

A regular meeting of the St. Cloud Metropolitan Transit Commission was held on the 16th day of January, 2017 at 4:00 a.m. at the Metro Bus Operations Center.

Commissioner Kleis presided with the following present:

Commissioners:	1. Dave Kleis – Arrived 4:05 p.m.
	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 Operations Officer:	Jim Perez

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

Consent Agenda.

5.) Minutes of December 19, 2017 Regular Meeting.

6.) Dec 2017 Balance Sheet, Budget Statement and Bank Reconciliation.

7.) Dec 2017 List of Bills.

8.) Dec 2017 Ridership Reports for Fixed Route, Dial-a-Ride and Northstar Link.

Commissioner Hunstiger moved and Commissioner Fitzthum seconded a motion to approve the Consent Agenda. Motion carried.

Open Forum. No one spoke.

General Business.

9. Consideration of Fund Balance and Classification Policy. Paula Mastey presented an updated policy which follows federal guidelines regarding wording and uses FTA language. It defines fund balances and outlines the prioritization of fund balance use and assigned fund balance. The policy will ensure that adequate resources are available to meet cash flow needs for carrying out the regular operation of the Commission as well as meeting cash flow requirements for future needs. **Commissioner Fitzthum moved and Commissioner Hunstiger seconded a motion to approve the Fund Balance and Classification Policy. Motion carried.**

10. Consideration of Personnel Policies. Sunny Hesse presented updated policies regarding Holidays and Leaves of Absences. Changes include pro-rated holiday pay for part-time staff, combining vacation time and personal holidays to be consistent with the Collective Bargaining Agreement, and consistency in payouts to Health Care Savings Plan upon separation. No one will forfeit vacation time due to any changes made in the policies. Paula Mastey said that any policy changes brought to the Commission this year will have no initial negative impact on any employee. **Commissioner Miller moved and Commissioner Hunstiger seconded a motion to approve the Personnel Policies effective February 1, 2018. Employees will have up to their anniversary date to use excess vacation time that resulted from the policy change before forfeiting it. Motion carried.**

Department Updates.

11. Operations Update. Jim Perez explained possible causes of decreased ridership including route changes resulting in fewer transfers, decreased enrollment at SCSU, ride share companies recently entering the community, and lower fuel prices. An internal staff committee is working to find ways to improve services to increase ridership. They are getting input from the Riders Advisory Committee and looking for ways to improve efficiencies and become more effective. They are also studying the long range transit plan. A new Planning Manager will be starting in a few weeks and will help with the process of updating the long range transit plan.

Adjournment. Commissioner Miller moved and Commissioner Libert seconded a motion to adjourn the meeting at 4:18 p.m. Motion carried.