

A regular meeting of the St. Cloud Metropolitan Transit Commission was held on the 18th day of July 2023 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 Administration Officer:	Sunny Hesse
Chief Operations Officer:	Dave Green
Director of Finance:	Paula Mastey

Additions or Changes to the Agenda: **Commissioner Fitzthum moved, and Commissioner Miller seconded a motion to approve the agenda as presented. Motion carried.**

Consent Agenda:

5.) Minutes of June 20, 2023, Regular Meeting

6.) June 2023 Balance Sheet, Income Statement

7.) June 2023 List of Bills

8.) June 2023 Ridership Reports for Fixed Route, Dial-a-Ride, and Northstar Link

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

Open Forum: No one spoke.

General Business.

9.) Consideration of DBE Program. Paula Mastey explained that a requirement of receiving federal funds is to have a Disadvantaged Business Enterprise (DBE) Program in place with goals set every three years. Ms. Mastey noted that there were minimal changes from the previous program. **Commissioner Libert moved, and Commissioner Hunstiger seconded a motion to approve the DBE Program. Motion carried.**

10.) Consideration of 2023-2026 DBE Goal. Paula Mastey informed the Commissioners that the DBE goal is no longer arbitrarily set and that there is a specific formula that is used to determine a base percentage for Metro Bus. Ms. Mastey noted that the current baseline percentage is 0.265%. **Commissioner Libert moved, and Commissioner Miller seconded a motion to approve 2023-2026 DBE Goal. Motion carried.**

11.) Consideration of HR Policy Updates: 9.4, 9.15, 9.16, 16.11. Sunny Hesse addressed the Commissioners about the recent changes made by Minnesota Legislatures prompting Metro Bus to make policy changes to stay in compliance with state statutes. Ms. Hesse noted that the changes pertained to pregnancy and parental leave, nursing mothers, lactating employees, and reasonable accommodations in the workplace. **Commissioner Fitzthum moved, and Commissioner Miller seconded a motion to approve HR Policy Updates: 9.4, 9.15, 9.16, 16.11. Motion carried.**

Department Update.

12.) Dial-a-Ride & Dispatch Training. Missy Kraemer updated the Commissioners about Metro Bus Dial-a-Ride Operators and Dispatchers. Ms. Kraemer noted that Dial-a-Ride is currently operating with a 96% on time performance and has provided 103,780 rides to date during fiscal year 2023. Ridership is up 19%

compared to fiscal year 2022 during the same period. Metro Bus recently upgraded to a new phone system and Dispatchers have been working through some basic training pertaining to usage of the new phones. Currently the Metro Bus Dispatchers are currently averaging 7,670 calls per month with over 5,000 calls coming into the Call Center.

Adjournment. Commissioner Miller made a motion to adjourn, and Commissioner Hunstiger seconded a motion to adjourn. Motion carried. The meeting was adjourned at 4:17 p.m.