

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

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

Joint Transit Board Executive Committee members present were: Faribault County Commissioner Loveall and Martin County Commissioners Belgard and Mahoney. Faribault County Commissioner Young was attending in place of Faribault County Commissioner Groskreutz who was absent. Also present was Jeremy Monahan, Faribault – Martin County Transit Director.

Board Chair started the meeting by asking for any additions to the agenda. Monahan asked that a discussion regarding Personal Time Off be added to the agenda. This item was added to the agenda at the end of New Business.

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

Monahan produced an Unpaid Bills report totaling \$33,438.13 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 November was discussed. Monahan reported on the more costly repairs that had to be done, which this time primarily consisted of suspension issues on a bus and the replacement of a transmission on another bus. The remaining charges were routine maintenance or smaller repairs.

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 Bank Statements for the Transit Board. It showed that as of November 30, 2018 the Transit Board had \$233,850.22 for a bank balance. Monahan pointed out the noteworthy deposit of \$57,437.50 that was made on November 15th. This deposit was from the State of Minnesota for the 4th Quarter of the 2018 Operations Contract. This amount was reduced by \$100,000 because the Transit Board is not spending at a pace to need the entire amount of funds budgeted for 2018 and Monahan worked with Jean Meyer of MnDOT to determine an appropriate reduction to avoid an overpayment, or at least minimize one. Any overpayments have to be repaid to the State after completion of the operations audit. Also of note was the deposit of \$102,277.10 on November 29th. This was the funds from the Federal share of the 3rd Quarter Operations which ended at the end of September. The 4th Quarter Federal share will not arrive until well into 2019 after the 2018 contract is closed out and all expenses and revenues have been tabulated. It was noted that the system is starting to have “caught up” and not so much money is still outstanding to be coming to the Transit Board, hence

the larger amount of money in the bank despite the large reduction in 4th Quarter fund amount from the State.

There was also discussion regarding a concern Commissioner Groskreutz had mentioned to Monahan via email after he received the agenda and which Commissioner Young asked be discussed as well. The Transit Board had deposited a Non-Sufficient Funds check from a patron and was charged a fee for that action and then the dollar amount of the check was deducted from the account balance. Monahan said that they are working on recovering the money from the rider including the fee levied by the bank.

No action regarding the Bank Statement was needed it is for information purposes for the Board and for discussion purposes.

Discussion turned to Old Business and an update on the Transit Facility Building status. Monahan stated that he and Scott Higgins, Martin County Coordinator, had received from Jean Meyer of MnDOT the wording for resolutions that both the Martin County Board of Commissioners and the Full Transit Board would need to pass. Martin County passed their resolution at their meeting on December 6, 2018 and Monahan said he will be bringing the resolution to the Full Transit Board for consideration at the December 19, 2018 meeting. The resolutions are essentially Martin County stating it will be transferring the building at 1023 North Dewey to the Transit Board to continue transit operations. The Transit Board's resolution states that they accept the property from the County and will use it for transit. There was discussion regarding the land beneath the building, which is to remain the property of Martin County. Monahan said he heard an idea about the Transit Board leasing the section of land underneath the building portion transferring to Transit from Martin County for an extended period of time for a nominal fee. This would settle some of the issues regarding liability insurance and which entity would need to have that coverage. Monahan was advised to consult with the county attorneys and MnDOT along with MCIT, who is the insurer of both the County and the Transit Board, to make sure it is done properly.

After reviewing the resolution and discussion a motion was made by Commissioner Belgard, seconded by Commissioner Young to recommend to the Full Transit Board that they pass the resolution as presented at their December 19th meeting. Motion passed unanimously.

Discussion turned to New Business. Monahan reported that there was a resignation and a number of new hires that need official consideration for approval by the Executive Committee. Monahan stated that interviews were conducted for the Probationary Dispatcher positions. Two candidates were offered the position contingent on successful completion of background checks, pre-employment drug screens, and Board approval. One Probationary Dispatcher would start once all the contingencies are met likely in December yet. The second would start after a time of maternity leave that is impending, likely in late January 2019. Also two Probationary Drivers were hired on the same contingencies with one needing to obtain their Passenger Endorsement permits so behind the wheel training can begin. Finally a long-time driver had left a few months ago and Monahan was hoping he would return but chances of that happening look slim.

After discussion regarding the candidates, contingencies, and timeframes a motion was made by Commissioner Belgard, seconded by Commissioner Mahoney to accept the resignation of Transit Driver Dean Vereide and approve the probationary hiring of Transit Dispatchers Doug Richter in December and Megan Larson in January and Transit Driver Ronnie Meyering and Richard Stafford contingent on Richard obtaining the necessary CDL permits. Motion passed unanimously.

Discussion turned to the 2019 wage increases for the Transit Board employees. Monahan displayed the amount of money that certain percentage increases would cost overall and compared them to the amount of money budgeted for 2019 for wages. After discussion, including Commissioner Belgard noting that it is a difficult job market and wages for the Part-Time positions must remain attractive to have adequate staffing, a 3 percent wage increase for non-probationary employees was indicated to be the most logical in terms of resembling other County agencies and their annual wage increases and fitting within the 2019 budget for the Transit Board. These included comparing wage increase percentages for union workers in each county that either recently agreed on new contracts or renewal negotiations are commencing soon.

A motion was made by Commissioner Belgard, seconded by Commissioner Young to recommend to the Full Transit Board that they set the 2019 wage increases for all for non-probationary Transit Board staff to be 3 percent. Motion passed unanimously.

Monahan produced the tables for system ridership. November showed the typical decrease from October overall but with Faribault County having a 6 percent increase over November 2017 totals. Martin County had a reduction in ridership overall which effects the system-wide amounts much more. Monahan did a quick analysis of the amount of rides provided for MRCI which is such a large customer for Martin County's transit ridership. Looking at comparisons of October and November from 2017 and 2018 there was no discernable pattern from month to month or year to year. In fact MRCI ridership from November 2017 to November 2018 was statistically the same with only an 11 ride reduction (1 percent). So the drop in ridership is not necessarily always with MRCI, but can be other customers throughout the county. More analysis will be conducted on ridership amounts and trends to determine how to try and eliminate spikes up and down throughout the year.

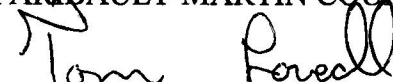
Discussion ensued regarding the Personal Time Off (PTO) policies of the Transit Board. Monahan stated that most of the benefit policies regarding the Transit Board mimic Martin County's benefit policies because of some of the benefits from Martin County that the Transit Board utilizes. One of those policies is a cap on the amount of PTO that can be carried-over from year to year of 220 hours. One of the staff stated a concern that they might not be able to utilize their PTO because of the high amount of hours they needed to work the second half of the year due to some staff shortages and staff leaving. They are likely to lose close to 30 hours of PTO due to the carry-over cap. This staff is hourly full-time and would not use PTO if their week already had 40 hours worked since PTO cannot be counted towards overtime. Monahan asked if there was a way to increase the cap or any other remedy for this staff member. The commissioners empathized with the staff but were reluctant to make any policy changes. Rather they hope the staff would still be able to utilize their PTO in the remaining days of 2018 and then

that the additional staff that was authorized for hire today would provide relief to the amount of overtime hours that the staff needs to work. Monahan said he would discuss the resolution with the staff and convey the commissioner's appreciation for their hard work and dedication.

The Full Transit Board meeting, where it was noted the 2019 Transit Board officers will be selected, is scheduled to follow the Human Services Board meeting on Wednesday December 19th in the Faribault County Courthouse in Blue Earth. The next Executive Committee meeting will need to be planned for week of January 7th 2019 after the officers are elected and schedules can be consulted.

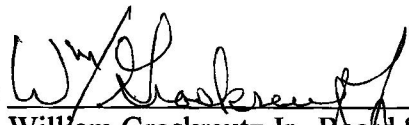
With no further business to wit, the Board Chair adjourned the meeting at 9:45 a.m.

JOINT TRANSIT BOARD
FARIBAULT-MARTIN COUNTIES



Tom Loveall, Joint Transit Board Chair

ATTEST:



William Groskreutz Jr., Board Secretary