

**DULUTH TRANSIT AUTHORITY**

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

**Board of Directors Meeting**

Wednesday, August 31, 2016

DTA Board Room

Approximately at 5:30 p.m.

**MINUTES**

<b>Committee Present:</b> John Brostrom, President Thomas Griffin Wayne Nelson Aaron Bransky, Vice President	Rondi Watson Deb Putney Leslie Evans	<b>Committee Excused:</b> Don Simons	<b>Committee Absent:</b>
<b>DTA Staff Present:</b> Dennis Jensen, General Manager Jim Heilig, Director of Administration & Planning Carla Montgomery, Director of Finance		Nancy Brown, Procurement Manager Lisa Paczynski, Administrative Assistant	
<b>Others Present:</b>			

**Call to Order:** President Brostrom called the meeting to order at 6:04 p.m.

**Approval of Minutes**

- \* June 29, 2016 Board of Directors & Committee Meetings Minutes: A motion was made by Vice President Bransky and seconded by Director Nelson to approve the June 29<sup>th</sup> Board of Directors & Committee Meeting minutes. Motion carries.

**Action Items**

- \* Resolution No. 134 – Approve Revised No-Show Policy for STRIDE: A motion was made by Vice President Bransky and seconded by Director Evans to approve the Board of Directors August 31, 2016 Resolution No. 134 concerning a revision to the STRIDE No-Show policy to meet the FTA’s required guidelines. Vice President Bransky requested the word *approves* be added to the last sentence of the resolution. Resolution carries.

**AUGUST 2016 - RESOLUTION NO. 134**

Concerning a revision to the STRIDE “No-Show” policy.

WHEREAS, the Duluth Transit Authority must establish a “No-Show policy that meets FTA guidelines, and

WHEREAS, the current policy needs several modifications, and

WHEREAS, staff has solicited public comment on the proposed new policy, and

NOW THEREFORE BE IT RESOLVED, that the DTA Board of Directors hereby *approves* the revised policy as presented.

PASSED AND ADOPTED THIS 31<sup>ST</sup> DAY OF AUGUST 2016 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 135 – Award Window Replacement Procurement: A motion was made by Director Watson and seconded by Director Nelson to approve the Board of Directors August 31, 2016 Resolution No. 135 concerning the replacement of windows at the main DTA Operating Center and Transit Center East. Resolution carries.

AUGUST 2016 - RESOLUTION NO.135

Concerning award of window replacement bid.

Whereas; the DTA has a need to replace windows at both the Main DTA Operating Center and TCE; and  
Whereas; the staff has properly bid out this specification as provided by TKDA architects; and  
Whereas; the DTA has received two bids for this work.

Now, therefore, be it resolved; that the Duluth Transit Authority Board of Directors hereby awards this work to the low, responsive, and responsible bidder, Lipe Brothers Construction for a cost of \$346,850 with a contingency of \$7,779.

PASSED AND ADOPTED THIS 31<sup>ST</sup> DAY OF AUGUST 2016 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 136 – Award Shelter Replacement Procurement: A motion was made by Director Nelson and seconded by Director Watson to approve the Board of Directors August 31, 2016 Resolution No. 136 concerning the replacement of several DTA shelters. In response to Vice President Bransky, this is procurement is for both types of shelters. Answering Director Nelson's question, the location of a shelter is determined by the ridership guidelines. There is a contingency plan in the DTA's Policy Statement which indicates that businesses that adopt a shelters receive a higher priority than other shelter requests. The shelter near The Last Place of Earth was removed due to low ridership numbers, but once that business closed, ridership numbers increased so it will be reinstalled. However, the shelter will not be reinstalled now because it is part of the Superior Street reconstruction plan. Manager Jensen added that shelters have also been removed because of vandalism; but interesting enough vandalism incidents have decreased so that hasn't happened too often lately. The shelter located at 39<sup>th</sup> Avenue West and Grand Avenue was adopted by the attorney's office. Resolution carries.

AUGUST 2016 - RESOLUTION NO. 136

Concerning the Award of Shelter Replacements.

Whereas; the DTA has a need to replace bus shelters throughout Duluth; and  
Whereas; the staff has properly bid out this procurement; and  
Whereas; the DTA has received two bids for this work.

Now, therefore, be it resolved; that the Duluth Transit Authority Board of Directors hereby awards this work to the low, responsive, and responsible bidder, Brasco for a cost not to exceed \$104,600.00.

PASSED AND ADOPTED THIS 31<sup>ST</sup> DAY OF AUGUST 2016 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 137 – Award Payroll & Human Services Software Procurement: A motion was made by Director Evans and seconded by Vice President Bransky to approve the Board of Directors August 31, 2016 Resolution No. 137 regarding the purchase of a software program for Payroll and Human Resources departments. The DTA does not have to award the bid to the lowest proposer in a Request for Proposal (RFP) process. The proposer only has to meet the criteria set forth in the RFP. Resolution carries.

AUGUST 2016 - RESOLUTION NO. 137

Concerning the Award for Payroll and HR software.

Whereas; the DTA has a need to upgrade the current HR and payroll system; and

Whereas; the staff has properly issued a RFP for this procurement; and

Whereas; the DTA has received three proposals for this work.

Now, therefore, be it resolved; that the Duluth Transit Authority Board of Directors hereby awards this work to the responsive, and responsible proposer Kronos, for a one-time fee of \$25,200, annual fees for software support and maintenance starting at \$23,607.60, and monthly fees set at \$1,967.30 based on 155 employees.

PASSED AND ADOPTED THIS 31<sup>ST</sup> DAY OF AUGUST 2016 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 138 – Financial Plan Approval: A motion was made by Vice President Bransky and seconded by Director Nelson to approve the Board of Directors August 31, 2016 Resolution No. 138 regarding the amended Financial Plan as required by the FTA. Resolution carries.

AUGUST 2016 - RESOLUTION NO. 138

Concerning approval of the Financial Plan.

Whereas; the DTA is required to have a financial plan that meets Federal Guidelines; and

Whereas, the current Financial Plan requires amendments to remain in compliance; and

Whereas; staff has presented this for Board review.

Now, therefore, be it resolved; that the Duluth Transit Authority Board of Directors hereby approves the Financial Plan as presented with the understanding that this will be revised as per the Transit Development Plan when completed.

PASSED AND ADOPTED THIS 31<sup>ST</sup> DAY OF AUGUST 2016 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Motion – Title VI Public Review: A motion was made by Vice President Bransky and seconded by Director Nelson to approve the Title VI Plan for a public review hearing scheduled for Tuesday, September 20, 2016 from 4 p.m. to 6 p.m. (CDT) at the new Duluth Transportation Center. Motion carries.
- \* Motion – EEO Policy Changes: A motion was made by Vice President Bransky and seconded by Director Watson to approve the revised EEO Policy as discussed and presented. Motion carries.
- \* Motion – Financial Management Program Changes: A motion was made by Vice President Bransky and seconded by Director Watson to approve the Financial Management Program as presented. Motion carries.
- \* Management Contract Review Committee – Director Nelson, Vice President Bransky and President Brostrom volunteered to sit on the Management Contract Review Committee. Director Watson will inform Ron Chicka, MIC Director.

**Old Business**

- \* None.

### New Business

- \* Wi-Fi: Vice President Bransky requested that the topic of Wi-Fi service be discussed at a future Board or Committee Meeting. Staff person Heilig stated that DTA staff sent out a bid for this service last year but it was cost prohibitive at \$4,000 per bus. Director Watson requested that it be offered to DTC customers at least. Manager Jensen cautioned that if Wi-Fi was available that would encourage loitering because some people would go there just to use Wi-Fi. Director Watson understands that this is a concern, but she believes that the DTA should pay more attention to its desired customers and their needs. Staff person Brown agreed, but because DTA staff cannot screen the content that people are accessing on the Internet, the DTA Liaison Officer stated it opens up the DTA for other problems with minors viewing content that is not appropriate. Director Watson appreciates this conservative approach but believes the DTA should continue to focus on the state of the world today. Due to time constraints, this topic will be discussed at a future meeting. Lastly, Staff member Heilig added that this could be incorporated into the Transit Development Plan as well.
- \* Jim Heilig Recognition: Manager Jensen presented Staff person Heilig with a plaque recognizing his support that he has given to the DTA's Thanksgiving Day Shuttle Services provided annually to Twin Ports residents since 1990. Staff person Heilig volunteered his time to ensure that all persons needing a ride to the event were accommodated. In fact, there were many times Jim used his own personal car to transport people to the dinner.

### Public Comment

- \* None

### Announcements

- \* August Employee of the Month – The Employee of the Month Committee has selected Junior Technician, Dale Ceryes, as the DTA Employee of the Month for August of 2016. Dale was hired in May of 1992 and was previously Employee of the Month in December of 2009, October of 2003 and June of 2001. During his 24-year career at the DTA, Dale has maintained excellent safety and attendance records and is well known for his great sense of humor. Dale was born in Duluth in 1956 and raised in the Lincoln Park neighborhood, formerly known as the “Friendly West End.” He has eight siblings that all lived together with his mother, father and grandmother in a 3-bedroom house. Dale graduated from Denfeld High School in 1974 and enlisted in the Air Force the same year. In the Air Force, Dale was stationed in Tinker, Oklahoma for three years where he maintained power generators and aircraft arresting barriers as part of the 3rd Mobile Communications Group. He was also stationed at several Air Force bases in North Carolina, South Carolina and eventually in Las Vegas, Nevada at Nellis Air Force Base. He completed his tour of duty and was honorably discharged in 1979 as a Sergeant. Dale is very proud of his 30-year old daughter, Katie. She graduated from the University of Minnesota – Duluth (UMD) with Bachelor of Science Degree in Microbiology and currently lives in Arden Hills while working at Medtronics in the same area. She was married two years ago. Dale was employed by Pettibone from 1980 through 1981 where he helped build truck-mounted cranes. From 1981 to 1989, he worked as a Processing Engineer for Rhodes Grain Company, which is a grain elevator operation in Norman, Oklahoma. Then, in 1989, Dale began working at Del Zotto Manufacturing Co. where he was a Concrete Engineer, building pre-cast steps and septic tanks. After that, he worked at Zenith Spring as a Shear Man. Dale's father worked at Zenith Spring for 37 years. He then began working at the DTA in 1992. In his spare time, Dale enjoys working on cars and small engines. He is always helping out a friend or a neighbor with different odd jobs that need to be done. When asked about his experience working at the DTA, Dale mentioned that everyone works together as a team. His attention to detail during the bus inspection process eliminates

potential mechanical issues that could become major problems if left unaddressed. “The quality goes in before the name goes on,” said Dale. “I’m serious about my work! If it’s bad, it’s not going to get any better until it’s seen by another mechanic and repaired.” The DTA commends Dale Ceryes for his dedicated professionalism and congratulates him on being selected Employee of the Month for August of 2016!

- \* September Employee of the Month – The Employee of the Month Committee has selected Bus Operator, Sean Campion, as the DTA Employee of the Month for September of 2016. Sean was hired as a part-time Bus Operator in November of 2002 and was promoted to full-time in June of 2005. This is his first Employee of the Month award. Sean was born and raised in Minneapolis. He graduated from Roosevelt High School in 1978 and then attended the University of Minnesota where he studied business. He played hockey for the Gophers from 1980 through 1983 and graduated in 1984 with a Bachelor of Science Degree in Business Administration. Upon graduation, Sean played hockey for the Vancouver Canuck’s junior team until he was injured in 1985. In 1985, Sean took a position working at UPS as a delivery driver. He was in that position until 1993. He met his wife Lisa while working there and they’ve been married now for 25 years. At the time, she was a manager at Walgreens and transferred to Duluth for a new position within the company. Sean came with her and began working at Fischer as a peanut delivery driver in 1994 where he stayed until accepting his position at the DTA in 2002. Sean and Lisa have three adult children. Kristin is 29 years old and has a 2-year old son named Chase. Jessie is 24 years old and received her Master of Arts Degree in Speech Pathology from the University of Minnesota – Duluth (UMD). She now works and lives in Staples, Minnesota. Kyle is their youngest child at 21 and currently attends school at Lake Superior College while coaching Club Hockey at UMD. Sean enjoys hiking with his dog, working out with weights and playing hockey. It’s still a thrill for Sean to lace up the skates and get out on the ice for some friendly yet competitive hockey. When asked about working at the DTA, Sean stated that he likes driving and being outside. He couldn’t stand having a position that required him to be cooped-up in an office all day. He also enjoys interacting with the passengers and enjoys hearing the entertaining stories they tell him. “You know, there’s never a dull moment on those buses,” said Sean. The DTA commends Sean Campion for his dedicated professionalism and congratulates him on being selected Employee of the Month for September of 2016!

- \* The next Board of Directors and Committee Meetings are scheduled for September 28, 2016.

### **Adjournment**

With there being no further business, a motion was made by Director Evans and seconded by Director Nelson to adjourn the August 31, 2016 regular Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 6:26 p.m.

Respectfully submitted,  
*Lisa Paczynski*

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John Brostrom, President

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Date