

DULUTH TRANSIT AUTHORITY
2402 West Michigan Street * Duluth, MN * (218) 722-4426
Board of Directors Meeting
Wednesday, March 29, 2017
DTA Board Room
Approximately at 5:30 p.m.

MINUTES

Directors Present: Wayne Nelson, President Aaron Bransky, Vice President Rondi Watson, Secretary/Treasurer	Don Simons Julie Zaruba Fountaine	Directors Excused: Leslie Evans Ed Gleeson Mike Casey	Directors Absent:
DTA Staff Present: Dennis Jensen, General Manager 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 6:23 p.m.

Approval of Minutes

- * February 22, 2017 Board of Directors & Committee Meetings Minutes: A motion was made by Director Simons and seconded by Secretary/Treasurer Watson to approve the February 22, 2017 Board of Directors & Committee Meeting minutes. Motion carries.

Action Items

- * Resolution No. 167 – Window Replacements: A motion was made by Secretary/Treasurer Watson and seconded by Director Zaruba Fountaine to approve the Board of Directors March 29, 2017 Resolution No. 167 concerning the 2017 window replacement services contract. Resolution carries.

MARCH 2017 - RESOLUTION NO. 167

Concerning the contract for Window Replacement Services 2017:

Whereas, the Duluth Transit Authority (DTA) has properly bid these services twice; and

Whereas, DTA staff only received one bid from Kaski, Inc., and

Whereas, DTA staff has analyzed the bid and determined it to be fair and reasonable.

Now, therefore, be it resolved, that the DTA Board of Directors awards a sole source contract for Window Replacement Services 2017 to Kaski, Inc. in the amount of \$353,038.00, and a \$10,000 contingency.

PASSED AND ADOPTED THIS 29TH DAY OF MARCH, 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 168 – Lot C Property Reconveyance: A motion was made by Director Zaruba Fountaine and seconded by Director Simons to approve the Board of Directors March 29, 2017 Resolution No. 168 concerning the reconveyance of Lot C at the Duluth Transportation Center. In response to Secretary/Treasurer Watson, the dates are correct; the agreement itself was written on March 25, 2013, but the Board did not approve the resolution until March 27, 2013. Resolution carries.

MARCH 2017 - RESOLUTION NO. 168

Concerning Reconveyance of Lot C:

Whereas, the Duluth Transit Authority Board of Directors approved the Property Conveyance and Reconveyance Agreement by resolution on March 27, 2013; and

Whereas, title to the property was to be re-conveyed to the City upon completion of the construction for DTC;

Whereas, reconveyance of the property includes an easement for lower level access.

Now, therefore be it resolved that the DTA Board of Directors approves the land reconveyance as described in Property Conveyance and Reconveyance Agreement dated March 25, 2013; and

Be it further resolved that the DTA Board of Directors authorizes the DTA General Manager, Dennis Jensen, to execute the Quit Claim Deed as prepared by the City.

PASSED AND ADOPTED THIS 29TH DAY OF MARCH, 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 169 – Parking Rate Adjustment: Vice President Bransky requested an amendment be made to the last paragraph of this resolution – remove the 10% reduction rate and instead add a new “construction rate” of \$99.00 per month for current reserved contract parking customers and a \$60.00 per month rate for unreserved general parking customers. Director Zaruba Fountaine made a motion to accept the construction rate amendment with Director Simons seconding the motion. Motion carries. President Nelson then requested a motion be made to approve the Board of Directors March 29, 2017 Resolution No. 169 concerning the approval of the amended DTC “construction rates” due to the Michigan Street construction closure scheduled for May-June 2017. Vice President Bransky made this motion with Director Simons seconding the motion. Resolution carries.

MARCH 2017 - RESOLUTION NO. 169

Concerning the rates for the Duluth Transportation Center Parking Ramp:

Whereas, the DTA anticipates that construction on Michigan Street will hinder access to the Duluth Transportation Center, including Levels 3 and 4 of the parking ramp; and

Whereas, the DTA plans to relocate contract parking to Level 1 of the parking ramp; and

Whereas, in recognition of the inconvenience to the customer, the parking rates shall be adjusted for contract parking customers.

Now, therefore be it resolved that the DTA Board of Directors hereby adopts a “construction rate” of \$99.00 per month for current reserved contract parking and \$60.00 per month for unreserved general parking customers for the months of May and June 2017, and if necessary, authorizes the DTA General Manager to extend this rent reduction in the event of construction delays.

PASSED AND ADOPTED THIS 29TH DAY OF MARCH, 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

Old Business

- * None.

New Business

- * Bus Stop Garbage Receptacle: Director Simons noticed the placement of a garbage can at the Second Ave. E. bus stop (in front of antique store) is in the way when passengers are alighting from the rear door. Therefore, the buses pull further ahead and are now in the crosswalk. Director Simons moved the garbage can that evening; however, the City of Duluth should be notified of the situation.
- * POW and American Flag Replacement: Director Simons requested the flags be replaced since they are tattered. The Maintenance Department will be notified.
- * New Computer for Meeting Minutes Recorder: Director Simons suggested that a new lap top be purchased for the Board of Directors Recorder as the one being used now is very old and has begun to have issues.
- * Healthy Duluth Area and Bike Coalition: They have asked if free rides can be offered on Bike to Work Day (May 19) to those passengers with bicycles. Manager Jensen noted that this will be discussed at the April Board & Committee Meetings. A motion will be required to offer this service.
- * MIC TIP Projects: President Nelson suggested that a motion should be made requesting MIC staff to advise DTA staff and Board of Directors of those projects that are currently in the design phase. Vice President Bransky does not believe this suggestion needs a formal motion; Secretary/Treasurer Watson explained that the MIC staff will do whatever is possible to notify the DTA as soon as possible. President Nelson believes that a formal motion would articulate a clear position. Secretary/Treasurer Watson replied that the MIC Director was present at tonight's Operations Meeting, and understands the DTA's position. Secretary/Treasurer Watson also added that the MIC cannot report on every road project, just those that are included in their Transportation Improvement Plan.
- * DTA Proposed Route Changes: Public hearings will be held regarding the proposed route changes due to the State funds that may be made available. Naturally, any route changes will be brought to the Board for their approval.

Public Comment

- * None.

Announcements

- * April Employee of the Month: The Employee of the Month Committee has selected Nathan Mascarenas as the Employee of the Month for April of 2017. Nathan is currently a Senior Leadman in the Maintenance Department, but started at the DTA in July of 2001 as a Service Worker. This is his first DTA Employee of the Month Award. Nathan was born in Duluth and raised in Hermantown. His parents had a total of seven children who were all homeschooled. Nathan is now 38 years old and is married with children. Nathan's wife, Liz, works in the Environmental Services Department at Mercy Hospital in Moose Lake. They currently live in Kettle River, Minnesota with their three children: Josie is sixteen, Andrew is fourteen and Dereck is thirteen. They are all homeschooled by Nathan and Liz. Nathan worked at a convenience store in Proctor for eight years and at Hermantown Radiator for almost four years. He was also employed by Northern Tool and Supply for four months before beginning his career at the DTA in 2001. When he's not working, Nathan enjoys spending quality time with his family. One of his pastimes is restoring antique tractors. Every autumn, he runs a steam-traction engine built in 1917 as part of a local public event. Nathan also enjoys snowmobiling in the winter and riding four-wheelers in the summer. In fact, there are several state trail systems near their home in Kettle River allowing them

easy access in both the winter and summer. The entire family travels to southern Minnesota in the summer to go camping in their 5th wheel travel trailer. Working at the DTA has been a great experience for Nathan. It gives him the flexibility to spend time with his family and homeschool his children. When asked about his 16 years at the DTA, he had nothing but positive things to say. "It's a pleasure to come to work every day when you have a good crew of people here like we do." Said Nathan. The DTA commends Nathan Mascarenas for his dedicated service as a Senior Leadman and congratulates him on being selected Employee of the Month for April of 2017!

* The next Board of Directors and Committee Meetings are scheduled for April 26, 2017.

Adjournment

With there being no further business, a motion was made by Director Simons and seconded by Secretary/Treasurer Watson to adjourn the March 29, 2017 regular Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 6:50 p.m.

Respectfully submitted,

Lisa Paczynski

Wayne Nelson, President

Date