

Faribault-Martin County Joint Transit Board – Executive Committee  
Martin County Courthouse  
201 Lake Avenue Fairmont, MN 56031  
September 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 Jeremy Monahan, Faribault – Martin County Transit Director.

Board Chair started the meeting by asking for any additions to the agenda. None were requested.

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

Monahan produced an Unpaid Bills report totaling \$37,762.33 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 large D&R Repair bill for work completed in August was discussed. Monahan reported on a number of costly repairs that had to be done. Commissioner Belgard questioned what would cause the mechanic to feel a replacement was necessary, such as ball joints which happened this past month, and it was noted that many times repairs are made to the vehicle so the that part is performing within the tolerances allowed to obtain the DOT inspection sticker. The previous months had many air conditioning units failing in buses and there were no failing units this past month.

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 August 31, 2018 the Transit Board had \$310,968.52 for a bank balance. The three funding payments from state and the federal sources that were discussed in previous meetings arrived all at once on August 15<sup>th</sup> with a total deposit of \$351,386.05 that day. The balance in the bank at the end of that day was over \$401K. These funds accounted for the 3<sup>rd</sup> Quarter 2018 State funding which was over \$157,000, the 1<sup>st</sup> Quarter 2018 Federal share which is based on operating deficit and amounted to over \$89,000 this year. Finally, the 2<sup>nd</sup> Quarter Federal share was submitted earlier than expected after the completion of the 2<sup>nd</sup> Quarter reporting and over \$104,000 came from that payment. Commissioner Loveall asked if our large repayment had been made yet and it was explained that the 2017 Operations Grant Audit by MnDOT will likely not be completed for quite some time, the 2016 Grant Audit was just recently completed. When that audit is completed, and the overpayment of approximately \$180K that was received in 2017 is shown, the Transit Board will have to repay MnDOT the overpaid funds.

Many of the funds received were used quickly, in particular the payback of 80 percent of the loans received by the member Counties in March for the vehicle purchase that was delivered in early 2018. This accounted for over \$62K in funds being used. The letter to each County's Auditor / Treasurer that accompanied the checks explained that the Transit Board voted to pay back only 80 percent of the loan received and that County resources would cover the remaining 20 percent at the predetermined share ratio per county.

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

Discussion turned to Old Business. Monahan updated the Executive Committee on the status of the 2019 Operating and Capital/Vehicle Purchase contract applications. Monahan noted that Jean Meyer, MnDOT Project Manager, had returned the applications asking for some more detail on the description of certain Operation budget line items along with some other changes that were necessary to have the applications be considered complete. Monahan completed the updates and resubmitted both applications the last day of August, which was when Meyer was requesting they be submitted. The Capital application had come back noted as "Complete" and ready for final review. No word was received yet regarding if the changes to the Operations application were adequate. If so, it will move onto final review stage, if not, Monahan will work with Meyer to get the remaining changes done and resubmitted as soon as possible.

Discussion turned to the 2018 Conferences that were approved for attendance at the August Full Board meeting. Monahan stated that he had reevaluated his attendance at the National conference that was approved in Breckenridge, and then a family conflict that had come up, so he has decided to not attend that conference this year, despite the approval from the Board. He and the Operations Manager are still planning on attending the Minnesota / Wisconsin Public Transit Association Conference in LaCrosse, Wisconsin however in mid-October.

Discussion turned to New Business. Recently a newly hired staff submitted his resignation shortly after beginning employment. Peter Engstrom was a Probationary Transit Driver that had submitted his resignation in late August.

Motion made by Commissioner Groskreutz, seconded by Commissioner Belgard to approve accepting the resignation of Peter Engstrom. Motion passed unanimously.

Discussion turned to the system ridership report. Monahan had presented tables showing August 2018 ridership numbers. The ridership was steady from last year with the overall system and Martin County routes ridership being statistically the same as last year, while Faribault County experienced nearly a 7 percent increase over 2017. Commissioner Loveall noted that the lack of large dips in ridership month to month is encouraging and would be nice to see continue throughout the year. Monahan noted that the seasonal nature of transit with more demand in poor weather and during the school year will make some changes through the year inevitable but having steady yearlong ridership it is certainly a goal to shoot for moving forward. It was also noted how something as simple as a regular rider not riding for a couple of weeks due to illness or job changes, or a regular rider passing away can really effect the overall ridership numbers quickly. New riders are still coming but Monahan noted that he is rethinking his fall and winter

activities and will likely be doing more public outreach to get the word out and try and drum up some more ridership. Commissioner Groskreutz inquired about the sale of advertisements on the vehicles, and Monahan said it was still very slow, so while doing the public outreach this winter he will go "beat the bushes" to see what kind of advertising business could be gained. More discussion regarding ridership trends continued for a brief time. It was also asked if any conversations regarding MRCI prospects occurred and Monahan said he had not been able to connect with Moni Harper yet, but he hopes to have a Transit Advisory Committee meeting in September yet and Moni should attend that and he will speak with her then.

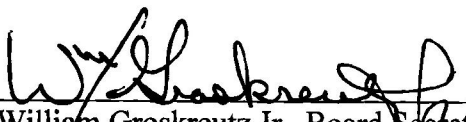
The next Executive Committee meeting will be Friday October 5th at 9:00 a.m. at the Martin County Courthouse and that next Full Transit Board meeting is scheduled for Friday October 12<sup>th</sup> at 10:00 a.m. at the Prairieland Facility Conference Room following their Board meeting.

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 9:55 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