

DULUTH TRANSIT AUTHORITY

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

Board of Directors Meeting

Wednesday, June 24, 2015

DTA Board Room

Approximately 5:30 p.m.

Committee Present: John Brostrom, President Don Simons, Vice President Walter Kramer, Secretary/Treasurer Wayne Nelson	Dave Schaeffer	Committee Excused: Leslie Evans Deb Putney Anthony Orman	Committee Absent: Tom Griffin
DTA Staff Present: Dennis Jensen, General Manager Jim Heilig, Director of Administration & Planning Lisa Paczynski, Administrative Assistant		Nancy Brown, Procurement Manager Heath Hickok, Director of Marketing	
Others Present: Jim Lasher, LSA/SRF Consulting Rondi Watson Rick Dunning, First Transit		Greg Fossett, Mortenson Construction Janis Kramer	

Call to Order: President Brostrom called the meeting to order at 6:02 p.m.

Approval of Minutes

- * May 27, 2015 Board of Directors & Committee Meetings Minutes: A motion was made by Secretary/Treasurer Kramer and seconded by Vice President Simons to approve the May Board of Directors & Committee Meeting minutes. Motion approved.

Action Items

- * Resolution No. 85 – Requirement for Personal Care Assistant: A motion was made by Vice President Simons and seconded by Secretary/Treasurer Kramer to approve the Board of Directors June 24, 2015 Resolution No. 85 concerning the requirement for Personal Care Assistant (PCA) on DTA buses (STRIDE and Regular Route). Resolution carries.

JUNE 2015 - RESOLUTION NO. 85

Concerning Requirement for Personal Care Assistant (PCA) on DTA buses.

Whereas; Federal Regulations require that DTA Bus Operators provide assistance to people boarding and de-boarding buses, and

Whereas; recently more people in manual wheelchairs, who do not have the arm strength or control to use the properly deployed entry and exit ramp, have started using both STRIDE and the DTA's regular route buses, and

Whereas, per the Federal Transit Administration ruling, DTA and STRIDE drivers should not provide assistance when so doing constitutes a direct threat to the health or safety of the driver,

Now, Therefore, Be it Resolved, that the DTA Board of Directors modifies our mobility device boarding rules so that: Passengers using wheelchairs that cannot propel themselves up the ramp or control themselves down the ramp, must have a PCA to assist them if the combined weight of the person and wheelchair exceeds 500 pounds.

PASSED AND ADOPTED THIS 24TH DAY OF JUNE 2015 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 86 – Additional Shuttle Service: A motion was made by Director Nelson and seconded by Secretary/Treasurer Kramer to approve the Board of Directors June 24, 2015 Resolution No. 86 concerning the approval of an additional shuttle service requested for events non related to the DECC during the Northwest Passage closure. In response to Director Nelson's question, the Port Town Trolley runs until 7 p.m. and if possible, some events could utilize the Trolley for transportation. Resolution carries.

JUNE 2015 - RESOLUTION NO. 86

Concerning Additional Shuttle Service.

Whereas; additional shuttle service has been requested for events not related to the DECC while the Northwest Passage is closed; and

Whereas; in situations similar to those presented and where twenty-five or more people are involved, it is rational for the DTA to offer additional shuttle service.

Now, Therefore, Be it Resolved; that the DTA Board hereby approves the addition of shuttle service for non-DECC events on a case-by-case basis.

PASSED AND ADOPTED THIS 24TH DAY OF JUNE 2015 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 87 – Fair Food Access Bus Service: A motion was made by Secretary/Treasurer Kramer and seconded by Director Schaeffer to approve the Board of Directors June 24, 2015 Resolution No. 87 concerning the approval of the initiating the Fair Food Access Bus service. Director Simons stated that hopefully the partners involved in this initiative will contribute financially to offset DTA costs. President Brostrom added that this item has been brought to the Board numerous times in the past, and it doesn't cost a lot of money, and the good will generated from this will be incalculable. Lastly, Staffperson Heilig stated that ridership numbers will be tracked and these numbers will be discussed at the August Board Meeting. As was discussed in the Operations Meeting, this bus service is subject to Super One's participation.

JUNE 2015 - RESOLUTION NO. 87

Concerning Fair Food Bus approval.

Whereas; The DTA as well as the Fair Food Access group and others have been investigating the viability of additional special bus service in the West Duluth and Morgan Park neighborhoods; and
Whereas; based on surveys taken there is limited demand for this type of service.

Now, Therefore, Be it Resolved; that the DTA Board hereby authorizes DTA Staff to fully develop a one-day-a-week service route starting in the fall of 2015 with the condition that there will be financial and operational assistance from area partners.

PASSED AND ADOPTED THIS 24TH DAY OF JUNE 2015 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 88 – Contingency Allocation: A motion was made by Secretary/Treasurer Kramer and seconded by Vice President Simons to approve the Board of Directors June 24, 2015 Resolution No. 88 concerning the approval of a contingency change with Mortenson Construction for millwork and floor/wall tiles. Resolution carries.

JUNE 2015 - RESOLUTION NO. 88

Concerning approval of a contingency change with Mortenson.

Whereas; the Design Build Contract that DTA has with Mortenson requires Board approval of any expenditures from contingencies of \$50,000 or more; and

Whereas; the low bid for roofing received by Mortenson is in excess of the GMP price.

Now, Therefore, Be it Resolved; that the DTA Board hereby approves the contingency change from Mortenson Construction for Millwork and Floor/Wall Tiles at \$196,279.00.

PASSED AND ADOPTED THIS 24TH DAY OF JUNE 2015 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Non-Compensable Additional Construction Days – A motion to extend construction days on the Multimodal Center by 15 weekdays and the Northwest Passage by 3 weekdays was made by Secretary/Treasurer Kramer and seconded by Director Schaeffer to approve this extension. Vice President Simons questioned how the Board can approve an extra 3 days when they have made other motions based on the initial closure dates. General Manager Jensen explained that this extension may not even been needed, but it is best to notify groups as early as possible of the possible construction extension. Greg Fossett explained that the traffic control plan has changed immensely, and with the revised scenario to a single lane closure and MnDOT's restricted hours of work (9 p.m. to 6 a.m.), their actual work time is reduced because of set up and tear down each day. Again this is a worst-case scenario; Mortenson's goal is to get this phase done within the original timeframe. With the 3-day extension, Staff person Heilig, noted that the Northwest Passage would be closed through Wednesday, September 23rd. Motion carries.

Old Business

- * None

New Business

- * Route Changes Due to Construction Detours: Director Nelson asked if the DTA has received any comments regarding the latest route changes. Staff person Heilig responded that they have received a few calls about the Route #4 detour, but for the most part communication to the public has been good. Staff person Hickok added that they have been posting signs as well as announcing any last minute changes to the detours on the KBJR's News Today morning show.

Public Comment

- * None

Announcements

- * July Employee of the Month – The Employee of the Month Committee has selected Eugenia "Geni" Dahlgren as the Employee of the Month for July of 2015. Geni was hired as a part-time Bus Operator in July of 2002 and was promoted to full time in June of 2004. Geni recently received a written commendation that was mailed to General Manager, Dennis Jensen, regarding her response to a passenger that had fallen in the middle of the road. Geni got off her bus to assist the passenger and helped him board. This is Geni's first time being the DTA Employee of the Month. Geni was born and raised in West Duluth. She grew up in a large family with three sisters and five brothers. She attended Denfeld High School and was married shortly thereafter and had three children with her first husband. Her oldest son, Aaron, is 34 years old and lives in Proctor. He has a developmental disability and works as a paper

- * shredder for a company called, Moosetracks, in Moose Lake. Geni's late son Nathaniel was born in 1984 and graduated from Denfeld. He was attending Lake Superior College (LSC) and working at the Foundry before suddenly passing away in 2006 from a brain aneurysm. Geni's 23 year-old daughter, Sherilyn graduated from Denfeld in 2010. She and husband, Nate Giersdorf, married right out of school and moved to Yuma, Arizona where they lived for three years while he served in the Marines. They now reside in the heart of Denfeld. Nate recently graduated from LSC with an Associate's Degree in Information Technology. Sherilyn works as a Program Counselor for Trillium Services and is pursuing a degree at LSC. Geni met husband, Jeffrey Dahlgren, while working at the DTA. They were married on July 30th of 2011 and have a home in upper-Lincoln Park where they live with their two cats, "Tuffy" and "Misty." Their interests include motorcycling, bicycling, hiking, camping, music, dancing, cooking and hosting family gatherings. Geni and Jeff are planning a trip to Sturgis, South Dakota this summer for the 75th Annual Bike Rally. They also travel to Mexico each year with family. Geni has had many jobs over the years, but being a dog groomer early on gave her an appreciation for animals. Jeff and Geni support the Animal Humane Society each year and are considered "Animal Angels." Geni worked for Ryder Student Transportation in Minneapolis from 1996 to 1999 as a Bus Operator. She drove school bus for ISD 709 from 1999 to 2001. After attending LSC in 2001, she received a Certificate in Nursing Assistance and began working as a CNA at Edgewood Vista before becoming a full-time Bus Operator at the DTA. When asked about her position, Geni stated that she enjoys working at the DTA. "Sometimes our jobs and even life in general throws challenges at us," Geni said. "I feel each day is a new day and I try to be positive with a fresh outlook every day," she continued. The DTA commends Eugenia "Geni" Dahlgren for her dedicated professionalism and congratulates her on being selected Employee of the Month for July of 2015!
- * General Manager Jensen announced that this is Secretary/Treasurer Walter Kramer's last DTA Board Meeting. The Mayor's office has replaced him with Rondi Watson, who is here at tonight's meeting to observe the proceedings. On behalf of the DTA Staff, General Manager Jensen thanked Secretary/Treasurer Kramer for his 14 years of dedicated service and he will be greatly missed. At a future meeting, DTA staff would like to formally honor Secretary/Treasurer Kramer for his great service on the DTA Board of Directors. Secretary/Treasurer Kramer expressed his appreciation to have the opportunity to serve on the DTA Board of Directors.
- * General Manager Jensen introduced Rick Dunning, Senior Vice President of Transit Management Division of First Transit, Inc. Mr. Dunning thanked the DTA for its business and First Transit is very proud to be associated with the DTA. Mr. Dunning stated that he doesn't visit Duluth often because of General Manager Jensen's great leadership. Lastly, Mr. Dunning did have a chance to see the new Multimodal Facility and was very impressed; it's going to be a great infrastructure improvement. President Brostrom agreed with Mr. Dunning's assessment of Manager Jensen's work capabilities, but it is important to note that he has a great staff from top to bottom.

Adjournment

With there being no further business, a motion was made by Director Schaeffer and seconded by Vice President Simons to adjourn the June 24, 2015 regular Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 6:30 p.m.

Respectfully submitted,
Lisa Paczynski

John Brostrom, President

Date