

A regular meeting of the St. Cloud Metropolitan Transit Commission was held on the 21st day of August, 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
	5. John Libert
Chief Executive Officer:	Ryan Daniel
Chief Finance and Administration Officer:	Paula Mastey

Additions or Changes to the Agenda. Add #16a. Consideration of Microsoft Office Purchase. **Commissioner Libert moved and Commissioner Hunstiger seconded a motion to approve the agenda as amended. Motion carried.**

Consent Agenda.

- 5.) Minutes of July 17, 2018 Regular Meeting.
- 6.) July 2018 Balance Sheet, Budget Statement and Bank Reconciliation.
- 7.) July 2018 List of Bills.
- 8.) July 2018 Ridership Reports for Fixed Route, Dial-a-Ride and Northstar Link.

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

Open Forum. There was no one present to speak.

General Business.

9.) Recognition of Kim Hoff, Community Outreach & Travel Training Specialist, for 30 Years of Service.

10.) Consideration of Metro Bus Advertising Policy. Nate Ramacher explained that the policy sets the standard for what is or is not allowed for advertising on and in buses, shelters and benches. The purpose of the Advertising Program is to generate as much revenue as possible without discouraging ridership. **Commissioner Miller moved and Commissioner Libert seconded a motion to approve the Metro Bus Advertising Policy. Motion carried.**

11.) Consideration of Fare and Service Change Public Comment Policy & Procedure. Doug Diedrichson said this policy outlines how public comment will be handled by staff to ensure that there is a process to solicit and consider public comments before implementing a fare or service change. **Commissioner Miller moved and Commissioner Hunstiger seconded a motion to approve the Fare and Service Change Public Policy. Motion carried.**

12.) Resolution #2018-06, MnDOT Authorizing Resolution Calendar Year 2019-Fixed Route.

13.) Resolution #2018-07, MnDOT Authorizing Resolution Calendar Year 2019-Dial-A-Ride.

14.) Resolution #2018-08, MnDOT Authorizing Resolution Calendar Year 2019-Northstar Link.

Commissioner Miller moved and Commissioner Libert seconded a motion to approve Resolutions #2018-06, #2018-07, and #2018-08. Motion carried.

15.) Resolution #2018-09, Authorization to Purchase Nice (9) Class 400 CNG Low Floor Paratransit Vehicles. **Commissioner Miller moved and Commissioner Hunstiger seconded a motion to approve Resolution #2018-09. Motion carried.**

16.) Consideration of Cost Allocation Plan. Paula Mastey explained that expenses need to be split between all three systems. 2019 percentages are as follows: Fixed Route 62.5%, Dial-a-Ride 31.5% and Northstar 6%. **Commissioner Libert moved and Commissioner Hunstiger seconded a motion to approve the 2019 Cost Allocation Plan. Motion carried.**

16a.) Consideration of Microsoft Office Purchase. Steve Williams said Metro Bus would like to upgrade its office suite to Microsoft Office 2016 for a cost not to exceed \$20,000. **Commissioner Miller moved and Commissioner Fitzthum seconded a motion to approve the Purchase of Microsoft Office 2016. Motion carried.**

Department Update

17.) CEO Update – Triennial Review. Ryan Daniel updated the Board on the results of the recent Triennial Review conducted by an independent contractor on behalf of the FTA. There were eighteen separate areas that were reviewed. Two areas, Procurement and Disadvantaged Business Enterprise (DBE), receiving findings. Findings in Procurement include: 1. a Cost Price Analysis is required for all PO's; 2. a contract can only be awarded using FTA funding after a determination has been made as to whether the recipient has been an excluded party according to the SAM website; 3. Additional FTA clauses need to be added to all PO's. For DBE, an updated DBE Program, 3-year Program Goals and a Shortfall Analysis Procedure will be written and presented at either the September or October Board meeting.

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