

Faribault-Martin County Joint Transit Board – Executive Committee
FM Transit Facility
1023 North Dewey Street Fairmont, MN 56031
January 10, 2025

The meeting was called to order at 9:00 a.m. by Board Chair Billeye Rabbe. Joint Transit Board Executive Committee members present in person were: Faribault County Commissioners Young and Groskreutz and Martin County Commissioners Rabbe and Loughmiller. Also present was Jeremy Monahan, Faribault – Martin County Transit Director.

Board Chair asked if there were any additions to the agenda. There were none.

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

The meeting began with a welcome of the two new Martin County Commissioners Billeye Rabbe who was elected Transit Board Chair and Joe Loughmiller who was elected Transit Board Secretary in voting completed at the December Full Board meeting. Faribault County Commissioner Greg Young is the Vice-Chair in 2025 and Commissioner Bill Groskreutz was elected as the Treasurer.

A review of the By-Laws was requested by Monahan so that the new commissioners are up to speed on the specific rules of the Transit Board. It also gives the five members a chance to review in detail the by-laws in full and perhaps suggest any necessary updates. Aside from a couple typos discovered there was nothing deemed required. However, since the Transit Board is no longer paying the per diems for the commissioners, the language regarding that process is somewhat ambiguous. Monahan said he would work to clear up that language and see if there were any other sections that should be discussed at the February Executive Committee meeting that can then be brought forth to the Full Board for consideration of approval for modification at the end of February at their meeting.

Motion was made by Commissioner Young, seconded by Commissioner Loughmiller to approve the modification to the per diem payment language and to have Monahan work on discovering any other potential By-Law changes. Motion passed unanimously.

Monahan produced an Unpaid Bills report totaling \$309,920.38 which was still inflated due to it including the \$200,000 for the repayment to the two counties for vehicle funds. The remaining bills, totaling a larger than typical \$106,920.38 include both the annual property and workers compensation insurance premium from MCIT along with the majority of the work from Clifton Larson Allen for the 2022 and 2023 dual year audit effort that was occurring in November and December. Those two bills are nearly \$78,000 combined. Monahan explained to the new commissioners the process of the Executive Committee having authority to approve bill payments due to their monthly meetings along with the authority they give the Transit Director to pay the “regular and recurring” bills that may come in and then be due between the Executive Committee meetings. All bills paid are reported at each Full Board meeting with the Bill Payment list. There was brief discussion regarding the Transit Board process for unpaid bill approval and payments

along with discussing some other specific bills. It was noted that for now with the arrival of the newer buses the vehicle maintenance costs have been noticeably reduced.

Motion made by Commissioner Groskreutz, seconded by Commissioner Loughmiller 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 December 31, 2024 the Transit Board had \$386,055.61 for a bank balance. Monahan explained that the Bank Statement is just provided for information but it shows all transactions done by the Transit Board, including each payroll. He noted that the second payroll of December per policy had the Safe and Sick Time hours annual balance payout for staff so that payroll was much larger than normal. He noted that December had the final new vehicle payment and reimbursement activity. He also described to the new commissioners that the weekly deposits are much stronger now than they were in the past during the recovery time period. Income is encouragingly starting to come back. He also stated that the monthly Interest Dividend is much more than it was in years past and that it is now a viable income source for the system annually. There was brief discussion regarding the bank statement and the monthly reporting processes.

Monahan produced one of the types of Financial Reports he completes which is the Cash Flow estimate. He explained that this is a rough estimate based on the timing of funding and conservative income estimate to ensure that the bank balance is sufficient to meet monthly bills and payroll. The Cash Flow estimate report was used to determine how much was needed to be borrowed from the counties for the vehicle payment effort this past fall. Monahan showed that due to a clerical error at MnDOT some funding that was due to the Transit Board was delayed. Because of that, the repayment of the \$200,000 assistance for the vehicles, which was intended to be completed by the end of the year, will not be able to take place until the 2025 Operations Grant 1st Quarter Funds are dispersed sometime in January. Repaying the Counties along with the higher than normal January bills due to premiums and the audits, and with three payrolls in January have caused a need for a short delay. Monahan was asked to inform the County Auditor Treasurers so they are in the loop as well. Monahan went on to show that after receiving the delayed funds that the financials for the Transit Board for 2025 look to have comfortable cashflow at this time.

Discussion turned to Old Business and an update on the 2022 and 2023 audit. Monahan had already noted that an invoice had been received. Also, the 2022 audit is completed in draft form. Monahan went over the draft findings with the Executive Committee. He noted that with the effort running parallel to 2023 a lot of the work is already done for 2023 and should be able to be completed shortly.

Discussion turned to an update on the Blue Earth Facility project. Monahan provided the new commissioners information regarding the application for funds for the project which included the \$375,000 for acquisition and renovation of the buildings that make up part of the Blue Earth City Hall. Faribault County in the meantime is working on plans to potentially purchase the property and Commissioner Groskreutz gave updates on the progress of that effort. The County Attorney is also involved from Faribault County working on a possible purchase offer. If the building is

purchased the current tenants will be given a notice to vacate, and the vehicles would be able to be moved over shortly after the County takes possession and a lease agreement with the Transit Board is reached.

Discussion turned to New Business and Personnel Actions. Monahan wished to accept with regret the retirement of long time Transit Driver Wayne Olson. Also, he wished to hire two Probationary Transit Drivers Zachary Barker and Darren Bishop. Motion made by Commissioner Groskreutz, seconded by Commissioner Loughmiller to approve to Personnel Actions as presented. Motion passed unanimously.

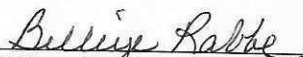
Discussion turned to the ridership report. Monahan summarized 2024 numbers. He was proud to report that 51,303 rode the system in 2024 with was an 11.7 percent increase. For Faribault County, which continues to see almost monthly record-breaking ridership, the percent increase as smaller than the past two years, normalizing a little with a 5.7 percent increase and having 14,478 on their routes. The Martin County routes were the wonderful surprise of 2024 with 36,555 rides throughout the year or a 14.1 percent increase. Monahan was very excited for that and noted that the system's goal of a 10 percent increase for each month was met 11 of 12 months. Finally, he said it is nice to be over the 50,000 ride barrier that was not seen since 2019 and now the long-term goal of 60,000 may not be unobtainable.

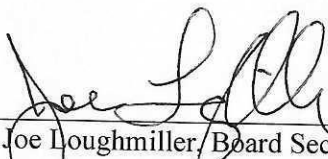
Discussion turned to the 2025 meeting schedule for locations. Monahan reminded them that the Executive Committee is scheduled to meet the first Friday after the first Tuesday of each month. The Full Board will meet in EVEN months only and then on the fourth Tuesday. All meetings are planned to start at 9:00 am. It was noted that October and December 2024 meetings were both held in Blue Earth so it was proposed that February be held in Fairmont at the Transit Facility and the alternating begin from that.

Motion made by Commissioner Young, seconded by Commissioner Groskreutz to establish the Transit Board schedule as presented and have the February alternating schedule begin in Fairmont on the 25th. Motion passed unanimously.

Motion made by Commissioner Young, seconded by Commissioner Groskreutz to adjourn and with no further business to wit the Chair adjourned the meeting at 10:05 a.m.

JOINT TRANSIT BOARD
FARIBAULMARTIN COUNTIES


Billeye Rabbe Joint Transit Board Chair

ATTEST: 
Joe Loughmiller Board Secretary

Faribault – Martin County Transit Board
Executive Committee Meeting Minutes
January 10, 2025