

Faribault-Martin County Joint Transit Board – Executive Committee  
Prairieland Facility  
801 E. 5<sup>th</sup> Street Truman, MN 56088  
April 12, 2024

The meeting was called to order at 10:00 a.m. by Board Chair Bill Groskreutz. Joint Transit Board Executive Committee members present in person were: Faribault County Commissioners Young and Groskreutz and Martin County Commissioners Belgard and Bleess. Also present was Jeremy Monahan, Faribault – Martin County Transit Director.

Board Chair asked for any changes to the agenda. Monahan asked to discuss a personnel security issue and to discuss the Safety Manager position hiring progress. Motion made by Commissioner Belgard, seconded by Commissioner Bleess to approve the agenda as amended. Motion passed unanimously.

Monahan produced an Unpaid Bills report totaling \$48,338.72 and noted there will still be regular and recurring bills arriving in the coming weeks that will be due before the next Executive Committee meeting. Monahan noted that there have been a large number of corrective repair bills to the fleet that are included in the bills for this period. Included are a new engine for a bus, a new transmission for a different bus, and a significant amount of repairs on other vehicles. This led to some discussion regarding the delivery of the expected new vehicles which should arrive by summer. There was discussion about some of the other bills and their details.

Motion made by Commissioner Belgard, seconded by Commissioner Young 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 a Bank Statement for the Transit Board. It showed that as of March 29, 2024 the Transit Board had \$165,917.66 for a bank balance. There were no large funding amounts in March and that depending on when the first payroll is completed this balance will be the low mark for quite some time. The second quarter State share fund from the 2024 Operations Contract will be deposited in the coming days which is over \$222,000 total.

The fourth quarter Federal share funds from the 2023 Operations Contract have been requested after that contract was closed out at the end of March. That request was for just over \$148,000 which was slightly less than predicted in the Cashflow Analysis so Monahan produced an updated matrix with the new amount.

Discussion turned to Old Business and an update on the speculative facility in Blue Earth. Monahan noted that work with the MnDOT funded consultant team has been delayed while their contract amendment situation is figured out. In the meantime they requested that if there was any potential land sites that were desired to have that info ready when they are ready to begin creating the concept plans. Monahan asked if there was any currently owned County land in Blue Earth that might be able to be used because there is a possibility the value of that land can

be used as part of the local share contribution, which would help reduce the burden on the Transit Reserve fund or the local tax levy money. There was discussion about a few locations and ideas. Commissioner Young suggested a possible existing site that should be researched. No other action was required at this time.

Discussion turned to Passenger Guideline Modifications. Monahan presented his suggested changes to the Passengers Guidelines based on the comments received at the Compliance Review in November 2023. There was some deletions and mostly some wording changes at the suggestions of reviewers. There was discussion about a few of the changes.

Motion made by Commissioner Bless, seconded by Commissioner Young to recommend the proposed Passenger Guideline Modifications be approved by the Full Transit Board. Motion passed unanimously.

Discussion turned to New Business and the potential to implement a Invoice Administration fee. Monahan explained that there is the potential to add fees to the invoices that are sent out to recover some of the cost for administering the work to either track the rides that are billed or deliver the token packs that are sold, etc. Monahan also noted that invoices are billed at the token pack rate as they are just efforts usually to avoid large groups from buying large amounts of token packs every month. If invoice amounts were more than token packs, the groups would likely just buy the token packs rather than be invoiced. Some agencies that get funding for the rides they are paying for their clients may be able to recoup more funding that the token pack rate if we bill that to them, such as \$6 per ride instead of the \$3 token pack rate. However after discussion the amount of money expected to be gained is not significant enough for our system at this time to warrant going through the process of implementing the invoicing fee. The idea was put to the side for the time being.

Discussion turned to the Travel Expense Policy and Monahan explained an issue with meal cost limits and billing them to the Operations Contract and how they will be reported to MnDOT. Monahan has worked with the Transit Project Manager to come up with a solution that will work and be within the contract's requirements. There was brief discussion to ensure everyone understood the situation and process moving forward.

Discussion turned to and update on the Personnel Security matter. Monahan updated the Executive Committee on the matter regarding the passenger that had been recently charged with a crime while riding the bus.

Discussion turned to the progress of the hiring of the Safety Manager. Monahan noted that he had posted the position internally. As discussed previously when the interviews were going to be completed there would be at least two commissioners involved. Monahan requested that two commissioners complete interviews with him following the Executive Committee meeting on May 3<sup>rd</sup>.

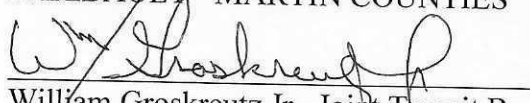
Discussion turned to the ridership report. Monahan presented the charts that showed March had a strong month in particular Martin County. Monahan noted that the improvement is linked very closely but not entirely to the staffing levels. Full staffing allows from more rides to be able to

be provided. April typically shows a decline in ridership but the goal is still to have at least a 10 percent increase over the previous year's amounts.

The next Executive Committee meeting is scheduled for Friday May 3<sup>rd</sup> at 8:00 a.m. at the Fairmont Transit Facility. The next Full Board meeting will be held on Tuesday April 22<sup>nd</sup> at 9:00 a.m. at the Human Services Conference Room in Blue Earth.

With no further business to wit, a motion was made by Commissioner Belgard, seconded by Commissioner Young and the Chair adjourned the meeting at 11:15 a.m.

JOINT TRANSIT BOARD  
FARIBAULT - MARTIN COUNTIES



William Groskreutz Jr., Joint Transit Board Chair

ATTEST:



Greg Young, Board Secretary-