A1.  **MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened**

The meeting was called to order at 4:03 pm, on December 21st, 2017 by Chair Elmer, noting a quorum was not present. Introductions were made.

A2.  **Approve Order and Contents of Overall Agenda, approved**

Chair Elmer asked for approval for the overall agenda. Mr. Maddox noted that, as previously discussed, it was suggested that consent agenda items B3 and B4 be moved to the regular agenda for discussion.

No action was taken on this item due to a lack of quorum.

A3.  **Past Meeting Minutes**

Chair Elmer asked for approval of the Minutes of the November 16th, 2017 Meeting.

No action was taken on this item due to a lack of quorum.
A4. Monthly Bills, approved
Chair Elmer asked for approval of the December 2017 Bills as listed on Attachment 1 of Agenda Item A4.

MOTION: Approve the December 2017 Bills List.
Mr. Spaulding moved, seconded by Mr. Gunkelman.
MOTION, passed
Motion carried unanimously.

*A quorum of six members can approve bills per Policy Board Bylaws

B. CONSENT AGENDA
Due to a lack of quorum, the following consent agenda items were not acted upon.

1. December 2017 Month End Budget Report
2. Auditing Services Consultant Selection and Contract
3. Metro COG 2045 LRTP Consultant Selection and Contract
4. Metro COG UPWP Amendment #5

No action was taken on this item due to a lack of quorum.

C. REGULAR AGENDA
C1. Public Comment Opportunity
No public comments were made or received.

No MOTION

C2. Metro COG Staffing Update
Mr. Maddox introduced Metro COG’s new hire, Anna Pierce. Ms. Pierce provided a brief summary of herself and background.

Ms. Leach provided an update on status of the Executive Director hiring process, stating that phone/Skype interviews will likely begin the second week of January.

C3. Policy Board 2018 Meeting Schedule
Chair Elmer and Ms. Leach discussed the proposed 2018 Policy Board meeting schedule noting that a survey was sent out to Policy Board members asking their preferred meeting time. Of the surveys received there were three votes for 8:00 am, two votes for noon, and seven votes for 4:00 pm. Therefore, it is the intent to continue to meet at 4:00 pm.

No action was taken on this item due to a lack of quorum.

*Sharon May joined the meeting via phone at 4:45 PM
*Mark Simmons joined the meeting via phone at 4:47 PM

C4. Metro COG Articles of Association
Mr. Maddox discussed the proposed revisions to the Metro COG Articles of Association. Revisions to the Articles of Association include an additional voting member as a result of Horace becoming a voting member and associated language to reflect that.
No action was taken on this item due to a lack of quorum.

C5. Metro COG Bylaws
Mr. Maddox brought up for discussion the request of having the Policy Board Chair serve a two-year term versus a one-year term. This topic was brought up by the Executive Committee noting that there is often a lengthy learning curve each year when a Chair assumes the role. By having a two-year term, the Chair could be well-versed in his/her roles and responsibilities come year two. A discussion followed but no consensus was made. Chair Elmer stated that this could be a topic for a future meeting.

C6. Metro COG Administrative Policies
Mr. Maddox discussed the proposed revisions to the Metro COG Administrative Policies. Revisions to the Administrative Policies would include the inclusion of an outside HR department and changes to Metro COG’s organization structure.

No action was taken on this item due to a lack of quorum.

C7. Metro COG Personnel Policies
There was discussion about Metro COG’s Personnel Policies. Proposed revisions to the Personnel Policies include: sensitivity training for employees, criminal background checks to employees and employee benefit review by both the Policy Board and Executive Director.

No action was taken on this item due to a lack of quorum.

C8. Metro COG Organizational Structure
The proposed organization structure was provided to the Policy Board and a brief discussion followed. Mr. Maddox stated that the proposed organizational structure would take on a more hierarchy role.

No action was taken on this item due to a lack of quorum.

C9. Election of Metro COG Policy Board Officers
It was stated that Arland Rasmussen will be the Policy Board Chair in 2018 with Jenny Mongeau as the planned Vice Chair.

No action was taken on this item due to a lack of quorum.

C10. Prioritize Transportation Alternatives (TA) Applications
Mr. Farnsworth underscored the process of prioritizing the annual Transportation Alternatives application projects noting that a total of seven projects were submitted to Metro COG within North Dakota and three projects were submitted to Metro COG within Minnesota. The prioritization of the projects will next be submitted to the respective state DOT for consideration.

No action was taken on this item due to a lack of quorum.
C11. **2018 Competitive Wage Adjustment**
Mr. Maddox discussed the competitive wage adjustment that typically occurs annually. It was noted that Metro COG follows the City of Fargo’s competitive wage adjustment. The proposed adjustment would be 2%.

No action was taken on this item due to a lack of quorum.

C12. **Appreciation of Chair Brenda Elmer**
Metro COG staff and they Policy Board extended their appreciation to Policy Board Chair Brenda Elmer for all her work and assistance throughout the past year. Metro COG staff presented to Chair Elmer an award plaque. Chair Elmer then shared a few words.

D. **Additional Business**
None

E. **Adjourn**

*MOTION: Adjourn the 548th Meeting of the FM Metro COG Policy Board*

Mr. Rasmussen moved, seconded by Mr. Haney.

*MOTION, passed*

Motion carried unanimously.

The 548th Meeting of the FM Metro COG Policy Board held Thursday, December 21st, 2017 was adjourned at 5:24 pm.

F. **THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD THURSDAY JANUARY 18TH, 2018, 4:00 P.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.**

Respectfully Submitted,

Savanna Leach
Executive Secretary