

A regular meeting of the St. Cloud Metropolitan Transit Commission was held on the 20<sup>th</sup> day of February 2024 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 Hunstiger moved, and Commissioner Libert seconded a motion to approve the agenda as presented. Motion carried.**

Consent Agenda:

- 5.) Minutes of January 16, 2024, Regular Meeting
- 6.) January 2024 Balance Sheet, Income Statement
- 7.) January 2024 List of Bills

8.) January 2024 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: No one spoke.

General Business.

9.) Recognition of Leon Benner: 25 Years of Service. **No Motion.**

10.) Consideration of Metro Bus 2024 EEO/AAP Plan. Sunny Hesse informed the Commissioners that Metro Bus is required to send the FTA an updated Equal Employment Opportunity and Affirmative Action Plan by March 1, 2024. The plan is currently reviewed and updated every four years to remain in compliance with the FTA regulations. **Commissioner Miller moved, and Commissioner Hunstiger seconded a motion to approve Metro Bus 2024 EEO/AAP Plan. Motion carried.**

11.) Consideration of Metro Bus 2024 PTASP Update. Scott Start, Training and Safety Manager, noted that Metro Bus reviews and updates the Public Transit Agency Safety Plan every three years. Two notable changes were added to the plan this year including Appendix F which refers to an Infectious Diseases Preparedness Plan and Appendix G which addresses Operator Assault Awareness. **Commissioner Hunstiger moved, and Commissioner Miller seconded a motion to approve the Metro Bus 2024 PTASP Update. Motion carried.**

12.) March Board Meeting Update. Ryan Daniel informed the Commissioners that the March Board Meeting will begin at 2:00 p.m. on March 19th, 2024. Meeting earlier will allow adequate travel time for the Commissioners and Metro Bus staff who are traveling to St. Paul for the Chamber Day at the Capitol event. A Northstar Link motor coach bus will be leaving the St. Cloud Park & Ride at 3:15 p.m. Mayor Kleis stated that he would be traveling to Washington D.C. in March or April on behalf of the City of St. Cloud and Metro Bus.

**Commissioner Kleis moved, and Commissioner Hunstiger seconded a motion to approve the use of a Metro Bus motor coach bus for Chamber Day at the Capitol. Motion carried.**

**Commissioner Kleis moved, and Commissioner Miller seconded a motion to approve the travel of Mayor Kleis to Washington D.C. Motion carried.**

Department Update. Scott Stark informed the Commissioners that in 2023, Metro Bus hired twenty-nine returning or new employees into the following positions: twenty Operators, seven Dispatchers, and two Maintenance Facilities Workers. Ten unlicensed Operator Trainees participated in the training program this year and all ten individuals passed and became licensed CDL Operators. Training and Safety continues to host their annual Operator Training Activities (OTA), Dispatcher Training Activities (DTA), and Professional Organizational Development (POD) sessions to help keep staff informed on any policy or procedural changes made throughout the year.

Adjournment. **Commissioner Miller moved, and Commissioner Hunstiger seconded a motion to adjourn the meeting. Motion carried. The meeting was adjourned at 4:15 p.m.**