

Faribault-Martin County Joint Transit Board – Executive Committee
Martin County Courthouse
201 Lake Avenue Fairmont, MN 56031
February 7, 2018

The meeting was called to order at 9:00 a.m. by Chairman Tom Loveall.

Joint Transit Board Executive Committee members present were: Faribault County Commissioner 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. Monahan noted that he had added some “Personnel Actions” to New Business from the agenda sent out to the group originally due to some recent resignations.

Motion made by Commissioner Belgard, seconded by Commissioner Groskreutz to approve the agenda as amended. Motion passed unanimously.

Monahan produced an Unpaid Bills report totaling \$33,954.61 and explained a number of the bills are still being worked on with the vendors to ensure the correct amount is paid, one bill is being worked on with Martin County to determine if the County or the Transit Board is actually responsible for payment, and then the normal regular and recurring bills that have not yet arrived would need to be authorized to avoid late payments.

Motion made by Commissioner Belgard, seconded by Commissioner Mahoney 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 Bill Payment List report from January 2018 to show the Executive Committee the bills that are typically paid as part of the “regular and recurring” but also to inform that the bill for the repair of Bus 14 was done on January 24th for \$6,703.39 in total, over \$5,000 of which was paid for by MCIT for the vehicle being a total loss. Monahan said he recalled the approximate amount being discussed in Executive Committee meetings but the completion date and exact repair cost was unknown. Also Monahan reported that the vendor was hesitant to release the vehicle without payment, so Monahan paid the repair bill so the bus could be returned. No action was needed it was just information for the Commissioners.

Monahan produced Bank Statements for the Transit Board. It showed that as of January 31, 2018 the Transit Board had \$275,724.00 for a bank balance. Of note was a deposit on January 30th of \$157,437.50 which was MnDOT’s share of the 2018 Quarter 1 Operations Funding. No action was needed it was just an update for the Commissioners.

Discussion turned to the 2016 system audit, which is nearing completion with the Exit Interview scheduled for February 14, 2018 with Board Chair Loveall, Commissioner Mahoney, Monahan, and Office of State Auditor staff. Monahan reviewed the findings of the audit and the draft

Client Responses. Commissioner Loveall and the Executive Committee asked Monahan a number of questions regarding the findings for preparation for the February 14th meeting. No action is needed it was just an update for the Commissioners.

Discussion turned to New Business. Monahan updated the Executive Committee on recent staff member resignations from employment with the Transit Board. After discussion regarding the details of the resignations and current staffing levels, Monahan asked for Board approval of the resignation for the following staff:

Carmen Willard
Douglas Leiding

Motion made by Commissioner Mahoney, seconded by Commissioner Groskreutz to approve the resignation of the preceding individuals from the Transit Board. Motion passed unanimously.

Discussion regarding the MnDOT Transit System Review ensued. Monahan reported that the Transit Board's Project Manager from MnDOT Jean Meyer and Office of Transit Staff Noel Suggart came for a meeting summarizing their findings and recommendations following their ride-along in October and pinning study and analysis of all route's ridership. A number of recommendations were thoroughly discussed with Monahan and the Transit Board's Operations Manager Stacy Martinson. Some of the recommendations should be implemented as soon as possible, some within the next 12 – 18 months. Some recommendations are likely not practical to match perfectly and many discussions regarding possible alternatives were part of the meeting.

Commissioner Groskreutz noticed in the notes from the meeting that service to Albert Lea is proposed to be eliminated and to rely on SMART, which serves Freeborn County to transport residents of Martin and Faribault County to Albert Lea. Monahan said this would include coordination with SMART along with the possibility of transporting residents of the Transit Board's service area to a transfer point with SMART vehicles. Monahan said the route as it currently runs is barely being used and very costly with only one or two passengers utilizing it. Commissioner Groskreutz expressed concerns that a service (travel to Albert Lea) for eastern Faribault County residents would need to be provided by a different transit system. Options and ideas were discussed such as increased promotion of the availability or implementing a ridership minimum of 5 people per trip for example among others rather than eliminating the service. Monahan said he will work with SMART and Jean Meyer on some suitable options and the service as provided will continue in the meantime.

Commissioner Loveall asked Monahan that a summary of the near and long term proposed modifications be produced for the February Full Transit Board meeting.

Monahan said part of any modifications will need to include public input. Monahan has planned the first public input session to be Monday February 26th in Fairmont at the Martin County Courthouse to discuss matters that are proposed to be modified and get the public's input. These issues will for the most part focus on routes that service Fairmont and Martin County. Another meeting focusing more on Faribault County services' potential modifications and public input will be held later this spring in Blue Earth. Both meetings will include some "system-wide"

modification proposals that will not be brought to the Full Board for consideration until public input is received from an adequate number of sources and meetings.

Discussion turned to other upcoming meetings for the Transit Board. Primarily that besides the upcoming public input meetings and Full Board meeting, staff meetings will be held the last full week of February. The input of employees regarding the proposed changes will be gathered at that meeting as well as conveying a number of other operational concerns MnDOT witnessed during their ride along in October and some other housekeeping items.

The next Full Transit Board meeting will be Wednesday February 21st at 10:00 a.m. in Faribault County Human Services Conference Room in Blue Earth following the Human Services Board meeting. The next Executive Committee meeting is scheduled for Wednesday March 7th at 9:00 a.m. in Fairmont at the Martin County Courthouse.

With no further business to wit, the Board Chair adjourned the meeting at 10:55 a.m.

JOINT TRANSIT BOARD
FARIBAULT-MARTIN COUNTIES


Tom Loveall, Joint Transit Board Chair

ATTEST: 
William Groskreutz Jr., Board Secretary