

## MINNESOTA RIVER VALLEY TRANSIT

### OFFICIAL PROCEEDINGS

#### MINUTES OF THE BOARD MEETING AUGUST 2, 2021

Pursuant to due call and notice thereof, a regular meeting of the Board of Minnesota River Valley Transit was conducted on August 2, 2021 through the virtual GoToMeeting platform. Under M.S. 13D.021, the Board is able to conduct meetings by electronic means in the event of a state-wide emergency. Governor Walz has declared a state-wide peacetime emergency and as such Minnesota River Valley Transit meetings will be conducted remotely using GoToMeeting software until further notice.

A quorum present, Chairperson Marvin Sullivan called the meeting to order at 2:30 p.m. The following members were present: Charles Zieman and Emily Bruflat (City of Saint Peter representatives) and Marvin Sullivan. Absent was Dave Swanberg (City of Le Sueur representative). The following official was present: Saint Peter City Administrator Todd Prafke.

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

**Approval of Minutes/Disbursements** – A motion was made by Bruflat, seconded by Zieman, to approve the minutes of the May 11, 2021 regular meeting. Upon roll call, with all in favor, the motion carried.

A motion was made by Zieman, seconded by Bruflat, to approve the disbursements from May 1, 2021 – June 30, 2021. Upon roll call, with all in favor, the motion carried.

Chairperson Sullivan welcomed Matti Gurney who is Minnesota River Valley Transit's new liaison with the Department of Transportation Office of Transit.

**2020 Audit Presentation/Acceptance** – Saint Peter Finance Director Vogel presented the 2020 audit in the absence of Auditor Jim Eichten from MMKR. Vogel noted there were no findings with the exception of segregation of duties which is a normal finding for a small accounting staff and that checks and balances are in place to mitigate that finding. Vogel also touched on the COVID-19 funds of which \$72,000 is being held in reserves.

Bruflat questioned what the City of Saint Peter does related to cyber security fraud and other technology related issues raised on page two of the audit report. Vogel reported on the City's process for electronic transfer of funds which includes calling the vendor directly to verify bank and routing numbers before making any transfers.

City Administrator Prafke noted that the Board could delay action on acceptance of the audit until a presentation by the Auditor can be made.

In motion by Zieman, seconded by Bruflat, Resolution No. 2021-02 entitled "Resolution Accepting 2020 Financial Statements Together With Independent Auditor's Report" was introduced. With all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2021-02 is contained in the Minnesota River Valley Transit book entitled Board Actions 1.

**2022 Operations Grant Application/Budget** – City Administrator Prafke noted there were no significant service changes as part of the budget, but staff would still modify services if necessary under previous authorization provided by the Board. Vogel noted that for 2022, State and Federal funds would reimburse Minnesota River Valley Transit for all expenditures and if fares were collected in 2022, the funds would be used to develop reserve funds. Vogel also indicated additional discussion on 2022 fares would be held in the fall. Albers noted Gus Bus would go back to regular hourly rates for 2022.

Sullivan asked if 2023 reimbursement rates would be impacted if funding was provided in 2022 at full levels. Vogel noted she had heard nothing about a 2023 impact. Gurney also noted the State had not discussed 2023 funding at this point.

In motion by Zieman, seconded by Bruflat, Resolution No. 2021-03 entitled “Resolution Authorizing Submission Of Transit Operating Grant Application For 2022” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2021-03 is contained in the Minnesota River Valley Transit book entitled Board Actions 1.

## **Reports**

**Operation Manager Report** – Operation Manager Owen reported the hours previously attributable to the corridor route had been put into service by adding a third bus on Monday-Saturday 11:00 a.m. – 4:00 p.m. Owen also directed attention to the ridership graphs which had been included in the meeting packet and noted ridership will increase again with pre-school rides and Gus Bus rides.

Prafke commented on the expected impact on ridership numbers when fares are once again implemented.

**Compliance Manager Report** – Compliance Manager Albers reported 3,300 rides in the month of July which is a fairly slow month with 29.5 hours of service in Saint Peter (an average of slightly less than four rides per hour). Albers reported Gustavus had asked for Gus Bus to start in early September with one bus on Wednesdays and two buses on Friday and Saturday. Albers also reported a capital grant application had been submitted for purchase of a new bus and when approved by the State, bids would be received with an expected purchase maximum of \$100,000 with no local share required.

**Administration Report** – Saint Peter City Administrator Prafke reported on staff discussion about reserve fund levels as a precursor for future board policy discussion about reserves.

Prafke also provided an update on the issue of additional space needs in the Le Sueur facility, but indicated no further discussion about the request had occurred with the Le Sueur City Administrator.

Prafke brought up the issue of returning to in-person only meetings now that COVID-19 restrictions had been lifted and noted the City of Saint Peter will go back to in person meetings on August 1<sup>st</sup>. Prafke recommended Minnesota River Valley Transit go back to in person meetings in September (in St. Peter) followed by a meeting in November in Le Sueur. Prafke also indicated that staff may request future modifications to the meeting schedule to meet changes for DOT timelines.

Chairperson Sullivan asked for additional information at the next meeting on Staff thoughts related to fares, contract amounts, ridership, reserves, etc....

Chairperson Sullivan reminded the Board of the next meeting on September 14, 2021 at 2:30 p.m.

There being no further action, a motion was made by Bruflat, seconded by Zieman, to adjourn. With all in favor, the meeting adjourned at 3:07 p.m.

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Marvin Sullivan  
Chairperson

ATTEST:

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Todd Prafke  
Saint Peter City Administrator