

**DULUTH TRANSIT AUTHORITY**

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

**Special Board of Directors Meeting**

Wednesday, August 16, 2017

DTA Board Room

Approximately at 5:30 p.m.

**MINUTES**

<b>Directors Present:</b> Wayne Nelson, President Aaron Bransky, Vice President Rondi Watson, Secretary/Treasurer Henry Banks	Ed Gleeson Julie Zaruba Fountaine Leslie Evans	<b>Directors Excused:</b>	<b>Directors Absent:</b> Joshua Smerdon Mike Casey
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<b>DTA Staff Present:</b> Dennis Jensen, General Manager Sophia Parr, Director of Planning and Grants Nancy Brown, Procurement Manager	Lisa Paczynski, Administrative Assistant Heath Hickok, Director of Marketing
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<b>Others Present:</b>	
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**Call to Order:** President Nelson called the meeting to order at 4:00 p.m.

**Action Items**

\* *Resolution No. 182 – Free Trolley Fares Authorization:* A motion was made by Vice President Bransky and seconded by Secretary/Treasurer Watson to approve the Board of Directors August 16, 2017 Resolution No. 182 concerning authorizing free Trolley fares to all passengers during the 2017 trolley season. The City of Duluth has agreed to reimburse the DTA up to \$5,000 to offset ticket revenue loss. Trolley ridership has almost doubled since free fares were offered. In answer to Director Banks’ question, Manager Jensen explained free fares will run through this season, and be re-evaluated before next season. Resolution carries.

August 2017 - RESOLUTION NO. 182

Concerning the authorization of free Trolley fares to help promote the City of Duluth’s “Making Canal Park Pop” Program.

Whereas the DTA provides seasonal Port Town Trolley service operating between Downtown Duluth, Bayfront Park and Canal Park to facilitate the transportation of passengers between these areas, and

Whereas, during the summer months when the Port Town Trolley service is operating, automobile congestion and parking in the Canal Park and Bayfront area are recurring problems, and

Whereas, the City of Duluth desires to promote the Canal Park area through the “Making Canal Park Pop” program through improved pedestrian access for tourist and Duluth residents, and

Whereas, the Port Town Trolley route passes the DECC ramp and most major parking facilities throughout the downtown area, and;

Whereas, The DTA believes that the Port Town Trolley service can serve as an effective parking shuttle for Canal Park visitors and employees, and

Whereas, normal fare collections will be off-set by a contribution of up to \$5,000 from the “Making Canal Park Pop” program, and;

Whereas, the Port Town Trolley service has the capacity to transport additional passengers, now therefore be it resolved, that;

The Duluth Transit Authority Board of Directors authorizes a free fare on the Port Town Trolley for all persons during the remainder of the 2017 Port Town Trolley season.

PASSED AND ADOPTED THIS 16<sup>TH</sup> DAY OF AUGUST 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 183 – FTA Section 5339 Grant Authorization: A motion was made by Vice President Bransky and seconded by Director Zaruba Fontaine to approve the Board of Directors August 16, 2017 Resolution No. 183 concerning the submittal of the Section 5339 Grant application for the purchase of a new fare collection and reporting system under the Bus and Bus Facilities Infrastructure Investment Program. Manager Jensen added this is a new source of funding, and the State of Minnesota recommended that the DTA submit its Section 5339 Grant application independently rather than partner with them. These funds would be used to purchase a new fare collection system. This new fare collection system would allow the DTA to partner with Essentia Health to provide a company-sponsored transit program for Essentia staff. The current fare box system is not compatible with Essentia Health's security access control and identification system. In response to Director Banks, this new technology will read debit cards as well; however, some debit cards are not programmed for this option. DTA staff have decided this will be a 10-year system instead of 20-years so if technology surpasses the capabilities of the new fare box system, then the DTA is not locked into the system for 20 years. Tonight's resolution is only authorizing the DTA to apply for funding; there is no guarantee the DTA will be awarded any funds in November. Resolution carries.

AUGUST 2017 - RESOLUTION NO. 183

Concerning: 5339 Grant Application:

Whereas, the FTA has made funds available under the Bus and Bus Facilities Infrastructure Investment Program; and

Whereas, the DTA's existing fare collection system has reached the end of its useful life and does not meet the DTA's needs; and

Whereas, a new fare collection system will include new technology and provide more flexible and efficient fare collection and reporting capabilities; and

Whereas, the DTA has capacity for the twenty percent (20%) matching funds from our local levy.

NOW, THEREFORE BE IT RESOLVED, The DTA Board of Directors hereby commits to applying for a grant for a new fare collection and reporting system under the Bus and Bus Facilities Infrastructure Investment Program.

PASSED AND ADOPTED THIS 16<sup>TH</sup> DAY OF AUGUST 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 184 – 2018 Regular Route Bus Purchase Award: A motion was made by Director Banks and seconded by Secretary/Treasurer Watson to approve the Board of Directors August 16, 2017 Resolution No. 184 concerning the 2018 purchase of ten (10) regular route buses. This contract was competitively bid in 2014, and Gillig's Best and Final Offer (BAFO) was the lowest, responsive and responsible bid for 40-foot, heavy-duty diesel buses. Gillig's BAFO for 2016 deliveries (4 buses) was a total of \$437,005 (w/ all technology options), and Gillig's proposal for the fall of 2018 deliveries is a 1% price increase for a total of \$451,393 per bus. Based upon the DTA's independent cost estimate (ICE) of \$468,131 for the 2018 buses, DTA staff believe Gillig's price is fair and reasonable. Resolution carries.

AUGUST 2017 - RESOLUTION NO. 184

Concerning the 2018 Regular Route Bus Purchase Award

Whereas, the DTA's Capital Plan includes replacing ten regular route buses every other year; and  
Whereas, the DTA led a state-wide procurement for Heavy Duty Buses in 2014, and properly let this bid,  
and,

Whereas, the DTA received two responsive BAFO submittals for the type of vehicles required by the DTA; and

Whereas, DTA staff has reviewed the vehicle options and pricing and determined that Gillig is the low, responsive and responsible respondent.

Now, Therefore Be It Resolved, that the DTA Board of Directors awards the 2018 regular route bus replacements for ten heavy duty buses to Gillig Corporation of Hayward, California as per their BAFO response, upon review and approval by MnDOT.

PASSED AND ADOPTED THIS 16<sup>TH</sup> DAY OF AUGUST 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* *Resolution No. 185 – 2017 Paratransit Vehicle Purchase Award:* A motion was made by Vice President Bransky and seconded by Director Evans to approve the Board of Directors August 16, 2017 Resolution No. 185 concerning the purchase of three (3) paratransit vehicles because three existing MV-1 STRIDE vehicles have reached the end of their useful life. MnDOT has given DTA permission to purchase from the State-approved bid list a slightly larger vehicle (Class 300, narrow body) compared to the existing MV-1 vehicles. Based on the identified options from the MN State contract, the Ford Glaval Commute was the lowest priced vehicle that met the DTA's requirements, and it seats up to 7 passengers and 2 wheelchairs. After further discussion, resolution carried.

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PRICE COMPARISON	Ford Glaval Commute	Ford StarTrans Candidate II	Chevy Senator II
Base Price	\$51,800	\$54,616	\$55,264
Options	\$7,215	\$5,941	\$5,191
Delivery, Title	\$525	\$525	\$525
Cameras	\$6,131	\$6,131	\$6,131
Estimated Total	\$65,671	\$67,213	\$67,111
ICE	\$84,628		

JUNE 2017 - RESOLUTION NO. 185

Concerning the purchase of three paratransit vehicles:

Whereas, the DTA operates a paratransit system known as STRIDE; and

Whereas, the DTA desires to purchase three paratransit vehicles to replace vehicles that have reached the end of their useful life through the Minnesota Cooperative Purchasing Venture; and

Whereas, DTA staff has reviewed the vehicle options needed by STRIDE and offered by approved vehicle vendors; and

Whereas, DTA staff recommends purchasing three paratransit vehicles from Hoglund Bus Sales in accordance with their bid.

Now, Therefore, Be It Resolved that the DTA Board of Directors hereby authorizes the purchase of three new paratransit vehicles to Hoglund Bus Sales in the estimated amount of \$65,671.00 per vehicle, for an estimated contract total of \$197,013.00, subject to MnDOT review and approval.

PASSED AND ADOPTED THIS 16<sup>TH</sup> DAY OF AUGUST 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

\* Resolution No. 186 – 2017 Paratransit Service Expansion Vehicle Purchase Award: A motion was made by Vice President Bransky and seconded by Director Zaruba Fountaine to approve the Board of Directors August 16, 2017 Resolution No. 186 concerning the purchase of one (1) low-floor paratransit vehicle. The Greater MN Service Expansion grant funds allows for the purchase of one (1) low-floor paratransit vehicle to assist with the expanded service hours. DTA and STRIDE staff decided to purchase a larger vehicle (Class 300, wide body) with a ramp that enables ambulatory passengers to easily board. Based on the identified options from the MN State contract, the Glaval Titan II was the lowest priced vehicle that met the DTA’s requirements and seats up to 8 passengers and 3 wheelchairs. After further discussion, resolution carried.

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PRICE COMPARISON	Glaval Titan II Chevy	ARBOC Spirit of Mobility	Ford Champion E450
Base Price	\$105,800	\$112,484	\$118,125
Options	\$7,553	\$4,766	\$7,409
Delivery, Title	\$492	\$525	\$492
Cameras	\$6,131	\$6,131	\$6,131
Estimated Total	119,976	\$123,906	\$132,157
ICE	\$150,000		

AUGUST 2017 - RESOLUTION NO. 186

Concerning the purchase of one low floor paratransit vehicle:

Whereas, the DTA operates a paratransit system known as STRIDE; and

Whereas, the DTA was awarded funds from the 2017 Greater Minnesota New Service grant to purchase one low floor paratransit vehicle; and

Whereas, the DTA desires to purchase one low floor paratransit vehicles through the Minnesota Cooperative Purchasing Venture; and

Whereas, DTA staff has reviewed the vehicle options needed by STRIDE and offered by approved vehicle vendors; and

Whereas, DTA staff recommends purchasing one low floor paratransit vehicle from Hoglund Bus Sales in accordance with their bid.

Now, Therefore, Be It Resolved that the DTA Board of Directors hereby authorizes the purchase of one new low-floor paratransit vehicle to Hoglund Bus Sales in the estimated amount of \$119,976.00 subject to MnDOT review and approval.

PASSED AND ADOPTED THIS 16<sup>TH</sup> DAY OF AUGUST 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

\* Resolution No. 187 – Free DTA Transfers for Arrowhead Transit Passengers: A motion was made by Vice President Bransky and seconded by Director Zaruba Fountaine to approve the Board of Directors August 16, 2017 Resolution No. 187 concerning the approval to offer free transfers to Arrowhead Transit Passengers at designated DTA transfer locations. Arrowhead Transit is a dial-a-ride service and is expanding into the Hermantown and Rice Lake communities, which in a way becomes an extension of the DTA’s service. It is expected that this service will be very limited; however, it will be a good way to measure transit service needs in these communities. In addition, Arrowhead Transit is doing a good deal of marketing which gives the DTA some recognition for this service. After further discussion, resolution carried.

AUGUST 2017 - RESOLUTION NO. 187

Concerning: Arrowhead Transit Free Transfers to DTA Buses

Whereas, Arrowhead Transit will be providing service in Hermantown and Rice Lake, and

Whereas, the DTA will designate the Piedmont Park and Ride, Haines Road Transfer Shelter, Super One at Burning Tree and the Woodland Park and Ride as transfer points for riders to transfer from Arrowhead Transit to DTA buses, and

Whereas, the DTA believes Arrowhead Transit can serve as an effective way for DTA riders to access the areas within Hermantown and Rice Lake,

Whereas, the DTA desires to promote the use of its system as an extension of the Arrowhead Transit service in Hermantown and Rice Lake, and

NOW, THEREFORE BE IT RESOLVED, The DTA Board of Directors hereby commits to providing a free transfer from Arrowhead Transit at the designated transfer points of the Piedmont Park and Ride, Haines Road Transfer Shelter, Super One at Burning Tree and the Woodland Park and Ride

PASSED AND ADOPTED THIS 16<sup>TH</sup> DAY OF AUGUST 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

**Public Comment**

- \* None.

**Announcements**

- \* Next Regular Board of Directors & Committee Meetings: Wednesday, August 30, 2017 at 4 p.m.
- \* DTA 2018 Budget: This will be reviewed at the next Duluth City Council Meeting on September 11.
- \* TDP Policy: The next meeting will be held next Wednesday at 2:30 p.m. in the DTA Board Room.
- \* First Transit: A Senior Management Meeting is scheduled for the week of September 18 in Duluth; Manager Jensen's expected retirement date is November 3. Manager Jensen will keep DTA Board Members apprised of any developments regarding his replacement.

**Adjournment**

With there being no further business, a motion was made by Secretary/Treasurer Watson and seconded by Director Zaruba Fountaine to adjourn the August 16, 2017 Special Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 5:00 p.m.

Respectfully submitted,

*Lisa Paczynski*

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Wayne Nelson, President

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Date