

A regular meeting of the St. Cloud Metropolitan Transit Commission was held on the 20th day of March, 2018 at 4:00 p.m. at the Metro Bus Operations Center. Commissioner Miller presided with the following present:

Commissioners:

1. Dave Kleis – Absent
2. Rick Miller
3. Ryan Fitzthum – Absent
4. Kurt Hunstiger
5. John Libert

Chief Executive Officer:

Ryan Daniel

Chief Finance and Administration Officer:

Paula Mastey

Chief Operations Officer:

Jim Perez – Absent

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

Consent Agenda.

5.) Minutes of February 20, 2018 Regular Meeting.

6.) Feb 2018 Balance Sheet, Budget Statement and Bank Reconciliation.

7.) Feb 2018 List of Bills.

8.) Feb 2018 Ridership Reports for Fixed Route, Dial-a-Ride and Northstar Link.

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

Open Forum. There was no one present to speak.

9.) Consideration of Request for Extended Leave of Absence without Pay. Paula Mastey explained that there is a Fixed Route Operator who was granted a 30-day leave of absence for a medical condition by the HR Director. That employee is now asking for a leave without pay for up to a year which requires the Board's approval. **Commissioner Libert moved and Commissioner Hunstiger seconded a motion to approve the leave for up to one year. Motion carried.**

10.) Consideration of Personnel Policy 9.5 Revision. Ms. Mastey requested approval to revise Policy 9.5 Leaves of Absence without Pay from requiring approval from the Board of Commissioners to requiring approval from the Chief Executive Officer.

**Commissioner Libert moved and Commissioner Hunstiger seconded a motion to approve the revision to Personnel Policy 9.5. Motion carried.**

11.) Consideration of Final FY2017 Audited Financial Statements. PERA's pension liability information for FY2017 become available in February 2018 at which time Auditors at Bergan KDV were able to finalize the Financial Statements. **Commissioner Hunstiger moved and Commissioner Libert seconded a motion to approve the Final FY2017 Audited Financial Statements. Motion carried.**

12.) Consideration of Proposed FY2018 Program of Projects. Ms. Mastey explained that publishing the Program of Projects is necessary in order to receive the 5307 Federal Funding. If no comments or requests for a public hearing are received, it will be presented at the May 15<sup>th</sup> Board Meeting for the Commission's final review and approval. **Commissioner Libert moved and Commissioner Hunstiger seconded a motion to approve the Proposed FY2018 Program of Projects. Motion carried.**

13.) Mobility Training Center Update. Debbie Anderson highlighted the Community Outreach Program. In 2017, 2,196 people visited the Mobility Training Center. Community Outreach offers personalized trip planning, consumer education and route familiarization. Dial-a-Ride eligibility involves an application process, an interview and possible cognitive and/or physical assessments. In 2017, 433 people were approved for the DAR service.

Mr. Daniel introduced Doug Diedrichsen, the new Planning Manager. He is originally from the St. Cloud area, graduated from SCSU, and previously worked for the St. Cloud Area Planning Organization.

**Commissioner Miller adjourned the meeting at 4:15 p.m.**