

DULUTH TRANSIT AUTHORITY
2402 West Michigan Street * Duluth, MN * (218) 722-4426
Board of Directors Meeting
Wednesday, December 28, 2016
DTA Board Room
Approximately at 5:30 p.m.

MINUTES

Committee Present: John Brostrom, President Aaron Bransky, Vice President Wayne Nelson, Secretary/Treasurer Thomas Griffin	Rondi Watson Don Simons Edmund Gleeson Michael Casey, Jr.	Committee Excused: Leslie Evans	Committee Absent:
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DTA Staff Present: 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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Others Present:	
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Call to Order: President Brostrom called the meeting to order at 5:50 p.m.

Approval of Minutes

- * November 30, 2016 Board of Directors & Committee Meetings Minutes: A motion was made by Director Simons and seconded by Director Griffin to approve the November 30th Board of Directors & Committee Meeting minutes. Motion carries.

Action Items

- * Resolution No. 153 – DTA Advertising Services Contract Approval: A motion was made by Director Simons and seconded by Director Griffin to approve the Board of Directors December 28, 2016 Resolution No. 153 concerning the approval of the Advertising Services Contract. Resolution carries.

DECEMBER 2016 - RESOLUTION NO. 153

Concerning the Advertising Services Contract.

Whereas, the DTA has properly sought proposers for this service twice; and

Whereas, one responsive and responsible proposal was received, and

Whereas; the DTA staff has reviewed the proposal and determined that there were no barriers for additional proposers, and the proposer, Houck Motor Coach Advertising, Inc. has had a satisfactory performance for the DTA, and the proposed terms and conditions are acceptable.

Now, therefore, be it resolved, that the DTA hereby accepts the proposal for Transit Advertising Services from Houck Motor Coach Advertising, Inc. in the amounts presented.

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

- * Resolution No. 154 – Main DTA Operations Center Cleaning Contract Services Approval: A motion was made by Director Simons and seconded by Director Griffin to approve the Board of Directors December 28, 2016 Resolution No. 154 concerning the award of a contract for cleaning services at the main DTA Operations Center. Resolution carries.

DECEMBER 2016 - RESOLUTION NO. 154

Concerning the contract award for cleaning services at the main DTA Operations Center.
Whereas: the DTA has properly bid this contract for Operations Center Cleaning Services; and
Whereas; two responsible and responsive proposals were received; and
Whereas; Richard Hansen, Inc., was deemed the low, responsive proposer
Now, therefore, be it resolved that the DTA hereby approves the contract for Operations Center Cleaning Services to Richard Hansen, Inc. for the period of three years with the option to extend it for two additional one-year options, for the amounts presented.

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

- * Resolution No. 155 – Purchase of a Transit Master Radio Network Controller (RNC)/Trapeze Group: A motion was made by Director Simons and seconded by Director Griffin to approve the Board of Directors December 28, 2016 Resolution No. 155 concerning the purchase of a Transit Master Radio Network Controller due to the Trapeze software upgrade.

DECEMBER 2016 - RESOLUTION NO. 155

Concerning Upgrading the Transit Master Radio Network Controller
Whereas, the DTA is in the process of upgrading the Trapeze software, and adding a Radio Network Controller is necessary for the optimal performance of the system;
Whereas, the DTA has a sole source IDIQ contract with Trapeze Group,
Whereas, the DTA staff has analyzed the costs of the RNC and determined them to be fair and reasonable, and issued a purchase order for the RNC;
Now, therefore, be it resolved, that the DTA hereby ratifies the sole source purchase from Trapeze for the RNC in the amount of \$21,543.12.

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

- * Resolution No. 156 – 2017 Certifications and Assurances Approval: A motion was made by Director Simons and seconded by Director Griffin to approve the Board of Directors November 30, 2016 Resolution No. 156 concerning the approval of 2017 Certifications and Assurances approval.

DECEMBER 2016 - RESOLUTION NO. 156

Concerning the approval of the 2017 Certificates and Assurances.
Whereas, in order to receive funding from the Federal Transit Administration, the DTA must pledge to comply with all federal terms and conditions and meet the requirements for grant funds;
Whereas, the 2017 Certifications and Assurances have been published in the Federal Register;
Now, therefore, be it resolved that the DTA Board of Directors hereby agrees to meet all requirements of the 2017 Certifications and Assurances and authorizes the General Manager to sign such agreement.

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

- * Resolution No. 157 – 2017 DTC Parking Ramp Rates Approval: A motion was made by Director Simons and seconded by Director Griffin to approve the Board of Directors December 28, 2016 Resolution No. 157 concerning the approval of adjusting the 2017 parking rates at the Duluth Transportation Center. Director Bransky hopes these rates are reviewed within the year to determine their appropriateness. Director Watson also would like to receive more input on how these hourly rates were determined in regard to on street verses off street parking rates. Staff person Brown explained that the DTA leases 9 prime space to Wells Fargo for \$25,000 per year (4-year lease). These parking spaces are free for Wells Fargo customers, and there may be the opportunity there for people to park there and get their ticket validated even though they did not conduct business at Wells Fargo. Staff person Brown also indicated that the income streams generated by the parking ramp will be reviewed at a future Board Meeting. Manager Jensen is on the Parking Advisory Committee and will share those minutes if any Board member is interested. Representatives from private, public and city parking lots make up this Committee. Directors Gleeson added that the City doesn't market the parking lots which makes it very difficult for businesses. Director Casey agrees, and stated that it seems that the City of Duluth promotes people to park in front of businesses rather than park in a parking lot. With the future plans to change the streetscape of Superior Street, Manager Jensen expects that there will be more pressure on the DTA to remove bus stops in order to add more street parking for downtown businesses. Director Casey added that the City of Duluth is an old city with old ways and rather than look forward, it tends to look backwards and strongly believes the DTA deserves a space on Superior Street. Resolution carries.

DECEMBER 2016 - RESOLUTION NO. 157

Concerning the approval of the 2017 Parking Ramp Rates.

Whereas, the DTA, in conjunction with our parking management vendor, has determined that adjusting parking rates at the Duluth Transportation Center may increase monthly parking contracts; and

Whereas, the revised rates will be implemented for the February 2017 contracts; and

Whereas, the rates will be set until such time the DTA staff determines that further adjustments may be necessary.

Now, therefore, be it resolved that the DTA Board of Directors hereby approves the parking rates for the Duluth Transportation Center as presented.

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

- * Resolution No. 158 – STRIDE No Show Policy Approval: A motion was made by Director Simons and seconded by Director Griffin to approve the Board of Directors December 28, 2016 Resolution No. 158 concerning the approval of the changes made to the STRIDE No Show Policy as recommended by the FTA. Resolution carries.

DECEMBER 2016 - RESOLUTION NO. 158

Concerning the approval of the STRIDE No Show Policy

Whereas, the DTA modified its No Show Policy to incorporate recommended changes from the FTA; and

Whereas, comments were sought and received from area stakeholders and the public; and

Whereas, the revised No Show Policy becomes effective January 1, 2017.

Now, therefore, be it resolved that the DTA Board of Directors hereby approves the Now Show Policy as presented.

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

- * Motion to Accept Teamster Local 346 Contract: A motion was made by Director Simons and seconded by Director Griffin to accept the Teamster's Local 346 contract as discussed in the Finance Committee Meeting. Director Bransky abstained from voting on this motion - motion approved.
- * Motion to Accept Grocery Express Service Changes: A motion was made by Director Simons and seconded by Director Griffin to accept the changes made to the existing Grocery Express Service as discussed in the Operations Committee Meeting. Manager Jensen stated that these service changes will be brought to the Fair Foods Access Committee for their input. DTA staff do not expect much objection to this motion since the route hasn't changed that much other than removing the stop at Morgan Park. Director Bransky asked for the record to reflect his appreciation to DTA staff for finding creative ways in which to run this service in a financially responsible manner. Director Griffin also thanked DTA staff for their efforts in keeping this service. Motion approved.

Old Business

- * Vision Process: Manager Jensen announced they are in the process of issuing a letter inviting different stakeholders to participate on the committees to discuss the development of the TDP process. These letters will be sent out soon, and then the contractors will be setting up public meeting around the communities. Currently, the DTA is providing them with information needed to conduct an analysis of the DTA's transit service. Manager Jensen said one of the DTA's challenges is expanding service beyond the City borders (Hermantown, Cloquet, Two Harbors, etc.) Director Nelson is concerned that this is driven by the State's interest in expanding service, and believes the biggest potential for ridership increase is not in Minnesota, and this information will get lost in the process. Manager Jensen replied that Minnesota probably provides the larger percent of funding for the services in Minnesota compared to Wisconsin, but former Superior Mayor Ross is the new Transportation Secretary, and he was always a staunch supporter of transit services and it is hoped that this may create more funding for Superior which will increase transit. Again, there are three things drive mass transit – density, frequency of service and distance; and density is a challenge for Superior and other outlying areas. Director Watson added that there will be representatives from the City of Superior and WisDOT participating in the TDP as well.

New Business

- * TSA Site Visit: Manager Jensen said TSA is conducting a site survey at DTC tomorrow, and they will provide a report at a later date.
- * DTA Board President and Secretary/Treasurer Appointments: Because this is President Brostrom's last Board of Directors meeting, it was decided to elect another President at tonight's meeting rather than wait until the January meeting. After further discussion, Director Bransky would like to continue as Vice President; therefore, Director Simons made a motion to nominate Director Nelson as President of the Board of Directors with Director Griffin seconding this motion. Director Nelson is honored to accept this motion. Motion approved. Next, Director Simons made a motion to nominate Director Casey for the Secretary/Treasurer position and Director Griffin seconded this motion. Because Director Casey is new to the Board, he withdrew this nomination, and made a motion to nominate Director Watson as Secretary/Treasurer, Director Gleeson seconded this motion – motion approved. Director Watson will continue to service as Operations Committee Chairperson.

- * *Board of Directors Recognition:* General Manager Jensen presented President Brostrom and Director Griffin with a plaque thanking them for their commitment to the DTA and for their great service. Director Griffin stated he is honored and is pleased to have been on the Board of Directors during the construction of the Multimodal Center and procurement of the electric buses. President Brostrom stated it was a privilege to serve on the DTA Board, and Manager Jensen added that President Brostrom was also instrumental in developing the UMD UPass program.

Public Comment

- * None.

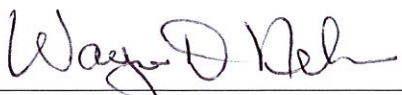
Announcements

- * *December Employee of the Month:* The Employee of the Month Committee has selected Don Dzuck as the Employee of the Month for January of 2017. Don was hired as a part-time bus operator in July of 1999 and was promoted to full time in December of 2000. He received the EOM award twice before in May of 2003 and November of 2013. Don graduated from Morgan Park High School in 1977 and attended college at the University of Minnesota – Duluth on a baseball scholarship where he studied marine biology. Don went on to work at Minneapolis Electric (ME) International where he held positions as a Crane Operator and Supervisor during his 22-year tenure with the company. Don lives in Piedmont Heights with his wife Jane, who happens to be his high school sweetheart. They have been married for 36 wonderful years and have two adult children. Their daughter DeAnna is 34 years old and was married in 2014 to her husband Jayme. They recently had a daughter, Olyvia, who is now nine months old. DeAnna works at Veit here in Duluth. Their son Darrin is 30 years old and works as a Federal Officer. He's now engaged to be married to his fiancé Jenna who happens to be his high school sweetheart. Both DeAnna and Darrin also live in Piedmont Heights with their families which is very convenient for Don and Jane to visit. Don's hobbies include working in the yard and gardening. He is a huge sports fan of all Minnesota teams. He enjoys listening to UMD Bulldog football games on the radio and going to UMD Bulldog hockey games at the DECC. Team sports were a big part of Don's youth growing up in Duluth. He played hockey, football and baseball through high school. Hiking with the family is also a current pastime. His favorite path is the Superior Hiking Trail which can be accessed near his home in Piedmont. Don enjoys working at the DTA and is appreciative of his fellow bus operators. "I thoroughly enjoy the people I work with here at the DTA and I've learned so much from all of the other bus operators," said Don. "We have the best drivers around and it's because they're great people." Don continued. The DTA commends Don Dzuck for his dedicated service as a Bus Operator and congratulates him on being selected Employee of the Month for January, 2017!
- * The next Board of Directors and Committee Meetings are scheduled for January 25, 2017.

Adjournment

With there being no further business, a motion was made by Director Griffin and seconded by Director Simons to adjourn the December 28, 2016 regular Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 6:30 p.m.

Respectfully submitted,
Lisa Paczynski


John Brostrom, President

25 Jan 2017
Date

