

DULUTH TRANSIT AUTHORITY

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

Board of Directors Meeting Minutes

Wednesday, April 24, 2019

DTA Board Room

Directors Present:		Directors Excused:	Directors Absent:
Aaron Bransky, President	Mike Casey	Krystal Brandstatter	
Rondi Watson, Vice President	Ed Gleeson		
Henry Banks, Secretary/Treasurer	Tom Szukis		
Julie Zaruba Fountaine	Joshua Smerdon		

DTA Staff Present:	
Phil Pumphrey, General Manager	Lisa Paczynski, Administrative Assistant
Carla Montgomery, Director of Finance	Heath Hickok, Director of Marketing
Rod Fournier, Director of Operations	Nancy Brown, Procurement Manager
Chris Belden, Director of Planning & Grants	Jeff Dahlgren, Director of Scheduling

Others Present:	
Jim Heilig, DTA Consultant	Trecia Ellis, STRIDE President
Chelly Townsend, DECC	Samantha Smigler, Great Lakes Aquarium
Ben Herr, First Transit Group	Allison Iacone, Great Lakes Aquarium
Sarah Erickson, Great Lakes Aquarium	Jay Walker, Great Lakes Aquarium
Haley Eisenhardt, Lighthouse Center for Vision Loss	

Call to Order

President Bransky called the meeting to order at 4:00 p.m.

Public Comment Period

Staff from various businesses near the Bayfront Park area requested fixed-route service year-round to the Great Lakes Aquarium to provide better community and employee access to their businesses. After further discussion, DTA staff will review Route 15 ridership following guidelines set forth in the Transportation Development Plan and propose options at the May Board of Directors Meeting. In the meantime, it may help to post better wayfinding signs to assist the public with navigating to the Aquarium.

Consent Agenda Approval

It was requested to move the Planning Report and meeting minutes to the new business section for further discussion.

- March 27, 2019 Board of Directors & Committee Meeting Minutes – moved to New Business
- General Manager Report
- Financial Report
- Operations Report
- Planning Report – moved to New Business
- STRIDE Report
- Marketing Report

Financial Statement Review

Staff person Montgomery noted expenses are below budget; fuel prices are lower this year. An Exit Audit Conference was held earlier today – every Board member will receive a copy of the Audit in approximately 2 weeks.

Action Items

Resolution No. 259 – New Service Expansion Route Changes Approval (DTA Consultant, Jim Heilig): Mr. Heilig explained all the individual motions made last month for the experimental route changes (effective June 2) have been combined into one resolution. As is required by the FTA, a public hearing was held to solicit public comment regarding the proposed route changes. Based on the community responses, the DTA Board of Directors opted to modify the staff recommendations:

1. Route 20 (United Health Care) – Reduce to two trips in the morning, and two in the afternoon and adjust the route to serve Pecan Street.
2. Route 21 (Lakeside to Mall) – Discontinue service as presented.
3. Route 22 (Lincoln Park Middle School) – Eliminate a portion of Route 22 east of 26th Ave. E. and continue the current schedule from 26th Ave. E. to serve Lincoln Park school during its operating hours during the summer; however, it will be reevaluated before the 2019-2020 school year begins.
4. Route 5 (West to Mall Area) – No changes proposed.
5. Route 23 (UMD Circulator) – No changes proposed.
6. Trolley Service: The trolley route will be altered to reflect the Superior Street construction.
7. Late Night: No changes proposed.

In addition, DTA staff will meet with the school district and colleges to discuss service options and cost sharing for the fall of 2019 and beyond. President Bransky expressed his concern with keeping poor performing routes such as Route 22 because it will come at a significant cost to the DTA's budget. Therefore, President Bransky made a motion to discontinue Route 22, and Director Casey seconded it to further the discussion. After additional discussion and because the Board made a motion to approve the continuance of this route throughout the summer last month meeting, and because the route will be reevaluated before 2019-2020 school year, Director Bransky withdrew his motion. As per Staff person Belden, the Transportation Development Plan (TDP) did identify routes that are low-performing and predicted that Route 22 would not perform as hoped even with increased frequencies. A motion was made by Vice President Watson and seconded by Director Gleeson to approve the Board of Directors April 24, 2019 Resolution No. 259 concerning the Route Changes for June 2019 as presented by staff. Resolution carries.

APRIL 2019 - RESOLUTION NO. 259

Concerning the Route Changes for June 2019.

Whereas the DTA has properly held a Public Hearing concerning changes to the experimental routes that would go into effect in June 2019;

Whereas comments concerning the changes have been presented to the DTA Board of Directors prior to decision making; and

Whereas the DTA Board of Directors has opted to modify the staff recommendations based on the community responses.

Now, therefore, be it resolved, that the DTA Board hereby adjusts Route 20 (United Healthcare) service as presented with two morning and two afternoon trips and adjusts the route to serve Pecan Street; discontinues Route 21 (Lakeside to Mall) service as presented; eliminates portion of Route 22 east of 26th Ave. E. and continue the current schedule from 26th Ave. E. to serve Lincoln Park school during its operating hours during the summer; however, it will be reevaluated before the 2019-2020 school year begins.

Be it further resolved, that the Board requests staff to meet with the school district and colleges to discuss service options and cost sharing for the fall of 2019 and beyond.

Be it further resolved, that there will be no modifications at this time to the other Experimental routes (5, 23, and late night), but the trolley route will be altered to reflect the Superior Street construction.

PASSED AND ADOPTED THIS 24TH DAY OF APRIL 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 261 – Title VI Approval and Submittal (DTA Consultant, Jim Heilig): A Public Hearing was held last week with one member of the public in attendance; however, this person's complaint was not Title VI or ADA related. The FTA requires the DTA to update their Plan every three years. A motion was made by Director Gleeson and seconded by Director Smerdon to approve the Board of Directors April 24, 2019 Resolution No. 261 concerning the approval the DTA's Title VI Plan as presented. Resolution carries.

APRIL 2019 - RESOLUTION NO. 261

Concerning the approval of Title VI Plan for submittal to FTA.

Whereas the DTA is required to update the Title VI plan every three years, and;

Whereas the staff has prepared this plan in accordance with Federal requirements for both Duluth and Superior, and;

Whereas the staff has held the required Public Hearing on the Plan with the proper notice, and;

Whereas there have been no negative comments.

Now, therefore, be it resolved that the DTA Board of Directors hereby approves the Title VI Plan as presented for submittal to FTA.

PASSED AND ADOPTED THIS 24TH DAY OF APRIL 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 262 – Bus Uniform Contract (DTA Staff, N. Brown): The DTA provides uniforms to bus drivers upon hire and on average replaces them every 2 years, and the current contract with Screen Graphics expires June 30, 2019. An RFP was published for 4 weeks and direct mailed to 9 vendors, however, the DTA only received a response from Screen Graphics who has provided DTA uniforms in the past. A motion was made by Director Zaruba Fountaine and seconded by Director Banks to approve the Board of Directors April 24, 2019 Resolution No. 262 concerning the approval of a new 3-year contract with a 2-year option with Screen Graphics. Resolution carries.

APRIL 2019 - RESOLUTION NO. 262

Concerning the approval of the contract to supply Bus Driver Uniforms.

Whereas the DTA supplies bus drivers with uniforms upon hire and approximately every two (2) years thereafter;

Whereas the current contract with Screen Graphics expires June 30, 2019, and the DTA conducted a competitive procurement for a new contract;

Whereas after properly advertising and directly soliciting multiple providers, only one response was received;

Whereas DTA staff surveyed other vendors and determined that there were no unreasonable terms or barriers for competition;

Whereas DTA staff analyzed the price for a new three (3)-year contract with a two (2)-year option with Screen Graphics and found them to be fair and reasonable; and
Whereas Screen Graphics has successfully performed the contract in the past.
Now, therefore, be it resolved that the DTA Board of Directors hereby awards a sole-source contract for Bus Driver Uniforms to Screen Graphics for the amounts presented herein.

PASSED AND ADOPTED THIS 24TH DAY OF APRIL 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 263 –On-Call Engineering Contract (DTA Staff, N. Brown): The DTA needs on-call engineering services for projects that require technical support (i.e. redesigning park and ride locations, mechanical and electrical revisions, civil engineering for bus pads). Therefore, DTA staff conducted a Request for Qualifications for the most qualified firm to provide a variety of services anticipated for the next five (5) years, and determined that LHB, Inc., to be responsive, responsible and most qualified to provide those services. A motion was made by Vice President Watson and seconded by Director Zaruba Fountaine to approve the Board of Directors April 24, 2019 Resolution No. 263 concerning the award of an On-Call Engineering contract to LHB for the amounts and terms presented. Resolution carries.

APRIL 2019 - RESOLUTION NO. 263

Concerning the approval of the contract for On-Call Engineering Services.

Whereas the DTA has identified potential projects that require an engineer for evaluation of scope and cost, as well as drafting technical specifications;

Whereas an On-Call Service provider will provide timely response to requests from DTA staff, allowing a faster response time for grant applications and other engineering services;

Whereas the DTA conducted a Request for Qualifications for the most qualified firm to provide a variety of services anticipated for the next five (5) years, and determined that LHB, Inc., to be responsive, responsible and most qualified to provide those services;

Whereas DTA staff evaluated the rates for the individual service skills, along with overhead and fixed rates and determined them to be fair and reasonable; and

Whereas LHB has successfully performed on-call services for the DTA in the past.

Now, therefore, be it resolved that the DTA Board of Directors hereby awards the contract for On-Call Engineering Services to LHB, Inc. for the amounts presented herein.

PASSED AND ADOPTED THIS 24TH DAY OF APRIL 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 264 – Bus Shelter Installations (DTA Staff, N. Brown): DTA staff have identified shelters that have reached the end of their useful life and need replacement. Therefore, an RFP was published for assembly and installation of the shelters and 2 bids were received. DTA staff determined JMF Construction was the lowest responsive and responsible bidder. This contract allows for 2 options of 1 year each, and that maybe exercised at the DTA’s discretion for up to 30 additional shelters each year. A motion was made by Director Casey and seconded by Director Gleeson to approve the Board of Directors April 24, 2019 Resolution No. 264 awarding the contract to JMF Construction for the amounts and terms as presented. Resolution carries.

APRIL 2019 - RESOLUTION NO. 264

Concerning the approval of the contract for Bus Shelter Installations:

Whereas the DTA currently has identified shelters to be replaced throughout the DTA service area that have reached the end of their useful life and ready to be replaced;

Whereas the DTA sought competitive bids to assemble and install the shelters in designated locations and received two (2) responsive bids; and

Whereas JMF Construction was determined to be the lowest responsive and responsible bidder and has the equipment and labor expertise to satisfactorily perform the services; and

Whereas the contract allows for two (2) options of one (1)-year each, that may be exercised at the DTA's discretion for up to thirty (30) additional shelters each year.

Now, therefore, be it resolved that the DTA Board of Directors hereby awards the contract for Bus Shelter Installations to JMF Construction in the amounts presented herein.

PASSED AND ADOPTED THIS 24TH DAY OF APRIL 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 265 – Free Fares for National Bike to Work Day Participants (DTA Staff, H. Hickok): A motion was made by Vice President Watson and seconded by Director Banks to approve the Board of Directors April 24, 2019 Resolution No. 264 concerning the approval of free fares for bicyclists using DTA bike racks on National Bike to Work Day. Resolution carries.

APRIL 2019 - RESOLUTION NO. 265

Concerning the approval of Free Fares for Bike to Work Day.

Whereas the National Bike to Work Day is Friday, May 17, 2019;

Whereas bicyclists participating in National Bike to Work Day may use the DTA transit system to supplement their travel;

Whereas bicycle riding passengers participating in Bike to Work Day activities promotes greater awareness of the DTA transit system to all residents in our service area; and

Whereas providing a free fare for bicycle riding passengers will provide an incentive to utilize the DTA transit system on National Bike to Work Day.

Now, therefore, be it resolved, the DTA Board of Directors hereby approves free fares for bicyclists using DTA bike racks on National Bike to Work Day.

PASSED AND ADOPTED THIS 24TH DAY OF APRIL 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- Motion – Capital Plan Approval (DTA Consultant, J. Heilig): Mr. Heilig reviewed the status of all State and Federal Grants as is required by the FTA. The 2013, 2014, 2015 and 2016 Federal Grants have been or are very close to being closed out. Mr. Heilig highlighted the remaining Grant items in the Federal 2017 and 2018 Grants. The DTA is still waiting for the official award letter for the 2019 Federal Grant which includes funds to purchase of 10 replacement regular route buses, preliminary engineering work for both the replacement of the main fuel tank and Transit Asset Management (TAM) Plan, and the Comprehensive Operational Analysis (COA). The fuel tank replacement cost may increase depending on what the preliminary engineering work reveals. Regarding the State Grants, Mr. Heilig noted that at this point, passenger revenue has decreased by approximately 17% compared to last year. However, expenses are below budget compared to this time last year. President Bransky

requested that this report be reviewed monthly rather than quarterly. In answer to Director Banks, As Director Banks has suggested in the past, it may be important to conduct a fare analysis and review this information at next month's meeting. Mr. Heilig will prepare a review of the DTA's fare system for review at next month's meeting. A motion was made by Director Gleeson and seconded by Director Smerdon to approve the Capitol Plan as presented and discussed by Mr. Heilig and DTA staff. Motion carries.

- * Motion – STRIDE Advisory Committee Member Appointment (DTA Consultant, J. Heilig): A motion was made by Director Smerdon and seconded by Director Gleeson to approve Marci Tuggle as a new member of the STRIDE Advisory Committee representing District 4 for a 3-year term beginning May 2019. Motion carries.

Old Business

- * DTA Bylaws Revision (Vice President, Rondi Watson): A copy of the revised Bylaws was distributed to Board members for review prior to next month's meeting. Board members will also receive a copy electronically. Vice President reviewed the changes made to the existing Bylaws, and asked Board members to review and Regarding Section Vice President Watson believes the Nominating Committee should remain; however, the Executive, Operations and Finance Committees should be considered as ad hoc committees rather than standing committees. The Board President may appoint members to the ad hoc committees whenever the Board Directors need help with a special project.

New Business

- * Consent Agenda (Director Casey): At last month's meeting, Director Casey requested to discuss the Consent Agenda process. Director Casey requested that Board presentations be sent out and if possible, be named so it is easier for Board members to finding. The Consent Agenda does not need to be voted upon; therefore, no resolution or motion is required. Just as a formality, it may be best to make a motion to approve the minutes. President Bransky will review Robert's Rules regarding the Consent Agenda process. Board members can ask to remove an item from the Consent Agenda for further discussion at any time.
- * Minutes: As per Director Casey's request, last month's minutes were revised to reflect the initial failed amended motions for the Route 22 changes. Director Casey made a motion to approve the revised minutes, and Director Szukis seconded the motion. Motion carries.
- * Planning Report (DTA Staff, C. Belden): The DTA requested changes for several 2019 projects. The DTA made these adjustments after FTA appropriations were released, and MnDOT awarded additional grants. Mr. Belden reviewed the adjustments made to those projects.

Announcements

- * May Employee of the Month: The Employee of the Month Committee has selected Dan Palmstein as the Employee of the Month for May. The DTA commends Dan for his dedicated professionalism and congratulates him on being selected Employee of the Month.

- * April Special Board Meeting: A Special Board Meeting has been scheduled next Monday, April 29, 2019 at 4:00 p.m. This meeting will take place on one of the Depot's trains (boarding at 4 p.m.), and Ken Buehler will present information regarding the potential for the Northern Lights Express rail service to Duluth.
- * May Board of Directors Meeting: The next meeting will be held on Wednesday, May 29, 2019 beginning at 4 p.m.

Adjournment

With there being no further business, a motion was made by Director Szukis and seconded by Director Smerdon to adjourn the April 24, 2019 regular Board of Directors Meetings. The motion was unanimously carried – meeting adjourned at 5:59 p.m.

Respectfully submitted,
Lisa Paczynski

Aaron Bransky, President

Date