

DULUTH TRANSIT AUTHORITY

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

Board of Directors Meeting

February 28, 2018

DTA Board Room

Approximately at 5:30 p.m.

MINUTES

Directors Present: Wayne Nelson, President Aaron Bransky, Vice President Ed Gleeson	Mike Casey Joshua Smerdon Henry Banks	Directors Excused: Julie Zaruba Fountaine Rondi Watson, Secretary/Treasurer	Directors Absent:
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DTA Staff Present: Ben Herr, First Transit Management Carla Montgomery, Director of Finance Nancy Brown, Procurement Manager	Lisa Paczynski, Administrative Assistant
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Others Present: Trecia Ellis, STRIDE President	Ron Chicka, MIC
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Call to Order: President Nelson called the meeting to order at 5:06 p.m.

Approval of Minutes

- * January 31, 2018 Board of Directors & Committee Meetings Minutes: A motion was made by Director Casey and seconded by Director Gleeson to approve the January 31, 2018 Board of Directors & Committee Meeting minutes. Motion carries.

Action Items

- * Resolution No. 203 – Revised EEO Plan Approval: DTA staff, Ms. Brown, explained the Equal Employment Opportunity (EEO) Policy is required for all public agencies and most large employers. As requested by the FTA during the last Triennial Review, the DTA made a few minor changes to its EEO Policy (i.e., complaint and investigation processes, General Manager update). Tomorrow these changes will be submitted to the FTA for approval. A motion was made by Director Banks and seconded by Director Gleeson to approve the Board of Directors February 28, 2018 Resolution No. 203 concerning the approval of the DTA’s revised EEO Policy. Resolution carries.

FEBRUARY 2018 - RESOLUTION NO. 203

Concerning the Duluth Transit Authority Equal Employment Opportunity Policy;
Whereas, the DTA has a long-standing commitment to equal opportunity for all and takes affirmative action to ensure that all employment practices are free of discrimination; and
Whereas, the DTA’s Equal Employment Opportunity Policy requires some changes to comply with recently enacted regulations, and to update the General Manager designation.
Now, therefore be it resolved, that the DTA Board of Directors hereby approves the DTA EEO Policy as presented herein.

PASSED AND ADOPTED THIS 28TH DAY OF FEBRUARY 2018 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * *MOTION – NWRPC/WisDOT/DTA Cooperative Agreement:* A motion was made by Director Casey and seconded by Director Gleeson to approve the Memorandum of Understanding (MOU) between the State of Wisconsin Department of Transportation (“WisDOT”), the Northwest Regional Planning Commission (“MPO”) and the Duluth Transit Authority (“Transit Operator”). The purpose of the MOU is to cooperatively undertake a continuing, cooperative, and comprehensive performance-based multimodal transportation planning and programming process for the Metropolitan Planning Area in accordance with state and local goals for metropolitan planning, the provisions of 23 USC 134, 49 USC 5303, and 23 CFR 450, and in accordance with the provisions of this Agreement. Motion carries.

Old Business

- * *General Manager Recruitment Update:* President Nelson reported First Transit has received several strong candidates for the General Manager position. As per President Nelson, a Board member panel will be created to review applicants. Director Banks, Secretary/Treasurer Watson, Director Smerdon and President Nelson will make up the panel, with Directors Zaruba Fountaine, Casey, Gleeson and Vice President Bransky as alternates. Alternates can participate in all interviews if they choose to do so. Mr. Herr stated First Transit has narrowed down the candidates to 12, and Rick Dunning, First Transit SVP, is conducting phone interviews with them. After further discussion, DTA Board members requested they review, at a minimum, the top 3 candidates. Director Banks believes it would be beneficial if certain DTA staff interview this candidate. The two key DTA employees can either participate in the panel interviews, or meet the candidates when touring the DTA facility. After further discussion, it was decided the DTA Board Member panel will interview First Transit’s top 3 candidates (at a minimum) in Duluth. DTA Board members would also like to invite Richard Stewart, Professor of Transportation and Logistics from UWS, to participate in the panel interviews as well.
- * *Public Transit Advisory Group/Committee:* Director Casey would like to table this topic when all Board members are present. Because of next month’s busy agenda, this topic will be tabled until the April Board Meeting. Vice President Bransky suggested that this be discussed at the Board Retreat that is tentatively scheduled for next fall.

New Business

- * *Fare Evasion Issues:* Director Banks has witnessed passengers not paying their fares and wondered if this has become a revenue issue for the DTA. Lately, he has seen one passenger evade fares numerous times and discussed this situation with Ben, DTC staff and the City Human Rights Officer. Director Banks suggested that fare evaders could do community service at DTC or perhaps the community could establish a fund to purchase 30-day bus passes. Mr. Herr stated he and DTA staff determined that fare evaders make up only 1½ - 2% of total ridership. Every transit agency deals with fare evasion issues. Bus Operators are trained to inform rather than enforce; meaning Bus Operators are trying to avoid confrontations so situations do not escalate to violence. If there is an incident, Bus Operators contact the Operations Supervisor who will meet the bus during its route to resolve any issues. DTA staff will continue to monitor fare evasion issues and investigate ways to minimize the number of incidents.
- * *Route 15/Park Point Summer Service:* As was discussed during the Operations Committee Meeting, Director Banks made a motion for DTA staff to move forward with a summer pilot program extending Route 15 evening service (6-9 p.m.). It may be possible to use a trolley for this service. Director Gleeson seconded this motion. Director Casey believes eliminating some afternoon service could lower costs associated with extending the evening service. DTA staff will present options to implement a pilot program for Route 15 at next month’s meeting. In addition to Route 15, Director Gleeson added a study should be done on Route 4 to determine if there’s a way to increase its ridership numbers. DTA staff will pursue grant opportunities that may be available to offset the costs associated with expanding service. Motion carries.

Public Comment

- * No public in attendance.

Announcements

- * *February Employee of the Month:* The Employee of the Month Committee has selected Bus Operator, Brian Rapp, as the Employee of the Month for February of 2018. Brian began working at the DTA as a full-time Bus Operator in July of 2017. This is his first DTA Employee of the Month Award. Brian was born and raised in Duluth. He graduated from East High School in 1979 and then studied chemistry, biology and math as a pre-med student at the College of St. Scholastica. He attended the university through 1983. He worked at Lakeland Auto Imports selling Volkswagens for about a year before taking a seasonal position at the Barkers Island Marina. Brian became the caretaker of his grandfather, E.W. “Bill” Brander, during that same period of time. After his grandfather passed away, Brian accepted a Store Manager position at Domino’s Pizza where he worked from 1987 to 1993. He then took an Assistant Manager position at Blockbuster Video and stayed there from 1993 to 1998. In 1998, Brian and his wife started a home daycare business. Then in 2012, Brian transferred that skillset to Lakeview Christian Academy where he worked as a Childcare Supervisor until starting his career at the DTA in 2017. He also worked at Menards in the Hardware Department on the weekends from 2014 through 2017. Brian was married to his ex-wife, Karen, for 26 years. They have a 24-year-old daughter named Kayla. Brian rescued a 7-year-old pit-bull-mix named “Buddy Bear Webber.” His hobbies include playing guitar and listening to Jazz Music. He’s also a movie buff who enjoys going to live theatre performances at the Duluth Playhouse. Brian is very excited to see “Mama Mia” at the newly restored NorShor Theatre. Having worked at a marina, Brian is also a fan of sailing and has navigated the waters near Bayfield and the Apostle Islands. His one piece of advice is to always bring enough food as there are no deliveries on the “Big Lake.” Brian is also a huge Minnesota Vikings fan and once proudly decorated his Christmas tree in purple and gold. Brian believes that his career at the DTA is the perfect fit for him. He has strived his entire life to find a position that offers good pay and benefits while still giving him some independence and important responsibility. He loves people and driving which makes being a bus operator at the DTA an ideal situation for him. Brian’s favorite quote is from Theodore Roosevelt who once said, “Do what you can, with what you have, where you are.” The DTA commends Brian Rapp for his dedicated service as a Bus Operator and congratulates him on being selected Employee of the Month for February of 2018!
- * *March Employee of the Month:* The Employee of the Month Committee has selected David Parker as the Employee of the Month for March of 2018. David began his career at the DTA in October of 2005 as a part-time Bus Operator and was promoted to full-time in May of 2007. In February of 2016, David was promoted to Operations Supervisor where he has been an exemplary employee. He was previously Employee of the Month in February of 2008 and September of 2014. David was born in Duluth and raised in Superior. He graduated from Superior Senior High School in 1987 and then joined the Navy where he served for 4 years as a chef. After the Navy, David worked in the food and beverage industry before attending Lake Superior College. He graduated from LSC with a Broadcasting Diploma in 1996. David then worked as a Video Journalist at KDLH for 8 years. By the time he left in 2003, he was the Assistant Chief Photographer. In 2005, David was working as a Taxi Driver when a passenger suggested that he become a Bus Operator at the DTA. He submitted his application the following day and the rest is history. David has been married to his lovely wife, Noelle, for 11 years. They met in high school and have known each other for more than 34 years. They dated for a while before getting married and she finally said yes after David promised a free bus pass and all of the other benefits that come with being married to a DTA employee. Noelle works at ARI, a website development company in Duluth.

- * Ashley Fedorachuk is David's 32-year-old daughter. She has a 12-year-old son named, Cadan. Ashley is currently pursuing a Bachelor's of Science Degree in Psychology at UMD. Joshua is David's 27-year-old son who lives in the Twin Cities and works in commercial appliance sales at Warners' Stellian. Kailee is David's 26-year-old daughter who is a stay at home mother of her 2-year-old son, David. Kailee lives in Prior Lake with her fiancé Peter whom she is marrying this month. When David isn't working, you'll find him in the kitchen cooking and dancing with Noelle. Being a chef in the Navy taught him a lot about the culinary arts. Now, he puts that knowledge to good use making delicacies for his entire family. His favorite meals to prepare using his homemade sauces are sweet and sour chicken and BBQ spare ribs. David also enjoys shooting pool and reading fiction novels. His favorite authors are Tom Clancy and David Baldacci. David enjoys his administrative role as an Operations Supervisor and the challenges it presents. Particularly, being able to use positive reinforcement with Bus Operators to improve their customer service and overall performance. However, he does occasionally miss driving the bus. When asked what his favorite quote is David replied, "Life is 10 percent what happens to you and 90 percent how you react to it." The DTA commends David Parker for his dedicated professionalism and congratulates him on being selected Employee of the Month for March of 2018!

Adjournment

With there being no further business, a motion was made by Vice President Bransky and seconded by Director Banks to adjourn the February 28, 2018 regular Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 7:33 p.m.

Respectfully submitted,
Lisa Paczynski

Wayne Nelson, President

Date