

A regular meeting of the St. Cloud Metropolitan Transit Commission was held on the 20th day of February, 2018 at 4:00 a.m. at the Metro Bus Operations Center. Commissioner Miller presided with the following present:

Commissioners:	1. Dave Kleis – Absent
	2. Rick Miller
	3. Ryan Fitzthum
	4. Kurt Hunstiger
	5. John Libert
Chief Executive Officer:	Ryan Daniel
Chief Finance and Administration Officer:	Paula Mastey
Chief Operations Officer:	Jim Perez

Additions or Changes to the Agenda. Commissioner Hunstiger added under open forum a letter that was received from Kim Pettman. **Commissioner Libert moved and Commissioner Fitzthum seconded a motion to approve the Agenda as amended. Motion carried.**

Consent Agenda.

- 5.) Minutes of January 16, 2018 Regular Meeting.
 - 6.) Jan 2018 Balance Sheet, Budget Statement and Bank Reconciliation.
 - 7.) Jan 2018 List of Bills.
 - 8.) Jan 2018 Ridership Reports for Fixed Route, Dial-a-Ride and Northstar Link.
- Commissioner Hunstiger moved and Commissioner Libert seconded a motion to approve the Consent Agenda. Motion carried.**

Open Forum. Commissioner Hunstiger read out-loud a letter he received from Kim Pettman reminding the Board and Metro Bus staff of an upcoming “Ability Training” hosted by SCSU. She encouraged Board members and staff to attend as it would include information on how to make the Fixed Route a more disability-friendly service therefore potentially increasing ridership. There will also be networking opportunities. Mr. Daniel responded that staff members would attend.

General Business.

- 9.) Consideration of Award of Fleet Liability, General Liability, Property and Miscellaneous Insurance Coverage for 2018-2019. Scott Stark explained there was a cost increase due to the new DAR garage expansion, the addition of FR, DAR and Northstar Link buses and an increase in property values. **Commissioner Libert moved and Commissioner Fitzthum seconded a motion to approve the Insurance Coverage for 2018-2019. Motion carried.**
- 10.) Consideration of Personnel Policies: Ch. 7 Benefit and Insurance, Ch. 18 Separation from Service. Sunny Hesse said the changes in Chapter 7 were minimal and mostly language revisions for clarity. The biggest change to Chapter 18 is that the employee notice period for separation of service shall not be extended by use of vacation, sick leave or personal holiday. All employees will be required to work on their last day. **Commissioner Hunstiger moved and Commissioner Libert seconded a motion to**

approve changes made to Personnel Policies Chapter 7 and Chapter 18 effective March 1st, 2018. Motion carried.

Department Updates

11.) Training and Safety Department Update. Scott Stark introduced the Training and Safety Department staff, Dean Henkemeyer and Josh Sachs. The department is responsible for employee development and providing safety initiatives for the Metro Bus employees. They are in the process of revising Operator training plans, consistent curriculum development and putting together a training matrix for the entire organization. They are also working on an Operator Refresher Training Program. From a safety perspective, from December 15 – January 15 there were 30 days of no preventable accidents. The Safety Committee did a facility walk-through to ascertain the level of OSHA compliance.

Mr. Ryan explained that Metro Bus has recently developed a newsletter used to communicate to all employees pertinent information from the CEO, Operations, Administration, Maintenance, Finance, Community Outreach and Training Departments. He handed out the most recent newsletter to the Commissioners and said that in the future he will email the newsletter to them each month.

Adjournment. **Commissioner Miller adjourned the meeting at 4:19 p.m.**