

DULUTH TRANSIT AUTHORITY

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

Board of Directors Meeting Minutes

Wednesday, September 25, 2019

DTA Board Room

Directors Present: Aaron Bransky, President Henry Banks, Secretary/Treasurer Julie Zaruba Fountaine Tom Szukis	Joshua Smerdon Mike Casey Krystal Brandstatter Ed Gleeson	Directors Excused: Rondi Watson, V. President Josh Smerdon	Directors Absent:
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DTA Staff Present: Phil Pumphrey, General Manager Carla Montgomery, Director of Finance Rod Fournier, Director of Operations	Nancy Brown, Procurement Manager Lisa Paczynski, Administrative Assistant David Clark, Director of Marketing Chris Belden, Director of Planning & Grants
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Others Present: Jim Heilig, DTA Consultant	
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Call to Order

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

Consent Agenda Approval

Director Zaruba Fountaine made a motion to accept the Consent Agenda as presented and to approve the August 28, 2019 Board of Directors Meeting minutes. Director Banks seconded the motion. Motion carries. Director Banks requested to include a Human Resources Report in the Consent Agenda. President Bransky reminded Board members that any item on the Consent Agenda can be removed to discuss in more detail.

- Board of Directors Meeting Minutes – August 28, 2019
- General Manager Report
- Marketing Report
- Operations Report
- On-Time Performance Report
- Accident Frequency Report
- STRIDE Report
- Surplus Property Disposal

Public Comment Period

None.

Financial Statement Review

Staff person Montgomery highlighted key areas of the Financial Statement and noted the check register will be included in the Board meeting packet in the future. In response to President Bransky's question, revenue to cost ratio is lower compared to last year's ratio and Staff person Montgomery and General Manager Pumphrey will compare the DTA's ratio to other transit agencies of the same size. In response to Director Casey, the payment to the MN State Auditor is for a required National Transit Database ("NTD") audit that occurs every 10 years.

Action Items

- * Resolution No. 285 – Articulating Wheel Loader Purchase Approval (DTA Staff, N. Brown): Ms. Brown stated this piece of equipment is needed to clear snow at the main Operations Center, DTC, and assist with bus stops whenever necessary. This purchase is subject to MnDOT approval and will be purchased off the State Bid. DTA staff conducted a price analysis and deemed to best meet the DTA's needs and was the lowest cost. After further discussion, a motion was made by Director Brandstatter and seconded by Director Szukis to approve the Board of Directors September 25, 2019 Resolution No. 285 concerning the purchase a Caterpillar Articulated Wheel Loader from Ziegler, Inc. Resolution carries unanimously.

SEPTEMBER 2019 - RESOLUTION NO. 285

Concerning the award of the contract to purchase an Articulated Wheel Loader.

Whereas, the DTA has been awarded grant funds to purchase a new Articulated Wheel Loader;

Whereas, a Caterpillar Articulated Wheel Loader is available under the Minnesota Management and Budget state contract L-331(5); and

Whereas, DTA staff has determined that the Caterpillar 926M Loader is the lowest priced unit on the state bid that meets the DTA's needs.

Now, therefore, be it resolved, that the DTA Board hereby awards the contract to purchase a Caterpillar 926M Articulated Wheel Loader to Ziegler, Inc., in the amount presented herein, subject to the approval of the Minnesota Department of Transportation.

PASSED AND ADOPTED THIS 25TH DAY OF SEPTEMBER 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 286 – Snow Removal Contract at DTC Award Approval (DTA Staff, N. Brown): The current snow removal contract expires September 30, 2019. Therefore, the DTA went out for bid twice and only received one response. After conducting a cost analysis, DTA staff determined A+ Contractors is a responsive and responsible bidder. A motion was made by Director Szukis and seconded by Director Brandstatter to approve the Board of Directors September 25, 2019 Resolution No. 286 awarding snow removal services to A+ Contractors. Resolution carries unanimously.

SEPTEMBER 2019 - RESOLUTION NO. 286

Concerning the award for Snow Removal Services at the Duluth Transportation Center Parking Ramp.

Whereas, the DTA has properly bid Snow Removal Services twice and received one response, and no barriers were found to prohibit other potential vendors;

Whereas, A+ Contractors is responsive and responsible and able to provide the services as needed; and

Whereas, after evaluating the proposed price from A+ Contractors, DTA staff found the price to be fair and reasonable.

Now, therefore, be it resolved, that the DTA Board hereby awards the contract for Snow Removal Services to A+ Contractors in the amounts presented herein.

PASSED AND ADOPTED THIS 25TH DAY OF SEPTEMBER 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 287 – Christmas Eve Curtailment Services Approval (DTA Consultant, J. Heilig): As in previous years, DTA staff recommend curtailment of Christmas Eve transit service due to very low ridership. A motion was made by Director Szukis and seconded by Director Brandstatter to approve the Board of Directors September 25, 2019 Resolution No. 287 authorizing the DTA to curtail Christmas Eve bus service and no STRIDE trips scheduled after 7:10 p.m. Resolution carries.

SEPTEMBER 2019 - RESOLUTION NO. 287

Concerning the curtailment of Christmas Eve services.

Whereas, bus ridership declines heavily after 4 PM on Christmas Eve; and

Now, therefore, be it resolved, that the DTA Board approves the curtailment of Christmas Eve services with the last bus on each route that departs downtown prior to 7:10 PM and no STRIDE trips scheduled after that time.

PASSED AND ADOPTED THIS 25TH DAY OF SEPTEMBER 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Resolution No. 287 – Thanksgiving Day Service (DTA Consultant, J. Heilig): Provided that funding can be secured to reimburse the DTA for free fares, the DTA would like to offer free fares and additional service to the DECC for people attending the annual turkey dinner on Thanksgiving Day. A motion was made by Director Zaruba Fountaine and seconded by Director Szukis to approve the Board of Directors September 25, 2019 Resolution No. 287 approving the Thanksgiving Day service. Resolution carries.

SEPTEMBER 2019 - RESOLUTION NO. 288

Concerning service on Thanksgiving Day.

Whereas, the DTA has historically provided free rides on Thanksgiving with volunteer labor until 2015;

Whereas, this service is mainly used by people going to and from the DECC;

Whereas, the DTA will be operating Holiday service that day also;

Whereas, additional service is needed from Central Hillside, City of Superior, and Downtown to the DECC;

Whereas, the College of St. Scholastica is actively seeking sponsors to reimburse the DTA for all fares that day; and

Now, therefore, be it resolved, the DTA Board hereby approves the provision of additional paid service on Thanksgiving Day and free fares contingent on reimbursement on all DTA buses that day.

PASSED AND ADOPTED THIS 25TH DAY OF SEPTEMBER 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- * Motion – Bus Inspection Contract Approval (General Manager, P. Pumphrey): The FTA requires Assembly Inspection Services and a Post-Delivery Buy America Audit for revenue vehicles purchased with federal funds to ensure that the buses are built according to our specifications and meet the Buy America requirements for fiscal year 2020. The DTA hires First Transit for these services as permitted in the management contract dated December 9, 2016. A motion was made by Director Casey and seconded by Director Brandstatter to authorize the DTA General Manager, Philip O. Pumphrey, to sign the agreement with First Transit, Inc. for Bus Assembly Inspection and Post-Delivery Buy America Audit Services on behalf of the Duluth Transit Authority. Motion carries unanimously.
- * Motion – Center for Transportation & Environment (DTA Staff, N. Brown): A motion was made by Secretary/Treasurer Banks and seconded by Director Szukis to approve an extension from January 1, 2020 through July 31, 2020 for the Center for Transportation and the Environment contract (same hourly rates as the current contract) to continue assisting the DTA in evaluating and reporting on the DTA’s electric bus project. The grant received for consulting fees was \$600,400.00, and the amount remaining to use for consulting is \$160,667.97. Motion carries unanimously. A performance report on the electric buses will be given after they have been in service for one year.
- * Motion – Capital Plan Review Approval (DTA Consultant, J. Heilig): As is required by the FTA, the Capital Plan must be reviewed and approved by the Board of Directors quarterly. Mr. Heilig reviewed the status of all Capital Grants and State Capital Projects and gave an update on the 2019 Operating and Capital budget. Total Operating Revenue has increased while Operating Expenses are lower compared to last year. Expenses are less partly because of the elimination of some of the new service expansion routes and the cost of fuel is lower. A motion was made by Director Szukis and seconded by Director Zaruba Fountaine to approve the Capital Plan as was presented and discussed. Motion carries unanimously.
- * Motion – TDP Goals & Objectives and Revisions to the Implementation Plan Approval (DTA Consultant, J. Heilig): Mr. Heilig reviewed the Transportation Development Plan (“TDP”) goals and noted the Capital and Operating budgets that are included in the TDP are preliminary until the Comprehensive Operational Analysis (“COA”) is completed. DTA Staff are currently reviewing RFP’s for the farebox collection system and is working with Transit app to improve its trip planning. The mobile fare payment option is tied to the farebox collection system. DTA staff will continue to update Board members on the farebox collection system and the mobile app progress. The COA which consists of on-board passenger surveys, route performance reviews, etc. is now part of the TDP, and the COA should begin by early next year. A motion was made by Director Brandstatter and seconded by Director Gleeson to approve existing TDP Goals and Objectives and revisions to the Implementation Plan. Motion carries unanimously.
- * Motion – TAM Plan Performance Measures & Accept Plan Update Approval (DTA Consultant, J. Heilig): The Transit Asset Management (“TAM”) Plan is updated every 4 years and transit agencies must on an annual basis sets performance targets for each asset class, maintain records, assess asset condition, etc. A motion was made by Director Zaruba Fountaine and seconded by Director Szukis to approve the TAM Plan Performance Measures and accept the Plan update. Motion carries unanimously.
- * Motion – Surplus Trolley Disposal Approval (DTA Staff, N. Brown): A motion was made by Director Szukis and seconded by Director Casey to approve the disposal of one model year 2002 Chance Trolley that has reached the end of its useful life and has been replaced by a 2015 Gillig trolley. The Chance Trolley will be publicly auctioned to the highest bidder; proceeds will be applied to the purchase of a new vehicle in accordance with FTA requirements. Motion carries unanimously.

Old Business

- * Trolley Ridership Review (DTA Staff, C. Belden): Trolley ridership increased 38.2% (36,868 passengers in 2019 compared to 26,675 in 2018), and this can be contributed to its new shorter route which offered more frequent service (20-minute headways in 2019 vs. 30-minute headways in 2018), new trolley signage, earlier state time, free fares, etc. Superior Street reconstruction will change next year's trolley route. Lastly, Mr. Belden reviewed the results of the on-board survey that was conducted.

New Business

- * Board of Directors Retreat (Vice President Watson): Due to Vice President Watson's absence, this topic will be tabled until next month. An updated Matrix from the last Retreat will be emailed to all Board members.
- * STRIDE: On behalf of Director Smerdon, Director Casey shared a concern regarding the 5-minute window being too short for STRIDE passengers. Manager Pumphrey has scheduled a meeting with Director Smerdon to discuss this concern in more detail. The 5-minute window on either side of a scheduled pick-up is standard practice for all transit agencies.

Announcements

- * September Employee of the Month: The Employee of the Month Committee has selected Wayne Peterson as the Employee of the Month for September. The DTA commends Wayne for his dedicated professionalism and congratulates him on being selected Employee of the Month.
- * October Employee of the Month: The Employee of the Month Committee has selected Clinton Johnson as the Employee of the Month for October. The DTA commends Clinton for his dedicated professionalism and congratulates him on being selected Employee of the Month.
- * October Board of Directors Meeting: The next meeting will be held on Wednesday, October 30, 2019 beginning at 4 p.m.
- * November Board of Directors Meeting: The next meeting will be held on Wednesday, November 20, 2019 beginning at 4 p.m.
- * December Board of Directors Meeting: The next meeting will be held on Wednesday, December 18, 2019 beginning at 4 p.m.

Adjournment

With there being no further business, a motion was made by Director Gleeson and seconded by Director Zaruba Fountaine to adjourn the September 25, 2019 regular Board of Directors Meetings. The motion was unanimously carried – meeting adjourned at 6:11 p.m.

Respectfully submitted,
Lisa Paczynski

Aaron Bransky, President

Date