



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

Tuesday, March 10, 2020 – 2:30 p.m.
Saint Peter Community Center – 600 South Fifth Street
Governor's Room

- I. **CALL TO ORDER**
- II. **OATH OF OFFICE**
- III. **APPROVAL OF AGENDA**
- IV. **ELECTION OF OFFICERS**

- V. **APPROVAL OF MINUTES/DISBURSEMENTS**
 - A. January 14, 2020 Regular Meeting
 - B. Disbursements List Approval – January 1, 2020 – February 29, 2020

- VI. **VISITORS**
 - A. Schedule of Visitor Comments on Agenda Items
 - B. General Visitor Comments

- VII. **OLD BUSINESS**
 - A. Officer Election Correction

- VIII. **NEW BUSINESS**
 - A. Retreat/Goal Session Discussion

- VIX. **REPORTS**
 1. Operation Manager Report
 - a. Ride Use Comparison
 - b. Personnel Updates
 - c. Others
 2. Compliance Manager Reports
 - a. Dispatch Software Update
 - b. Training Update
 - c. 2020 Bus Grant Update
 - d. Others
 3. Administration Reports
 - a. Budget/Actual Update
 - b. TAC Membership Update
 - c. Goal Session
 - d. Others

- IX. **ADJOURNMENT**

MINNESOTA RIVER VALLEY TRANSIT

OFFICIAL PROCEEDINGS

**MINUTES OF THE REGULAR BOARD MEETING
JANUARY 14, 2020**

Pursuant to due call and notice thereof, a regular meeting of the Board of the Minnesota River Valley Transit was conducted in the Council Chambers Meeting Room of the City of Le Sueur on January 14, 2020.

A quorum present, Member Huntington called the meeting to order at 2:30 p.m. The following members were present: Marvin Sullivan, Stephan Grams, Brad DeVos, and Mark Huntington. The following official was present: Saint Peter City Administrator Todd Prafke.

Members were administered the Oath of Office.

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

Election of Officers – A motion was made by Grams, seconded by DeVos, to appoint Mark Huntington as Chair and Marvin Sullivan as Vice-Chair. With all in favor, the motion carried.

A motion was made by DeVos, seconded by Sullivan to appoint Stephan Grams as Secretary. With all in favor, the motion carried.

Approval of Minutes/Disbursements – A motion was made by Sullivan, seconded by DeVos to approve the minutes of the November 12, 2019 regular meeting. With all in favor, the motion carried.

A motion was made by Sullivan, seconded by Grams, to approve the disbursements from November 1, 2019 – December 31, 2019. With all in favor, the motion carried.

Old Business – There was none scheduled.

New Business – There was none scheduled.

Reports

Operations Manager Report – Transit Operations Manager Owen provided comparisons on ridership which indicated numbers were up in 2019 from the previous year. Owen also reported on the recruitment process for additional drivers and relayed comments received on the number of rides and quality of service offered by Minnesota River Valley Transit.

Compliance Manager Report – Transit Compliance Manager Albers provided an update on the RouteMatch software and indicated that modules for online scheduling and online pay accounts were still in process. Albers also provided additional information on the Minnesota River Valley Transit drug and alcohol policy and process for testing drivers and gave an update on the timeline for delivery of the new bus which should be within a month. Albers also pointed out that no bus funding would be available in 2020.

Administrator's Report – Saint Peter City Administrator Prafke discussed a possible Minnesota River Valley Transit goal session which would include discussion on fares, budget and the TAC committee. Board members suggested that this be an agenda item in March.

City of Saint Peter Finance Director Vogel provided a financial update and review of budget comparisons.

City Administrator Prafke reminded members the next scheduled meeting was March 10, 2020 in Saint Peter.

There being no further action, a motion was made by Sullivan, seconded by DeVos to adjourn. With all in favor, the meeting adjourned at 3:18 p.m.

Mark Huntington
Chairperson

ATTEST:

Todd Prafke
Saint Peter City Administrator

830 - MN RIVER VALLEY TRANSIT

JAN., 2020 EXPENSES

Account	Account Name	Description	Vendor Name	Amount	Date
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 01-12-2020	CITY OF SAINT PETER	7,489.12	01/12/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 01-12-2020	CITY OF SAINT PETER	3,456.94	01/12/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 01-12-2020	CITY OF SAINT PETER	345.7	01/12/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 01-12-2020	CITY OF SAINT PETER	2,396.53	01/12/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 01-12-2020	CITY OF SAINT PETER	53.91	01/12/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PARYROLL PE 01-26-2020	CITY OF SAINT PETER	11,090.38	01/31/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PARYROLL PE 01-26-2020	CITY OF SAINT PETER	3,965.67	01/31/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PARYROLL PE 01-26-2020	CITY OF SAINT PETER	733.53	01/31/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PARYROLL PE 01-26-2020	CITY OF SAINT PETER	3,253.36	01/31/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PARYROLL PE 01-26-2020	CITY OF SAINT PETER	67.88	01/31/2020
830-41800-102	INTERGOVERNMENTAL - OVERTIME	PAYROLL PE 01-12-2020	CITY OF SAINT PETER	275.54	01/12/2020
830-41800-102	INTERGOVERNMENTAL - OVERTIME	PARYROLL PE 01-26-2020	CITY OF SAINT PETER	286.02	01/31/2020
830-41800-121	INTERGOVERNMENTAL PERA CONTRIB	PERA	PERA - PUBLIC EMPLOYEES R	905.01	01/12/2020
830-41800-122	INTERGOVERNMENTAL FICA CONTRIB	FICA	INTERNAL REVENUE SERVICE	855.69	01/12/2020
830-41800-126	INTERGOVERNMENTAL MEDICARE CON	medicare withholding	INTERNAL REVENUE SERVICE	200.11	01/12/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	1,299.75	01/02/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	1,299.75	01/02/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	1,039.50	01/02/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	3,118.50	01/02/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	1,190.68	01/02/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	-1,077.30	01/02/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	VEBA-CITY CONTRIBUTION	FURTHER	1,701.00	01/08/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	VEBA-CITY CONTRIBUTION	FURTHER	2,100.00	01/08/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	PAYROLL PE 01-12-2020	CITY OF SAINT PETER	48	01/12/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	PAYROLL PE 01-12-2020	CITY OF SAINT PETER	24	01/12/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	ee assistance prog 20111	EMPLOYEE ASSISTANCE PROGRAM	1	01/31/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	ee assistance prog 20111	EMPLOYEE ASSISTANCE PROGRAM	4.04	01/31/2020
830-41800-132	INTERGOVERNMENTAL DENTAL INSUR	Self Insurance	SIMPLE DENTAL BENEFITS	405.01	01/03/2020
830-41800-133	INTERGOVERNMENTAL LIFE INSURAN	LIFE INSURANCE PREMIUM	SUNLIFE	8.24	01/08/2020
830-41800-210	INTERGOVERNMENTAL OPERATING SU	tab renewal for transit	NICOLLET COUNTY PUBLIC SERVICES	134.75	01/13/2020
830-41800-210	INTERGOVERNMENTAL OPERATING SU	tab renewal for transit	NICOLLET COUNTY PUBLIC SERVICES	19.25	01/13/2020
830-41800-210	INTERGOVERNMENTAL OPERATING SU	gloves	COLE PAPERS INC	78	01/27/2020
830-41800-300	INTERGOVERNMENTAL PROFESSIONAL SERVICES	MRVT ST PETER ACCTG FEE	CITY OF SAINT PETER	500	01/31/2020
830-41800-340	INTERGOVERNMENTAL ADVERTISING	PAY GYM ADVERTISING 20200	CITY OF SAINT PETER	400	01/30/2020
830-41800-360	INTERGOVERNMENTAL INSURANCE	prop/casualty insurance	LEAGUE OF MN CITIES INSURANCE TI	22,784.00	01/27/2020
830-41800-380	INTERGOVERNMENTAL UTILITIES	internet data	MEDIACOM	136.9	01/27/2020
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&MA	JAN MECHANIC W.O. CORREC	CITY OF SAINT PETER	3,491.68	01/31/2020
830-41800-412	INTERGOVERNMENTAL BUILDING REN	MRVT LEASE ST PETER CITY H/	CITY OF SAINT PETER	85.85	01/31/2020
830-41800-415	INTERGOVERNMENTAL EQUIPMENT RE	MRVT LEASE ST PETER CITY H/	CITY OF SAINT PETER	1,106.66	01/31/2020
				75,274.65	

SUMMARY

830-41800-100	INTERGOVERNMENTAL WAGES	32,853.02
830-41800-102	INTERGOVERNMENTAL - OVERTIME	561.56
830-41800-121	INTERGOVERNMENTAL PERA CONTR	905.01
830-41800-122	INTERGOVERNMENTAL FICA CONTRI	855.69
830-41800-126	INTERGOVERNMENTAL MEDICARE CI	200.11
830-41800-131	INTERGOVERNMENTAL HEALTH INSU	10,748.92
830-41800-132	INTERGOVERNMENTAL DENTAL INSL	405.01
830-41800-133	INTERGOVERNMENTAL LIFE INSURAN	8.24
830-41800-210	INTERGOVERNMENTAL OPERATING S	232.00
830-41800-300	INTERGOVERNMENTAL PROFESSION	500.00
830-41800-321	INTERGOVERNMENTAL TELEPHONE	-
830-41800-340	INTERGOVERNMENTAL ADVERTISING	400.00
830-41800-360	INTERGOVERNMENTAL INSURANCE	22,784.00
830-41800-380	INTERGOVERNMENTAL UTILITIES	136.90
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&I	3,491.68
830-41800-412	INTERGOVERNMENTAL BUILDING RE	85.85
830-41800-415	INTERGOVERNMENTAL EQUIPMENT	1,106.66
		75,274.65

830 - MN RIVER VALLEY TRANSIT

FEB., 2020 EXPENSES

Account	Account Name	Description	Vendor Name	Amount	Date
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 02-09-2020	CITY OF SAINT PETER	9,885.21	02/14/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 02-09-2020	CITY OF SAINT PETER	3,427.74	02/14/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 02-09-2020	CITY OF SAINT PETER	873.15	02/14/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 02-09-2020	CITY OF SAINT PETER	2,806.43	02/14/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 02-09-2020	CITY OF SAINT PETER	67.88	02/14/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 2/23/2020	CITY OF SAINT PETER	11,336.08	02/28/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 2/23/2020	CITY OF SAINT PETER	4,825.86	02/28/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 2/23/2020	CITY OF SAINT PETER	703.97	02/28/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 2/23/2020	CITY OF SAINT PETER	3,431.62	02/28/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 2/23/2020	CITY OF SAINT PETER	67.88	02/28/2020
830-41800-102	INTERGOVERNMENTAL - OVERTIME	PAYROLL PE 02-09-2020	CITY OF SAINT PETER	97.15	02/14/2020
830-41800-102	INTERGOVERNMENTAL - OVERTIME	PAYROLL PE 02-09-2020	CITY OF SAINT PETER	516.04	02/14/2020
830-41800-102	INTERGOVERNMENTAL - OVERTIME	PAYROLL PE 2/23/2020	CITY OF SAINT PETER	13.13	02/28/2020
830-41800-102	INTERGOVERNMENTAL - OVERTIME	PAYROLL PE 2/23/2020	CITY OF SAINT PETER	131.36	02/28/2020
830-41800-121	INTERGOVERNMENTAL PERA CONTRIB	PERA	PERA - PUBLIC EMPLOYEES R	1,193.38	02/05/2020
830-41800-121	INTERGOVERNMENTAL PERA CONTRIB	PERA	PERA - PUBLIC EMPLOYEES R	1,063.20	02/19/2020
830-41800-122	INTERGOVERNMENTAL FICA CONTRIB	FICA	INTERNAL REVENUE SERVICE	1,190.66	02/05/2020
830-41800-122	INTERGOVERNMENTAL FICA CONTRIB	FICA	INTERNAL REVENUE SERVICE	1,067.85	02/19/2020
830-41800-126	INTERGOVERNMENTAL MEDICARE CON	medicare withholding	INTERNAL REVENUE SERVICE	278.44	02/05/2020
830-41800-126	INTERGOVERNMENTAL MEDICARE CON	medicare withholding	INTERNAL REVENUE SERVICE	249.76	02/19/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	1,299.75	02/03/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	259.95	02/03/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	1,039.90	02/03/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	2,079.00	02/03/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	415.80	02/03/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	1,663.20	02/03/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	56.71	02/03/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	11.32	02/03/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	45.28	02/03/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	PAYROLL PE 2/23/2020	CITY OF SAINT PETER	60.00	02/28/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	PAYROLL PE 2/23/2020	CITY OF SAINT PETER	30.00	02/28/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	ee assistance prog 20111	EMPLOYEE ASSISTANCE PROGRAM	5.03	02/28/2020
830-41800-132	INTERGOVERNMENTAL DENTAL INSUR	Self Insurance	SIMPLE DENTAL BENEFITS	405.00	02/14/2020
830-41800-151	INTERGOVERNMENTAL WORKERS COMP	1st & 2nd qtr 2020 worke	LEAGUE OF MN CITIES INSURANCE	6,448.68	02/24/2020
830-41800-200	INTERGOVERNMENTAL OFFICE SUPPLIES	second monitor for trans	INSIGHT PUBLIC SECTOR	231.36	02/24/2020
830-41800-210	INTERGOVERNMENTAL OPERATING SU	transit tabs	NICOLLET COUNTY PUBLIC SERVICE	38.50	02/10/2020
830-41800-211	INTERGOVERNMENTAL MOTOR FUELS	jan. fuel	HOLIDAY COMMERCIAL	1,215.45	02/24/2020
830-41800-211	INTERGOVERNMENTAL MOTOR FUELS	jan. fuel	KWIK TRIP INC	3,884.77	02/24/2020
830-41800-211	INTERGOVERNMENTAL MOTOR FUELS	ST OF MN:TRANSIT FUEL JAN	MN DEPT OF REVENUE	(615.60)	02/28/2020
830-41800-300	INTERGOVERNMENTAL PROFESSIONAL Si	dot physical	CHIROPRACTIC HEALTH CENTER OF	90.00	02/10/2020
830-41800-300	INTERGOVERNMENTAL PROFESSIONAL Si	dot physical	SHAWN C. ANDREWS	70.00	02/24/2020
830-41800-321	INTERGOVERNMENTAL TELEPHONE	PAYROLL PE 02-09-2020	CITY OF SAINT PETER	93.00	02/14/2020
830-41800-380	INTERGOVERNMENTAL UTILITIES	transit internet	MEDIACOM	136.90	02/24/2020
830-41800-380	INTERGOVERNMENTAL UTILITIES	jan. cell & data charges	VERIZON WIRELESS	123.06	02/24/2020
830-41800-380	INTERGOVERNMENTAL UTILITIES	internet	JAGUAR COMMUNICATIONS	110.00	02/24/2020
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&MA	bulk oil	NAPA AUTO PARTS OF ST PETER	87.55	02/24/2020
				62,511.30	

SUMMARY

830-41800-100
830-41800-102
830-41800-121
830-41800-122
830-41800-126
830-41800-131
830-41800-132
830-41800-151
830-41800-200
830-41800-210
830-41800-211
830-41800-300
830-41800-321
830-41800-380
830-41800-404

INTERGOVERNMENTAL WAGES	37425.82
INTERGOVERNMENTAL - OVERTIME	757.68
INTERGOVERNMENTAL PERA CONT	2256.58
INTERGOVERNMENTAL FICA CONTF	2258.51
INTERGOVERNMENTAL MEDICARE	528.2
INTERGOVERNMENTAL HEALTH INS	6965.84
INTERGOVERNMENTAL DENTAL INS	405
INTERGOVERNMENTAL WORKERS C	6448.68
INTERGOVERNMENTAL OFFICE SUP	231.36
INTERGOVERNMENTAL OPERATING	38.5
INTERGOVERNMENTAL MOTOR FUI	4484.62
INTERGOVERNMENTAL PROFESSIOI	160
INTERGOVERNMENTAL TELEPHONE	93
INTERGOVERNMENTAL UTILITIES	369.96
INTERGOVERNMENTAL EQUIP-REPA	87.55
	62,511.30

830 - MN RIVER VALLEY TRANSIT

DEC., 2019 EXPENSES #2

Account	Account Name	Description	Vendor Name	Amount	Date
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 01-12-2020	CITY OF SAINT PETER	1,872.28	12/30/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 01-12-2020	CITY OF SAINT PETER	864.23	12/30/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 01-12-2020	CITY OF SAINT PETER	86.43	12/30/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 01-12-2020	CITY OF SAINT PETER	599.13	12/30/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 01-12-2020	CITY OF SAINT PETER	13.48	12/30/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 12-29-2019	CITY OF SAINT PETER	8,344.11	12/31/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 12-29-2019	CITY OF SAINT PETER	3,880.80	12/31/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 12-29-2019	CITY OF SAINT PETER	419.56	12/31/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 12-29-2019	CITY OF SAINT PETER	2,697.81	12/31/2019
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 12-29-2019	CITY OF SAINT PETER	65.92	12/31/2019
830-41800-100	INTERGOVERNMENTAL WAGES	ACCRUE VCA SICK COMP BENEFITS	CITY OF SAINT PETER	12,297.36	12/31/2019
830-41800-102	INTERGOVERNMENTAL - OVERTIME	PAYROLL PE 01-12-2020	CITY OF SAINT PETER	68.89	12/30/2019
830-41800-102	INTERGOVERNMENTAL - OVERTIME	PAYROLL PE 12-29-2019	CITY OF SAINT PETER	25.25	12/31/2019
830-41800-102	INTERGOVERNMENTAL - OVERTIME	ACCRUE COMP TIME PD 2020	CITY OF SAINT PETER	340.06	12/31/2019
830-41800-121	INTERGOVERNMENTAL PERA CONTRIB	PERA	PERA - PUBLIC EMPLOYEES R	226.25	12/30/2019
830-41800-121	INTERGOVERNMENTAL PERA CONTRIB	ACCRUE COMP TIME PD 2020	CITY OF SAINT PETER	25.50	12/31/2019
830-41800-122	INTERGOVERNMENTAL FICA CONTRIB	FICA	INTERNAL REVENUE SERVICE	213.92	12/30/2019
830-41800-122	INTERGOVERNMENTAL FICA CONTRIB	FICA	INTERNAL REVENUE SERVICE	21.08	12/31/2019
830-41800-126	INTERGOVERNMENTAL MEDICARE CON	medicare withholding	INTERNAL REVENUE SERVICE	50.02	12/30/2019
830-41800-126	INTERGOVERNMENTAL MEDICARE CON	medicare withholding	INTERNAL REVENUE SERVICE	4.93	12/31/2019
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	MONTHLY ADMIN FEE FSA	FURTHER	14.75	12/24/2019
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	PAYROLL PE 01/12/20	CITY OF SAINT PETER	12.00	12/30/2019
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	PAYROLL PE 01/12/20	CITY OF SAINT PETER	6.00	12/30/2019
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	ACC DEC EE ASSIST PROG	EMPLOYEE ASSISTANCE PROGRAM	4.84	12/31/2019
830-41800-211	INTERGOVERNMENTAL MOTOR FUELS	MRVT FUEL REFUND NOV	DEPT OF REVENUE	-571.14	12/11/2019
830-41800-211	INTERGOVERNMENTAL MOTOR FUELS	DEC. FUEL		1,035.61	12/25/2019
830-41800-211	INTERGOVERNMENTAL MOTOR FUELS	DEC. FUEL		3,195.08	12/25/2019
830-41800-211	INTERGOVERNMENTAL MOTOR FUELS	MRVT FUEL REFUND DEC	DEPT OF REVENUE	-529.53	12/31/2019
830-41800-300	INTERGOVERNMENTAL PROFESSIONAL SE DOT PHYSICAL		MAYO CLINIC HEALTH SYSTEM MANK	193.00	12/25/2019
830-41800-300	INTERGOVERNMENTAL PROFESSIONAL SE EMPLOYEE TESTING		RIVER'S EDGE HOSPITAL & CLINIC	151.00	12/25/2019
830-41800-300	INTERGOVERNMENTAL PROFESSIONAL SE DOT PHYSICAL		MAYO CLINIC HEALTH SYSTEM MANK	193.00	12/27/2019
830-41800-300	INTERGOVERNMENTAL PROFESSIONAL SE DOT PHYSICAL		SHAWN C. ANDREWS	70.00	12/27/2019
830-41800-321	INTERGOVERNMENTAL TELEPHONE	PAYROLL PE 12-29-2019	CITY OF SAINT PETER	93.00	12/31/2019
830-41800-380	INTERGOVERNMENTAL UTILITIES	DEC DATA & PHONE SVC	VERIZON WIRELESS	123.16	12/25/2019
830-41800-380	INTERGOVERNMENTAL UTILITIES	DEC INTERNET	JAGUAR COMMUNICATIONS	110.00	12/25/2019
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&MA	MRVT EQUIP REPAIR WO#414-19	CITY OF SAINT PETER	134.08	12/31/2019
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&MA	MRVT EQUIP REPAIR WO#414-19	CITY OF SAINT PETER	177.00	12/31/2019
				36,528.86	

SUMMARY

830-41800-100	INTERGOVERNMENTAL WAGES	31,141.11
830-41800-102	INTERGOVERNMENTAL - OVERTIME	434.20
830-41800-121	INTERGOVERNMENTAL PERA CONTRIB	251.75
830-41800-122	INTERGOVERNMENTAL FICA CONTRIB	235.00
830-41800-126	INTERGOVERNMENTAL MEDICARE CON	54.95
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	37.59
830-41800-211	INTERGOVERNMENTAL MOTOR FUELS	3,130.02
830-41800-300	INTERGOVERNMENTAL PROFESSIONAL	607.00
830-41800-321	INTERGOVERNMENTAL TELEPHONE	93.00
830-41800-380	INTERGOVERNMENTAL UTILITIES	233.16
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&M,	311.08
		36,528.86



TO: MRVT Board Members

DATE:

03/06/20

FROM: Todd Prafke
Saint Peter City Administrator

RE: Officer Election Correction

ACTION/RECOMMENDATION

Provide for correction of previous action to adopt a Board Secretary.

BACKGROUND

At your January 14, 2020 meeting action was taken to appoint Member Grams as Secretary for the Board. Further review of the Joint Powers Agreement has shown that action to be in error. Instead, as outlined in the Joint Powers Agreement (shown below), the following Officer positions are provided for:

7. Officers. Officers of the Joint Powers Board shall be a chair, vice-chair, and treasurer, to be elected at its first meeting, whose terms shall run through December 31 of the year following their initial election. Terms thereafter shall be for one year. This provision shall not prohibit an officer's re-election. Officers shall be chosen from among the voting Joint Powers Board members.

Time has been included on your next agenda to correct this error. It is recommended that two actions be taken by simple motion as follows:

- Reverse the earlier action to designate a Secretary.
- Elect a Treasurer for the Board as outlined in the Joint Powers Agreement

Please feel free to contact me should you have any questions or concerns about this agenda item. I apologize for my error on this matter.

TP/bal



TO: Members of the Minnesota River Valley Transit Board **DATE:** 3/6/2020

FROM: Todd Prafke
City Administrator

RE: Retreat (Goal Session)

ACTION/RECOMMENDATION

No action required. For your discussion and input.

BACKGROUND

In many organizations time is set aside at least once per year to have a meeting where organizational goals are discussed and policies are evaluated.

My hope is that the Board might entertain a meeting of this type sometime in the summer and that staff be given some latitude as to the agenda items.

A few items that I might suggest for the meeting are:

- Review of fares both in light of short and long term strategies to maintain an appropriate revenue stream and keeping fares low, not to mention the Board's previous suggestion of both more uniformity and simplification of fares being good for users.
- Service Levels
 - Corridor, Sundays, other times. A review of data
- Optional or additional services
- How does transit help meet needs in the community
- Brainstorming activities(s)
- Others that you might suggest

Again, my hope is that a summer or maybe early fall meeting of this type would be valuable for the Board. This may be an opportunity to discuss agenda items and potential dates.

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

TP/bal

Line Number	MRVT	2019 Budget	Dec YTD Actual	
1000	Personnel			
1010	Admin, Mgmt, & Supervisor Salaries	\$99,500.00		
1020	Operators' Wages	\$268,900.00	\$456,595.00	
1030	Vehicle Maintenance and Repair Wages	\$0.00		
1040	General Office Support Wages	\$4,000.00		
1050	Operations Support Wages	\$78,000.00		
1060	Fringe Benefits	\$172,120.00	\$187,584.00	Health Care Costs (added FT employee)
	Group Total	\$622,520.00	\$644,179.00	
1100	Administrative			
1110	Management Fees	\$6,000.00	\$6,000.00	
1120	Drug and Alcohol Testing & Administration Expenses	\$3,000.00	\$1,775.00	
1130	Advertising, Marketing, & Promotional Charges	\$14,000.00	\$3,371.00	
1140	Legal, Auditing & Other Professional Fees	\$10,000.00	\$23,431.00	Route Match Software costs
1150	Staff Development Costs	\$2,500.00	\$543.00	
1160	Office Supplies	\$6,000.00	\$12,126.00	Route Match
1170	Leases/Rentals (Admin. Facil.) (Specify in Request for Funds)	\$2,666.00	\$2,936.06	
1180	Utilities	\$1,200.00	\$3,539.00	
1190	Other Direct Admin. Charges (Specify in Request for Funds)	\$2,000.00		
	Group Total	\$47,366.00	\$53,721.06	
1200	Vehicle			
1210	Fuel (Net)	\$60,000.00	\$58,266.06	
1220	Preventive Maintenance Costs	\$6,500.00		
1230	Corrective Maintenance Costs	\$23,000.00	\$31,014.24	
1240	Tires	\$8,000.00		
1250	Other Vehicle Costs (Specify in Request for Funds)	\$2,000.00		
	Group Total	\$99,500.00	\$89,280.30	
1300	Operations			
1310	Purchase of Service			
1330	Mileage Reimbursement for Pass. Service			
1340	Repair and Maintenance of Other Property	\$1,500.00	\$1,122.00	
1350	Leases/Rental(Garages,Veh.,etc)(Specify in Request for Funds)	\$32,208.00	\$31,966.88	
1360	Other Operations Charges (Specify in Request for Funds)	\$2,000.00		
1370	Private Capital Depreciation & Amortization (for ICB only)			
1380	Private Capital Interest (for ICB only)			
1390	Eligible In-Kind Match (Capital Cost of Contracting) (for ICB only)			
	Group Total	\$35,708.00	\$33,088.88	
1400	Insurance			
1410	Public Liability & Prop. Damage on Veh.	\$25,000.00	\$20,679.85	
1420	Public Liability & Prop. Damage - Other			
	Group Total	\$25,000.00	\$20,679.85	
1500	Taxes and Fees			
1510	Vehicle Registration & Permit Fees	\$300.00	\$300.00	
1520	Federal Fuel & Lubricant Taxes			
1540	Other Taxes & Fees (Specify in Request for Funds)			
	Group Total	\$300.00	\$300.00	
1590	Refunds			
1594	Fuel Tax Refunds	-\$7,500.00	-\$7,070.09	
1596	Insurance Reimbursement			
1598	Other			
	Group Total	-\$7,500.00	-\$7,070.09	
2000	Operating Revenue			
2010	Farebox Revenues	\$115,000.00	\$137,025.00	
2020	System Revenues	\$41,000.00	\$46,868.00	
	Group Total	\$156,000.00	\$183,893.00	
	Expense Sub Totals	\$822,894.00	\$834,179.00	
	Revenue Amount	\$156,000.00	\$183,893.00	
	Less Refund Amount			
	Total	\$666,894.00	\$650,286.00	
	20% of Expenses	\$164,578.80	\$166,835.80	
	Excess (Shortfall)	-\$8,578.80	\$17,057.20	
	10% of Expenses		\$83,417.90	
	Excess (Shortfall)		\$100,475.10	