

Faribault-Martin County Joint Transit Board – Executive Committee
Martin County Courthouse
201 Lake Avenue Fairmont, MN 56031
January 9, 2019

The meeting was called to order at 8:00 a.m. by Board Chair Elliot Belgard.

Joint Transit Board Executive Committee members present were: Faribault County Commissioner Young and Groskreutz 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 stated he would like to add an item to Old Business regarding an update on the 2017 Audit progress.

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

Monahan produced an Unpaid Bills report totaling \$31,914.46 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. The D&R Repair bill for work completed in December was discussed. Monahan reported on the more costly repairs that had to be done, which this time primarily consisted of suspension issues and ball joints which needed replacing in order to pass annual DOT inspections. Local road conditions were noted as likely contributors. The remaining charges were routine maintenance or smaller repairs.

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 December 31, 2018 the Transit Board had \$155,964.70 for a bank balance. There were no large deposits or expenses to report. There is also no expected cash flow issues moving forward assuming the 2019 Quarter 1 funding from the State arrives as expected by the end of January. Monahan was asked if the current Federal Government partial shutdown would affect the transit system or funding and he stated he did not believe so, or at least not for some time. The 3rd Quarter Federal share for 2018 had already been processed and received. The 4th Quarter Federal share will not arrive until well into 2019, likely May, only after the 2018 contract is closed out and all expenses and revenues have been tabulated. Monahan also noted MnDOT has not made any statements to the systems to the effect of the shutdown affecting the operations or funding as of yet.

Discussion turned to Old Business and an update on the Transit Facility Building status. With the passing of the resolutions completed in December, Monahan forwarded them to Jean Meyer at MnDOT. The next step would be for Martin County to complete the official recording of the property transfer, decisions on any land lease underneath the building that would be needed on

top of the resolutions statements that full access on the land around the building will be granted to the Transit Board as part of the transfer. Any lease would be done to help clarify any liability issues for insurance. Monahan will be working on completing the application for funds for the office construction project. The application is due by January 15th and award notices are expected within a week after that.

Monahan provided an update stating the progress of the 2017 audit. Many of the tasks that come at the end of the audit process have commenced this week, including address confirmations and review of a number of items OSA has completed and produced for inclusion in the report. Amy Thomas from OSA had come on-site for testing right before the holidays and that process seemed to go well according to Monahan. It is hoped that the audit will be wrapping up in January or early February.

Discussion turned to New Business. Monahan reported that there was a retirement and a probationary new hire that need official consideration for approval by the Executive Committee.

After discussion regarding the candidate and departing employee a motion was made by Commissioner Mahoney, seconded by Commissioner Groskreutz to accept the retirement of Transit Driver Craig Lerum and approve the probationary hiring of Transit Driver Myron Mathiason contingent on Myron obtaining the necessary CDL permits. Motion passed unanimously.

Monahan reported that a new project manager from MnDOT was assigned to the Faribault – Martin County Transit Board for 2019. Her name is Melinda Estey and she has been in the same position as Monahan at SMART out of Albert Lea, Austin, and Owatonna and serving Mower, Freeborn, Steele, and Waseca Counties. Jean Meyer will help wrap up all the work for 2018 along with “shadowing” Melinda while she learns her new position. Monahan said he has worked with Melinda a fair amount, he likes her, respects her knowledge, and trusts her and he is certain the transition will be smooth.

Monahan produced the tables for system ridership. December was an unexpectedly very slow month for ridership. Overall for the system it was the lowest ridership month since the merger and each county’s routes performed below the previous December numbers. As a result, the overall ridership for 2018 was statistically “flat” from 2017 to 2018 which Monahan was very disappointed about. He explained how he expected a modest increase in December from previous year’s which would have given the overall ridership for 2018 a modest increase over prior years. With the significant drop, Martin County’s rides from 2017 to 2018 dropped 0.7 percent compared to an increase of 4.8 percent from 2016 to 2017. Faribault County was a little better having an actual increase of 1.8 percent from 2017 to 2018 but compared to the increase from 2016 to 2017 of 17.6 percent this increase was much lower than expected. Discussion ensued regarding strategies to improve ridership and also the connection of ridership to revenue and other revenue stream possibilities. Discussion of potential savings of expenses without sacrificing ridership as well as possible changes in rates or token pack discount amounts ensued.

The meeting ended with discussion regarding when to hold the next Transit Executive Committee meeting and if coordination with the Human Services Executive Committee should

be done with Commissioner Young serving on both committees. It was decided that would not be a priority, but done if possible. It is not desired to be delayed by that meeting when scheduling the Transit meeting. Moving forward Monahan said he is fine with Friday mornings at 8 am in early February. Biggest condition would be to allow enough time into the month for most of the bills for the month to arrive before the meeting so the Executive Committee can review them and limit the number of bills needing to be paid by the Regular and Recurring protocol, so the second Friday was likely needed unless the first Friday was the 7th.

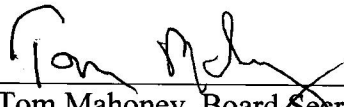
The next Executive Committee meeting will be held Friday February 8th at 8:00 a.m. at the Martin County Courthouse. The next Full Transit Board meeting is scheduled to follow the Human Services Board meeting on Wednesday February 20th in the Faribault County Courthouse in Blue Earth. T

With no further business to wit, a motion was made by Commissioner Mahoney, seconded by Commissioner Young to adjourn and the Board Chair adjourned the meeting at 9:00 a.m.

JOINT TRANSIT BOARD
FARIBAULT-MARTIN COUNTIES



Elliot Belgard, Joint Transit Board Chair

ATTEST: 

Tom Mahoney, Board Secretary