

DULUTH TRANSIT AUTHORITY
2402 West Michigan Street * Duluth, MN * (218) 722-4426
Board of Directors Meeting
Wednesday, October 26, 2016
DTA Board Room
Approximately at 5:30 p.m.

MINUTES

Committee Present: John Brostrom, President Thomas Griffin Wayne Nelson Aaron Bransky, Vice President	Rondi Watson Deb Putney Leslie Evans	Committee Excused: Don Simons	Committee Absent:
DTA Staff Present: Dennis Jensen, General Manager Carla Montgomery, Director of Finance		Nancy Brown, Procurement Manager Lisa Paczynski, Administrative Assistant	
Others Present:			

Call to Order: President Brostrom called the meeting to order at 5:32 p.m.

Approval of Minutes

- * September 28, 2016 Board of Directors & Committee Meetings Minutes: A motion was made by Director Evans and seconded by Director Nelson to approve the September 28th Board of Directors & Committee Meeting minutes. Motion carries.

Action Items

- * Resolution No. 142 – DTA Management Services Contract Award: A motion was made by Vice President Bransky and seconded by Director Watson to approve the Board of Directors October 26, 2016 Resolution No. 142 concerning the award of a contract for DTA Management services to First Transit. In response to Director Nelson's question, as per the contract, the next General Manager will be assigned exclusively to the DTA. Resolution carries.

OCTOBER 2016 - RESOLUTION NO. 142

Concerning the Award of a contract for DTA management services.

Whereas; the current five-year contract for DTA management services expires on October 31, 2016; and
Whereas; the City attorney representing the DTA has negotiated the Management Services contract with the First Transit representative in accordance with the RFP; and

Whereas; the management fee of the contract is \$19,425.00 per month for the first year and increases 2.5% annually thereafter, plus a \$400.00 per month vehicle allowance;

Whereas the price analysis has determined that the costs are fair and reasonable;

Now, therefore, be it resolved that the Duluth Transit Authority Board of Directors hereby awards this work to the most responsive and responsible proposer, First Transit Inc., for a base cost of \$19,425.00 management fee and \$400.00 per month vehicle allowance, for a term of five years beginning November 1, 2016 through October 31, 2021, with a five-year option.

PASSED AND ADOPTED THIS 26TH DAY OF OCTOBER 2016 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 143 – Snow Plowing Services Award: A motion was made by Director Nelson and seconded by Director Griffin to approve the Board of Directors October 26, 2016 Resolution No. 143 concerning the award for snow plowing services to Sinnott Blacktop, LLC. As was discussed in the Operations Committee Meeting, Vice President Bransky thanked DTA staff for checking references prior to awarding the RFP. Resolution carries.

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OCTOBER 2016 - RESOLUTION NO. 143

Concerning the Award for Snow Plowing Services.

Whereas; staff prepared specifications and properly bid this service a second time after receiving one responsive and responsible bid from the first request for bids; and

Whereas, only one responsible and responsive bid was received from the second request for bids; and

Whereas; the low, responsive and responsible bidder, Sinnott Blacktop, has informed themselves of the conditions and operations at the Duluth Transportation Center and successfully performed this service previously for the DTA;

Now, therefore, be it resolved that the Duluth Transit Authority Board of Directors hereby awards this work to the most responsive and responsible bidder, Sinnott Blacktop, for costs presented previously.

PASSED AND ADOPTED THIS 26TH DAY OF OCTOBER 2016 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 144 – Mortenson Construction Change Order #42 Approval: A motion was made by Vice President Bransky and seconded by Director Watson to approve the Board of Directors October 26, 2016 Resolution No. 144 concerning the approval of Mortenson Construction Change Order #42. In answer to Director Nelson, more than likely this will not be the final Change Order. Resolution carries.

OCTOBER 2016 - RESOLUTION NO. 144

Concerning Change Order #42 to the M. A. Mortenson Contract for construction of the Duluth Transportation Center:

Whereas; Mortenson and the DTA have requested and approved multiple Proposal Requests for changes to the scope of work, including snow chute changes, security cameras, light poles and signage, as well as allocation of contingency for high water levels, liquidated damages for opening delays and settling the claim for extra services during the temporary skywalk claim; and

Whereas; the sum of these changes result in no change to the total of the revised contract amount; and

Whereas; the DTA has evaluated and accepted each line item;

Now, therefore, be it resolved that the Duluth Transit Authority Board of Directors hereby approves Change Order #42.

PASSED AND ADOPTED THIS 26TH DAY OF OCTOBER 2016 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

Old Business

- * Sterling Agreement: Manager Jensen will forward information regarding the potential purchase of Sterling Real Estate Trust's Ownership of DTC Property to Board members for review. For tax reporting purposes, Sterling would like to finalize this agreement as soon as possible, therefore a Special Board Meeting may be held if it is determined that this Agreement is something the DTA should consider to pursue. Manager Jensen indicated that Sterling and DTA are close to negotiating the purchase price. Sterling initiated the discussion of selling the property to the DTA.

New Business

- * Teamster's Local 346 Contract: The DTA received a letter from the Teamsters officially opening union contract negotiations. DTA staff will keep Board members informed as things progress.
- * Free Transportation on Election Day: DTA staff was under the assumption that offering free rides on Election Day was mandatory by the State Legislature every year. However, after a little research, Manager Jensen reported that offering free rides was only mandatory in 2014. However, if the State no longer reimburses the DTA for these services in 2015, then the Board of Directors would have to make the decision of whether or not to offer the service this year. In response to Director Bransky, there really is no advantage to the DTA to offer this service, however, it does encourage the public to go and vote. Because early online voting is now offered, Director Putney commented it may not be necessary to offer this type of service any more. Director Evans agrees; most political parties and unions offer free rides to their supporters because they want them to get out and vote. After further discussion, the Board of Directors decided that this service would not be offered if it is not State mandated or reimbursed. Manager Jensen will investigate further and report back to the Board of Directors.

Public Comment

- * None.

Announcements

- * November Employee of the Month: The Employee of the Month Committee has selected Bus Operator, Joe Jaros, as the DTA Employee of the Month for November of 2016. Joe was hired as a part-time Bus Operator in January of 2007 and was promoted to full-time in November of 2007. This is his first DTA Employee of the Month Award. Joe was born in St. Paul and his family moved to Duluth in 1961. He grew-up in the Hillside neighborhood and graduated from Duluth Central High School in 1980. Joe enlisted in the Army after high school and served through 1981. He traveled the country from 1981 to 1984 and lived in different cities such as: Houston, Portland, San Diego, and New Jersey. In 1984, Joe met his first wife Patricia while working as a bartender at his uncle's bar in Superior, Wisconsin. They have a son named William who is now 30 years old and owns a catering business in Phoenix, Arizona. Joe has been married to his current wife, Cheryl for 27 years. They met at the Spirit Valley Days street dance in West Duluth. She works in the Sales Department at HOM Furniture and is also a beautician. They have a 3-year old Shetland sheepdog named, Daisy. From 1989 through 1991, Joe worked as a general laborer in the construction industry. He also managed pull-tab booths that benefited nonprofit organizations such as the Red Cross and the Muscular Dystrophy Association. Joe owned a bar in Superior from 1991 through 1992 located across from the Douglas County Courthouse named, "Front Court." After that, he drove school bus for the Fond du Lac Band of Lake Superior Chippewa until 2006. Joe also "flipped" ten houses from 1994 to 2006. As a huge sports fan, Joe enjoys watching high school hockey the most. He likes the fact that high school players aren't paid for their efforts and are just playing their hearts out for the sake of school spirit. Joe fishes in the summertime, but hasn't done much fishing lately due to time constraints. As an avid poker player, Joe travels to "Aces" in Forest Lake to compete in "Texas Hold'em" tournaments. Otherwise, he is mostly a homebody who doesn't leave the house much. In Joe's eyes, the DTA is a great place to work. He likes the fact that he gets paid for driving around town. He is also proud of his customer service abilities and enjoys the public interaction. "I get to be with people in the community every day and I like to make them laugh," said Joe. "Which is hard to do considering that I'm not that funny of a guy." Joe continued. The DTA commends Joe Jaros for his dedicated professionalism and congratulates him on being selected Employee of the Month for November of 2016!

- * The next Board of Directors and Committee Meetings are scheduled for October 26, 2016.

Adjournment

With there being no further business, a motion was made by Director Nelson and seconded by Director Evans to adjourn the October 26, 2016 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