

MINNESOTA RIVER VALLEY TRANSIT

OFFICIAL PROCEEDINGS

MINUTES OF THE BOARD MEETING SEPTEMBER 14, 2021

Pursuant to due call and notice thereof, a regular meeting of the Board of Minnesota River Valley Transit was conducted on September 14, 2021 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: Charles Zieman and Emily Bruflat (City of Saint Peter representatives) and Marvin Sullivan (City of Le Sueur representative). 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 August 2, 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 July 1, 2021 – August 31, 2021. Upon roll call, with all in favor, the motion carried.

Chairperson Sullivan indicated the agenda item for approval of a bus purchase could not be acted on as reported by City Administrator Prafke following discussion with Minnesota River Valley Transit's liaison to MnDOT Office of Transit who indicated a purchase authorization resolution for purchase of a bus must include specifics including the actual price, the vendor and the specific make and model of bus to be purchased. As such, Prafke noted the action would come before the board at a future (November) meeting. Prafke also noted staff concern regarding possible difficulty in purchasing a new bus due to the shortage of computer chips that was impacting manufacturing of all new vehicles.

Reports

Operation Manager Report – Operation Manager Owen directed attention to the ridership graphs which had been included in the meeting packet and noted ridership is slowly increasing with three buses in operation. Owen indicated school routes and pre-school routes were in place with waiting lists for both services.

Sullivan questioned if Gus Bus was the only service currently being charged. Prafke noted Gustavus Student Senate pays for the service and individual riders were not charged.

Albers indicated his belief that when fares are once again charged, the riders attributable to school kids would decrease.

Owen reported on the hire of new driver Richard DeLestre. Prafke noted that one of the full-time Driver positions is open following the resignation of an employee, but the hours were being filled by other part-time Driver's at this time and recruitment for a full-time Driver would occur in the future.

Discussion occurred about driver retention and recruitment challenges.

Compliance Manager Report – Compliance Manager Albers reported 41,050 rides in August which is closer to the historical average of numbers. Training continues with new drivers and the drug/alcohol testing program continues with two vendors for collections and testing which is necessary to cover hours when River's Edge Hospital is not available for testing (nights and weekends).

Bruflat asked what types of grants cover Minnesota River Valley Transit expenses and Albers reported grant funds are available for operating funds and capital purchase (buses).

Administration Report – Saint Peter Finance Director Vogel reported a \$58,226 fund balance at the end of August which is due to all expenses currently being funded by MnDOT using

COVID funds. Vogel provided projections for reserves in 2022 based on continued State funding and noted Minnesota River Valley Transit continues to adhere to the adopted budget.

Prafke reported that he would be sending members a copy of the last memo related to fares for discussion at the November regular meeting. Profke also noted that with it looking like 2022 will continue to be fully funded, fare discussion in November may be as simple as saying there is no need for adoption of fares or the Board may choose a simpler schedule with unification of fares between both Le Sueur and Saint Peter. Sullivan asked for the packet for the November meeting to include financial projects for all fare variations Profke had noted. Member Zieman recommended consideration of a token across the board fare of \$1.00 in 2022.

Prafke noted once again that masks are required due to Minnesota River Valley Transit's federal funding and no significant issues had been reported.

Member Bruflat mentioned the Latinex report that indicated some difficulties for members of that community to access the bus and whether any changes were being considered based on that report. Profke noted the City Council will discuss the report at their next workshop with Minnesota River Valley Transit discussing in the future. In response to a question from Zieman about the cost of the LinguaOne translation service, Profke noted that the charges for that are an eligible operational expense.

Chairperson Sullivan asked if any further discussion had been held with the City of Le Sueur about Minnesota River Valley Transit leasing additional office space. Profke noted that no additional discussion had taken place.

Chairperson Sullivan reminded the Board of the next meeting on November 9, 2021 at 2:30 p.m. which will be held in Saint Peter at City Hall.

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.

Marvin Sullivan
Chairperson

ATTEST:

Todd Profke
Saint Peter City Administrator