

DULUTH TRANSIT AUTHORITY

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

Board of Directors Meeting

Wednesday, April 27, 2016

DTA Board Room

Approximately at 5:30 p.m.

MINUTES

Committee Present: John Brostrom, President Leslie Evans Wayne Nelson Dave Schaeffer	Rondi Watson Deb Putney Thomas Griffin	Committee Excused: Don Simons, Vice President	Committee Absent:
DTA Staff Present: Dennis Jensen, General Manager Jim Heilig, Director of Administration & Planning 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 5:15 p.m.

Approval of Minutes

- * March 30, 2016 Board of Directors & Committee Meetings Minutes: A motion was made by Director Griffin and seconded by Director Nelson to approve the March 30th Board of Directors & Committee Meeting minutes. Motion carries.

Action Items

- * Resolution No. 120 – Approve Financial Management Plan: A motion was made by Director Griffin and seconded by Director Evans to approve the Board of Directors April 27, 2016 Resolution No. 120 concerning the approval of the changes to the DTA Financial Management Plan as required to meet State and Federal guidelines for all procurements. Resolution carries.

APRIL 2016 - RESOLUTION NO. 120

Concerning Changes to the DTA Financial Management Plan.

Whereas; the DTA is required to meet State and Federal guidelines for all procurements, and

Whereas; the DTA needs to update the current Financial Management Plan to include the duties of the Procurement Manager and Project Manager duties; and

Now, therefore, be it resolved; that the DTA Board of Directors approves the changes as presented.

PASSED AND ADOPTED THIS 27TH DAY OF APRIL 2016 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Motion to Approve Capital Plan: A motion was made by Director Nelson and seconded by Director Griffin to approve the DTA's Capital Plan as presented. The motion was unanimously carried.

- * Motion to Approve DTC Parking Ramp Rates (PowerPoint presentation Attached): General Manager Jensen explained that the parking rates were established last week and were coordinated with the City of Duluth as well as comparable to other Duluth parking ramps. The parking rates are as follows:

- Lower Level Secure Parking
24/7 reserved parking: \$125.00 per month
24/7 general secure parking: \$100.00 per month
- Level 3, (Skywalk Level)
24/7 reserved parking: \$115.00 per month
7-day access (6 a.m. until 6 p.m.): \$100.00 per month
Weekday access (6 a.m. until 6 p.m.): \$75.00 per month
- Level 4, Top Level
24/7 reserved parking: \$100 per month
General parking: \$70.00 per month
- Hourly rate is \$1.00 for the first half hour, and \$1.00 for each additional hour, with a daily maximum of \$10.00.

Manager Jensen added there is a surplus of downtown parking available with the opening of the Maurices' parking ramp. In answer to Director Schaeffer, the parking gate in the DTC ramp will be raised after 7 p.m. Director Schaeffer also mentioned that the YMCA may be interested in validated parking arrangements for their customers to park in the DTC ramp. Manager Jensen replied that the YMCA would need to discuss this with Interstate Parking who is the DTC's contracted parking manager. In addition, the YMCA may also be interested in the bike storage area. A motion was made by Director Schaeffer and seconded by Director Nelson to approve the above DTC parking ramp rates. Motion was unanimously carried.

Old Business

- * Transportation Bill Update: Replying to Director Griffin's question, this bill has not been finalized yet, and it is expected that it will be near the format that has been implied.
- * Fair Food Access/Grocery Bus Service: Director Nelson asked if the grocery service could be combined with regular route service on Saturdays. Manager Jensen and Staff person Heilig explained this would be difficult to do because of the routing, and the Saturday regular route buses already have very high ridership numbers. Director Schaeffer took the opportunity to express his overall support of the program, and appreciates the time and effort that DTA staff has put into this project. Director Schaeffer also added that he agrees with Mr. Tony Cuneo, and believes there should be a good transition from the existing service to another such as door-to-door service to hold the public's interest. Director Watson read out loud Goal VI of the DTA's Draft Vision Update which relates to the Grocery Express service and working closely with area businesses, public agencies, etc. in exploring ways of providing more responsive services to economically disadvantaged populations. Again, Manager Jensen stated it would be best to offer door-to-door service, and it is cost-effective to use a smaller vehicle similar to what STRIDE uses. Lastly, Staff person Heilig noted that there aren't enough STRIDE buses available to run this service during the weekdays, but it is possible on Saturdays and Sundays.

New Business

- * State of the City Address/Police Chief Candidate Community Forum: Manager Jensen announced that the upcoming City Address will be held tonight at 6:30 p.m. in the DECC's Harborside Ballroom. Also, a community forum for Duluth's Police Chief candidates will be held at Lincoln Park Middle Auditorium on Thursday, April 28 at 6:30 p.m. The City has asked the DTA to provide shuttle service from the Grand Avenue bus stop to the school. This shuttle will be free to the public, and the City will pay for this service.

- * *Grandma's Marathon*: It is expected that the DTA will again provide shuttle service to Marathon participants. Grandma's Marathon does reimburse Voyager Bus who in turn pays the DTA for this service.
- * *Board Member Terms*: Responding to Director Nelson's question, Manager Jensen stated that the Mayor's office allows DTA Board & Committee members to serve two consecutive terms. If any current members wish to continue to serve beyond the two terms, they need to contact Staff person Paczynski or the City Clerk. Vice President Simon sent an email indicating that he may have to step down due to a work conflict, and the Duluth Mayor has not filled Director Orman's position as of yet.
- * *First Transit Management Contract*: Manager Jensen announced that the First Transit Management contract expires September 30th, and therefore this contract will go back out for bid. DTA staff nor Manager Jensen can participate in this process; instead MIC will issue the RFP on behalf of the DTA and will work with the DTA Board of Directors in the bid process (i.e. RFP issued nationally, bid conference, review proposals, schedule interviews). Due to the new DTC funding with state bonds, this contract has to be reviewed by the Minnesota Management & Budget (MMB). Generally the contract is for 5 years with a 5-year option, but this is determined by the DTA Board. Staff person Heilig added that usually a steering committee comprised of 2-3 Board members works with MIC, and then this committee makes a recommendation to the entire Board of Directors.

Public Comment

- * None

Announcements

- * *May Employee of the Month* – The Employee of the Month Committee has selected Bus Operator, Mathew Carlson, as the DTA Employee of the Month for May of 2016. He recently received a commendation for his exceptional customer service. He was hired as a part-time Bus Operator in November of 2014 and was promoted to fulltime in June of 2015. This is Mathew's first Employee of the Month award. Mathew was born and raised in Duluth. He grew-up in West Duluth with his two sisters and brother. He graduated from Denfeld High School in 1995. After graduation, he moved to Brookfield, Wisconsin which is a suburb outside of Milwaukee. In Brookfield, Mathew attended the Waukesha County Technical College where he studied bartending and mixology. After about a year, he moved back to Duluth and then attended Lake Superior College from 1998 to 2001 where he studied computer science, with the goal of becoming a Network Specialist. Before starting his career at the DTA, Mathew held a number of different positions. He was the Assistant Manager at Domino's Pizza in Spirit Valley for five years. He also worked at TBI Residential and Community Services for ten years. Mathew originally met his fiancé, Michell, in high school. They reconnected five years ago and have been dating ever since. She has a 9-year old daughter, Isabelle, from a previous relationship. Mathew and Isabelle have a son named William "Liam" who was born on May, 28 2015. Mathew states that being a father has been one of the most rewarding experiences in his life. In his spare time, Mathew enjoys playing music with his guitar. He is also a skilled percussionist. He's been playing music for more than 20 years now and his favorite music genres are rock, jazz and blues. Mathew also enjoys snowboarding at Spirit Mountain and watching sports. He played youth hockey for 13 years and would consider hockey his favorite sport. When asked about receiving the Employee of the Month award, Mathew said that it was very humbling. "I was pleasantly surprised to receive the award considering I haven't worked at the DTA very long," Mathew said. "However, I am grateful and very honored to receive the award." He continued.

Mathew appreciates his position at the DTA and uses the “Golden Rule” when it comes to customer service. “I greet everyone that boards my bus and I try to be friendly,” he said. “I treat all of my passengers with the respect that I would want if I were them.” Mathew continued. The DTA commends Mathew Carlson for his dedicated professionalism and congratulates him on being selected Employee of the Month for May of 2016!

- * The next Board of Directors and Committee Meetings are scheduled for Wednesday, May 25, 2016.

Adjournment

With there being no further business, a motion was made by Director Nelson and seconded by Director Griffin to adjourn the April 27, 2016 regular Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 5:40 p.m.

Respectfully submitted,
Lisa Paczynski

John Brostrom, President

Date