

A regular meeting of the St. Cloud Metropolitan Transit Commission was held on the 15th day of September, 2020 at 4:00 p.m. via Webex Meetings. Commissioner Kleis presided with the following present:

Commissioners:	1. Dave Kleis	
	2. Rick Miller	
	3. Ryan Fitzthum	(Absent)
	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: None. **Commissioner Miller moved and Commissioner Libert seconded a motion to approve the Agenda as presented. Motion carried.**

Consent Agenda:

5.) Minutes of August 18, 2020 Regular Meeting

6.) August 2020 Balance Sheet, Income Statement

7.) August 2020 List of Bills

8.) August 2020 Ridership Reports for Fixed Route, Dial-a-Ride, and Northstar Link

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

Open Forum: No one spoke

General Business.

9.) Recognition of Sue Henkemeyer – 30 Years of Service. **No motion.**

10.) Consideration of Final 2021-2023 DBE Program. . Paula Mastey informed the Board that no changes were made from the proposed DBE Program to the final DBE Program. Ms. Mastey also noted that no comments were received during the 30-day public comment period. **Commissioner Libert moved and Commissioner Hunstiger seconded a motion to approve the Final 2020 DBE Program. Motion carried.**

11.) Consideration of Final 2021 DBE Goal. **Commissioner Miller moved and Commissioner Hunstiger seconded a motion to approve Final 2020 DBE Goal. Motion carried.**

12.) Consideration of 2021 Final Operating Budget and 5-Year CIP. Paula Mastey informed the Commissioners there weren't any changes from the preliminary budget. She noted that union contract negotiations were still ongoing and there would be no change to the tax levy this year. Ms. Mastey also informed the Commissioners that with CARES Act funding, Metro Bus would be able to offset some of the losses due to COVID-19. **Commissioner Libert moved and Commissioner Hunstiger seconded a motion to approve 2021 Final Operating Budget and 5-Year CIP. Motion carried.**

13.) Resolution #2020-07 Setting Final Tax Levy on All Taxable Property in Transit Area. Paula Mastey notified the Board that there were no changes made from the preliminary budget that was presented in July. **Commissioner Hunstiger moved and Commissioner Miller seconded a motion to approve Resolution #2020-07 Setting Final Tax Levy on All Taxable Property in Transit Area. Motion carried.**

14.) Consideration of Investment Policy. Paula Mastey informed the Board that Metro Bus updated the investment policy to better represent Metro Bus and their current operating standard. **Commissioner**

Libert moved and Commissioner Hunstiger seconded a motion to approve the Investment Policy. Motion carried.

15.) Consideration of Award of Fleet Liability, General Liability, Property and Miscellaneous Insurance Coverage for 2021 – 2025. Gary Korneck informed the Commissioners that Metro Bus would be renewing their contract with Mahowald Insurance Agency. Mr. Korneck noted that historically this has been a one-year contract and that moving forward this would be a five-year contract. **Commissioner Libert moved and Commissioner Miller seconded a motion to approve Award of Fleet Liability, General Liability, Property and Miscellaneous Insurance Coverage for 2021 – 2025. Motion carried.**

16.) Consideration of Metro Bus Procurement Policy. Gary Korneck noted that Metro Bus revised the current policy to better represent the spending amounts regarding competitive procurements, as well as micro, small, and medium purchase requirements. Mr. Korneck noted that small and medium purchases will now have the same requirements. **Commissioner Libert moved and Commissioner Hunstiger seconded a motion to approve Metro Bus Procurement Policy. Motion carried.**

17.) Consideration of Drug and Alcohol Policy. Sunny Hesse informed the Commissioners that the changes made to the policy are reflective of the guidance and recommendation from a substance abuse and management training sponsored by the FTA. **Commissioner Miller moved and Commissioner Libert seconded a motion to approve the Drug and Alcohol Policy. Motion carried.**

18.) Consideration of Fare Service Changes. Michael Kedrowski informed the Commissioners that this policy update is to better outline Metro Bus's guidelines and responsibility when it comes to fare and service changes. **Commissioner Hunstiger moved and Commissioner Miller seconded a motion to approve Fare Service Changes. Motion carried.**

19.) Consideration of Transit Asset Management Plan. Dave Green informed the Board that Metro Bus is updating its Transit Asset Management Plan due to internal software changes that were made over the last year. Likewise, Mr. Green noted that the updates made would better align with the MNDOT vehicle grading system that is currently being utilized. **Commissioner Miller moved and Commissioner Hunstiger seconded a motion to approve the Transit Asset Management Plan. Motion carried.**

20.) COVID-19 Update. Ryan Daniel informed the Board that there have been no new updates and that Metro Bus continues to clean and sanitize buses on a regular basis to keep customers and employees safe. **No Motion.**

Adjournment. **Commissioner Miller moved and Commissioner Hunstiger seconded a motion to adjourn the meeting at 4:26. Motion carried.**