



**AGENDA AND NOTICE OF REGULAR MEETING
MINNESOTA RIVER VALLEY TRANSIT JOINT POWERS BOARD**

Wednesday, March 14, 2018 – 2:30 p.m.

Governors' Room, Saint Peter Community Center
600 South Fifth Street, Saint Peter

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **APPROVAL OF MINUTES/DISBURSEMENTS**
 - A. November 8, 2017 Regular Meeting
 - B. Disbursements List Approval
 1. November 1, 2017 – December 31, 2017
 2. January 1, 2018 – February 28, 2018
- IV. **VISITORS**
 - A. Schedule of Visitor Comments on Agenda Items
 - B. General Visitor Comments
- V. **OLD BUSINESS**
 - A. Credit Card Policy
 - B. Transportation Advisory Committee Planning
- VI. **NEW BUSINESS**
 - A. Advertising Policy and Fees
 - B. Equipment Capital Plan
- VII. **REPORTS**
 1. Operation Manager Report
 - a. Corridor Route Use and Commitment
 - b. Dispatch Software Update
 - c. Others
 2. Compliance Manager Report
 - a. Promotion Plan
 - b. Training Update (RTAP)
 - c. Others
 3. Administration Report
 - a. Management Structure Change
 - b. Financial Report
 - c. Others
- VIII. **ADJOURNMENT**

MINNESOTA RIVER VALLEY TRANSIT

OFFICIAL PROCEEDINGS

MINUTES OF THE BOARD MEETING NOVEMBER 8, 2017

Pursuant to due call and notice thereof, a regular meeting of the Board of the Minnesota River Valley Transit was conducted in the Governors' Room of the Community Center in the City of Saint Peter on November 8, 2017.

A quorum present, Chairperson Carlin called the meeting to order at 4:04 p.m. The following members were present: Susan Carlin, Mark Huntington, Stephen Grams and Kevin Wilke. The following officials were present: Saint Peter City Administrator Todd Prajke, Saint Peter Finance Director Paula O'Connell; Le Sueur City Administrator Jasper Kuggel, Le Sueur Finance Director Zach Doud.

Approval of Agenda – A motion was made by Grams, seconded by Wilke, to approve the agenda. With all in favor, the motion carried.

Approval of Minutes/Disbursements – A motion was made by Wilke, seconded by Huntington, to approve the minutes of the September 13, 2017 regular Board meeting and the disbursements list from August 1, 2017 through October 31, 2017. With all in favor, the motion carried and the minutes and disbursement list were approved. A complete copy of the minutes of the September 23, 2017 regular meeting is contained in the Minnesota River Valley Transit book entitled Board Actions 1.

Advertising Policy Development – Finance Director O'Connell outlined activity being undertaken for development of an advertising policy which would outline the cost of wrapping the buses. Grams questioned the use of Mankato buses. MnDOT Representative Jan Klassen indicated that Mankato has contracted for sales of their ads on busses and the Minnesota River Valley Transit plan was to handle sales of advertising on the buses internally. Discussion included other opportunities for ads in the areas of service as a comparison basis for pricing. Members discussed the possibility of establishing costs for advertising on the buses as a base amount plus "x" or having separate fees for "for profit" businesses versus "not for profit" businesses. Staff was directed to develop a draft policy for Board consideration.

Staff was also directed to allow for rollover of the Farmers Bank bus wrap for six months at the previously established rate from Le Sueur.

Employee Credit Card Use Policy- Members discussed establishing a policy for use of credit cards by the Transit Operations Manager and Transit Compliance Manager. Staff was asked to have a draft policy for board consideration at the next meeting.

Adoption of Fees/Rates/Timeline – Staff presented information on a process for the establishment of future rates with the suggestions that having a goal of having rates (fares, per hour rates, weekend night rates) in place by September of each year for the following year's use would be recommended. The Board directed the policy to be put in place for consideration by the Board at the May meeting. The board also asked for additional analysis including the full cost for any contracts such as the Gus Bus. Grams questioned whether the State has a

targeted range for fees and rates. Klassen provided some information on variables that should be considered when setting rates.

2018 Meeting Schedule/Location/Dates/Times – Members discussed meeting schedules with the current schedule being the second Wednesday during odd numbered months. Members made no change to the meeting schedule.

Reports

Compliance Manager Report – No report

Operation Manager Report – Transit Operations Manager Owen provided a report on the recent advertisements promoting Minnesota River Valley Transit which have been receiving positive comments. Owen also reported three additional part-time Bus Drivers had been hired.

Additional discussion as held on:

- The need for additional information on the usage numbers for the corridor route.
- Working with VINE on joint advertising.
- True Transit (offered by Nicollet County) and where they are at in relation to service levels. Klassen provided information about their preliminary plans for service.
- Possible need for service from home to the hospital, nursing homes, and assisted living facilities.

There being no further business, a motion was made by Huntington, seconded by Grams, to adjourn. With all in favor, the motion carried and the meeting was adjourned at 4:50 p.m.

Susan Carlin
Chairperson

ATTEST

Todd Prafke
Saint Peter City Administrator

MN River Valley Transit

Post Dates 11/01/2017 - 12/31/2017

Account Number	Vendor Name	Description (Item)	Amount
Fund: 227 - PARA-TRANSIT FUND			
227-6-34912	DEB GELDNER	REFUND PREPAID TRANSIT	96.00

Department: 49900 - ■St. Peter MRVT

227-49900-101	CITY OF ST. PETER	PAYROLL	3,445.00
227-49900-101	CITY OF ST. PETER	LONGEVITY PAY	478.40
227-49900-101	CITY OF ST. PETER	DECEMBER PAYROLL	3,537.00
227-49900-101	CITY OF ST. PETER	NOVEMBER PAYROLL	3,279.50
227-49900-102	CITY OF ST. PETER	PAYROLL	10,704.14
227-49900-102	CITY OF ST. PETER	LONGEVITY PAY	301.76
227-49900-102	CITY OF ST. PETER	DECEMBER PAYROLL	8,627.34
227-49900-102	CITY OF ST. PETER	NOVEMBER PAYROLL	10,294.94
227-49900-104	CITY OF ST. PETER	PAYROLL	124.97
227-49900-104	CITY OF ST. PETER	DECEMBER PAYROLL	110.36
227-49900-104	CITY OF ST. PETER	NOVEMBER PAYROLL	198.03
227-49900-105	CITY OF ST. PETER	PAYROLL	3,118.90
227-49900-105	CITY OF ST. PETER	DECEMBER PAYROLL	2,840.04
227-49900-105	CITY OF ST. PETER	NOVEMBER PAYROLL	3,357.87
227-49900-106	CITY OF ST. PETER	PAYROLL	6,023.95
227-49900-106	CITY OF ST. PETER	LONGEVITY PAY	137.63
227-49900-106	CITY OF ST. PETER	DECEMBER PAYROLL	2,785.58
227-49900-106	CITY OF ST. PETER	NOVEMBER PAYROLL	5,690.72
227-49900-113	CITY OF ST. PETER	ADVERTISING	800.00
227-49900-116	CITY OF ST. PETER	2 COMPUTERS	395.35
227-49900-116	JOHNSON/ANDERSON	ENVELOPES	54.23
227-49900-116	FAMILY FRESH MARKET	WIPES	29.90
227-49900-117	CITY OF ST. PETER	AUGUST LEASE	85.85
227-49900-117	CITY OF ST. PETER	OFFICE & GARGE RENT	85.85
227-49900-117	CITY OF ST. PETER	NOVEMBER LEASE	85.85
227-49900-121	HOLIDAY CREDIT OFFICE	FUEL	3,928.62
227-49900-125	NAPA AUTO PARTS	ANTIFREEZE, PS FLUID-2075	21.98
227-49900-125	WOLF MOTOR CO., INC.	OIL FILL CAP	11.76
227-49900-135	CITY OF ST. PETER	AUGUST LEASE	1,106.66
227-49900-135	CITY OF ST. PETER	OFFICE & GARGE RENT	1,106.66
227-49900-135	CITY OF ST. PETER	NOVEMBER LEASE	1,106.66
227-49900-136	LEAGUE OF MINNESOTA CITIE INJURY DEDUaABLE		1,000.00
227-49900-136	LEAGUE OF MINNESOTA CITIE INJURY DEDUCTABLE		1,000.00

Department: 49901 -ST. PETER NSE

227-49901-102	CITY OF ST. PETER	PAYROLL	630.58
227-49901-102	CITY OF ST. PETER	DECEMBER PAYROLL	492.16
227-49901-102	CITY OF ST. PETER	NOVEMBER PAYROLL	474.69
227-49901-104	CITY OF ST. PETER	PAYROLL	25.96
227-49901-104	CITY OF ST. PETER	DECEMBER PAYROLL	25.96

227-49901-104	CITY OF ST. PETER	NOVEMBER PAYROLL	25.96
227-49901-105	CITY OF ST. PETER	PAYROLL	17.49
227-49901-105	CITY OF ST. PETER	DECEMBER PAYROLL	34.98
227-49901-105	CITY OF ST. PETER	NOVEMBER PAYROLL	34.98
227-49901-106	CITY OF ST. PETER	PAYROLL	224.68
227-49901-106	CITY OF ST. PETER	DECEMBER PAYROLL	184.37
227-49901-106	CITY OF ST. PETER	NOVEMBER PAYROLL	178.54

Department: 49910

227-49910-111	CITY OF LE SUEUR	NOV TRANSIT ADMIN SALARIES	500.00
227-49910-111	CITY OF LE SUEUR	DEC TRANSIT ADMIN SALARIES	500.00
227-49910-112	RIVER'S EDGE	PRE EMPLOYMENT DRUGTESTI...	87.00
227-49910-113	CITY OF LE SUEUR	DASHER BOARD ADVERTISEMENT	1,200.00
227-49910-113	CARDMEMBER SERVICE	MRVT AD	52.52
227-49910-113	CARDMEMBER SERVICE	CANDY CANES, MRVT ADS, PRO...	227.68
227-49910-115	SANDRA OWEN	TRAVEL EXPENSE	260.01
227-49910-116	INNOVATIVE OFFICE SOLUTIO	INK CARTRIDGES	397.02
227-49910-116	INNOVATIVE OFFICE SOLUTIO	TONER	404.31
227-49910-117	CITY OF LE SUEUR	NOV LEASE	136.27
227-49910-117	CITY OF LE SUEUR	DEC LEASE	136.27
227-49910-118	VERIZON WIRELESS	CELLULAR SERVICE	66.09
227-49910-118	VERIZON WIRELESS	CELLULAR SERVICE	66.60
227-49910-118	VERIZON WIRELESS	CELLULAR SERVICE	88.42
227-49910-119	QUILL CORPORATION	ADJUSTMENT FOR PAYMENT	13.65
227-49910-119	SHAWN C ANDREWS	DOT PHYSICALS	240.00
227-49910-121	CITY OF LE SUEUR	FUEL	1,021.53
227-49910-121	HOLIDAY CREDIT OFFICE	FUEL	3,805.03
227-49910-122	WOLF MOTOR CO., INC.	INSTALLED REFRIGERANT, OC, O..	32.94
227-49910-122	WOLF MOTOR CO., INC.	INSTALLED REFRIGERANT, OC, O..	3.95
227-49910-122	WOLF MOTOR CO., INC.	OC, OIL, ROTATE TIRES, REATTA...	5.15
227-49910-122	WOLF MOTOR CO., INC.	OC, OIL, ROTATE TIRES, REATTA...	32.94
227-49910-122	WOLF MOTOR CO., INC.	OIL CHANGE, INSTALL AC COVER	88.19
227-49910-123	WOLF MOTOR CO., INC.	INSTALLED REFRIGERANT, OC, O..	54.19
227-49910-123	WOLF MOTOR CO., INC.	INSTALL HEADUGHT, BRAKE LIN...	41.12
227-49910-123	WOLF MOTOR CO., INC.	INSTALL HEADLIGHT, BRAKE LIN...	371.16
227-49910-123	WOLF MOTOR CO., INC.	REPLACED FRONT REAR CALIPE...	619.47
227-49910-123	WOLF MOTOR CO., INC.	INSTALLED STARTER	498.69
227-49910-123	WOLF MOTOR CO., INC.	OC, OIL, ROTATE TIRES, REATTA...	15.00
227-49910-124	WOLF MOTOR CO., INC.	INSTALLED REFRIGERANT, OC, O..	25.00
227-49910-124	WOLF MOTOR CO., INC.	OC, OIL, ROTATE TIRES, REATTA...	25.00
227-49910-125	TRUSTWORTHY HARDWARE (CLEANING SUPPLIES-MRVT	49.43
227-49910-125	SANDRA OWEN	TRAVEL EXPENSE	9.62
227-49910-135	CITY OF LE SUEUR	NOV LEASE	1,577.30
227-49910-135	CITY OF LE SUEUR	DEC LEASE	1,577.30
227-49910-136	FAMILY FRESH MARKET	BASKET-MRVT	17.99

TOTAL

92,568.69

227 - PARA-TRANSIT FUND

Post Dates: 11/01/2017 -12/31/2017

Report Summary

Account Number	Account Name	Payment Amount
227-49900-101	ADMIN, MGMT, SUPERVI...	10,739.90
227-49900-102	OPERATORS WAGES	29,928.18
227-49900-104	GENERAL OFFICE SUPPOR...	433.36
227-49900-105	OPERATIONS SUPPORT W..	9,316.81
227-49900-106	FRINGE BENEFITS	14,637.88
227-49900-113	ADVRTING, MRKTING, PR-	800.00
227-49900-116	OFFICE SUPPUES	479.48
227-49900-117	LEASES/RENTALS (ADMIN...	257.55
227-49900-121	FUEL EXPENSE	3,928.62
227-49900-125	OTHER VEHICLE COSTS	33.74
227-49900-135	LEASES/RENTAL (GARAGE...	3,319.98
227-49900-136	OTHER OPER CHARGES	2,000.00
227-49901-102	OPERATORS WAGES	1,597.43
227-49901-104	GENERAL OFFICE SUPPOR..	77.88
227-49901-105	OPERATIONS SUPPORT W..	87.45
227-49901-106	FRINGE BENEFITS	587.59
227-49910-111	MANAGEMENT FEES	1,000.00
227-49910-112	DRUG, ALCOHOL TESTING..	87.00
227-49910-113	ADVRTING, MRKTING, PR-	1,480.20
227-49910-115	STAFF DEVELOPMENT CO...	260.01
227-49910-116	OFFICE SUPPLIES	801.33
227-49910-117	LEASES/RENTALS (ADMIN...	272.54
227-49910-118	UTILITIES	221.11
227-49910-119	OTHER DIRECT ADMIN CH..	253.65
227-49910-121	FUEL EXPENSE	4,826.56
227-49910-122	PREVENTIVE MAINTENAN..	163.17
227-49910-123	CORRECTIVE MAINTENAN..	1,599.63
227-49910-124	TIRES	50.00
227-49910-125	OTHER VEHICLE COSTS	59.05
227-49910-135	LEASES/RENTAL (GARAGE...	3,154.60
227-49910-136	OTHER OPER CHARGES	17.99
227-6-34912	TRANSIT REVENUE-NURS...	96.00
	Grand Total:	92,568.69

Account Number	Vendor Name	Description (Item)	Amount
Department: 49900 - ST. PETER			
227-49900-101	CITY OF ST. PETER	MANAGEMENT WAGES	84.11
227-49900-101	CITY OF ST. PETER	PAYROLL	4,461.35
227-49900-101	CITY OF ST. PETER	PAYROLL	3,719.61
227-49900-101	CITY OF ST. PETER	PAYROLL	7,988.84
227-49900-101	CITY OF ST. PETER	PAYROLL	3,134.90
227-49900-101	CITY OF ST. PETER	PAYROLL	3,689.60
227-49900-102	CITY OF ST. PETER	PAYROLL	9,414.96
227-49900-102	CITY OF ST. PETER	PAYROLL	9,680.36
227-49900-102	CITY OF ST. PETER	PAYROLL	7,276.90
227-49900-102	CITY OF ST. PETER	PAYROLL	10,439.64
227-49900-102	CITY OF ST. PETER	PAYROLL	9,652.31
227-49900-104	CITY OF ST. PETER	PAYROLL	88.09
227-49900-104	CITY OF ST. PETER	PAYROLL	57.20
227-49900-104	CITY OF ST. PETER	PAYROLL	95.75
227-49900-104	CITY OF ST. PETER	PAYROLL	110.36
227-49900-104	CITY OF ST. PETER	PAYROLL	72.18
227-49900-105	CITY OF ST. PETER	PAYROLL	2,825.40
227-49900-105	CITY OF ST. PETER	PAYROLL	2,587.55
227-49900-105	CITY OF ST. PETER	PAYROLL	2,819.37
227-49900-105	CITY OF ST. PETER	PAYROLL	2,910.97
227-49900-105	CITY OF ST. PETER	PAYROLL	3,051.00
227-49900-106	CITY OF ST. PETER	PAYROLL	40.88
227-49900-106	CITY OF ST. PETER	PAYROLL	5,904.84
227-49900-106	CITY OF ST. PETER	PAYROLL	5,838.42
227-49900-106	CITY OF ST. PETER	PAYROLL	6,293.39
227-49900-106	CITY OF ST. PETER	PAYROLL	11,714.69
227-49900-106	CITY OF ST. PETER	PAYROLL	2,746.76
227-49900-106	CITY OF ST. PETER	PAYROLL	6,175.90
227-49900-112	RIVER'S EDGE	D & A SPECIMAN HANDLING	186.00
227-49900-113	APG MEDIA OF SOUTHERN MINNESOTA	NEWSPAPER AD	364.20
227-49900-113	CITY OF ST. PETER	ADVERTISING	308.10
227-49900-114	MAYO CLINIC	DOT PHYSICAL	692.20
227-49900-115	PAUL AASEN	TRAINING FOR DOUG R	39.40
227-49900-115	DOUGLAS KAMPEN	REIMBURSE FOR COST OF CDL	42.25
227-49900-116	ARROW ACE HARDWARE	SHOP VAC BAGS	14.99
227-49900-116	CITY OF ST. PETER	POWER SUPPLIES	93.62
227-49900-116	NELSON PRINTING CO.	ENVELOPES	186.52
227-49900-116	NELSON PRINTING CO.	ENVELOPES	206.28
227-49900-116	NELSON PRINTING CO.	TICKET BOOKS	914.00
227-49900-116	VALLEY AUTO PARTS	SPRAY LUBRICANT-9138	9.57
227-49900-117	CITY OF ST. PETER	OFFICE RENT GARGAE RENT	85.85
227-49900-117	CITY OF ST. PETER	MONTHLY LEASE	85.85
227-49900-119	MINNESOTA PUBLIC TRANSIT ASSN	2018 MEMBERSHIP	461.36
227-49900-121	HOLIDAY CREDIT OFFICE	FUEL	2,805.76
227-49900-121	HOLIDAY CREDIT OFFICE	FUEL	2,615.75
227-49900-122	CITY OF ST. PETER	REPAIRS	939.90
227-49900-122	CITY OF ST. PETER	REPAIRS & TIRES	343.25
227-49900-123	CITY OF ST. PETER	REPAIRS	85.14
227-49900-123	CITY OF ST. PETER	REPAIRS & TIRES	2,700.69
227-49900-123	VALLEY AUTO PARTS	OIL	7.36

227-49900-123	VALLEY AUTO PARTS	FUEL CAP	11.49
227-49900-123	VALLEY AUTO PARTS	FUEL CAP-9138	11.49
227-49900-124	CITY OF ST. PETER	REPAIRS & TIRES	1,306.50
227-49900-135	CITY OF ST. PETER	OFFICE RENT GARGAE RENT	1,106.66
227-49900-135	CITY OF ST. PETER	MONTHLY LEASE	1,106.66
227-49900-136	RAMBOW INC.	UNIFORMS	1,100.00
227-49900-141	LEAGUE OF MINNESOTA CITIES	INSURANCE	11,917.80
227-49900-151	NICOLLET COUNTY	LICENSE TABS	80.00

Department: 49901 - ST. PETER NSE

227-49901-102	CITY OF ST. PETER	PAYROLL	700.14
227-49901-102	CITY OF ST. PETER	PAYROLL	615.54
227-49901-102	CITY OF ST. PETER	PAYROLL	563.61
227-49901-102	CITY OF ST. PETER	PAYROLL	566.52
227-49901-102	CITY OF ST. PETER	PAYROLL	571.30
227-49901-104	CITY OF ST. PETER	PAYROLL	21.45
227-49901-104	CITY OF ST. PETER	PAYROLL	28.60
227-49901-104	CITY OF ST. PETER	PAYROLL	25.96
227-49901-104	CITY OF ST. PETER	PAYROLL	25.96
227-49901-104	CITY OF ST. PETER	PAYROLL	28.60
227-49901-105	CITY OF ST. PETER	PAYROLL	35.86
227-49901-105	CITY OF ST. PETER	PAYROLL	35.86
227-49901-105	CITY OF ST. PETER	PAYROLL	34.98
227-49901-105	CITY OF ST. PETER	PAYROLL	34.98
227-49901-105	CITY OF ST. PETER	PAYROLL	35.86
227-49901-106	CITY OF ST. PETER	PAYROLL	252.48
227-49901-106	CITY OF ST. PETER	PAYROLL	226.67
227-49901-106	CITY OF ST. PETER	PAYROLL	208.18
227-49901-106	CITY OF ST. PETER	PAYROLL	209.15
227-49901-106	CITY OF ST. PETER	PAYROLL	211.92

Department: 49910 - LE SUEUR MRVT

227-49910-112	RIVER'S EDGE	D & A SPECIMAN HANDLING	64.00
227-49910-113	K & R GRAPHICS	ADVERTISING	244.80
227-49910-113	APG MEDIA OF SOUTHERN MINNESOTA	NEWSPAPER AD	364.20
227-49910-113	CITY OF ST. PETER	ADVERTISING	165.90
227-49910-114	SHAWN C ANDREWS	DOT PHYSICALS	180.00
227-49910-115	PAUL AASEN	TRAINING FOR DOUG R	39.40
227-49910-118	VERIZON WIRELESS	CELLULAR SERVICE	64.53
227-49910-118	VERIZON WIRELESS	CELLULAR SERVICE	65.53
227-49910-119	MINNESOTA PUBLIC TRANSIT ASSN	2018 MEMBERSHIP	263.64
227-49910-119	SANDRA OWEN	TRAVEL EXPENSE	51.36
227-49910-121	CITY OF LE SUEUR	JANUARY FUEL	913.40
227-49910-121	CITY OF LE SUEUR	FEBRUARY FUEL	847.44
227-49910-121	HOLIDAY CREDIT OFFICE	FUEL	896.20
227-49910-123	CITY OF ST. PETER	REPAIRS	244.09
227-49910-123	WOLF MOTOR CO., INC.	REPLACED COLLANT SHUTOFF VALVE	233.17
227-49910-123	WOLF MOTOR CO., INC.	BRAKES, BALL JOINTS	998.54
227-49910-124	WOLF MOTOR CO., INC.	BRAKES, BALL JOINTS, MOUNT & BAL	135.00
227-49910-136	RAMBOW INC.	UNIFORMS	615.50
227-49910-141	LEAGUE OF MINNESOTA CITIES	CLAIM	1,000.00
227-49910-141	LEAGUE OF MINNESOTA CITIES	INSURANCE	9,534.20
227-49910-151	NICOLLET COUNTY	LICENSE TABS	64.00

Report Summary

Account Number	Account Name	Payment Amount
227-49900-101	ADMIN, MGMT, SUPERVISOR SALARY	23,078.41
227-49900-102	OPERATORS WAGES	46,464.17
227-49900-104	GENERAL OFFICE SUPPORT WAGES	423.58
227-49900-105	OPERATIONS SUPPORT WAGES	14,194.29
227-49900-106	FRINGE BENEFITS	38,714.88
227-49900-112	DRUG, ALCOHOL TESTING & ADMIN EX	186.00
227-49900-113	ADVERTING, MRKTING, PROMO CHARGE	672.30
227-49900-114	LEGAL, AUDITING, PROFESSIONAL FEES	692.20
227-49900-115	STAFF DEVELOPMENT COSTS	81.65
227-49900-116	OFFICE SUPPLIES	1,424.98
227-49900-117	LEASES/RENTALS (ADMIN. FACIL.)	171.70
227-49900-119	OTHER DIRECT ADMIN CHARGES	461.36
227-49900-121	FUEL EXPENSE	5,421.51
227-49900-122	PREVENTIVE MAINTENANCE	1,283.15
227-49900-123	CORRECTIVE MAINTENANCE	2,816.17
227-49900-124	TIRES	1,306.50
227-49900-135	LEASES/RENTAL (GARAGES,VEH.,ETC.)	2,213.32
227-49900-136	OTHER OPER CHARGES	1,100.00
227-49900-141	PROP & LIAB INSURANCE	11,917.80
227-49900-151	VEH REGIS & PERMIT FEES	80.00
227-49901-102	OPERATORS WAGES	3,017.11
227-49901-104	GENERAL OFFICE SUPPORT WAGES	130.57
227-49901-105	OPERATIONS SUPPORT WAGES	177.54
227-49901-106	FRINGE BENEFITS	1,108.40
227-49910-112	DRUG, ALCOHOL TESTING & ADMIN EX	64.00
227-49910-113	ADVERTING, MRKTING, PROMO CHARGE	774.90
227-49910-114	LEGAL, AUDITING, PROFESSIONAL FEES	180.00
227-49910-115	STAFF DEVELOPMENT COSTS	39.40
227-49910-118	UTILITIES	130.06
227-49910-119	OTHER DIRECT ADMIN CHARGES	315.00
227-49910-121	FUEL EXPENSE	2,657.04
227-49910-123	CORRECTIVE MAINTENANCE	1,475.80
227-49910-124	TIRES	135.00
227-49910-136	OTHER OPER CHARGES	615.50
227-49910-141	PROP & LIAB INSURANCE	10,534.20
227-49910-151	VEH REGIS & PERMIT FEES	64.00
	Grand Total:	\$ 174,122.49



TO: Minnesota River Valley Transit Chair
Board Members

DATE: 03/08/18

FROM: Zach Doud
City of Le Sueur Finance Director

RE: Credit Card Use Policy Approval

ACTION/RECOMMENDATION

Consider adoption of a policy for credit card use by Minnesota River Valley Transit staff to obtain certain goods and services and reduce employee reimbursements.

BACKGROUND

Minnesota Statute 471.382 states that a Board may authorize the use of a credit card to any employee otherwise authorized to make a purchase on behalf of the MN River Valley Transit (MRVT). If a Transit employee makes or directs a purchase by credit card that is not approved by the Board, the employee is personally liable for the amount of the purchase. A purchase by credit card must otherwise comply with all statutes, rules, or Minnesota River Valley Transit policy applicable to Transit purchases.

The Board needs to pass a resolution to authorize the use of credit cards.

Specific employees will be issued a credit card, all other employees sign out their card when there is a need. Each time a credit card is handed out, the employee signs a form that indicates that the purchase will be made for merchandise on behalf of MRVT. If a purchase is made by credit card and not approved, the employee is personally responsible for the purchase. It also states that they will return all receipts for all purchases.

The use of credit card is only encouraged when there isn't a better solution to make a purchase, reservation, etc.

FISCAL IMPACT:

Approval of the policy limits the liability that MN River Valley Transit has for use of credit cards used by employees and holds all authorized purchasers responsible for their credit cards.

Fiscal impact is minimal except for the reduction of liability from MRVT and onto the cardholder.

ALTERNATIVE AND VARIATIONS:

Approval: a credit card vendor will be researched and issued to staff.

Denial: credit cards will not be used for the operations of transit.

Modification of the Resolution: This is always an option of the Board.

Please feel free to contact me if you have any questions or concerns on this agenda item.

MINNESOTA RIVER VALLEY TRANSIT
CREDIT CARD USE POLICY AND PROCEDURES

General Information

Credit card use must comply with laws concerning borrowing. Credit cards will not be used for carrying debt. The entire card balance shall be paid in full each month (MN Statute 475).

If an employee makes or directs a purchase by credit card that is not approved by the Board, the employee is personally liable for the amount of the purchase. All purchases by credit card must otherwise comply with all statutes, rules and policies, applicable to the organization's purchases.

Employees authorized to use Minnesota River Valley Transit's credit card(s) include the following positions: Compliance Manager, Operations Manager, and others as approved by the designated Financial Officer. All card holders shall be required to sign the Credit Card Holder Agreement to indicate that the cardholder understands the procedure and the responsibilities of the cardholder.

Employee Responsibilities:

1. The credit card that each cardholder receives shall only be used by the cardholder. The cardholder may make transactions on behalf of others in their department, however, the cardholder is responsible for all purchases charged to their card.
2. The total value of a transaction shall not exceed a cardholder's single purchase limit. Payment for a purchase shall not be split into multiple transactions to stay within the single purchase limit.
3. The cardholder is responsible for maintaining receipts of all card transactions and submitting these receipts to Accounts Payable for payment. Receipts are required for all purchases.
4. Credit cards may be used to guarantee rooms for conference/meetings attendance, lodging and meal expenses while attending authorized meetings or training sessions when overnight stay is required. Alcoholic beverages are not an allowable expense. Travel request authorizations must still be obtained according to the travel policy. The availability of the credit card does not negate this requirement.
5. The card may be used to purchase supplies and/or materials when purchase of the items is more time and cost efficient than conventional ordering practices.
6. A cardholder who makes unauthorized purchases or carelessly uses the credit card will be liable to Minnesota River Valley Transit for the total dollar amount of such purchases plus any administrative fees charged by the bank or card company in connection with the misuse. The cardholder may also be terminated and will be subject to legal action. **Use of the credit card for personal purchases is strictly prohibited.**

The following purchases are **NOT** allowed:

- Alcoholic beverages/tobacco products
 - Capital equipment and upgrades over \$5,000
 - Construction, renovation/installation
 - Controlled substances
 - Items or services on term contracts
 - Maintenance agreements
 - Personal items or loans
7. It is the cardholder's responsibility to safeguard the credit card to the same degree that the cardholder safeguards his personal credit information. A violation of this trust will result in that cardholder having their card revoked and disciplinary action taken.
 8. If a card is lost or stolen, it is the responsibility of the cardholder to contact the credit card company immediately to report the card and stop all charging privileges. The cardholder must also notify the designated Finance Officer of the incident.
 9. Any employee who terminates employment or is granted a leave of absence in excess of 30 days must turn over the card to the Finance Officer before the final day of employment.

Suspension or Revocation of Cards

If any of the following occur, immediate revocation of the Credit Card privileges may result:

- Splitting of charges to avoid the single purchases dollar limits.
- Loaning the card to another employee for use.
- Failure to notify the Bank or Finance Officer of a lost or stolen card.
- The first time an inadvertent personal purchase occurs.
- The second time the attached receipts do not match the item description or dollar amounts listed on the cardholder activity report with no written explanation.
- After three times of no receipts in one year, employee will be revoked from card usage for one year and they will be required to use their personal card and submit for payment.

Minnesota River Valley Transit

Credit Card Holder Agreement

As an employee of Minnesota River Valley Transit, I accept personal responsibility for the safeguard and proper use of Minnesota River Valley Transit credit card which has been assigned to me for use in the performance of my job, in accordance with the terms outlined below.

- Credit cards are to be used solely for travel related business expenses (within and outside the city), and conference/class registrations incurred by the assigned individual only.
- Credit cards may be used for purchasing supplies and parts with prior approval of the Department Manager or Board.

I understand that improper use of this card may result in disciplinary action as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement, including Minnesota River Valley Transit Credit Card Policy and Procedures.

I acknowledge receipt of said Agreement and Policies/Procedures and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of Minnesota River Valley Transit and that Minnesota River Valley Transit will be liable for all charges made on this card.

As a holder of this Minnesota River Valley Transit credit card, I agree to accept the responsibility and accountability for the protection and proper use of the card. I will return the card to the Finance Officer, upon demand, during the period of my employment. I further agree to return the card upon termination of employment. I understand that the card is not to be used for personal purchases. I understand that I will be held personally liable for inappropriate charges I incur to Minnesota River Valley Transit credit card, and payment for any such inappropriate charges is hereby authorized to be withheld from my paycheck.

The undersigned individual has read and understands the above statements.

Employee

Date

MINNESOTA RIVER VALLEY TRANSIT AUTHORITY

RESOLUTION NO. 2018-

**STATE OF MINNESOTA)
COUNTY OF NICOLLET)
COUNTY OF LE SUEUR)**

RESOLUTION ADOPTING CREDIT CARD USE POLICY

WHEREAS, Minnesota Statute 471.382 states that a Board may authorize the use of credit cards to make purchases; and

WHEREAS, prior to use of credit cards, it is appropriate to adopt a Credit Card Use Policy which outlines and process and documents to be used for credit card use by certain authorized staff of Minnesota River Valley Transit: and

WHEREAS, the Minnesota River Valley Transit Board must pass a resolution adopting the credit card use policy

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE MINNESOTA RIVER VALLEY TRANSIT, THAT:

1. The "Minnesota River Valley Transit Credit Card Use Policy and Procedures" is hereby adopted.
2. Staff is directed to distribute copies of the policy to each staff employee and to ensure compliance with the procedures contained within.
3. Copies of the policy shall be maintained and made available for public review in the offices of the City Administrator of both the City of Saint Peter and the City of Le Sueur.

Adopted by the Board of the Minnesota River Valley Transit this 14th day of March, 2018.

Susan Carlin
Chairperson

ATTEST:

Todd Prafke
Saint Peter City Administrator



TO: Honorable Mayor Zieman
Members of the City Council

DATE: 3/12/2018

FROM: Todd Prafke
City Administrator

RE: Transit Advisory Committee

ACTION/RECOMMENDATION

None needed. For your information and further discussion.

BACKGROUND

As members may recall from previous discussions, the State has asked that we put together a Transportation Advisory Committee or TAC. The TAC is a way to allow users and others to advise the Board on activities, operation and use.

We are required to have a TAC in place before the end of this year.

Based on the previous discussion with the Board and our staff it is believed that Le Sueur has not used this type of input with its transit and Saint Peter has used something like this on a limited basis. Saint Peter did focus group work when we went to routes and changed fares.

My goal for your meeting to discuss the make-up of this Advisory Committee and to have a bit more discussion about its specific role and mission.

As a place to get the discussion started I might suggest that the TAC be established to meet at least two times per year and its mission be to provide feedback about service, service levels, stop locations and promotional efforts.

These are areas where I think both staff and the Board could use some additional feedback and insight. The Committee would be chaperoned by current staff. The State has indicated that they prefer that this be independent of the Board so I am not suggesting that any members of the Board be on it.

As a way to help you think about this group I have included some discussion questions below. My hope it that they will help you formulate the governance and membership rules.

Committee size and members:

- How big should the Committee be? I might suggest that any number can work but keeping it to less than 15 helps in that any bigger than that get a bit unwieldy to manage.

- Where should Committee Members come from?
 - Users?
 - Client Service people?
 - Members of the General Public?
 - Group we want to encourage to be user?
 - Bus Stop location providers?
 - Does it matter what community they are from?
 - Other ideas?

Governance of the TAC

- Who appoints them, is it the Joint Powers Board or the City Councils?
- Are there certain numbers from each community targeted?
- Are there certain groups from each community targeted?
- How long do we want them to serve?
- What is their mission? I proposed one on the first page, does that make sense?
- Other ideas?

Once you get a few of these items solidified I plan to bring back a resolution that sets out the rules for your approval.

Please feel free to contact me if you have any questions or concerns about this agenda item.

TP/bal



TO: Todd Prafke
Saint Peter City Administrator

DATE: 03/12/18

FROM: Wayne Albers Sandi Owen
Compliance Manager Operations Manager

RE: Transit Bus Advertising Policy and Fees

ACTION/RECOMMENDATION

Approve the Minnesota River Valley Transit Advertising Policy and establish a fee schedule for advertising on Minnesota River Valley Transit vehicles.

BACKGROUND

In 2015 Le Sueur Transit was asked about using the rear of buses for advertising by 1st Farmers and Merchants Bank in Le Sueur. The City of Le Sueur made an agreement with 1st Farmers and Merchants Bank to allow the application of advertising to the rear of two buses. The original agreement has since expired and has been informally extended. The bank has asked to continue the advertising and replace the current vinyl on the buses with new graphics.

The Board has previously discussed and expressed interest in continuing and possibly expanding the practice of allowing businesses to advertise on the back of the transit buses. To that end, staff has developed a policy to guide this process.

In addition to approving a policy to guide the advertising process, we recommend establishing rates for the service. The policy, if adopted, stipulates the advertiser must pay in advance for the vinyl to be applied, the application and removal in addition to the advertising fees. In order to spread the cost of printing and applying the advertisement, staff would propose using a 12 month agreement commencing on July 1st of each year. Using a start date in mid-summer will give staff more flexibility in pulling buses out of service to allow the advertisements to be applied. Using a flat fee for the year eliminates the need for monthly billings.

We recommend the annual fee for the three most used buses in Le Sueur and Saint Peter be set at \$2,400 for the year. The fee for advertisements on the remaining three buses of the nine bus fleet would be set at \$1,200 for the term of the agreement. The fee could be prorated in the event an advertiser chooses to begin advertising at a time other than July 1st. An advertiser who chooses to renew the agreement without changing the advertisement could simply pay the annual fee.

FISCAL IMPACT:

The advertising revenue would depend upon the number of buses with "sold" advertising and the rate set by the Board for the advertising. It would be our expectation that 4 to 6 buses would have advertising on them.

ALTERNATIVES/VARIATIONS:

Do not Act: Staff will wait for your direction; however, the current advertiser wishes to upgrade their advertisement that is currently on two of the buses.

Negative Vote: Staff will wait for your direction; however, a decision would need to be made concerning the advertising currently on two of the buses.

Modification of the Resolution: This is always an option of the Joint Powers Board.

Please feel free to contact us should you have any questions or concerns about this agenda item.

WA/SO

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Negative Vote: Staff will wait for your direction; however, a decision would need to be made concerning the advertising currently on two of the buses.

Modification of the Resolution: This is always an option of the Joint Powers Board.

Please feel free to contact us should you have any questions or concerns about this agenda item.

WA/SO

MINNESOTA RIVER VALLEY TRANSIT

RESOLUTION NO. 2018-__

**STATE OF MINNESOTA
COUNTY OF LE SUEUR)
CITY OF LE SUEUR)**

RESOLUTION APPROVING A POLICY FOR ADVERTISING ON MRVT BUSES

WHEREAS, Minnesota River Valley Transit (MRVT) operates a transit system; and

WHEREAS, staff has been contacted by parties interested in advertising on the back of MRVT buses; and

WHEREAS, the MRVT Board recognizes advertising as a valuable source of revenue for the system; and

WHEREAS, the MRVT Board wishes to provide fair and equitable treatment to all persons and businesses interested in advertising on Minnesota River Valley Transit vehicles;.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE MINNESOTA RIVER VALLEY TRANSIT, THAT: the following advertising policy is hereby adopted effective April 1, 2018:

MINNESOTA RIVER VALLEY TRANSIT

TRANSIT BUS ADVERTISING POLICY

This policy is established to provide opportunity for businesses or organizations to promote products and services to the community. It is not intended as a platform for promotion of specific issues or candidates for elected or appointed office. Minnesota River Valley Transit (MRVT) intends that its transit buses will be a place that welcomes all passengers. Therefore, advertising shall be of a nature that assists local business and organizations in promoting the community without making passengers or citizens of the communities we serve feel unwelcome.

The following regulations must be followed:

- No alcohol or tobacco products shall be promoted.
- No nudity or profanity is allowed.
- Advertising must be for promotion of business and/or organizations and sales of products and/or services. No political or issue advertising will be allowed.
- The use of logos for alcohol or tobacco products are not allowed.
- All ads shall contain:
 - the name of the ad purchaser
 - purchaser logo, if any
 - product logo, if any (must not be in violation of other sections of the policy)
 - Information on how to contact the purchaser including the business location and phone number.

- Advertising must be approved by the Compliance Manager.
- Advertising which is not allowed under state statute will not be allowed
- The MRVT Joint Powers Board (JPB) will determine which areas of buses are appropriate for advertising.
- The JPB will set the annual cost for any advertising which it authorizes.
- All vinyl artwork to be attached to the buses will be printed by a vender designated by MRVT.
- The vender that prints the vinyl will also install the vinyl.
- The creation of the design will be the responsibility of the advertiser.
- The cost of the vinyl, installation and removal must be paid to MRVT along with the annual advertising fee prior to the installation of the vinyl.

Adopted by the Board of the Minnesota River Valley Transit this 14th day of March, 2018.

Susan Carlin
Chairperson

ATTEST:

Todd Prafke
Saint Peter City Administrator

MINNESOTA RIVER VALLEY TRANSIT

RESOLUTION NO. 2018-__

**STATE OF MINNESOTA
COUNTY OF LE SUEUR)
CITY OF LE SUEUR)**

RESOLUTION APPROVING ADVERTISING FEE SCHEDULE

WHEREAS, Minnesota River Valley Transit (MRVT) has adopted a policy allowing advertising on MRVT buses; and

WHEREAS, MRVT wishes to establish a fee schedule for advertising on transit buses; and

WHEREAS, staff recommends that the following schedule take effect on April 1, 2018.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE MINNESOTA RIVER VALLEY TRANSIT, THAT:

1. The following advertising fee schedule shall take effect on April 1, 2018

MRVT ADVERTISING FEE SCHEDULE
Effective April 1, 2018

EXTERIOR REAR SURFACE OF BUSES

12 month advertising on Primary buses	\$2,400.00
plus cost of design, production, application and removal of wrap	
12 month advertising on Secondary and back-up buses	\$1,200.00
plus cost of design, production, application and removal of wrap.	

2. All advertisements placed on Minnesota River Valley Transit vehicles must adhere to the provisions of the advertising policy as adopted by the Minnesota River Valley Transit Board.

Adopted by the Board of the Minnesota River Valley Transit this 14th day of March, 2018.

Susan Carlin
Chairperson

ATTEST:

Todd Prafke
Saint Peter City Administrator



TO: MRVT Joint Powers Board
FROM: Todd Prafke
Saint Peter City Administrator
RE: Capital Equipment Plan

DATE: 03/12/18

ACTION/RECOMMENDATION

None needed. For your discussion and input only.

BACKGROUND

Our goal for your discussion is to give you information about your system and its equipment capital status and needs. Since you may be aware of what your individual cities have had but maybe less aware of the others, I thought a review of the overall status may be of help. In addition, as we get into budget and fare discussions, an understating of those bus capital needs will be helpful.

What you will see on the attached table is a list on all your busses, their mileage and a few short notes on the bottom about the rules or guidelines for receipt of the State 80% which is critical in our purchase plan. Generally you will see that we need a bus pretty much every year as a part of this plan based on the use and mileage we see so far. This is not substantially different than we saw as individual transit systems.

Again my goal is not to “lock” you in to a plan. Any grant submission or purchase would need to come before the Board or approval. We will continue to review busses on a case by case bases. By that I mean we just won’t buy a bus based on a plan. We will use our Mechanic and the individual history of each vehicle as a supplement to the mileage and use data. At times in the past we have had a bus with lower mileage that has just been a lemon and other busses with higher mileage with few very mechanical problems. We would rely on our Mechanic to help weigh those issues with mileage in any purchase recommendation and then disposition of old bus discussion.

Please feel free to contact us should you have any questions or concerns about this agenda item.

TP/bal

Account	Name	Ending Balance
227-49900-101	ADMIN, MGMT, SUPERVISOR SALARY	91,644.41
227-49900-102	OPERATORS WAGES	243,367.70
227-49900-103	VEHICLE MAINT AND REPAIR WAGES	162.92
227-49900-104	GENERAL OFFICE SUPPORT WAGES	3,170.05
227-49900-105	OPERATIONS SUPPORT WAGES	71,455.06
227-49900-106	FRINGE BENEFITS	162,642.13
227-49900-112	DRUG, ALCOHOL TESTING & ADMIN EXP	1,228.00
227-49900-113	ADVTRTING, MRKTING, PROMO CHARGES	6,778.20
227-49900-114	LEGAL, AUDITING, PROFESSIONAL FEES	1,054.00
227-49900-115	STAFF DEVELOPMENT COSTS	1,340.23
227-49900-116	OFFICE SUPPLIES	3,955.37
227-49900-117	LEASES/RENTALS (ADMIN. FACIL.)	4,264.63
227-49900-119	OTHER DIRECT ADMIN CHARGES	77.04
227-49900-121	FUEL EXPENSE	34,872.45
227-49900-122	PREVENTIVE MAINTENANCE	2,250.59
227-49900-123	CORRECTIVE MAINTENANCE	7,384.70
227-49900-124	TIRES	3,355.54
227-49900-125	OTHER VEHICLE COSTS	74,221.23
227-49900-135	LEASES/RENTAL (GARAGES,VEH.,ETC.)	10,045.79
227-49900-136	OTHER OPER CHARGES	3,100.00
227-49900-141	PROP & LIAB INSURANCE	21,343.00
227-49901-101	ADMIN, MGMT, SUPERVISOR SALARY	21.50
227-49901-102	OPERATORS WAGES	7,428.97
227-49901-104	GENERAL OFFICE SUPPORT WAGES	304.92
227-49901-105	OPERATIONS SUPPORT WAGES	452.34
227-49901-106	FRINGE BENEFITS	2,728.75
227-49901-121	FUEL EXPENSE	1,545.58
227-49910-101	ADMIN, MGMT, SUPERVISOR SALARY	-
227-49910-102	OPERATORS WAGES	-
227-49910-103	VEHICLE MAINT AND REPAIR WAGES	1,370.31
227-49910-105	OPERATIONS SUPPORT WAGES	-
227-49910-106	FRINGE BENEFITS	-
227-49910-111	MANAGEMENT FEES	6,000.00
227-49910-112	DRUG, ALCOHOL TESTING & ADMIN EXP	241.00
227-49910-113	ADVTRTING, MRKTING, PROMO CHARGES	3,624.20
227-49910-114	LEGAL, AUDITING, PROFESSIONAL FEES	442.50
227-49910-115	STAFF DEVELOPMENT COSTS	539.39
227-49910-116	OFFICE SUPPLIES	2,541.19
227-49910-117	LEASES/RENTALS (ADMIN. FACIL.)	1,090.16
227-49910-118	UTILITIES	1,285.20
227-49910-119	OTHER DIRECT ADMIN CHARGES	378.00
227-49910-121	FUEL EXPENSE	13,548.54
227-49910-122	PREVENTIVE MAINTENANCE	668.87
227-49910-123	CORRECTIVE MAINTENANCE	6,972.84
227-49910-124	TIRES	65.69
227-49910-125	OTHER VEHICLE COSTS	72.52
227-49910-131	HEALTH INSURANCE	-
227-49910-133	LIFE INSURANCE	-
227-49910-134	REPAIR & MAINT OF OTHER PROP	57.50
227-49910-135	LEASES/RENTAL (GARAGES,VEH.,ETC.)	19,472.68
227-49910-136	OTHER OPER CHARGES	639.51
227-5-33422	STATE GRANT - TRANSIT	(658,376.02)
227-5-33423	STATE GRANT - TRANSIT NSE	(14,250.00)
227-6-34910	TRANSIT REVENUE-CASH	(46,700.10)
227-6-34912	TRANSIT REVENUE-NURSERY SCH	(14,211.50)
227-6-34913	TRANSIT REVENUE-TICKETS	(76,755.03)
227-6-34914	TRANSIT REVENUE-CONTRACT	(3,577.47)
227-6-34915	TRANSIT REVENUE - NSE GRANT	(1,200.00)
227-8-36250	MISC REFUNDS & REIMBURSEMENT	(1,084.42)
227-8-36251	FUEL REFUNDS	(7,495.87)
		<u>(4,445.21)</u>

Expense Codes Compared to Budget				
	Actual	Budget	Variance %	Explanation
1010	91,644.41	155,008.00	-41%	First Year of Service, unclear of exact costs. Budgeted conservatively
1020	243,367.70	236,698.00	3%	
1030	1,533.23	5,100.00	-70%	First Year of Service, unclear of exact costs. Budgeted conservatively
1040	3,170.05	11,645.00	-73%	First Year of Service, unclear of exact costs. Budgeted conservatively
1050	71,455.06	92,900.00	-23%	First Year of Service, unclear of exact costs. Budgeted conservatively
1060	162,642.13	123,550.00	32%	Benefits were larger percent of salaries than anticipated
1110	6,000.00	6,000.00	0%	
1120	1,469.00	2,550.00	-42%	Not as many new hires as expected with testing with State
1130	10,402.40	20,600.00	-50%	Did not advertise as much
1140	1,496.50	1,800.00	-17%	
1150	1,879.62	8,000.00	-77%	First Year of Service, unclear of exact costs. Budgeted conservatively
1160	6,496.56	5,150.00	26%	
1170	5,354.79	1,800.00	197%	Did not have lease agreements set before starting on budget
1180	1,285.20	7,300.00	-82%	Utilities not used as much as expected
1190	455.04	1,800.00	-75%	First Year of Service, unclear of exact costs. Budgeted conservatively
1210	48,420.99	87,350.00	-45%	First Year of Service, unclear of exact costs. Budgeted conservatively
1220	2,919.46	11,750.00	-75%	Newer busses, not as many preventative repairs
1230	14,357.54	29,000.00	-50%	Newer busses, not as many corrective reports
1240	3,421.23	12,600.00	-73%	Newer busses, not a need for new tires
1250	74,293.75	4,780.00	1454%	Purchased new bus in 2017 for \$73,959
1310	-	0%	0%	
1330	-	0%	0%	
1340	57.50	3,300.00	-98%	First Year of Service, unclear of exact costs. Budgeted conservatively
1350	29,518.47	19,575.00	51%	Did not have lease agreements set before starting on budget
1360	3,739.51	3,000.00	25%	
1410	21,343.00	19,000.00	12%	
	<u>\$ 806,723.14</u>	<u>\$ 870,256.00</u>		
Check	-			

Revenue Codes Compared to Budget		
City Revenues	142,328.52	143,826.00
Fuel Refunds	7,495.87	4,200.00
	<u>\$ 149,824.39</u>	<u>\$ 148,026.00</u>
Deficit	\$ (656,898.75)	(722,230.00)

Note: State only gave us small portion of our Q4 disbursement so that we would not have to cut them back a check. We may get more money from the State with this in mind.

Total MRVT Activity	
All MRVT Expenses	806,723.14
All MRVT Revenues	(808,200.41)
(Profit) Loss	<u>(1,477.27)</u>

Total Additional Grant Activity	
All New Service Expansion Grant (NSE) Expenses	12,482.06
All New Service Expansion Grant (NSE) Revenues	(15,450.00)
(Profit) Loss	<u>(2,967.94)</u>

Total City's Portion of Activity	
City Expenses	161,344.63
City Revenues	(149,824.39)
(Profit) Loss	<u>11,520.24</u>
City cost of bus	14,791.80
After Bus (Profit) Loss	<u>(3,271.56)</u>

Total Additional Grant for Cities Activity	
City Expenses	2,496.41
City NSE Revenues	(1,200.00)
(Profit) Loss	<u>1,296.41</u>

25

Fleet Inventory 5 Year Plan

	Bus Model Year	Planned Replacement Year	Current Miles
<i>are</i>	2008	2018	226584
	2002	2019	96935
	2008	2020	111606
	2009	2021	112031
	2015	2022	132099
	2015	2023	76950
	2015	2024	41585
	2016	2025	73170
	2017	2026	18974

* Replace one Bus per/year

*MN/Dot Rules @ when elligable

* Mechanics Review of Bus to help determine replacement



Spring has sprung!!
Hop on the Minnesota
River Valley Transit

Free Rides

April 9th, 12th, 14th and May 7th, 10th, 12th

To receive the **FREE RIDES**, passengers will be required to complete a short questionnaire. Please call **1-888-880-4696** to schedule a ride. Thank you!

