

Faribault-Martin County Joint Transit Board – Executive Committee  
Prairieland Facility  
801 E. 5<sup>th</sup> Street Truman, MN 56088  
July 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. There were none.

Monahan produced an Unpaid Bills report totaling \$39,092.32 and wished to add a \$740.21 bill from Elizabeth Chevrolet that had just arrived in the mail. He also noted that CliftonLarsonAllen had sent an invoice at the beginning of July for \$3,045 that he requested clarification on from the provider. He also pointed out there will still be a number of regular and recurring bills arriving in the coming weeks that will be due before the next Executive Committee meeting. There was discussion regarding a few of the bills.

Motion made by Commissioner Belgard, seconded by Commissioner Bleess 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 June 28, 2024 the Transit Board had \$372,038.82 for a bank balance. He noted there was a deposit of \$127,196.23 on June 6<sup>th</sup> from the State of Minnesota which was the 2024 Quarter 1 Federal share reimbursement funds for the Operations Contract. There were also deposits from MCIT which were refunds of \$1,203 for the 2023 Property Insurance premium and \$6,362 for the 2023 Workers Compensation Insurance premium. The rest of the activity for the month was business as usual.

For Financial Reports Monahan provided the 2023 Reserve Account Form matrix that is completed annually at the closing of the Operations Contract. The matrix shows if there was any over or underpayments from the State with the Operations Contract due to unused funds that were distributed. In 2023 Monahan reduced the 4<sup>th</sup> Quarter contribution and the overpayment was minimized to only \$7,291 which will need to be paid back upon completion of the contract audit. Historically these audits would take about 18 months to be completed but the 2022 audit was completed in just 6 months meaning this overpayment might be due anytime now. It is not expected to impact cash flow as prior overpayment have. This matrix also shows the amount that a system makes over their local share obligation, which in 2023 the Transit Board earned \$47,749 over the 5 percent local share. This amount is added to the Transit Reserve Fund. In 2023 there were no other additions or uses of the Transit Reserve Fund meaning the balance is now \$223,201 which can be used for local share on capital projects or when annual operations costs exceed contract maximums. There was discussion regarding hypothetical uses of the Transit Reserve Fund.

Discussion turned to Old Business and an update on one of the hypothetical uses of the Transit Reserve Fund, the Faribault County Transit Facility. Monahan shared how MnDOT Consultant Services had recently notified him that work on the planning project for the potential new facility can begin. Monahan notified them that he wished to explore possibilities of utilizing an existing building as well that would be able to accommodate both the transit vehicles and has some office space and restrooms. There was discussion regarding the potential existing facility and the information that would be needed regarding obtaining funding to use on it. The August Executive Committee meeting will be relocated to Blue Earth with the intention of touring this potential building.

Discussion turned to New Business and Monahan presenting information regarding propane powered buses. He had recently been gathering information at a couple of different forums regarding propane and the costs and benefits of having them as the low / no emission option for a transit bus fleet. The key conclusions were that it is much more effective environmentally to switch to propane from a diesel fleet which would not be possible for the Transit Board. Also, currently to have propane fueled systems added to newly manufactured vehicles is a \$27,000 option on the State contract. The contract maximum would certainly be exceeded with the other needed options that are utilized from the State contract for each purchase. Since anything over the contract maximum is 100 percent local share it was determined at this time that propane is not cost effective for annual replacement vehicle purchases. But if a well funded opportunity is presented that it would be considered in the future. For now focus will center on the already in progress electric bus project in regards to low / no emission initiatives.

Discussion turned to creation of a new Job Description which would be labeled Dispatcher / Relief Driver. This position would have all the responsibilities of a Dispatcher and receive Dispatcher pay, but they would be trained and expected to know all the responsibilities of a Transit Driver. On the limited instances they were used to drive a bus, they would still be paid their Dispatcher wage as it is a single position.

Motion made by Commissioner Belgard, seconded by Commissioner Bleess to approve the addition of the new Job Description labeled Dispatcher / Relief Driver. Motion passed unanimously.

Discussion turned to the Transit Facility in Fairmont and the Bus Stop Shelter that is on the property. Monahan noted that the shelter has become an eyesore out in the front of the garage. When the STS crews were in the Transit Facility more frequently, they would often take smoke breaks in the shelter but since they have been relocated, nobody uses the shelter anymore. Monahan said the space is needed for other uses such as parking or possible garage access. Monahan had inquired with Martin County staff to see if they wished to relocate the shelter but both Commissioner Belgard and Bleess expressed their disinterest in that idea. There was discussion to see if it could be sold as a shelter or sold for scrap rather than just disposed of and Monahan said if Martin County did not want it he would see about interest elsewhere before disposal. Regardless it was determined the Full Board should discuss the asset first.

Motion made by Commissioner Bless, seconded by Commissioner Young to recommend to the Full Board that they approve the disposal of the Transit Bus Stop Shelter. Motion passed unanimously.

Discussion turned to Personnel Actions. Monahan stated that he wished to approve the resignation of Maleea Bryan from the Transit Board.

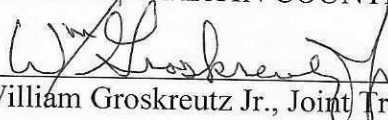
Motion made by Commissioner Belgard, seconded by Commissioner Bless to approve the Personnel Action as presented. Motion passed unanimously.

Discussion turned to the ridership report. Monahan presented the charts and noted that June saw a typical drop. Faribault County saw a much bigger decrease in riders than anticipated but it was still consistent with last year's ridership amount. Martin County had a strong increase over last year allowing for the system overall to still have a solid annual increase. Monahan also noted that June had less operational days than other months and when combined with the warm weather the amounts can be affected.

The next Executive Committee was rescheduled and relocated to meet at a location to be determined in Blue Earth on Monday August 12<sup>th</sup> at 9:00 a.m. The next Full Board meeting will be held on Tuesday August 27<sup>th</sup> at 9:00 a.m. in Blue Earth.

With no further business to wit, a motion was made by Commissioner Young, seconded by Commissioner Bless, and the Chair adjourned the meeting at 10:40 a.m.

JOINT TRANSIT BOARD  
FARIBAULMARTIN COUNTIES

  
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William Groskreutz Jr., Joint Transit Board Chair

ATTEST:   
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Greg Young, Board Secretary