

A regular meeting of the St. Cloud Metropolitan Transit Commission was held on the 22nd day of October, 2015 at 4:00 p.m. at the Metro Bus Mobility Training Center. Commissioner Kleis presided with the following present:

Commissioners:	1. Dave Kleis
	2. Rick Miller
	3. Amy Braig-Lindstrom - Absent
	4. Kurt Hunstiger
	5. John Libert
Executive Director:	Ryan Daniel
Managing Director:	Tom Cruikshank - Absent
Finance Director:	Paula Mastey
Others:	Kim Pettman
Metro Bus Staff:	Libby Dykema
	Pat Decker
	Steve Williams
	Debbie Anderson
	Berta Hartig
	Ed Yorek

Recognition for Retiring Employee. Commissioners and staff recognized Driver, Pat Decker, for 27 years of dedicated service to Metro Bus and congratulated her on her upcoming retirement.

Additions or Changes to the Agenda. # 11, #13 and #15 will be presented by Ryan Daniel in Tom Cruikshank's absence. **Commissioner Libert moved and Commissioner Hunstiger seconded a motion to approve the Agenda as amended. Motion carried.**

Consent Agenda.

- 6.) Minutes of September 15, 2015 Meeting.
 - 7.) September, 2015 Budget Statement and Bank Reconciliation.
 - 8.) September, 2015 List of Bills.
 - 9.) September, 2015 Ridership Reports for Fixed Route, Dial-a-Ride and Northstar Link. **Commissioner Miller moved and Commissioner Hunstiger seconded a motion to approve items #7-9. Motion carried.**
- Commissioner Libert moved and Commissioner Hunstiger seconded a motion to approve item #6. Motion carried with Commissioner Miller abstaining.**

Old Business.

10.) Update on Riders Advisory Committee Meeting. Ms. Anderson reported that a Metro Bus Driver Trainer presented an overview of the instruction that is given to the new drivers making it clear to committee members that more is expected than simply driving from point A to point B. The committee would like to be a part of the Long Range Plan community communication efforts.

11.) Update on Long Range Transportation Plan. Mr. Daniel explained that during the week of November 16, AECOM and Metro Bus staff will hold a series of open houses to communicate with members of the public the results of the Long Range Plan study.

Changes to the Dial-A-Ride system will also be explained at this time. A presentation by Will Calves of AECOM will be made to the Commission following the November 17th Board meeting.

New Business.

12.) Resolution #2015-13, Revised MN Department of Transportation Authorizing 2015 Commuter Challenge Grant. Section 3 was added as a result of changing MnDOT requirements for resolution wording. **Commissioner Libert moved and Commissioner Miller seconded a motion to approve the revised Resolution #2015-13. Motion carried.**

13.) Resolution #2015-15, Authorizing Garage Addition and Roof Replacement Project. Metro Bus recognizes and agrees to provide 20% (\$30,400) to the project that is 80% (\$121,600) funded by state funds. **Commissioner Hunstiger moved and Commissioner Libert seconded a motion to approve Resolution #2015-15. Motion carried.**

14.) Resolution #2015-16, Recognizing Donations Received in Fiscal Year 2015. Metro Bus gratefully accepts donations from New Flyer, Gray Plant Moody, Royal Tire, and Bernicks. **Commissioner Miller moved and Commissioner Hunstiger seconded a motion to approve Resolution #2015-16. Motion carried.**

15.) Consideration of Marketing and Planning Specialist Position and Salary Range. Mr. Daniel explained that at the time the budget was presented to the Commission, it included allocations for undefined new positions. Staff recommends hiring a full-time Marketing & Planning Specialist who will report to the Marketing & Communications Manager while receiving general direction from the Managing Director of Operations & Planning. The salary range is set at Class E from \$46,515 to \$65,799. **Commissioner Libert moved and Commissioner Miller seconded a motion to approve the Marketing & Planning Specialist Position and Salary Range. Motion carried.**

16.) Consideration of 2015 Capital Asset Policy. Ms. Mastey presented a new policy that will be used to comply with the provisions of the GASB Statement No. 34 and Generally Accepted Accounting Principles (GAAP). The policy will address considerations for recording and depreciating fixed assets and tracking asset cost, depreciation and disposal. Establishing the minimum cost value will be the biggest change from the current policy. Previously, all assets of \$500 or more have been recognized. In the new policy that amount will be increased to \$2,000 and in a couple of years will be increased again to the standard capitalization amount of \$5,000. The depreciation schedule used will be the same as what the State of Minnesota uses. **Commissioner Hunstiger moved and Commissioner Libert seconded a motion to approve the 2015 Capital Asset Policy. Motion carried.**

Open Discussion. Mr. Daniel announced two awards that Metro Bus received at the annual Minnesota Public Transit Association (MPTA) Convention. One was an Innovation Award for the Mobility Training Center which he presented to Debbie Anderson and staff. The second award was for 2015 Transit System of the Year. The Nomination was made by MnDOT recognizing the State Roadeo Event. Mr. Daniel will present the award to Berta Hartig and Shawn Pierce who both served on the Roadeo Committee.

Mr. Daniel and Commissioner Miller discussed meeting Peter Rogoff, the Deputy Secretary of Transportation, at the American Public Transportation Association (APTA) annual meeting in San Francisco. They were pleased that he knew about several transit related issues affecting the St. Cloud Metro area.

Mr. Daniel said he and Ms. Mastey met with Tom Gottfried with MnDOT at the MPTA Convention where they discussed the Metro Bus budget and an action plan for the Northstar bus which is budgeted through FY2016. GRIP/ISIAH is meeting with legislators on November 12th to discuss Northstar issues and funding.

Commissioner Libert said the MPTA convention was a good way for him to learn quickly about the Transit Industry.

Hazel Youngmann is at the Sterling Park Nursing Home and feeling better after her accident. Commissioner Kleis suggested sending cards.

Kim Pettman asked that the Metro Bus open house on November 17th not conflict with a large event for disabled citizens that will be going on at the Whitney Center at 6:00 p.m. Mr. Daniel said he would take that into consideration.

Adjournment. Commissioner Miller moved and Commissioner Libert seconded a motion to adjourn the meeting at 4:31. Motion carried.