

DULUTH TRANSIT AUTHORITY

2402 West Michigan Street * Duluth, MN * (218) 722-4426

Board of Directors Meeting

November 29, 2017

DTA Board Room

Approximately at 5:30 p.m.

MINUTES

Directors Present: Wayne Nelson, President Aaron Bransky, Vice President Rondi Watson, Secretary/Treasurer Julie Zaruba Fountaine Ed Gleeson	Mike Casey Joshua Smerdon	Directors Excused: Leslie Evans Henry Banks	Directors Absent:
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DTA Staff Present: Ben Herr, First Transit Management Carla Montgomery, Director of Finance Rod Fournier, Director of Operations Nancy Brown, Procurement Manager	Lisa Paczynski, Administrative Assistant Heath Hickok, Director of Marketing Aleda Johnson, Director of IT Sophia Parr, Director of Planning & Grants
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Others Present: Trecia Ellis, Transit Special Services President (STRIDE)	
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Call to Order: President Nelson called the meeting to order at 5:18 p.m.

Closed Executive Session

Secretary/Treasurer Watson made a motion to close the regular Board of Directors Meeting to open a Closed Executive Session to discuss personnel issues. Director Julie Zaruba Fountaine seconded this motion. After personnel issues were discussed, Vice President Bransky made a motion to adjourn the Closed Executive Session and re-open the regular Board of Directors Meeting with Director Gleeson seconding this motion. Motion approved.

Approval of Minutes

- * October 25, 2017 Board of Directors & Committee Meetings Minutes: A motion was made by Director Zaruba Fountaine and seconded by Director Gleeson to approve the October 25, 2017 Board of Directors & Committee Meeting minutes. Motion carries.

Action Items

- * Resolution No. 197 – STRIDE Contract Award: A motion was made by Vice President Bransky seconded by Director Zaruba Fountaine to approve the Board of Directors November 29, 2017 Resolution No. 197 awarding the STRIDE contract to Transit Special Services as was discussed in the Finance Committee Meeting. Resolution carries.

NOVEMBER 2017 - RESOLUTION NO. 197

Concerning the ADA Paratransit Contract for STRIDE;

Whereas, the DTA has properly sought proposals for ADA Paratransit Services for a five-year contract with a five-year option; and

Whereas, the DTA staff determined that a third-party contract was more economical for the DTA than operating the service directly; and

Whereas, the base price and the option price is fair and reasonable when compared with current DTA expenses and other transit systems; and

Whereas, the provider, Transit Special Services has successfully performed the service for the past 27 years for the DTA.

Now, therefore be it resolved, that the DTA Board of Directors hereby approves the contract with Transit Special Services, Inc. of St. Cloud for the period of January 1, 2018 through December 31, 2022 under the terms presented herein.

PASSED AND ADOPTED THIS 29TH DAY OF NOVEMBER 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 198 – Lake Superior College (LSC) U-Pass Contract Approval: A motion was made by and Vice President Bransky subject to inserting the date of the August Board Meeting seconded by Director Zaruba Fountaine to approve the Board of Directors November 29, 2017 Resolution No. 198 approving the U-Pass contract (2018-2021) as was discussed in the Finance Committee Meeting. Director Zaruba Fountain made the motion to accept Resolution 198 as amended with Director Gleeson seconding this amendment. Resolution carries.

NOVEMBER 2017 - RESOLUTION NO. 198

Concerning the Agreement with Lake Superior College for Transit Pass Services;

Whereas, the DTA and LSC has a transit program to provide transit passes for students, faculty and staff; and

Whereas, the DTA Board of Directors approved the general terms of the Agreement and authorized an extension to the Agreement to finalize terms and conditions, and authorized Dennis Jensen to execute the Agreement at the August 30, 2017 Board Meeting; and

Whereas, LSC requested changes to the Agreement that were approved by DTA staff to define increases and decreases in costs in conjunction with changes in ridership levels, and to add a right to terminate if costs change.

Now, Therefore Be It Resolved that the Duluth Transit Authority Board of Directors hereby approves the final terms and conditions of the Agreement, and hereby authorizes the Director of Operations, Rod Fournier, the authority to execute the Agreement.

PASSED AND ADOPTED THIS 29TH DAY OF NOVEMBER 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * MOTION – DTA Easy Card Promo Approval: Vice President Bransky requested the \$2.00 replacement fee for a lost proximity card be waived as well. Other Board members agreed with this amendment to the motion. However, Director Gleeson and Director Zaruba Fountaine believe this replacement fee is a good deterrent for customers to be more responsible with the cards. Director Casey added that DTA staff could track the number of prox. cards being replaced, and if it becomes an issue, bring back another motion to the Board requesting approval to reinstate the \$2.00 replacement fee. After further discussion, a motion was made by Vice President Bransky to amend the motion by waiving the \$2.00 replacement fee and it was seconded by Secretary/Treasurer Watson. President Nelson called a vote; 4 Board of Directors voted in favor of waiving the replacement fee with 3 Board members voting against. Motion carries.
- * MOTION – Christmas Eve Services Curtailment Approval: A motion was made by Vice President Bransky and seconded by Secretary/Treasurer Watson to approve the curtailment of Christmas Eve services which is the last bus on each route that departs downtown prior to 7:10 p.m. In response to Director Casey, Staff person Fournier explained that this has occurred for approximately 30 years. After 6:00 p.m., the DTA ridership drops significantly, and there has been no negative public reaction to the holiday service hours.

In addition, this year Christmas Eve falls on a Sunday when bus service ends early anyway. Director Gleeson added that the City of Duluth has a mandate that requires all bars and restaurants to close by 8 p.m., and he is hoping that this will be changed. When and if this happens, he will not be in favor of voting to curtail Christmas Eve bus services in the future. Motion carries.

Old Business

- * None.

New Business

- * Martin Luther King (MLK) Events: Mr. Herr explained that Director Banks asked how the DTA supports any events that occur during the Martin Luther King week. The following table indicates which DTA routes which support MLK events, and this information is displayed on buses and the DTA's website.

DTA Routes Within ¼ Mile of MLK Event Locations:

- Jan. 11/Mayoral Reception: All DTA Routes except 5, 17, 18, 21, 23
- Jan. 12/Rhythm & Hues: DTA Routes 11, 11M, 11K, 12, 23
- Jan. 13/Youth Nation: DTA Routes 10, 11K, 14W
- Jan. 14/Inter-Faith Worship Service: DTA Routes 7, 10H, 11K, 13
- Jan. 15/Community Breakfast: DTA Routes 1, 2, 3, 4, 5, 8, 9MT, 21
- Jan. 15/March Off: DTA Routes 10, 11, 11K, 11M, 14W
- Jan. 15/Rally: All DTA Routes except 5, 17, 18, 21, 23

In October, the City of Duluth requested 75 bus passes from the DTA. Former General Manager Dennis Jensen personally paid for these passes.

- * DTA Board of Directors Handbook: To assist Board members with their roles and responsibilities as a Board member, Mr. Herr and Mr. Fournier created a desktop reference handbook for review. The information contained in this Handbook was obtained from the American Public Transportation Association (APTA) and Federal Transit Administration (FTA) and can be used as a guide specifically for transit Board members. Basically, this information can be described as a Transit Agency 101 class that explains how transit agencies are set up, funding sources, etc. Mr. Herr cautioned Board members that this information is 3 years old, and some of the funding sources mentioned in the articles no longer exist. None the less, this guide is full of useful information.
- * 2018 Board Retreat: The above-mentioned Board of Directors Handbook will be used to develop the agenda for a possible Board Retreat. First Transit and other transit agencies will be consulted for their best practices and topics of discussion. After further discussion, it was decided that a survey would be sent to Board members to determine whether a Board Retreat should be held, and if so, the agenda topics, location, length, etc., of a Board Retreat.

Public Comment

- * None.

Announcements

- * *December Employee of the Month:* The Employee of the Month Committee has selected Bus Operator, Eric Larson, as the Employee of the Month for December of 2017. Eric started at the DTA as a Part-Time Bus Operator in October of 2000 and was promoted to full-time in July of 2002. Eric has outstanding customer service and safety records. He was previously DTA Employee of the Month in July of 2003 and April of 2009. Eric was raised in the Lincoln Park neighborhood with his three brothers and sister. He graduated from Denfeld High School in 1996 and attended Lake Superior College (LSC) in 1998. Before starting his career at the DTA in 2000, Eric worked in the shipping department at several warehouses in the region including: Menard's Distribution Center, Schwan Sales and Eby Brown. Julie and Eric met in the year 2000 shortly after he began working at the DTA. They were married in November of 2001 and recently celebrated their 16th Wedding Anniversary. Julie currently works as an Assistant Teacher at the Summit School in Duluth. Eric and Julie live on the North Side of Superior with their three children Kelly, Kaitlyn and Katrina. Their oldest, Kelly, is 17 and in the 11th grade. She enjoys dance and participates in the Upward Bound Program, a college-prep program for high school students. Upon graduation, Kelly plans on attending college in Texas. Kaitlyn is 15 and in the 10th grade. She enjoys swim team and participates in the Upward Bound Program too. Their youngest, Katrina, is 14 and in 9th grade. She loves animals and takes care of the family's pets including three dogs, three geckos, a hamster and a fish tank. All three girls play soccer and attend Superior High School. When Eric isn't driving a DTA bus, he enjoys driving nails into two-by-fours. He's always working on different household projects and recently remodeled Kaitlyn's room by installing an egress window and replaced all the moldings. Eric also enjoys ice fishing and bought brand new gear in 2016 that he has yet to use. In the summer, the family enjoys biking on paved trails and kayaking. They recently kayaked the Apple River and the Brule River together. Eric takes his career as a DTA Bus Operator very seriously and considers himself a responsible professional. He enjoys the challenge of driving during winter weather events and considers himself to have exceptional bus driving skills. However, he has yet to compete in a Minnesota State Bus Rodeo competition. "I love my job, I love to drive," said Eric. "It's definitely nice to be out on the road and not confined to a desk in an office." Eric continued. The DTA commends Eric Larson for his dedicated service as a Bus Operator and congratulates him on being selected Employee of the Month for December of 2017!

Adjournment

With there being no further business, a motion was made by Vice President Bransky seconded by Director Casey to adjourn the November 2017 regular Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 7:00 p.m.

Respectfully submitted,

Lisa Paczynski

Wayne Nelson, President

Date