

DTA
Dakota Transit Association
Board Minutes, Aberdeen, SD
November 4 & 5, 2019

CALL TO ORDER:

On November 4, 2019 a Board of Directors meeting was called to order by President Brian Horinka at 1:26 pm in the conference room at the TownePlace Suites. Jacque handed out the agenda to the board members.

ATTENDANCE:

Randy Hartman
Brian Horinka
Karrie Mikkelsen
Tom Wanttie
Terry Hoffman
Kathy Holman

ABSENT:

Ali Rood

STAFF PRESENT:

Jacqueline Senger, Executive Director

APPROVAL OF FINANCIALS:

A question was asked on the \$5010 lobbying services. Jacque reported to the board that ND receives \$5000 every year for lobbying services and SD receives \$10,000 every other year for lobbying services. The \$10 charge was for an annual filing fee that BATA takes care of. The \$4000 CTAA charge is what DTA pays for sending the Roadeo winners to CTAA; one \$2000 scholarship for ND and SD Roadeo first place winners. A question was asked on a \$5 service charge. Jacque reported to the board that this was a credit card charge. Tom Wanttie/Terry Hoffman made a motion to accept the Balance Sheet and the Profit & Loss financial reports. Motion carried. The 2019-2020 Budget report was handed out for review. It was mentioned that this was the first year that the Roadeo Banquet was sponsored.

DTA AUDIT:

DTA is going to be audited. The audit will take place in Valley City because that is where all the financial documents are kept.

RTAP:

Several changes have been made as to what is reimbursable with RTAP funds. For example, the water, granola bars, and candy at the DTA registration table is no longer refundable. Also, when it comes to making flight arrangements booking the cheapest flight is required unless you can show justification as to why the cheapest flight won't work out.

DTA TRAILER:

Tom reported to the board that the DTA Trailer is stored on city property. Jacque will check to see if there is insurance on the trailer and its contents in case something should happen to the storage building.

BY-LAW CHANGES:

The By-Laws were reviewed. The corrected By-Laws will be on the DTA website. Corrections will be brought up at the general membership meeting. The paragraph on Board terms will be removed as the changes made were to align elections and only a one time deal, therefore, that paragraph does not need to be in the By-Laws. Tom Wanttie/Kathy Holmen made a motion to accept the minor corrections to the By-Laws. Motion carried.

FTA:

Cindy Terwilliger, Region 8 Administrator, will be attending the next year's DTA Conference in Watertown, SD.

SD TRAINING TOPIC SUGGESTION:

Jacque handed out an email from Lisa Donner with a training topic suggestion that might be good for FTA or CTAA to address. The topic pertains to Shared Mobility such as ride share and how it impacts public transit. Also does federal law require all vehicles to have reflective vests in the event of an accident? Should transit providers be completing near miss logs and accident logs? Answers to the above questions could be put on the website for members' reference.

CONCEALED WEAPONS:

Slight discussion was held on concealed weapons. It was suggested putting some of our concealed weapons policies on the DTA site for informational purposes.

EMPLOYEE INFORMATION:

Discussion was held on how much information can you give law enforcement on employees. It was suggested having this topic as a round tables discussion at next year's conference.

HUMAN TRAFFICKING:

Discussion was held on Human Trafficking for a topic for next year's conference. Randy informed the board there is a public transportation training video on YouTube called "Busing on the Lookout" that we should all watch. Amy Jacobson with Youthworks of North Dakota spoke at a prior NDDOT meeting on Human Trafficking and was knowledgeable on the subject as well as Kristen Joyner who spoke at this year's RTAP Conference on Human Trafficking. Brian will look into this further.

PASS TRAINING:

Jacque handed out a 5 Year PASS Comparison Chart. The net revenue DTA received for PASS training in 2014/15 was \$9140, 2015/16 net revenue was \$2904, 2016/17 net revenue was \$11,469, 2017/18 net revenue was \$8838, and 2018/19 net revenue was \$4252.00. A telephone conversation was held with some board members and SDDOT in regards to PASS options and where we want to go moving forward with PASS training and DTA. The idea of having quarterly PASS training sessions were discussed. As of now, Linda Freeman sets up PASS training classes whenever she has a lot of people who need it. Also, DTA pays the PASS trainer's agency \$200 to send a trainer. According to the survey results, 84% are in favor of regionalizing PASS training sessions. At this time ND has 4 PASS trainers and SD has 11 PASS trainers. Tom and Terry will talk to the SD trainers to see if they are willing to do quarterly sessions. Linda will contact the ND trainers. Jacque will discuss with Linda where these quarterly sessions will be held. Brookings Area Transit Authority (BATA) reimbursed DTA for PASS books in the amount of \$595 (17 books @ \$35). PASS training sessions are available on the DTA website and all PASS training expenses can be reimbursed with RTAP funds.

NPCAD:

Karrie gave a report to the board on the Northern Plains Conference on Aging and Disabilities that she attended in Fargo this year. Sessions of interest were Dementia in Older Adults, Ethical Boundaries, Alcoholism/Substance Abuse in Older Adults, Diversity, Finding Your Beat “The Rhythm of Life” and A Patient’s Perspective on Humor & Healing. The conference was well-attended and had approximately 27 vendors taking part.

AWARDS:

Randy Hartman/Tom Wanttie made a motion to remove “Innovative” from the Agency Of The Year Award. Motion carried. Nominations can be accepted on the DTA website from January through July, 2020. Jacque will email the award applications to the membership with a due date as in the past.

DTA PROFIT & LOSS CONFERENCE COMPARISONS:

The past 5 DTA conferences were reviewed with Grand Forks being the most expensive and Dickinson being the least expensive.

CONFERENCE VENDOR-DRIVER PARTICIPATION:

The past 7 DTA conferences were reviewed with Minot and Grand Forks each tying with 70 conference attendees. Brookings had the most vendor participation at 34 as well as the most driver participation at 50.

FOOD & HOTEL COSTS:

The past 5 DTA food and hotel costs were reviewed with Grand Forks being the most expensive and Minot being the least expensive.

HOST AGENCY RESPONSIBILITIES:

The host agency responsibilities were reviewed.

BUSCON 2020:

BusCon 2020 will not interfere with next year’s DTA conference.

APPROVAL OF BOARD MINUTES:

Tom Wanttie/Karrie Mikkelsen made a motion to accept the September 13, 2019 minutes as corrected. Motion carried. Randy Hartman/Tom Wanttie made a motion to accept the September 18, 2019 as corrected. Motion carried.

SURVEY MONKEY:

Results were reviewed. The next 3 DTA conferences are already slated for Watertown, Fargo, and Aberdeen, however moving forward we may have to move the conference to a more central location. Alternating the conference between Bismarck, ND and Pierre, SD would make it easier to attend according to 88% of the people who responded to the survey. This topic will be brought up at the annual meeting to determine if there is a better central location other than Bismarck or Pierre. Also, 77% would be in favor of having the conference end on a Tuesday as opposed to Wednesday morning. The Roadeo survey results were good. Karrie suggested putting a line on the bottom of the scoring sheets for the judges to sign their names making it easier for the people doing the scoring in case there is a question.

WEBSITE:

The DTA website was discussed. Tom suggested putting a link to training templates on the website. It was also suggested spotlighting an agency on the website. Brian suggested having the website completely redone. He

also suggested having more control of our website so that a few chosen board members would be able to access the website to keep it more current when updates and changes come about. Terry will check with the SDDOT and Brian will check with the NDDOT to see if we need proposals from both states to change from the current web host we have now to a new one.

CONVENTION HOST CITIES:

2020, Watertown, SD, contract is signed.

2021, Fargo, ND, contract is signed.

2022, Aberdeen, SD, contract is signed.

2023, Minot or Jamestown, ND, interested in hosting.

2024, Rapid City, Sioux Falls, or Huron, SD, interested in hosting.

DICKINSON CONVENTION & VISITORS BUREAU SURVEY:

Jacque responded to the survey. The registration bags were excellent. The food was very good. The vendor space was good. The attendance was what we expected. However, we wouldn't consider staying at their facility again.

2020 DTA CONFERENCE:

Jacque presented to the board some names for speakers that she received from NDDOT. Bryan & Bryan Associates and Kent Julian. Jacque will contact these speakers for more details.

Mary from DoubleMap voiced an interest in recommending a speaker topic at the upcoming conference.

Dementia and Alzheimer's were also brought up for topics. Speakers on Human Trafficking were also discussed.

Carol Wright was also mentioned as she gave a very good presentation at the RTAP conference on "Let's Get Personnel".

Shortening the "Welcome" introductions to Jacque welcoming everyone to the conference and then going right into sessions.

The top 5 training categories according to the surveys were Technology, Communications/Dispatch, Maintenance, Regulations, and Financial Management.

CTAA ATTENDANCE:

Jacque discussed with the board the attendance for the past CTAA conferences. 2013, 1057; 2014, 1037; 2015, 1136; 2016, 1320; 2017, 1142; 2018, 1071; 2019, 1090.

The next board meeting will be January 13, 2020 starting at 1:00pm and concluding January 14, 2020 in Aberdeen, SD.

Tom Wanttie/Kathy Holmen made a motion to adjourn the meeting. Motion carried.

Respectfully submitted,

Karrie L. Mikkelsen
Secretary

