

MINNESOTA RIVER VALLEY TRANSIT

OFFICIAL PROCEEDINGS

MINUTES OF THE BOARD MEETING JULY 11, 2023

Pursuant to due call and notice thereof, a regular meeting of the Board of Minnesota River Valley Transit was conducted on July 11, 2023 in the Le Sueur Emergency Services Building.

A quorum present, Treasurer Darrell Pettis called the meeting to order at 2:34 p.m. The following members were present: Darrell Pettis and Emily Bruflat (City of Saint Peter representatives) and Michael Touhey (City of Le Sueur representative). Absent were Chairperson Marvin Sullivan and Vice Chair Brad DeVos. The following officials were present: Saint Peter City Administrator Todd Prafke and Le Sueur City Administrator Joe Roby.

Approval of Agenda – A motion was made by Bruflat, seconded by Touhey, to approve the agenda. With all in favor, the agenda was approved.

Approval of Minutes/Disbursements – A motion was made by Touhey, seconded by Bruflat, to approve the minutes of the May 9, 2023 regular meeting. With all in favor, the motion carried.

A motion was made by Touhey, seconded by Bruflat, to approve the disbursements from May 1, 2023 – June 30, 2023. Upon roll call, with all in favor, the motion carried.

2022 Audit Results Presentation – Auditor James Eichten of the MMRK auditing firm presented the results of the 2022 Minnesota River Valley Transit audit including a review of the auditing process, funding sources, timeline for completion, internal controls including a finding that Minnesota River Valley Transit accounting staff is not fully segregated which required his report to the Board that compensating controls are in place including Board review of specific documents and approval of all expenditures (bills). Eichten further reviewed GASB standards and the applicability of those standards to Minnesota River Valley Transit including State and Federal rules.

Eichten reported he had issued an unmodified opinion, that the General Fund net change expenditures exceeded revenues by just over \$43,000 which is similar to prior years, and that charges for services (fares) in 2022 were \$170,000.

In motion by Touhey, seconded by Bruflat, Resolution No. 2023-02 entitled, “Resolution Accepting 2022 Financial Statements Together With Independent Auditor’s Report” was introduced. With all in favor, the resolution was adopted. A complete copy of Resolution No. 2023-02 is contained in the Minnesota River Valley Transit book entitled Board Actions 1.

Gus Bus Contract – City Administrator Prafke recommended approval of a one-year contract with Gustavus Adolphus College for operation of the Gus Bus which provides rides for Gustavus students on certain Friday and Saturday nights during the school year. In motion by Bruflat, seconded by Touhey, Resolution No. 2023-023 entitled, “Resolution Authorizing Execution Of Renewal Contract With Gustavus Adolphus College For Operation Of ‘Gus Bus’” was introduced. With all in favor, the resolution was adopted. A complete copy of Resolution No. 2023-03 is contained in the Minnesota River Valley Transit book entitled Board Actions 1.

Reports

Operations Manager Report – Operations Manager Owen reported use statistics continue to be positive; there were no updates on delivery of the new busses although the 2021 chassis is on the way; registration for pre-school express is underway; and the recruitment process for part-time drivers continues.

Compliance Manager Report – Compliance Manager Terhurne reported on Community Connect; free rides being offered for senior day at the Nicollet County fair; the new operational match amount finally being lowered to just five percent (5%); RouteMatch software service fees increasing; and that Minnesota River Valley Transit’s drug testing process will soon include the use of oral testing.

Administration Report – There were no administrative reports.

There being no further action, a motion was made by Touhey, seconded by Bruflat, to adjourn. With all in favor, the meeting adjourned at 3:06 p.m.

Marvin Sullivan
Chairperson

ATTEST:

Todd Prafke
Saint Peter City Administrator