

DULUTH TRANSIT AUTHORITY

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

Board of Directors Meeting

Wednesday, January 25, 2017

DTA Board Room

Approximately at 5:30 p.m.

MINUTES

Committee Present: Wayne Nelson, President Aaron Bransky, Vice President Rondi Watson, Secretary/Treasurer Michael Casey, Jr.	Don Simons Edmund Gleeson	Committee Excused: Leslie Evans	Committee Absent:
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		
Others Present:			

Call to Order: President Nelson called the meeting to order at 6:00 p.m.

Approval of Minutes

- * October 26, 2016 Board of Directors & Committee Meetings Minutes: A motion was made by Director Simons and seconded by Secretary/Treasurer Watson to approve the December 28th Board of Directors & Committee Meeting minutes. Motion carries.

Action Items

- * Resolution No. 159 – Bus Maintenance/Storage Area Lights Contract Approval: A motion was made by Director Simons and seconded by Vice President Bransky to approve the Board of Directors January 25, 2017 Resolution No. 159 concerning the purchase of lights from Benson Electric for the Bus Maintenance and Storage Areas. In response to Director Gleeson, Benson Electric is the DTA's On-Call Electrician, and the DTA has a great relationship with them. Resolution carries.

JANUARY 2017 - RESOLUTION NO. 159

Concerning the award for new lights for the Bus Maintenance and Storage Area:

Whereas, the DTA staff has properly bid this procurement and received five responsive and responsible bids, and

Whereas, the DTA staff reviewed the proposed costs and determined that Benson Electric was the low responsive and responsible bidder, and

Whereas, the DTA staff has determined that this project may require a contingency due to the nature of the work.

Now, therefore, be it resolved, that the DTA hereby awards the contract for Bus Maintenance and Storage Lights to Benson Electric in the amount of one hundred thirty-six thousand, twenty-one dollars (\$136,021.00), and authorizes a ten thousand dollar (\$10,000) contingency for the project.

PASSED AND ADOPTED THIS 25TH DAY OF JANUARY, 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 160 – TCE Tenant Lease Approval: A motion was made by Director Simons and seconded by Vice President Bransky to approve the Board of Directors January 25, 2017 Resolution No. 160 concerning the lease of TCE space to Sage Computer Solutions, Inc. Resolution carries.

JANUARY 2017 - RESOLUTION NO. 160

Concerning the Lease for tenant space at Transit Center East.

Whereas, the DTA Board of Directors authorized the DTA General Manager Dennis Jensen to enter into a lease for tenant space at Transit Center East, and,

Whereas, the DTA General Manager has negotiated terms and conditions to lease space to Sage Computer Solutions, Inc., and the City Attorney reviewed and approved the lease documents, and,

Whereas; Sage Computer Solutions has executed the lease for the terms and conditions as presented.

Now, therefore, be it resolved, that the DTA hereby ratifies the Lease Agreement between the Duluth Transit Authority and Sage Computer Solutions, Inc.

PASSED AND ADOPTED THIS 25th DAY OF JANUARY, 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 161 – DTA and Mortenson Construction Closeout MOU: A motion was made by Director Simons and seconded by Secretary/Treasurer Watson to approve the Board of Directors January 25, 2017 Resolution No. 161 concerning the Multimodal Center Closeout MOU between DTA and Mortenson Construction, Inc. Resolution carries.

JANUARY 25 - RESOLUTION NO. 161

Concerning the Closeout Memorandum of Understanding between the DTA and Mortenson Construction:

Whereas, the DTA staff and SRF Consulting has identified the remaining open items on the Multimodal design-build project, and

Whereas, the DTA and Mortenson Construction are negotiating final terms and conditions of the closeout, including whether retainage is to be used for corrections; and

Whereas, the remaining balance of the retainage is to be paid upon mutual agreement of the final terms and conditions.

Now, therefore, be it resolved, that the DTA Board of Directors authorizes the DTA General Manager to enter into a final Closeout Memorandum of Understanding with Mortenson Constructors, Inc. to assign responsibility and costs for the remaining punch list items and payment of retainage as negotiated.

PASSED AND ADOPTED THIS 25TH DAY OF JANUARY, 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

Resolution No. 162 – Surplus Bus Leases: A motion was made by Director Simons and seconded by Secretary/Treasurer Watson to approve the Board of Directors January 25, 2017 Resolution No. 162 concerning the lease of four surplus buses to other transit agencies. Replying to Director Casey's question, Manager Jensen explained the City of Attorney is involved because it is a requirement of the federal procurement guidelines; and the DTA pays the City for these services. Resolution carries.

JANUARY 2017 - RESOLUTION NO. 162

Concerning the Surplus Bus Leases:

Whereas, the DTA Board of Directors authorized the DTA General Manager to enter into lease agreements to divest four surplus buses, and

Whereas, lease agreements were completed with Davenport Iowa, Wausau, WI, and Eau Claire, WI, and
Whereas, the lease was reviewed by DTA staff and the City Attorney, and signed by the respective agencies receiving buses.

Now, therefore, be it resolved that the DTA Board of Directors hereby ratifies the lease agreements with Davenport Iowa, Wausau, WI, and Eau Claire, WI, as presented herein.

PASSED AND ADOPTED THIS 25TH DAY OF JANUARY 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

Old Business

- * Grocery Bus Service: Director Casey inquired about the status of the Grocery Bus service. Manager Jensen replied the Fair Foods Access Committee is in agreement with the service changes discussed at last month's Board of Directors & Committee Meetings. These changes will go into effect on March 5, 2017.
- * Recent DTA Bus/Pedestrian Accident: Director Gleeson thanked DTA staff for notifying Board Members so quickly regarding the pedestrian accident last week. Manager Jensen reported the pedestrian denied any medical treatment, and the accident investigation is ongoing. It is possible that the bus driver may in fact receive a citation. Internally, the DTA will look at the root cause of the accident, and then determine what measures can be taken to prevent this from happening in the future. The bus operator said she did not see the pedestrian; it is not known whether or not the placement of the bus mirrors blocked her vision. This accident occurred at 3rd Avenue West and Michigan Street which is a tight intersection. Director Casey added this is one reason he is concerned with the proposed bike lane on Michigan Street. Vice President Bransky asked if it would be better to run the buses down 5th Avenue West to Michigan Street; however, Michigan Street is so narrow and with parking ramps, delivery vehicles, etc., it would be difficult to pick up passengers at bus stops.

New Business

- * Finance Committee Meeting Chairperson: As was discussed at the Finance Committee Meeting, Vice President Bransky will assume the role of Chairperson.
- * Metropolitan Interstate Council Policy Board: President Nelson asked if another DTA Board Member would like to replace him on MIC's Policy Board. These meetings are held the third Wednesday of every month at 6:30 p.m. Director Casey announced that he is already on MIC's Bike Pedestrian Advisory Committee (BPAC). Director Gleeson said he may be interested. President Nelson asked that this topic be tabled until the February Board of Directors meeting.

Public Comment

- * None.

Announcements

- * January Employee of the Month: The Employee of the Month Committee has selected Mark Ness as the Employee of the Month for February of 2017. He was previously Employee of the Month in July of 2004, November of 2008, and December of 2013. Mark began working at the DTA in July of 1996 as a part-time Bus Operator and transitioned into the Maintenance Department in 1997. Mark was promoted to Junior Technician in January of 2009 and to a Senior Technician in September of 2013. In February of 2015, Mark was promoted to Assistant Director of Maintenance. Mark graduated from Proctor High School in 1985. He was a firefighter for most of his life – working at the Grand Lake Fire Department for 20 years and Solway Fire Department for 9 years. Mark has held just about every position as a Firefighter including Fire Chief, but retired from that line of work in 2012. Mark lives in Proctor and has two adult children. Brooke, is 20 years old and attends the University of Minnesota – Duluth where she is currently a Junior and studying Communication Sciences and Disorders with a double-major in Psychology. Brooke is currently attending Lake Superior College (LSC) this Spring semester. She is enrolled in the Certified Nursing Assistant (CNA) program. Mark's son, Dakotah, is 19 years old and wants to follow in his father's footsteps by becoming a mechanic. He will also attend LSC this year to study automobile mechanics. Mark and Dakotah work together as a team in maintaining the family's vehicles. Mark is a huge NHL fan and loves to watch the Minnesota Wild. He also enjoys watching collegiate, high school and youth hockey games. In fact, Mark has worked in sports medicine as a game medic at local sporting events. He also likes to watch Major League Soccer (MLS) and World Cup Soccer. When asked about his current position at the DTA, Mark replied, "There's a lot of comradery with the entire Maintenance Department staff," said Mark. "With so much going on all the time, as a manager you have to stay on top of things in this department or it gets out of control." continued Mark. The DTA commends Mark Ness for his dedicated service as the Assistant Director of Maintenance and congratulates him on being selected Employee of the Month for February of 2017!
- * The next Board of Directors and Committee Meetings are scheduled for February 22, 2017.

Adjournment

With there being no further business, a motion was made by Secretary/Treasurer Watson and seconded by Vice President Bransky to adjourn the January 25, 2017 regular Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 6:25 p.m.

Respectfully submitted,

Lisa Paczynski

Wayne Nelson, President

Date