

DULUTH TRANSIT AUTHORITY

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

Board of Directors Meeting

Wednesday, May 25, 2016

DTA Board Room

Approximately at 5:30 p.m.

MINUTES

| | | | |
|---|--|--|--------------------------|
| Committee Present: John Brostrom, President Thomas Griffin Wayne Nelson Dave Schaeffer | Rondi Watson Deb Putney Leslie Evans | Committee Excused: Don Simons, Vice President | 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 5:00 p.m.

Approval of Minutes

- * April 27, 2016 Board of Directors & Committee Meetings Minutes: A motion was made by Director Nelson and seconded by Director Evans to approve the April 27th Board of Directors & Committee Meeting minutes. Motion carries.

Action Items

- * Resolution No. 121 – Route 18 Extension: A motion was made by Director Griffin and seconded by Director Watson to approve the Board of Directors May 25, 2016 Resolution No. 121 concerning changes to Route 18 in the fall of 2016. Resolution carries.

MAY 2016 - RESOLUTION NO. 121

Concerning Changes to the Route 18 for Fall of 2016.

Whereas; the College of St. Scholastica is moving a department to the Bluestone Development on Woodland Ave, and

Whereas; limited bus service (six or seven trips) will be needed between the two CSS campuses; and

Whereas; the cost is low for this service, as no additional labor is required.

Now, therefore, be it resolved; that the DTA Board of Directors approves the Route 18 changes as presented, to be effective with the beginning of the school year.

PASSED AND ADOPTED THIS 25TH DAY OF MAY 2016 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 122 – Bus Camera Upgrade: A motion was made by Director Evans and seconded by Director Griffin to approve the Board of Directors May 25, 2016 Resolution No. 122 concerning a camera upgrade to 30 buses. In response to Director Nelson, Safety Vision is located in Texas and was the second lowest, responsive and responsible bidder. Resolution carries.

MAY 2016 - RESOLUTION NO. 122

Concerning the purchase of replacement on-board bus camera equipment.

Whereas; the DTA has 30 buses with an older on-board camera system that is starting to fail, and

Whereas; the DTA needs to update the recording unit of the system; and

Whereas; the DTA has received two qualified bids for this upgrade.

Now, therefore, be it resolved; that the DTA Board of Directors awards the camera system replacement project to the low, responsive, and responsible bidder Transit Solutions for a cost of \$30,820.

PASSED AND ADOPTED THIS 25TH DAY OF MAY 2016 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 123 – DTC Change Order: A motion was made by Director Watson and seconded by Director Griffin to approve the Board of Directors May 25, 2016 Resolution No. 123 concerning the approval of an MOU with Mortenson Construction for a redesign of the curb line at DTC. In answer to Director Nelson's question, the problem is the saw tooth design, and LHB is sharing the cost of this project. The DTA's cost is limited to \$35,000 and includes work that DTA has requested that is not related to the saw tooth redesign (curb line modification). There is adequate turning radius; however, there is the potential for tire damage with the squared corners of the curb line. Therefore, those curb lines will be rounded off. Resolution carries.

MAY 2016 - RESOLUTION NO. 123

Concerning a Change Order for work at the DTC.

Whereas; the current curb design is not functioning for the DTA as required, and

Whereas; the DTA is working with the contractor to remedy these issues as quickly as possible to minimize the street closing due to construction; and

Whereas; staff is finalizing a MOU and design with Mortenson, that will address the issues.

Now, therefore, be it resolved; That the DTA Board of Directors approves the MOU in concept with the DTA's cost limited to \$35,000 and allows the DTA General Manager to finalize this MOU.

PASSED AND ADOPTED THIS 25TH DAY OF MAY 2016 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 124 – Battery Replacement for Hybrid Bus: A motion was made by Director Evans and seconded by Director Griffin to approve the Board of Directors May 25, 2016 Resolution No. 124 regarding the replacement of a 2009 hybrid bus battery. Resolution carries.

MAY 2016 - RESOLUTION NO. 124

Concerning the Battery replacement for a 2009 hybrid bus.

Whereas; one of the DTA's 2009 hybrid buses has had the battery pack fail, and

Whereas; expected lifecycle of the hybrid bus battery pack is 7 years, and

Whereas; the DTA needs to replace the battery pack to operate the bus, and

Whereas; there is a long delivery time for these batteries.

Now, therefore, be it resolved; that the DTA Board of Directors authorizes the staff to properly bid and award a procurement for one set of replacement batteries for this bus at a cost not to exceed \$60,000.

PASSED AND ADOPTED THIS 25TH DAY OF MAY 2016 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

Old Business

- * Road Construction Projects: Director Nelson rides the Route 13 bus and rather than continually changing the routes based upon the construction progress, he suggested that DTA staff consider creating an alternative route for the duration of the construction project. Manager Jensen applauded this suggestion and will discuss with the Operations and Scheduling departments. Director Watson suggested that the development of a real time bus application which shows the actual location of a bus would be a great feature for passengers to download to their cell phones. Currently, passengers navigate to the DTA website to get this information. Manager Jensen responded this application is something that the IT Department has considered, and it's something that Board members could add to the goals and objectives in the Vision Planning process. Passengers are able to subscribe to DTA's rider alerts via text, Facebook, etc.

New Business

- * DTA Board Member Terms: There are several Board member positions that need to be filled. Vice President Simons (District 5) announced in April that he can no longer serve on the DTA Board of Directors because of a scheduling conflict with his current employment. Director Schaeffer (District 2), whose term expires in June, will be replaced by Aaron Bransky. Mr. Bransky has served on the DTA Board in the past. Director Griffin's (At Large) term is expiring in June, and he does not wish to be reappointed due to the upcoming time commitment to the hydroelectric project. President Brostrom's (District 3) term also expires in June, and he has indicated that he would like to be reappointed. Lastly, General Manager Jensen added that the City has not replaced Director Orman (District 1) who resigned last year, and Board members generally serve until replaced. The City does have applications on file; Staff person Paczynski will contact their office again.

Public Comment

- * None

Announcements

- * May Employee of the Month – No report given.
- * The next Board of Directors and Committee Meetings are scheduled for June 29, 2016.

Adjournment

With there being no further business, a motion was made by Director Nelson and seconded by Director Griffin to adjourn the May 25, 2016 regular Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 5:45 p.m.

Respectfully submitted,
Lisa Paczynski

John Brostrom, President

Date