

A regular meeting of the St. Cloud Metropolitan Transit Commission was held on the 18<sup>th</sup> day of February 2025 at 4:00p.m. at the Metro Bus Operations Center. Commissioner Miller presided with the following present:

Commissioners:	1. Dave Kleis	
	2. Rick Miller	
	3. Ryan Fitzthum	(Absent)
	4. Kurt Hunstiger	
	5. Dave Masters	
Chief Executive Officer:	Ryan Daniel	
Chief Administration Officer:	Sunny Hesse	
Chief Operations Officer:	Dave Green	
Director of Finance:	Nene Israel	

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

Consent Agenda:

- 5.) Minutes of December 17, 2024, Regular Meeting
- 6.) December 2024 Balance Sheet, Income Statement, and List of Bills
- 7.) January 2025 Balance Sheet, Income Statement, and List of Bills
- 8.) December 2024 & January 2025 Ridership Reports for Fixed Route, Dial-a-Ride, and Northstar Link  
**Commissioner Hunstiger moved, and Commissioner Masters seconded a motion to approve the Consent Agenda. Motion carried.**

Open Forum: No one spoke.

General Business.

9.) Presentation by BerganKDV of FY2024 Preliminary Audited Financial Statements. Caroline Stutsman reported that Metro Bus was issued an unmodified opinion from the Auditors. 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. Ms. Stutsman presented information regarding the financials including inventory, revenues, expenses, equity, capital assets, liabilities, and state and federal grants. **No Motion.**

10.) Consideration of 2025 Preliminary Program of Projects. Nene Israel informed the Commissioners that there were no changes from the FY2025 CIP and Budget that were presented to the Commissioners in September 2024. An open comment period that would run through March 17, 2025, for anyone from the public. **Commissioner Hunstiger moved, and Commissioner Masters seconded a motion to approve Resolution 2025 Preliminary Program of Projects. Motion carried.**

11.) Consideration of HR Policy Update – Chapter 9 Leaves of Absence. Sunny Hesse notified the Commissioners that due to the implementation of a new payroll and HR software system, Metro Bus is looking to revise their sick and vacation accrual process. Metro Bus is looking to move from monthly accruals to accruals by pay period. Ms. Hesse noted that there is no change in the accrual amounts earned by the employees. **Commissioner Masters moved, and Commissioner Hunstiger seconded a motion to approve HR Policy Update – Chapter 9 Leaves of Absence. Motion carried.**

12.) Consideration of 2025 Pay Equity Report. Sunny Hesse noted every three years Metro Bus is required to file a pay equity report with the state of Minnesota. Upon approval from the Commission the

report will be submitted to the state and reviewed for compliance. **Commissioner Hunstiger moved, and Commissioner Masters seconded a motion to approve 2025 Pay Equity Report. Motion carried.**

Department Update. Training and Safety Manager, Scott Stark informed the Commissioners that in fiscal year 2024, Metro Bus hired 26 new and returning employees. 22 of those new hires were operators. Mr. Stark noted that he has recently obtained a third-party examiner certification, which has been an ongoing need for Metro Bus in the last several years. Annual training courses are taking place for Dispatchers, Operators and Administrative staff. With the implementation of the new payroll and HR software system Scott and the rest of the training staff have been preparing materials to help facilitate the training sessions as well as transition into the new system. Lastly, Mr. Stark stated that there was no update to the Metro Bus Agency Safety Plan in 2025.

Adjournment. **Commissioner Miller adjourned the meeting at 4:18 p.m.**