

# DULUTH TRANSIT AUTHORITY

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

## Board of Directors Meeting Minutes

Wednesday, December 18, 2019

DTA Board Room

<b>Directors Present:</b> Aaron Bransky, President Rondi Watson, Vice President Henry Banks, Secretary/Treasurer Julie Zaruba Fountaine Tom Szukis	Mike Casey Ed Gleeson Joshua Smerdon	<b>Directors Excused:</b> Krystal Brandstatter	<b>Directors Absent:</b>
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<b>DTA Staff Present:</b> Phil Pumphrey, General Manager Carla Montgomery, Director of Finance Chris Belden, Director of Planning & Grants Nancy Brown, Procurement Manager	Lisa Paczynski, Administrative Assistant David Clark, Director of Marketing Jason Arnold, Director of Human Resources
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<b>Others Present:</b> Jim Heilig, DTA Consultant	
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### Call to Order

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

### Consent Agenda Approval

Vice President Watson made a motion to accept the Consent Agenda and to approve the November 20, 2019 Board of Directors Meeting minutes. Director Szukis seconded the motion. Motion carries.

- Board of Directors Meeting Minutes – November 20, 2019
- General Manager Report
- Operations Report
- STRIDE Report
- Accident Frequency Report
- On-Time Performance Report
- Parking Ramp Contract Parking Reduction

### Public Comment Period

None.

### Financial Statement Review

Staff person Montgomery highlighted key areas of the November Financial Statement and distributed the November check register. Fuel prices contain to remain low; currently under budget.

### Action Items

- \* Resolution No. 297 – Revised EEO Policy-FTA (DTA Staff, N. Brown): Director Zaruba Fountain made motion to approve the Board of Directors December 18, 2019 Resolution No. 297 concerning designating the Director of Human Resources as the EEO Officer and the Director of Finance as the alternate EEO investigator. Secretary/Treasurer Banks seconded the motion; resolution carries unanimously.

DECEMBER 2019 - RESOLUTION NO. 297

Concerning the Duluth Transit Authority Equal Employment Opportunity Policy.

Whereas, the DTA has a long-standing commitment to equal opportunity for all and takes affirmative action to ensure that all employment practices are free of discrimination;

Whereas, the Director of Human Resources, Jason Arnold, is hereby designated as the EEO Officer for the DTA; and

Whereas, in compliance with FTA regulations, the Director of Finance is designated as an alternate EEO investigator unless the DTA General Manager exercises the option to retain an independent third party for any or all EEO investigations.

Now, therefore be it resolved, the DTA Board of Directors accept and adopt the revised DTA Equal Employment Opportunity policy as presented herein.

PASSED AND ADOPTED THIS 18<sup>TH</sup> DAY OF DECEMBER 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 298 – Management Plan-FTA (General Mgr., P. Pumphrey): A motion was made by Director Szukis and seconded by Director Zaruba Fountaine to approve the Board of Directors December 18, 2019 Resolution No. 298 concerning the Management Oversight Plan which provides the framework and procedures for conducting oversight of the First Transit Management Contract. This Management Plan will be sent to the FTA for approval. The City has not identified the person or persons that will be responsible for the oversight process. Resolution carried unanimously.

DECEMBER 2019 - RESOLUTION NO. 298

Concerning the adoption of the Board of Directors Management Oversight Plan.

Whereas, the DTA Board of Directors provides oversight of the Management Contract for DTA operations; and

Whereas, the Management Oversight Plan provides the framework and procedures for conducting oversight in compliance with FTA Circular C5010.1E.

Now, therefore, be it resolved, that the DTA Board of Directors hereby adopts the Management Oversight Plan as presented herein.

PASSED AND ADOPTED THIS 18<sup>TH</sup> DAY OF DECEMBER 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 299 – Award Roof Replacement Contract (DTA Staff, N. Brown): DTA consultant Mr. Heilig stated that there are different phases of the project and explained how State, Federal and local share will be dispersed as the project moves forward. This contract award is contingent upon MnDOT approval. A motion was made by Director Casey and seconded by Director Szukis to approve the Board of Directors December 18, 2019 Resolution No. 299 awarding the roof replacement project to Jamar Company who was the low, responsive and responsible bidder. Resolution carries.

DECEMBER 2019 - RESOLUTION NO. 299

Concerning the award of the Roof Replacement Contract.

Whereas, the DTA has properly bid a contract the Operations Center Roof Replacement and received three bids; Whereas, Jamar Company was found to be the low responsive and responsible bid and has successfully performed work for the DTA in the past; and

Whereas, the total bid is \$1,284,300.00 and DTA staff is requesting a contingency allowance of \$75,000.00 for unknown conditions.

Now, therefore, be it resolved, the DTA Board of Directors hereby awards the contract for Operations Center Roof Replacement in the amount of \$1,284,300.00 and allocate \$75,000.00 for DTA contingency.

Be it further resolved that this award is contingent upon MnDOT approval.

PASSED AND ADOPTED THIS 18<sup>TH</sup> DAY OF DECEMBER 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 300 – Award Air Exchanger Refurbishment Contract (DTA Staff, N. Brown): An RFP was sent out twice, and only one response was received. Based upon on the independent cost estimate, Johnson Controls, Inc. was the low, responsive and responsible bidder. A motion was made by Director Szukis and seconded by Secretary/Treasurer Banks to approve the Board of Directors December 18, 2019 Resolution No. 300 approving the award to Johnson Controls, Inc. Resolution carries.

DECEMBER 2019 - RESOLUTION NO. 300

Concerning the award of the Air Exchanger Refurbishment Project.

Whereas, the DTA has properly bid the Air Exchanger Refurbishment project twice and only received one response;

Whereas, DTA staff determined there were no barriers for other vendors to bid on the project and a sole source award is justified;

Whereas, Johnson Controls, Inc., is a responsive and responsible vendor, and the bid price is deemed to be fair and reasonable; and

Whereas, DTA staff is requesting a contingency allowance of \$50,000.00 for unknown conditions due to the nature of the work.

Now, therefore, be it resolved, that the DTA Board of Directors hereby awards the contract for the Air Exchanger Refurbishment project to Johnson Controls, Inc., in the amount of \$279,700.00 and allocate a \$50,000.00 contingency to DTA.

Be it further resolved that this award is contingent upon MnDOT approval.

PASSED AND ADOPTED THIS 18<sup>TH</sup> DAY OF DECEMBER 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 301 – Award Bus Shelter Contract (DTA Staff, N. Brown): An RFP was sent out for a minimum of 7 and a maximum of 20 cantilevered style transit shelters. These new shelters will have an overhanging eave which seem to be most popular with passengers. Four bids were received and Brasco International, Inc. was the most responsive and responsible bidder. Manager Pumphrey offered to send a list of those shelters that are earmarked for replacement. The purchase of solar lights has not been

awarded at this time; DTA staff are currently reviewing all solar light options. A motion was made by Secretary/Treasurer Banks and seconded by Director Szukis to approve the Board of Directors December 18, 2019 Resolution No. 301 approving the purchase of bus shelters from Brasco International, Inc. Resolution carries.

DECEMBER 2019 - RESOLUTION NO. 301

Concerning the award of the Bus Shelter Replacement contract.  
Whereas, the DTA has properly bid bus shelter replacements and received four bids;  
Whereas, Brasco International, Inc. is the responsive and responsible bidder providing the best value and has successfully supplied shelters for the DTA in the past; and  
Whereas, DTA staff recommends awarding the contract for up to twenty shelters to Brasco International, Inc. in an amount up to \$85,500.00.  
Now, therefore be it resolved, that the DTA Board of Directors hereby awards the contract to supply replacement bus shelters to Brasco International, Inc. in the amount presented herein.

PASSED AND ADOPTED THIS 18<sup>TH</sup> DAY OF DECEMBER 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 302 – Adopt Amendment to Administrative Retirement Plan (DTA Staff, C. Montgomery): To reduce administrative costs, the Trustees of the Plan (Securian) will rollover any non-DTA employee accounts (\$5,000 or less) to an individual IRA. A motion was made by Director Casey and seconded by Director Szukis to approve the Board of Directors December 18, 2019 Resolution No. 302 approving the adoption of the amendment to the Administrative Retire Plan. Resolution carries.

DECEMBER 2019 - RESOLUTION NO. 302

Concerning the Adoption of an Amendment to the Administrative Retirement Plan.  
There was presented to the meeting an Amendment to the ATE Management of Duluth, Inc. Money Purchase Pension Plan incorporating certain proposed changes to the existing Retirement Plan and trust for the Administrative Employees of ATE Management of Duluth, Inc.  
Now, therefore be it resolved, the DTA Board of Directors accept and adopt the Amendment to the Retirement Plan as presented, and for such Amendment to be effective as of presented dates.  
Further be it resolved, that the trustees of the plan be hereby authorized and directed to execute in the name and on the behalf of ATE Management of Duluth, Inc. such documents as may be necessary to carry out the purpose and intent of this resolution.

PASSED AND ADOPTED THIS 18<sup>TH</sup> DAY OF DECEMBER 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 303 – St. Luke’s Transit Pass Program (General Manager, P. Pumphrey): The DTA proposed a transit pass program with St. Luke’s Regional Health Care System for their employees and staff. This pilot project would be similar to existing pass programs with area colleges (UPass) and would not exceed sixty days without prior Board approval. A motion was made by Director Casey and seconded by Director Szukis to approve the Board of Directors December 18, 2019 Resolution No. 303 authorizing the DTA General Manager to enter a Memorandum of Understanding (“MOU”) with St. Luke’s. If the pilot project is successful, this transit pass program could lead to a longer-term program. Resolution carries.

DECEMBER 2019 - RESOLUTION NO. 303

Concerning the St. Luke's Transit Pass Program.

Whereas, the DTA and St. Luke's are interested in conducting a pilot project to provide a transit pass program for St. Luke's staff and employees;

Whereas, the project would offer a set price of \$1.00 per ride on DTA routes to passengers with St. Luke's ID; and

Whereas, the pilot project will be for no more than 60 days without prior Board approval.

Now, therefore, be it resolved, the DTA Board of Directors hereby authorizes the DTA General Manager, Philip O. Pumphrey, to enter into a Memorandum of Understanding with St. Luke's Regional Health Care System to conduct a pilot project for a period of not to exceed sixty days.

PASSED AND ADOPTED THIS 18<sup>TH</sup> DAY OF DECEMBER 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Motion – Dispose of Surplus Loader (DTA Staff, N. Brown): Director Gleeson made a motion to approve disposal of one surplus heavy-duty loader by public auction in accordance with FTA regulations, and apply the proceeds as required. Director Smerdon seconded the motion; motion carries.
- \* Motion – Dispose of Surplus Trolley (DTA Staff, N. Brown): Director Szukis made a motion to approve disposal of one surplus trolley by public auction in accordance with FTA regulations, and apply the proceeds as required. Director Zaruba Fountaine seconded the motion. Motion carries.
- \* Motion – Approve Capital Plan as Presented (DTA Consultant, J. Heilig): Mr. Heilig reviewed the status of all State and Federal Capital Grants as required by the FTA. The funds earmarked for upgrading the existing telephone system will be used to purchase a snowblower attachment for the new front loader. This will enable DTA staff to clear snow more efficiently and effectively (i.e. throw snow over the fence in the rear parking lot, shelters). The State is converting their funds to Federal dollars which is positive in terms of processes. Currently, there are two unfunded projects – bus camera and bus mirror retrofit/updates. These two projects will be brought to the Board for approval in the future. Director Zaruba Fountaine made a motion to approve the Capital Plan as presented and discussed. Director Gleeson seconded the motion. Motion carries.

### **Old Business**

- \* Route 24 Ridership: In response to Director Casey, DTA staff stated that Route 24 stakeholders are aware ridership on this route is very low. Stakeholders will also be invited to a Public Meeting that will be scheduled in January.

### **New Business**

- \* City of Duluth Snow Maintenance Update (C. Belden, DTA Staff): In Mr. Liljeblad's absence, Mr. Belden announced City has formed a committee to discuss changing some of their processes such as the order of snow removal areas and how to enforce the snow ordinance. The first meeting for this committee is scheduled for this Friday, and DTA staff has been invited to attend. Tonight, the City of Superior is cleaning Tower Avenue, and the City of Duluth is cleaning Superior St. DTA Board members suggested they should send a letter of support for this initiative.

- \* UMD Bus Shelter Art Project (DTA Staff, D. Clark): A UMD art class asked if they could partner with the DTA in placing partially transparent designs on the lower panel of various bus shelters. There will be a very limited cost to the DTA to install these designs on area shelters.
- \* Marketing Overview (DTA Staff, D. Clark): In the past 30 days, the DTA has seen a remarkable increase in new followers, post reach and engagement on its social media channels. Some key marketing objectives are to create and deploy initiatives that increase ridership among current and potential passengers; including employers, education facilities and the interests of diverse community organizations and individuals; position the perception of DTA services as reliable, safe, clean and efficient; build awareness and calls to action around key initiatives such as new routes, construction projects, system improvements and perception of the DTA; and lastly, engage in strategic public relations efforts to create positive messages highlighting progress and achievements and handle challenging events through consistent communication in the media, and across digital and social channels.
- \* Comprehensive Operational Analysis (DTA Staff, C. Belden): The Comprehensive Operational Analysis (“COA”) examines the DTA’s existing service to determine its efficiencies and deficiencies to develop an optimal schedule to better connect people with their destinations and simplify routes and schedules. The Spine Network is those routes which are the highest route performers (high-frequency, high-priority corridors such as the West Mainline through downtown to UMD and Downtown/Hillside to Miller Hill Mall area). The COA helps prepare and identify the possible need for a future Bus Rapid Transit (“BRT) hybrid system or having the frequency of BRT while slowly adding amenities. Phase 1 (yrs. 1 & 2) of the Transit Development Plan (“TDP”) focused on new service expansion and Phase 2 (yrs. 3 & 4) will focus on efficiency and frequency improvements. A Steering Committee/stakeholder group will be formalized, and public surveys and meetings will be held to gather input regarding route schedules. A consultant will be hired to develop and implement efficient route schedules. Any service changes identified by the COA may not be implemented until the fall of 2021.

### **Announcements**

- \* December Employee of the Month: The Employee of the Month Committee has selected Tom LaBorde as the Employee of the Month for January. The DTA commends Tom for his dedicated professionalism and congratulates him on being selected Employee of the Month.
- \* December Board of Directors Meeting: The next meeting will be held on Wednesday, January 29, 2020 beginning at 4 p.m.

### **Adjournment**

With there being no further business, a motion was made by Director Szukis and seconded by Director Gleeson to adjourn the November 20, 2019 regular Board of Directors Meetings. The motion was unanimously carried – meeting adjourned at 6:30 p.m.

Respectfully submitted,  
*Lisa Paczynski*

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Aaron Bransky, President

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Date