

DULUTH TRANSIT AUTHORITY

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

Board of Directors Meeting

Wednesday, January 27, 2016

DTA Board Room

Approximately at 5:30 p.m.

MINUTES

Committee Present: John Brostrom, President Don Simons, Vice President Wayne Nelson Thomas Griffin	Dave Schaeffer Deb Putney Rondi Watson Don Simons	Committee Excused: Leslie Evans	Committee Absent:
DTA Staff Present: Dennis Jensen, General Manager Jim Heilig, Director of Administration & Planning	Nancy Brown, Procurement Manager Lisa Paczynski, Administrative Assistant		
Others Present:			

Call to Order: President Brostrom called the meeting to order at 5:20 p.m.

Approval of Minutes

- * January 6, 2016 Board of Directors & Committee Meetings Minutes: A motion was made by Vice President Simons and seconded by Director Nelson to approve the January 6th Board of Directors & Committee Meeting minutes. Motion carries.

Action Items

- * Resolution No. 111 – Duluth Transportation Center (DTC) Building Management and Cleaning Contract Award: A motion was made by Vice President Simons and seconded by Director Nelson to approve the Board of Directors January 27, 2016 Resolution No. 111 awarding the Building Management and Maintenance at DTC. In answer to Director Nelson, it is a 5-year contract with option for a percentage price increase in years 4 and 5. Resolution carries.

JANUARY 2016 - RESOLUTION NO. 111

Concerning the award of a contract for the Building Management and Maintenance of the Duluth Transportation Center.

WHEREAS, the Duluth Transit Authority has properly bid this procurement, and

WHEREAS, the DTA has received two bids, and

WHEREAS, the DTA staff has examined both bids, along with options presented by each vendor.

NOW THEREFORE BE IT RESOLVED, that the DTA Board of Directors hereby selects Oneida as the Building Management and Maintenance firm as the low, responsible and responsive bidder for a three (3) year contract with a two (2) year option.

PASSED AND ADOPTED THIS 27TH DAY OF JANUARY 2016 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 112 –Emergency Response Award: A motion was made by Director Nelson and seconded by Director Watson to approve the Board of Directors January 27, 2016 Resolution No. 112 concerning the award of a contract for security call services and alarm monitoring. Resolution carries.

JANUARY 2016 - RESOLUTION NO. 112

Concerning the award of a contract for Security Call Services and Alarm Monitoring at the Duluth Transportation Center.

WHEREAS, the Duluth Transit Authority has properly bid this procurement, and

WHEREAS, the DTA has received two bids, and

WHEREAS, the DTA staff has examined both bids for compliance with bid specifications,

NOW THEREFORE BE IT RESOLVED, that the DTA Board of Directors hereby selects Alarm and Communication Systems for contract award for Security Call and Alarm monitoring services at the DTC, TCE, and DTA Operations Center as the low, responsible and responsive bidder for a two (2) year contract.

PASSED AND ADOPTED THIS 27TH DAY OF JANUARY 2016 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Motion to Approve DTA/DTC Code of Conduct: Director Nelson made a motion to approve the Code of Conduct recommendations with the suggested modifications as presented in the Operations Committee meeting with Director Griffin seconding the motion. Vice President Simons stated he would rather the modifications discussed in the Operations Committee Meeting be added before approving the Code of Conduct. It was also noted that this may not have to go before City Council as long as this Code is only enforced on DTA properties. If the DTA and other police officers wanted to enforce in “public” areas, the Code of Conduct would have to go before City Council to be approved as a City Ordinance. Even though Director Schaeffer is uncomfortable about item #17 specifically pertaining to wearing hoodies, he will vote in favor of motion. Motion carries.

Old Business

- * None.

New Business

- * St. Louis County Days at the Capital: Manager Jensen announced that this year’s lobbying event is scheduled for March 22-23 in St. Paul. The DTA is a participating agency in this expo which is sponsored by the Duluth Chamber of Commerce, and a meeting has been scheduled with State legislators during this event. All Board members are welcome to attend; contact Staff person Paczynski if interested.
- * FTA ESMS: The DTA was selected to attend the FTA’s Environmental and Sustainability Management System (ESMS) training and technical assistance is a program for transit agencies. An ESMS is a set of management processes and procedures that allows an organization to analyze, control and reduce the environmental impact of its activities, products and services, and operate with a greater efficiency and control. Only 10 transit systems are selected to attend this training, and Manager Jensen commended Staff person Brown because she submitted the application on behalf of the DTA. The FTA sponsors the training and participates in the cost.

- * Employee Tuition Reimbursement: Vice President Simons asked if the DTA offers a tuition reimbursement benefit to its employees. Manager Jensen replied at one time this was an employee benefit, but since it was difficult to monitor, DTA management decided to drop this benefit. However, the DTA provides training employees to learn new responsibilities, and reimburses employees for this training.
- * Route 10 Bus Incident: Direction Nelson asked for more information regarding a bus incident that occurred last week. Staff person Heilig explained that snow had been plowed into the bus stop area and therefore the driver had difficulty positioning the bus in order to safely drop off a wheelchair passenger. Manager Jensen said that he will find out more information and will report back to the Board of Directors. Director Watson added that MnDOT should be contacted about the snow removal by those businesses.

Public Comment

- * None

Announcements

- * February Employee of the Month – The Employee of the Month Committee has selected Bus Operator, Heath Hansen, as the DTA Employee of the Month for February of 2016. Heath was hired as a part-time Bus Operator in January of 2008 and was promoted to full time in November of 2008. This is Heath's first Employee of the Month award. Heath was born in St. Paul and grew-up just west of Minnetonka with his parents and four brothers. His mother, Linda, worked as a travel agent. His father, David, was promoted to Foreman at Washington Scientific Industries and worked there a total of 20 years. He then worked as a Bus Operator at Metro Transit for 22 years and retired from that position in June of 2015. Heath's parents have lived together in Watertown now for nine years. He graduated from Mound Westonka High School in 1990 where he was a member of the football, baseball and wrestling teams. Heath then attended North Hennepin Community College located in Brooklyn Park and studied Graphic Communication. In 1991, he joined the Army National Guard and served for ten years as a Field Artillery Observer or "Fister." The term refers to a soldier in the Fire Support Team, or FiST. These soldiers direct cannon fire. The symbol of the observers is a fist clutching a lightning bolt. From 2000 to 2006, Heath worked at Alcan which is a company that prints flexible food packaging. Heath met his wife, Tennille, in 1998 and they were married in 2004. She accepted a position at Sappi in 2006 and they moved to Cloquet shortly thereafter. Heath and Tennille have two children; Wyatt, who is five years old, and Ethan who is three. Both of the boys like to play soccer and Wyatt also plays organized tee-ball. In his spare time, Heath enjoys activities in the great outdoors. He's been an avid hunting and fishing enthusiast for most of his life, but now with two young children in the house he doesn't go as frequently as he'd like. However, he still makes time to go ice fishing every winter up on Lake of the Woods with his family and enjoys pheasant hunting in South Dakota. Heath also makes the trip to Lake Mille Lacs from time-to-time to go ice fishing with an old Army buddy. Heath intends to get more involved with the Teamsters 346 Union and help advocate for the needs of all bus operators at the DTA. When asked about his position as a DTA Bus Operator, he expressed the need to live by the "Golden Rule" both on the road while driving and here at the home base. "I treat my passengers the way I'd want someone to treat me; even when I don't agree with what they're doing," said Heath. "The DTA takes care of me and my family so I feel like I need to do my part to take care of the DTA." Heath continued. The DTA commends Heath Hansen for his dedicated professionalism and congratulates him on being selected Employee of the Month for February of 2016!

- * *DTC Grand Opening*: The Grand Opening will be held on February 4 at 10 a.m. There will be reserved seats for the Board members and they should arrive by 9:30 a.m.
- * *Central States Pension Fund*: In response to Director Griffin, Manager Jensen reported that most likely there will be some sort of legislative action in regard to the severe reductions to Teamsters' pensions.
- * The Next Board of Directors and Committee Meetings is schedule for February 24, 2016.

Adjournment

With there being no further business, a motion was made by Vice President Simons and seconded by Director Nelson to adjourn the January 27, 2016 regular Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 5:45 p.m.

Respectfully submitted,
Lisa Paczynski

John Brostrom, President

Date