

# DULUTH TRANSIT AUTHORITY

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

## Board of Directors Meeting Minutes

Wednesday, January 30, 2019

DTA Board Room

Approximately 5:30 p.m.

<b>Directors Present:</b> Rondi Watson, Vice President Henry Banks, Secretary/Treasurer Julie Zaruba Fountaine	Mike Casey Ed Gleeson Tom Szukis	<b>Directors Excused:</b> Joshua Smerdon Krystal Brandstatter Aaron Bransky, President	<b>Directors Absent:</b>
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<b>DTA Staff Present:</b> Phil Pumphrey, General Manager Carla Montgomery, Director of Finance Rod Fournier, Director of Operations Rod Polson, DTC Manager	Lisa Paczynski, Administrative Assistant Heath Hickok, Director of Marketing Nancy Brown, Procurement Manager
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<b>Others Present:</b> Jeremy O'Connor, DTA Transit Liaison Officer John Brostrom Sarah Paulis, KBJR Steve Myrah	Rod Polson, DTC Manager Jacqui Hanson-Heitala Mary Franz Shelly Bruecken
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**Call to Order:** Vice President Watson called the meeting to order at 5:30 p.m.

### Approval of Minutes

- \* December 19, 2018 Board of Directors & Committee Meeting Minutes: A motion was made by Director Gleeson and seconded by Director Zaruba Fountaine to approve the December 19, 2018 Board of Directors & Committee Meeting minutes. Motion carries.

### Public Comment

- \* Public Comment: Several members of the public in attendance at tonight's meeting requested the Duluth Transportation Center to be used as a second warming center. However, Board members expressed concerns about safety, security and potential liability for the DTA if the DTC is used as a warming center. In addition, the Federal Transit Administration Usage Policy may not allow the building to be used for any other purpose other than transportation. Therefore, after much discussion, Director Casey made a motion to provide free rides effective immediately on any bus to-and-from the City Center West Warming Center in West Duluth with Director Gleeson seconding the motion. Motion carries. DTC staff and security personnel will allow people to warm up in the building during its normal operating hours and will display public notices of when the City Center West Warming Center is open. Moving forward, the DTA Board and staff would like to be part of the discussion within the community to work together in providing a transportation solution to the issue of homelessness within our city. The free rides to the warming center by the DTA Board illustrates its

support for the City of Duluth's initiative to help the homeless while allowing the DTA to continue focusing on its core mission of providing safe, convenient, efficient and affordable transportation to the citizens of Duluth- Superior. Director Banks reported that the city of Rochester has been using some of their buses as warming shelters and would like DTA Staff to consider this possibility. Director Szukis suggested that members of the Homeless Bill of Rights Coalitions come back to a future Board meeting to educate everyone on the needs of the homeless.

### **Operations Committee Meeting Action Items**

- \* Substance Abuse Policy Review & Acceptance: As discussed in the Operations Committee, no changes have been made to the existing Policy. A motion was made by Director Casey and seconded by Director Gleeson to approve the Board of Directors January 30, 2019 Resolution No. 252 concerning the approving the DTA's existing Substance Abuse Policy. Resolution carries.

#### JANUARY 2019 - RESOLUTION NO. 252

Concerning the Duluth Transit Authority's Substance Abuse Policy Statement.

Whereas, the Board of Directors adopted the Duluth Transit Authority's policy on drug abuse and alcohol misuse at its Board meeting on January 2, 1996 and adopted revisions of the original Policy on February 1, 2001; June 1, 2003; October 1, 2004; March 1, 2010; June 1, 2012 and reconfirms its commitment by adopting the existing said Policy;

Whereas, the DTA provides safe, dependable and economical transportation services to our transit system passengers;

Whereas, DTA employees are our most valuable resource, and it is our goal to provide a healthy, satisfying work environment which promotes personal opportunities for growth; and

Whereas, in meeting these goals, it is the DTA's policy to:

1. Assure that employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner.
2. Create a workplace environment free from the adverse effects of drug abuse and alcohol misuse.
3. Prohibit the unlawful manufacture, distribution, dispensing, possession or use of controlled substances.
4. Encourage employees to seek professional assistance anytime personal problems, including alcohol or drug dependency, adversely affect their ability to perform their assigned duties.

Now, therefore, be it resolved that the DTA Board of Directors hereby adopts its existing Duluth Transit Authority's Substance Abuse Policy Statement.

PASSED AND ADOPTED THIS 30<sup>TH</sup> DAY OF JANUARY 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

### **Finance Committee Meeting Action Items**

- \* Resolution No. 250 – Light-Duty Maintenance Trucks Purchase Approval: Staff person Brown stated the 2002 light-duty maintenance trucks have met their useful life; it is not cost-effective to maintain them. These trucks are used for plowing, transporting bus shelters, bus parts and pulling a trailer for transporting a bobcat when needed. An RFP was sent out to 17 auto dealers throughout the state,

advertised in the Duluth News Tribune and the DTA website, and only 1 RFP was received. Based upon the independent cost analysis (ICE), DTA staff determined the cost identified in the RFP was deemed to be fair and reasonable. A motion was made by Director Gleeson and seconded by Director Banks to approve the Board of Directors January 30, 2019 Resolution No. 250 concerning the approval of purchasing 2 light-duty maintenance trucks from Superior Chrysler. Resolution carries.

JANUARY 2019 - RESOLUTION NO. 250

Concerning the purchase of Light Duty Maintenance Trucks.

Whereas, the DTA sought to purchase Light Duty Maintenance Trucks under a state contract and was unable to reach an agreement with the vendor;

Whereas, the DTA published a Request for Proposal and received one response from Superior Chrysler; Whereas, multiple vendors throughout the state were contacted and chose not to respond due to business concerns, and DTA staff determined there were no barriers to competition within the RFP specifications; and

Whereas, DTA staff determined that the price of \$33,442.00 from Superior Chrysler is fair and reasonable.

Now, therefore, be it resolved that the DTA Board of Directors hereby awards the contract to purchase two (2) Light Duty Maintenance Trucks from Superior Chrysler as presented.

PASSED AND ADOPTED THIS 30<sup>TH</sup> DAY OF JANUARY 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 251 – Surplus Vehicles Bid Acceptance Approval: As was approved by the Board of Directors and the FTA, DTA staff auctioned off surplus vehicles. One response was received from a transit agency in Coralville, IA to purchase bus #295. Three bids were received for the tram trailer. A motion was made by Director Banks and seconded by Director Zaruba Fountaine to approve the Board of Directors January 30, 2019 Resolution No. 251 concerning the sale of surplus vehicles. Resolution carries.

JANUARY 2019 - RESOLUTION NO. 251

Concerning the sale of Surplus Vehicles.

Whereas, the DTA received FTA permission to auction surplus vehicles;

Whereas, notices were published nationally and sent directly to interested parties; only one bid each was received for bus #295 and multiple bids were received for the tram and trailer; and

Whereas, the vehicles have reached the end of their useful life and are no longer needed for DTA service requirements.

Now, therefore, be it resolved that the DTA Board of Directors hereby awards the purchase of bus #295 to the City of Coralville, IA in the amount of \$9,000.00 plus tire tread and fuel, and the tram and trailer to Trolley Brokers, LLC in the amount of \$5,570.00.

PASSED AND ADOPTED THIS 30<sup>TH</sup> DAY OF JANUARY 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

## Old Business

- \* Homeless Person's Bill of Rights Coalition Request for DTC Use: A Press Release has been sent out with the DTA's response regarding the use of DTC as a second warming shelter.
- \* Bylaws Revision Discussion: Director Banks had questions regarding the Open Meetings Act (OMA) in relation to subcommittees. After much discussion, it was decided to invite the Assistant City Attorney, Joan Christensen, to discuss the OMA at the next Board of Directors Meeting in February.

## New Business

- \* Board of Directors Email Responses: After much discussion, the general consensus of the Board with the dissent of Director Casey is that Manager Pumphrey will respond to emails because some responses will require background information and/or history. Manager Pumphrey added that if the context of the email is district related, he will forward the email to the appropriate Board member. All email responses will be sent within 24 hours when possible, and all Board members will be carboned copied.
- \* DTA Use Statement: Manager Pumphrey reported DTA staff will create a Use Statement Policy as was suggested by the City Assistant Attorney. This policy will state no events may be held in the Duluth Transportation Center unless it is transportation-related and/or sponsored by the Duluth Transit Authority.
- \* Free Bus Transportation for Federal Employees: Director Banks suggested the DTA provide free rides to Federal employees if a Federal government shutdown occurs in the future. General Manager Pumphrey reported a few transit companies did offer free rides during the recent shutdown; however, there are a high number of Federal employees within their individual service areas. The Duluth International Airport Federal employees begin their work day before transit service is operational. After further discussion, if another Federal government shutdown occurs, the Board of Directors will discuss offering free rides for a specified period.
- \* Vineyard Church Request/Response: As in year's past, the Food Shelf Director at Vineyard Church requested more frequent transit service; however, there isn't enough ridership to justify adding more service. In all of 2018, there were only 58 passengers at this stop on both sides of the street. There is no sidewalk on the north side of Arrowhead Road between Walgreens and the Vineyard Church, and the City of Duluth stated it would be too costly to install because of the location. However, the DTA will be an advocate for safer pathways for people to walk to reach the bus and will continue to work with local governmental authorities to make sidewalks and crossing as safe as possible for our valued passengers.
- \* Human Resources Manager: The DTA budgeted for a full-time Human Resources position in 2019. Currently Human Resource duties are shared among various employees. Manager Pumphrey is currently working on a job description. The majority of Board members believe it is a good decision to hire a Human Resource Manager.

**Announcements**

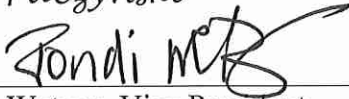
- \* February Employee of the Month: The Employee of the Month Committee has selected Tim McArthur as the Employee of the Month for February. The DTA commends Tim for his dedicated professionalism and congratulates his on being selected Employee of the Month.
- \* February Board of Directors & Committee Meetings: These meetings will be held on Wednesday, February 27, 2019 beginning at 4 p.m.

**Adjournment**

With there being no further business, a motion was made by Director Gleeson and seconded by Director Zaruba Fountaine to adjourn the January 30, 2019 regular Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 6:50 p.m.

Respectfully submitted,

*Lisa Paczynski*



Rondi Watson, Vice President

*2/27/19*

Date

