

**MINNESOTA RIVER VALLEY TRANSIT
OFFICIAL PROCEEDINGS**

**MINUTES OF THE BOARD MEETING
MARCH 8, 2022**

Pursuant to due call and notice thereof, a regular meeting of the Board of Minnesota River Valley Transit was conducted on March 8, 2022 in the City of Saint Peter City Hall conference room.

A quorum present, Chairperson Marvin Sullivan called the meeting to order at 2:30 p.m. The following members were present: Darrell Pettis (City of Saint Peter representative) and Marvin Sullivan and Mark Huntington (City of Le Sueur representatives). Absent was City of Saint Peter representative Ben Ranft. The following official was present: Saint Peter City Administrator Todd Prafke.

Approval of Agenda- A motion was made by Pettis, seconded by Huntington, to approve the agenda. With all in favor, the agenda was approved.

Approval of Minutes/Disbursements- A motion was made by Huntington, seconded by Pettis, to approve the minutes of the January 11, 2022 regular meeting. With all in favor, the motion carried.

A motion was made by Pettis seconded by Huntington, to approve the disbursements from January 1, 2022- February 28, 2022. Upon roll call, with all in favor, the motion carried.

Visitors- Barbara Schreiber, the new MnDOT Project Manager to Minnesota River Valley Transit, introduced herself and provided information on her role working with MRVT.

Officer Election Correction - City Administrator Prafke noted that the officer elections held during the January regular meeting included election of a Secretary when the Joint Powers Agreement instead provided for a Treasurer position. Prafke recommended the Board take action to rescind the Secretary election and provide for election of a Treasurer. A motion was made by Sullivan, seconded by Pettis, to rescind the January action and to nominate Huntington as Treasurer. With all in favor, the motion carried.

Passenger Guide Update - City Administrator Prafke recommended adoption of an update to the guide that designates policies for passengers on the bus. Prafke noted the updated version of the policy included information on paying for rides using the EZ-Pay system, grammar modifications, and a change that limits pre-scheduling of rides to 3:00 p.m. the day before the ride. After that time Prafke noted, a passenger could make a same day request for a ride subject to availability. "No shows" were also discussed and Prafke stated his belief that the updated policy, which includes penalties for no show rides, should help eliminate those occurrences.

A motion was made by Pettis, seconded by Huntington, to adopt the updated passenger guide with a modification to include checks as acceptable form of payment. With all in favor, the motion carried.

Reports

Operation Manager Report- Due to the absence of Operation Manager Owen, Compliance Manager Albers directed attention to the current ridership graphs which had been included in the meeting packet. Albers noted the average weekly ridership numbers continue to recover from the pre-COVID numbers and pointed out that during the free fare period, riders who would take the bus to ride three blocks are no longer riding and that has had an impact on ridership numbers. Pettis asked for historical information on route system numbers, dial-a-ride numbers, and the timeline for discontinuing route service within Saint Peter.

Albers reported on "Gus Bus" numbers and indicated that ridership continues to be down for that service so much that on weekends, when three buses were previously operated for Gus Bus, only two are now being used which is easier on staff especially with the difficulty in finding drivers. Compliance Manager Report- Compliance Manager Albers provided an update on the EZ Pay (RouteMatch) system and reported passenger use of EZ Pay is going better than expected and working as intended on the buses. Albers also indicated a RouteMatch server migration is causing difficulties for the office desktops and staff is working with RouteMatch to

solve the problems. Albers also noted passenger confusion about EZ Pay and the limitation that only the specific passenger can use funds from that passenger's account. (i.e. a mother's account cannot be used by another family member) and if passengers ride both Minnesota River Valley Transit and TruTransit, separate EZ Pay must be set up because the funds can't be intermingled.

Administration Report- Saint Peter Finance Director Vogel reported work for the 2021 audit is beginning and 2022 financials are on target.

City Administrator Prafke provided reports on COVID rules with City of Saint Peter buildings changing to masks being recommended, but noted Federal rules continue to require masks on public transportation including Minnesota River Valley Transit buses. Prafke noted that most passengers are aware of and compliant with the rules.

Prafke reported both recent recruitment efforts for Drivers and Support Specialists resulted in no applications and staff is exploring different recruitment ideas.

Prafke noted notice of violations had been issued to two passengers in 2022 and in both instances, contact had been made with the individuals regarding the expectation of appropriate behavior for future rides.

Pettis reported the City of Saint Peter had a joint meeting Nicollet County and learned a local medical transportation service had ended unexpectedly leaving County social services scrambling to find options for provision of the services to clients.

There being no further action, a motion was made by Huntington, seconded by Pettis, to adjourn.

With all in favor, the meeting adjourned at 2:59 p.m.

Marvin Sullivan
Chairperson

ATTEST:

Todd Prafke
Saint Peter City Administrator