

A regular meeting of the St. Cloud Metropolitan Transit Commission was held on the 20th day of December, 2016 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 Finance and Administration Officer:	Paula Mastey
Chief Operating and Planning Officer:	Tom Cruikshank
Others:	Kim Pettman
	Michael Bosl – BerganKDV
Metro Bus Staff:	Steve Williams
	Dave Green
	Libby Dykema
	Gary Korneck
	Arlene Wirth
	Ed Yorek

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

Consent Agenda.

- 5.) Minutes of November 15, 2016 Regular Meeting.
- 6.) November, 2016 Budget Statement and Bank Reconciliation.
- 7.) November, 2016 List of Bills.
- 8.) November, 2016 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.**

Open Forum.

Kim Pettman wanted to encourage people to speak up about their needs relating to transportation and health care. She said it's a good time to ask for something because the Greater MN Transit Investment plan is coming up soon and the State is listening.

General Business.

9.) Presentation of FY2016 Preliminary Audited Financial Statements. Michael Bosl reported that Metro Bus received a clean opinion from the Auditors which is the best opinion they are able to give. There were no compliance issues or material weaknesses found, but there were internal control issues related to that lack of segregation of accounting duties and preparation of financial statements. This is nothing unusual or new. There were two legal compliance findings related to the Hoist project. Mr. Bosl presented information regarding the financials including inventory, revenues, expenses, assets, liabilities, investments, and state and federal grants.

10.) Resolution #2016-15, Setting Final Levy on All Taxable Property in the Transit Area. **Commissioner Libert moved and Commissioner Hunstiger seconded a motion to approve Resolution #2016-15. Motion carried.**

11.) Update on Metro Bus Goals for 2017. Arlene Wirth presented the three goals for 2017 which are: 1.) To Increase Ridership by 2%, 2.) To develop a safety culture, and 3.) To strengthen employee satisfaction. She also announced her retirement beginning on February 1, 2017.

12.) Update on 5<sup>th</sup> Avenue Project. Mr. Cruikshank announced that a 2-block portion of 5<sup>th</sup> Avenue next to the Transit Center is going to be reconstructed this summer from Division Street to St. Germain Avenue. As a result, the Transit Center will be closed to the buses, but will stay open for customers. During the months of June, July and August, the buses will hub out of the Lady Slipper parking lot located one block from the Transit Center. Communications to riders will begin this winter. Commissioner Fitzthum asked how the project will affect the goal to increase ridership. Mr. Cruikshank said any disruption in service is going to be a challenge for ridership, but staff will get lots of information out to the riders and really step-up customer service.

#### Executive Director and Department Updates.

13.) IT Department Update. Mr. Williams discussed some of the IT Department's responsibilities including equipment management (workstations, servers, bus and building video cameras, phone system, email server, electronic door access system, vehicle communications radios) and Ridership and NTD reporting. Three upcoming projects for this year are: 1.) Replacement software for finance, HR, operations, maintenance and asset management; 2.) Software version update for the scheduling software; and 3.) Replacement of two servers.

14.) Update on NCDA. Mr. Cruikshank explained that beginning in 2017, there will be a master agreement that acts as a Joint Powers Agreement for Anoka, Hennepin, Stearns and Sherburne Counties that will tie them to a 5-year commitment to operate Northstar Link. Annually there will be an agreement with each County individually.

Other. Mr. Daniel reported that Metro Bus recently underwent a paratransit review conducted by the FTA. Staff is currently in the process of responding to recommended changes. When the process is finalized, a full report will be given to the Board on the results of that review.

Adjournment. **Commissioner Miller moved and Commissioner Hunstiger seconded a motion to adjourn the meeting at 4:42 p.m. Motion carried.**