

DULUTH TRANSIT AUTHORITY

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

Board of Directors Meeting Minutes

Wednesday, June 26, 2019

DTA Board Room

Directors Present: Aaron Bransky, President Rondi Watson, Vice President Henry Banks, Secretary/Treasurer Krystal Brandstatter Julie Zaruba Fountaine	Joshua Smerdon Ed Gleeson Tom Szukis	Directors Excused: Mike Casey	Directors Absent:
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DTA Staff Present: Phil Pumphrey, General Manager Carla Montgomery, Director of Finance Rod Fournier, Director of Operations Chris Belden, Director of Planning & Grants	Lisa Paczynski, Administrative Assistant Jim Caywood, Director of Maintenance
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Others Present: Marci Tuggle Jeremy O'Connor	
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Call to Order

President Bransky called the meeting to order at 4:00 p.m.

Public Comment Period

None.

Consent Agenda Approval

Secretary/Treasurer Banks made a motion to approve the May 29, 2019 Board of Directors Meeting minutes with Director Zaruba Fountaine seconding this motion. Motion carries. Director Szukis made a motion to accept the remaining Consent Agenda documents as they were received with Director Brandstatter seconding the motion. Motion carries.

- Board of Directors Meeting Minutes – May 29, 2019
- General Manager Report
- Marketing Report
- Operations Report
- Planning & Grants Report
- STRIDE Report
- Code of Conduct for DTA Property Policy
- EEO Utilization Report
- Zoo Bus Wrap Picture

Financial Statement Review

Staff person Montgomery highlighted key areas of the Financial Statement. The farebox recovery should improve with the elimination of some new service expansion routes.

Action Items

- * Resolution No. 273 – Community Based Police Officer Agreement (Gen. Manager, P. Pumphrey): The existing DTA Community Police Officer agreement expires June 30, 2020. The Duluth Police Department is seeking to add a canine partner to be stationed at the DTC with Officer Jeremy O’Conner. The new Agreement will supersede the existing Agreement effective September 1, 2019 and the cost to add expenses for the K-9 officer will increase from \$102,574.28 per year to \$112,801.50. There is also an annual 3% increase for the term of the Agreement. A motion was made by Secretary/Treasurer Banks and seconded by Director Brandstatter to approve the Board of Directors June 26, 2019 Resolution No. 273 concerning the Agreement for the DTA Community Based Police K-9 Officer and Canine Partner. Resolution carries.

JUNE 2019 - RESOLUTION NO. 273

Concerning the Agreement for the DTA Community Based Police Officer:

Whereas the DTA and the Duluth Police Department (“DPD”) wish to continue a mutual effort to improve transit riders’ safety, reduce crime and disorder, and improve quality of life to all areas serviced by the DTA at stops, hubs, on buses, and other modes of transportation;

Whereas the DTA and the DPD would like to modify the Community Police Officer program to include a trained K-9 Officer and Canine Partner; and

Whereas the DTA and the DPD have agreed on the terms and conditions that will terminate the existing Agreement August 31, 2019 and commence the Community Based K-9 Officer Agreement on September 1, 2019 for a period of five (5) years, through August 31, 2024, with a two-year option through August 31, 2026.

Now, therefore, be it resolved that the DTA Board of Directors hereby approves the termination of the existing Community Police Officer Agreement effective August 31, 2019, and commencement of the new Community Based K-9 Police Officer Agreement effective September 1, 2019, in the amounts presented herein and contingent upon approval and acceptance of the Duluth City Council.

PASSED AND ADOPTED THIS 26TH DAY OF JUNE 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 274 –State of MN ADA Demand Responsive Service Agreement (DTA Staff, C. Belden): As in previous years, the DTA agrees to pay 15% of STRIDE total operating costs and 20% of the total capital costs. A motion was made by Director Szukis and seconded by Director Zaruba Fountaine to approve the Board of Directors June 26, 2019 Resolution No. 274 concerning the approval of the 2020-2021 MnDOT ADA Demand Responsive Service Agreement. Resolution carries unanimously.

JUNE 2019 - RESOLUTION NO. 274

Be it resolved that the Duluth Transit Authority enter an Agreement with the State of Minnesota to provide ADA Demand Responsive service in the cities of Duluth, Hermantown and Proctor, Minnesota.

Further be it resolved that the Duluth Transit Authority agrees to provide a local share of up to 15 percent (15%) of the total operating cost and up to 20 percent (20%) of the total capital costs.

Further be it resolved that the Duluth Transit Authority authorizes its General Manager and the President of the Board, to execute the aforementioned Agreement and any amendments thereto.

- * Resolution No. 275 – State of MN Regular Route Service Agreement (DTA Staff, C. Belden): As in previous years, the DTA agrees to pay 15% of RR total operating costs and 20% of the total capital costs. A motion was made by Director Zaruba Fountaine and seconded by Secretary/Treasurer Banks to approve to approve the Board of Directors June 27, 2019 Resolution No. 275 concerning the approval of the 2020-2021 State of MN Regular Route public transportation service in the cities of Hermantown, Proctor and Duluth. Resolution carries.

JUNE 2019 - RESOLUTION NO. 275

Be it resolved that the Duluth Transit Authority enter an Agreement with the State of Minnesota to provide Regular Route public transportation service in the cities of Duluth, Hermantown and Proctor, Minnesota.

Further be it resolved that the Duluth Transit Authority agrees to provide a local share of up to 20 percent (20%) of the total operating cost and up to 20 percent (20%) of the total capital costs.

Further be it resolved that the Duluth Transit Authority authorizes its General Manager and the President of the Board, to execute the aforementioned Agreement and any amendments thereto.

PASSED AND ADOPTED THIS 26TH DAY OF JUNE 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 276 –City of Duluth Local Tax Levy for 2020 (DTA Staff, C. Montgomery): The DTA is requesting an increase of \$175,000 in next year's tax levy (\$100,000 will be dedicated to capital costs and \$75,000 will be dedicated to trolley operations). A motion was made by Director Szukis and seconded by Director Smerdon to approve the Board of Directors June 26, 2019 Resolution No. 276 concerning the DTA's 2020 local tax levy request. Resolution carries.

JUNE 2019 - RESOLUTION NO. 276

Concerning the DTA's Local Levy for 2020.

Whereas each year the DTA Board requests a local levy amount from the City of Duluth;

Whereas the DTA's legislatively and voter approved levy exceeds \$4 million; and

Whereas the levy request is based on the next year's anticipated need for operating and capital costs associated with the services provided by the DTA.

Now, therefore, be it resolved that the DTA Board of Directors requests that the City of Duluth sets the DTA levy at a total of \$1,666,900.00 for calendar year 2020.

PASSED AND ADOPTED THIS 26TH DAY OF JUNE 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 277 – Heavy-Duty Bus Purchase (Gen. Manager, P. Pumphrey): Every other year the DTA purchases 10 heavy-duty buses to replace aging buses that have reached the end of their useful life. A motion was made by Director Brandstatter and seconded by Director Szukis to approve the Board of Directors June 26, 2019 Resolution No. 277 concerning the approval of the purchase of six, Gillig 40-foot buses and four, 35-foot buses as per the existing contract. These buses will replace 2007 and 2008 35-foot and 40-foot buses in the fleet. Delivery is approximately 18 months after the order is placed. Resolution carries unanimously.

JUNE 2019 - RESOLUTION NO. 277

Concerning the purchase of heavy-duty buses.

Whereas the DTA has allocated capital funds for heavy-duty buses to replace aging buses that are reaching the end of their useful life;

Whereas the DTA has an existing heavy-duty bus contract to purchase 35-foot and 40-foot buses that was competitively bid and GILLIG LLC was the low, responsive and responsible bidder; and

Whereas upon comparison, the price was found to be fair and reasonable.

Now, therefore, be it resolved that the DTA Board of Directors hereby authorizes the DTA General Manager to execute a purchase order with GILLIG LLC for ten (10) heavy-duty diesel buses in the amount of \$4,820,422.00 as presented herein.

PASSED AND ADOPTED THIS 26TH DAY OF JUNE 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 278 – Trolley Lease Agreement from SW Transit (Gen. Manager, P. Pumphrey): As has been done in past two years, the DTA has leased a trolley from SouthWest Transit for \$1.00 per month, plus liability coverage for the vehicle in case of damage or loss. The SouthWest trolley will only be used for a backup when the DTA's regular trolleys are not available (i.e. under maintenance). A motion was made by Secretary/Treasurer Banks and seconded by Director Zaruba Fontaine to approve the Board of Directors May 29, 2019 Resolution No. 278 concerning the authorization to lease a trolley from SouthWest Transit from July 1 through October 31, 2019. Resolution carries unanimously.

JUNE 2019 - RESOLUTION NO. 278

Concerning the Trolley Lease.

Whereas the DTA plans to expand the service hours for the Port Town Trolley during the 2019 summer months and needs a backup vehicle in the event a DTA trolley is out of service;

Whereas SouthWest Transit has offered a reserve vehicle to the DTA for the period of July 1, 2019 through October 31, 2019, for \$1.00 per month plus operating costs and any maintenance that may be required.

Now, therefore, be it resolved that the DTA Board of Directors hereby authorizes the DTA General Manager to enter into a lease agreement with SouthWest Transit to lease a trolley vehicle for use as a backup vehicle for the 2019 Port Town Trolley service months.

PASSED AND ADOPTED THIS 29TH DAY OF MAY 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Motion – Surplus Equipment Donation Policy (Gen. Manager, P. Pumphrey): A motion was made by Director Szukis and seconded by Director Brandstatter to approve the adoption of a Surplus Property Donation Policy. Motion carries unanimously.
- * Motions – Surplus Equipment Donations (Gen. Manager, P. Pumphrey): In accordance with the DTA's Donation of Surplus Property Policy, a motion was made by Director Szukis and seconded by Director Brandstatter to approve the donation of one ARBOC paratransit vehicle which has reached the end of its useful life to the Duluth Police Department. Director Zaruba Fontaine then made a motion to approve the donation of one ARBOC paratransit vehicle which has reached the end of its useful life to the City of Mankato for its Transit System with Director Szukis seconding this motion. Both motions carried unanimously.

Old Business

- * Proterra Quarterly Update/Staff (DTA Staff, J. Caywood/Gen. Manager, Phil Pumphrey): Mr. Caywood gave a maintenance update regarding the Proterra buses. There are 3 buses (1810, 1814, 1815) account for 7 out of 8 reportable issues for May; fleet availability was less than 70% through May 2019. Mileage (battery range) has grown for small majority of the electric fleet due to warmer weather. Proterra staff have been on site regularly to resolve mechanical issues (i.e. steering box, slow acceleration, Grayson pump failures). DTA staff will continue with data collection for DTA, Proterra, Center for Transportation and Environment (CTE) and National Renewal Energy Lab (NREL).
- * Board Retreat: Vice President Watson will contact Barb Caskey (Facilitator) to set a date and will follow-up with Board members. This Retreat will last approximately 2 hours.
- * General Email: Director Zaruba Fountaine will forward an email received to General Manager Pumphrey to ensure DTA staff received the information.

New Business

- * Election of Officers for August/Nominations Committee (President Bransky): As the DTA Bylaws dictate, every June the President of the DTA Board will appoint members to the Nominations Committee. The Nominations Committee will select officers (President, Vice President and Secretary/Treasurer) based upon any nominations received at the August Board of Directors Meeting. Existing officers can serve additional terms. Directors Zaruba Fountaine, Szukis and Smerdon volunteered, therefore President Bransky appointed them to the Nominations Committee. In response to Secretary/Treasurer Banks, President Bransky will research the Secretary/Treasurer's role at Board Meetings, and report back at next month's meeting.
- * Trolley Ridership: General Manager Pumphrey noted trolley ridership is up significantly compared to last year.
- * Marketing and Human Resources Positions: General Manager Pumphrey is currently in the process of interviewing candidates for these positions.

Announcements

- * July Employee of the Month: The Employee of the Month Committee has selected Michael Furey as the Employee of the Month for July. The DTA commends Michael for his dedicated professionalism and congratulates him on being selected Employee of the Month.
- * July Board of Directors Meeting: There will be *NO* meeting in July.
- * August Board of Directors Meeting: The next meeting will be held on Wednesday, August 29, 2019 beginning at 4 p.m.

Adjournment

With there being no further business, a motion was made by Director Smerdon and seconded by Secretary/Treasurer Banks to adjourn the June 26, 2019 regular Board of Directors Meetings. The motion was unanimously carried – meeting adjourned at 5:00 p.m.

Respectfully submitted,
Lisa Paczynski

Aaron Bransky, President

Date