

A regular meeting of the St. Cloud Metropolitan Transit Commission was held on the 18<sup>th</sup> day of September, 2018 at 4:01 p.m. at the Metro Bus Mobility and Training 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. There were none. **Commissioner Hunstiger moved and Commissioner Miller seconded a motion to approve the agenda as presented. Motion carried.**

Consent Agenda.

- 5.) Minutes of August 21, 2018 Regular Meeting.
- 6.) August 2018 Balance Sheet, Budget Statement and Bank Reconciliation.
- 7.) August 2018 List of Bills.
- 8.) August 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.) Consideration of Social Media Policy. This policy provides guidelines to protect the integrity of Metro Bus' presence on social media sites and to ensure that social media is used appropriately and within other guidelines and policies established by Metro Bus. **Commissioner Libert moved and Commissioner Hunstiger seconded a motion to approve the Social Media Policy. Motion carried.**

10.) Consideration of Voice Radio Policy. Steve Williams explained that this policy is almost identical to the policy that was brought before the Board and approved in 2015. **Commissioner Libert moved and Commissioner Fitzthum seconded a motion to approve the Voice Radio Policy. Motion carried.**

11.) Consideration of Resolution 2018-10, 2018 Title VI Plan. Sunny Hesse said the Plan is updated and re-submitted to the FTA every three years and is due on October 1<sup>st</sup>. **Commissioner Miller moved and Commissioner Libert seconded a motion to approve the Title VI Plan. Motion carried.**

12.) Consideration of Personnel Policies: Ch. 4 Talent Acquisition and Retention, Ch. 5 Hours of Work, Ch. 6 Employee Compensation. Sunny Hesse explained that some of these are new policies that are not changes in practice and some are updated policies that were already in place. **Commissioner Hunstiger moved and Commissioner Libert seconded a motion to approve Personnel Policies Chapters 4, 5 and 6. Motion carried.**

13.) Consideration of Disadvantaged Business Enterprise (DBE) Program and 3-Year Program Goal. Paula Mastey said the Program had not been updated since 2002 and was one of the

findings that Metro Bus received during the Triennial review. **Commissioner Libert moved and Commissioner Hunstiger seconded a motion to approve the DBE Program and 3-Year Program Goal. Motion carried.**

14.) Consideration of Transit Asset Management Plan (TAM). Paula Mastey explained that the TAM is a new requirement by the FTA and due by October 1<sup>st</sup>. It is to assure the FTA that Metro Bus is going to take care of the assets that will be purchased with their funding. **Commissioner Miller moved and Commissioner Fitzthum seconded a motion to approve the Transit Asset Management Plan. Motion carried.**

15.) Consideration of 2019 Final Budget, CIP and Resolution 2018-11, Setting Final Levy. Paula Mastey reported that there was no change to the Operations Budget and Tax Levy from the Preliminary Budget. Changes to the CIP are for the bus replacement cycle per the TAM Plan and State of Good Repair. **Commissioner Miller moved and Commissioner Hunstiger seconded a motion to approve the Final Budget, CIP and Resolution 2018-11, Setting the Final Levy. Motion carried.**

#### Department Updates

16. CEO Update. Ryan Daniel discussed the arrival time of new buses. He mentioned that next month, the Planning Manager will bring forth the plan for a new, on-demand Sartell service called Connex, which will run from January 2 to June 30 as a pilot program. He reminded Board members that the MPTA conference will conflict with next month's meeting and suggested moving it to Friday, October 12 at 9:00 a.m.

Adjournment. **Commissioner Miller moved and Commissioner Fitzthum seconded a motion to adjourn the meeting at 4:17 p.m. Motion carried.**