

A regular meeting of the St. Cloud Metropolitan Transit Commission was held on the 18th day of December, 2018 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 Fitzmuth	(Absent)
	4. Kurt Hunstiger	
	5. John Libert	
Chief Executive Officer	Ryan Daniel	
Chief Finance and Administrative Officer:	Paula Mastey	

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 November 20, 2018 Regular Meeting

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

7.) November 2018 List of Bills

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

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

Open Forum: Kim Pettman spoke to the Board and Metro Bus staff about pedestrian safety and who is most affected. Kim spoke about the link between pedestrian safety and safety in the transit community. She asked the Board and Metro Bus staff to find ways to be more safety conscious. Kim also urged the Board and Metro Bus Staff to attend a meeting in January that is put on by the APO and Bike and Pedestrian Safety Committee.

General Business.

9.) Presentation by BerganKDV of FY2018 Preliminary Audited Financial Statements. Steve Wischmann 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 relating to the lack of segregation of accounting duties and preparation of financial statements. This is nothing unusual or new. There were no legal compliance findings. Mr. Wischmann presented information regarding the financials including inventory, revenues, expenses, equity, capital assets, liabilities, and state and federal grants.

10.) Consideration of ADA Transition Plan 2018. Doug Diedrichsen informed the Board that Metro Bus Planning Department, along with the APO, updated the ADA Transition Plan, which is federally mandated. Public input was gathered during the 30-day comment period. Snow removal was a concern to the public as well as fixed route access on Franklin Avenue. Franklin Avenue currently lacks the density and destination required to merit a fixed route stop. Metro Bus remains committed to the safety of the community and its riders. The plan goal is to maintain ADA compliance of the facilities and to help identify barriers in the current infrastructure and remove them if possible. The budget is limited to enhance stop access. Metro Bus plans to work with the respective city or county to help increase access when possible. **Commissioner Miller moved and Commissioner Libert seconded a motion to approve the ADA Transition Plan 2018. Motion carried.**

11.) Consideration of Personnel Policies Ch. 14 Employee Education and Development, Ch. 15 Safety and Wellness. Sunny Hesse presented to the Board Ch. 14 and Ch. 15 of the Personnel Policies. Ch. 14 is related to on-site training at Metro Bus. Metro Bus has the intent to develop another section to this

training at a later date. Ch. 15 looks to update areas such as personal protective equipment, emergency preparedness, workplace violence, tobacco free policy, and workers compensation policy. **Commissioner Libert moved and Commissioner Hunstiger seconded a motion to approve Personnel Policies Ch. 14 Employee Education and Development, Ch. 15 Safety and Wellness. Motion carried.**

12.) Consideration of Resolution #2018-14, Transit Facility Feasibility Study. Gary Korneck updated the Board on the concerns of future growth at Metro Bus's current facilities. SRF Consulting has been awarded the feasibility study bid. Metro Bus is looking for approval to move forward with SRF Consulting to determine the best options for Metro Bus expansion. SRF Consulting was given a deadline of June 30th to have the feasibility study ended. **Commissioner Miller moved and Commissioner Hunstiger seconded a motion to approve Resolution #2018-14 Transit Facility Feasibility Study. Motion carried.**

13.) Consideration of Pass Sales and Outlet Policy. Debbie Anderson informed the Board that they currently have schedules and service information at 30-40 sites throughout the community which are regularly updated. Debbie updated the Board on current pass sale locations used by Metro Bus. **Commissioner Libert moved and Commissioner Hunstiger seconded a motion to approve the Pass Sales and Outlet Policy. Motion carried.**

14.) Consideration of Dial-A-Ride Eligibility Policy. Debbie Anderson relayed to the Board that the Dial-A-Ride service is a transportation based decision, not a medical decision. Each applicant is given a physical and cognitive assessment which will help determine the level of service that is required. **Commissioner Libert moved and Commissioner Hunstiger seconded a motion to approve the Dial-A-Ride Eligibility Policy. Motion carried.**

15.) Consideration of Freedom Card Policy. Debbie Anderson informed the Board that the reduced fare Freedom Card is available to riders who have a disability that prevents them from operating a motor vehicle. This card allows riders to ride at a reduced rate during non-peak service hours. **Commissioner Libert moved and Commissioner Hunstiger seconded a motion to approve the Freedom Card Policy. Motion carried.**

16.) Consideration of Travel Training Policy. Debbie Anderson informed the Board that Travel Training is available to anyone who is interested in learning to ride Metro Bus. Travel Training is a short-term, individualized course of instruction designed to promote independent travel on the Metro Bus transit system. **Commissioner Libert moved and Commissioner Hunstiger seconded a motion to approve the Travel Training Policy. Motion carried.**

Department Update.

17.) Training and Safety Department Update. Gary Korneck continued to elaborate on the feasibility study stating that Metro Bus is currently in the information gathering stage of the study. SRF Consulting has requested data such as blueprints, drawings, maps, and ridership information in which Doug Diedrichsen has been helpful in collecting. Metro Bus has a staff meeting set for January 3rd to discuss potential growth in ridership as well as company expansion. Metro Bus will have a kickoff meeting the week of January 21st with SRF Consulting with the goals of sharing data and putting together a project plan to help remain on schedule moving forward. Metro Bus is working on finalizing the specs for 5 new ARBOC, low floor CNG buses. The first bus is scheduled for line entry January 15th, 2019, with a delivery date of March 22nd. The last 2 of those 5 buses have a delivery date of April 19th, 2019. Metro Bus has 2 MCI commuter coach buses that are near completion with a tentative delivery date of December 27th, 2018. Metro Bus also had three 35ft. CNG New Flyer buses that were delivered. Metro Bus will be retiring three 40ft. diesel buses that were primarily driven on the campus of SCSU. Metro Bus will be reselling the 3 New Flyer diesel buses. Mr. Korneck reported that New Flyer shared their interest in electric buses with Metro Bus. He also reported that between 2014 and 2017 New Flyer produced

2,827 CNG, 2,684 diesel, 1,658 hybrid diesel, and 266 electric buses. Mr. Korneck informed the Board that Metro Bus's uniform contract with G&K Services has expired. G&K Services was purchased by CINTAS Corp. back in 2017 and the results for Metro Bus have been less than desirable. Metro Bus will look to rebrand the uniform program moving forward with more emphasis on safety.

Adjournment: Commissioner Miller moved and Commissioner Libert seconded a motion to adjourn the meeting at 4:49 p.m. Motion carried.