

DULUTH TRANSIT AUTHORITY

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

Board of Directors Meeting Minutes

Wednesday, August 28, 2019

DTA Board Room

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

DTA Staff Present:	
Phil Pumphrey, General Manager Carla Montgomery, Director of Finance Rod Fournier, Director of Operations Chris Belden, Director of Planning & Grants	Nancy Brown, Procure Manager Lisa Paczynski, Administrative Assistant Aleda Johnson, Director of IT David Clark, Director of Marketing Jason Arnold, Director of Human Resources

Others Present:	
Darrel Washington, MnDOT Trecia Ellis, STRIDE President	James Gittemeier, MIC Jim Heilig, DTA Consultant

Call to Order

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

Consent Agenda Approval

Director Casey made a motion to accept the Consent Agenda as presented and to approve the June 26, 2019 Board of Directors Meeting minutes and the August 15, 2019 Special Board of Directors Meeting Minutes.

Director Zaruba Fountaine seconded the motion. Motion carries.

- Board of Directors Meeting Minutes – June 26, 2019
- Special Board of Directors Meeting Minutes – August 15, 2019
- General Manager Report
- Marketing Report
- Operations Report
- On-Time Performance Report
- Procurement Report
- STRIDE Report

Public Comment Period

None.

MIC'S SUSTAINABLE CHOICES 2045 LONG-RANGE TRANSPORTATION PLAN (LRTP 2020-2045) – J. Gittemeier

Mr. Gittemeier announced the Long-Range Transportation Plan's (LRTP) public comment period closes Friday, August 30. This Plan is federally required and is a long-term plan for a transportation system that supports the many needs of people and commerce in the Duluth-Superior area and is economically, socially and environmentally viable over the next 25 years. To have the biggest impact, DTA Board and/or staff should participate on any advisory committees which will give them the opportunity to review the developer's plans to critique the proposed plan. Mr. Gittemeier will keep the DTA informed as the process progresses.

Financial Statement Review

Staff person Montgomery highlighted key areas of the Financial Statement and distributed the packet for the 2020 and 2021 budgets. In response to Director Banks' question, the current Cleaning Contract expires December 31, 2019, and this service will go back out for bid prior to the contract expiring. The DTA is currently in the process of hiring additional employees to assist with maintenance at DTC. Any impacts from the changes made to the expansion service routes will not be seen until later this fall.

Action Items

- * Resolution No. 280 – ITS/Trapeze Maintenance Agreement Renewal (DTA Staff, A. Johnson): Ms. Johnson stated year one (June 1, 2018-June 1, 2019) of this five-year Agreement was approved by the DTA Board of Directors at its June 27, 2018 meeting. However, DTA staff is requesting that this Agreement be approved for the remaining four years (June 1, 2019-June 1, 2023) rather than approve on an annual basis. There have been no changes made to the original terms of the Agreement. If any changes were made to the contract, it will be brought back to the Board for review and approval. After further discussion, a motion was made by Director Szukis and seconded by Director Zaruba Fountaine to approve the Board of Directors August 28, 2019 Resolution No. 280 concerning the renewal of the Trapeze software Maintenance Agreement. Resolution carries unanimously.

AUGUST 2019 - RESOLUTION NO. 280

Concerning the ITS/Trapeze Maintenance Agreement.

Whereas the DTA entered a TransitMaster Software Agreement contract until June 31, 2019, with Trapeze for IT Software and ongoing maintenance;

Whereas the maintenance annual renewal total is \$266,724.00 for the period of June 1, 2019 through May 31, 2023 (remaining four years); and

Whereas the software maintenance agreement ensures that the DTA has IT support for ongoing operations.

Now, therefore, be it resolved that the DTA Board of Directors hereby approves the renewal of the maintenance agreement for the Trapeze software in the amount of \$266,724.00.

PASSED AND ADOPTED THIS 28TH DAY OF AUGUST 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 281 – Transit Asset Management (TAM) Plan Accountable Executive (DTA Staff, C. Belden): Mr. Belden reported that the DTA is required by the FTA to declare the DTA General Manager as an Accountable Executive to oversee the TAM Plan. A motion was made by Secretary/Treasurer Banks and seconded by Director Brandstatter to approve the Board of Directors August 28, 2019 Resolution No. 281 concerning the designation of a TAM Plan Accountable Executive which is required by the Federal Transit Administration. Resolution carries unanimously.

AUGUST 2019 - RESOLUTION NO. 281

Concerning the required designation of a Transit Asset Management (TAM) Plan Accountable Executive.

Whereas the DTA is required to declare an Accountable Executive to oversee the TAM Plan; and
Whereas the DTA's General Manager is the most appropriate designee.

Now, therefore, be it resolved, that the DTA Board of Directors hereby assigns the DTA General Manager to act as the Accountable Executive for this Plan.

PASSED AND ADOPTED THIS 28TH DAY OF AUGUST 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 282 – MnDOT Grants Local Share Approval (DTA Staff, C. Belden): Mr. Belden announced that MnDOT has begun a new grant request process which has funding in six different investment categories (operations, vehicles, facilities/large capital, new service, Regional Transportation Coordination Councils and improvements). These changes were implemented to improve transparency and make the process more efficient. Mr. Belden reviewed the DTA's 2020-23 vehicle replacements: 2021 (12 RR diesel buses); 2022 (3 STRIDE vehicles); 2023 (10 RR electric buses and 4 STRIDE vehicles). Capital Facilities projects include roof repairs, various passenger amenities, technology upgrades, etc. New Service projects include additional frequencies to Route 1, new Downtown Circulator, etc. After additional discussion, a motion was made by Director Brandstatter and seconded by Director Smerdon to approve the Board of Directors August 28, 2019 Resolution No. 282 authorizing the DTA to enter into an Agreement with MnDOT to provide the local match for the Capital Vehicles (2020-2023), Capital Facilities (2020-2023), and Service Expansion (2020-2021) public transit grant solicitations. Resolution carries.

AUGUST 2019 - RESOLUTION NO. 282

Resolved that the Duluth Transit Authority (DTA) enters into Agreements with the State of Minnesota to provide the local match required as part of MnDOT's Capital Vehicles (2020-2023), Capital Facilities (2020-2023), and Service Expansion (2020-2021) public transit grant solicitations.

Further resolved that the Duluth Transit Authority agrees to provide a local share of up to 20 percent of the total capital and operating costs associated with the solicitations.

Further resolved that the Duluth Transit Authority agrees to provide 100 percent of the local share necessary for expenses that exceed funds available from the State.

Further resolved that the Duluth Transit Authority Board of Directors authorizes the DTA General Manager to execute the aforementioned Agreement and any amendments thereto.

PASSED AND ADOPTED THIS 28TH DAY OF AUGUST 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 283 – College of St. Scholastica (CSS) 3-Year College Pass Agreement Approval (DTA Staff, N. Brown): The DTA and CSS believe that offering a transit pass program for students, faculty, and staff will not only benefit themselves, but also the region in total. Therefore, The DTA and CSS have entered into a three-year agreement. A motion was made by Director Banks and seconded by Director Zaruba Fountaine to approve the Board of Directors August 28, 2019 Resolution No. 283 approving a 3-year MOA with CSS. Resolution carries.

AUGUST 2019 - RESOLUTION NO. 283

Concerning the Memorandum of Agreement (MOA) with the College of St. Scholastica (CSS).
Whereas the DTA and CSS entered into a MOA for services and fares for the 2019-2021 school years;
Whereas the ridership at CSS has declined in the last few years, but has had growing ridership recently;
Whereas the previous MOA was for a total of \$25,000 for the 2018-19 school year;
Whereas the DTA and CSS have now negotiated a three-year agreement with a base rate of \$25,500 for Year 1 (2019-20), \$26,000 for Year 2 (2020-21), and \$27,000 for year 3 (2021-2022).
Now, therefore, be it resolved, that the DTA Board of Directors hereby approves the MOA with the College of St. Scholastica for the 2019-2021 school years.

PASSED AND ADOPTED THIS 28TH DAY OF AUGUST 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 284 – Transit Center East (TCE) Lease Agreement with Metro PCS (DTA Staff, N. Brown): A motion was made by Director Brandstatter and seconded by Director Szukis to approve the Board of Directors August 28, 2019 Resolution No. 284 authorizing the TCE Lease Agreement with Metro PCS. Resolution carries unanimously.

AUGUST 2019 - RESOLUTION NO. 284

Concerning the Lease Agreement at Transit Center East (“TCE”):
Whereas the DTA has a leased space available on the Michigan Street level of TCE formerly leased to Sage Computer dba Metro PCS;
Whereas Sage has vacated the space and a different Metro PCS operator is interested in opening in that location; and
Whereas DTA staff will negotiate a new lease with terms and conditions favorable to DTA interests.
Now, therefore, be it resolved, that the DTA Board of Directors hereby authorizes the DTA General Manager, Philip O. Pumphrey, to enter into new lease with a responsible tenant under terms and conditions that are at least as favorable as the prior lease.

PASSED AND ADOPTED THIS 28TH DAY OF AUGUST 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Motion – Surplus Supervisor Vehicle Disposals Approval (DTA Staff, N. Brown): A motion was made by Director Casey and seconded by Director Szukis to approve the disposal of two DTA non-revenue Supervisor vehicles. Motion carries unanimously.

Old Business

- * Election of Officers for DTA Board of Directors (Nominations Committee): Director Zaruba Fountaine announced the Nominations Committee (Directors Zaruba Fountaine, Szukis and Smerdon) nominated all current officers to serve another one-year term in their current positions, and all current officers accepted the nomination. Being that there were no more additional nominations, President Bransky called for a vote to approve the reappointment of Henry Banks as Secretary/Treasurer, Rondi Watson as Vice President and Aaron Bransky as President. All nominations carried unanimously.

New Business

- * Director of Marketing and Director of Human Resources Introductions (General Manager, P. Pumphrey): Manager Pumphrey introduced David Clark, Director of Marketing, and Jason Arnold, Director of Human Resources.
- * Triennial Review (General Manager, P. Pumphrey): Manager Pumphrey gave a brief report on the Triennial Review which occurred last month. No significant findings were identified; basically, all findings were procedural and will not affect any future funding. DTA staff will appeal one finding, and that finding related to inadequate oversight by First Transit Management and the Board of Directors.

Announcements

- * August Employee of the Month: The Employee of the Month Committee has selected Wayne Osberg as the Employee of the Month for August. The DTA commends Wayne for his dedicated professionalism and congratulates him on being selected Employee of the Month.
- * Duluth Chamber of Commerce Annual Dinner: The Annual Dinner will be held on Thursday, October 24th from 4:30-8:30 p.m. at the DECC. All Board members are invited to attend; please RSVP to Staff person Paczynski.
- * August Board of Directors Meeting: The next meeting will be held on Wednesday, September 25, 2019 beginning at 4 p.m.

Adjournment

With there being no further business, a motion was made by Director Smerdon and seconded by Director Brandstatter to adjourn the August 28, 2019 regular Board of Directors Meetings. The motion was unanimously carried – meeting adjourned at 5:25 p.m.

Respectfully submitted,
Lisa Paczynski

Aaron Bransky, President

Date