



AGENDA AND NOTICE OF MEETING
MINNESOTA RIVER VALLEY TRANSIT JOINT POWERS BOARD
Tuesday, May 12, 2020 – 2:30 p.m.
Virtual Meeting Only – See log-in information below

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. ROLL CALL**
- IV. APPROVAL OF MINUTES/DISBURSEMENTS**
 - A. March 10, 2020 Regular Meeting
 - B. April 24, 2020 Special Meeting
 - B. Disbursements List Approval – March 1, 2020 – April 30, 2020
- V. VISITORS**
 - A. Schedule of Visitor Comments on Agenda Items
 - B. General Visitor Comments
- VI. OLD BUSINESS**
 - None
- VII. NEW BUSINESS**
 - A. Surplus Property Declaration
 - B. Board Goal Session Schedule
- VIII. REPORTS**
 - 1. Operation Manager Report
 - 2. Compliance Manager Reports
 - 3. Administration Reports
- IX. ADJOURNMENT**

As provided for in M.S. 13D.021, public meetings may be conducted by telephone or other electronic means under certain conditions. This meeting of the Minnesota River Valley Transit Board will only be accessible electronically using GoToMeeting software which is available at no charge (link below) or by calling as indicated below. This works best utilizing Google Chrome or Microsoft Edge as your browser. Here is the information necessary to access the meeting electronically:

Please join meeting from your computer, tablet or smartphone at:

<https://global.gotomeeting.com/join/468583109>

or by phone at

(Toll Free) 1 877 568 4106 - One-touch: tel:+18775684106,,468583109#

Access Code: 468-583-109

MINNESOTA RIVER VALLEY TRANSIT

OFFICIAL PROCEEDINGS

MINUTES OF THE REGULAR BOARD MEETING MARCH 10, 2020

Pursuant to due call and notice thereof, a regular meeting of the Board of the Minnesota River Valley Transit was conducted in the Governor's Room of the Saint Peter Community Center on March 10, 2020.

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

Approval of Agenda – A motion was made by Grams, seconded by DeVos, to approve the agenda with the removal of the “Oath of Office” and “Election of Officers” agenda items. With all in favor, the motion carried and the agenda was approved as amended.

Approval of Minutes/Disbursements – A motion was made by DeVos, seconded by Grams, to approve the minutes of the January 14, 2020 regular meeting. With all in favor, the motion carried.

A motion was made by DeVos, seconded by Grams, to approve the disbursements from January 1, 2020 – February 29, 2020. With all in favor, the motion carried.

Visitors – Malinda Estey, Minnesota River Valley Transit's representative from MnDOT, provided a report on her position at MnDOT and her work with the transit system. Estey also reported on the relationship between the Federal and State governments on transportation issues.

Officer Election Correction – City Administrator Prafke reported that previous Board action to designate Member Grams as “Secretary” of the board was in error. Prafke pointed out the Joint Powers Agreement does not provide for the position of Secretary, but does call for the position of Treasurer.

A motion was made by Sullivan, seconded by DeVos, to rescind the previous action to designate Member Grams as Secretary of the Board. With all in favor, the motion carried.

A motion was made by Grams, seconded by Sullivan to designate Member Grams as Treasurer of the Board. With all in favor, the motion carried.

Retreat/Goal Session Discussion – Members discussed the possibility of holding a “goal session” to discuss organizational goals and policies including fares, service levels, options for additional services; how transit meets the needs in each community; and overall brainstorming activities. Members suggested the goal session be held September 15th with the regular September meeting taking place on that same day, followed by the goal session.

Reports

Operations Manager Report – Transit Operations Manager Owen provided comparisons on ridership and mileage between 2018 and 2019. Owen also reported on preschool operations and mentioned a two week suspension of service for a customer based on non-payment.

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 noted the two Managers would be attending RouteMatch training in Atlanta. Albers also provided a report on a two-day training for new drivers and the need to emphasize use of the lift device by all passengers who need it when the bus is at an angle or on a slope. Albers noted the new bus would be put into operation in a few weeks after the inspection is completed and that a new fare box supplier will be used in the future.

Administrator's Report – Saint Peter Finance Director Vogel provided a budget report for year-end 2019 showing \$17,000 in excess revenues.

City Administrator Prafke reminded members the next scheduled meeting was May 12, 2020 in Saint Peter.

There being no further action, a motion was made by DeVos, seconded by Grams to adjourn. With all in favor, the meeting adjourned at 3:45 p.m.

Mark Huntington
Chairperson

ATTEST:

Todd Prafke
Saint Peter City Administrator

MINNESOTA RIVER VALLEY TRANSIT

OFFICIAL PROCEEDINGS

MINUTES OF THE SPECIAL BOARD MEETING APRIL 24, 2020

Pursuant to due call and notice thereof, a special meeting of the Board of the Minnesota River Valley Transit was conducted on April 24, 2020 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, Chair Mark Huntington called the meeting to order at 2:30 p.m. The following members were present as verified by a roll call: Marvin Sullivan, Stephan Grams, Brad DeVos, and Mark Huntington. The following official was present: Saint Peter City Administrator Todd Prafke.

Fare Reduction Recommendation – City Administrator Prafke reported the Minnesota Department of Transportation Office of Transit and Active Transportation had advised staff the Federal CARES Act, enacted following the start of the COVID-19 emergency, provided additional funding for transit systems and the State would use the money to pay one hundred percent (100%) of Minnesota River Valley Transit operational expenses eliminating the need for a 20% match by MRVT. As such, should the Board choose to waive fares for riders, all costs would be covered by the State while providing financial relief for riders. Prafke indicated the recommendation from staff to waive fares for all dial-a-ride riders and to cut the fares in half for students, pre-school, GusBus and the hourly rate for rental of the bus for weddings and the like, would be for the period April 27, 2020 – August 31, 2020. Prafke noted that while the funding was expected to be sufficient to allow waiver of fares through the end of the year, the timeframe was selected out of an abundance of caution to ensure the Federal funding would last throughout the period and riders wouldn't suddenly have to come up with money for fares again. Prafke noted this was a great opportunity to lower rates and provide a positive impact for the people in both communities who rely on transit services.

Melinda Estey of MnDOT addressed the Board to provide information on how the funding would be processed. Estey indicated MnDOT was expected to serve as a pass-through for funds from the Federal Act on a quarterly basis. Estey also indicated the Minnesota Legislature was expecting additional reporting on COVID-19 related to expenditures like cleaning products and personal protective gear even though any expenses for transit systems at this time are considered COVID related. Estey indicated that any fares that collected from beginning January 1, 2020 would be a reduction in the CARES Act funding received but State funding would be used to cover all eligible operating costs for January-February.

Member DeVos questioned the decision to leave students at half-fare based on his belief those rides are a community need. DeVos suggested the student fare should also be waived and the Board should revisit the recommendation at the July meeting.

Member Grams questioned what promotional efforts would spread the word of the fare waiver. Prafke noted the usual channels would be used including utility bills in both communities, public access, website, social media and the Saint Peter Hot Sheet newsletter.

In motion by Sullivan, seconded by Grams, Resolution No. 2020-10 entitled "Resolution Modifying Fares From April 27, 2020 To August 31, 2020 was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-10 is contained in the Minnesota River Valley Transit book entitled Board Actions 1.

Members reviewed ridership information comparing the first four months of 2019 and 2020 which outlined a substantial drop in ridership in March and April of 2020. Estey indicated MnDOT's preference was to see the ridership levels decline and people not riding unless there is an emergency until the pandemic is over.

Operations Manager Owen reported Transit is also assisting in the St. Peter community by delivering Meals on Wheels to St. Peter residents and helping School District #508 with the backpack program deliveries which provides weekend meals to students each Friday.

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

Mark Huntington
Chairperson

ATTEST:

Todd Prafke
Saint Peter City Administrator

830 - MN RIVER VALLEY TRANSIT

MAR & APR., 2020 EXPENSES

Account	Account Name	Description	Vendor Name	Amount	Date
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 03-08-2020	CITY OF SAINT PETER	10,584.21	03/13/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 03-08-2020	CITY OF SAINT PETER	3,715.47	03/13/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 03-08-2020	CITY OF SAINT PETER	891.03	03/13/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 03-08-2020	CITY OF SAINT PETER	3,532.24	03/13/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 03-08-2020	CITY OF SAINT PETER	101.82	03/13/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 03-22-2020	CITY OF SAINT PETER	9,998.11	03/27/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 03-22-2020	CITY OF SAINT PETER	3,759.26	03/27/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 03-22-2020	CITY OF SAINT PETER	432.13	03/27/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 03-22-2020	CITY OF SAINT PETER	2,978.56	03/27/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 03-22-2020	CITY OF SAINT PETER	33.94	03/27/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 04-05-2020	CITY OF SAINT PETER	7,039.61	04/10/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 04-05-2020	CITY OF SAINT PETER	4,003.20	04/10/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 04-05-2020	CITY OF SAINT PETER	2,710.30	04/10/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 04-05-2020	CITY OF SAINT PETER	67.88	04/10/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 04-05-2020	CITY OF SAINT PETER	218.88	04/10/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 04-19-2020	CITY OF SAINT PETER	6,496.99	04/24/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 04-19-2020	CITY OF SAINT PETER	4,003.20	04/24/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 04-19-2020	CITY OF SAINT PETER	2,716.95	04/24/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 04-19-2020	CITY OF SAINT PETER	67.88	04/24/2020
830-41800-100	INTERGOVERNMENTAL WAGES	PAYROLL PE 04-19-2020	CITY OF SAINT PETER	283.64	04/24/2020
830-41800-102	INTERGOVERNMENTAL - OVERTIME	PAYROLL PE 03-08-2020	CITY OF SAINT PETER	14.61	03/13/2020
830-41800-102	INTERGOVERNMENTAL - OVERTIME	PAYROLL PE 03-08-2020	CITY OF SAINT PETER	187.65	03/13/2020
830-41800-102	INTERGOVERNMENTAL - OVERTIME	PAYROLL PE 03-22-2020	CITY OF SAINT PETER	131.36	03/27/2020
830-41800-102	INTERGOVERNMENTAL - OVERTIME	PAYROLL PE 03-22-2020	CITY OF SAINT PETER	497.27	03/27/2020
830-41800-102	INTERGOVERNMENTAL - OVERTIME	PAYROLL PE 04-05-2020	CITY OF SAINT PETER	225.18	04/10/2020
830-41800-102	INTERGOVERNMENTAL - OVERTIME	PAYROLL PE 04-19-2020	CITY OF SAINT PETER	18.77	04/24/2020
830-41800-121	INTERGOVERNMENTAL PERA CONTRIB	PERA	PERA - PUBLIC EMPLOYEES R	1,218.19	03/04/2020
830-41800-121	INTERGOVERNMENTAL PERA CONTRIB	PERA	PERA - PUBLIC EMPLOYEES R	1,179.46	03/18/2020
830-41800-121	INTERGOVERNMENTAL PERA CONTRIB	PERA	PERA - PUBLIC EMPLOYEES R	1,090.81	04/01/2020
830-41800-121	INTERGOVERNMENTAL PERA CONTRIB	PERA	PERA - PUBLIC EMPLOYEES R	893.47	04/15/2020
830-41800-121	INTERGOVERNMENTAL PERA CONTRIB	PERA	PERA - PUBLIC EMPLOYEES R	868.92	04/29/2020
830-41800-122	INTERGOVERNMENTAL FICA CONTRIB	FICA	INTERNAL REVENUE SERVICE	1,249.29	03/04/2020
830-41800-122	INTERGOVERNMENTAL FICA CONTRIB	FICA	INTERNAL REVENUE SERVICE	1,151.53	03/18/2020
830-41800-122	INTERGOVERNMENTAL FICA CONTRIB	FICA	INTERNAL REVENUE SERVICE	1,083.33	04/01/2020
830-41800-122	INTERGOVERNMENTAL FICA CONTRIB	FICA	INTERNAL REVENUE SERVICE	856.50	04/15/2020
830-41800-122	INTERGOVERNMENTAL FICA CONTRIB	FICA	INTERNAL REVENUE SERVICE	820.21	04/29/2020
830-41800-126	INTERGOVERNMENTAL MEDICARE CON	medicare withholding	INTERNAL REVENUE SERVICE	292.18	03/04/2020
830-41800-126	INTERGOVERNMENTAL MEDICARE CON	medicare withholding	INTERNAL REVENUE SERVICE	269.28	03/18/2020
830-41800-126	INTERGOVERNMENTAL MEDICARE CON	medicare withholding	INTERNAL REVENUE SERVICE	253.39	04/01/2020
830-41800-126	INTERGOVERNMENTAL MEDICARE CON	medicare withholding	INTERNAL REVENUE SERVICE	200.31	04/15/2020
830-41800-126	INTERGOVERNMENTAL MEDICARE CON	medicare withholding	INTERNAL REVENUE SERVICE	191.84	04/29/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	1,299.75	03/02/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	1,299.75	03/02/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	2,079.00	03/02/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	2,079.00	03/02/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	56.70	03/02/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	56.70	03/02/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	monthly admin fee fsa	FURTHER	14.75	03/24/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	PAYROLL PE 03-22-2020	CITY OF SAINT PETER	60.00	03/27/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	PAYROLL PE 03-22-2020	CITY OF SAINT PETER	30.00	03/27/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	ee assistance prog 20111	EMPLOYEE ASSISTANCE PROGRAM	5.01	03/31/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	1,299.75	04/01/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	1,299.75	04/01/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	2,079.00	04/01/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	2,079.00	04/01/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	85.04	04/01/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	health insurance premium	BLUE CROSS BLUE SHIELD OF	28.34	04/01/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	PAYROLL PE 04-19-2020	CITY OF SAINT PETER	60.00	04/24/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	PAYROLL PE 04-19-2020	CITY OF SAINT PETER	30.00	04/24/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	ee assistance prog 20111	EMPLOYEE ASSISTANCE PROGRAM	5.04	04/27/2020
830-41800-132	INTERGOVERNMENTAL DENTAL INSUR	Self Insurance	SIMPLE DENTAL BENEFITS	407.30	03/13/2020
830-41800-132	INTERGOVERNMENTAL DENTAL INSUR	Self Insurance	SIMPLE DENTAL BENEFITS	405.02	04/10/2020
830-41800-133	INTERGOVERNMENTAL LIFE INSURANCE	LIFE INSURANCE PREMIUM	SUN LIFE FINANCIAL	8.28	03/18/2020
830-41800-133	INTERGOVERNMENTAL LIFE INSURANCE	LIFE INSURANCE PREMIUM	SUN LIFE FINANCIAL	8.25	04/15/2020
830-41800-151	INTERGOVERNMENTAL WORKERS COMP	LEAGUE:2019 WORK COMP	LEAGUE OF MN CITIES INSURANCE	(574.22)	04/30/2020
830-41800-200	INTERGOVERNMENTAL OFFICE SUPPLIES	ticket books	NELSON PRINTING COMPANY	2,425.00	03/23/2020
830-41800-200	INTERGOVERNMENTAL OFFICE SUPPLIES	firewall software renewa	PRESIDIO NETWORKED SOLUTIONS GRI	1,011.64	03/23/2020
830-41800-200	INTERGOVERNMENTAL OFFICE SUPPLIES	office supplies	TRUSTWORTHY HARDWARE	36.43	03/23/2020

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830-41800-200	INTERGOVERNMENTAL OFFICE SUPPLIES	cleaning buckets	ST PETER LUMBER	39.32	04/13/2020
830-41800-200	INTERGOVERNMENTAL OFFICE SUPPLIES	cleaning supplies, table	VISA	130.15	04/13/2020
830-41800-200	INTERGOVERNMENTAL OFFICE SUPPLIES	office furniture	RIVER BEND BUSINESS PRODUCTS	2,234.00	04/13/2020
830-41800-200	INTERGOVERNMENTAL OFFICE SUPPLIES	postage	OWEN, SANDI	8.70	04/13/2020
830-41800-200	INTERGOVERNMENTAL OFFICE SUPPLIES	reimbursement for transi	ALBERS, WAYNE	25.20	04/13/2020
830-41800-210	INTERGOVERNMENTAL OPERATING SU	key, hose nozzle	ARROW ACE HARDWARE	24.48	04/13/2020
830-41800-211	INTERGOVERNMENTAL MOTOR FUELS	feb. fuel	HOLIDAY COMMERCIAL	1,127.53	03/23/2020
830-41800-211	INTERGOVERNMENTAL MOTOR FUELS	feb. fuel	KWIK TRIP INC	3,563.65	03/23/2020
830-41800-211	INTERGOVERNMENTAL MOTOR FUELS	MN REV:FEB FUEL REFUND T	MN REVENUE	(581.97)	03/25/2020
830-41800-211	INTERGOVERNMENTAL MOTOR FUELS	mar. fuel	HOLIDAY COMMERCIAL	887.90	04/13/2020
830-41800-211	INTERGOVERNMENTAL MOTOR FUELS	MN DEPT REV:MARCH FUEL	MN REVENUE	(489.06)	04/15/2020
830-41800-211	INTERGOVERNMENTAL MOTOR FUELS	march fuel	KWIK TIRIP INC	2,628.79	04/28/2020
830-41800-300	INTERGOVERNMENTAL PROFESSIONAL SERVICE	annual user fees route m	VINE FAITH IN ACTION	4,537.50	03/23/2020
830-41800-300	INTERGOVERNMENTAL PROFESSIONAL SERVICE	MRVT ST PETER ACCTG FEE	CITY OF SAINT PETER	500.00	03/31/2020
830-41800-300	INTERGOVERNMENTAL PROFESSIONAL SERVICE	gloves	NAPA AUTO PARTS OF ST PETER	10.99	04/13/2020
830-41800-300	INTERGOVERNMENTAL PROFESSIONAL SERVICE	dot physical	MANKATO CLINIC	150.00	04/13/2020
830-41800-300	INTERGOVERNMENTAL PROFESSIONAL SERVICE	drug testing	MN MUNICIPAL UTILITIES ASSOC.	37.50	04/13/2020
830-41800-300	INTERGOVERNMENTAL PROFESSIONAL SERVICE	drug testing	MN MUNICIPAL UTILITIES ASSOC.	112.50	04/13/2020
830-41800-300	INTERGOVERNMENTAL PROFESSIONAL SERVICE	drug testing	RIVER'S EDGE HOSPITAL	29.00	04/13/2020
830-41800-300	INTERGOVERNMENTAL PROFESSIONAL SERVICE	REVERSE VOIDED CHECK	VINE FAITH IN ACTION	(4,537.50)	04/13/2020
830-41800-300	INTERGOVERNMENTAL PROFESSIONAL SERVICE	employee testing	RIVER'S EDGE HOSPITAL	93.00	04/28/2020
830-41800-300	INTERGOVERNMENTAL PROFESSIONAL SERVICE	route match	VINE FAITH IN ACTION	88.00	04/28/2020
830-41800-321	INTERGOVERNMENTAL TELEPHONE	PAYROLL PE 03-08-2020	CITY OF SAINT PETER	93.00	03/13/2020
830-41800-321	INTERGOVERNMENTAL TELEPHONE	PAYROLL PE 04-05-2020	CITY OF SAINT PETER	93.00	04/10/2020
830-41800-331	INTERGOVERNMENTAL TRAVEL & TRAINING	airline route match conf	VISA	913.60	03/09/2020
830-41800-331	INTERGOVERNMENTAL TRAVEL & TRAINING	staff meeting	FAMILY FRESH	7.98	03/23/2020
830-41800-340	INTERGOVERNMENTAL ADVERTISING	ads for bus driver	ST PETER HERALD	210.90	04/28/2020
830-41800-380	INTERGOVERNMENTAL UTILITIES	tablet data	VERIZON WIRELESS	123.06	03/23/2020
830-41800-380	INTERGOVERNMENTAL UTILITIES	march data line for mrvt	JAGUAR COMMUNICATIONS	110.00	03/23/2020
830-41800-380	INTERGOVERNMENTAL UTILITIES	internet		156.90	04/13/2020
830-41800-380	INTERGOVERNMENTAL UTILITIES	cell phone & data	VERIZON WIRELESS	123.06	04/13/2020
830-41800-380	INTERGOVERNMENTAL UTILITIES	internet	MEDIACOM	156.90	04/28/2020
830-41800-380	INTERGOVERNMENTAL UTILITIES	internet	JAGUAR COMMUNICATIONS	110.00	04/28/2020
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&MA	rebuilt transmission	WOLF MOTOR COMPANY	5,340.25	03/23/2020
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&MA	radio installation	BEARCOM	450.00	03/23/2020
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&MA	MAR MECHANIC W.O. PREVI	CITY OF SAINT PETER	1,703.86	03/31/2020
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&MA	MAR MECHANIC W.O. CORF	CITY OF SAINT PETER	1,589.31	03/31/2020
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&MA	MAR MECHANIC W.O. TIRES	CITY OF SAINT PETER	902.88	03/31/2020
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&MA	alignment bus #47	TIRE ASSOCIATES	137.86	04/13/2020
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&MA	alignment bus #140	TIRE ASSOCIATES	78.39	04/13/2020
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&MA	tablet mounts	VISA	507.93	04/13/2020
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&MA	front end alignment	TIRE ASSOCIATES	73.95	04/28/2020
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&MA	front end alignment	TIRE ASSOCIATES	137.36	04/28/2020
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&MA	alignment	TIRE ASSOCIATES	78.39	04/28/2020
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&MA	alignment	TIRE ASSOCIATES	78.39	04/28/2020
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&MA	radio repair	BEARCOM	195.00	04/28/2020
830-41800-412	INTERGOVERNMENTAL BUILDING REN	rent jan mrvt garage/off	CITY OF LESUEUR	136.27	03/23/2020
830-41800-412	INTERGOVERNMENTAL BUILDING REN	rent feb mrvt garage/off	CITY OF LESUEUR	136.27	03/23/2020
830-41800-412	INTERGOVERNMENTAL BUILDING REN	rent mar mrvt garage/off	CITY OF LESUEUR	136.27	03/23/2020
830-41800-412	INTERGOVERNMENTAL BUILDING REN	MRVT LEASE ST PETER CITY	CITY OF SAINT PETER	85.85	03/31/2020
830-41800-415	INTERGOVERNMENTAL EQUIPMENT RE	rent jan mrvt garage/off	CITY OF LESUEUR	1,577.30	03/23/2020
830-41800-415	INTERGOVERNMENTAL EQUIPMENT RE	renrent jan mrvt garage/	CITY OF LESUEUR	1,577.30	03/23/2020
830-41800-415	INTERGOVERNMENTAL EQUIPMENT RE	renrent jan mrvt garage/	CITY OF LESUEUR	1,577.30	03/23/2020
830-41800-415	INTERGOVERNMENTAL EQUIPMENT RE	MRVT LEASE ST PETER CITY	CITY OF SAINT PETER	1,106.66	03/31/2020
830-41800-550	INTERGOVERNMENTAL MOTOR VEHICLES	new bus Ford 2019 Elkhar	NORTH CENTRAL BUS SALES	81,633.00	04/13/2020
				205,961.00	

Row Labels		Sum of Amount
830-41800-100	INTERGOVERNMENTAL WAGES	63,635.30
830-41800-102	INTERGOVERNMENTAL - OVERTIME	1,074.84
830-41800-121	INTERGOVERNMENTAL PERA CONTRIB	5,250.85
830-41800-122	INTERGOVERNMENTAL FICA CONTRIB	5,160.86
830-41800-126	INTERGOVERNMENTAL MEDICARE CON	1,207.00
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	13,946.58
830-41800-132	INTERGOVERNMENTAL DENTAL INSUR	812.32
830-41800-133	INTERGOVERNMENTAL LIFE INSURANCE	16.53
830-41800-151	INTERGOVERNMENTAL WORKERS COM	(574.22)
830-41800-200	INTERGOVERNMENTAL OFFICE SUPPLIE	5,910.44
830-41800-210	INTERGOVERNMENTAL OPERATING SU	24.48
830-41800-211	INTERGOVERNMENTAL MOTOR FUELS	7,136.84
830-41800-300	INTERGOVERNMENTAL PROFESSIONAL	1,020.99
830-41800-321	INTERGOVERNMENTAL TELEPHONE	186.00
830-41800-331	INTERGOVERNMENTAL TRAVEL & TRAIL	921.58
830-41800-340	INTERGOVERNMENTAL ADVERTISING	210.90
830-41800-380	INTERGOVERNMENTAL UTILITIES	779.92
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&MA	11,273.57
830-41800-412	INTERGOVERNMENTAL BUILDING REN	494.66
830-41800-415	INTERGOVERNMENTAL EQUIPMENT RI	5,838.56
830-41800-550	INTERGOVERNMENTAL MOTOR VEHIC	81,633.00
Grand Total		205,961.00

830 - MN RIVER VALLEY TRANSIT

FEB., 2020 EXPENSES #2

Account	Account Name	Description	Vendor Name	Amount	Date
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	monthly admin fee fsa	FURTHER	2.95	02/24/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	monthly admin fee fsa	FURTHER	11.80	02/24/2020
830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	monthly admin fee fsa	FURTHER	14.75	02/24/2020
830-41800-133	INTERGOVERNMENTAL LIFE INSURANCE	LIFE INSURANCE PREMIUM	SUN LIFE FINANCIAL	8.25	02/18/2020
830-41800-300	INTERGOVERNMENTAL PROFESSIONAL SERVI	NSF CK PRESCHOOL	HOMETOWN BANK	4.00	02/05/2020
830-41800-300	INTERGOVERNMENTAL PROFESSIONAL SERVI	MRVT ST PETER ACCTG FEE	CITY OF SAINT PETER	500.00	02/29/2020
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&MA	FEB MECHANIC W.O. PREVENT	CITY OF SAINT PETER	178.13	02/29/2020
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&MA	FEB MECHANIC W.O. CORREC	CITY OF SAINT PETER	674.77	02/29/2020
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&MA	FEB MECHANIC W.O. TIRES	CITY OF SAINT PETER	516.04	02/29/2020
830-41800-412	INTERGOVERNMENTAL BUILDING RENT	MRVT LEASE ST PETER CITY	CITY OF SAINT PETER	85.85	02/29/2020
830-41800-415	INTERGOVERNMENTAL EQUIPMENT RE	MRVT LEASE ST PETER CITY	CITY OF SAINT PETER	1,106.66	02/29/2020
				3,103.20	

SUMMARY

830-41800-131	INTERGOVERNMENTAL HEALTH INSUR	29.50
830-41800-133	INTERGOVERNMENTAL LIFE INSURANC	8.25
830-41800-300	INTERGOVERNMENTAL PROFESSIONAL	504.00
830-41800-404	INTERGOVERNMENTAL EQUIP-REP&M/	1,368.94
830-41800-412	INTERGOVERNMENTAL BUILDING RENT	85.85
830-41800-415	INTERGOVERNMENTAL EQUIPMENT RI	1,106.66

Grand Total 3,103.20



TO: Chairperson Huntington
Members of the MRVT Board

DATE: 5/8/2020

FROM: Todd Prafke
City Administrator

RE: Declaration of Surplus Property

ACTION/RECOMMENDATION

Declare the 2008 Eldorado bus as surplus and allow for disposal by means of public sale.

BACKGROUND

As new buses are acquired older buses are reviewed for mechanical soundness. Any bus which is no longer able to be operated should be disposed of. The 2008 bus (unit #46) has 153,600 miles. This bus has had a number of mechanical issues and has been recommended to be removed from our fleet by the City's Mechanic.

As the City of Saint Peter is the administrative entity for Minnesota River Valley Transit, I recommend the Board follow the City's policy for declaration of surplus policy which is summarized as follows:

- Staff recommends a surplus declaration for property that is no longer needed.
- The Board takes formal action to declare as surplus.
- Disposal of the property
 - Estimated value of less than \$500 can be sold through negotiated sale or by public auction.
 - Estimated value between \$500 and \$1,000 must be offered for public sale to the highest bidder with 10 days' notice of such sale either published in the official newspaper or posted where other legal notices for the entity are posted.
 - Value over \$1,000 must be offered for public sale to the highest bidder with notice of such sale given at least 10 days before the date of sale by publication once in the official newspaper.

No board member or employees involved in the decision making as to the surplus designation are eligible to purchase the property.

I recommend the bus be declared surplus property and offered for public sale as required by the City of Saint Peter's surplus property policy.

We do anticipate the sale value to be greater than \$1,000. The actual value we receive for these used buses has varied greatly over the years. All funds from the sale are then returned to the MRVT General Fund.

Members may recall we had a bus that was ordered in late summer of 2019 and has now been delivered and put into service, so this sale would keep our fleet number steady at nine (9).

Please feel free to contact me if you have any questions or concerns.

TP/bal

MINNESOTA RIVER VALLEY TRANSIT

RESOLUTION NO. 2020-

**STATE OF MINNESOTA
COUNTY OF NICOLLET)
CITY OF SAINT PETER)**

RESOLUTION DESIGNATING BUS AS SURPLUS PROPERTY

WHEREAS, Minnesota River Valley Transit (MRVT) operates under a program where buses that are no longer mechanically sound are rotated out of operation when new buses are purchased; and

WHEREAS, the system currently has a bus which is no longer recommended for service; and

WHEREAS, the Board wishes to dispose of the bus under the surplus property policy utilized by the City of Saint Peter; and

WHEREAS, once formally declared as surplus property, the bus will be offered for public sale with any proceeds returned to the Minnesota River Valley Transit fund.

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

1. Minnesota River Valley Transit does hereby declare as surplus property the following bus:
2008 Eldorado Bus VIN 1fd4e45s28db42998
2. Staff is directed to dispose of the vehicle through public sale as outlined in the City of Saint Peter's surplus property policy.

Adopted by the Board of the Minnesota River Valley Transit this 12th day of May, 2020.

Mark Huntington
Chairperson

ATTEST:

Todd Prafke
Saint Peter City Administrator



TO: Members of the Minnesota River Valley Transit Board **DATE:** 5/8/2020

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.

You discussed this issue at your last regular meeting and a date in September was discussed. It may be advantageous to have this meeting earlier driven by Federal CARES funding and the fare change discussed and approved at your Special Meeting of April 24th.

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 and the impact of COVID 19 funding changes.
- 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