

**DULUTH TRANSIT AUTHORITY**

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

**Board of Directors Meeting**

March 28, 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	Mike Casey Joshua Smerdon Henry Banks Krystal Brandstatter	<b>Directors Excused:</b> Ed Gleeson	<b>Directors Absent:</b>
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<b>DTA Staff Present:</b> Ben Herr, First Transit Management Carla Montgomery, Director of Finance Nancy Brown, Procurement Manager	Lisa Paczynski, Administrative Assistant Heath Hickok, Director of Marketing
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<b>Others Present:</b> Chris Belden, MIC	
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**Call to Order:** President Nelson called the meeting to order at 5:22 p.m.

**Approval of Minutes**

- \* February 28, 2018 Board of Directors & Committee Meeting Minutes: A motion was made by Director Banks and seconded by Director Smerdon to approve the February 28, 2018 Board of Directors & Committee Meeting minutes. Motion carries.

**Action Items**

- \* Resolution No. 204 – Gillig Bus Purchase Approval: A motion was made by Vice President Bransky and seconded by Director Smerdon to approve the Board of Directors March 28, 2018 Resolution No. 204 concerning the approval of another change order to the ten (10) Gillig bus procurement. Resolution carries.

MARCH 2018 - RESOLUTION NO. 204

Concerning the Change Order for ten (10) 2018 model Gillig Bus diesel buses;  
Whereas, the Duluth Transit Authority has ordered ten Gillig buses to be delivered in third quarter 2018;  
and  
Whereas, the DTA has identified an upgrade to the ADA restraint system that will better meet the needs of DTA passengers; and  
Whereas, the passenger seats the DTA ordered are being discontinued and staff selected new seats that are comparable in style and performance; and  
Whereas, the staff evaluated the change in cost and determined the price to be fair and reasonable.  
Now, therefore be it resolved, the DTA Board of Directors hereby approves the change order for the Gillig diesel buses in the amount of fifty-thousand, five-hundred and forty dollars (\$50,540.00) as presented herein.

PASSED AND ADOPTED THIS 28<sup>TH</sup> DAY OF MARCH 2018 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 205 – NSE Route and Capital Requests Amendment: A motion was made by Secretary/Treasurer Watson and seconded by Director Zaruba Fontaine to approve the Board of Directors March 28, 2018 Resolution No. 205 concerning the approval of the continuance of the 2017 pilot program for route expansions and capital requests. Resolution carries.

MARCH 2018 - RESOLUTION NO. 205

Concerning Route Expansions and Capital Requests through the Greater Minnesota Public Transit Service Expansion Grant Program;

Whereas, the DTA implemented new service consisting of 5 new routes in August 2017 and December 2017 using funding from the Greater Minnesota Public Transit Service Expansion Grant Program for the period of July 1, 2017 through June 30, 2018;

Whereas, the DTA utilized funding from the Greater Minnesota Public Transit Service Expansion Grant Program for capital improvements for the period of July 1, 2017 through June 30, 2018;

Whereas the Greater Minnesota Public Transit Service Expansion Grant Program allows a zero percent (0%) local match during the pilot period of July 1, 2017 through June 30, 2019 for route expansions and capital improvements; and

Whereas the DTA agrees to provide one hundred percent (100%) of the expenses that exceeds funds available from the State through the Greater Minnesota Public Transit Service Expansion Grant Program;

Now, therefore, be it resolved, the DTA Board of Directors hereby approves the continuance of the 2017 route expansions and capital requests presented herein for the remaining pilot period, and authorizes the DTA General Manager and the DTA Board President to execute an agreement with the State of Minnesota Department of Transportation for the Greater Minnesota Public Transit Service Expansion Grant Program.

PASSED AND ADOPTED THIS 28<sup>TH</sup> DAY OF MARCH 2018 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 206 – Paratransit Vehicle Purchases: A motion was made by Secretary/Treasurer Watson and seconded by Director Zaruba Fontaine to approve the Board of Directors March 28, 2018 Resolution No. 206 concerning the approval of free fares for National Bike to Work Day on May 18, 2018. Resolution carries.

MARCH 2018 - RESOLUTION NO. 206

Concerning the approval of Free Fares for Bike to Work Day:

Whereas, the National Bike to Work Day is Friday, May 18, 2018; and

Whereas, bicyclists participating in National Bike to Work Day may use the DTA transit system to supplement their travel; and

Whereas, bicycle riding passengers participating in Bike to Work Day activities promotes greater awareness of the DTA transit system to all residents in our service area; and

Whereas, providing a free fare for bicycle riding passengers will provide an incentive to utilize the DTA transit system on National Bike to Work Day.

Now, therefore, be it resolved, the DTA Board of Directors hereby approves free fares for bicyclists using DTA bike racks on National Bike to Work Day.

PASSED AND ADOPTED THIS 28<sup>TH</sup> DAY OF MARCH 2018 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

**Old Business**

\* General Manager Recruitment Update: Mr. Herr announced that Rick Dunning, First Transit SVP, is on vacation. Upon his return Mr. Dunning will contact the candidate the Board chose during the March 23 Special Board Meeting. Mr. Herr will keep Board members informed as negotiations with the candidate progress. When all negotiations are finalized, the DTA Board of Directors must approve the General Manager selection by a resolution at its next meeting. If necessary, a Special Board Meeting can be held.

**New Business**

\* MnDOT 2017 Transit Report: Mr. Herr reviewed his MnDOT Transit Report PowerPoint (depicting 2016 data) and a copy of this report will be emailed to Board members. Compared to its peer groups, the DTA has the highest fixed route ridership and operating expenses. The DTA provides relatively low STRIDE service as compared to its peers and as expected, operating costs are also low compared to other similar sized transit agencies. In Mr. Herr's opinion this is a good thing, because it appears that the DTA is providing service to the disabled through its fixed route instead of the more expensive paratransit services. Next, Mr. Herr and Staff person Montgomery explained how the DTA receives its Federal and State funding, and how the funding amounts are determined.

URBANIZED SYSTEMS	TOTAL EXPENDITURES	FEDERAL SHARE	STATE GENERAL FUND	STATE MVST	LOCAL SHARE	% LOCAL SHARE
Duluth Transit Authority	\$13,948,924	\$0	\$2,600,000	\$7,800,000	\$3,548,924	25.4%
East Grand Forks Transit	\$311,146	\$0	\$65,800	\$183,117	\$62,229	20.0%
La Crescent Apple Express	\$314,576	\$0	\$64,600	\$187,061	\$62,915	20.0%
Mankato Transit System	\$1,717,650	\$0	\$460,000	\$914,120	\$343,530	20.0%
Moorhead MAT	\$1,950,699	\$0	\$431,200	\$1,129,359	\$390,140	20.0%
Rochester Public Transit	\$6,613,455	\$0	\$1,000,000	\$3,000,000	\$2,613,455	39.5%
St. Cloud Metro Bus	\$7,297,902	\$0	\$1,620,000	\$4,218,322	\$1,459,580	20.0%
<b>Total</b>	<b>\$32,154,352</b>	<b>\$0</b>	<b>\$6,241,600</b>	<b>\$17,431,979</b>	<b>\$8,480,773</b>	<b>26.4%</b>

ELDERLY & DISABLED SYSTEMS	TOTAL EXPENDITURES	FEDERAL SHARE	STATE GENERAL FUND	STATE MVST	LOCAL SHARE	% LOCAL SHARE
Duluth Transit Authority-STRIDE	\$876,345	\$0	\$192,738	\$552,155	\$131,452	15.0%
East Grand Forks Transit Dial-A-Ride	\$65,519	\$0	\$14,025	\$41,666	\$9,828	15.0%
Mankato Dial-A-Ride	\$426,324	\$0	\$59,713	\$179,138	\$187,474	44.0%
Moorhead MAT Paratransit	\$449,771	\$0	\$97,113	\$285,192	\$67,466	15.0%
Rochester Dial-A-Ride	\$859,608	\$0	\$191,250	\$539,417	\$128,941	15.0%
St. Cloud Metro Bus Dial-A-Ride	\$3,934,221	\$0	\$807,500	\$2,422,500	\$704,221	17.9%
<b>Total</b>	<b>\$6,611,786</b>	<b>\$0</b>	<b>\$1,362,338</b>	<b>\$4,020,068</b>	<b>\$1,229,381</b>	<b>18.6%</b>

URBANIZED SYSTEMS	TOTAL BUDGET	FEDERAL SHARE	STATE GENERAL FUND	STATE MVST	LOCAL SHARE	% LOCAL SHARE
Duluth Transit Authority	\$13,700,000	\$0	\$4,970,000	\$5,990,000	\$2,740,000	20.0%
East Grand Forks Transit	\$328,000	\$79,500	\$0	\$182,900	\$65,600	20.0%
La Crescent Apple Express	\$375,000	\$55,000	\$0	\$245,000	\$75,000	20.0%
Mankato Transit System	\$1,685,000	\$517,500	\$207,625	\$622,875	\$337,000	20.0%
Moorhead MAT	\$2,190,000	\$0	\$438,000	\$1,314,000	\$438,000	20.0%
Rochester Public Transit	\$7,000,000	\$0	\$1,400,000	\$4,200,000	\$1,400,000	20.0%
St. Cloud Metro Bus	\$8,100,000	\$0	\$1,620,000	\$4,860,000	\$1,620,000	20.0%
<b>Total</b>	<b>\$33,378,000</b>	<b>\$652,000</b>	<b>\$8,635,625</b>	<b>\$17,414,775</b>	<b>\$6,675,600</b>	<b>20.0%</b>

ELDERLY & DISABLED SYSTEMS	TOTAL BUDGET	FEDERAL SHARE	STATE GENERAL FUND	STATE MVST	LOCAL SHARE	% LOCAL SHARE
Duluth Transit Authority-STRIDE	\$958,000	\$0	\$407,150	\$407,150	\$143,700	15.0%
East Grand Forks Transit Dial-A-Ride	\$60,000	\$0	\$12,750	\$38,250	\$9,000	15.0%
Mankato Dial-A-Ride	\$405,000	\$0	\$86,063	\$258,188	\$60,750	15.0%
Moorhead MAT Paratransit	\$466,000	\$0	\$99,025	\$297,075	\$69,900	15.0%
Rochester Dial-A-Ride	\$894,000	\$0	\$189,975	\$569,925	\$134,100	15.0%
St. Cloud Metro Bus Dial-A-Ride	\$4,100,000	\$0	\$871,250	\$2,613,750	\$615,000	15.0%
<b>Total</b>	<b>\$6,883,000</b>	<b>\$0</b>	<b>\$1,666,213</b>	<b>\$4,184,338</b>	<b>\$1,032,450</b>	<b>15.0%</b>

- \* *Board of Education and Development Committee:* President Nelson would like to form this standing committee with a mission to include the following items: review General Manager Hiring process; pioneer a leadership transition process for a new General Manager; develop a performance evaluation process for General Manager and Board members. President Nelson would also like the Board of Directors to determine its own annual budget. This committee would consist of 3-4 Board members and the General Manager as a non-voting member. President Nelson will send an email asking for volunteers; it may be possible to finalize this at the April Board of Directors Meeting. President Nelson asked Board members to read the DTA's Board of Directors Handbook. Vice President Bransky suggested a different structure be created to approach these topics rather than form another committee. If the timing is good, perhaps this could be done at a Board Retreat later this fall. Mr. Herr and President Nelson will discuss this in more detail and report back to the Board.
- \* *Board Meeting Public Notifications:* DTA meeting notices and minutes are shared with various entities, City of Duluth, MnDOT personnel, local newspapers, etc. The DTA will begin to post the meeting dates on its own website as well.
- \* *Trolley Bus Stops:* Director Casey suggested to add a bus stop in the Endion Station parking lot and evening at other parking lots; at this point it is too late to change this year's trolley route, but this information will be shared with DTA staff. This year's trolley route had to be changed due to the Superior Street construction. The trolley stops at all bus stops along its scheduled route.

- \* WebWatch System: Director Casey discovered there are multiple route maps that pop up in WebWatch which is great. One thing that he noticed is that WebWatch doesn't present the line on Route 10 (all that appears is the bus stops). Director Casey and/or Mr. Herr will notify the IT Director.
- \* Google Maps: Google Maps are having some issues with our properties – DTA staff contacted them and they are investigating.

### Public Comment

- \* No public in attendance.

### Announcements

- \* April Employee of the Month: The Employee of the Month Committee has selected Rod Keveri as the Employee of the Month for April of 2018. Rod began his career at the DTA in July of 2007 as a part-time Bus Operator and was promoted to full-time in June of 2008. This is Rod's first DTA Employee of the Month Award. Hermantown is where Rod was raised, but he was born in Duluth. He graduated from Hermantown High School in 1975 and currently resides in Cloquet with his wife Nancy. They were married in 1984. After high school, he attended Automotive Technician Training Program at the Eveleth Technical College and graduated in 1977 with an Associate's Degree. Rod worked as a Security Guard for ABI Construction in 1977 and then started working as a Mechanic at Iron Trail Motors in Virginia after getting his ASE Certification. He held that position for seven years. During this time, Rod lived in the Central Lakes Township. In 1985, he began working at Curtis Oil and Tire. Then, Rod attended truck driving school and worked briefly at Star Trucking in Eveleth after obtaining a Commercial Driver's License. From 1988 to 1993, Rod worked as a Mechanic at Sears Automotive and then Northstar Ford from 1993 to 2007 before starting his career at the DTA. When Rod isn't driving a bus for the DTA, you'll find him fishing in the summer months and deer hunting in the autumn. When asked where his favorite fishing hole is, he politely states that it's a secret then laughs before saying that its Saginaw Lake near the Gunflint Trail. He hunts near Zim, Minnesota. In the past, Rod has restored several classic cars including a 1972 Camaro, a 1972 GMC pick-up truck and a 1971 Chevelle. Rod is still a classic car enthusiast, but doesn't restore them anymore. Rod enjoys working at the DTA and considers it "a good job." He's happy with his role as a bus operator, but admits that he's looking forward to retirement and not having to interact with the public. "I'm a jack of all trades, but a master of none," said Rod. "Being a DTA Bus Operator presents a new story every day." The DTA commends Rod Keveri for his dedicated professionalism and congratulates him on being selected Employee of the Month for April of 2018!
- \* DTA Employee Recognition Breakfast: The annual Safety Award Breakfast is scheduled for Wednesday, April 11 from 7-9 a.m. in the Driver's Lounge. All Board members are invited to attend. The Employee of the Year award will be announced at 8:30 a.m.

### Adjournment

With there being no further business, a motion was made Vice President Bransky and seconded by Director Smerdon to adjourn the March 28, 2018 regular Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 6:00 p.m.

Respectfully submitted,  
*Lisa Paczynski*