

## DULUTH TRANSIT AUTHORITY

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

### Board of Directors Meeting

Wednesday, January 6, 2016

DTA Board Room

Approximately at 5:30 p.m.

### MINUTES

<b>Committee Present:</b> John Brostrom, President Don Simons, Vice President Wayne Nelson Thomas Griffin	Dave Schaeffer Deb Putney Rondi Watson	<b>Committee Excused:</b> Leslie Evans Don Simons	<b>Committee Absent:</b>
<b>DTA Staff Present:</b> Dennis Jensen, General Manager Carla Montgomery, Director of Finance Jim Heilig, Director of Administration & Planning Nancy Brown, Procurement Manager	Jim Caywood, Director of Maintenance Heath Hickok, Director of Marketing Lisa Paczynski, Administrative Assistant		
<b>Others Present:</b>			

**Call to Order:** President Brostrom called the meeting to order at 5:16 p.m.

### Approval of Minutes

- \* December 2, 2015 Board of Directors & Committee Meetings Minutes: A motion was made by Director Griffin and seconded by Director Schaeffer to approve the December 2 Board of Directors & Committee Meeting minutes. Director Nelson requested a correction be made to his vote regarding the Multimodal Center Dedication. (Director Nelson was listed as voting for and against the Multimodal Center Dedication motion when he only voted against the motion.) Motion to approve the December 2 minutes with the above mentioned correction carries.

### Action Items

- \* Resolution No. 107 – Multimodal (DTC) Parking Manager Contract Award: A motion was made by Director Nelson and seconded by Director Schaeffer to approve the Board of Directors January 6, 2016 Resolution No. 107 awarding Interstate Parking as the Parking Manager at the Duluth Transportation Center (DTC). This is a 3-year contract with a 2-year option to allow for flexibility in years 4 and 5 to make any need changes. Resolution carries.

### JANUARY 2016 - RESOLUTION NO. 107

Concerning the award of a contract for the Parking Management services at the Duluth Transportation Center.

WHEREAS, the Duluth Transit Authority wishes to contract with a professional parking management firm to manage parking services at the DTC, and

WHEREAS, the Duluth Transit Authority has properly bid this procurement, and

WHEREAS, the DTA has received two qualified bids, and

WHEREAS, the DTA staff has examined both bids, along with options presented by each vendor.

NOW THEREFORE BE IT RESOLVED, that the DTA Board of Directors hereby selects Interstate Parking as the Parking Management firm as the low, responsible, and responsive bidder.

PASSED AND ADOPTED THIS 6<sup>TH</sup> DAY OF JANUARY 2016 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 108 – Multimodal (DTC) Snow Plowing Award: A motion was made by Director Schaeffer and seconded by Director Griffin to approve the Board of Directors January 6, 2016 Resolution No. 108 concerning the award of a seasonal contract for snow plowing duties at DTC. Resolution carries.

JANUARY 2016 - RESOLUTION NO. 108

Concerning the award of a contract for Snow Removal services at the Duluth Transportation Center (DTC).

WHEREAS, the Duluth Transit Authority has properly bid this procurement, and

WHEREAS, the DTA has received two qualified bids, and

WHEREAS, the DTA staff has examined both bids for thoroughness, responsiveness and price,

NOW THEREFORE BE IT RESOLVED, that the DTA Board of Directors hereby selects Sinnott

Blacktop for the award of the contract for snow removal services at the DTC as the low, responsible, and responsive bidder.

PASSED AND ADOPTED THIS 6<sup>TH</sup> DAY OF JANUARY 2016 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 109 – Maintenance Uniform Purchase & Cleaning Award: A motion was made by Director Nelson and seconded by Director Griffin to approve the Board of Directors January 6, 2016 Resolution No. 109 concerning the award of a Maintenance Uniform contract to AmeriPride. Resolution carries.

JANUARY 2016 - RESOLUTION NO. 109

Concerning the award of a contract for rental and cleaning of Maintenance Uniforms.

WHEREAS, the Duluth Transit Authority has properly bid this procurement, and

WHEREAS, the DTA has received two qualified bids, and

WHEREAS, the DTA staff has examined both bids for responsiveness, thoroughness and price.

NOW THEREFORE BE IT RESOLVED, that the DTA Board of Directors hereby selects AmeriPride as the low, responsible, and responsive bidder for Maintenance Uniforms and Cleaning.

PASSED AND ADOPTED THIS 6<sup>TH</sup> DAY OF JANUARY 2016 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 110 – 2004 Bus Surplus/Disposal Award: A motion was made by Director Nelson and seconded by Director Griffin to approve the Board of Directors January 6, 2016 Resolution No. 110 concerning the sale of 2004 surplus buses. Resolution carries.

JANUARY 2016 - RESOLUTION NO. 110

Concerning the Sale of Used Buses.

WHEREAS, the Duluth Transit Authority has properly bid this sale, and

WHEREAS, the DTA has received four qualified bids, and

WHEREAS, the DTA staff has examined the bids for thoroughness and price.

NOW THEREFORE BE IT RESOLVED, that the DTA Board of Directors hereby awards buses to Midwest Bus, Metro Ride (Wausau), and the City of Eau Claire as per their respective bids.

PASSED AND ADOPTED THIS 6<sup>TH</sup> DAY OF JANUARY 2016 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* A motion was made by Director Griffin and Director Watson seconded the motion to accept the request for extension of the contract from Mortenson Company and to delay the opening date for the Duluth Transportation Center. Motion carries.
- \* A motion was made by Director Griffin and seconded by Director Nelson to defer any decision on the request by Mortenson Company for the deferment of liquidated damages. In response to Director Watson, DTA staff believes that they need to review a work completion check list before they can make a decision on deferring the liquidated damages. Responding to Director Nelson's question regarding the approximate cost incurred for missing the December 18 initial opening date, Manager Jensen replied that he cannot answer that question since he doesn't have any historical parking revenue data from the building owner's current parking ramp. In addition, that parking ramp is in a deplorable state so this data would be somewhat debatable. Staff member Heilig estimated the cost to be somewhere between \$12,000 and \$20,000. The DTA will have additional costs as well. Motion carries.

### Old Business

- \* Duluthian Magazine: Recently an article was published in the local Duluthian Magazine featuring the Multimodal Facility. All Board members received a copy of this magazine.

### New Business

- \* Central States Pension Fund: Director Nelson asked if there has been any new information regarding the Central States Pension Fund problem. Manager Jensen replied that meetings have been held and letters have been sent to fund participants. Pension cuts are between 50-60% and future pay out plans have been restructured as well. Upcoming contract negotiations are coming up at the end of this year, and it is expected that a lot of discussion will revolve around the pension plan and whether or not there may be other options available for the Teamster plan participants.
- \* 2016 Staff Retirements: In response to Director Nelson's question regarding Manager Jensen's and Staff person Heilig's retirement dates, Manager Jensen reported that First Transit will name a replacement for his position. Manager Jensen plans to retire in October, and the Director of Safety is planning a June retirement. Every time an employee retires it presents an opportunity for existing staff to move up in the organization, and it gives the DTA the opportunity to evaluate the structure of the organization and make adjustments if necessary. Manager Jensen also added that he has met with Staff person Heilig to begin discussions regarding his retirement as the Director of Administration and Planning. As things progress, this information will be shared with the Board.

### Public Comment

- \* None

### Announcements

- \* January Employee of the Month – The Employee of the Month Committee has selected Bus Operator, Ann Marie Kelley, as the DTA Employee of the Month for January of 2016. Ann was hired as a part-time Bus Operator in February of 2009 and was promoted to full time in June of 2010. She was previously Employee of the Month in October of 2012. Ann was born and raised in Flint, Michigan. She attended catholic schools and graduated from high school in 1968. She went on to study communications and journalism at the University of Michigan and graduated with a Bachelor of Arts Degree in Communication. After her undergraduate studies, Ann attended Northern Michigan University in Marquette to pursue a Master of Arts Degree. She graduated from both universities in the early 1990s.

After graduate school, Ann worked as a Staff Writer at a daily newspaper in Marquette. She did this for several years before moving to Duluth. Once here, she began writing for the Catholic Archdiocese Newspaper in Superior. She has lived in the Central Hillside neighborhood her entire time here and loves the sense of community it offers. Ann moved to Duluth in an effort to provide a better life for her daughter, Zoe, who is now 45 years old. Zoe is a person with disabilities who needs assistance from different social programs. Duluth had a lot more to offer both Ann and Zoe than Marquette did. Now, Ann gets to take care of Zoe one day a week and she gets the necessary help every other day. Ann enjoys working at the DTA because it promotes team work and working together. Even though the DTA provides service in a large area that includes both Duluth and Superior, in Ann's opinion, bus driving is still very much a team sport. "Sometimes drivers have just minutes of interaction – coming into the garage and the drivers' lounge before or after a shift – but these minutes are often full of laughs, camaraderie and mutual respect," said Ann. "And when there's nothing to laugh about after a tough day, co-workers don't say 'you did a crummy job out there,' or 'what an idiot.' It's just the opposite – empathy rules." Ann continued. Upon retirement, she plans on writing creatively and is considering a move into the Washington Apartments. This artist community would allow her to stay in the Central Hillside neighborhood while providing an opportunity to grow both as a person and artist. The DTA commends Ann Marie Kelley for her dedicated professionalism and congratulates her on being selected Employee of the Month for January of 2016!

#### **Adjournment**

With there being no further business, a motion was made by Director Nelson and seconded by Director Griffin to adjourn the January 6, 2016 regular Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 5:35 p.m.

Respectfully submitted,  
*Lisa Paczynski*

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John Brostrom, President

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Date