

# DULUTH TRANSIT AUTHORITY

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

## Board of Directors Meeting Minutes

Wednesday, February 27, 2019

DTA Board Room

Approximately 5:30 p.m.

<b>Directors Present:</b> Aaron Bransky, President Rondi Watson, Vice President Henry Banks, Secretary/Treasurer Krystal Brandstatter	Mike Casey Ed Gleeson Tom Szukis Joshua Smerdon	<b>Directors Excused:</b> Julie Zaruba Fountaine	<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 Planning & Grants	Lisa Paczynski, Administrative Assistant Heath Hickok, Director of Marketing Nancy Brown, Procurement Manager
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<b>Others Present:</b> Jim Heilig, DTA Consultant	Joan Christensen, City of Duluth Asst. Attorney
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**Call to Order:** President Bransky called the meeting to order at 5:30 p.m.

### Approval of Minutes

- \* January 30, 2019 Board of Directors & Committee Meeting Minutes: A motion was made by Director Gleeson and seconded by Director Smerdon to approve the January 30, 2019 Board of Directors & Committee Meeting minutes. Director Casey made a motion to amend the minutes. Director Casey requests the words “a transportation solution” be substituted with the word “assistance” because he would like the DTA to assist in more ways other than providing free transportation to the shelter. Director Smerdon seconded this motion. After further discussion, Chairperson Bransky called for a vote on the motion to amend last month’s minutes. Motion to amend fails with 6 Board members opposed; Director Casey in favor; and 1 abstention from Chairperson Bransky due to his absence at last month’s meeting. Chairperson Bransky then called for a vote on the original motion to approve last month’s meeting minutes as written; motion carries with 6 members in favor; Director Casey opposed; and 1 abstention from Chairperson Bransky.

### Public Comment

- \* Public Comment: No public in attendance.

### Action Items

- \* Resolution No. 253 – Financial Procedures Revision Approval (DTA Staff, Carla Montgomery): Ms. Montgomery explained the Financial Procedures Policy lays out purchases when using federal and state funds and is required by the FTA. In June 2018, the threshold changed for micro purchases from \$3,500 to \$10,000, and updates were made to reflect current staff and job duty assignments (i.e. Director of Planning and Grants). A motion was made by Vice President Watson and seconded by Director Brandstatter to approve the Board of Directors February 27, 2019 Resolution No. 253 concerning the approval of the revisions to the DTA Financial Procedures Policy as presented. Resolution carries.

FEBRUARY 2019 - RESOLUTION NO. 253

Concerning revisions to the DTA Financial Procedures Policy.

Whereas, DTA staff has identified areas where the Financial Procedures Policy needs to be updated to reflect current staff and job duty assignments as well as new thresholds for federal and state procurement standards; and

Whereas, the Financial Procedures have been updated to reflect these changes.

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

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

- \* Resolution No. 254 – Trolley Funding Agreement Approval (General Manager, Phil Pumphrey): General Manager Pumphrey stated the City of Duluth has agreed to contribute \$55,000 from tourism funds to offset the costs associated operating trolley service in 2019. In addition, the City stated this funding is not a guarantee for future years. Mr. Heilig suggested if the City requests extra trolley service again next year, those costs associated with the extra service should be added to the operating levy. A motion was made by Vice President Watson and seconded by Director Gleeson to approve the Board of Directors February 27, 2019 Resolution No. 254 concerning the approval of the Trolley Funding Agreement with the City of Duluth. Resolution carries.

FEBRUARY 2019 - RESOLUTION NO. 254

Concerning the approval of the Trolley Funding Agreement with the City of Duluth.

Whereas, the City of Duluth and the DTA have reached an agreement for Port Town Trolley service in downtown and Canal Park to promote recreational activities in Duluth as a draw for tourism and convention center events, and to add to the quality of life for visitors and residents alike;

Whereas, the City has agreed to provide an amount not to exceed \$55,000.00 from tourism funds toward the cost of operating the Port Town Trolley during the peak tourism season; and

Whereas, the DTA shall pay any additional costs for Port Town Trolley Service above the amount provided from the City.

Now, therefore, be it resolved that the DTA Board of Directors hereby approves the Trolley Funding Agreement between the Duluth Transit Authority and the City of Duluth as presented herein.

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

- \* Resolution No. 255 – ADA Update Plan Adoption (DTA Consultant, Jim Heilig): The ADA plan for STRIDE and Regular Route have been combined into one document and the DTA is required to adopt this new version. Mr. Heilig briefly highlighted the combined version as well as some of the policies (no shows, denials, etc.). No changes were made to any of the policies and procedures. A motion was made by Vice President Watson and seconded by Director Gleeson to approve the Board of Directors February 27, 2019 Resolution No. 255 concerning the adoption of the 2019 ADA Policy and Procedures Plan. Resolution carries.

FEBRUARY 2019 - RESOLUTION NO. 255

Concerning the DTA's ADA related policy.

Whereas, The DTA is required to have an ADA Plan;

Whereas, in accordance with the Federal Requirements, the DTA adopted an ADA plan and has amended portions of it over the years;

Whereas, the DTA also has policies focused on ADA that are not in the plan; and

Now, therefore, be it resolved that the DTA Board hereby approves the 2019 ADA Policy and Procedures Plan as presented and discussed.

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

- \* Resolution No. 256 – DTA Photo Policy Approval (DTA Staff, Heath Hickok): DTA staff determined it is necessary to develop a policy for professional photographers or videographers to ensure compliance with all applicable rules, ordinances, standard operating procedures, etc. A motion was made by Secretary/Treasurer Banks and seconded by Director Gleeson to approve the Board of Directors February 27, 2019 Resolution No. 256 concerning a Photo Policy for the DTA. Resolution carries.

FEBRUARY 2019 - RESOLUTION NO. 256

Concerning the DTA Photo Policy.

Whereas, the Duluth Transit Authority has received requests from third parties for permission to film and/or photograph DTA properties and equipment both for private and commercial interests;

Whereas, filming and photographing DTA operations could potentially impede customer traffic flow, cause safety issues and interfere with DTA operations; and

Whereas, the DTA wishes to establish standards for filming and photography of DTA facilities; and equipment and retain the right to disallow such activities when the activity does not comply with the Photo Policy.

Now, therefore, be it resolved that the DTA Board of Directors hereby adopts the Photo Policy as presented herein.

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

- \* Resolution No. 257 – Bus Stop Policy Approval (DTA Staff, Chris Belden): Mr. Belden reviewed the previous (2016) Bus Stop Policy/Guidelines and explained a Bus Stop Policy provides guidance, consistency, transparency, etc., to DTA staff and to the public. DTA staff will continue to work with the City on snow removal at bus stops. After further discussion regarding the 2019 Bus Stop Policy (i.e. signage, placement, bench advertising), a motion was made by Director Brandstatter and seconded by Director Gleeson to approve the Board of Directors February 27, 2019 Resolution No. 257 concerning the 2019 Bus Stop Policy. Resolution carries.

FEBRUARY 2019 - RESOLUTION NO. 257

Concerning the approval of the DTA's Bus Stop Policy.

Whereas, the 2017 DTA Transit Development Plan's goals include an update/creation of a DTA Bus Stop Policy and Guidance document;

Whereas, the DTA should have consistent and clear guidelines on bus stop placement, design, and amenity allocation; and

Whereas, DTA staff reviewed previous plans, ADA design requirements, and other industry literature for guidance.

Now, therefore, be it resolved that the DTA Board of Directors hereby approves the 2019 DTA Bus Stop Policy and Guidance as presented and discussed.

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

- \* Approve DTA Director of Planning & Grants as the Title VI & ADA Officer (DTA Staff, Chris Belden): A motion was made by Director Banks and seconded by Director Gleeson to approve Chris Belden, Director of Planning & Grants, as the Title VI and ADA Officer for the DTA. Motion carries.
- \* 2023 Transportation Improvement Program (DTA Staff, Chris Belden): Mr. Belden noted the funding earmarked for the purchase of ten electric 40ft buses funding could be used to purchase diesel buses as well. A motion was made by Director Casey and seconded by Vice President Watson to accept the 2023 Duluth Area TIP Project list as presented. Motion carries.
- \* Essentia Health's Vision Northland Project Environmental Assessment Worksheet (Chris Belden): Mr. Belden explained an Environmental Assessment Worksheet (EAW) is a document designed to provide a brief analysis and overview of the potential environmental impacts for a specific project and consists of a standard list of 31 questions. It is not meant to approve or disapprove a project, but to guide other approvals and permitting decisions. The Public Comment Period ends on March 13, 2019. This is an opportunity for the DTA to weigh in on a project regarding transit amenities. A motion was made by Director Banks and seconded by Director Gleeson for DTA staff to submit the presented statement as an official comment for the Vision Northland Project Environment Assessment Worksheet (EAW). Motion carries.

## Old Business

- \* Board of Directors Email Address/Automated Response (General Manager, Phil Pumphrey): General Manager Pumphrey replies to all emails within 24 hours, and all Board members are copied on these responses.
- \* Bylaws Revision Discussion (Vice President, Rondi Watson): The final draft of the Bylaws should be presented for review at next month's Board of Directors Meeting.
- \* DTA Buses/Warming Shelters (DTA Staff, Chris Belden): There is a committee comprised of community stakeholders that notifies the DTA when the warming shelter will be open. DTA Operations then notifies bus drivers, posts signs, and uses various other notification methods such as social media. Mr. Belden added in February, the DTA provided 338 free rides to the shelter which is an average of 25 free rides every day the shelter is open.
- \* STRIDE Advisory Committee (Director, Mike Casey): Director Casey nominated Director Smerdon to be the DTA Board representative on the STRIDE Advisory Committee (SAC). Director Gleeson seconded this motion; motion carries. SAC meeting notices and agendas are sent out at least one week prior to the scheduled date.

### **New Business**

- \* Open Meetings Act (OMA): City of Duluth Assistant Attorney, Joan Christensen educated Board members on the purpose and requirements of the Open Meeting Act and answered Board member questions.
- \* Board of Directors Terms: In response to Director Casey, the website will be updated to reflect the current terms. The City of Duluth reappoints Directors to a second term, and they will notify Staff person Paczynski of those reappointments.

### **Announcements**

- \* March Employee of the Month: The Employee of the Month Committee has selected Randy Toland as the Employee of the Month for March. The DTA commends Randy for his dedicated professionalism and congratulates him on being selected Employee of the Month.
- \* March Board of Directors & Committee Meetings: These meetings will be held on Wednesday, March 27, 2019 beginning at 4 p.m. President Bransky will be absent at this meeting, therefore, Vice President Watson will be acting Chair.
- \* We Walk in Duluth: On March 6, the We Walk in Duluth advocacy group is holding an event in the Atrium at the Zeitgeist Center for Arts & Community. This group wants to promote safe sidewalks by encouraging people to clear sidewalks within 24 hours of a snow event.

### **Adjournment**

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

Respectfully submitted,  
*Lisa Paczynski*

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Aaron Bransky, President

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Date