

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES**

**620 Cherry Street – Des Moines, Iowa 50309  
May 6, 2014**

**ROLL CALL**

Commissioners Present: Skip Conkling, Angela Connolly, Tom Gayman, Christine Hensley, Gaye Johnson, Bob Mahaffey, Joann Muldoon, Steve Peterson and Steve Van Oort

Commissioner Absent:

Alternates Present:

**CALL TO ORDER**

The meeting was called to order by Chair, Steve Van Oort at 12:00pm. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

**APPROVAL OF AGENDA**

Mr. Van Oort called for approval of the May 6, 2014 meeting agenda.

It was moved by Mr. Peterson and seconded by Ms. Johnson to approve the May 6, 2014 Agenda. The motion carried unanimously.

**PUBLIC COMMENT**

No comments

**CONSENT ITEMS**

**6A – Commission Meeting Minutes – April 1, 2014**

**6B – Authorizing Resolution for FTA**

It was moved by Mr. Conkling and seconded by Ms. Muldoon that the consent items be approved. The motion carried unanimously.

**ACTION ITEMS**

**7A – Bus Barn Portals Construction Contract**

Mike Tiedens, Purchasing Manager provided the Commission background regarding the construction contract for 1100 DART Way in the amount of \$575,000. Funding will come from FY12 and FY13 PTIG grants, FTA Formula Funds and the required local match.

It was moved by Ms. Hensley and seconded by Mr. Peterson that the Commission approve the Bus Barn Portals Construction Contract with Edge Commercial Construction. The motion carried unanimously.

**7B – On-Call Technology Services Contracts**

Mr. Tiedens provided gave an update to the Commission regarding the On-Call Technology Services Contracts. The work was divided into 5 different categories for a (3) year term with (2), (1) year options for an amount not to exceed \$2,000,000.

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The individual contracts will be with McGladrey LLC., SWC Technology Partners, Tribridge, CH2M Hill and Information Resource Group.

It was moved by Ms. Hensley and seconded by Mr. Peterson that the Commission approve the On-Call Technology Services Contracts.

Vote: Conkling - Yea, Connolly - Yea, Gayman - Yea, Hensley - Yea, Johnson - Yea, Mahaffey - Yea, Muldoon - Yea, Peterson - Yea, Van Oort - Yea.

**7C - FY 2015 Service Improvements**

Jim Tishim, Planning Director presented the final recommendations for the FY2015 Service Improvements to the Commission. Public participation was provided to allow for input into the development of the service recommendations.

It was moved by Mr. Peterson and seconded by Ms. Johnson that the Commission approve the FY 2015 Service Improvements. The motion carried unanimously.

**7D - Title VI Analysis**

Ethan Standard, Transit Planner presented the August 2014 Service Equity Analysis to the Commission. The findings of the Service Equity Analysis is that minority and low-income populations will not experience a disparate impact or disproportionate burden by the implementation of the proposed service improvements.

It was moved by Ms. Connolly and seconded by Mr. Conkling that the Commission approve the Title VI Analysis. The motion carried unanimously.

**7E - March 2014 Financials**

Amber Dakan, Finance Manager provided a presentation on the March 2014 financials to the Commission. Operating expenses are lower than budget for Fixed Route, Paratransit and RideShare.

It was moved by Ms. Hensley and seconded by Mr. Peterson that the Commission approve the March 2014 Financials. The motion carried unanimously.

**DISCUSSION ITEMS**

**8A - DART FY 2015 Capital Improvement Program**

Ms. Dakan provided a presentation on the FY 2015 Capital Improvement Plan to the Commission. Commissioners will receive an electronic copy of the CIP plan in mid-June and will come back for approval at the next meeting.

**8B - DART Procurement Manual**

Mr. Tiedens provided the Commission an update on the DART Procurement Policy. The draft policy has gone through two reviews by DART leadership, the DART Commission Procurement Committee and final review will be by DART legal counsel. Due to a previous finding, we have added the FTA's terms and conditions to the Purchase Order process. The draft policy of the manual will be presented at the June meeting and staff will ask for Commission approval at the July meeting.

**8C - Fare Policy Update**

Gunnar Olson, Public Affairs Manager provided the Commission an update on the recommended Fare Policy. The draft policy will come back to the Commission for discussion in June and look for adoption of the draft at the July meeting. Following this, another round of public meetings will be scheduled to gather additional input. Final adoption will be in fall 2014 with implementation of the policy in the following 12-18 months once fare boxes are installed on the buses.

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**8D – Open Data Update**

Mr. Olson introduced Todd Struthers, Information Technology Manager. Mr. Struthers provided the Commission an update on Open Data for schedule and Real-Time information. Under staff recommendation, DART's schedule and Real-Time information data would be made available publicly. Staff will begin to work on a policy based on this recommendation. By making the data open to the public, third party developers can access the information to create their own mobile applications for use by the general public.

Commissioners Gayman and Hensley departed the meeting at 1:40pm.

**8E – Real-Time Data Rollout**

Kirstin Baer-Harding, Marketing Director provided a presentation on the roll-out of the Real-Time Data products. The MyDART Trip Planner will be improved this fall to include Real-Time location information. The information will be available by phone call, on mobile devices and on web browsers including a map showing bus locations in real time.

**8F – Quarterly Safety Report**

Mike Kaiser, Lead Supervisor provided an update to the Commission regarding the Quarterly Safety Report for Q3.

**8G – March 2014 Performance Report**

Ms. Presutti updated that fixed route ridership is up 10% over last March. Year to date, fixed route ridership is up over 6 ½%. Preliminary numbers for April are showing a strong trend as they did in March.

**MONTHLY REPORTS**

**11A – Operations Report**

No update

**11B – Marketing Report**

No update

**11C – Planning Report**

No update

**11D – Procurement**

No update

**11E – General Manager**

The APTA Expo will be in Houston in October. If anyone is interested, please let us know so we can begin making accommodations.

**FUTURE AGENDA ITEMS**

**COMMISSIONER ITEMS**

Mr. Van Oort updated that the DC trip is scheduled for tomorrow. The event will be a great way for area leaders to network and ask questions.

**OTHER – Communications**

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**NEXT MEETING**

July 1, 2014 at 12:00pm

**ADJOURNMENT**

A motion by Mr. Peterson and second by Mr. Conkling to adjourn the regular Commission Meeting was made at 1:52pm. The motion carried unanimously.

Future 2014 Meeting Dates

Jun 3, Jul 1, Aug 5, Sep 2,  
Oct 7, Nov 4, Dec 2

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Chair

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date