

DULUTH TRANSIT AUTHORITY

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

Board of Directors Meeting

September 26, 2018

DTA Board Room

Approximately at 5:30 p.m.

MINUTES

Directors Present: Aaron Bransky, President Rondi Watson, Vice President Henry Banks, Secretary/Treasurer Krystal Brandstatter Julie Zaruba Fountaine	Mike Casey Ed Gleeson Tom Szukis Joshua Smerdon	Directors Excused: Joshua Smerdon	Directors Absent:
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DTA Staff Present: Phil Pumphrey, General Manager Carla Montgomery, Director of Finance Nancy Brown, Procurement Manager	Lisa Paczynski, Administrative Assistant Heath Hickok, Director of Marketing Jim Heilig, Interim Director of Planning & Grants
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Others Present: Gail Schoenfelder	Sally Munger
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Call to Order: President Bransky called the meeting to order at 5:32 p.m.

Approval of Minutes

- * August 29, 2018 Board of Directors & Committee Meeting Minutes: A motion was made by Director Casey and seconded by Secretary/Treasurer Banks to approve the August 29, 2018, Board of Directors & Committee Meeting minutes. Motion carries.

Public Comment

- * Public Comment: Gail Schoenfelder and Sally Munger of the Duluth League of Women Voters explained the purpose and importance of encouraging more citizens to vote and thanked the DTA Board of Directors for their consideration of offering free transit rides on Election Day.

Action Items

- * Resolution No. 229 – Thanksgiving Day Extra Service Approval: A motion was made by Director Zaruba Fountaine and seconded by Secretary/Treasurer Banks to approve the Board of Directors September 26, 2018 Resolution No. 229 concerning the approval of extra bus service on Thanksgiving Day. Resolution carries.

SEPTEMBER 2018 - RESOLUTION NO. 229

Concerning service on Thanksgiving Day.

Whereas; the DTA has historically provided free rides on Thanksgiving with volunteer labor until 2015;

Whereas; this service is mainly used by people going to and from the DECC;

Whereas, the DTA will be operating Holiday service that day also;

Whereas, service is needed from Downtown to the DECC; and

Whereas, the College of St. Scholastica has found sponsors to reimburse the DTA for all fares that day.

Now, therefore be it resolved, that the DTA Board hereby approves the provision of additional paid service on Thanksgiving Day and free fares on all DTA buses that day.

PASSED AND ADOPTED THIS 26TH DAY OF SEPTEMBER 2018 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 230 – Christmas Eve Curtailment Services Approval: A motion was made by Vice President Watson and seconded by Director Zaruba Fountaine to approve the Board of Directors September 26, 2018 Resolution No. 230 concerning the approval of curtailing bus service on Christmas Eve. Resolution carries with one abstention from Director Gleason.

SEPTEMBER 2018 - RESOLUTION NO. 230

Concerning the curtailment of Christmas Eve services.

Whereas, bus ridership declines heavily after 4 p.m. on Christmas Eve.

Now, therefore, be it resolved, that the DTA Board of Directors

approves the curtailment of Christmas Eve services which is the last bus on each route that departing downtown prior to 7:10 p.m.

PASSED AND ADOPTED THIS 26TH DAY OF SEPTEMBER 2018 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 231 – New Year's Eve Extra Service Approval: A motion was made by Vice President Watson and seconded by Director Zaruba Fountaine to approve the Board of Directors September 26, 2018 Resolution No. 231 concerning the approval of offering free fares after 5:00 p.m. on New Year's Eve provided the DTA secures funding to offset the cost of free fares. After much discussion, it was suggested the resolution be amended by offering free rides contingent upon the DTA procuring funding of at least 50% of the service cost and lost revenue. Director Zaruba Fountaine made a motion to approve the proposed amendment with Vice President Watson seconding this amendment. Vice President Watson suggested marketing for funding sponsors should begin earlier in the year. Resolution carries with one abstention from Director Gleason.

SEPTEMBER 2018 - RESOLUTION NO. 231

Concerning the New Year's Eve Services and Fares.

Whereas, the DTA might be expanding late night bus operations and offering free fares after 5:00 P.M. on New Year's Eve, and

Whereas, the DTA wishes to be compensated for the expanded service and fares.

Now, therefore, be it resolved, that the DTA Board of Directors hereby approves expanding services and providing free fares after 5:00 p.m. contingent upon securing funding of at least 50% of the service cost and lost revenue from outside sources.

Be it further resolved, that the DTA Board of Directors hereby approves free fares on New Year's Eve after 5:00 p.m.

PASSED AND ADOPTED THIS 26TH DAY OF SEPTEMBER 2018 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 232 – Election Day Free Fares Approval: A motion was made by Secretary/Treasurer Banks and seconded by Director Gleason to approve the Board of Directors September 26, 2018 Resolution No. 232 concerning free fares on Election Day. Resolution carries.

SEPTEMBER 2018 - RESOLUTION NO. 232

Concerning Free Fares on Election Day.

Whereas, the DTA has historically provided free rides on Election Day in past years;

Whereas, this service encourages more people to vote, and

Now, therefore, be it resolved, that the DTA Board hereby approves the provision free fares on all DTA buses on Election Day.

PASSED AND ADOPTED THIS 26TH DAY OF SEPTEMBER 2018 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 233 – Surplus Property Approval: A motion was made by Director Casey and seconded by Director Brandstatter to approve the Board of Directors September 26, 2018 Resolution No. 233 concerning the sale of the 1994 Sunliner Tram and trailer. Resolution carries.

SEPTEMBER 2018 - RESOLUTION NO. 233

Concerning the disposal of surplus Tram:

Whereas the DTA has a 1994 Sunliner Tram and trailer that has met its useful life and no longer needed for passenger service;

Whereas, the DTA has confirmed that the City of Duluth does not have a need for the Tram; and

Whereas, the DTA has received an independent appraisal of the value of the Tram and trailer.

Now, therefore, be it resolved, that the DTA Board of Directors hereby authorizes DTA staff to make the Tram available to the public for purchase in an “as is where is” condition. The DTA Board of Directors further approves applying the proceeds from the sale of the Tram to other capital projects, subject to the regulations and/or approval of the FTA.

PASSED AND ADOPTED THIS 26TH DAY OF SEPTEMBER 2018 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 234 – Proterra Tire Lease Approval: A motion was made by Director Gleeson and seconded by Secretary/Treasurer Banks to approve the Board of Directors September 26, 2018 Resolution No. 234 concerning leasing snow tires for the electric buses from Michelin, Inc. Resolution carries.

SEPTEMBER 2018 - RESOLUTION NO. 234

Concerning the tire lease for electric buses:

Whereas, the DTA electric bus fleet has different sized tires than the diesel fleet;

Whereas, after reviewing tire fitment, performance and availability of snow tires, DTA staff determined that the only snow tire that fit on the electric buses was from Michelin; and

Whereas, Michelin has agreed to abide by their bid prices in the competitive bid conducted in May 2018.

Now, therefore, be it resolved, that DTA Board of Directors hereby awards a sole source contract to Michelin, Inc. to lease tires for the electric buses in the amount presented herein.

PASSED AND ADOPTED THIS 26TH DAY OF SEPTEMBER 2018 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 235 – Maintenance Vehicles Approval: A motion was made by Director Casey and seconded by Director Gleeson to approve the Board of Directors September 26, 2018 Resolution No. 235 concerning the purchase of two F-250 Ford pick-up trucks for Maintenance purposes. Resolution carries.

SEPTEMBER 2018 - RESOLUTION NO. 235

Concerning the award of Maintenance Pick Up Trucks:

Whereas, the DTA Maintenance trucks are 2002 model year and have reached the end of their useful life; Whereas, 2019 F-250 pickup trucks are available under the Minnesota State bid prices through Midway Ford, and will meet the needs of the DTA Maintenance Department; and

Whereas, the trucks will be retrofitted with flat beds and plows after they are delivered for an estimated cost of \$12,000.00 for each vehicle.

Now, therefore, be it resolved, that the DTA Board of Directors hereby awards the purchase of two F-250 Ford pick-up trucks to Midway Ford in the estimated amount of \$29,372.84 each plus delivery costs and authorizes the DTA staff to procure a flatbed and plows for an estimated cost of \$12,000.00 for each vehicle.

PASSED AND ADOPTED THIS 26TH DAY OF SEPTEMBER 2018 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 236 – Budget Revision to MN-2017-017-00 Approval: A motion was made by Vice President Watson and seconded by Director Casey to approve the budget revision to MN-2017-017-00. Resolution carries.

SEPTEMBER 2018 - RESOLUTION NO. 235

Concerning the Budget Revision to MN-2017-017-00;

Whereas, the DTA has overbudgeted monies in this grant for the electric bus; and

Whereas, the DTA has significant other eligible capital needs.

Now, therefore, be it resolved, that the DTA hereby requests the budget amendment to MN-2017-017-00 to transfer monies between existing line items.

PASSED AND ADOPTED THIS 26TH DAY OF SEPTEMBER 2018 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

Old Business

- * Board of Directors Retreat Agenda Topics/Survey Results: Board members agree with the proposed agenda. This Retreat will be considered a Special Board Meeting, but in addition there may be a couple of resolutions to consider for approval, therefore the meeting will begin at 2:00 p.m. Staff person Paczynski will contact Zeitgeist about room availability

New Business

- * General Manager Monthly Report: General Manager Pumphrey gave a brief report regarding his activities for the past month (i.e. 1:1 meetings with various key personnel from the City, State, DTA staff, local colleges; DTA projects, Leadership Duluth, DTC activities, fall trolley service).

- * Soles to the Polls: Secretary/Treasurer Banks invited all Board Members to attend this Get Out the Vote Festival on October 13 at Denfeld High School. The purpose of this festival is to increase voter turnout and voter participation on Election Day, November 6, among individuals and groups that traditionally are less likely to vote.
- * General Manager Monthly Report: Manager Pumphrey stated DTA Operations Supervisors attended TSA Basic Accident Investigation training in Spokane, Washington. The DTA's 2019 budget was approved by the City of Duluth, and in the future with Board approval, the DTA may donate a paratransit vehicle (that has reached then end of its useful life) to the DPD. In addition, a second shelter has been installed on Grand Avenue. Regarding First Transit, Nick Promponas is replacing Rick Dunning as Senior Vice President; Rick Dunning is retiring at the end of December. In addition, Ben Herr has been promoted to Regional Vice President and will oversee the DTA.

Announcements

- * October Employee of the Month: The Employee of the Month Committee has selected Elise Barnick-Snyder as the Employee of the Month for October of 2018. The DTA commends Elise for his dedicated professionalism and congratulates her on being selected Employee of the month for August of 2018!

Adjournment

With there being no further business, a motion was made by Director Gleeson and seconded by Director Szukis to adjourn the September 26, 2018 regular Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 6:30 p.m.

Respectfully submitted,
Lisa Paczynski

Aaron Bransky, President

Date