

**DULUTH TRANSIT AUTHORITY**

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

**Board of Directors Meeting**

January 31, 2018

DTA Board Room

Approximately at 5:30 p.m.

**MINUTES**

<b>Directors Present:</b> Wayne Nelson, President Aaron Bransky, Vice President Rondi Watson, Secretary/Treasurer Julie Zaruba Fountaine Ed Gleeson	Mike Casey Joshua Smerdon Henry Banks	<b>Directors Excused:</b> Leslie Evans	<b>Directors Absent:</b>
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<b>DTA Staff Present:</b> Ben Herr, First Transit Management Carla Montgomery, Director of Finance Sophia Parr, Director of Planning & Grants Nancy Brown, Procurement Manager	Lisa Paczynski, Administrative Assistant Heath Hickok, Director of Marketing Jeff Dahlgren, Director of Scheduling Jim Caywood, Director of Maintenance
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<b>Others Present:</b> Chris Belden, MIC	Rick Dunning, SVP, First Transit Management
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**Call to Order:** President Nelson called the meeting to order at 5:55 p.m.

**Approval of Minutes**

- \* December 27, 2017 Board of Directors & Committee Meetings Minutes: A motion was made by Secretary/Treasurer Watson and seconded by Director Gleeson to approve the December 27, 2017 Board of Directors & Committee Meeting minutes. Motion carries.

**Action Items**

- \* Resolution No. 200 – Electric and Charging Infrastructure Approval: A motion was made by Director Zaruba Fountaine and seconded by Secretary/Treasurer Watson to approve the Board of Directors January 31, 2018 Resolution No. 200 concerning the electrical and charging infrastructure changes required for the Proterra Electric buses. Resolution carries.

JANUARY 2018 - RESOLUTION NO. 200

Concerning the Electric and Charging Infrastructure Request for Bids;  
Whereas, the DTA has properly sought bids to install electric bus chargers and a backup generator in preparation for the electric bus deployment; and  
Whereas, six (6) bids were received and Lanyk Electric was deemed to be the low responsive and responsible bidder; and  
Whereas, the price was determined to be fair and reasonable when compared with the independent cost analysis and the price analysis.  
Now, therefore be it resolved, that the DTA Board of Directors hereby awards the contract for Electric and Charging Infrastructure to Lanyk Electric in the amount of two hundred and twenty-six thousand dollars (\$226,000.00).

PASSED AND ADOPTED THIS 31<sup>ST</sup> DAY OF JANUARY 2018 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 201 – Duluth Community Schools Collaborative Pass Program: A motion was made by Secretary/Treasurer Watson and seconded by Director Casey to approve the Board of Directors January 31, 2018 Resolution No. 201 authorizing the DTA to enter into a Pass Program Agreement with Duluth Community Schools Collaborative (DCSC). Resolution carries.

JANUARY 2018 - RESOLUTION NO. 201

This Pass Program Agreement is made and entered into as of January 31, 2018, by and between the Duluth Transit Authority (“DTA”), whose address is 2402 West Michigan Street, Duluth, MN 55806, and the Duluth Community Schools Collaborative (“DCSC”).

Whereas, the DTA is a regional transit authority providing public transit services within the Duluth/Superior metropolitan area, and

Whereas, the Duluth Community Schools Collaborative believes there are tangible public benefits if students are encouraged to use public transportation provided by the DTA, and

Whereas, the Duluth Community Schools Collaborative is providing an after-school program, beyond regularly scheduled school bus service, beginning February 5, 2018 at Denfeld High School, and

Whereas, both DTA and the Duluth Community Schools Collaborative recognize that among the public benefits of using public transit are: cost savings, congestion reduction, improving the quality of air and the environment, as well as teaching students how to travel independently.

Now, therefore be it resolved, the DTA and the Duluth Community Schools Collaborative promise and agree to the terms and conditions set forth in this Agreement and Exhibit “A” attached here to and incorporated herein by reference.

PASSED AND ADOPTED THIS 31<sup>ST</sup> DAY OF JANUARY 2018 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 202 – 2018 Gillig Diesel Bus Change Order: A motion was made by Vice President Bransky and seconded by Director Smerdon to approve the Board of Directors January 31, 2018 Resolution No. 202 approving the 2018 Gillig Bus Purchase Change Order. Resolution carries.

JANUARY 2018 - RESOLUTION NO. 202

Concerning the Change Order for ten (10) 2018 model Gillig diesel buses:

Whereas, the Duluth Transit Authority has ordered ten Gillig buses to be delivered in third quarter 2018; and

Whereas, the DTA’s Intelligence Technology has changed since originally placing the order; and

Whereas, the change is needed to provide a more efficient reporting system.

Now, therefore be it resolved, the DTA Board of Directors approves the Change Order for the 2018 Gillig diesel buses in the amount of seventy-eight thousand, three hundred dollars (\$78,300.00) as presented herein.

PASSED AND ADOPTED THIS 31<sup>ST</sup> DAY OF JANUARY 2018 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

### Old Business

- \* Public Transit Advisory Group/Committee: Last month, Director Casey suggested the DTA should consider establishing this type of committee to get more feedback from communities and passengers. Ben Herr contacted other First Transit locations to ask if they have this type of Advisory Group/Committee in place. Out of 47 contacts, 4 responses were received. Much discussion ensued regarding the positives and negatives of such a committee, and Secretary/Treasurer Watson made a motion to table this agenda item until next month's meeting. Director Gleeson seconded this motion. Motion carries.

### New Business

- \* Welcome to Rick Dunning, SVP, First Transit Management: Mr. Herr introduced Rick Dunning and noted that Rick was appointed Senior Vice President of Transit Management in 2009. Mr. Dunning is responsible for directing the Transit Management division and has been with First Transit for over 40 years.
- \* DTA General Manager Position: Rod Fournier, DTA Director of Operations, has decided not to accept First Transit's offer of employment for the General Manager position. Next, Mr. Dunning explained First Transit's recruitment plan. Mr. Herr will continue as interim General Manager until another candidate is hired.
- \* Director Leslie Evans Resignation from DTA Board of Directors: Director Evans recently submitted her letter of resignation effective January 1, 2018 to the Board of Directors. The City of Superior has been notified, and will discuss at the next City Council meeting. It is hoped another candidate can be appointed to the DTA Board of Directors prior to the next Board meeting.
- \* Superior Transit Service: Director Casey mentioned a city councilor asked questions regarding routes changes at the last MIC Policy Board Meeting. DTA staff explained the City of Superior determines how many hours of service they need, and the DTA bills Superior accordingly. The Superior COA Study results will be reviewed at next month's meeting to determine if its goals are being met. The City of Superior is also responsible for bus shelters.
- \* Third Avenue East Shelter: Director Gleeson reported he witnessed suspicious behavior at this shelter again, and called 911. The Duluth Police Department has access to the cameras at that location to review video footage.

### Public Comment

- \* None.

### Announcements

- \* February Employee of the Month: Announcement not available.

### Adjournment

With there being no further business, a motion was made by Vice President Bransky seconded by Secretary/Treasurer Watson to adjourn the January 2018 regular Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 7:30 p.m.

Respectfully submitted,  
*Lisa Paczynski*