

# DULUTH TRANSIT AUTHORITY

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

## Board of Directors Meeting Minutes

Wednesday, March 27, 2019

DTA Board Room

<b>Directors Present:</b> Rondi Watson, Vice President Henry Banks, Secretary/Treasurer Julie Zaruba Fountaine Krystal Brandstatter	Mike Casey Ed Gleeson Tom Szukis Joshua Smerdon	<b>Directors Excused:</b> Aaron Bransky, President	<b>Directors Absent:</b>
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<b>DTA Staff Present:</b> Phil Pumphrey, General Manager Carla Montgomery, Director of Finance Rod Fournier, Director of Operations Chris Belden, Director of Planning & Grants	Lisa Paczynski, Administrative Assistant Heath Hickok, Director of Marketing Nancy Brown, Procurement Manager Jeff Dahlgren, Director of Scheduling
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<b>Others Present:</b> Jim Heilig, DTA Consultant Lieutenant Chad Nagorski Star Perry	Genesis Colon-Ortiz Jeremy O'Connor, DTA Transit Officer Aaron O'Leary
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### Call to Order

Due to President Bransky's absence, Vice President Watson called the meeting to order at 4:01 p.m.

### DTA Employee of the Year

General Manager Pumphrey introduced Brian Rapp and on behalf of the Board of Directors congratulated him on being selected as the DTA's Employee of the Year. Brian began employment at the DTA as a Bus Operator on June 19, 2017.

### DTA Transit Officer K-9

Chad Nagorski of the Duluth Police Department (DPD) announced if funding can be secured, they would like to purchase a K-9 dog for DTA Transit Officer, Jeremy O'Connor. This K-9 dog would only be used to detect explosives. The other K-9 dogs on the force are used for multi-purposes (drug detection, apprehending a suspect, explosives, etc.) and are generally on duty during the evening. Because the DPD has only 2 explosives dogs on the force, K-9 dogs are recruited from the Transportation Safety Administration's VIPR (Visible Intermodal Prevention and Response) Team to assist during events such as Grandma's Marathon. Director Banks noted that Officer O'Connor interacts well with the public and is very professional.

### Consent Agenda Approval

Director Casey requested to discuss the Consent Agenda procedure at next month's Board of Directors Meeting. Since there are no requests to move a specific item to the full agenda for individual attention, Vice President Watson made a motion to approve the Consent Agenda as presented. Motion carries.

- February 27, 2019 Board of Directors & Committee Meeting Minutes
- General Manager Report
- Financial Report
- Operations Report
- STRIDE Report
- Marketing Report

## Public Comment Period

Ms. Perry and Mr. O’Leary expressed their concerns with the elimination of service to Lincoln Middle School.

## \* Action Items

- **MOTION – New Service Expansion Route Changes Approval (DTA Consultant, Jim Heilig):** Mr. Heilig explained in mid-summer 2017, funding was made available thru MnDOT to fund additional routes for a limited period of 2 years with the purpose of providing service to unserved or underserved areas within the community. At the end of the 2-year period, these added routes and services were to be examined to determine if they met route criteria to continue operating, continue with modifications, or be eliminated. The route criteria used to determine their viability as per the MnDOT contract is the Transit Development Plan (TDP) Route Criteria and State Standard of 15 passengers per trip or per hour. Based upon the examination results, DTA staff recommended the following proposed route and schedule changes effective June 2, 2019:
  - \* **Route 5 (west to Mall area with added service to New Duluth/Fond du Lac):** No changes.
  - \* **Trolley Service Expansion:** Strive for further headway reduction, adjust hours earlier to take advantage of high ridership on early trips. After all phases of Superior Streetscape are completed, the Trolley route should be solidified.
  - \* **Route 23 (UMD Circulator):** No changes with continued monitoring.
  - \* **Route 20 (United Healthcare):** Adjust routing to provide service along Central Entrance and Pecan Avenue between 6<sup>th</sup> Ave. E. and Rice Lake Rd. Also adjust schedule – due to low ridership, from 6 round trips adjust to 2 “From Downtown” trips in the a.m. and 2 “To Downtown” trips in the p.m.
  - \* **Route 21 (Lakeside to Mall):** Elimination due to ridership remaining below State Standards and existing alternative DTA bus service route criteria.
  - \* **Route 22 (Lincoln Park Middle School/Lakeside via London Rd.):** Retain the portion of route serving London Road, but discontinue Lincoln Park Middle School (LPMS) due to ridership remaining below State Standards along much of the route and less than one passenger per trip average. LPMS averaged 7 rides per day with 12 trips provided.
  - \* **Saturday Late Night Service Expansions (Routes 2, 6 and 10):** No changes with continued monitoring.

Route 20, 21 and 22 do not meet the DTA or State Standards. It is expected the additions proposed to Route 20 and 22 will probably not meet those standards either. These routes will be reviewed in the future. All new expansion service routes were given nearly 2 years to establish ridership, and a comprehensive marketing campaign was done to promote the new routes. In addition, passengers on the discontinued Route 21 have other route options. DTA funding from the Federal Transit Administration 5307 is decreasing based on the areas low population and not meeting two of the Intensive Tier criteria due to the DTA’s diminished overall route performance spurred by new service. This base portion of the 5307 has a formula based on Population and Population Density. The Duluth area has not grown in comparison with others so the share decreases. The Intensive Tier funding increased from 1% to 2% this year, but the DTA scored on only 4 of the 6 categories (because the additional service was added without corresponding ridership increases). In the past, the DTA has been above average in 5 of the 6 categories.

After a lengthy discussion, numerous amendments and suggested solutions such as fare increases to offset the expense of keeping low performing routes, the Board of Directors made the following motions:

- \* **Route 20:** Director Casey made a motion to adjust Route 20 (United Healthcare) service as presented by DTA Staff with Director Zaruba Fontaine seconding the motion; motion carries.
- \* **Route 21:** Director Zaruba Fontaine a motion to discontinue Route 21 (Lakeside to Mall) service as presented with Director Casey seconding the motion; motion carries.
- \* **Route 22:** Vice President Watson called for a vote to accept Route 22 recommendations as first presented by DTA Staff which were to retain the portion of the route serving London Road, but discontinue LPMS due to ridership remaining below State Standards along much of the route and less than one passenger per trip average. Motion fails 3-4.
- \* **Modified Route 22:** Director Szukis made a motion to eliminate a portion of Route 22 east of 26<sup>th</sup> Ave. W. and continue the current schedule from 26<sup>th</sup> Ave. E. to Lincoln Park. This modified Route 22 will provide public transportation during LPMS summer school; however, it will be reevaluated before the 2019-2020 school year begins. Director Brandstatter seconded the motion; motion carries unanimously.

In addition, Director Zaruba Fontaine made a motion for DTA staff to partner with the School District and College staff to discuss future service options and cost sharing. Director Banks seconded this motion; motion carries. A resolution will be prepared for the April Board of Directors meeting restating these motions.

- \* *Resolution No. 259 – 2019 Certifications and Assurances (General Manager, Phil Pumphrey):* Every year the Feds review and make any necessary changes to the Certification and Assurances for Federal Transit Administration Assistance Programs. The DTA must review and certify that it will meet all the federal requirements to receive any federal funds. There is a resolution on tonight's Board agenda approving this year's Certification and Assurances and authorizing the DTA General Manager to sign on behalf of the DTA. A motion was made by Director Zaruba Fontaine and seconded by Director Casey to approve the Board of Directors February 27, 2019 Resolution No. 259 concerning the approval. Resolution carries.

#### MARCH 2019 - RESOLUTION NO. 259

Concerning the approval of the Fiscal Year 2019 Certification and Assurances.

Whereas; to receive funding from the Federal Transit Administration, the DTA must pledge to comply with all federal regulations, terms and conditions to qualify for grant funds and FTA programs;

Whereas; the 2019 Certifications and Assurances have been published in the Federal Register;

Whereas; the DTA Board of Directors must authorize the DTA General Manager to execute and pin the certification on behalf of the DTA (Official Role);

Whereas; the Certifications and Assurances will be signed by the City Attorneys for both Duluth and Superior, authorizing the DTA General Manager to pin the certification on their behalf; and

Whereas; the DTA will enter the Certifications and Assurances into the FTA system to meet the required timeline for grant eligibility.

Now, therefore, be it resolved that the DTA Board of Directors hereby authorizes the DTA General Manager, Phil Pumphrey, to execute the FY 2019 Certifications and Assurances on behalf of the DTA.

PASSED AND ADOPTED THIS 27<sup>TH</sup> DAY OF MARCH 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- Motion – Dispose of Paratransit Vehicles (DTA Staff, Nancy Brown): Six 2014 ARBOC low-floor paratransit vehicles have reached the end of their useful life (5 years). Five new Champion paratransit vehicles are expected to arrive in late June at which time the 2014 ARBOCs will be disposed. Five 2014 ARBOCs will be up for public auction, and one 2014 will be transferred to the Duluth Police Department (DPD). The Federal Transportation Administration (FTA) has approved the public auction and the transfer. A motion was made by Director Gleeson and seconded by Director Brandstatter to approve disposal of five 2014 ARBOC low-floor paratransit vehicles upon receipt and acceptance of five new low-floor paratransit vehicles, and to assign the federal interest in the sixth 2014 ARBOC low-floor paratransit vehicle as presented herein. Motion carries.

### Old Business

- \* DTA Bylaws Revision (Vice President, Rondi Watson): Revisions to the existing Bylaws have not been completed; therefore, this topic will be tabled until the April Board Meeting.

### New Business

- \* Mobile Application Update (DTA Staff, Chris Belden): MnDOT was asked for an extension on the grant contract for an additional year and have received a verbal confirmation that this would be acceptable. It is expected that the farebox RFP will be released within 30 days, and the mobile RFP sometime after the farebox RFP evaluation. It is hoped an application developer can integrate the different tools from separate 3<sup>rd</sup> party sources (Trip Planning, Where's My Bus, Mobile Payment, Text for Safety, link to DTA website, etc.) into one, easy-to-use application. Depending on the cost and compatibility with existing fareboxes, Mobile Payment would give riders an additional option (in addition to all existing options) for purchasing fares via mobile phones. The Text for Safety feature is a discrete option for notifying the DTA or authorities of suspicious or criminal behavior. In response to Director Casey, Mr. Belden reported that DTA staff has been working with Google to correct their discrepancies with DTA routes, bus stop locations, etc.
- \* Website Redevelopment Update (DTA Staff, Heath Hickok): All Board members were sent a link (<https://dev-duluthtransit.pantheonsite.io/>) to review the beta website for the DTA. Staff person Hickok highlighted some of the key elements of the website (i.e., Trip Planner, WebWatch, detours/alerts). The page for routes and schedules has been improved because the column and side headers are always in view while scrolling. Board members should test the beta website on a computer as well as a mobile phone.

### Announcements

- \* April Employee of the Month: The Employee of the Month Committee has selected Brad Johnson as the Employee of the Month for April. The DTA commends Brad for his dedicated professionalism and congratulates him on being selected Employee of the Month.
- \* April Board of Directors Meeting: The next meeting will be held on Wednesday, April 24, 2019 beginning at 4 p.m.

- \* Duluth Local Initiatives Support Corporation (LISC) 2019 Annual Luncheon: This luncheon is schedule for Wednesday, April 17 from 11:15-1:00 p.m. All Board members are invited to attend.
- \* Northern Lights Express Special Board Meeting: A Special Board Meeting may be held in late April – more information will be forthcoming.
- \* DTC Security and Cleaning Services: With the retirement of the DTC Manager, additional cleaning and security have been hired (Oneida Cleaning and GSSC Security).
- \* DTA Transit Tunes: The inaugural “Transit Tunes” live-music performance at the Duluth Transportation Center (DTC) is scheduled for Friday, April 5 from 4:00 to 6:00 p.m. and every Friday thereafter throughout April. This event is free and open to the public.

### **Adjournment**

With there being no further business, a motion was made by Director Gleeson and seconded by Director Brandstatter to adjourn the March 27, 2019 regular Board of Directors Meetings. The motion was unanimously carried – meeting adjourned at 7:30 p.m.

Respectfully submitted,  
*Lisa Paczynski*

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Rondi Watson, Vice President

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Date