

Faribault-Martin County Joint Transit Board – Executive Committee  
Martin County Courthouse  
201 Lake Avenue Fairmont, MN 56031  
April 4, 2018

The meeting was called to order at 9:00 a.m. by Vice-Chairman Elliot Belgard.

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

Board Vice-Chair started the meeting by asking for any additions to the agenda. There were none.

Motion made by Commissioner Mahoney, seconded by Commissioner Groskreutz to approve the agenda. Motion passed unanimously.

Monahan produced an Unpaid Bills report totaling \$28,040.82 and explained a number of the regular and recurring bills have not yet arrived and would need to be authorized for payment to avoid late fees.

Motion made by Commissioner Groskreutz, 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 Bank Statements for the Transit Board. It showed that as of March 30, 2018 the Transit Board had \$122,027.55 for a bank balance. Monahan noted the month was fairly typical for revenue and expenditures. One exception was a deposit for \$600 on March 9<sup>th</sup> which was for the sale of a Disposed Capital Asset, which was the 2005 Ford Goshen Coach.

Discussion turned to end of year financials. Monahan reported that he had submitted the final totals for revenue and expenditures to MnDOT by the March 31<sup>st</sup> deadline. In 2017 the Transit Board had a budget of \$1,318,000 and spent \$1,093,027.47 in total. Revenue from fareboxes and other sources totaled \$149,004.11 which is just under 14 percent of the expenditures meaning a revenue shortfall of \$14,950.01 was experienced in 2017 due to not reaching 15 percent of expenditures. Monahan also pointed out that the 4<sup>th</sup> Quarter Federal Share of Operational funding has not yet been received and is expected to exceed \$94,000 based on the contract and calculations. Finally Monahan pointed out that it has been calculated that in 2017 MnDOT overpaid the Transit Board and those funds will need to be paid back. The amount will be determined at the conclusion of the 2017 Operations Contract Audit. Monahan reminded the commissioners that the 2016 Operations Contract Audit, which is predicted to show an underpayment from MnDOT, is also not yet completed.

Discussion turned to the System Design Review. Monahan reported that he had sent a request to MnDOT to approve a number of system design changes and that Jean Meyer, MnDOT Project Manager, had denied the changes for a number of reasons, mostly due to lack of correct documentation, some clarification on proposed implementation procedures, and that more public input would be required. Part of this public input included a meeting of the Transit Advisory Committee, to get their opinions on the proposed changes. Monahan said he will be scheduling a TAC meeting in April and will not be cancelling this one due to low attendance as he had done a number of times in the past year. The meeting will just have to be held with the members that can make it this time. Monahan will continue to work with Meyer to ensure the proper procedure is followed to make the modifications to the system.

Discussion turned to New Business. Monahan noted that the staffing levels of the Transit Board need to be analyzed and it is possible another office staff member will need to be hired for dispatching, or a driver will have to be cross-trained for dispatching. Anytime staffing amounts are short of drivers, one of the dispatchers is often called upon to drive. Also, anytime a dispatcher misses work, planned or unplanned, the Operations Manager ends up covering the dispatching work. Monahan wants to analyze options for adding another staff, likely with less guaranteed hours with the potential for more for filling in, but wanted to inform the Executive Committee about it and get their thoughts before he took any action. The commissioners stated that actions should be taken to ensure the staffing levels that are needed are in place. Monahan said he will work with the Operations Manager to complete that.

Discussion turned to the 5-year plan effort that MnDOT and the Minnesota Public Transit Association is undergoing for transit systems across the state. Monahan said he has had an initial informational gathering phone conference with a consultant hired by MnDOT and will be working with MnDOT and their hired consultants on this effort. The end result should be a 5-year plan for the transit system for operational and capital goals among other items. No action was required, this was just information for the Executive Committee.

The next Full Transit Board meeting is scheduled for Friday April 13<sup>th</sup> at 10:00 a.m. in the Prairieland Facility Conference Room in Truman following the Prairieland Board meeting. The next Executive Committee meeting is scheduled for Wednesday May 2<sup>nd</sup> at 9:00 a.m. in Fairmont at the Martin County Courthouse.

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

JOINT TRANSIT BOARD  
FARIBAULT-MARTIN COUNTIES

  
Elliot Belgard, Joint Transit Board Vice-Chair

ATTEST:   
William Groskreutz Jr., Board Secretary

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Executive Committee Meeting Minutes  
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