Faribault-Martin County Joint Transit Board – Executive Committee
Martin County Courthouse
201 Lake Avenue Fairmont, MN 56031
February 4, 2016

The meeting was called to order at 10:00 a.m. by Chairman Bill Groskreutz.

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 any additions to the agenda.

Motion made by Commissioner Mahoney, seconded by Commissioner Belgard for approval of the agenda. Motion carried unanimously.

Discussion turned to the bills currently due. Monahan produced an Unpaid Bills report of $67,783.98 in total. Monahan noted that of that amount, $19,229.90 was approved for payment in January but the project had not yet been completed so payment has not been made yet. He noted that of the expenses approved in January $609 had been for a project that was cancelled by the vendor and would not be paid. Of the new invoices received since the previous Executive Committee meeting a number of the invoices were for products that have again not yet been received in full and that he wished to have approval to pay these unpaid bills once the products or services were completed along with $152 of 2015 sales tax that was paid by the Fiscal Agent and the ability to pay the Frontier phone bill that had yet to be received estimated to be about $70. It was noted that some of the bills will use the 2016 Operations budget for funding rather than the Transit for our Future transition grant. The Executive Committee reviewed the Visa statement per protocol and initialed their review.

Motion made by Commissioner Belgard, seconded by Commissioner Mahoney to approve payment of the Unpaid Bills not previously approved as presented and discussed contingent on receiving and or completion of the products or services and receiving of the Frontier phone bill at the discretion of the Transit Director. Motion passed unanimously.

Monahan produced a current bank statement for the Transit Board. He noted that the TFF Grant Requests for Funds from November and December had been deposited along with the first quarter payment of the 2016 Operations Grant amount. Also being deposited in the bank now are fare revenues. Monahan noted that the Accounting Policy Manual states that money received has to be deposited within 24 hours which has led to a number of smaller deposits and numerous trips to the bank. It was discussed that he would find out if that 24 hour rule was a MnDOT requirement or not and if it wasn't would propose modification of the policy to have deposits made weekly along with the fare box revenues for efficiencies. He will bring this matter to the Full Board at their upcoming meeting if possible There is approximately $362,000 in the bank as of the end of January and the January RFF will be near $25,000 for expenses paid in that month.

Discussion ensued regarding the mass mailing effort completed during the week of February 1st. Monahan said over 21,000 riders guides were produced and inserted in the Fairmont Photo Press, Faribault Shopper, and Wells Shopper. These are all free newspapers and most of the population of both counties received at least one of these papers. Discussion ensued regarding how the guides focused on the routes for Fairmont and Blue Earth and not much info regarding the rural services that are available. It was noted that while Fairmont and Blue Earth are a large portion of the business for the transit, the next effort like this, if completed, should include more info for the rural community's services available.

Discussion turned to the layout and protocols of the Performance Evaluation Review for the Transit Director to be completed by the Full Transit Board at their February meeting. Commissioner Groskreutz had worked to use a version of another Joint Powers (Prairieland) review sheet along with integrating the advertised job description of the Transit Director into the review form. Modifications were discussed and will be implemented in the copies given to the Full Board. It was noted the Full Board would receive the Evaluation Form in their Agenda Packets via email before the meeting along with paper copies that will be brought to the Full Board meeting for their use.

Monahan noted that the Fiscal Agent also needs the Board, upon completion of the Performance Review, to sign off on a Personnel Action Form. This form authorizes any merit increase whereas the Evaluation would recommend it. He will bring this form as well and it is to be signed by at least two Executive Committee members.

Monahan disclosed that in his calculation of salary increase for the 2016 Operations Budget he had mistakenly made the increase of 5% total $51,544 annually when it is actually $51,455 annually. He expressed it was unintentional.

Motion made by Commissioner Belgard, seconded by Commissioner Mahoney to correct the 2016 salary to $51,455 annually for the even 5% increase. Motion passed unanimously.

Monahan updated the Executive Committee that both new buses ordered by both counties have arrived and have been accepted. Finishing work is being done on both vehicles for operations and they should be able to begin being used within the next few weeks.

Monahan updated the Executive Committee on the progress of the Vehicle Wrap project. He did not have newer drafts available for review at this meeting but noted that he had been working with the vendor closely and getting more elements into the design to make it stand apart from the basic logo package which was what the Full Board noted as a concern from the first draft. He noted he thinks they are close to a good design and are working out smaller details. It was noted he should bring the draft design to the Full Board for approval.

Discussion turned to the operations and specifically the complaints regarding the transit system. Monahan noted he has begun to keep a phone call log, as requested by the Board, to have a reference to phone calls and people / issues he has spoken to and about. He noted that most phone calls to him will resolve the complaint as it only warrants an explanation of the new system parameters. Some complaints have warranted an investigation and any necessary

corrective actions were taken. He declared he had viewed video of bus rides where complaints were noted and the driver misbehavior complaints were shown to be inaccurate. Monahan noted he had reached out to institutions where complaints were emanating from and had mixed results of being welcomed to do presentations to residents and employees. The commissioners noted Monahan should continue the outreach effort, specifically to areas where complaints are coming from such as St. Luke's in Blue Earth and he said he would do so. Monahan also noted he presented to the Fairmont City Council regarding the system and he was well received and he planned to continue plans to stand before city councils within the system area to present the details of the new system and answer any questions they may have.

The next meeting of the Faribault-Martin County Joint Full Transit Board is set for 10:00 a.m. on Wednesday February 17, 2016 following the Human Resources Board meeting in the Faribault County Human Services Conference Room in Blue Earth. It was noted that the published times for meetings will be 10:00 a.m. and it will start at 10:00 a.m. or following the Human Services meetings scheduled to take place before the meetings. The next Executive Committee is scheduled for 10:00 a.m. on Wednesday March 2, 2016 in the Martin County Courthouse.

With no further business to wit, the Board Chair adjourned the meeting at 11:55 a.m.

JOINT TRANSIT BOARD
FARIBAULT-MARTIN COUNTIES

William Groskreutz, Jr., Joint Transit Board Chair

ATTEST: _____
Tom Loveall, Board Secretary