

DULUTH TRANSIT AUTHORITY

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

Board of Directors Meeting

April 25, 2018

DTA Board Room

Approximately at 5:30 p.m.

MINUTES

Directors Present: Aaron Bransky, Vice President Rondi Watson, Secretary/Treasurer Ed Gleeson Julie Zaruba Fountaine	Mike Casey Joshua Smerdon Krystal Brandstatter	Directors Excused: Henry Banks Wayne Nelson, President	Directors Absent:
DTA Staff Present: Ben Herr, First Transit Management Carla Montgomery, Director of Finance Nancy Brown, Procurement Manager Rod Fournier, Director of Operations	Lisa Paczynski, Administrative Assistant Heath Hickok, Director of Marketing		
Others Present: Chris Belden, MIC Duluth News Tribune Staff Reporter	Trecia Ellis, STRIDE President		

Call to Order: Due to President Nelson's absence, Vice President Bransky called the meeting to order at 5:40 p.m.

Approval of Minutes

- * March 23, 2018, Special Board of Directors & Committee Meeting Minutes: A motion was made by Director Zaruba Fountaine and seconded by Director Gleeson to approve the March 23, 2018, Special Board of Directors & Committee Meeting minutes. Motion carries.
- * March 28, 2018, Board of Directors & Committee Meeting Minutes: A motion was made by Director Zaruba Fountaine and seconded by Director Gleeson to approve the March 28, 2018, Board of Directors & Committee Meeting minutes. Motion carries.
- * April 23, 2018, Special Board of Directors & Committee Meeting Minutes: A motion was made by Director Zaruba Fountaine and seconded by Director Gleeson to approve the April 23, 2018, Special Board of Directors & Committee Meeting minutes. Motion carries.

Action Items

- * Resolution No. 207 – Trolley Lease Agreement Authorization: A motion was made by Secretary/Treasurer Watson and seconded by Director Gleeson to approve the Board of Directors April 25, 2018 Resolution No. 207 concerning the authorization to lease a trolley from SouthWest Transit from May 1 through August 1, 2018. Resolution carries.

APRIL 2018 - RESOLUTION NO. 207

Concerning the Trolley Lease:

Whereas the DTA plans to expand the service hours for the Port Town Trolley during the 2018 summer months and needs a backup vehicle in the event a DTA trolley is out of service; and

Whereas, the current timeline for procuring a new trolley vehicle is beyond the 2018 service months; and

Whereas SouthWest Transit has offered a reserve vehicle to the DTA for the period of May 1, 2018 through August 1, 2018, for \$1.00 per month plus operating costs and any maintenance that may be required.

Now, therefore be it resolved that the DTA Board of Directors hereby authorizes the DTA General Manager to enter into a lease agreement with SouthWest Transit to lease a trolley vehicle for use as a backup vehicle for the 2018 Port Town Trolley service months.

PASSED AND ADOPTED THIS 25TH DAY OF APRIL 2018 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 208 – Grandma’s Marathon & Garry Bjorklund Half Marathon Approval: A motion was made by Secretary/Treasurer Watson and seconded by Director Zaruba Fountaine to approve the Board of Directors March 28, 2018 Resolution No. 205 concerning the approval of free fares to participants in the Grandma’s Marathon and Garry Bjorklund Half Marathon. Resolution carries.

APRIL 2018 - RESOLUTION NO. 208

Concerning the approval of Free Fares for Grandma’s Marathon and Garry Bjorklund Half Marathon participants with the presentation of their runner’s bib number:

Whereas, Grandma’s Marathon and Garry Bjorklund Half Marathon is scheduled for Saturday, June 23, 2018; and

Whereas, runners participating in either Marathon may use the DTA transit system to supplement their travel to the start of the race as well as at the finish; and

Whereas, Marathon runners participating in race day activities promotes greater awareness of the DTA transit system to all residents in our service area; and

Whereas, providing a free fare for Marathon participants will provide an incentive to utilize the DTA transit system throughout the entire weekend of race festivities.

Now, therefore, be it resolved, the DTA Board of Directors hereby approves free fares for Grandma’s Marathon and Garry Bjorklund Half Marathon participants with the presentation of their runner’s bib number.

PASSED AND ADOPTED THIS 25TH DAY OF APRIL 2018 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 209 – Trolley Vehicle Purchase: A motion was made by Director Zaruba Fountaine and seconded by Director Gleeson to approve the Board of Directors April 25, 2018 Resolution No. 209 concerning the purchase of one trolley from HomeTown Trolley. Resolution carries.

April 2018 - RESOLUTION NO. 209

Concerning the contract to purchase Trolley Vehicles;

Whereas, the Duluth Transit Authority was awarded a Greater Minnesota New Service Expansion grant to purchase one new trolley vehicle in conjunction with expanding service for the Port Town Trolley; and

Whereas, the DTA’s current trolley vehicles have reached the end of their useful life and the DTA may elect to purchase additional trolleys contingent upon an identified need and funding availability; and

Whereas, the DTA has evaluated respondents to the request for proposals and reviewed each manufacturer’s vehicles and manufacturing facility, and selected Double K, Inc. dba HomeTown Trolley as the vehicle that best meets the DTA’s needs; and

Whereas, the staff evaluated the change in cost and determined the price to be fair and reasonable.

Now, therefore be it resolved, that the DTA Board of Directors hereby approves a five-year contract for the purchase of up to four trolley buses to Double K, Inc., dba as HomeTown Trolley as presented herein, and authorizes the DTA to proceed with the purchase of one new trolley in the amount of \$375,223.56.

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

- * Resolution No. 211 – DTA/Arrowhead Transit MOU: A motion was made by Secretary/Treasurer Watson and seconded by Director Gleeson to approve the Board of Directors March 28, 2018 Resolution No. 211 concerning the approval of the DTA to enter into a Memorandum of Understanding with Arrowhead Transit to begin offering service to certain assisted living and low-income facilities in Duluth (Miller Hill Manor, Pine Grove Apartments, Matterhorn Apartments, Heritage Haven, Woodland Gardens, Interim Healthcare and Village at Matterhorn) located within a half mile of the Hermantown and Rice Lake borders. Resolution carries.

MAY 2018 - RESOLUTION NO. 211

Concerning the Memorandum of Understanding (MOU) between Arrowhead Transit and the Duluth Transit Authority;

Whereas, Arrowhead Transit provides dial-a-ride service in Hermantown and Rice Lake, MN through a New Service Expansion grant award from the Minnesota Department of Transportation, and the DTA has historically provided fixed route bus service in Duluth, MN and Superior, WI, and

Whereas, Arrowhead Transit provides access into Duluth, as the region's main metropolitan area, from all Arrowhead Transit service areas, and

Whereas, Arrowhead Transit has never operated daily service in an area adjacent to the DTA service area prior to implementing expanded service and receives service requests from DTA service area riders, and

Whereas, the DTA recognizes that many assisted living and low-income facilities in Duluth (Miller Hill Manor, Pine Grove Apartments, Matterhorn Apartments, Heritage Haven, Woodland Gardens, Interim Healthcare and Village at Matterhorn) located within a half mile of the Hermantown and Rice Lake borders request access to Hermantown that cannot be provided by the DTA, and

Whereas, the DTA understands the benefit to both DTA STRIDE service and Arrowhead Transit riders in providing better transportation options to cross the Duluth/Hermantown and Rice Lake borders, and
Whereas, Arrowhead Transit is offering this service as part of their individual agency operating budget and understands that by providing this service no operating funds that would traditionally be provided to the DTA can be transferred to support this additional service. This includes DTA's annual operating funding from MnDOT.

Now, therefore be it resolved, that the DTA Board of Directors hereby approves the Memorandum of Understanding effective April 27, 2018, between the Duluth Transit Authority and Arrowhead Transit as presented herein, and authorizes the DTA General Manager to execute the MOU and any amendments thereto.

PASSED AND ADOPTED THIS 25TH DAY OF APRIL 2018 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

Old Business

- * General Manager Recruitment Update: Mr. Herr during a Special Board Meeting that was held on Monday, the Board of Directors passed Resolution No. 210 offering Philip Pumphrey the DTA General Manager position. Mr. Pumphrey has accepted First Transit's employment contract, and is expected to begin employment on May 10. A press release and other public events will be scheduled in the future.
- * Public Advisory Committee Discussion: Director Casey believes such a committee would be beneficial to the DTA. After further discussion, it was decided to discuss this topic with the new General Manager, and it could also be discussed further at the Board Retreat that is expected to occur in the fall. President Bransky added the Board Retreat agenda has yet to be finalized; and should be done soon. Mr. Herr will resend the Retreat survey results which identified agenda items for the Board Retreat.

New Business

- * Ben Herr, First Transit Management: Being that it's Mr. Herr's last Board meeting, Vice President Bransky thanked Ben for his excellent service.
- * Third Avenue East Bus Stop: Mr. Herr reported there have been behavior issues by non-DTA passengers at this location. Therefore, DTA staff along in conjunction with Interstate Parking and the Duluth Police Department have decided the building will be open from 6 a.m. to 8 p.m. Monday through Friday, and 10 a.m. to 8 p.m. on weekends. Director Gleeson would like to discuss issues that occur at DTC with the Duluth Police Department. Mr. Herr will contact the DTA's Liaison Officer, Jeremy O'Connor, and ask if he could attend the next Operations Committee meeting to discuss behavior issues and those actions that have been taken to minimize them.

Public Comment

- * None.

Announcements

- * May Employee of the Month: The Employee of the Month Committee has selected Steve Wokowiak as the Employee of the Month for May of 2018. Steve began his career at the DTA in May of 2016 as a part-time Bus Operator and was promoted to full-time in December of 2016. This is Steve's first DTA Employee of the Month Award. Steve was born and raised in Duluth. He grew up the oldest of four siblings in the West End neighborhood which is now known as Lincoln Park. Family was always very important to both of his parents, Theresa and Clarence. They were married for 61 years before she passed away on May 30th of 2017 at the age of 88. Steve's father now lives at the Diamond Willow Assisted Living in Duluth. Steve currently resides in the Denfeld neighborhood with his wife, Julianne, who works as an Epic Abstractor at Essentia. They've been married since 2009. He has a 33-year old daughter from a previous marriage named Amy who lives in Duluth with her husband, Frank and their two children. Emma is four years old and Aubrey is two. Steve is a very proud grandpa who spends as much time as possible with his granddaughters. Julie-Ann also has a daughter from a previous relationship named Sarah. Sarah is 35 and has two children; Chloe who is 8 and Nora who is five. Steve's 20-year-old grey and white tomcat, "Mittens," just recently passed away in January. Steve graduated from Denfeld High School in 1973 and studied engineering at the Duluth Area Vocational Technical Institute (DAVTI) now known as Lake Superior College (LSC). After that, he worked at St. Mary's Hospital for several years doing floor maintenance. He moved to Chesapeake, Virginia in 1985 and worked at several

different trucking companies after obtaining his Commercial Driver's License (CDL) in 1987 from a school in Clearwater, Florida. He returned to Duluth in 1987 and worked as a driver for WLSSD from 1999 through 2015 before starting his career at the DTA. Overall, Steve has more than 30 years of commercial-driving experience. When not working, you'll find Steve out in nature bird-watching eagles and crows. He's an outdoorsman who enjoys hiking, biking, fishing and traveling in the summer. Football is Steve's favorite sport to watch with the Chicago Bears being his favorite team. He also watches baseball. Steve enjoys driving bus for the DTA because he gets to meet so many interesting people. He makes a point of saying "hi" to each one of his passengers. "I just try to be respectful, understanding and courteous to everyone," said Steve. Being a Christian, one of Steve's favorite quotes is from the Bible. "In all your ways acknowledge him, and he will make your paths straight." – Proverbs 3:6. The DTA commends Steve Wokowiak for his dedicated professionalism and congratulates him on being selected Employee of the Month for May of 2018!

Adjournment

With there being no further business, a motion was made by Director Zaruba Fountaine and seconded by Director Brandstatter to adjourn the April 25, 2018 regular Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 6:25 p.m.

Respectfully submitted,
Lisa Paczynski

Aaron Bransky, Vice President

Date