

SAINT CLOUD AREA PLANNING ORGANIZATION POLICY BOARD
Thursday, May 14 – 4:30 p.m.

A regular meeting of the Saint Cloud Area Planning Organization Policy Board was held on Thursday, May 14, 2020 at 4:30 p.m. APO Chair Mayor Rick Miller presided with the following members participating via the Zoom app or telephone access:

Mayor Rick Miller	Waite Park
Council Member Paul Brandmire	Saint Cloud
Council Member Dottie Seamans	Sauk Rapids
Supervisor Jeff Westerlund	LeSauk Township
Commissioner Joe Perske	Stearns County
Commissioner A. Jake Bauerly	Benton County
Mayor Ryan Fitzthum	Sartell
Commissioner Raeanne Danielowski	Sherburne County
Ryan Daniel, CEO	Metro Bus
Mayor Rick Schultz	Saint Joseph
Brian Gibson, Exec Director	Saint Cloud APO
Steve Aune	Your CFO, Inc/Accountant
Kari Steinbeisser	CDS/Auditor
Dorothy Sweet	Saint Cloud APO
Vicki Johnson	Saint Cloud APO
Alex McKenzie	Saint Cloud APO
Fred Sandal	Saint Cloud APO

INTRODUCTIONS/ROLL CALL: Introductions were made and Roll Call was taken.

APPROVAL OF AGENDA:

Mayor Rick Schultz motioned to approve the agenda, and Council Member Dottie Seamans seconded the motion. Motion carried. Roll Call Vote (Miller-yes; Brandmire-yes; Danielowski-yes; Bauerly-yes; Seamans-yes; Daniel-yes; Perske-yes; Schultz-yes; Fitzthum-yes).

PUBLIC COMMENT PERIOD: No members of the public were participating.

CONSIDERATION OF CONSENT AGENDA ITEMS: (Approval of Mar 12, 2020 Policy Brd Mtg minutes; Actual Bills List for Mar & Apr and Projected Bills List for May and June; Website Hosting Contract; Shared Use Path Pavement Condition Survey Contract; Travel Demand Model Improvement Contract; Receive Staff Reports on Technical Advisory Committee and Area Transportation Partnership Meeting):
Commissioner Jake Bauerly motioned to approve Consent Agenda Items, and Commissioner Joe Perske seconded the motion. Motion carried. Roll Call Vote (Miller-yes; Brandmire-yes; Danielowski-yes; Bauerly-yes; Seamans-yes; Daniel-yes; Perske-yes; Schultz-Abstained; Fitzthum-yes).

CONSIDER FY2019 AUDIT REPORT:

Kari Steinbeisser, CPA, from auditing firm Conway, Deuth & Schmiesing (CDS), presented via PowerPoint, the results of the 2019 audit. She thanked the APO board members and staff for allowing their firm to conduct the audit, and for their assistance. She reviewed the Independent Auditors' Report:

- ❖ Financial Statements are the responsibility of the Organization's management

- ❖ Auditor's responsibility is to express opinions on these financial statements based on their audit
- ❖ Audit was conducted in accordance with Generally Accepted Auditing Standards
- ❖ Obtained reasonable assurance financials are free from material misstatement
- ❖ Financial statements are presented fairly in their opinion.
- ❖ Presented an internal control letter

Ms. Steinbeisser reviewed and discussed:

- ❖ The Statement of Net Position for 2018 and 2019
- ❖ Revenue for 2018 and 2019 (Member Assessments, Consolidated Planning Grant, MnDOT, Lobbyist Assessments, Consultant Projects CPG Pass-Through, Other Revenue)
- ❖ Expenses for 2018 and 2019
- ❖ Revenue and Expenses comparing 2017, 2018, and 2019
- ❖ Cash and Investment Balances for 2017, 2018, 2019
- ❖ Cash Flows (Receipts from Members & Grantors, Payments to Suppliers and Employees) for 2017, 2018, 2019
- ❖ Compliance Section (Minnesota Legal Compliance-in accordance with Audit Guide issued by OSA, and Government Auditing Standards (Internal Control: One significant deficiency noted: Auditor prepared financial statements {Same deficiency as last year})
- ❖ Required Communications (Accounting Practices, No Difficulties Encountered), Corrected and Uncorrected Misstatements, No Disagreements with Management, Management Representations, Management Consultations with other Accountants, and Other Audit Findings or Issues)
- ❖ Management Letter/General Recommendations: Grant Revenues and Employer Health Savings Account (HSA) Contributions. The plans for avoiding and correcting the inconsistencies with the Grant Revenues issue and HSA contributions were presented.

Mayor Rick Schultz motioned to approve the FY 2019 Audit, and Mayor Ryan Fitzthum seconded the motion. Motion carried. Roll Call Vote (Miller-yes; Brandmire-yes; Danielowski-yes; Bauerly-yes; Seamans-yes; Daniel-yes; Perske-yes; Schultz-yes; Fitzthum-yes).

TIP AMENDMENT:

Senior Transportation Planner, Vicki Johnson, gave a PowerPoint presentation regarding the proposed Amendment to the FY 2020-2023 Transportation Improvement Program. WACOSA is proposing to add the purchase of one replacement Class 400 bus to the TIP. The Project cost is \$89,610 with \$71,688 coming from Federal Transit Administration funds and \$17,922 coming from WACOSA. Fiscal constraint will be maintained. Public comment period concluded on May 8 and included on-line surveys and two virtual open houses. The TAC recommended Policy Board approval.

Council Member Dottie Seamans motioned to approve the TIP Amendment, and Commissioner Raeanne Danielowski seconded the motion. Motion carried. Roll Call Vote (Miller-yes; Brandmire-yes; Danielowski-yes; Bauerly-yes; Seamans-yes; Daniel-yes; Perske-Abstained; Schultz-yes; Fitzthum-yes).

OTHER:

Mr. Gibson thanked the Policy Board members for adjusting to the technology changes for holding the meeting.

Ms. Seamans asked that the Auditor's PowerPoint be sent to the members.

Commissioner Perske asked if the APO had any issues with COVID-19 pandemic. Mr. Gibson responded that some additional software was needed to allow employees to work from home, but otherwise it was working out reasonably well.

ADJOURNMENT:

The meeting was adjourned at 5:07 p.m.