

A regular meeting of the St. Cloud Metropolitan Transit Commission was held on the 19th day of June, 2018 at 4:00 p.m. at the Metro Bus Operations Center. Commissioner Kleis presided with the following present:

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

Additions or Changes to the Agenda. Add #13A. CEO Contract. **Commissioner Miller moved and Commissioner Fitzthum seconded a motion to approve the Agenda as amended. Motion carried.**

Consent Agenda.

- 5.) Minutes of May 15, 2018 Regular Meeting.
- 6.) May 2018 Balance Sheet, Budget Statement and Bank Reconciliation.
- 7.) May 2018 List of Bills.
- 8.) May 2018 Ridership Reports for Fixed Route, Dial-a-Ride and Northstar Link.

Commissioner Miller moved and Commissioner Libert seconded a motion to approve the Consent Agenda. Motion carried.

Open Forum. There was no one present to speak.

9.) Recognition of DAR Operator, Todd DeZurik. Todd DeZurik placed 3rd at the 2018 CTAA National Bus Rodeo.

10.) Recognition of Street Supervisor, Shawn Pierce. Shawn Pierce was recognized for his dedication and hard work with the Local and State Bus Rodeos.

11.) Consideration of Revised Personnel Policies. Sunny Hesse discussed revised policies for Chapter 1 Introduction, Chapter 3 Work Rules and Code of Conduct, Chapter 16 General Employment Provisions and the FTA Drug and Alcohol Policy. **Commissioner Libert moved and Commissioner Fitzthum seconded a motion to approve the revised policies effective July 1, 2018. Motion carried.**

12.) Consideration of Capital Asset and Depreciation Policy. Paula Mastey explained this is a new requirement of the State along with a Transit Asset Management Plan and a State of Good Repair Plan which will come to the Board in the next few months. The biggest changes are that there is now an official depreciation schedule and the capitalization threshold has been changed from \$2,000 to \$5,000. **Commissioner Miller moved and Commissioner Libert seconded a motion to approve the Capital Asset and Depreciation Policy. Motion carried.**

13.) Consideration of 2019 Budget Proposal and Tax Levy. Paula Mastey explained that in order to meet the operating and capital needs in 2018, staff is requesting an increase in the levy from 3.05 to 3.87% which equates to approximately \$650,000. **Commissioner Miller moved and Commissioner Libert seconded a motion to approve the 2019 Operations Budget and Capital Improvement Plan and to approve the 2019 Preliminary Tax Levy of \$3,136,331. Motion carried.**

13a.) CEO 5-Year Contract Extension. Commissioner Kleis said the only change from the previous contract is that section 10 adds an additional week of vacation. Speaking for the Board, he said they were happy to extend the contract as Mr. Daniel is a great leader. The topic of travel reimbursement for the position needs more discussion and will be brought back to the Board as a policy decision. **Commissioner Fitzthum moved and Commissioner Libert seconded a motion to approve the CEO 5-Year Contract Extension. Motion carried.**

14.) IT Department Update. Steve Williams discussed the software updates: Phase 1 Timekeeping update is about 50% complete and a vendor has been selected for Phase 2. That contract will be brought to the Board next month.

Adjournment. **Commissioner Miller moved and Commissioner Fitzthum seconded a motion to adjourn the meeting at 4:25 p.m.**