

# DULUTH TRANSIT AUTHORITY

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

## Board of Directors Meeting Minutes

Wednesday, November 20, 2019

DTA Board Room

<b>Directors Present:</b> Aaron Bransky, President Rondi Watson, Vice President Krystal Brandstatter Julie Zaruba Fountaine Tom Szukis		<b>Directors Excused:</b> Mike Casey Ed Gleeson Joshua Smerdon Henry Banks	<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 David Clark, Director of Marketing Jason Arnold, Director of Human Resources Nancy Brown, Procurement Manager
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<b>Others Present:</b> 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

Vice President Watson requested the following topics on the General Manager Report be removed from the Consent Agenda for further discussion: President Bransky requested the Route 24 Ridership Update and News Service Farebox Recovery also be removed for further Discussion. Director Zaruba Fountaine made a motion to accept the Consent Agenda as amended and to approve the October 30, 2019 Board of Directors Meeting minutes. Vice President Watson seconded the motion. Motion carries.

- Board of Directors Meeting Minutes – October 30, 2019
- General Manager Report
- Marketing Report
- Operations Report
- STRIDE Report
- Accident Frequency Report
- On-Time Performance Report
- Route 24 Ridership Update
- New Service – Starting March 1, 2020

### Public Comment Period

None.

### Financial Statement Review

Staff person Montgomery highlighted key areas of the October Financial Statement and distributed the October check register. Because next month's Board Meeting has been moved up one week due to the Christmas holiday, the November Financial Statement may not be available for review prior to the December Board Meeting.

### **DTC Parking Ramp Revenue Update**

Staff person Brown reviewed total revenues and expenses (striping, parking gate equipment, etc.) The U.S. Bank parking ramp is closing December 15; 77 U.S. Bank parking customers are moving to the DTC ramp. With the addition of the U.S. Bank parking customers, the ramp will be near capacity. Daily (transient) parking revenue should continue to increase due to Superior Street construction. In addition, not all parking spaces can be contracted; approximately 10-15% of parking spaces must remain available because the DTC is required to operate as a public facility. This year, the DTC ramp will not be blocked by the Christmas City of North Parade. Next year, DTA staff would like to propose offering free parking during such events like the Christmas City of the North Parade.

### **Action Items**

- \* *Resolution No. 293 – MnDOT General Obligation Bond (DTA Staff, N. Brown):* This bond was used for the construction of a multimodal transportation facility, a.k.a., Duluth Transportation Center (“DTC”). Annually, the DTA Board must certify that the DTC and related property are being operated as a public facility. Vice President Watson made motion to approve the Board of Directors November 30, 2019 Resolution No. 293 with Director Szukis seconding the motion; resolution carries unanimously.

#### NOVEMBER 2019 - RESOLUTION NO. 293

Be it resolved that the Duluth Transit Authority entered into an agreement with the State of Minnesota for general obligation bond #03806, dated July 22, 2013 and amended November 21, 2014 for the construction of a multimodal transportation facility; and

The General Obligation Bond requires an annual certification that real property and the facility thereon is used and operated for a public purpose in conjunction with a public program; specifically, a multimodal transportation facility in the City of Duluth.

Now, therefore be it resolved, the DTA Board hereby affirms that the Duluth Transportation Center and related property is operated for a public purpose in conjunction with a public program in compliance with the terms and conditions of the State of Minnesota General Obligation Bond #03806, as amended.

PASSED AND ADOPTED THIS 20<sup>TH</sup> DAY OF NOVEMBER 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* *Resolution No. 294 – DTC Cleaning RFP (DTA Staff, N. Brown):* The DTA hired an employee for DTC cleaning (1.0 FTE/Sun.-Thur.), and Oneida decided they did not want to provide on-going part-time cleaning to supplement the DTA staff cleaning. Therefore, a request for proposal was sent out seeking part-time cleaning services to complement DTC staff, and three bids were received. After evaluating the bids, DTA staff determined that ServiceMaster Commercial Services was the low responsive and responsible bid. A motion was made by Director Brandstatter and seconded by Director Szukis to approve the Board of Directors November 30, 2019 Resolution No. 294 concerning a cleaning contract with Service Master Commercial Services. Resolution carried unanimously.

#### NOVEMBER 2019 - RESOLUTION NO. 294

Concerning the award of the Duluth Transportation Center cleaning contract.

Whereas, the DTA sought and received bids to provide part-time cleaning services at the DTC;

Whereas, the low responsive and responsible bid was ServiceMaster Commercial Services; and

Whereas, ServiceMaster has the experience and capability to perform the services.

Now, therefore be it resolved, the DTA Board hereby awards the contract for cleaning services at the DTC to ServiceMaster Commercial Services for the amounts presented herein.

PASSED AND ADOPTED THIS 20<sup>TH</sup> DAY OF NOVEMBER 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 295 – MnDOT Easement Acquisition (DTA Staff, C. Belden): MnDOT approached the DTA for a land easement needed for access during the Twin Ports Interchange project (Can of Worms reconstruction) and for ongoing maintenance to a new storm water retention pond. MnDOT offered \$11,800 for a permanent easement (parcel located east of employee parking lot), and DTA staff believe this offer is fair and reasonable. The Duluth City Attorney is reviewing the legal description to make sure it is accurate. A motion was made by Vice President Watson and seconded by Director Zaruba Fountaine to approve the Board of Directors November 20, 2019 Resolution No. 295 authorizing the DTA to enter into an agreement with MnDOT for a perpetual easement as described in the approved legal description. Resolution carries.

NOVEMBER 2019 - RESOLUTION NO. 295

Concerning the State of Minnesota easement acquisition.

Whereas, as part of the upcoming Twin Ports Interchange project, the State of Minnesota through the Department of Transportation (MnDOT) seeks permanent access over DTA property to a new storm water retention pond to be located near I-35 for maintenance;

Whereas, the DTA does not foresee any use for this land other than for parking lot related use and snow storage in the future;

Whereas, the DTA staff has determined that the proposed valuation and compensation is fair and reasonable;

Whereas, the Duluth City Council must approve the conveyance of a perpetual easement as described in the DTA's Enabling Legislation; and

Whereas, MnDOT also seeks temporary access to additional DTA property for access to I-35 during the Twin Ports Interchange project.

Now, therefore, be it resolved, that the DTA Board of Directors hereby authorizes the conveyance to the State of Minnesota of a perpetual easement over property located in St. Louis County, Minnesota, and legally described on the attached Exhibit A for the amount of \$11,800, subject to approval of the Duluth City Council.

Further resolved, that the DTA Board of Directors hereby authorizes the conveyance to the State of Minnesota of a temporary easement over property located in St. Louis County, Minnesota, and legally described on the attached Exhibit B, subject to review and approval of the legal description by the City Attorney's Office.

PASSED AND ADOPTED THIS 20<sup>TH</sup> DAY OF NOVEMBER 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

- \* Resolution No. 296 – Free Rides to Warming Shelter Locations (DTA Staff, R. Fournier): Gloria Dei Lutheran Church, Chum, and Lincoln Park Apartments have been designated as possible warming shelters, but this has not been finalized. This year, the shelters will be open when the outside temperature reaches 10°C. Last year, this free service went very smoothly.

- \* A motion was made by Director Brandstatter and seconded by Director Zaruba Fountaine to approve the Board of Directors November 20, 2019 Resolution No. 296 approving free fares for people going to area warming shelters. Resolution carries.

#### NOVEMBER 2019 - RESOLUTION NO. 296

Concerning free fares for people going to warming centers.

Whereas, the DTA understands the need for winter warming centers in Duluth;

Whereas, free fares from anywhere in town help people get to and from these warming centers; and

Whereas, currently the warming center locations include Chum and the Gloria Dei Church. It is also likely that the Lincoln Park Apartments will also become a warming center. All locations have bus service within 2 blocks.

Now, therefore, be it resolved, that the DTA will offer free fares to those individuals going to and from City-designated warming centers. This free service will be on all existing regular route buses one hour before a warming center opens to one hour after it closes the next day. This will cover the period of December 1, 2019 to April 1, 2021 unless modified by the Board.

PASSED AND ADOPTED THIS 20<sup>TH</sup> DAY OF NOVEMBER 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

#### **Old Business**

- \* FTA Oversight Position Update (Gen. Manager, P. Pumphrey): The FTA has communicated via email that the DTA may hire a City employee to conduct the management oversight. DTA staff will develop a memorandum of understanding (“MOU”) (a.k.a. Interagency Agreement) that needs approval by the FTA, City of Duluth and Superior, and the DTA Board of Directors. It may be necessary to request a deadline extension to allow enough time for the City of Duluth and Superior to review and approve the Management Contract Oversight process and MOU before submitting to the FTA. Prior to submitting the draft MOU for review by both City Councils, President Bransky will send it to the FTA Region V office for their review.

#### **New Business**

- \* Management Contract Oversight Procedure: Again, the Management Contractor Oversight Procedure is the framework for how the DTA Board will conduct the oversight to meet FTA compliance requirements. The purpose of these DTA Management Contractor Oversight Procedures is for the DTA to ensure that all technical specifications and contract requirements are met by the Management Contractor; monitor DTA compliance with FTA requirements for FTA-funded vehicles or facilities that are maintained under contract with the Management Contractor; identify performance issues and address them in a timely manner, and track information regarding performance quality for the purposes of evaluating the Management Contractor for future services. General Manager Pumphrey asked the DTA Board of Directors to review the Procedure prior to adoption at next month’s Board meeting. It is expected that an employee from the City of Duluth’s Finance Department will provide the management oversight.
- \* General Manager Report: The UMD Art Dept. has submitted some art for bus shelter and these will be reviewed at next month’s Board Meeting. The US Bank parking ramp has been condemned and will be closing December 15. The DTA and other stakeholders discussed possible transit-oriented uses for this vacant area. DTA staff may consider using grant funds to conduct a transit-oriented development

(“TOD”) feasibility study for community needs in the downtown area (i.e. daycare, affordable housing, grocery store). This will be discussed further at next month’s Board Meeting. Regarding the farebox proposal, DTA staff is evaluating mobile ticketing options that are available. This will be reviewed with the Board of Directors in the future as well.

- \* Route 24 Ridership Update: Mr. Belden stated despite all the marketing/promotion of Route 24 (Bayfront area), its ridership numbers are very low. This route was developed with time taken from the M & H layover from the Route 10 and 15 interlining. Route 24 causes issues with Route 10 passengers waiting at the Downtown Library and with Route 15 because of the Bridge being operated during shipping season. A Public Meeting is scheduled for January 21 to announce the possible discontinuation of Route 24 and will be brought to the Board of Directors for their approval at the January 29<sup>th</sup> Board meeting. Director Szukis suggested DTA staff should inform the stakeholders that Route 24 may be terminated.
- \* New Service – Starting March 1, 2020: Mr. Belden announced the possibility of adding new bus service beginning March 1, 2020. This new service consists of adding evening frequency to the West Mainline (Route 1); additional daytime frequency to the West Mainline (Route 1); additional daytime frequency to the Mall and Essentia Campus (Route 10H); and adding a new Route 25 which is a downtown circulator that serves the growing medical district, hillside/downtown, etc. This new service is funded through the 2-year operating grants, as well as the newly awarded MnDOT 2020 service expansion grant. This new service was identified by the 2017 Transit Development Plan, community requests, and staff recommendation due to construction impacts. Because of the upcoming I35 Exchange project, MnDOT believes more transit service is needed. Other stakeholders such as McGough Construction and Essentia are hoping to take advantage of the added frequencies for their own employees due to the medical campus construction. The new service will require hiring an additional 10-12 more bus operators. New Gillig buses are expected to arrive in April, in the meantime the trolleys can be utilized. DTA staff has tentatively set an open house meeting at DTC for January 21<sup>st</sup> to gather feedback on the new Route 25. A “naming of the route” contest will also be held to get ideas for route names and generate buzz about the upcoming service. DTA staff have also been meeting with local partners to gather feedback on the route. Route 25 is planned to run weekdays from 6:00 a.m. to 6:00 p.m., with a frequency of every 15 minutes.

### **Announcements**

- \* December Employee of the Month: The Employee of the Month Committee has selected Ed Erhardt as the Employee of the Month for December. The DTA commends Ed for his dedicated professionalism and congratulates him on being selected Employee of the Month.
- \* 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 Szukis and seconded by Director Brandstatter to adjourn the November 20, 2019 regular Board of Directors Meetings. The motion was unanimously carried – meeting adjourned at 5:55 p.m.

Respectfully submitted,  
*Lisa Paczynski*