

DULUTH TRANSIT AUTHORITY

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

Board of Directors Meeting

Wednesday, December 2, 2015

DTA Board Room

Approximately at 5:30 p.m.

MINUTES

Committee Present: John Brostrom, President Don Simons, Vice President Wayne Nelson Thomas Griffin	Dave Schaeffer Deb Putney Rondi Watson (via Conf. Call)	Committee Excused: Leslie Evans	Committee Absent:
DTA Staff Present: Dennis Jensen, General Manager Carla Montgomery, Director of Finance Jim Heilig, Director of Administration & Planning Nancy Brown, Procurement Manager	Jeff Dahlgren, Director of Scheduling Heath Hickok, Director of Marketing Lisa Paczynski, Administrative Assistant		
Others Present:			

Call to Order: President Brostrom called the meeting to order at 5:42 p.m.

Approval of Minutes

- * October 28, 2015 Board of Directors & Committee Meetings Minutes: A motion was made by Vice President Simons and seconded by Director Nelson to approve the October Board of Directors & Committee Meeting minutes. Motion approved.
- * November 18, 2015 Special Board of Directors Conference Call Meeting: A motion was made by Vice President Simons and seconded by Director Nelson to approve the October Special Board of Directors Conference Call Meeting minutes. Motion approved.

Action Items

- * Resolution No. 103 – Grocery Express: A motion was made by Director Griffin and seconded by Director Watson to approve the Board of Directors December 2, 2015 Resolution No. 103 concerning the continuation of the Grocery Express route until June 30, 2016. Directors Nelson and Griffin are in favor of continuing this new service because they believe the route needs more than four months to become established. In response to Vice President Simons, Director Schaeffer commented that a pilot project is a good way to determine if the service is needed and cost-effective, and if so, it could be expanded to additional areas. Vice President Simons said the biggest problem for passengers is transporting the groceries to their house when getting off the bus. Manager Jensen said the only difference between this route and other routes are the grocery bins on the bus; it would be ideal if additional buses had the space for bins. In regard to Director Nelson's question, the Fair Food Access Group is trying to secure funding from other partners to pay for this service should it continue to be offered; and ideally, enough funding to pay 100% of the entire cost. Director Brostrom expressed his disappointment with the passenger numbers. Staff person Heilig agreed that the numbers are low, but if Super One gives an incentive such as food specials when the service is operating, the numbers should increase. Manager Jensen reminded the Board that a performance measure is needed for passenger numbers to determine whether or not this service is successful. DTA staff will make recommendations to help determine what passenger numbers

are needed for the route to be deemed successful, and this will be a topic of discussion at the next Board of Directors Meeting. Due to the latest passenger numbers, Vice President Simons believes the grocery route is a waste of money, and it already had a trial period in which it failed to establish itself. President Brostrom agreed with Vice President Simons; however, the Fair Food Access Group has acquired additional funds to help support the route through June 30. In addition, President Brostrom thinks some of the funds earmarked for marketing should be used to help fund the route itself rather than using it to mail postcard advertisements. Director Putnam believes the numbers will increase with the onset of winter. With the additional funds, Manager Jensen noted that the dollar amount listed on the resolution should be lowered to \$15,000. To allow the DTA Board more time to review the Grocery Express statistics, Vice President Simons suggested a Board decision be postponed until the next Board meeting. However, that meeting isn't until December 30, which is too close to when the route is supposed to begin. Staff person Heilig announced this program will qualify for some State funds as well (about 72% of the \$15,000). From that perspective, Director Schaeffer said he is in favor of continuing the service through June 2016. President Brostrom added that once the performance measures are determined, they will be shared with the Fair Food Access Group. Director Schaeffer stated the Standards of Success will be a joint effort between the Fair Food Access Group and the DTA. Staff person Heilig added the route would be successful if it had approximately 180 riders per day. Staff person Hickok noted that Miners Inc. has expressed interest in joint marketing, and are waiting to see if the pilot program would continue. President Brostrom called for a vote to continue the Grocery Express service. Resolution carries.

DECEMBER 2015 - RESOLUTION NO. 103

Concerning the Continuation of the Grocery Express Route.

WHEREAS, the Duluth Transit Authority in support of Fair Food Access started the Grocery Express demonstration route in September of 2015, and

WHEREAS, the purpose of the 4-month demonstration period was to determine the public's need and acceptance of a direct access, limited-service public transit route to a major food supplier, and

WHEREAS, ridership numbers for the Grocery Express route have been low, with an average of 21 passengers alighting and boarding at Super One, and

WHEREAS, the Fair Food Access group has secured funding to assist the DTA with running the service for another 6 months.

NOW THEREFORE BE IT RESOLVED, that the DTA Board of Directors hereby commits up to \$15,000 of DTA operating funds to maintain the Grocery Express until June 30, 2016.

PASSED AND ADOPTED THIS 2ND DAY OF DECEMBER 2015 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 104 – MnDOT Resolution for Multimodal: A motion was made by Vice President Simons and seconded by Director Griffin to approve the Board of Directors December 2, 2015 Resolution No. 104 concerning entering into an agreement with MnDOT for funding of a Multimodal Transit Facility Skywalk System. Resolution carries.

DECEMBER 2015 - RESOLUTION NO. 104

WHEREAS, the Duluth Transit Authority proposes to build and construct a Multimodal Transit Facility Skywalk System at 3rd Avenue West and Michigan St, Duluth, Minnesota; and

WHEREAS, the Duluth Transit Authority is a public corporation and a political subdivision operating under Minnesota law, and is authorized by Minnesota Statutes Section 458A.25 to enter an agreement with the Minnesota Department of Transportation (MnDOT) for funding of a Multimodal Transit Facility Skywalk System; and

WHEREAS, The Duluth Transit Authority will own operate and maintain the facility and property in compliance with the tax exempt State bonding requirements under 16A.695 and in accordance with “Fourth Order Amending Order of the Commissioner of Finance Relating to Use and Sale of State Bond Financed Property” dated July 30, 2012 as associated and incorporated in contract number 03856 between the Duluth Transit Authority and MnDOT; and

WHEREAS, Duluth Transit Authority agrees to provide 100% of the local share necessary for expenses that exceed available state funds and will return any amount of appropriated funding not required for the project; and

WHEREAS, the Duluth Transit Authority recognizes and agrees to provide 20 percent (\$1,500,000) to the project that is 80 percent funded (\$6,000,000) by state funds.

WHEREAS, authorization to execute the aforementioned Agreement and any amendments thereto is hereby given to the General Manager and President of the Board.

NOW THEREFORE BE IT RESOLVED, the General Manager or the President of the Board is hereby authorized to execute request for reimbursement from the Minnesota Department of Transportation for cost associated with the build and construction of the Multimodal Facility Skywalk Project.

This Resolution shall become effective upon its passage and without further publication.

PASSED AND ADOPTED THIS 2ND DAY OF DECEMBER 2015 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * *Resolution No. 105 – Reasonable Accommodation Process:* A motion was made by Vice President Simons and seconded by Director Griffin to approve the Board of Directors December 2, 2015 Resolution No. 105 concerning the DTA’s Reasonable Accommodation Process. Resolution carries.

DECEMBER 2015 - RESOLUTION NO. 105

Concerning the DTA’s Reasonable Accommodation Process.

WHEREAS, the DTA is required to formalize its process for Reasonable Accommodation, and

WHEREAS, the DTA staff has received public comments on the process.

NOW THEREFORE BE IT RESOLVED, that the DTA Board of Directors hereby approves the DTA Reasonable Accommodation Process as presented.

PASSED AND ADOPTED THIS 2ND DAY OF DECEMBER 2015 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 106 – New Year’s Eve Services and Free Fares: A motion was made by Vice President Simons and seconded by Director Nelson to approve the Board of Directors December 2, 2015 Resolution No. 106 concerning New Year’s Eve services and free fares. Resolution carries.

DECEMBER 2015 - RESOLUTION NO. 106

Concerning the extension of New Year’s Eve Services and Free Fares.

WHEREAS, the DTA will be expanding late night bus operations and offering free fares after 5:00 p.m. on New Year’s Eve, and

WHEREAS, the DTA will be compensated by the Miller Brewing Company for the expanded service and lost revenue.

NOW THEREFORE BE IT RESOLVED, that the DTA Board of Directors hereby approves extended services on New Year’s Eve, and

BE IT FURTHER RESOLVED, that the DTA Board of Directors hereby approves free fares on New Year’s Eve after 5:00 p.m.

PASSED AND ADOPTED THIS 2ND DAY OF DECEMBER 2015 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * A motion was made Vice President Simons and Director Nelson seconded the motion to approve the curtailment of Christmas Eve services (which is the last bus on each route that departs downtown prior to 7:10 p.m.) as was discussed in the Operations Committee Meeting. Motion carries.

Old Business

- * None

New Business

- * Multimodal Center Dedication: A previous DTA Board President contacted President Brostrom and requested that the new Multimodal Center be dedicated to General Manager Jensen. When the DTA Operating Center was opened in 1982, it was dedicated to a previous General Manager, Earl C. Buck. Therefore, President Brostrom made a motion to dedicate the Multimodal Center (a.k.a. Duluth Transit Center) to General Manager, Dennis E. Jensen in recognition of his contributions to the DTA. Director Griffin seconded this motion. Director Nelson likes this idea, and noted the DTA will be going through a whole new branding process in the near future anyway. Director Watson has no reservations with recognizing Manager Jensen’s performance, contributions and importance to the entire transit system, but she does have reservations with making this decision right away and would rather give Board members some time to think about it. Manager Jensen agreed, and added that the whole concept of rebranding is an entirely different topic than the dedication plaque. Furthermore in regard to regional branding, Manager Jensen stated that some of the Duluth Transit Center marketing materials could reflect a bit of a regional tone. Director Simon called for a vote on the motion made by President Brostrom. Director Schaeffer abstained, Directors Nelson and Watson voted against, with President Brostrom, Vice President Simons and Directors Griffin and Putney voting in favor. Motion carries.

Public Comment

- * None

Announcements

- * *December Employee of the Month* – The Employee of the Month Committee has selected Bus Operator, Wayne Osberg, as the DTA Employee of the Month for December of 2015. Wayne was hired as a part-time Bus Operator in January of 2013 and was promoted to full time in December of 2013. Wayne was born and raised in Duluth. He moved into his grandmother's house in Morgan Park across from the middle school in 1998 and still resides there. His grandmother now lives in St. Eligius Health Center in West Duluth after suffering from a stroke in August of 2013. He graduated from Duluth Denfeld High School in 2005. Wayne then attended WITC and graduated with honors in 2010 with an Associate's Degree in Business and a Certificate in Office Support and Business Graphics. From 2004 to 2013, Wayne worked at the Morgan Park Super America as the Night Manager. Working at the DTA is a family tradition in the Osberg family. Wayne's mother Lizette Swanson was a Bus Operator for 32 years and his brother Wylee currently works in the DTA Maintenance Department. His grandmother, Dolores Swanson was the DTA's "official baker" for many years, and regularly baked cakes for DTA celebrations such as birthday and retirement parties. Wayne is an automobile enthusiast and owns three collector cars. His favorite is the 1970 Monte Carlo that was brand new when his grandmother purchased it. He also has a 1973 Ford LTD and a 1974 Lincoln Continental Mark IV. Wayne and Wylee work together on the restoration of the vehicles. Wayne admits that his brother is more mechanically inclined, but he does his share by paying more for the parts. The Osberg family also has a recreational camper in Moose Lake that they spend time at in the summer and Wayne enjoys fishing there. The DTA has always been a comfortable place, with close family ties for Wayne. In many ways, it was his home-away-from-home growing up. He remembers being a young child riding along with his mother on her bus route. In fact, he rode with her on the last trip of her career when she retired in 2011. Wayne is always on the go and likes to keep busy. The pace of being a Bus Operator at the DTA suits his outlook on life. His favorite quote reinforces that value. "Success is like a ladder." Wayne said. "It cannot be climbed with your hands in your pockets." The DTA commends Wayne Osberg for his dedicated professionalism and congratulates him on being selected Employee of the Month for December of 2015!

Adjournment

With there being no further business, a motion was made by Director Nelson and seconded by Director Griffin to adjourn the December 2, 2015 regular Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 6:22 p.m.

Respectfully submitted,
Lisa Paczynski

John Brostrom, President

Date