

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

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

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

Board Chair started the meeting by asking for approval of the agenda.

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

Monahan produced an Unpaid Bills report totaling \$28,383.87 and as usual a number of the regular and recurring bills have not yet arrived and would need to be authorized for payment to avoid late fees. A bill of note that was discussed was the D&R Repair bill for work completed in May. Monahan explained that there was a lot of Maintenance work completed to get the air conditioners on the buses working after winterizing them and some needed some additional repairs. There was also a costly suspension and axle issue with a bus. He also noted that a transmission in a different bus failed and needed to be replaced and that expense would be in June's bills and be over \$8,000 total in addition to any other repairs completed in June.

Motion made by Commissioner Belgard, seconded by Commissioner Groskreutz 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 May 31, 2018 the Transit Board had \$261,026.02 for a bank balance. Monahan noted that the 2nd Quarter funding for Operations from the State did get deposited on May 9th totaling \$157,467.50 along with a deposit on May 24th of \$94,067.88 which was the 4th Quarter Federal Share for 2017 Operations. Lastly, it was pointed out that on May 14th the 2018 vehicle purchase totaling \$77,548 was paid for and on May 31st the State's share of 80 percent of the cost totaling \$62,038.40 was deposited. Discussion turned to whether to pay back the member counties the total \$77,548 which was loaned to the Transit Board to cover the purchase price or if it would be recommended that the Transit Board only pay back the proportional share of \$62,038.40 to each county so that the counties are bearing the burden of the 20 percent cost for this vehicle purchase. Commissioner Belgard noted that since the future will bring payments that are due to MnDOT due to 2017's overpayment, it might be wise to only pay back the 80 percent and maintain the Transit Board's reserves while trying to keep building them up through revenue.

Motion made by Commissioner Groskreutz, seconded by Commissioner Mahoney to recommend to the Full Transit Board that 80 percent of the money loaned to the Transit Board be paid back at this time, which will total \$62,038.40 and be proportional to each counties contribution (\$38,463.81 for Martin County, \$23,574.59 for Faribault County). Motion passed unanimously.

Discussion turned to the Proposed System Modification status. With Jean Meyer present, many questions were asked and discussion about what exactly was needed to get approvals from MnDOT done, and what MnDOT desired in terms of the service design, in particular the rural service aspect of the transit system. Service zones with service at specific times for specific geographic areas was discussed as this was what MnDOT has recommended, which Monahan was concerned about how this resembled what was done when the system started but was not working. Meyer pointed out additional mileage by the rural system routes and lower than desired ridership amounts stating that perhaps the original plan was not given enough time or proper marketing. Discussion about the proposed changes to the Deviated Routes, in particular in Fairmont, occurred with Monahan saying that the lack of approval is holding up a key marketing tool, the production of Rider's Guides. Meyer and Monahan have a few more documents to share with each other and those changes may be able to be approved soon so some of the Riders Guides can be produced with work on creating new service zones being done in the near future. Monahan and Meyer will have to work with other Prairie Lakes Transit staff to construct appropriate service zones that can still serve the residents as efficiently and as thoroughly as possible.

Discussion turned to New Business. Monahan discussed that the first DRAFT of the 2019 Operations and Capital budgets that he has produced. It has an overall increase of 5 percent for Operations. It also includes the purchase of 2 vehicles in 2019 that will be delivered in early 2020, one for Faribault County and one for Martin County. Discussion regarding some of the budget lines that had larger dollar amounts, expense increases, or expense decreases occurred. After much discussion including input from Jean Meyer:

A motion was made by Commissioner Groskreutz, seconded by Commissioner Belgard to approve the DRAFT 2019 Budgets and to present them to the Full Transit Board for consideration of approval at the June 20, 2018 meeting. Motion passed unanimously. Monahan stated once the approved budget is determined, he will get the Operations and Capital applications submitted to Jean Meyer by mid-July for review before the final deadline at the end of July.

Discussion turned the Alternative Fueling Location situation that came up suddenly the week of May 28th. Monahan had emailed the Executive Committee to explain how the fuel pumps at Martin County's Highway Department were not working and could be down for up to 2-weeks. This required an alternative fueling plan beyond charging some fuel to the Board's credit card to be established. Monahan noted in emails to the Executive Committee that he was working with Kwik Trip's Corporate Offices to expedite the ability to charge fuel (gas and diesel only) at the Fairmont Kwik Trip. The credit line was established and fueling was to be done at Kwik Trip until the repairs at Highway were completed. The 2-week estimate was conservative and after a few more days, the new system was installed at Martin County Highway and the buses began to fuel there again on June 6th. The Kwik Trip account will remain and be the alternative fueling

location should another malfunction happen to the Marin County Highway pumps. A similar plan is set up with the Sinclair Station in Blue Earth for fueling if the fuel pumps at the Faribault County Highway Department aren't working. Monahan explained the alternative locations will only be used when the Highway Department fuel pumps are not working. It was agreed that it is good to have a back-up plan in place now in both locations.

A motion was made by Commissioner Groskreutz, seconded by Commissioner Belgard to retroactively approve the establishment of a credit account with Kwik Trip in Fairmont to act as an alternative fueling location for Martin County based buses. Motion passed unanimously.

Discussion turned to a staffing update. The following staff member resigned since the last Executive Committee meeting:

Timothy Meyer

The following staff member was hired as a Transit Driver since the last Executive Committee meeting:

Anthony Scheff

Monahan asked for approval to accept the preceding resignation and hiring.

Motion made by Commissioner Mahoney, seconded by Commissioner Groskreutz to approve the resignation and hiring of these staff by Monahan. Motion passed unanimously.

A quick update was given to the Executive Committee about some of the group trips that have been established for the summer. Monahan mentioned that there have been discussions and token pack purchases by the Wells Library, and Martin County West High School. Also a program that will pick kids up at the Elmore and Frost Post Offices at noon on Tuesdays and Wednesdays respectively and deliver the kids to the Blue Earth pool, with return trips at 4:15 has been established. These rides are being paid for by Blue Earth Community Recreation and give good hope to increase ridership and revenue in the typically weaker summer months in terms of ridership.

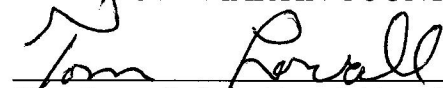
Discussion turned to the system ridership report. Monahan had recently received May 2018 ridership numbers and reported that while there was a drop in ridership from previous years, it appears the drops are in the Martin County rural routes, which primarily handle the subscription routes to MRCI Workforce Center, which is starting to reduce staffing as their clients are integrated into other workplaces around the area. The Red and Green Routes in Fairmont are still strong and off-set some of the reduction of the rural routes, but there is still a drop the previous year. A goal for 2018 has always been to eliminate or at least slow down the steep drop in ridership system-wide in June and July. The previously noted library and pool trips are hoping to help with that effort along with some other group trips planned and being solicited to area facilities. It is also hoped some of the system modifications proposed could increase ridership by increasing access from Blue Earth to Fairmont in the midday to allow for easier shopping trips, which has been expressed as desired by Faribault County riders.

A short discussion was held regarding the Transit Advisory Committee and potential nominees for Commissioner Belgard who has an opening and Commissioner Flohrs who's appointee has not been reachable or attended a meeting yet. After discussion Monahan will speak with a potential nominee for Commissioner Belgard, and Monahan or Commissioner Belgard or Mahoney will speak with Commissioner Flohrs about a possible new appointee. Monahan said he hopes the next meeting will be in September.

Commissioner Groskreutz noted that the next regularly scheduled Executive Committee meeting falls on Independence Day and should be rescheduled. Monahan suggested the following week and it was decided that the next Executive Committee meeting will be held Tuesday July 10th at 9:00 a.m. at the Martin County Courthouse. The next Full Transit Board meeting is scheduled for Wednesday June 20, 2018 at 10:00 a.m. in the Faribault County Human Service Conference Room following the Human Services Board meeting.

With no further business to wit, a motion was made by Commissioner Belgard, seconded by Commissioner Groskreutz to adjourn. With no objections, the Board Chair adjourned the meeting at 11:00 a.m.

JOINT TRANSIT BOARD
FARIBAULT-MARTIN COUNTIES



Tom Loveall, Joint Transit Board Chair

ATTEST: 

William Groskreutz Jr., Board Secretary