

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

**620 Cherry Street – Des Moines, Iowa 50309
September 3, 2013**

ROLL CALL

Commissioners Present: Skip Conkling, Angela Connolly, Tom Gayman, Christine Hensley, Gaye Johnson (Arrived 5:06pm), Bob Mahaffey, Steve Van Oort

Commissioner Absent: Steve Brody

Alternates Present: Steve Peterson, Ruth Randleman

Staff Present: Elizabeth Presutti, General Manager; Jamie Schug, Chief Financial Officer; Gunnar Olson, Public Affairs Manager; Randy Ross, HR Director; Mark Burkman, Buyer; Amber Dakan, Staff Accountant; Kirstin Baer-Harding, Marketing Director; Georgia Parkey, Paratransit Operations Manager; Debra Meyer, Financial Analyst; Greg Schmitt, Training Manager; Jim Tishim, Planning Director; Jennifer Greiner, Marketing Coordinator; Carmella Comito, Risk Manager; Mike Tiedens, Purchasing Manager; Kyle McCann, Attorney, Brick Gentry, P.C.

Others Present: Zach Young, MPO

CALL TO ORDER

The meeting was called to order by Chair, Steve Van Oort at 5:00pm. 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 September 3, 2013 meeting agenda.

It was moved by Mr. Mahaffey and seconded by Mr. Gayman to approve the September 3, 2013 Agenda. The motion carried unanimously.

PUBLIC COMMENT

No Comments

TRAC UPDATE

TRAC Chair, Rod Van Genderen updated the Commission on the last TRAC Meeting. Topics that were discussed:

- Marketing & Communication Plan
- Trip Planner Testing
- Website Redesign

Mr. Van Oort expressed his gratitude for TRAC's involvement and their time.

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CONSENT ITEMS

7A - ICAAP Applications

7B - Prairie Meadows Legacy Grant Application

7C - July 2, 2013 Minutes

7D - July 17, 2013 Minutes

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

ACTION ITEMS

8A - Bus Shelter Installation Contract

Mr. Tiedens presented to the Commission the results of the RFP for the Bus Shelter Contract. The evaluation scoring and pricing were included in the packet.

- DART recently purchased 15 new bus shelters as part of its Capital Improvement Plan
- DART has identified potential sites for new shelters. The remaining will need to go to planning and zoning in order to be approved
- The contract is not to exceed \$500,000
- The shelter program is funded through federal transit program funding and DART local match

It was moved by Ms. Hensley and seconded by Mr. Gayman that the Commission approve the Bus Shelter Installation Contract. The motion carried unanimously.

8B - Payroll ACH Limit

Ms. Schug presented to the Commission the request to increase the Payroll ACH limit to \$300,000. Mr. Peterson requested to move the ACH limit to \$320,000.

It was moved by Mr. Peterson and seconded by Ms. Hensley that the Commission approve the Payroll ACH Limit to \$320,000. The motion carried unanimously.

8C - June 2013 Financials

Ms. Dakan presented the June financials to the Commission. Savings are being seen in salaries, vehicle repair, fringes and fuel. The auditors will be coming in the week of September 9th to help us make any final adjustments to the FY13 budget.

It was moved by Ms. Hensley and seconded by Mr. Peterson that the Commission approve the June 2013 Financials. The motion carried unanimously.

8D - July 2013 Financials

Ms. Dakan presented the July financials to the Commission. Ms. Dakan made note of the new format for July.

It was moved by Mr. Conkling and seconded by Mr. Mahaffey that the Commission approve the July 2013 Financials. The motion carried unanimously.

DISCUSSION ITEM

9A - New DART Member Government Process

Mr. Olson provided a presentation to the Commission on the process of having a new member join DART. A committee will be formed and a final draft of this process will come back to the Commission for full approval.

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9B – Future Procurements and Approach

Mr. Tiedens provided a presentation on the future procurements and approach. DART will mirror all state and local guidelines that are currently in place. Mr. Tiedens discussed the projects that are currently in process and what is anticipated over the next 18 months. He also discussed the 5 different procurement processes.

We will be looking for volunteers to assist on a procurement committee to review the procurement policy and manual and to work with department on large scale procurements.

Mr. Conkling departed the meeting at 5:43pm.

9C – Title VI Update

Mr. Tishim updated the Commission on the standing of the Title VI review. A large portion of the document was consolidated and removed based on feedback from the FTA. We are waiting on approval from the FTA and will bring this back to the Commission for final approval. We will have to update this every three years.

9D – August Service Change and State Fair Update

Mr. Olson updated the Commission on the year 2 service changes from the DART Forward 2035 Plan that went into effect on Sunday, August 18th.

- The service change went smoothly
- Customers were very pleased with improvements, especially the expanded hours
- Improvements include:
 - New Merle Hay Crosstown Route 51
 - Night service to Des Moines' East side and Altoona
 - Additional trips and frequencies on Routes 11, 60 and 99
 - Expanded weekday and weekend hours on Routes 1, 3, 4, 6, 7, 14, 15, 16, 17, 52, 60 and 72
 - Additional day of service for Ankeny On Call

Ms. Hensley requested to set up a meeting with Liz Holland of Merle Hay Mall regarding the need for a park and ride.

Commissioners also received an update on DART's service to the Iowa State Fair.

- DART gave more than 200,000 rides to and from the Iowa State Fair this year
- That's a 7% increase over last year
- The increase in ridership came in spite of State Fair attendance being down 5%

Mr. Van Oort congratulated staff on the great work for this year's state fair and the exposure on Facebook.

9E – June 2013 and July 2013 Performance Report

Ms. Presutti updated that we have our unaudited numbers for 2013. We ended up 3% below last year. We are trending really well in July compared to last year. The Ragbrai event helped ridership on the D-line and we anticipate the same for August.

MONTHLY REPORTS

Operations Report

No update

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Marketing Report

Ms. Baer-Harding provided an update on the DART Date Night promotion. The event received a lot of great buzz.

DART also received four AdWheel awards for marketing pieces that were submitted to APTA. Four of the seven pieces that were submitted received first place awards that will be presented at this year's Annual APTA Meeting September 29th - October 2nd in Chicago.

Mr. Van Oort thanked Kirstin for her involvement in the Ankeny Play Day. DART had a bus at the event, and we had a lot of people walk through and pick up schedules.

Ms. Presutti updated that we will have a booth at three of the four Wednesday Farmer's Markets located in downtown.

Mr. Olson provided an update on the Farebox project and the involvement of the focus group.

Planning Report

Mr. Tishim updated that we are engaging in an in depth study for the Route 73 service. Public meetings are scheduled in late September to gain public input. Recommendations will be brought back to the Commission this fall.

General Manager

Ms. Presutti reviewed the S & P report with the Commission and provided an update on how DART was rated. The report did reaffirm DART's rating at AA/Stable.

Tony Lafata, DART's new COO will be starting next Monday, September 9th.

FUTURE AGENDA ITEMS

COMMISSIONER ITEMS

The clerk will be sending out an online survey in the next few days to complete a review on the General Manager. If requested by the General Manager, we will be going into Closed Session to conduct the review.

12A - Commissioner Committee's

Mr. Van Oort has appointed Commissioners to various committees. A list was provided to each Commissioner. Commissioners were instructed to let the General Manager or Clerk know if there was an appointment that they were not comfortable with.

OTHER - Communications

CLOSED SESSION

It was moved by Ms. Hensley and seconded by Mr. Mahaffey that the Commission adjourn and reconvene in closed session pursuant to Section 21.5, Subsection 1, Paragraph c of the Iowa code to discuss strategy with council in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

Roll Call: Peterson-Yea, Conkling-Yea, Connolly-Yea, Gayman-Yea, Hensley-Yea, Johnson-Yea, Mahaffey-Yea, Muldoon-Yea, Van Oort-Yea. The motion carried unanimously. Chair Van Oort recessed the meeting at 6:08 pm.

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At 6:21 pm it was moved by Ms. Hensley and seconded by Ms. Connolly that the closed session be adjourned. The motion carried unanimously.

Meeting Reconvened in Open Session:

The regular Commission meeting was resumed at 6:21 pm. Ms. Hensley stated for the record that no action was taken during the closed session.

Next Meeting

October 8, 2013 at 5:00pm

ADJOURNMENT

A motion by Mr. Peterson and second by Ms. Johnson to adjourn the regular Commission Meeting was made at 6:22pm. The motion carried unanimously.

Future 2013 Meeting Dates

Oct 8, Nov 5, Dec 3

Chair

Clerk

Date