

A closed meeting of the St. Cloud Metropolitan Transit Commission was held on the 17th day of April, 2018 at 4:00 p.m. at the Metro Bus Operations Center based on Statute 13D.05 Subdivision 3 to discuss the performance review of Ryan Daniel, CEO. Commissioner Kleis presided with the following present:

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

The regular meeting commenced at 4:16 p.m. with the following additional present:

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 Hunstiger moved and Commissioner Miller seconded a motion to approve the Agenda as presented. Motion carried.**

Consent Agenda.

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

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

7.) March 2018 List of Bills.

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

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

Open Forum. There was no one present to speak.

9.) Summary of the Closed Meeting. Commissioner Kleis said that the Board has decided to move forward with a contract renewal and compensation negotiation with Mr. Daniel. A sub-committee consisting of Commissioners Kleis and Miller has been created to proceed with negotiations and they will bring back a recommendation to the Board at a future meeting. **Commissioner Hunstiger moved and Commissioner Miller seconded a motion to approve contract and compensation negotiations with the CEO Ryan Daniel. Motion carried.**

10.) Consideration of Resolution #2018-01, MnDOT Authorizing Resolution 100% Grant for Operating Expansion. Ms. Mastey explained that this is for the second year of a 2-year grant for 100% operating expenses for the Training and Safety Manager and Planning Manager positions.

Commissioner Hunstiger moved and Commissioner Miller seconded a motion to approve Resolution #2018-01. Motion carried.

11.) Consideration of Personnel Policies: Chapter 10 Respectful Workplace and Harassment Prevention Policy. Ms. Hesse said the revision includes more content regarding harassment prevention and includes specific steps to follow for reporting an incident. It provides more empowerment to managers so that not everything needs to be immediately escalated to HR for an investigation. Refresher training will be offered to all employees regarding the changes to the policy. **Commissioner Miller moved and Commissioner Hunstiger seconded a motion to approve Personnel Policies: Ch. 10 Respectful Workplace and Harassment Prevention Policy. Motion carried.**

12.) Consideration of Donation of Two Dial-A-Ride Vehicles. Mr. Daniel explained that two DAR vehicles, valued at \$1,800 each and no longer in service, have reached their useful life according to FTA guidelines. The City of St. Cloud approached Metro Bus about donating these buses to the City. Commissioner Hunstiger commented that Metro Bus should receive monetary compensation from the City. Commissioner Kleis suggested creating a follow-up policy regarding vehicle donations and that only jurisdictions that are members of Metro Bus should be allowed to purchase the vehicles. **Commissioner Hunstiger moved and Commissioner Miller seconded a motion to approve the sale of two Dial-A-Ride buses to the City of St. Cloud for \$100 each. Motion carried with Commissioners Kleis and Libert abstaining.**

13.) Maintenance Department Update. Mr. Yorek said that 3 of the 5 DAR buses are on site with delivery of the 4th expected tomorrow. Electronics and graphics are being installed and they should be in service by next week. Because of communication issues and slow turn-around with Champion, staff may be looking at alternative suppliers, Glaval and Arboc, for the next bus purchase. There is an upcoming specifications meeting for the 3 New Flyer replacement buses that will be ordered.

Other Business.

Commissioner Miller asked what was being done with the recently acquired building next door. Ms. Mastey explained that Metro Bus agreed to, at the time of purchase, an environmental exclusion. Environmental, road and traffic studies could be omitted, but then nothing could be done with the property for 8 years. Funding has been received from MnDOT for 100% of the cost of a feasibility study. Part of that study will determine what the best use of that property will be.

Ms. Mastey recently learned that MnDOT will be cutting funding by 10-12% each year for 2019 and 2020 and the cuts will continue in 2021 and beyond. With that in mind, a new requirement called the State of Good Repair says assets cannot be kept longer than their useful life. Currently there are several buses on the road that are 3-4 years past their useful life according to MnDOT's standards. Metro Bus needs to start thinking about how to increase revenue possibly by increasing fares and/or the levy or by making changes to service. Ms. Mastey will be looking to the Board for direction regarding specific service changes. Operations staff is currently looking at the entire system to find efficiencies and

ways to become more cost effective. This information along with specific information about how routes are performing and the fare study will be presented to the Board at future meetings.

Commissioner Miller moved and Commissioner Hunstiger seconded a motion to adjourn the meeting at 4:44 p.m. Motion carried.