

DULUTH TRANSIT AUTHORITY

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

Board of Directors Meeting

November 28, 2018

DTA Board Room

Approximately at 5:30 p.m.

MINUTES

Directors Present: Aaron Bransky, President Rondi Watson, Vice President Julie Zaruba Fountaine Krystal Brandstatter	Mike Casey Ed Gleeson Joshua Smerdon	Directors Excused: Tom Szukis Henry Banks, Secretary/Treasurer	Directors Absent:
DTA Staff Present: Phil Pumphrey, General Manager Carla Montgomery, Director of Finance Chris Belden, Director of Planning & Grants Nancy Brown, Procurement Manager	Lisa Paczynski, Administrative Assistant Heath Hickok, Director of Marketing		
Others Present: Trecia Ellis, STRIDE President	Kathleen Spencer		

Call to Order: President Bransky called the meeting to order at 5:30 p.m.

Approval of Minutes

- * September 26, 2018 Board of Directors & Committee Meeting Minutes: A motion was made by Director Zaruba Fountaine and seconded by Vice President Watson to approve the September 26, 2018 Board of Directors & Committee Meeting minutes. Motion carries.
- * October 24, 2018 Special Board of Directors Meeting Minutes: A motion was made by Director Casey and seconded by Director Gleeson to approve the October 24, 2018 Special Board of Directors Meeting minutes. Motion carries.
- * October 24, 2018 Board of Directors Strategic Planning Retreat Minutes: A motion was made by Vice President Watson and seconded by Director Smerdon to approve the October 24, 2018 Board of Directors Strategic Planning Retreat minutes. Motion carries.

Public Comment

- * Public Comment: On behalf of the Homeless Person's Bill of Rights Coalition, Kathleen Spencer asked if the DTA would consider keeping the DTC open all night during the winter for the homeless population. The CHUM center cannot accommodate more than 100 people, and it is estimated there are over 400 homeless people in the Duluth area. The DTC would be staffed by CHUM volunteers; therefore, no additional security should be needed. It was mentioned that local churches in St. Cloud and Chicago have opened their basements, and this may be an option in Duluth as well. After further discussion, the DTA Board of Directors agreed to discuss this topic further and will contact Ms. Spencer with their decision. The current DTC policy doesn't allow for anyone to loiter in the facility for longer than 1 hour.

Action Items

- * Resolution No. 238 – IDIQ Contract with Trapeze Approval: A motion was made by Director Zaruba Fountaine and seconded by Vice President Watson to approve the Board of Directors November 28, 2018 Resolution No. 238 concerning the approval of an IDIQ contract with Trapeze, for the period of January 1, 2018 through December 31, 2022. Resolution carries.

NOVEMBER 2018 - RESOLUTION NO. 238

Concerning the IDIQ Contract and Sole Source with Trapeze.

Whereas, the DTA often must buy replacement parts and services for our revenue vehicles and IT department;

Whereas, many of these items for software upgrades, replacement parts, and/or assistance have no legal competition, and

Whereas, Trapeze has patents on their hardware and copyrights for their software, thus under the “Unique or Innovative Concept” and the “Patents or Restricted Data Rights” clauses Trapeze warrants an approved sole source vendor for the DTA’s ITS replacement parts, ITS real-time solutions, ITS bus replacement parts, ITS system maintenance, and ITS maintenance agreements.

Whereas, this type of purchase is expedited by an IDIQ contract.

Now, therefore, be it resolved, that the DTA Board hereby approves IDIQ contract with Trapeze, for the period of January 1, 2018 through December 31, 2022.

PASSED AND ADOPTED THIS 28TH DAY OF NOVEMBER 2018 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 239 – IDIQ for Fuel and Lubricant Suppliers Approval: A motion was made by Director Gleeson and seconded by Director Brandstatter to approve the Board of Directors November 28, 2018 Resolution No. 239 concerning the approval of IDIQ contracts with various fuel and lubricant sellers. Resolution carries.

NOVEMBER 2018 - RESOLUTION NO. 239

Concerning IDIQ Contracts with Fuel and Lubricant Sellers.

Whereas, the DTA bids out diesel, gasoline, and lubricant purchases;

Whereas, the DTA currently has six providers on the bid list for these services;

Whereas, additional bidders can be added by their request;

Whereas, generally any of the diesel fuel awards require Federal Certifications;

Whereas, the IDIQ contract provides flexibility to the DTA and vendors; and

Whereas, the DTA awards to the low, responsive, and responsible bidder.

Now, therefore, be it resolved, that the DTA Board of Directors hereby approves IDIQ contracts with: Edwards Oil, ICO, Rainy Lake, World Fuel Services, Molo Companies, Petroleum Traders, Petro Canada, and Harbor City Oil.

PASSED AND ADOPTED THIS 28TH DAY OF NOVEMBER 2018 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 240 – Low Cost Local Suppliers Approval: A motion was made by Director Zaruba Fountaine and seconded by Gleeson to approve the Board of Directors November 28, 2018 Resolution No. 240 concerning the approval of small purchases from various low-cost local supply vendors. In answer to Vice President Watson, there is always an opportunity for another supplier to be added to the list. Resolution carries.

NOVEMBER 2018 - RESOLUTION NO. 240

Concerning the Low Cost Local Suppliers for small purchases.

Whereas, the Federal Government allows grantees to make small purchases from low cost, local suppliers; and

Whereas, such purchases cannot exceed \$500.00.

Now, therefore, be it resolved, that the DTA Board of Directors hereby declares the following vendors to be Low Cost Local Suppliers for CY 2018 and 2019:

Northern Business Products, Allstate Peterbilt, Auto Value, AutoZone, Fastenal, Halvor Lines, Interstate Battery, Johnson Auto Body Supply Company, Kolar, Lake City Towing, Menards, NAPA, Northern Engine, Northern States Supply, Northern Tool, O'Reilly, Russel Steel, Sanco, and St. Germain's.

PASSED AND ADOPTED THIS 28TH DAY OF NOVEMBER 2018 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * *Resolution No. 241 – DTC Use Statement Approval:* A motion was made by Vice President Watson and Director Brandstatter to approve the Board of Directors November 28, 2018 Resolution No. 241 concerning the general obligation bond #03806 as required by the State of Minnesota. Resolution carries.

NOVEMBER 2018 - RESOLUTION NO. 241

Be it resolved that the Duluth Transit Authority entered into an agreement with the State of Minnesota for general obligation bond #03806, dated August 26, 2013 and amended November 21, 2014 for the construction of a multimodal transportation facility; and

The General Obligation Bond requires an annual certification that real property and the facility thereon is used and operated for a public purpose in conjunction with a public program, specifically, a multimodal transportation facility in the City of Duluth.

Now, therefore, be it resolved, that the DTA Board hereby affirms that the Duluth Transportation Center and related property is operated for a public purpose in conjunction with a public program in compliance with the terms and conditions of the State of Minnesota General Obligation Bond #03806, as amended.

PASSED AND ADOPTED THIS 28TH DAY OF NOVEMBER 2018 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * *Resolution No. 242 – Adoption of DTC 2019 Budget for Transit Operations Approval:* A motion was made by Director Gleeson and Director Casey to approve the Board of Directors November 28, 2018 Resolution No. 242 concerning the general obligation bond #03806 as required by the State of Minnesota. Resolution carries.

NOVEMBER 2018 - RESOLUTION NO. 242

Be it resolved that the Duluth Transit Authority entered into an agreement with the State of Minnesota for general obligation bond #03806, dated August 26, 2013 and amended November 21, 2014, for the construction of a multimodal transportation facility; and

The General Obligation Bond requires that the DTA will operate the property and facility for public purpose in conjunction with a public program, specifically, a multimodal transportation facility in the City of Duluth, and will “annually adopt, by resolution, a budget for the operation of such programs...” Now, therefore, be it resolved, that the DTA Board hereby ratifies the 2019 Budget presented to the DTA Board of Directors on August 29, 2018, for the operation of a public program at the Duluth Transportation Center in compliance with the terms and conditions of the State of Minnesota General Obligation Bond #03806, as amended.

PASSED AND ADOPTED THIS 28TH DAY OF NOVEMBER 2018 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * *Resolution No. 243 – Roof Engineer Approval:* A motion was made by Vice President Watson and seconded by Director Gleeson to approve the Board of Directors November 28, 2018 Resolution No. 243 concerning the award for roof engineering services at the main DTA Operations Facility. Resolution carries.

NOVEMBER 2018 - RESOLUTION NO. 243

Concerning the approval of award for Roof Engineering Services:

Whereas, the Duluth Operations Center roof is reaching the end of its useful life, and the DTA wishes to retain a qualified engineer for technical services;

Whereas, the DTA sought qualified firms and selected Inspec as the most qualified firm for this project; and

Whereas, DTA and Inspec have agreed upon terms and conditions for the project.

Now, therefore, be it resolved, that the DTA Board hereby approves the award of the contract for Roof Engineering Services to Inspec as presented herein.

PASSED AND ADOPTED THIS 28TH DAY OF NOVEMBER 2018 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * *Resolution No. 244 – Paratransit Vehicles:* A motion was made by Director Gleeson and seconded by Director Smerdon to approve the Board of Directors November 28, 2018 Resolution No. 244 concerning the purchase of five low-floor STRIDE vehicles. Resolution carries.

NOVEMBER 2018 - RESOLUTION NO. 244

Concerning the approval to purchase Paratransit Vehicles:

Whereas, the current fleet of Arboc Low Floor STRIDE vehicles have reached the end of their useful life;

Whereas, the DTA can purchase new vehicles off the State of Minnesota contract; and

Whereas, the Champion low floor paratransit vehicle from Hoglund Bus in the amount of \$126,588.00 each was deemed the best fit for STRIDE services.

Now, therefore, be it resolved, that the DTA Board hereby approves the award of five Champion paratransit vehicles to Hoglund Bus in the amount of \$632,940.00.

PASSED AND ADOPTED THIS 28TH DAY OF NOVEMBER 2018 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Motion – Disposal of Surplus Vehicles: A motion was made by Director Casey and seconded by Director Gleeson to approve the sale or transfer of federal interest in Surplus Vehicles. DTA staff has identified one, 2006 40-foot Gillig bus, and six, 2007 35-foot Gillig buses as surplus vehicles having met their useful life and are ready to be auctioned to the highest bidder. Disposal of surplus vehicles is subject to FTA approval. Motion carries.

Old Business

- * Board of Directors of Retreat: The Board Retreat went well. A matrix was created which will help Board members and DTA staff keep apprised of those action items that have been completed. It is hoped that information regarding the Bylaws revision can be discussed at next month's meeting. Regarding the website development, Staff person Hickok will discuss the option of beta users during the development process.

New Business

- * 2018 Metro Innovative Solutions Award: General Manager Pumphrey announced that the DTA received this award recognizing its work with Proterra designing the auxiliary heater and charge management system during the BusCon National Bus Conference in Indianapolis. A link to the article can be sent to Board members for their review.

Announcements

- * November Employee of the Month: The Employee of the Month Committee has selected Vince Stepan as the Employee of the Month for November. The DTA commends Vince for his dedicated professionalism and congratulates him on being selected Employee of the month.
- * December Employee of the Month: The Employee of the Month Committee has selected Mladen Dakovic as the Employee of the Month for December. The DTA commends Mladen for his dedicated professionalism and congratulates him on being selected Employee of the month.
- * January 9th Bus Rapid Transit (BRT) Forum: This forum will be held at the Duluth Public Library (downtown) from 3:30-5:30 p.m. in the Green Room.
- * DTA Alternate for MIC Policy Board: Director Ed Gleeson volunteered to become the DTA alternate on the MIC Policy Board whenever Director Casey cannot attend. A letter will be sent to Ron Chicka at the MIC informing him of this appointment.

Adjournment

With there being no further business, a motion was made by Director Smerdon and seconded by Director Brandstatter to adjourn the November 28, 2018 regular Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 6:50 p.m.

Respectfully submitted,
Lisa Paczynski

Aaron Bransky, President

Date