

A regular meeting of the St. Cloud Metropolitan Transit Commission was held on the 19<sup>th</sup> day of February, 2019 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 Fitzmuth  |          |
|                                           | 4. Kurt Hunstiger |          |
|                                           | 5. John Libert    | (Absent) |
| Chief Executive Officer                   | Ryan Daniel       |          |
| Chief Finance and Administrative Officer: | Paula Mastey      |          |

Additions or Changes to the Agenda: **Commissioner Hunstiger moved and Commissioner Fitzthum seconded a motion to approve the Agenda as presented. Motion carried.**

Consent Agenda:

5.) Minutes of February 19, 2019 Regular Meeting

6.) February 2019 Balance Sheet, Budget Statement and Bank Reconciliation

7.) February 2019 List of Bills

8.) February 2019 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 Pay Equity Report. Paula Mastey reported that once every 3 years Metro Bus is required to do a pay equity study. This report is based on the sex-based wage disparities. The study that Metro Bus participated in ended on December 31<sup>st</sup>, 2018. It was reported that Metro Bus failed the minimum requirement of the study by 1.5%. Metro Bus needs approval to submit the report. Metro Bus will submit an RFP to have a pay equity study done. The RFP would also look at job positions and duties to see how they align within Metro Bus. **Commissioner Hunstiger moved and Commissioner Fitzthum seconded a motion to approve Pay Equity Report. Motion carried**

10.) Consideration of Award of Fleet Liability, General Liability, Property and Miscellaneous Insurance Coverage for 2019 – 2020. Scott Stark informed the Board that the renewal of insurance coverage through March, 2020 was coming due. As of March 1<sup>st</sup>, there was a premium increase of \$32,882 which was budgeted for. The increase was due to new buses, the replacement of buses, volume of buses and the overall value of Metro Bus's property. Mahowald Insurance Agency is the current policy holder for Metro Bus through March of 2020. **Commissioner Fitzthum moved and Commissioner Hunstiger seconded a motion to approve Consideration of Award of Fleet Liability, General Liability, Property and Miscellaneous Insurance Coverage for 2019 – 2020. Motion carried**

Department Update.

10.) Administrative and Financial Department Update. Paula Mastey informed the Commissioners of the 2018 goals that were achieved. At the beginning of 2018 the Administration Department sat down and listed all the goals that they want to achieve over the course of the year. It was decided that Metro Bus was going to develop and / or update all administrative policies. Metro Bus is about 95% completed with this goal. Documenting all policies and procedures was also a priority and is also near 95% complete. A total of 29 policies were approved by the Board in 2018. There was a total of 13 new policies that were documented in 2018. Each department was asked to look at their tasks and find out if it was the best fit in their respective department. The goal is to better align duties and make sure tasks are falling where they

should. Community Outreach and Travel Training is 80% complete in updating policies and procedures. Community Outreach also met or surpassed their goals of reaching out to 8 new agencies and 6 new transitional living sites. Community Outreach surveys the individuals that they travel train to gauge whether or not what they are doing is helpful and if there are things they could do differently. Of those surveyed, 99% felt that the training was helpful and made a positive impact. The Finance Department wanted to develop a process that ensures that all statements are reconciled. This is now being done monthly. The continuation of public CNG sales was agreed upon. Human Resources is in the process of creating an employee handbook that will be standard for all in the company. The plan is to make this a digital handbook where it can be easily accessed by all employees. IT is currently in the process of 2 software implementations. Steve Williams is overseeing both of these projects as they are being completed. Marketing and Communication's 2018 goals were to increase social media presence as well as improve the Trip Planner and overall website experience. Both of these goals are multi-year goals that will continue to see improvement moving forward. Procurement's first project was issuing the software RFP. The Feasibility Study is currently in process. Metro Bus is also part of a large bus consortium, which is being headed by Duluth Transit Authority. Metro Bus has taken an active role in this to ensure that specs are being met for the future benefit of Metro Bus. The Training and Safety Department has been active in continuing to build and develop as they are a relatively new department structure. On top of all department and individual goals, Metro Bus also updated their DVD and Title VI programs. Metro Bus was required to write a Transit Asset Management plan, a new FTA requirement that was a 60-page document previously approved by the Board. Metro Bus had their Triennial FTA audit. Community Outreach had over 4450 contacts throughout the year as well as 656 travel trainings. Metro Bus is in the process of standardizing all contracts to be five years. As of now, most contracts with Metro Bus are one or three year contracts. In total, Metro Bus came in \$1.4 million under budget for 2018.

**Adjournment: Commissioner Hunstiger moved and Commissioner Fitzthum seconded a motion to adjourn the meeting at 4:21 p.m. Motion carried.**