the Transit Board as these purchases are made and reimbursements are processed.

Motion made by Commissioner Groskreutz, seconded by Commissioner Mahoney to approve payment of all unpaid bills. Motion passed unanimously.

Discussion ensued regarding procurement of cameras and radios for the transit system. In the previous month, the Transit Board approved the purchase of these items with the bids that were recommended by the Executive Committee. Monahan showed the Executive Committee that contracts for those two procurements have been signed and that scheduling for installation is being completed. It was discussed that proof of insurance documents from the vendors will likely be required for use of the Faribault County Highway Department building during the installations. Commissioner Groskreutz was going to check with the Faribault County Engineer to be certain what documentation would be needed. It was also noted that the Board desired clarification as to what the "Service Agreement" portion of the radio contract entails. Monahan stated he will learn the details when meeting with the sales rep.

Discussion ensued regarding the Service Agreements that have been presented to and approved by each individual county. Monahan said he plans to complete the last step of executing the agreement which is getting approval of both agreements from the Full Transit Board. He plans on asking for discussion of the approval at the next meeting.

Discussion ensued to New Business. First off Monahan updated the Executive Committee on his trip to Atlanta and the highlights of the RouteMatch User Conference. It was educational and will be very helpful with getting the new system set-up by understanding the software capabilities a little more and be able to work with dispatchers, which was the goal of attending the conference.

Second Monahan noted that he had completed his first Transit Advisory Committee (TAC) meeting and that it went very well. Of the 10 members, 8 were able to attend. Monahan presented to the TAC the plans for the new system including routes and rates. He also discussed with the TAC what their purpose is which is to advise the Transit Director on policy and services and that they have no legal authority. Their opinions however will be considered by MnDOT along with the Transit Board many times especially when changes in service levels are proposed. Discussion ensued regarding rates, hours of service expansions possibilities, dissemination of information (rider's guides) to different areas such as apartment building lobbies, stores, and churches among others. Monahan said he was very happy with the group, they all contributed ideas and discussion, and will be a real asset to the Faribault – Martin County Transit Board in the future. The next meeting will be held in the spring after the new system has been running for a few months.

Next, Monahan informed the Executive Committee that in his work on getting a new phone number for Prairie Lakes Transit, which would need to have an 800 number for Faribault County users calling the dispatch center in Fairmont. Monahan learned that Fairlakes Transportation, who won the contract to operate the system, already has an 800 number working along with their local number. In fact their 800 number has the word "RIDE" as the last four digits. This will bring some continuity to Faribault County who had the same numbers in their local phone number. Also by keeping the same number that Martin County Transit is currently using, half of the system already is aware of the numbers so promotion of the phone number will be easier in Martin County and can be focuses more on Faribault County learning the new number(s) to call.

Discussion ensued next regarding the work Monahan is doing on procuring full vehicle wraps and re-lettering of the fleet for both counties to have the new name, logo, colors, etc. on them. Monahan said he is working on getting estimates but hopes to do a "wrap" on up to two buses and then have re-lettering done on the remaining buses. Also that advertising will be sold on the sides of the buses but in a manner that is to be determined. Martin County currently has space for advertising boards but there may be better ways to utilize the space on the side and / or back of the buses that will be worked on once the system gets started.

Monahan then showed the Executive Committee the latest drafts of the maps that are being worked on for the system. These are the maps that were presented to the TAC and at the Fairmont public meeting. They will continue to be refined and made to be part of the rider's guides and available on the website. It was noted that it might be wise to inquire at frequent stops to have the maps printed on a larger scale and kept on display permanently, such as in the vestibule of Walmart or HyVee. Monahan said he would look into that once the maps are completed. There are employees from both those establishments on the TAC so initiating contact to see what is possible should be easy.

Monahan showed the Executive Committee some of the jackets that he has been pricing for the employees of the new system. It was decided that the Board desires drivers to wear consistent jackets in the winter and shirts in the summer along with a cap or visor for the system if they are wearing a cap. These purchases can be made with the transition money and Monahan is working on getting prices for all these items. Commissioner Groskreutz noted that when given the option of having embroidery one color (like white) on a jacket or shirt or using our chosen colors, he prefers the chosen colors be used. Commissioner Belgard said to keep moving forward with getting these items produced.

Monahan then showed the Executive Committee proofs that had been created for the fare tokens for the new system and asked for any input. The Committee liked what had been produced and again told Monahan to keep moving forward with production.

Lastly Monahan recapped the first of his two Public Meetings announcing the new transit system. His first meeting was the previous evening, Thursday November 12, in the Commissioners Room at the Martin County Courthouse. There was not a large turnout but the attendees did get an explanation of the new system, asked many questions mostly focused on their own needs (but needs that may very well match a number of users). There is another meeting scheduled for Thursday November 19th in Blue Earth at the Law Enforcement Center.

The next meetings of the Faribault-Martin County Joint Transit Board Executive Committee was set for Monday December 14th at 3:00 p.m. in the Martin County Courthouse. The next Full Board will be held on November 20th, 2015 at 9:00 a.m. in the Martin County Courthouse. The December Full Board meetings will be set at the Full Board meeting on November 20th. Monahan reminded the Executive Committee that with all the things that will need to be completed and approved before beginning of operations, some of which might be learned about at the last minute, there is a chance that additional quorums besides the regular Full Board meeting will need to be called in December to complete all approvals.

With no further business to wit, the Board Chair adjourned the meeting at 12:30 p.m.

JOINT TRANSIT BOARD
FARIBAULT-MARTIN COUNTIES

Elliot Belgard

Elliot Belgard., Joint Transit Board Chair

ATTEST: Tom Mahoney

Tom Mahoney, Board Secretary