

**DULUTH TRANSIT AUTHORITY**

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

**Special Board of Directors Meeting**

Tuesday, October 8, 2019

DTA Board Room

4:00 p.m.

**MINUTES**

<b>Directors Present:</b> Aaron Bransky, President Rondi Watson, Vice President Henry Banks, Secretary/Treasurer	Tom Szukis Julie Zaruba Fountaine Mike Casey	<b>Directors Excused:</b>	<b>Directors Absent:</b> Joshua Smerdon Krystal Brandstatter Ed Gleeson
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<b>DTA Staff Present:</b> Phil Pumphrey, General Manager Chris Belden, Director of Planning & Grants Lisa Paczynski, Administrative Assistant	Nancy Brown, Procurement Manager Carla Montgomery, Director of Finance Jason Arnold, Director of Human Resources
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<b>Others Present:</b> Ron Chicka, MIC	Jason Serck, City of Superior
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**Call to Order:** President Bransky called the meeting to order at 4:31 p.m.

**Public Comment**

\* None.

**Action Items**

- \* Motion – Board Request for MnDOT to Correct FTA Recipient Designation (General Manager Pumphrey): A motion was made by Vice President Watson and seconded by Director Zaruba Fountaine to request the State of Minnesota to change the FTA recipient designation from the City of Duluth to the Duluth Transit Authority for the Minnesota Apportionment (grant funding) for the Duluth Metropolitan Area. Motion carries unanimously.
- \* Resolution No. 289 – Approval of Oversight Position as Required by the FTA (General Manager Pumphrey): The DTA has always required First Transit to manage the system and provide oversight to ensure that First Transit and staff are meeting the Federal Transit Administration (“FTA”) regulations and requirements. However, the FTA is now requiring the DTA Board and the City of Superior to hire a non-DTA and non-First Transit employee to provide this oversight. The Metropolitan Interstate Council (“MIC”) will be responsible for the hiring process, and existing DTA staff can assist with the development of a job description, timeline, etc. After further discussion regarding the hiring process, a motion was made by Director Szukis and seconded by Director Zaruba Fountaine to approve Resolution No. 289 as presented concerning the hiring of a Board of Directors oversight employee to ensure that First Transit and DTA staff are meeting the FTA regulations and requirements. Vice President Watson made a motion to amend the last paragraph of the Resolution to read: “Be it further resolved, the DTA Board of Directors request that the Metropolitan Interstate Council (MIC) conduct the hiring process with the timeline and position description as set forth in the attached; and”. Director Szukis seconded this motion; Resolution carries as amended.

OCTOBER 2019 - RESOLUTION NO. 289

Concerning the hiring of a Duluth Transit Authority ("DTA") employee to provide oversight of and conformance with Federal rules and regulations as is required by the Federal Transit Administration ("FTA").

Whereas, pursuant to written correspondence from the FTA Region 5 Administrator dated September 27, 2019, the DTA Board of Directors is required to hire an employee to oversee and assist DTA's primary transit management contractors, First Transit and ATE Management of Duluth, in conforming with FTA rules and regulations;

Whereas, the DTA Board wishes to comply with the FTA directive and oversight compliance on FTA rules and regulations for Minnesota and Wisconsin rules and regulations also;

Whereas, the employee will directly report to the DTA Board of Directors and the City of Superior; and

Whereas, the DTA Board of Directors requires the employee to work in a complementary fashion to not only meet said FTA rules and regulations, but also endeavor to meet FTA Best Practices.

Now, therefore, be it resolved, that the DTA Board of Directors hereby approves the hiring of an employee for the purposes described above and in accordance with the written correspondence of the Region 5 Administrator dated September 27, 2019, to ensure primary transit management contractors, First Transit and ATE Management of Duluth, comply with Federal rules and requirements of agencies, consultants, contractors, and subcontractors working under approved third-party contracts or inter-agency agreements. Be it further resolved, the DTA Board of Directors request that the Metropolitan Interstate Council (MIC) conduct the hiring process with the time line and position description as set forth in the attached.

PASSED AND ADOPTED THIS 8<sup>TH</sup> DAY OF OCTOBER 2019 BY THE BOARD OF DIRECTORS OF THE DULUTH TRANSIT AUTHORITY.

#### **Adjournment**

With there being no further business, a motion was made by Vice President Watson and seconded by Director Szukis to adjourn the October 8, 2019 Special Board of Directors Meeting. The motion was unanimously carried – meeting adjourned at 5:51 p.m.

Respectfully submitted,

*Lisa Paczynski, Recorder*

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Aaron Bransky, President

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Date