

DULUTH TRANSIT AUTHORITY
2402 West Michigan Street * Duluth, MN * (218) 722-4426
Board of Directors Meeting
Wednesday, April 26, 2017
DTA Board Room
Approximately at 5:30 p.m.

MINUTES

Directors Present: Wayne Nelson, President Aaron Bransky, Vice President Rondi Watson, Secretary/Treasurer Mike Casey	Ed Gleeson Julie Zaruba Fountaine	Directors Excused: Leslie Evans Don Simons	Directors Absent:
DTA Staff Present: Dennis Jensen, General Manager Nancy Brown, Procurement Manager		Lisa Paczynski, Administrative Assistant Heath Hickok, Director of Marketing	
Others Present: Joshua Smerdon			

Call to Order: President Nelson called the meeting to order at 6:50 p.m.

Approval of Minutes

- * March 29, 2017 Board of Directors & Committee Meetings Minutes: A motion was made by Vice President Bransky and seconded by Secretary/Treasurer Watson to approve the March 29, 2017 Board of Directors & Committee Meeting minutes. Director Nelson noted that Staff person Hickok's title be corrected to Director of Marketing on the Finance Committee Meeting Minutes. Motion carries.

Action Items

- * Resolution No. 170 – Summer Teen Pass Approval: A motion was made by Secretary/Treasurer Watson and seconded by Director Gleeson to approve the Board of Directors April 26, 2017 Resolution No. 170 concerning the 2017 Summer Teen Pass discount. In response to Director Casey, the \$55.00 would be rescinded if there were a fare increase in the future. Any fare increases are brought back to the Board for discussion. Resolution carries.

APRIL 2017 - RESOLUTION NO. 170

Concerning the discounting of the Summer Teen Pass:

Whereas, the Duluth Transit Authority (DTA) seeks to encourage use of public transit by area youth during the summers months; and

Whereas, the Duluth Transit Authority has discounted the Summer Teen Pass for the last several years to promote use of public transit; and

Whereas, the Summer Teen Pass program has proven successful by increasing ridership by Twin Ports teens.

Now, therefore, be it resolved, that the DTA Board of Directors hereby approves the pricing of the Summer Teen Pass at the discount rate of \$55.00 for the period of June, July and August for each summer's promotion until rescinded by the DTA Board of Directors.

PASSED AND ADOPTED THIS 26TH DAY OF APRIL 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 171 – Michigan Street Transit Center LLC: A motion was made by Director Zaruba Fountaine and seconded by Director Gleeson to approve the Board of Directors April 26, 2017 Resolution No. 171 concerning the dissolution of Michigan Street Transit Center LLC. Manager Jensen added by dissolving the LLC, it reduces the DTA's tax liability as well. The DTA's legal attorney is Bill Burns from Hanft Fride Law Firm. Resolution carries.

APRIL 2017 - RESOLUTION NO. 171

Concerning the dissolution of Michigan Street Transit Center LLC:

WHEREAS, Duluth Transit Authority ("DTA") is the sole member of Michigan Street Transit Center LLC, a Minnesota limited liability company; and

WHEREAS, Michigan Street Transit Center LLC is conveying the entirety of its real estate holdings to the DTA and assigning related leases and will thereafter be released from any further ownership or obligation related to the property; and

WHEREAS, upon transfer of the real estate to the DTA, there will no longer be a need for Michigan Street Transit Center LLC to remain in existence;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors approves of the dissolution of Michigan Street Transit Center LLC in accordance with Minnesota Statutes Sections 322B.806 and 322B.82, subdivision 1(1), upon conveyance and assignment of its interests in and relating to its real estate holdings to DTA, and authorizes the DTA General Manager and the DTA Board President to execute any documents related thereto.

PASSED AND ADOPTED THIS 26TH DAY OF APRIL, 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 172 – Trolley Lease: A motion was made by Secretary/Treasurer Watson and seconded by Director Gleeson to approve the Board of Directors April 26, 2017 Resolution No. 172 regarding leasing a trolley from SouthWest Transit. Resolution carries.

APRIL 2017 - RESOLUTION NO. 172

Concerning the Trolley Lease:

Whereas the DTA plans to expand the service hours for the Port Town Trolley during the 2017 summer months and is in need of a backup vehicle in the event a DTA trolley is out of service; and

Whereas, the current timeline for procuring a new trolley vehicle is beyond the 2017 service months; and

Whereas SouthWest Transit has offered a reserve vehicle to the DTA for the period of May 15, 2017 through September 15, 2017, for \$1.00 per month plus operating costs and any maintenance that may be required.

Now, therefore be it resolved that the DTA Board of Directors hereby authorizes the DTA General Manager to enter into a lease agreement with SouthWest Transit to lease a trolley vehicle for use as a backup vehicle for the 2017 Port Town Trolley service months.

PASSED AND ADOPTED THIS 26TH DAY OF APRIL, 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 173 – Service Expansions: A motion was made by Secretary/Treasurer Watson and seconded by Director Gleeson to approve the Board of Directors April 26, 2017 Resolution No. 173 concerning future service route expansions and capital improvement requests submitted to the Greater MN Public Transit Service Expansion Grant Pilot Program. Resolution carries.

APRIL 2017 - RESOLUTION NO. 172

Concerning Route Expansions and Capital Requests through the Greater Minnesota Public Transit Service Expansion Grant Program:

Whereas, the DTA has identified route expansions and capital projects for a pilot program under the Greater Minnesota Public Transit Service Expansion Grant Program; and

Whereas, the DTA held a public hearing on the proposed route expansions and received no negative comments; and

Whereas, the Greater Minnesota Public Transit Service Expansion Grant Program allows a zero percent (0%) local match during the pilot period of July 1, 2017 through June 30, 2019 for route expansions and capital improvements; and

Whereas, the DTA agrees to provide one hundred percent (100%) of the expenses that exceeds funds available from the State through the Greater Minnesota Public Transit Service Expansion Grant program. Now, therefore, be it resolved that the DTA Board of Directors hereby approves the planned route expansions and capital requests presented herein, and authorizes the DTA General Manager and the DTA Board President to execute an agreement with the State of Minnesota Department of Transportation for the Greater Minnesota Public Transit Service Expansion Grant Program.

PASSED AND ADOPTED THIS 26TH DAY OF APRIL, 2017 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Motion – Grandma’s Marathon/Garry Bjorklund Half Marathon: As discussed in the Operations Committee Meeting, the DTA will again provide free shuttle service to Marathon participants with presentation of their runner’s bib number. DTA bus operators track ridership numbers by pushing the free ride button, and runners are offered a free ride on any route that Saturday. In answer to Director Zaruba Fountaine, Grandma’s Marathon charters 40 buses from Voyageur Bus Company who in turn reimburses the DTA for the charter of its buses. Director Gleeson was asked by a few art galleries if the DTA could provide free trolley service for their events held in conjunction with Visit Duluth. Manager Jensen replied that this should be presented to the Mayor’s office, because they may have funding available to reimburse the DTA for its trolley services. Furthermore, Manager Jensen explained federal law prohibits the DTA from chartering buses if it conflicts with a private operator; however, the DTA can charter to funding agencies such as the City of Duluth or Superior, Metropolitan Interstate Council and other related agencies, or a private coach operator such as Voyageur Bus Company. In answer to Director Casey, the Homegrown Music Festival is coordinated by the City and no discounted rate is offered on regular route service during the Festival. Director Bransky made a motion to approve the Grandma’s Marathon shuttle service, and Director Zaruba Fountaine seconded the motion. Motion carries.
- * Motion – Healthy Duluth Area Coalition National Bike to Work Day: Director Zaruba Fountaine made a motion to authorize free DTA fares to passengers who bring their bicycles with them on National Bike to Work Day (Friday, May 19) and Secretary/Treasurer Watson seconded the motion. Motion carries.

Old Business

- * MnDOT Construction Project Websites: Staff person Brown has compiled a list of links to various websites for Board members to sign up for email updates or to provide input on future construction projects. If any Board members would like this list, please let her know.
- * Superior Street Reconstruction Update: Manager Jensen met with the Duluth project manager and design engineer to discuss DTA bus stops in the downtown area. At the City's request, DTA staff is considering to combine the Lenox Building and Incline Station bus stops due to MnDOT's reconstruction of the Mesaba and Superior Street intersection (single lane rather than merging lanes). Furthermore, the City cannot accept any federal funds for this project because of regulatory compliances, so the DTA cannot provide any funding for curb cuts, shelter foundations, etc. However, the DTA can provide funding for passenger amenities such as shelters and signage after the construction is complete. Director Casey hopes that double-sided bus stop signs could be installed during the Superior Street reconstruction. Manager Jensen noted that some of the signage is placed on utility poles which poses a problem for double-sided signs. Originally Maurices did not want a shelter installed in front of their business, but now realize it is a benefit because passengers have a place to wait for buses rather than in their entryway. Director Banks noted that this should be used as a marketing tool showing bus stops in positive light, because most businesses or the public in general perceive bus shelters as a place for illegal activities. Discussion ensued regarding the positives that can come from people walking or gathering in front of businesses. Businesses also are concerned with losing parking spaces in front of their businesses due to bus stops. As a bus rider, Director Banks noted cars are often parked in bus stops which makes it difficult for a bus driver to pick up passengers. Manager Jensen replied that bus drivers are instructed to notify Dispatch when this occurs, and the DTA Operations Supervisors have the authority to issue parking tickets. Having the Duluth Police Department housed in the Duluth Transit Center (DTC) has had a positive impact, but Manager Jensen wishes the police officers would walk through the lobby more often, rather than just enter and exit through the back of the building. Director Banks shared a story of some recent bad behavior that occurred on a Sunday at DTC; Manager Jensen informed him to call the DTA next time, and an Operations Supervisor will be dispatched to handle the matter.
- * Transportation Improvement Plan (TIP): The next TIP meeting will be held before next month's Board meeting; an agenda will be sent out prior.

New Business

- * Autonomous Bus: Secretary/Treasurer Watson asked if the DTA considered participating in the pilot program. Manager Jensen replied the DTA has decided not to participate for various reasons. Secretary/Treasurer Watson believes that this type of vehicle will be a game changer for disabled and elderly people. Manager Jensen noted this type of service could perhaps be used as a circular for the Canal Park area, but to have it run regular routes would be difficult. Director Casey added that an autonomous bus is too impersonal, and although he generally appreciates technology, at some point, everyone must remember that too much technology can eliminate someone's job.

Public Comment

- * None.

Announcements

- * *May Employee of the Month:* The Employee of the Month Committee has selected DTA Bus Operator, Richard Roser as the Employee of the Month for May of 2017. Rick was hired as a part-time bus operator in September of 2008 and was promoted to full time in February of 2010. During this time, Rick has maintained excellent safety and customer service records. This is his first DTA Employee of the Month Award. Being raised in Northern Minnesota, Rick spent most of his childhood in Two Harbors and attended Two Harbors High School. In 1979, Rick moved to Colorado and then to Missouri in 1980. He obtained his commercial driver's license in 2001 and worked at Monson Trucking until 2004. He then worked at Halvor Lines from 2004 to 2007 before starting his career at the DTA in 2008. Rick has been married to his wife Laurie for two years, but they have been a couple since the year 2000. She works as a scheduler at Essentia Health Duluth Clinic in the Orthopedics Department. They currently live in Two Harbors with their yellow lab, Marley. Rick has three children from a previous marriage. His oldest, Amanda, is 30 and lives in Chaska. His son, Michael, is 27 and lives in the Twin Cities and the youngest, Cara is 24 and currently resides in Omaha, Nebraska. He also has three grandchildren. In his spare time, Rick enjoys playing card games such as cribbage, hearts and spades. He is an avid sports fan who enjoys watching the Minnesota Vikings, Twins and Wild. He is also a fan of the UMD Bulldog Hockey team. Rick likes to go traveling with his family in the summer and ice fishing with his friends during the winter. Rick placed third in Large Bus Division at the 2016 Minnesota State Bus Roadeo held in Winona and has competed in the statewide event for several years. Rick describes the DTA as being like a family that has both good days and bad days. "I like working here," said Rick. "There are a lot of good times, but it can also be dysfunctional at the same time, just like a family is." Continued Rick. His favorite quote is from Abraham Lincoln who said, "In the end, it's not the years in your life that count, it's the life in your years." The DTA commends Richard Roser for his dedicated service as a DTA Bus Operator and congratulates him on being selected Employee of the Month for May of 2017!
- * The next Board of Directors and Committee Meetings are scheduled for May 31, 2017.

Adjournment

With there being no further business, a motion was made by Secretary/Treasurer Watson and seconded by Director Gleeson to adjourn the April 26, 2017 regular Board of Directors and Committee Meetings. The motion was unanimously carried – meeting adjourned at 6:36 p.m.

Respectfully submitted,

Lisa Paczynski

Wayne Nelson, President

Date