

Faribault-Martin County Joint Transit Board – Executive Committee
Martin County Courthouse
201 Lake Avenue Fairmont, MN 56031
May 10, 2019

The meeting was called to order at 8:00 a.m. by Board Vice-Chair Bill Groskreutz.

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

Board Vice-Chair started the meeting by asking for any additions to the agenda. It was noted that the June meeting dates should be discussed.

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

Monahan produced an Unpaid Bills report totaling \$28,570.03 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. Monahan advised the Executive Committee that he paid the statement balance of the Visa bill prior to the meeting so there was credit available to pay for expenses at the MnDOT Spring Workshop earlier that week. Commissioner Groskreutz asked if the Visa bill has had to be paid early to ensure available credit in the past and Monahan replied that this was the first instance it was necessary and was due to the timing of the workshop along with the annual renewal of the QuickBooks Online subscription which is over \$600. The credit limit amount of \$2,000 was discussed and Monahan was advised to see what steps would be needed to increase the credit limit to avoid instances of not enough credit being available in the future.

Motion made by Commissioner Mahoney, seconded by Commissioner Smith 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 April 30, 2019 the Transit Board had \$307,209.04 for a bank balance. Monahan noted that there was a deposit of over \$248,000 on April 26th which was the second quarter funding share from MnDOT that was due by the end of April. He also noted that before the deposit the balance in the bank was just under \$73,000 so the \$60,000 in cash flow loans from each county were very helpful to maintain a reasonable balance and be able to continue operation should the second quarter payment be delayed for any reason.

Discussion turned to Old Business and a number of status updates. The Facility Construction Contract Update included an explanation of conversations with MnDOT staff clarifying what exactly needs to be completed by the Martin County Attorney / Staff and then recorded with the

Martin County Recorder. Monahan and Scott Higgins worked with Commissioner Mahoney earlier in the week to produce a draft document for MnDOT staff to review to ensure it has been done correctly before the recording takes place. MnDOT staff said they will review it along with the Minnesota Office of Management and Budget and will get any comments back as soon as possible and then the document can be recorded. The status remains that once that document is completed, recorded, and submitted to MnDOT the contract will be able to be signed shortly thereafter and work construction related work can begin.

Discussion regarding an update to on the Multi-Year Program Committee ensued. Monahan said there was good discussion at the meeting in late April regarding the local share amounts and other issues. He said it appears the reducing the operations local share lower than 15 percent is not feasible. MnDOT said a decision had to be made regarding it due to the application deadline in July and they have decided that the next contract, which will be a two year contract for operations in 2020 and 2021, will have a 15 percent local share. The capital local share amounts are still up for discussion since those applications are not due until later this year. Since operating local shares were not reduced, Monahan is hopeful that capital local shares can be reduced. He also reported that he mentioned the ability for the transit system to purchase smaller, non-accessible vehicles to handle some of the lower capacity trips of ambulatory people and MnDOT management said those type purchases, while not allowed in the recent past, can be part of discussions for changes as the committee continues to meet.

Discussion turned to the Vehicle Exterior Ad sales project. Monahan reported he had met with staff at AdMfg and they are interested in pursuing finding advertisers for the exteriors of the busses on a fee paid per contract signed basis. He noted that AdMfg was interested in what would be available to them for getting multi-year commitments and Monahan said he is working on the details of an agreement with AdMfg for this project including a multi-year agreement aspect.

Monahan updated the Executive Committee on the status of the Transit Board bank account. At the Full Transit Board meeting on April 17th the board authorized Monahan to switch the Transit Board's bank account from Non-Interest Bearing to Interest Bearing. The switch has been made and the Transit Board bank account is now accruing interest at a 0.05 percent APY.

Discussion turned to New Business and Personnel Actions. Monahan had completed interviews for the open Transit Dispatcher position. The top two people were chosen to fill the spot because each had differing levels of availability. The new Probationary Transit Dispatchers submitted for approval were Michael Ennis and Ashley Senne-Harens. Monahan said if approved each candidate will still have to pass the required background checks and drug screenings.

Motion made by Commissioner Mahoney, seconded by Commissioner Young to approve the hiring of the two Probationary Transit Dispatcher candidates contingent on successful passing of background checks and drug screenings. Motion passed unanimously.

Monahan produced the tables for system ridership. April was a good month for ridership totals, especially when compared to past ridership amounts. Faribault County experienced its highest monthly ridership total ever since the merger for the second consecutive month with 1,185 riders.

The system as a whole had the highest ridership of any April since the merger with a grand total of 5,308 riders. This is an increase of almost 8 percent over 2018 ridership for the system. It is hoped these higher ridership trends continue.

Discussion regarding the Transit Advisory Committee began. Monahan said it has been a struggle to be able to get the group together since its beginnings. Also it was noted that some commissioners have had struggles finding people able and willing to serve on the TAC. The Executive Committee suggested that TAC membership be a topic at the next Full Board meeting to try and establish more consistency with the group.

The next Executive Committee meeting was decided to be held Friday June 7th at 8:00 a.m. at the Martin County Courthouse. The next Full Transit Board meeting was scheduled to follow the Human Services Board meeting on Wednesday June 19th but Monahan noted a conflict he had on that date. It was decided to move the meeting to Friday June 14th following the Prairieland Board meeting in Truman at 10:00 a.m.

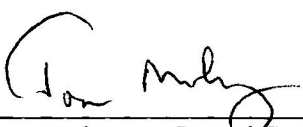
With no further business to wit, a motion was made by Commissioner Young, seconded by Commissioner Smith to adjourn. Motion passed unanimously and the Board Vice-Chair adjourned the meeting at 9:30 a.m.

JOINT TRANSIT BOARD
FARIBAULT-MARTIN COUNTIES



William Groskreutz Jr., Joint Transit Board Vice-Chair

ATTEST:



Tom Mahoney, Board Secretary