

DULUTH TRANSIT AUTHORITY

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

Board of Directors Meeting

December 27, 2017

DTA Board Room

Approximately at 5:30 p.m.

MINUTES

Directors Present: Wayne Nelson, President Leslie Evans Rondi Watson, Secretary/Treasurer Julie Zaruba Fountaine Ed Gleeson	Mike Casey Joshua Smerdon Henry Banks	Directors Excused: Aaron Bransky, Vice President Leslie Evans Ed Gleeson	Directors Absent:
---	---	--	--------------------------

DTA Staff Present: Ben Herr, First Transit Management Carla Montgomery, Director of Finance Rod Fournier, Director of Operations Sophia Parr, Director of Planning & Grants	Lisa Paczynski, Administrative Assistant Heath Hickok, Director of Marketing Aleda Johnson, Director of IT
--	--

Others Present: Trecia Ellis, Transit Special Services President (STRIDE)	
---	--

Call to Order: President Nelson called the meeting to order at 5:32 p.m.

Approval of Minutes

- * November 29, 2017 Board of Directors & Committee Meetings Minutes: A motion was made by Director Zaruba Fountaine and seconded by Secretary/Treasurer Watson to approve the November 29, 2017 Board of Directors & Committee Meeting minutes. Motion carries.

Action Items

- * Resolution No. 199 – STRIDE Vehicle Purchase Award: A motion was made by Director Smerdon and seconded by Director Zaruba Fountaine to approve the Board of Directors December 27, 2017 Resolution No. 199 authorizing the purchase of 6 STRIDE (Paratransit) vehicles from the 2018 MN Cooperative Purchasing Venture (State Bid List) as was discussed during the Finance Committee Meeting. In response to Director Banks’s question, currently, there are 9 STRIDE vehicles in the fleet. Resolution carries.

DECEMBER 2017 - RESOLUTION NO. 199

Concerning the purchase of 6 Low-Floor STRIDE (Paratransit) vehicles:
Whereas, the DTA operates a paratransit system known as STRIDE; and
Whereas, the DTA is required to replace vehicles when they reach their useful life which is defined for a low-floor vehicle as 5 years or 150,000 miles;
Whereas, the current STRIDE vehicles will reach their useful life in 2018;
Whereas, the DTA received funding in the amount of \$652,800 from the Federal Transit Administration through a 5339 grant in FY2016 to purchase 6 replacement STRIDE vehicles;
Whereas, FTA funding covers 80% of all capital costs leaving 20% to be funded through local share which is taken out of the DTA’s property tax levy and equates to \$163,200 creating a total budget for the vehicles of \$816,000;
Now, therefore be it resolved that the DTA Board of Directors hereby approve the use of the 5339 grant funds in the amount of \$652,800 to be used to purchase 6 low-floor STRIDE vehicles off the 2018 Minnesota Cooperative Purchasing Venture.

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

- * *MOTION – Memorandum of Understanding (MOU) Between MnDOT/MIC/DTA:* Secretary/Treasurer Watson made a motion with Director Smerdon seconding the motion to approve the Memorandum of Understanding (MOU) between the Minnesota Department of Transportation (MnDOT), the Metropolitan Interstate Council (MPO) and the Duluth Transit Authority (Transit Operator). The purpose of the MOU is to support a performance-based approach to the metropolitan transportation planning and programming process as required by the United States Department of Transportation (USDOT) regulations. Motion carries.

Old Business

- * *General Manager Transition Process:* Ben Herr stated it is expected that effective February 1, Rod Fournier will transition to the General Manager position. He also added with DTA staff assistance, he is in the process of conducting internal First Transit audits of various DTA internal operations. Mr. Fournier is scheduling on-site visits at other First Transit properties (i.e. Peoria, IL, Monroe, MI) to network with other senior management and review their operation systems. In addition, Rick Dunning, First Transit Senior Vice President, will visit the DTA in January. Mr. Fournier is in the process of hiring his Director of Operations replacement. Given the complexities of the Operations Director position, this opening will be posted internally. Lastly, Mr. Dunning will attend the next Board Meeting.

New Business

- * *DTA Board Retreat Survey:* Mr. Herr reported a survey was sent to Board members requesting possible topics of discussion, retreat date, length of retreat, etc. Six out of nine Board members completed the survey. Based upon the survey results, some Board members believe it would be more beneficial if DTA staff rotated and presented a specific topic for review/discussion at the Board meetings rather than holding a separate retreat. If a retreat is held, it would be best to wait until the new Board members are sworn in later summer/early fall. Some possible topics for discussion are Long-Term Planning, Transit Funding 101, Understanding Financial Statements, Goals and Objectives of the Duluth TDP, etc. Director Banks would also like to learn more about the Operation Supervisors' roles and responsibilities. After further discussion, Board members would like a brief overview each month of a specific department's operation within the DTA.

Public Comment

- * None.

Announcements

- * *January Employee of the Month:* The Employee of the Month Committee has selected Service Worker, Gene White, as the Employee of the Month for January of 2018. Gene was began working in the DTA's Maintenance Department as a full-time Service Worker in November of 2015. This is his first DTA Employee of the Month Award. Gene has good attendance and does just about anything he's asked to do. He's cheerful and gets along with everyone. Gene was born and raised in Duluth. He grew up in the Gary/New Duluth neighborhood with his five brothers and two sisters. The family lived in New Duluth because it was close to the U.S. Steel plant in where his father had worked for 32 years. Gene graduated from Morgan Park High School and joined the U.S. Navy in 1984. He was honorably discharged in 1988

after serving as an Operations Specialist onboard the USS Barney; a Guided Missile Destroyer in the Middle East. After the Navy, Gene worked as an unarmed security guard for Menards for a year in loss prevention. Then, he was an armed security guard at the Duluth International Airport. In 1989, Gene accepted a job at Georgia Pacific as a general laborer and held the position of Operator/Relief Team Lead when he was laid-off in 2012 due to the company's closing. From 2012 to 2015, Gene worked on seasonal road projects for MnDOT. He also worked as a security guard for the Lake Superior Zoo in 2015 before starting at the DTA. Gene has been married to his wife, Mary, for 23 years, but they've known each other for more than 35 years. She was literally the "girl next door" who grew up on the same block as Gene in New Duluth. They now live in a New Duluth house only two blocks from their childhood homes. They recently rescued a 1-year old cat named Picasso which is coincidentally the same name of the backsplash design they both agreed on buying when remodeling their kitchen this year. Being an avid hunter and fisherman, Gene enjoys the outdoors of the North. He admits to being more adventurous of a hunter in his younger years having gone on a Moose hunt in Canada. He's a Twins fan in the spring and summer months and has been to Target Field. The Vikings are his favorite football team. His second favorite is whichever NFL team is playing the Packers. He also watches the Minnesota Wild, but was originally a North Stars fan who was fortunate enough to see them play at the Met Center in Bloomington. Gene enjoys working at the DTA and believes his position as Service Worker in the Maintenance Department is the perfect job to end his career with. "I enjoy having a good time and getting along with all of my coworkers," said Gene. "There is a lot of comradery in the garage which makes coming to work fun." Gene continued. The DTA commends Gene White for his dedicated service as a Service Worker and congratulates him on being selected Employee of the Month for January of 2018!

Adjournment

With there being no further business, a motion was made by Director Smerdon and seconded by Director Zaruba Fountaine to adjourn the December 2017 regular Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 6:05 p.m.

Respectfully submitted,

Lisa Paczynski

Wayne Nelson, President

Date