

Faribault-Martin County Joint Transit Board  
Prairieland Facility Conference Room  
801 East 5<sup>th</sup> Street  
Truman, MN 56088  
Friday August 17, 2018 10:00 a.m.

The meeting was called to order at 10:05 a.m. by Board Chairman Tom Loveall

Joint Transit Board members present were: Faribault County Commissioners Loveall, Young, Warmka, Roper, and Groskreutz, Martin County Commissioners Schmidtke, Mahoney, Smith, Flohrs, and Belgard. Also present was Jeremy Monahan, Faribault – Martin County Transit Director and Robert Brewer of the Faribault County Register.

Commissioner Loveall asked if there were any other additions to the agenda. Commissioner Groskreutz asked to add discussion of October meeting dates to the agenda. Motion made by Commissioner Belgard, seconded by Commissioner Schmidtke to approve the amended agenda. Motion passed unanimously.

Motion made by Commissioner Mahoney, seconded by Commissioner Smith to approve the minutes from the June 20, 2018 Faribault – Martin County Transit Board Meeting. Motion passed unanimously.

Motion made by Commissioner Groskreutz, seconded by Commissioner Belgard to approve the minutes from the July 10, 2018 Executive Committee Meeting. Motion passed unanimously.

Motion made by Commissioner Smith seconded by Commissioner Groskreutz to approve the minutes from the August 8, 2018 Executive Committee Meeting. Motion passed unanimously.

Discussion of Old Business ensued regarding the Transit System Modification Request that Monahan has been working on with Jean Meyer of MnDOT and working closely with the Executive Committee as well. Jean Meyer had sent Monahan an email stating which changes to the system that were requested have been authorized:

- 1) Rework the stops and timing on the Red Route and Green Route in Fairmont as presented previously. This will make each route a 60 minute cycle with fewer scheduled stops during the cycle.
- 2) Eliminate 1 hour of Demand Response Service (Orange Route) in Fairmont between 5 am and 6 am Monday through Friday. This was an underutilized hour of service.
- 3) Eliminate Friday Evening Buccaneer Route (Blue Earth) between 6 pm and 10 pm. These 4 hours were much underutilized.
- 4) Add a Gold Route round trip to the Mid-Day by utilizing the 5 hours taken from Orange Route and 4 hours taken from Buccaneer. This will increase access for Blue Earth and Faribault County residents to travel to Fairmont for shopping and medical appointments in the midday. This was a stated desire by many passengers to drivers, dispatchers, and management.
- 5) Red, Green, and Blue Route will have a 30 minute minimum reservation needed for a deviation from the route. This will prevent a large amount of last minute deviations on a single cycle that could lead to the bus to start running behind schedule.

Monahan stated that work on the rural Demand Response “service zone” changes that were desired by MnDOT are still in discussions to reach a mutual decision. Also that the service traveling to Albert Lea has not been modified yet with work on either making the trips Prairie Lakes Transit makes to Albert Lea more efficient or if enacting more coordination with SMART out of Freeborn County should be done.

Discussion ensued that included some clarification of the changed stop points on the Red and Green Route and if any requests that were just flat denied, which there were none. Monahan also stated that once the changes are approved, production of at least some of the new Rider's Guides can commence which is behind schedule for being completed and the literature distribution can begin again.

A motion was made by Commissioner Schmidtke, seconded by Commissioner Flohrs to approve the changes that have been authorized by MnDOT. Motion passed unanimously.

Discussion turned to New Business. Monahan began the discussion explaining that the fall is a time when many transit industry conferences are held. There were two that Monahan was considering attending. Since they are both out of state, it was decided that presenting the conferences to the Board and getting approval would be best. The first conference is the annual Minnesota Public Transit Association Conference held in October. This conference has been attended annually by the Transit Director and Operations Manager and by transit administration staff from each county before the merger. This year the conference is a joint conference with the Wisconsin Public Transit Association and will be held in LaCrosse, Wisconsin. The Executive Committee passed a motion in their July meeting recommending that the Full Board approve attendance of this conference for the Transit Director along with the Operations Manager.

A motion was made by Commissioner Flohrs, seconded by Commissioner Groskreutz to approve the travel and attendance of the Transit Director and Operations Manager for the MPTA Conference in October 2018 held in LaCrosse, Wisconsin. Motion passed unanimously.

Next, Monahan presented details regarding a national conference in late September by the Rural Public and Intercity Bus Transportation Conference held in Breckenridge, Colorado. Monahan stated reasons this conference would be beneficial include the breakout seminars that will cover a range of topics from finances, operations, marketing, and human resources among others. Also, their main promotion point is the ability to network with professionals from around the country that have the same issues and solutions can be discussed. The Executive Committee did not make a formal recommendation regarding attendance at this conference. They decided to let the Full Board discuss and decide the conferences merit and wished to learn cost and budget status. Monahan stated it is estimated that to attend will cost approximately \$2,000 - \$2,200 depending on the travel method and a few other variable factors. The yearly budget for attending a National Conference is \$2,500 in the Staff Development budget.

Discussion ensued regarding the merit of the conference. Also clarification of whether this is the same group's conference attended by the Transit Director previously, which it was explained it is not. Also to clarify that it would only be the Transit Director attending this conference.

A motion was made by Commissioner Schmidtke, seconded by Commissioner Belgard to approve the travel and attendance for the Transit Director for the RPIBT Conference in September 2018 in Breckenridge, Colorado. Motion passed by a vote of 7 for and 3 against.

Discussion turned to the Draft Transit Capital Asset Management Plan. Monahan had drafted a plan, which is a requirement of MnDOT to have completed. He said he followed a template that MnDOT had created and included Board specific information and documents where applicable. He also noted that the document is simply stating that and how the Transit Board will care for its capital assets including facilities, rolling stock, and other equipment valued at over \$50,000, which the Board currently does not have. He also stated that the document is not committing the Transit Board to do anything it is not currently doing it only officially documents the procedures that are already done.

A motion was made by Commissioner Groskreutz, seconded by Commissioner Roper to approve and adopt the Draft Transit Capital Asset Management Plan. Motion passed unanimously.

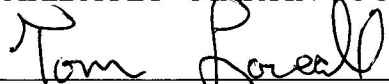
Discussion regarding the system ridership report ensued. Monahan presented tables and data showing that the typical drop in ridership during the month of July did not happen in July 2018, rather it remained steady compared to June, 2018 and the transit system had its best July in terms of ridership ever. Discussion regarding some of the reasons behind this included efforts to have group rides with different child groups in both Martin and Faribault County. Discussion regarding how to try to maintain a higher ridership throughout the year ensued, but it was noted that historically the system simply has fewer riders in the summer. Due to both the rides for school programs not happening in the summer and the fact that warmer weather might allow for more people to travel by foot rather than rely on the bus. Regardless, a goal of not having a sharp drop in July of 2018 that was stated at the beginning of the year was achieved.

Monahan presented the Bill Payment Report showing all bills paid since the Board meeting on June 20, 2018. There was discussion regarding the high bills for vehicle repairs over the past two months. Commissioner Roper questioned if there were other vendors that would be available to spread some of this work around. Monahan said that some other vendors are used for maintenance and repairs when possible, but some vendors are not able to or do not wish to work on the buses. Also, there is a very quick turnaround time with this regular vendor. Commissioner Flohrs noted that a quick turnaround is important so that the buses are able to be out on the road serving the people that need the rides. Monahan noted that the bills for repairs were abnormally large this summer and hopes that the bills will be much lower as fall starts.

Discussion regarding the October Full Board and Executive Committee meeting times as the regular times conflict with the attending of the two conferences approved earlier. The September Executive Committee meeting was moved to Friday September 7<sup>th</sup> at the last Executive Committee meeting. October's Executive Committee meeting was moved to Friday October 5<sup>th</sup> and the Full Board meeting was moved up to Friday October 12<sup>th</sup>. Monahan noted the Full Board meeting in October will include the Transit Director's annual performance review.

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

JOINT TRANSIT BOARD  
FARIBAULT - MARTIN COUNTIES

  
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Tom Loveall, Joint Transit Board Chair

ATTEST:   
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William Groskreutz Jr., Board Secretary