

Faribault-Martin County Joint Transit Board – Executive Committee
Martin County Courthouse
201 Lake Avenue Fairmont, MN 56031
November 8, 2018

The meeting was called to order at 9:00 a.m. by Board Vice-Chair Elliot Belgard.

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

Board Vice-Chair started the meeting by asking for any additions to the agenda. Commissioner Groskreutz asked that scheduled meeting times for the rest of the year are discussed for clarification and planning purposes. This item was added to the agenda at the end of New Business.

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

Monahan produced an Unpaid Bills report totaling \$37,738.83 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 October was discussed. Monahan reported on the more costly repairs that had to be done, which this time primarily consisted of suspension issues on a number of buses. Again, many times repairs are made to the vehicle so that part is performing within the tolerances allowed to obtain the annual DOT safety inspection sticker. Also discussed was payment for the repair of Bus 11 which was damaged in an accident in July. The bus has come back from the body shop in Albert Lea and is back in service. There is one other issue to be addressed at our earliest convenience that was damaged on the bus but otherwise it is in good working order after the repairs. The total bill at this time from Syverson Body Shop in Albert Lea is \$13,430.95 and Monahan reported he has received reimbursement from MCIT for all but the deductible amount of \$1,000 to date. There are two additional repairs that were included in the Unpaid Bills report from D&R and Designing Signs for a wiring issue and replacement graphics. There will be one more repair to a damaged seat that is still functional but needs to be repaired. Monahan is working with the MCIT adjuster to ensure that those repairs are funded along with reclaiming the \$1,000 deductible from the other vehicle driver's insurance company. For now Monahan would like to deposit the initial funds from MCIT and pay the outstanding repair bills in full as the remaining issues are worked out.

Motion made by Commissioner Groskreutz, seconded by Commissioner Mahoney to approve payment of the Unpaid Bills as presented, including the vehicle repair from the accident, 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 October 31, 2018 the Transit Board had \$166,033.65 for a bank balance. Monahan pointed out the noteworthy deposit of \$32,902.95 that was made on October 12th. This deposit was from the State of Minnesota and was from the underpayment of Operations funds for the Calendar Year 2016 contract. The audit for that contract was completed in July and it was noted that an underpayment occurred and those funds were received in October. Almost two years after the completion of the contract which Monahan said is a long time to loan / have a reduction of funds for operations that would normally be present. Commissioner Belgard pointed out that next year there will be a much different story as the 2017 Operations contract ended up having an overpayment of likely close to \$185,000 that will need to be paid back. It will likely be due towards the end of 2019 and Commissioner Belgard wanted to make sure that fact and dollar amount is brought up often to avoid any surprises for the entire Transit Board when it comes due. Ideally the funding for the system will have "caught up" and the overpayment that should be there will be available to be paid back, but Commissioner Groskreutz pointed out how important it will be to avoid, if at all possible, having Monahan go to the member county's Board meetings and ask for funds to repay this overpayment. Monahan said he and Jean Meyer have been very proactive for the 2018 Operations contract projecting out the amount of spending and reducing the 4th Quarter payment from the State in an attempt to minimize any overpayment or only have a small underpayment.

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. Monahan updated the Executive Committee on the status of the 5-Year Plan that is being drafted by consultants that were hired by MnDOT and MPTA to help with operational and capital planning for the next 5 years of operation. Monahan has provided electronic copies of the report to the Executive Committee in the agenda packets for review and comment. Commissioner Groskreutz asked about whether we are required to adopt a mission statement and Monahan said he did not know but the consultants asked him if there was one. Monahan provided them with the concept of a mission statement that he would bring to the Board for a base to begin crafting one if it is indeed required. Other comments were discussed regarding mistakes and incorrect assumptions made by the consultants. Monahan said that he will bring the comments he had and that were received in the meeting to the consultants. He noted that MnDOT staff are also reviewing the document and will have comments as well.

Discussion turned to an update on the Transit Facility Building status. Monahan had an appraisal of the property completed per the wishes of MnDOT and that report was given to MnDOT by Scott Higgins of Martin County. Jean Meyer of MnDOT said she will be meeting with the MnDOT Facilities Coordinator next week to discuss it and then we should be able to update the two year old application and move forward with the construction soon. It was asked what other steps would be needed to have progress with the building. Monahan said the first step is for MnDOT to review their documents and present to Martin County the acceptable agreement type for the property to be used by Transit and still receive funds for Transit, such as a 99 year lease. Then Monahan assumed that the Martin County Board would need to consider and approve this agreement, and then the Full Transit Board would have to consider the agreement at their December meeting assuming these steps move along quickly enough and get all necessary

approvals. Then the transfer will be complete and the construction contract can be signed and procurement for that process and begin.

Discussion turned to New Business. Monahan reported that there was a resignation and a hiring that needed official consideration for approval by the Executive Committee. Monahan stated that a long-time dispatcher had left earlier in the week for a move out of state. The position is planned to be filled with two staff that will be offered less hours per week so the monthly and annual budgeted dispatching hours are not over budget. These new staff will also be strongly encouraged to obtain their Class B CDL with Passenger Endorsement so they can become back-up drivers and that would be a way to get more hours per week. The Workforce Center is helping Monahan with distributing and collecting applications and job descriptions. Monahan hopes to do interviews the week after Thanksgiving. Also a Probationary Driver was hired contingent on passing drug tests, background checks, and obtaining their Class B CDL with Passenger Endorsement permits so behind the wheel training can begin.

After discussion a motion was made by Commissioner Mahoney, seconded by Commissioner Young to accept the resignation of Dispatcher Dawn Jablinske and approve the probationary hiring of Transit Driver Crystal Gruber contingent on her obtaining the necessary CDL permits. Motion passed unanimously.

Monahan produced the tables for system ridership. October showed very promising increases over September and was one of the highest ridership totals for 2018 and in the Top 3 months for ridership in Faribault County. Discussion on opinions for the increase and Monahan pointed out that there were 23 operation days in October compared to September's 19 with a storm. Also that MRCI ridership was strong and some other clients were increasing their requests for transit service. Monahan pointed out that nearly every route and a nice increase in monthly ridership from September to October. Also, the October invoices that were sent out were over 27 percent higher than September's invoices. Monahan spoke about how if routes are being underutilized and can be shut down for the day and send the driver home, that is being done occasionally and will likely be done more around the holidays when many regular riders do not need rides to work due to time off. Commissioner Young was pleased to hear that excessive service hours were being reduced when possible to curb expenses but requested that some amount service is still maintained and Monahan clarified saying that there will always be service provided in Fairmont and Blue Earth from 6 am to 6 pm and there will always be a minimum of 1 to 2 Demand Response buses for the County's in each county for rural services.

Discussion ensued regarding the remaining meetings scheduled for the year. The next Executive Committee meeting was planned for Wednesday December 5th but it was noted that is quite early in the month to be able to receive many of the bills that are considered each month. It was decided to move the meeting to Friday December 7th at 9:00 am at the Martin County Courthouse. The Full Transit Board meeting, where it was noted the 2019 Transit Board officers will be selected, is still scheduled to follow the Human Services Board meeting on Wednesday December 19th in the Faribault County Courthouse in Blue Earth. This plan will remain and the meeting will be planned to start at 10:00 am or after the conclusion of the Human Services meeting if it runs past 10:00 am.

With no further business to wit, a motion was made by Commissioner Groskreutz, seconded by Commissioner Mahoney, to adjourn and the Board Vice-Chair adjourned the meeting at 9:55 a.m.

JOINT TRANSIT BOARD
FARIBAULT-MARTIN COUNTIES



Elliot Belgard, Joint Transit Board Vice-Chair

ATTEST: 

William Groskreutz Jr., Board Secretary