

DULUTH TRANSIT AUTHORITY

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

Board of Directors Meeting

Wednesday, October 25, 2017

DTA Board Room

Approximately at 5:30 p.m.

MINUTES

Directors Present: Wayne Nelson, President Aaron Bransky, Vice President Rondi Watson, Secretary/Treasurer Leslie Evans Ed Gleeson	Henry Banks Joshua Smerdon Julie Zaruba Fountaine Mike Casey	Directors Excused:	Directors Absent:
DTA Staff Present: Dennis Jensen, General Manager 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	
Others Present: Trecia Ellis, Transit Special Services President (STRIDE)		Connie Nylund, STRIDE Manager	

Call to Order: President Nelson called the meeting to order at 6:10 p.m.

Approval of Minutes

- * September 27, 2017 Board of Directors & Committee Meetings Minutes: A motion was made by Secretary/Treasurer Watson and seconded by Director Zaruba Fountaine to approve the September 27, 2017 Board of Directors & Committee Meeting minutes. Motion carries.

Action Items

- * Resolution No. 194 – STRIDE Vehicle Communication Equipment Purchase: A motion was made by Director Smerdon and seconded by Secretary/Treasurer Watson to approve the Board of Directors October 25, 2017 Resolution No. 194 concerning the award of a communication solution for STRIDE vehicles as was discussed in the Operations Meeting. Resolution carries.

OCTOBER 2017 - RESOLUTION NO. 194

Concerning the award of a communication solution for STRIDE vehicles:

Whereas, the DTA desires to add a radio and a GPS mapping device to the STRIDE vehicles; and

Whereas, adding the communication equipment will enable better tracking and reporting for STRIDE trips, and

Whereas, the DTA has an Indefinite Delivery, Indefinite Quantity (IDIQ) contract with Trapeze Group for the software integration; and

Whereas, DTA staff has evaluated the cost and determined that the cost is fair and reasonable.

Now, therefore be it resolved, the Duluth Transit Authority Board of Directors hereby awards the communication solution for STRIDE vehicles as a sole source award to Trapeze Group in the amount of \$47,575.00, and the purchase of the necessary hardware and cellular service as presented herein.

PASSED AND ADOPTED THIS 25TH DAY OF OCTOBER 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 195 – DTC Lower Level Parking Rate Adjustment Approval: A motion was made by Vice President Bransky and seconded by Director Gleeson to approve the Board of Directors October 25, 2017 Resolution No. 195 concerning the reduction of the lower level parking rate in the DTC parking ramp as was discussed in the Finance Committee Meeting. Resolution carries.

OCTOBER 2017 - RESOLUTION NO. 195

Concerning the rates for the Duluth Transportation Center (DTC) Parking Ramp:

Whereas, the DTA has been monitoring the number of contract customers at the DTC parking ramp and has determined that the lower level is underutilized; and

Whereas, a more competitive rate may encourage greater utilization in the lower level parking area and generate more customer revenue; and

Whereas, the DTA will continue to monitor the number of ramp customers and request adjustments as needed to maximize customers and revenues.

Now, therefore be it resolved, the Duluth Transit Authority Board of Directors hereby adopts a rate of \$89.00 per month for reserved parking in Level 1 of the DTC parking ramp effective January 1, 2018.

PASSED AND ADOPTED THIS 27TH DAY OF SEPTEMBER 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 196 – DTC Hourly Parking Rates Adjustment Approval: A motion was made by Director Zaruba Fountaine and seconded by Director Smerdon to approve the Board of Directors October 25, 2017 Resolution No. 196 authorizing DTA staff to simplify hourly parking rates at the DTC parking ramp as was discussed in the Finance Committee Meeting. Resolution carries.

OCTOBER 2017 - RESOLUTION NO. 196

Concerning the hourly parking rates for the Duluth Transportation Center Parking (DTC) Ramp:

Whereas, the DTA has been monitoring the number of customers at the DTC parking ramp and has determined that a first hour free and a simplified hourly parking rate thereafter will not result in a substantial change in revenue; and

Whereas, a simplified parking rate will encourage parking downtown during the holiday shopping season; and

Whereas, the DTA will continue to monitor the number of ramp customers and request adjustments as needed to maximize customers and revenues in the future as needed.

Now, therefore be it resolved, the Duluth Transit Authority Board of Directors hereby adopts the hourly parking rate as presented herein.

PASSED AND ADOPTED THIS 27TH DAY OF SEPTEMBER 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Appointment of Interim General Manager: President Nelson received a letter from Rick Dunning, First Transit SVP, regarding their plan for the replacement of General Manager Dennis Jensen upon his retirement on November 3rd. Director Banks suggested this regular Board Meeting be adjourned to discuss this personnel topic in a closed Executive Board Meeting. After further discussion regarding the legal requirements for a closed session, it was decided to continue as an open Board meeting and not close it to the public, or DTA staff. First Transit proposes that Lauren “Ben” Herr (First Transit Director of Operations) to serve as Interim DTA General Manager.

Old Business

- * Furthermore, after careful consideration, the promotion of the current DTA Operations Manager, Rod Fournier to the DTA General Manager position after a 5-month transition period. Mr. Fournier possesses the requisite skills and experience necessary to assume the General Manager role. Mr. Herr will provide a seamless continuity of First Transit management at the DTA and will work with Rod to develop a transition and orientation plan as he prepares for his new role at the DTA, and as a First Transit employee. First Transit is offering Mr. Herr's service for a period of up to 5 months, and will be responsible for any costs associated with travel, living expenses and training. Board member Casey and Banks stated they are not concerned with the hiring of Mr. Fournier because they do believe he is a qualified candidate; however, they are frustrated with the overall hiring process. Director Casey stated that he does not believe the process is being followed that was laid out, though he has no problem with the recommendation. Board members expected to interview other candidates as well. Director Bransky added that he is appreciative of processes as well, but what's more important is the transition of the new DTA General Manager. Manager Jensen explained that First Transit conducted a nationwide outreach for GM applicants. However, it is difficult to overcome the reputation of Duluth's cold weather and northern location. Manager Jensen stated that he believes that Rod is the most qualified candidate for the job, though it will be necessary for Rod, as a direct employee of a multinational corporation to become more familiar with the required reports and General Manager responsibilities, and this is what the transition period will provide to him. Manager Jensen stated that it is First Transit's plan to provide Rod with the experience of visiting and observing other transit systems similar in size and scope to the DTA to see how their systems operate in comparison to the DTA. Manager Jensen stated that Mr. Herr will also work with the DTA Board to schedule and conduct a Strategic Planning Retreat. Rod and DTA staff will also participate in this session to further develop his preparation for the GM role and to also establish the Board's goals for the DTA system. After more discussion, centering on the Board's role in the hiring process and the Directors concerns with the limited number of qualified applicants, Vice President Bransky made a motion to accept First Transit's proposal of Ben Herr as Interim General Manager, with Mr. Rod Fournier continuing in his role as DTA Operations Manager during the transition period. Director Zaruba Fountaine seconded the motion. In response to a concern raised by President Nelson, Mr. Herr will spend 100% of his time in Duluth. As suggested, Vice President Bransky amended his earlier motion to read, "As set forth in the First Transit letter dated, October 25, 2017, the DTA Board of Directors approves Mr. Herr to serve as the DTA's interim General Manager for a period not to exceed 4 months and to guide Mr. Fournier as he transitions into the DTA General Manager role." Director Zaruba Fountaine seconded this motion; motion carries.
- * General Manager Jensen Recognition: Vice President Bransky previously served on the DTA Board of Directors from 2004-2011, and added that it has been a privilege and honor to serve with General Manager Jensen at the DTA's helm. Vice President Bransky also added that he is confident that Manager Jensen has hired a great team over the years, and this team is very capable of keeping the DTA running smoothly after his retirement.
- * Mud Lake Causeway: Director Casey hopes to present more information regarding this issue at a future Board Meeting.
- * Business Cards: To make it easier to communicate with the public, Director Gleeson suggested that DTA Board of Directors be given business cards.

New Business

* None.

Public Comment

* None.

Announcements

* *November Employee of the Month:* The Employee of the Month Committee has selected Part-Time Bus Operator, Bob Goeway, as the Employee of the Month for November of 2017. Bob started at the DTA as a Part-Time Bus Operator in October of 2016. This is his first time being selected DTA Employee of the Month. Bob was born and raised in Duluth. He graduated from the old Central High School located in downtown on 2nd Street in 1970 only two years before the new Central High School opened on top of the hill. He studied Architectural Drafting at the Duluth Area Vocational Technical Institute (DAVTI), now known as Lake Superior College (LSC), and received his Certificate of Completion in 1972. He went back to DAVTI in 1973 and studied Mechanical Drafting for a year. After college, Bob worked as a Draftsman and Sales Associate at Hermantown Lumber for a year. He then transitioned to a position at Barko Hydraulics and worked there from 1974 to 1983. Frasier Shipyards hired Bob in 1983 and he worked there until 1985. Then in 1985, Bob accepted a position at Equipment Rental where he worked until 1988. From 1988 to 1991, he worked at Todd Signs and is proud of the fact that signs he helped install at St. Luke's and UMD that are still in use. Bob bought the Cloquet Billman Home Center in 1992 and renamed it the Cloquet Home Center. He owned and operated that business for 23 years before closing it in 2016. Bob has been married to his wife, Laura, for 26 years. She was also a small business owner as the proprietor of the Blue Lake Gallery. Now, she works at the Harley Davidson store in Duluth. The employee discount is a nice perk because Bob is a motorcycle enthusiast. They enjoy logging miles on Bob's 2009 Harley Ultra Classic and have taken trips to the West Coast and Sturgis, South Dakota. Bob and Laura currently reside on Park Point in the former Fire Hall building that they've been renovating for three years since purchasing it from the City of Duluth in 2013. Bob and Laura have two small dogs. "Zipper" is a Jack Russell terrier and "Moe" is a schnauzer they rescued. As a small business owner, Bob was always on the clock. Now, he can punch-in for his shift and punch-out when he's done driving the bus. It's also a great position for him because he gets to utilize the exceptional customer service skills he's obtained while managing a retail lumber business for over two decades. "Nobody has more fun than me and that is how I try to approach all aspects of my life including driving a DTA bus," Bob said. The DTA commends Bob Goeway for his dedicated service as a Part-Time Bus Operator and congratulates him on being selected Employee of the Month for November of 2017!

Adjournment

With there being no further business, a motion was made by Vice President Bransky seconded by Director Gleeson to adjourn the October 25, 2017 regular Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 7:30 p.m.

Respectfully submitted,

Lisa Paczynski