

A regular meeting of the St. Cloud Metropolitan Transit Commission was held on the 18th day of August, 2015 at 4:05 p.m. at the Metro Bus Operations Center. Commissioner Kleis presided with the following present:

|                     |                        |
|---------------------|------------------------|
| Commissioners:      | 1. Dave Kleis          |
|                     | 2. Rick Miller         |
|                     | 3. Amy Braig-Lindstrom |
|                     | 4. Kurt Hunstiger      |
|                     | 5. John Libert         |
| Executive Director: | Ryan Daniel            |
| Managing Director:  | Tom Cruikshank         |
| Finance Director:   | Paula Mastey           |
| Others:             | Hazel Youngmann        |
|                     | Kim Pettman            |
| Metro Bus Staff:    | Libby Dykema           |
|                     | Linda McGowan          |
|                     | Debbie Anderson        |
|                     | Steve Williams         |
|                     | Gary Korneck           |
|                     | Ed Yorek               |
|                     | Scott Stark            |

Recognition for Retiring Employee. Commissioners and staff recognized Driver, Linda McGowan, for 27 years of dedicated service to Metro Bus and congratulated her on her up-coming retirement.

Additions or Changes to the Agenda. There were none. **Commissioner Miller moved and Commissioner Braig-Lindstrom seconded a motion to approve the Agenda as presented. Motion carried.**

Consent Agenda.

5.) Minutes of July 21, 2015 Meeting.

6.) July, 2015 Budget Statement and Bank Reconciliation.

7.) July, 2015 List of Bills.

8.) July, 2015 Ridership Reports for Fixed Route, Dial-a-Ride and Northstar Link.

**Commissioner Miller moved and Commissioner Hunstiger seconded a motion to approve the consent agenda. Motion carried.**

Old Business.

9.) Consideration of 2015-16 Contract with SCSU. Mr. Cruikshank explained that, despite the cuts facing MNSCU next year, the newly negotiated contract came in at \$433,000 just a \$60,000 decrease from last year. There was no reduction of service, only slight adjustments to schedules. **Commissioner Miller moved and Commissioner Libert seconded a motion to approve the 2015-16 SCSU Contract. Motion carried.**

New Business.

10.) Mission Statement Update. Mr. Daniel said that with the update to the Mission Statement staff members can be held accountable to the Statement's core values of Safety, Integrity and Service Excellence. **Commissioner Miller moved and Commissioner Libert seconded a motion to approve the new Metro Bus Mission Statement. Motion carried.**

11.) MnDOT Authorizing Resolutions: #2015-05 Fixed Route, #2015-06 Dial-A-Ride, #2015-07 Northstar Link. Ms. Mastey informed the Board that these are annual resolutions needed to receive MnDOT funding. **Commissioner Braig-Lindstrom moved and Commissioner Hunstiger seconded a motion to approved Resolutions #2015-05, #2015-06 and #2015-07. Motion carried.**

12.) Presentation of Proposed FY2016 Budget. Ms. Mastey discussed additions to the budget including: 2 additional DAR driver positions, one part-time position increased to full-time for both dispatch and FR driver, a night-time maintenance supervisor position, a full-time receptionist position and a part-time planner position. She noted that a 1.7% rate increase per the Collective Bargaining agreement will be implemented in 2016 along with a 4% mandatory Central States pension increase. The debt payment is approximately \$830,000. There was cost savings in fuel due to the CNG buses, but the cost of diesel went up, so overall, the fuel budget was decreased by \$150,000. The aging DAR fleet and the CNG fleet having exceeded its warranty period require increased repair costs resulting in maintenance materials and supplies increasing by \$160,000. Capital improvement items for 2016 include: four (4) DAR buses, a canopy for the back CNG fueling station, website update, accounting and scheduling software, IT infrastructure, equipment and network upgrades and updates to the Transit Center.

13.) Resolution #2015-08 Setting Preliminary Levy on Taxable Property in Transit Area. Ms. Mastey said the levy will remain the same as last year at 3.56%. **Commissioner Miller moved and Commissioner Hunstiger seconded a motion to approve Resolution #2015-08. Motion carried.**

14.) Consideration of Annual Audit Award to KDV. Ms. Mastey explained that KDV has conducted the Metro Bus Audit since the 1980's and currently has a 3-year agreement with Metro Bus for 2015-2017. Commissioner Braig-Lindstrom voiced her concern over one company doing the Metro Bus Audit for so many years. Ms. Mastey said the plan is for a policy to be drafted within the next year that Metro Bus will need to go out for bid on all professional services every five years. **Commission Hunstiger moved and Commissioner Miller seconded a motion to award the Annual Audit Award to KDV. Motion carried.**

15.) Resolution #2015-09 Award of Video Surveillance System. Mr. Williams explained this is the completion of a project which was started in 2014 and will add video cameras and DVR to the Operations Center and upgrade the Transit Center system from analog to digital technology at a cost of \$69,171.90.

16.) Resolution #2015-10 Award of Building Access Control System. Mr. Williams said this also is the completion of a project which was started in 2014 and will finish access control to all internal doors at a cost of \$26,955. **Commissioner Miller moved and Commissioner Braig-Lindstrom seconded the motion to approve Resolutions #2015-09 and #2015-10. Motion carried.**

17.) Resolution #2015-11 Authorization to Purchase Six (6) Class 400 CNG Low Floor Paratransit Vehicles. Mr. Korneck explained that with the No Denial policy, more buses for the DAR system are needed. MnDOT has awarded Metro Bus \$1,146,000 in capital assistance for the purchase. Metro Bus will continue discussions with Hogle Bus and Champion Bus toward a final vehicle specification and price agreement estimated at \$200,000 per bus. **Commissioner Hunstiger moved and Commissioner Braig-Lindstrom seconded a motion to approve Resolution #2015-11. Motion carried.**

18.) Resolution #2015-12 Operations Center Garage Renovation Project. Mr. Yorek explained that the interior walls and doors of the garage vehicle storage and maintenance areas will be cleaned, stripped, prepped and repainted. All ceilings will be cleaned. All floors will be cleaned, prepped and sealed with concrete sealer or coated with epoxy coating. The cost will not exceed \$400,000. Mr. Yorek offered to take people on a tour to explain the project. **Commissioner Braig-Lindstrom moved and Commissioner Hunstiger seconded a motion to approve Resolution #2015-12.** Commissioner Hunstiger asked if there would be an opportunity to rearrange to allow for more parking. Mr. Yorek said that was not an option. Commissioner Braig-Lindstrom voiced her concerns about the safety of the employees during this project and discussion ensued. **Motion carried.**

19.) Consideration of Maintenance Manager Position. Mr. Daniel explained the Lead Mechanic position is currently open, but the needs of the department have changed. The recommendation is that the title be changed to Maintenance Manager and job duties will include direct supervision of mechanics, fuelers and cleaners. The position is a Class F with wages ranging from \$48,370-\$69,915. **Commissioner Miller moved and Commissioner Libert seconded a motion to approve the Maintenance Manager position. Motion carried.**

#### Open Discussion.

- Mr. Daniel informed the Commission that the October Board Meeting will be moved from October 20 to October 22 at 4:00 due to the MPTA conference.
- Mr. Daniel explained that staff is still waiting to hear back from the FTA regarding the ADA policy changes before communicating them to the public.
- Commissioner Kleis congratulated Mr. Daniel on being selected as one of the Top 40 Under 40 by the Mass Transit Association.
- Ms. Pettman asked if the DAR service times could be adjusted to match the Northstar Link times. Currently the Link starts before DAR service on weekends, so those passengers are unable to make those early connections. Mr. Cruikshank explained that making schedule changes to the DAR service was not cost effective at the time when the Link service began, but staff can look into it during the Long Range Plan discussions.
- Ms. Pettman spoke with the Crossroads Mall Manager who said they would prefer the DAR buses drop off and pick up at the North Entrance. This location is closer to where the scooters are located, freeing up mall employees time otherwise spent getting the scooters for the DAR riders. Mr. Cruikshank said there are two authorized pick up locations at Crossroads, one near Target (North) and one near Sears (South). Metro Bus staff met with Crossroads management who want buses to stay out of the already congested food court. Mr. Cruikshank indicated that the North Entrance is used by DAR most often.

Commissioner Braig-Lindstrom indicated that she will not seek re-election in the city of Sartell. Her City term ends in November of 2016 while her Metro Bus term ends June 30, 2016. She has reached out to City Council member David Peterson to possibly fill her seat at Metro Bus. Commissioner Kleis explained that she does not need to be a Council member to be on the Metro Bus Board; it is up to the City to decide whether or not to replace her on the Board after leaving the City Council.

**Adjournment. Commissioner Miller moved and Commissioner Braig-Lindstrom seconded a motion to adjourn the meeting at 4:50 p.m. Motion carried.**