

## DULUTH TRANSIT AUTHORITY

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

### Board of Directors Meeting

Wednesday, August 26, 2015

DTA Board Room

Approximately 5:30 p.m.

<b>Committee Present:</b> John Brostrom, President Don Simons, Vice President Leslie Evans	Dave Schaeffer Rondi Watson Deb Putney	<b>Committee Excused:</b> Tom Griffin	<b>Committee Absent:</b>
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<b>DTA Staff Present:</b> Dennis Jensen, General Manager Jim Heilig, Director of Administration & Planning	Lisa Paczynski, Administrative Assistant Heath Hickok, Director of Marketing
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<b>Others Present:</b> Jim Lasher, LSA/SRF Consulting	Greg Fossett, Mortenson Construction
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**Call to Order:** President Brostrom called the meeting to order at 5:35 p.m.

### Approval of Minutes

- \* June 24, 2015 Board of Directors & Committee Meetings Minutes: A motion was made by Director Nelson and seconded by Director Evans to approve the June Board of Directors & Committee Meeting minutes. Motion approved.
- \* August 18, 2015 Special Board of Directors Meeting Minutes: A motion was made by Director Watson and seconded by Director Putney to approve the August 18<sup>th</sup> Board of Directors & Committee Meeting minutes. Motion approved.

### Action Items

- \* None

### Old Business

- \* Financial Committee/Financial Reports: Since Board Members receive the Financial Report for review a few days prior to the Board Meeting, Vice President Simons suggested (in an effort to streamline the Finance Committee Meeting), instead of reviewing the Report in its entirety again, open it up for motion for approval. If there are questions regarding the Report, Staff person Montgomery could answer them at that time. President Brostrom stated that he would be in favor of this change. Vice President Simons also added that if this new procedure is not in any violation with the Bylaws, then the Financial Report could be accepted subject to annual audits. Manager Jensen commented that this is being done by other transit systems, however, he did advise the Board that as the new transportation center operations begin; there will be more detail to the financials so it may be a good idea to streamline the existing financials now. Staff person Heilig suggested that a particular area of the financials could be reviewed each month rather than go in detail on all areas. In addition, Manager Jensen noted that DTA Staff could try to anticipate what questions may be asked about any significant difference in line items and provide a brief summary on those areas. Most likely, it may be necessary to review the Multimodal Center financials separate during the Finance Meetings. President Brostrom suggested that the Marketing Report, which occurs during the Operations Committee Meeting, could be minimized as well. In an effort to streamline the Finance Committee Meeting, Vice President Simons made a motion to approve the new financial reporting process as discussed on a one-month trial basis, with Director Schaeffer seconding the motion. Director Nelson asked if this process could be applied to the ridership numbers that are discussed in the Operations Committee. Director Schaeffer commented that he is in favor of streamlining the financials; however, he reminded Board members that they must be diligent and review the Report.

Again, Staff person Montgomery could highlight key points in the Financial Report. Director Watson commented that she likes the idea of a one-month trial because as a new Board member, it helps her understand the information when the entire Financial Report is presented. Motion carries.

### New Business

- \* Appointment of Finance Committee Chair (Director Kramer's Replacement): President Brostrom nominated Director Nelson and Vice President Simons seconded the motion. Director Nelson nominated Director Griffith. However, after further discussion, Director Nelson accepted the appointment as the Finance Committee Chair. Motion carries.
- \* Appointment of BOD Secretary/Treasurer Position (Director Kramer's Replacement): President Brostrom made a motion to nominate Director Nelson, and Vice President Simons seconded the motion. There being no additional nominations, Director Nelson accepted the appointment as Secretary/Treasurer to the DTA Board of Directors. Motion carries.
- \* New Board Member: President Brostrom welcomed Director Rondi Watson who replaced Walter Kramer. Director Watson commented that her interest began in the DTA at the bus stop talking to other riders.
- \* Chester Bowl Summer Camp: Director Schaeffer thanked the DTA for providing transportation for the Camp's field trips, and to show their appreciation, the children made a thank you card. This card will be posted in the Driver's Lounge.
- \* Mission of Mercy: In response to Director Watson's question, Manager Jensen reported that the DTA donated transit passes for the Minnesota Dental Foundation's Mission of Mercy held in Duluth on July 17-18<sup>th</sup>. There were about 70 riders over the course of the two-day event; unused passes were returned to the DTA.
- \* MPTA/WURTA Conference: The DTA is hosting this year's joint conference, and it will be held at the DECC on October 19-21. All Board members are welcome to attend the entire event, or they may register for individual sessions. Staff person Paczynski will email the conference link to view the agenda. President Brostrom added that a tour of the Multimodal Transit Facility is on the agenda, and Staff person Heilig is also one of the presenters for the Local Sales Taxes session.

### Public Comment

- \* None

### Announcements

- \* August Employee of the Month – The Employee of the Month Committee has selected Ruth Hoadley as the Employee of the Month for August of 2015. Ruth was hired as a Bus Operator in July of 1987 and was first selected Employee of the Month in December of 1998. She was also selected Employee of the Year in 1998. Ruth recently received a commendation from a passenger regarding her professionalism. In addition to her regular driving duties, she is also very active in driver functions and has served as head of the Bus Operator Benevolent Fund. Ruth was raised in Wrenshall, Minnesota and graduated from Wrenshall High School in 1976. She worked as a General Laborer at USG in Cloquet for seven years. She then attended the Duluth Area Vocational Technical Institute (DAVTI) Truck Driving School in 1985 and 1986 and got her Commercial Driver's License (CDL) shortly thereafter. When not working, Ruth enjoys knitting and crocheting with her two Chihuahuas by her side. Molly, who is seven years old,

is actually half Dachshund and Lucy, the purebred, is only one. Her knitting consists primarily of afghans and she also crochets doilies, but she sews a lot of different items. Ruth and her sister, Marian actually take all that they've produced for the year and sell it at their local church. Ruth also enjoys gardening and takes pride in her vegetable gardens. Canning the harvest of vegetables in the autumn is a lot of fun for Ruth and has taken the place of her annual deer hunt. She loves making homemade jams and jellies and also bakes cookies, bars and pies. She also enjoys fishing, but hasn't done much lately. There have been many recent changes in Ruth's life, including her taking piano lessons, and the 2014 purchase of a new home in Esko. Ruth states that she loves living in the Esko community. Ruth credits patience as being the main character trait that allows her to be an exceptional Bus Operator for the DTA. "Over the years I've learned how to be patient, as it is a virtue with this job," Ruth said. "I never used to be a people person but God has put me in this job to make me change and I have changed a lot. Getting to know people takes a long time for me; it can be years before I'm comfortable around someone," she continued. The DTA commends Ruth Hoadley for her dedicated professionalism and congratulates her on being selected Employee of the Month for August of 2015!

- \* September Employee of the Month – The Employee of the Month Committee has selected Senior Technician, Brandon Thompson as the DTA Employee of the Month for September of 2015. Brandon started at the DTA as a Service Worker and was then promoted to Junior Technician. Most recently, he became a Senior Technician and is recognized by the Maintenance Department Managers as an individual with exceptional analytical skills and a "can do" attitude who never gives up on complicated projects. Brandon was born in Duluth and raised in Proctor with his six brothers and one sister. He was home-schooled and graduated from high school in 2004. He then attended the Universal Technical Institute in Chicago, Illinois where he received a diploma in Automotive Technology. Brandon moved to the Twin Cities in 2005 where he accepted a position at the Mercedes Benz dealership in Wayzata as a Master Technician. He worked there from 2006 to 2009 before returning to Duluth where he took a part-time job in the Maintenance Department at Duluth Ready Mix. He then started his employment in the DTA Maintenance Department in December of 2010. Coincidentally, Brandon and his wife Kourtney were born on the same day at St. Mary's Hospital. They reconnected 19 years later at the Hermantown Community Church and were married shortly thereafter. They have seven children. Their oldest, Ava, is nine years old. Ryan is seven followed by Donovan who is six. Gabbriella is five and Alivia is four. Alexis just turned three and their youngest Jessica is only one year old. Ironically, Gabbriella and Donovan have the same birthday as their parents. All of the children are home-schooled by Kourtney who works full-time as a stay-at-home-mom. In the little spare time he has, Brandon enjoys playing drums, lifting weights and working on cars. He is currently restoring a 1991 Nissan 240sx and is looking forward to installing his new GTR crate engine upon its arrival from Japan. Being a good father is important to Brandon; he always has time for his children and includes them in day-to-day activities. At the DTA, Brandon primary works on engines, but he is also skilled in transmission repair and electrical work. He enjoys the changing pace his current position offers. "I like to be busy, especially when I get to do a lot of different things," Brandon stated. "I enjoy taking on a challenge and always look for something new to learn." When asked about the new all-electric Proterra Catalyst buses arriving next year, Brandon expressed some uncertainty. He would like more training on the vehicles and is excited about the opportunity to learn more about the Proterra's electrical systems and drivetrains. Being only 29 years of age, he has plenty of time to learn and grow with the organization. The DTA commends Brandon Thompson for his dedicated professionalism and congratulates him on being selected Employee of the Month for September of 2015!

### **Adjournment**

With there being no further business, a motion was made by Director Nelson and seconded by Vice President Simons to adjourn the August 26, 2015 regular Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 6:15 p.m.

Respectfully submitted,  
*Lisa Paczynski*

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John Brostrom, President

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Date