

DULUTH TRANSIT AUTHORITY

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

Board of Directors Meeting

Wednesday, September 28, 2016

DTA Board Room

Approximately at 5:30 p.m.

MINUTES

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

Call to Order: President Brostrom called the meeting to order at 5:30 p.m.

Approval of Minutes

- * August 31, 2016 Board of Directors & Committee Meetings Minutes: A motion was made by Director Evans and seconded by Director Griffin to approve the August 31st Board of Directors & Committee Meeting minutes. Motion carries.

Action Items

- * Resolution No. 139 – 2016 Title VI Submission: A motion was made by Director Nelson and seconded by Director Watson to approve the Board of Directors September 28, 2016 Resolution No. 139 concerning the 2016 title VI Submission to the Federal Transit Administration. Resolution carries.

SEPTEMBER 2016 - RESOLUTION NO. 139

Concerning the 2016 Title VI Submission to FTA.

Whereas; the Duluth Transit Authority must establish a Title VI Program and Policy that meets FTA guidelines, and

Whereas; the current Title VI program must be updated every 3 years, and

Whereas; staff has solicited public comment on the proposed program and made necessary updates;

Now, therefore, be it resolved that the DTA Board of Directors hereby approves the submission to FTA of the DTA's 2016 Title VI Program.

PASSED AND ADOPTED THIS 28TH DAY OF SEPTEMBER 2016 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 140 – Transit Development Program (TDP) Consultant Contract Award: A motion was made by Vice President Bransky and seconded by Director Nelson to approve the Board of Directors September 28, 2016 Resolution No. 140 concerning the Transit Development Program (TDP) Consultant Contract award. Resolution carries.

SEPTEMBER 2016 - RESOLUTION NO. 140

Concerning the Award of the Transit Development Program (TDP) Consultant contract.
Whereas; the DTA has received financial assistance from the MnDOT Office of Transit to assist with updating the current Transit Development Plan (TDP) or Vision; and
Whereas; the staff has developed specifications for this study and properly bid out this proposal; and
Whereas; the DTA has received three qualified proposals for this work and conducted interviews and evaluations of all proposers;
Now, therefore, be it resolved that the Duluth Transit Authority Board of Directors hereby awards this work to the most responsive and responsible proposer, SRF, for a base cost of \$215,442.05.

PASSED AND ADOPTED THIS 28TH DAY OF SEPTEMBER 2016 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 141 – Award DTA Management Services Contract: A motion was made by Director Griffin and seconded by Director Watson to approve the Board of Directors September 28, 2016 Resolution No. 141 concerning the award of the DTA Management Service Contract to First Transit. It was noted that the effective date of this contract is November 1st. Directors Griffin made a motion to accept this correction and Director Evans seconded this amendment. Vice President Bransky requested that the records reflect that although only 1 proposal was received, the Management Contract Review Committee spent a great deal of time reviewing the proposal and determined on its merits to enter into contract negotiations with First Transit. DTA Committee members are President Brostrom, Vice President Bransky and Director Nelson. The contract is also subject to review by the City of Duluth's attorney as well. Resolution carries.

SEPTEMBER 2016 - RESOLUTION NO. 141

Concerning the Award of a contract for DTA management services.
Whereas; the current 5-year contract for DTA management services expires on ~~September 30~~ October 31, 2016; and
Whereas; the MIC staff has developed specifications for DTA contracted management services and properly bid out this proposal; and
Whereas; the DTA has received only one proposal for contracted management services;
Now, therefore, be it resolved that the Duluth Transit Authority Board of Directors hereby awards this work to the most responsive and responsible proposer, First Transit, for a base cost of \$19,425.01 per month for the first 12 months and a term of 5 years with 5 option years to renew.

PASSED AND ADOPTED THIS 28TH DAY OF SEPTEMBER 2016 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

Old Business

- * Bus Pass Donation Requests: Director Watson asked if the DTA has honored these types of requests in the past. Manager Jensen replied that the DTA has not donated bus passes in the past; however, if this is something the DTA Board would like to consider, DTA staff could bring these requests to monthly Board meetings for review. Staff person Montgomery stated that she receives numerous requests for discounted tickets, but the DTA is federal and state-funded so discounted tickets cannot be offered. In addition, the price for a bus pass is already deeply discounted. Director Nelson added that the taxpayers are already subsidizing the two thirds of the costs associated with passes.

New Business

- * US DOT – Every Place Counts Leadership Academy – Nomination of Henry Banks (General Manager Jensen): On October 5, Secretary Anthony Foxx will launch the “Every Place Counts: Leadership Academy” with a kickoff event at USDOT Headquarters in Washington, DC. Hundreds of community members from across the country will get together to learn how they can stay informed about transportation decisions and bring their insights to the decision-making process. Participants will also have a unique opportunity to provide feedback on the initial version of the Transportation Toolkit and help make it more user-friendly. Selected nominees will be invited to participate in the kickoff event. Nominees should have limited experience with transportation decision-making, and should not be paid to work in the field of transportation. USDOT encourages nominations of emerging community leaders who are interested in transportation equity and who would like to expand opportunities in their communities. Manager Jensen nominated Henry Banks for this nationwide event, and he was selected and he’ll be going to Washington to participate in this event.
- * Statewide Transportation Plan: On October 6 from 4-6 p.m. at the Duluth Department of Transportation Offices, a statewide broadcast is scheduled to solicit public comments on the Greater MN Transit Investment Plan.
- * Snowplowing RFP: Staff person Brown announced that an RFP for this winter’s snowplowing duties was just released. If there is the possibility of a snowstorm prior to the next regular Board meeting, it may be necessary to schedule a Special Board Meeting (via conference call) to award this contract.

Public Comment

- * None.

Announcements

- * October Employee of the Month: The Employee of the Month Committee has selected Bus Operator, Jarl Carlson, as the DTA Employee of the Month for October of 2016. Jarl was hired as a part-time Bus Operator in March of 2011. This is his first Employee of the Month award. Jarl was born and raised in Duluth and graduated from Central High School in 1966. After he graduated, he was drafted into the United States Army and signed-up to be a flight engineer on a chinook helicopter. He served in the Army from 1967 to 1970 and was in Vietnam from 1968 through 1969. He served another 23 years in the Army National Guard and retired as a Major in 2000 after working as a Command Logistics Officer for the 47th Division. Upon his return to the U.S., Jarl worked at Diamond Tool for 25 years and retired as a Forge Shop Foreman. When the company was bought by Cooper Industries, he was offered a position in North Carolina where he worked for a year, but decided to stay in Duluth. After that, he worked at Guardian Pest control for 15 years as the Supervisor of Northern Minnesota. Jarl has attended both the University of Wisconsin – Superior and the University of Minnesota Duluth for training in his military career path. Jarl married his wife, Catherine, in 1971 and they have two children. Their son, Gary and his wife Cyndy have three children; Amanda is 26, Ruby is 12 and Max is 10. Jarl’s daughter, Laurie and her husband Doron have three children. Their oldest, Christen, is 28, Gray is 27 and Emme is 14. Hobbies include downhill skiing and motorcycle riding/touring. Jarl’s favorite slopes are Spirit Mountain, Lutsen, Indianhead in Michigan’s Upper Peninsula and Snow Valley in Utah. He enjoys riding his Harley Davidson in the summer, but doesn’t get out to the Sturgis Bike Rally anymore. He also stays in touch with his fellow Vietnam Veterans and recently attended a reunion that 40 people attended. Volunteering within the community is very important to Jarl. He is a Trustee and Treasurer at the Pin Hill Lutheran Church. He also serves as an officer on the Duluth Honor Guard and is proud of the fact that the Honor

Guard served 180 funerals in 2015 and has already done 140 in 2016. Jarl is also very involved with the local VFW and American Legion. In fact, he is the Director of the American Legion Riders Cloquet Post 262 Carl Anderson. His wife, Cathy, coordinates a monthly dinner at Churches United in Ministry (CHUM) where Jarl helps as needed. When asked about his position at the DTA, Jarl was very positive.

- * His entire family of 14 was able to celebrate the Holiday Season in Hawaii last year thanks in part to his job as a bus operator. Jarl is a people person and enjoys the day-to-day interactions with his passengers. "I just try to be pleasant to everyone until they prove me wrong and give me a reason to think otherwise," said Jarl. The DTA commends Jarl Carlson for his dedicated professionalism and congratulates him on being selected Employee of the Month for October of 2016!
- * Staff person Jim Heilig Retirement: Manager Jensen announced that this is Jim's last Board Meeting as he is retiring. All Board members and DTA staff thank DTA's Director of Administration, Jim Heilig for the great service he has provided to the DTA for the past 37 years, and wish him the best in his retirement.
- * The next Board of Directors and Committee Meetings are scheduled for October 26, 2016.

Adjournment

With there being no further business, a motion was made by Director Nelson and seconded by Director Watson to adjourn the September 28, 2016 regular Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 5:54 p.m.

Respectfully submitted,
Lisa Paczynski

John Brostrom, President

Date