

A regular meeting of the St. Cloud Metropolitan Transit Commission was held on the 17<sup>th</sup> day of December, 2019 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 Administrative Officer:	Paula Mastey
Chief Operations Officer:	Dave Green

Additions or Changes to the Agenda: Agenda item #12, Financial Update, was moved to Item # 9A under General Business. **Commissioner Miller moved and Commissioner Hunstiger seconded a motion to approve the Agenda as amended. Motion carried.**

Consent Agenda:

- 5.) Minutes of November 19, 2019 Regular Meeting
  - 6.) October 2019 Balance Sheet, Budget Statement and Bank Reconciliation
  - 7.) November 2019 Balance Sheet, Budget Statement and Bank Reconciliation
  - 8.) November 2019 List of Bills
  - 9.) November 2019 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: Kim Pettman spoke to the board about her concerns regarding the purposed new Connex service hours and how that might impact the riders as well as ridership for the service area. Ms. Pettman also voiced concerns in regard to medical return wait times and how long they have become when using the Dial-A-Ride Service.

General Business.

9A.) Financial Update - Presentation by BerganKDV of FY2019 Preliminary Audited Financial Statements. Chris Hall reported that Metro Bus received a clean opinion from the Auditors which is the best opinion they are able to give. There were no compliance issues or material weaknesses found, but there were internal control issues relating to the lack of segregation of accounting duties and preparation of financial statements. This is nothing unusual or new. There were no legal compliance findings. Mr. Hall presented information regarding the financials including inventory, revenues, expenses, equity, capital assets, liabilities, and state and federal grants. **No motion.**

10). Transit Feasibility Study – Results and Findings. Doug Diedrichsen, Planning Manager, presented the Board with the results of a yearlong study that Metro Bus and SRF Consulting Group, Inc. had been working on. The study was done to get a better understanding of where Metro Bus is today as well as what Metro Bus's future needs will be. As is stands today, Metro Bus is currently at capacity at the Operations Center as well as the Transit Center. There is the possibility of growth at the Mobility Training Center, however, it lacks reasonably parking and affordability to the employees who work at that location. It was determined that Metro Bus is able to maintain the status quo as long as there is no growth in staffing, services, vehicles acquisition, and information technologies. Long range outlooks for Metro Bus would require relocation to an area with more space as well as consolidation of Metro Bus staff. It was noted that Metro Bus would be better served in the short term to look into a western transit hub in the Waite Park area. With the addition of a western transit hub, 50% of the routes would shift to that hub

location helping alleviate pressure on the downtown Transit Center and freeing up capacity for service.

**No Motion**

11.) Consideration of Connex Service. Dave Green, COO, shared the results of the yearlong Connex Pilot with the Commissioners. The Connex Pilot Program was put in place to replace the existing Route 32 in Sartell. Although the results of the pilot were not what Metro Bus was expecting, it did yield some positive and encouraging ridership results for the service area. It was Metro Bus's recommendation to the Board that Connex Service be made a permanent service with the following changes: 1.) An expanded service area in an effort to tap into untouched ridership and better serve the needs of the community, and 2.) Adjusted service hours in accordance with what peak ridership numbers are showing. The new hours would be weekdays 6:30am – 5:00pm, Saturdays from 10:30am – 6:30pm with no service from 2:00pm – 3:00pm, and Sundays from 10:00am – 4:00pm with no service from 11:00am – 12:00pm. There were some substantial concerns from the Commissioners that the Connex Service was not performing as well as they would have liked and there was some hesitation to continue to operate the service under the current conditions. The greatest concern was that it's not a cost effective option to approve this service as a fulltime option given the current ridership. Through further conversation it was determined that Metro Bus should extend the Connex Pilot Program another year, while incorporating changes to make Connex a more viable service option for both Metro Bus and the community. **Commissioner Libert moved and Commissioner Miller seconded a motion to approve extending the Connex Pilot Program another year with an expanded service area and new service hours. Motion carried.**

**Commissioner Fitzthum moved and Commissioner Miller seconded a motion to approve a fare increase on Connex Service from \$1.25 to \$2.50. Motion carried**

Department Update. None given.

Adjournment. **Commissioner Libert moved and Commissioner Miller seconded a motion to adjourn the meeting at 5:11 p.m. Motion carried.**