

**DULUTH TRANSIT AUTHORITY**

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

**Board of Directors Meeting**

Wednesday, May 31, 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 Mike Casey	Ed Gleeson Julie Zaruba Fountaine Leslie Evans Don Simons	<b>Directors Excused:</b>	<b>Directors Absent:</b>
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<b>DTA Staff Present:</b> Dennis Jensen, General Manager Carla Montgomery, Director of Finance Nancy Brown, Procurement Manager	Lisa Paczynski, Administrative Assistant Heath Hickok, Director of Marketing
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<b>Others Present:</b> Joshua Smerdon Trecia Ellis, STRIDE	
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**Call to Order:** President Nelson called the meeting to order at 5:51 p.m.

**Approval of Minutes**

\* April 26, 2017 Board of Directors & Committee Meetings Minutes: A motion was made by Director Simons and seconded by Secretary/Treasurer Watson to approve the April 26, 2017 Board of Directors & Committee Meeting minutes. Motion carries.

**Action Items**

\* Resolution No. 174 – ITS/Trapeze Maintenance Agreement Approval: A motion was made by Director Simons and seconded by Director Gleeson to approve the Board of Directors May 31, 2017 Resolution No. 174 concerning the renewal of the TransitMaster Software Agreement maintenance contract. Resolution carries.

MAY 2017 - RESOLUTION NO. 174

Concerning the ITS/Trapeze Maintenance Agreement.

WHEREAS, the DTA entered a Transit Master Software Agreement contract until December 31, 2018, with Trapeze for IT software and ongoing maintenance;

Whereas, the maintenance renewal is \$85,275.00 for the period of June 1, 2017 through May 31, 2018;

Whereas, the software maintenance ensures that the DTA has IT support for ongoing operations;

NOW THEREFORE BE IT RESOLVED, that the DTA Board of Directors hereby approves the renewal of the maintenance agreement for the Trapeze software in the amount of \$85,275.00.

PASSED AND ADOPTED THIS 31<sup>ST</sup> DAY OF MAY 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 175 – UMD UPass Program Contract: A motion was made by Director Zaruba Fountaine and seconded by Director Simons to approve the Board of Directors May 31, 2017 Resolution No. 175 concerning the financial terms for a new UPass agreement. Resolution carries.

MAY 2017 - RESOLUTION NO. 175

Concerning: The University of Minnesota Duluth Pass Program Agreement.

Whereas, the DTA and the University of Minnesota Duluth have an agreement to provide transportation pass services for University of Minnesota Duluth students and faculty that expires August 31, 2017; and

Whereas, the DTA and the University of Minnesota Duluth have reached an agreement on financial terms for a new agreement from September 1, 2017 through August 31, 2022; and

Whereas, the DTA and the University of Minnesota Duluth are finalizing the remaining terms and conditions of the Agreement with the assistance of the Duluth City Attorney.

NOW THEREFORE BE IT RESOLVED, that the DTA Board of Directors hereby approves the University of Minnesota Duluth Pass Program Agreement in accordance with the terms presented herein, and authorizes the DTA General Manager to execute the final Agreement upon DTA and UMD agreement of the remaining contract terms and conditions.

PASSED AND ADOPTED THIS 31<sup>ST</sup> DAY OF MAY, 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 176 – LoNo 2017 Grant Application: A motion was made by Director Evans and seconded by Director Watson to approve the Board of Directors May 31, 2017 Resolution No. 176 concerning the DTA to partner with a LoNo bus manufacturer. Manager Jensen pointed out that this resolution is approving the submittal of the grant application; it is not a guarantee that funding will be received. The Center for Transportation Environment (CTE) is the DTA consultant that determines how long the batteries will last depending upon on the routes, weather conditions, etc. Resolution carries.

APRIL 2017 - RESOLUTION NO. 172

Concerning: The LoNo 2017 Grant Application

Whereas, the DTA is interested in obtaining a more fuel-efficient fleet, and

Whereas, the Minnesota Legislature has passed a greenhouse gas emission reduction goal of 30% below 2005 levels by 2025, and

Whereas, electric buses are a low emission vehicle, and

Whereas, the LoNo grant allows the DTA to partner with a LoNo bus manufacturer at the time of application;

NOW, THEREFORE BE IT RESOLVED, The DTA Board of Directors hereby commits to submitting a LoNo Emission Grant to the FTA with Proterra for bus manufacture and the Center for Transportation and the Environment for consulting services.

PASSED AND ADOPTED THIS 31<sup>ST</sup> DAY OF MAY, 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

### Old Business

- \* Laptop for Meeting Recorder: As in last month's meeting, Director Simons believes Staff person Paczynski's laptop should be replaced with a newer version. In addition, Director Simons thanked DTA staff for replacing the tattered American and POW flags.

### New Business

- \* Nuisance Passenger: Director Banks reported there is a bus passenger that creates problems on the afternoon and early evening bus route to Miller Hill Mall. Director Banks does not know this passenger's last name; Manager Jensen will ask the Operations Department to investigate.
- \* Additional Park Point Bus Service: If it is all possible, Director Banks would like additional summer service (8 p.m. and 10 p.m.) to Park Point. Currently, the last bus is at 6:10 p.m. Manager Jensen replied DTA staff will look at the cost to provide this additional service as well as ridership numbers on the existing service. The Park Point service has always had low ridership. There is no safe place for the bus to turn around other than at the end of Park Point so shortening the route would not lower costs. Secretary/Treasurer Watson noted other key recreational destinations in the Duluth area have been discussed in the TDP meetings as well.
- \* Bus Bike Racks: Even with the bus driver's assistance, Director Gleeson could not load his fat tire bike on the bike rack. Manager Jensen commented the DTA is looking at modifying the racks to accommodate fat tire bikes.

### Public Comment

- \* None.

### Announcements

- \* June Employee of the Month: The Employee of the Month Committee has selected DTA Bus Operator, Lee Johnson as the Employee of the Month for June of 2017. Lee was hired as a part-time bus operator in February of 2014 and was promoted to full time in August of 2014. Lee has maintained excellent attendance, customer service and safety records and serves as a route trainer for new employees. This is his first DTA Employee of the Month Award. Lee was born in Medford and raised in Washburn, Wisconsin. He graduated from Washburn High School in 1997 and moved to Prescott, Arizona after. He lived there for ten years and held a few different positions. He also briefly attended Yavapai College. Lee initially worked as a general laborer and concrete form setter for a local contractor. He then worked as a forklift operator and machine assistant for Korbel Custom Contracting. His last position in Arizona was working for Yavapai County in road construction. In 2008, Lee decided it was time to move back to the northland and be closer to his family. He took a maintenance position at Superior Shores Resort in Two Harbors and then worked at Savanna Pallets in Cloquet. Before starting his career at the DTA, Lee worked at Dave's Towing for five years. Upon moving back, Lee reunited with his high school sweetheart, Casey. She works as a nurse at Interim Healthcare. They were married in June of 2012 at Faith United Methodist Church in Superior where they are both members. Casey and Lee have four children: Rebecca is 15 years old and is an honor student at Superior High School where she's on the

dance team. She is musically gifted and can play both the saxophone and French horn. Alyssa is 14 and is an honor student at Superior Middle School. She is excited about being a cheer leader next year in high school and singing in the choir. She also plays the guitar. Aiden is nine and their youngest Emmale is only three years old. They keep them busy. The family resides in the East Superior with their two dogs and cat. Being from Wisconsin, Lee is a serious Packers fan. He enjoys watching the games on Sunday and has been to Lambeau Field in Green Bay to see the action in person. Lee and Casey enjoy playing pool and darts on the weekends. In the summer, the family will rent cabins at different campgrounds throughout the region to enjoy the great outdoors together. Lee enjoys working at the DTA. "I enjoy the freedom of being my own boss in my own mobile office," said Lee. "I also like that every day presents a new challenge." Continued Lee. His favorite quote is from Albert Einstein who said, "Once you stop learning, you start dying." The DTA commends Lee Johnson for his dedicated service as a DTA Bus Operator and congratulates him on being selected Employee of the Month for June of 2017!

### **Adjournment**

With there being no further business, a motion was made by Director Simons and seconded by Director Zaruba Fountaine to adjourn the May 31, 2017 regular Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 6:02 p.m.

Respectfully submitted,

*Lisa Paczynski*

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Wayne Nelson, President

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Date