

**DULUTH TRANSIT AUTHORITY**  
2402 West Michigan Street \* Duluth, MN \* (218) 722-4426  
**Board of Directors Meeting**  
Wednesday, February 22, 2017  
DTA Board Room  
Approximately at 5:30 p.m.

**MINUTES**

<b>Committee Present:</b> Wayne Nelson, President Aaron Bransky, Vice President Rondi Watson, Secretary/Treasurer	Edmund Gleeson	<b>Committee Excused:</b> Leslie Evans Don Simons Michael Casey, Jr	<b>Committee Absent:</b>
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<b>DTA Staff Present:</b> Dennis Jensen, General Manager Carla Montgomery, Director of Finance Aleda Johnson, Director of IT	Nancy Brown, Procurement Manager Lisa Paczynski, Administrative Assistant Heath Hickok, Director of Marketing
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<b>Others Present:</b>	
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**Call to Order:** President Nelson called the meeting to order at 5:50 p.m.

**Approval of Minutes**

- \* January 25, 2017 Board of Directors & Committee Meetings Minutes: A motion was made by Vice President Bransky and seconded by Director Gleeson to approve the January 25, 2017 Board of Directors & Committee Meeting minutes. Motion carries.

**Action Items**

- \* Resolution No. 163 – Commuter Challenge Grant: A motion was made by Secretary/Treasurer Watson and seconded by Director Gleeson to approve the Board of Directors February 22, 2017 Resolution No. 163 concerning the Agreement with MnDOT to provide funding for this year's Commuter Challenge event. In response to Vice President Bransky's question, a motion can be passed in the New Business section of tonight's meeting which would allow the Vice President to sign any documents in the absence of President Nelson. Resolution carries.

**FEBRUARY 2017 - RESOLUTION NO. 163**

Be it Resolved that the Duluth Transit Authority shall enter into an Agreement with the State of Minnesota to provide funding in support of the Commuter Challenge Marketing in the cities of Duluth, Hermantown and Proctor, Minnesota. Further, be it Resolved that the Duluth Transit Authority agrees to provide a Local Share of 0 percent (0%) of the total marketing production/media cost. Further, be it Resolved that the Duluth Transit Authority authorizes the General Manager, Dennis E. Jensen, and the President of the Board, to execute the aforementioned Agreement and any amendments thereto.

PASSED AND ADOPTED THIS 22<sup>ND</sup> DAY OF FEBRUARY, 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 164 – MIC MOU Regarding TDP Update: Vice President Bransky made an amendment to the motion and requested that two typographical errors be corrected in the resolution – the resolution should read Memorandum of Understanding in the first paragraph, and add the word Metropolitan when describing MIC in the fifth paragraph. Director Gleeson seconded this amendment. A motion was made by Vice President Bransky and seconded by Director Gleeson to approve the Board of Directors February 22, 2017 Resolution No. 164 as amended concerning the Memorandum of Understanding between the DTA and Metropolitan Interstate Council regarding updating the Transit Development Plan. Resolution carries.

FEBRUARY 2017 - RESOLUTION NO. 164

Concerning the Memorandum of Understanding between the Duluth-Superior Metropolitan Interstate Council (MIC) and the Duluth Transit Authority (DTA):

Whereas, the DTA is in the process of updating its Transit Development Plan (TDP); and

Whereas, the TDP requires data and mapping to be provided by the MIC; and

Whereas, the DTA has budgeted up to \$60,000 from TDP grant funds to reimburse MIC for their costs to provide the necessary data and assistance in the TDP Update.

Now, therefore, be it resolved, that the DTA Board of Directors hereby approves the Memorandum of Understanding between the Duluth Transit Authority and the Duluth-Superior Metropolitan Interstate Council as presented herein, and authorizes the General Manager, Dennis E. Jensen, to execute the aforementioned Agreement and any amendments thereto.

PASSED AND ADOPTED THIS 22<sup>ND</sup> DAY OF FEBRUARY, 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 165 – Elevator On-Call Services: A motion was made by Vice President Bransky and seconded by Secretary/Treasurer Watson to approve the Board of Directors February 22, 2017 Resolution No. 165 concerning the approval of the on-call elevator inspection and repair services with Thyssen Krupp, Inc. Resolution carries.

FEBRUARY 2017 - RESOLUTION NO. 165

Concerning the contract for On-Call Elevator Inspection and Repair Services:

Whereas, the Duluth Transit Authority (DTA) has properly bid these services under an Indefinite Delivery, Indefinite Quantity contract; and

Whereas, DTA staff analyzed the bids from three qualified firms, and determined that Thyssen Krupp, Inc., was the low, responsive and responsible qualified bidder.

Whereas, DTA staff is finalizing contract terms with the vendor.

Now, therefore, be it resolved, that the DTA Board of Directors awards the contract for On-Call Elevator Inspection Services to Thyssen Krupp for the amounts presented herein, contingent upon approval by the DTA General Manager of final contract terms.

PASSED AND ADOPTED THIS 22<sup>ND</sup> DAY OF FEBRUARY, 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

FEBRUARY 2017 - RESOLUTION NO. 166

- \* Resolution No. 166 – Public Transit Service Expansion Pilot Program: A motion was made by Secretary/Treasurer Watson and seconded by Director Gleeson to approve the Board of Directors February 22, 2017 Resolution No. 166 concerning the application to MnDOT's Public Transit Service Expansion Pilot Program. Director Bransky thanked DTA staff for the work that has been done to get this Pilot Program off the ground in such a short amount of time. Resolution carries.

Concerning the Public Transit Service Expansion Pilot Program Application:

Whereas, the Minnesota Department of Transportation is accepting applications for the Public Transit Service Expansion Pilot Program; and

Whereas, Duluth Transit Authority (DTA) staff has identified service expansion opportunities and associated capital requirements that fit with the objective of the program; and

Whereas, no local match is required for the Pilot Program for a period of two years.

Now, therefore, be it resolved that the DTA Board of Directors hereby authorizes the DTA staff to submit an application for the Public Transit Service Expansion Pilot Program as presented herein.

PASSED AND ADOPTED THIS 22<sup>ND</sup> DAY OF FEBRUARY, 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Motion to Approve Public Hearings for Proposed Route Changes: A motion was made by Secretary/Treasurer Watson and seconded by Director Gleeson to approve Public Hearings for proposed route changes that may be eligible for the Public Transit Service Expansion Pilot Program. DTA staff will report back to the Board of Directors on results of these Public Hearings.

**Old Business**

- \* None.

**New Business**

- \* Motion to Approve Vice President to Act on Behalf of President: Because President Nelson will be on vacation from February 23-March 25, 2017, President Nelson made a motion to authorize the Vice President to approve any business or sign any documents required in his absence. Director Gleeson seconded this motion. Motion carries.
- \* Metropolitan Interstate Council Policy Board: Director Casey has offered to become the DTA representative on the MIC Policy Board.
- \* DTA 35<sup>th</sup> Annual Safety & Employee Recognition Breakfast: This year's Breakfast is scheduled for Wednesday, April 5, from 4 a.m. to 9 a.m. in the Driver's Lounge. The Employee of the Year award will be presented at 8:30 a.m.
- \* 20<sup>th</sup> Annual St. Louis County Days at the Capital: This event is hosted by the Duluth Area Chamber of Commerce, and it is scheduled for March 29<sup>th</sup>. If any Board members are interested in attending this event, please contact Manager Jensen. The Chamber provides transportation to St. Paul – Director Gleeson is interested in attending.

**Public Comment**

- \* None.

### Announcements

- \* *March Employee of the Month:* The Employee of the Month Committee has selected Dana Albrecht as the Employee of the Month for March of 2017. This is his first DTA Employee of the Month Award. Dana is from Marquette, Michigan and graduated from Marquette Senior High School in 1979. He then moved to Jackson Hole, Wyoming where he lived for seven years while skiing and mountain climbing. In 1988, he obtained an Airframe and PowerPlant License from the Spartan School of Aeronautics in Tulsa, Oklahoma. Then in 1989, Dana began working as a Mechanic at Boeing in southern California on the classified B2 Stealth Bomber. He moved to San Francisco in 1991 to work as a Mechanic for United Airlines and was there for six years before returning to the Midwest. Dana worked as a Mechanic at Northwest Airlines in Duluth from 1997 to 2003 before studying at Lake Superior College. He graduated in 2008 with an Associate's Degree in Radiology. He then worked part-time as a Radiological Technologist until 2013. It was during this period of time that Dana obtained a CDL and started driving school bus for Voyageur Bus Company and eventually a city bus at the DTA. Dana has been married for 6 years and has three adult children. His wife, Jackie, works at Minnesota Power as a Real-time Energy Trader. His oldest, Kyle, is 28 and lives in Iron River, Wisconsin. Hans is 26 and lives in Albuquerque, New Mexico. Dana's stepson, Travis, is 30 years old and lives in Big Lake. Being a serious motorcycle enthusiast, Dana has two bikes; a Honda Goldwing and a BMW. Him and his wife take the former on long road trips in the summer, but he enjoys driving the BMW around town. He also still skis regularly, but isn't involved in the Ski Patrol like he was when younger. When asked about being an employee at the DTA, Dana said, "This is probably the best group of people I've ever worked with in my life." His perspective on being a Bus Operator is also optimistic. "Driving can be challenging, but also very rewarding," said Dana. "I see a direct correlation between the work I do on a daily basis and the DTA accomplishing its mission." Continued Dana. The DTA commends Dana Albrecht for his dedicated service as a Bus Operator and congratulates him on being selected Employee of the Month for March of 2017!
- \* The next Board of Directors and Committee Meetings are scheduled for March 29, 2017.

### Adjournment

With there being no further business, a motion was made by Director Gleeson and seconded by Secretary/Treasurer Watson to adjourn the February 22, 2017 regular Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 6:15 p.m.

Respectfully submitted,

*Lisa Paczynski*

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Wayne Nelson, President

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Date