

**DULUTH TRANSIT AUTHORITY**  
 2402 West Michigan Street \* Duluth, MN \* (218) 722-4426  
**Board of Directors Meeting**  
 Wednesday, August 30, 2017  
 DTA Board Room  
 Approximately at 5:30 p.m.

**MINUTES**

<b>Directors Present:</b> Wayne Nelson, President Aaron Bransky, Vice President Julie Zaruba Fountaine Mike Casey	Henry Banks Joshua Smerdon Leslie Evans	<b>Directors Excused:</b> Rondi Watson, Secretary/Treasurer	<b>Directors Absent:</b>
<b>DTA Staff Present:</b> Dennis Jensen, General Manager Carla Montgomery, Director of Finance Nancy Brown, Procurement Manager		Lisa Paczynski, Administrative Assistant Heath Hickok, Director of Marketing	
<b>Others Present:</b> Trecia Ellis, STRIDE President			

**Call to Order:** President Nelson called the meeting to order at 5:49 p.m.

**Approval of Minutes**

- \* June 28, 2017 Board of Directors & Committee Meetings Minutes: A motion was made by Director Zaruba Fountaine and seconded by Vice President Bransky to approve the June 28, 2017 Board of Directors & Committee Meeting minutes. Motion carries.
- \* August 16, 2017 Special Board of Directors Meeting Minutes: A motion was made by Vice President Bransky and seconded by Director Zaruba Fountaine to approve the August 16, 2017 Special Board of Directors Meeting minutes. Motion carries.

**Action Items**

- \* Resolution No. 188 – Lake Superior College (LSC) Transit Pass Program Agreement: A motion was made by Director Banks and seconded by Director Zaruba Fountaine to approve the Board of Directors August 30, 2017 Resolution No. 188 concerning the approval of the Transit Pass Program Agreement with LSC. In response to Director Zaruba Fountaine, Manager Jensen explained the amount of fares received would cover the predictive ridership/revenues expected. Resolution carries.

AUGUST 2017 - RESOLUTION NO. 188

Concerning the Lake Superior College Transit Pass Program Agreement: Whereas; DTA staff is negotiating a 5-year contract for a Transit Pass Program for Lake Superior College students, faculty and staff, and;  
 Whereas, terms of the contract are in review with the Minnesota State College and University legal department; and;  
 Whereas, the current agreement expires August 31, 2017 and the DTA and LSC desire to continue services until the final Agreement is approved and executed by the respective parties.  
 Now, therefore be it resolved, that the Duluth Transit Authority Board of Directors hereby approves a thirty (30)-day extension to the existing agreement dated April 25, 2012 at the same terms and conditions contained therein, with the exception of the payments to be adjusted in accordance with the new

Agreement. Be it further resolved that the Duluth Transit Authority Board of Directors hereby grants the DTA General Manager, Dennis E. Jensen, the authority to execute an Agreement upon conclusion of negotiations of the final terms and conditions of the Lake Superior College Transit Pass Program Agreement.

PASSED AND ADOPTED THIS 30TH DAY OF AUGUST 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 189 – Transit Development Plan Update Approval: A motion was made by Vice President Bransky and seconded by Director Evans to approve the Board of Directors August 30, 2017 Resolution No. 189 concerning the approval of the recommended Transit Development Plan Update as was presented during the Finance and Administration Committee Meeting. Resolution carries.

#### AUGUST 2017 - RESOLUTION NO. 189

Concerning the Transit Development Plan Update:

Whereas, the DTA has collaborated with an independent consultant, SRF Group, along with City, County and State agencies, the Duluth Superior Metropolitan Planning Organization, regional stakeholders and interested parties, current and future transit customers, a Technical Advisory Committee, a Policy Advisory Committee and multiple public meetings and surveys to gather extensive input into updating the DTA's 5-year Transit Development Plan for public transportation in the region; and

Whereas, the updated Transit Development Plan incorporates recommendations and principles identified through the input process; and

Whereas, the Policy Advisory Committee has reviewed the plan and voted to recommend the Transit Development Plan Update as presented to be adopted by the DTA Board of Directors as a guideline for future policy and transit development; and

Whereas, the DTA staff has reviewed the TDP Update and supports the measures and recommendations therein.

Now, therefore, be it resolved that the DTA Board of Directors hereby adopts the Transit Development Plan Update as presented.

PASSED AND ADOPTED THIS 30<sup>TH</sup> DAY OF AUGUST 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

#### **Old Business**

- \* First Transit Management Services Agreement (DTA Staff Nancy Brown – PowerPoint Presentation Attached): For the benefit of new Board members, Staff person Brown reviewed some of the First Management contract language pertaining to the replacement of General Manager Jensen upon his retirement. One important detail is First Transit will assign a new General Manager only after a prior approval by resolution of the DTA Board of Directors. The new General Manager will be exclusive to the DTA and not serve other First Transit properties simultaneously; the General Manager is an employee of First Transit – not AET Duluth or the Duluth Transit Authority. The DTA or First Transit may request a change in the General Manager. In the event the DTA requests this change and a candidate is not available, the DTA may cancel this Agreement with a 90-days' notice. Responding to Director Zaruba Fountaine and Director Banks, Manager Jensen stated a First Transit Senior Management meeting is scheduled for September 18-19 in Duluth, and President Nelson would like to meet with any of the management team on a one-on-one basis. Director Zaruba Fountaine and Director Banks may also have an interest in scheduling a separate, off-site meeting as well.

### New Business

- \* Western Waterfront Trail Mud Lake Causeway Removal: Director Casey is the Chair of the Friends of Western Duluth's Parks and Trails (FWDPT) and is a Board member on the Lake Superior & Mississippi Railroad (LSMRR). FWDPT was organized to enable citizens and other interested groups to better partner with the City of Duluth to plan, design, construct and maintain the best possible western Duluth parks and trails. Recently, the City of Duluth proposed to remove the Mud Lake Causeway which puts the LSMRR excursion train in jeopardy, and prevents any future use of rail along that corridor. In response to Director Bransky's question, Director Casey does not expect the Board to take a position on this issue today, but believes it is an issue for the DTA because it would affect future rail transit. Director Casey will send more information to the DTA Board of Directors for their review. Director Bransky requested population density details as well. Director Zaruba Fountaine added that before the DTA Board of Directors takes a position on this issue, this issue must support the DTA's Mission. It is expected a final decision on removing the causeway will not be made until the end of this year. As a general principle, Director Bransky supports the idea of preserving corridors however, he is not comfortable with making a decision on this issue; especially if the DTA is not required to do so. President Nelson suggested Director Casey contact MIC, and Director Casey explained this is a City trail project, however, he will contact MIC. Director Casey has discussed this with the St. Louis and Lake County Rail Authority, and they were not aware of the removal of the causeway. Lastly, General Manager added that the DTA Board is charged with planning all mass transit within the City of Duluth, and part of that is determining future transit needs. Therefore, he believes the DTA Board should follow this issue to determine if it is in the long-term best interest of Duluth, and if making rail is part of that, then it should support that transit need.

### Public Comment

- \* None.

### Announcements

- \* August Employee of the Month: The Employee of the Month Committee has selected Senior Mechanic, John Karas, as the Employee of the Month for August of 2017. John started his employment at the DTA in February of 2006 and was previously Employee of the Month in February of 2007. John was born and raised in Pine City, Minnesota. He graduated from Pine City High School in 1972 and then enrolled in the Auto Technician program at the Pine City Technical College. He graduated with an Associate's Degree in 1974. After college, John started working as a mechanic at an auto dealership in Mankato. He joined the U.S. Army in 1975 and was given the rank of Sargent E5 right after boot camp because he enlisted in the "Stripes for Shields" program for people with degrees. After a three-year enlistment, John worked as a mechanic at several different auto dealerships in the Twin Cities. In 1988, he accepted a Plant Maintenance position with Northwest Airlines at the MSP International Airport. He was promoted to Aircraft Maintenance before relocating to Duluth in 1996 to work at the Northwest Airlines facility near the Duluth International Airport. Northwest Airlines ceased their Duluth operations in 2005 after a labor dispute and closed that location while laying off all most of the employees including John. In 2005, John obtained his Minnesota Contractors License and began building homes for a living. His father had taught him carpentry skills growing up that John still uses to this day. Shortly thereafter in 2006, John accepted the mechanic position at the DTA and the rest is history. John and his wife, Nancy, live on 40 acres in the Normanna Township outside of Duluth. They were married in 1989, but had known each other for quite some time. They have four daughters only one of which is still living at home with the

parents. Elizabeth is 23 and works in the restaurant industry. Christine is 22 and just graduated from the University of Minnesota with a Bachelor's Degree in Computer Science. She recently moved to Austin, Texas to work at National Instruments. Anna is 20 years old and joined the Airforce. She is a Crew Chief for an F-16 Flight Line. Lastly, Catherine is 17 and entering her senior year being homeschooled. She intends to take some postsecondary classes at Lake Superior College while finishing her last year of high school. In his spare time, John enjoys studying and sharing the word of God. As a devout Christian who was raised Presbyterian, he believes that his faith is a lifestyle; not a religion. He and Nancy are members of the Great Lakes Church near their home and attend regularly. John recently returned from a spiritual seminar in Kansas affiliated with his church. John and Nancy also own their own 3D Archery Range business LLC and make supplemental income by hosting training events throughout the summer. Customers have commented that it is the best 3D archery range in the area with lifelike targets shaped and sized as different animals. The DTA commends John Karas for his dedicated service as a Senior Mechanic and congratulates him on being selected Employee of the Month for August of 2017!

#### Adjournment

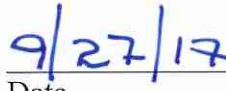
With there being no further business, a motion was made by Vice President Bransky and seconded by Director Zaruba Fountaine to adjourn the August 30, 2017 regular Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 6:37 p.m.

Respectfully submitted,

*Lisa Paczynski*



Wayne Nelson, President



Date