



DES MOINES AREA REGIONAL TRANSIT AUTHORITY COMMISSION MEETING MINUTES

620 Cherry Street – Des Moines, Iowa 50309

June 2, 2015, 12:00 p.m.



ROLL CALL

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

Commissioner Absent: Gaye Johnson

Alternates Present: None

CALL TO ORDER

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

Notice of the meeting was duly published.

APPROVAL OF AGENDA

Mr. Van Oort, the Commission Chair, called for a motion to approve the June 2, 2015 agenda.

It was moved by Ms. Hensley and seconded by Mr. Peterson to approve the June 2, 2015 agenda. The motion carried unanimously.

PUBLIC COMMENT

No Public Comment.

TRANSIT RIDERS ADVISORY COMMITTEE (TRAC) UPDATE

Mr. Jay Peterson, TRAC Chair, reported the Advisory Committee met on June 2, 2015 to learn about DART's Mobility Manger, Ellye Kovner and the services DART provides. TRAC agreed to endorse the Tiger Grant Letter. In response to the endorsement, Mr. Van Oort commented that the Commission would be voting in this meeting not to apply for the Tiger Grants. TRAC discussion items included: Route 5 and Route 52 realignments and the 1100 DART Way facility tour taken by the Advisory Committee.

CONSENT ITEM

7A – *Commission Meeting Minutes, May 5, 2015*

It was moved by Ms. Hensley and seconded by Mr. Conkling to approve the consent agenda. The motion carried unanimously.

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ACTION ITEMS

8A – Iowa Communities Assurance Pool (ICAP) Membership

It was moved by Mr. Conkling and seconded by Ms. Connolly to approve DART's membership into the Iowa Communities Assurance Pool (ICAP) to satisfy DART's risk as it relates to property, vehicle, and other general liabilities. The motion carried unanimously.

8B - Paratransit Scheduling Software Contract

It was moved by Mr. Peterson and seconded by Mr. Mahaffey to approve the Paratransit Scheduling Software Contract for the amount not to exceed \$642,000, the three options included in the overall contract cost will require Commission approval before proceeding with the work. Mr. Conkling abstained from the vote. The motion carried unanimously.

8C - Ingersoll/University Bus Rapid Transit TIGER Grant

It was moved by Mr. Conkling and seconded by Mr. Mahaffey to approve not submitting a TIGER Grant application for the University/Ingersoll Bus Rapid Transit Project in FY 2015. The motion carried unanimously.

8D– April 2015 Financials

Mr. Tim Ruggles, Staff Accountant, provided a presentation on the April FY 2015 Financials. Fixed Route performed 5.58% below budget projections as of April year to date. Operating expenses are 4.13% below budget projections year to date.

Paratransit revenue is 6.00% lower than budget expectations. Operating expenses are currently 12.45% under forecasted levels.

Rideshare revenues are 17.93% below budgeted levels at year to date. Expenses are below budgetary expectations by 24.27%.

It was moved by Mr. Mahaffey and seconded by Ms. Connolly that the Commission approve the April FY 2015 Consolidated Financials as presented. The motion carried unanimously.

DISCUSSION ITEMS

9A – Quarterly Safety Report

Mr. Randy McKern, Transportation Manager, provided an update to the Commission regarding the Quarterly Safety Report for Q3. The new Training and Safety Manager, Brian Oeffner was introduced.

9B – April 2015 Performance Report

Ms. Elizabeth Presutti, General Manager, reviewed the System Performance Ridership Report for April 2015. Ridership has increased 1% as compared to last April. For fixed route services year to date, there has been an increase of about 3%. Overall, the increase has been about 2.5% system wide. Ms. Presutti also commented on the several marketing campaigns underway to

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help improve the Express Ridership with local businesses and apartment complexes to help move the bar on Express Routes.

MONTHLY REPORTS

10A – Operations Report

No update.

10B – Marketing Report

Kristin Baer-Harding, Marketing Director, updated the Commission on the next public art wrap project with the Des Moines Public Art Foundation and ProjectSPACES. The bus wrap unveil is scheduled for 11:30 a.m., June 26, 2015 at the Des Moines Arts Festival.

10C – Planning Report

No update

10D – Procurement

Mike Tiedens, Procurement Manager stated for the record that Action Item 10D, Procurement in Process; the Chief Executive Officer Search Firm was reported in error. The search should had read: the Chief Operating Officer Search Firm. The position was previously occupied by Tony Lafata.

10E – General Manager

Ms. Presutti updated the Commission on the DART Bus Rodeo held May 30, 2015. A presentation of the event was shared. 1st place winner, Cesar Chavez; 2nd place winner, Abbay Mengistu and Dev Khanal, 3rd place winner will represent DART at the IPTA State Rodeo in Des Moines, June 13th. Paratransit Operators, Kurt Mackel-Wiederanders, 1st place winner; Ivan Thompson, 2nd place winner and Wayne Payeur, 3rd place winner will compete as well in the State Rodeo. Open Big Bus competition, winners included: Dennis Klinge, 1st place and Dave Brown, 2nd place. Small Bus Open competition winners were John Rugama and Dave Brown took first and second place.

Our first Artic refurbished buses came off the line in California and we hope to have the first and second buses in the two weeks. We look forward to having them ready to operate for the State Fair.

Ms. Presutti introduced Matt Johnson, Operations Supervisor and has accepted the Paratransit Manager position vacated by Georgia Parkey who is retiring in July. Matt will be assuming her role and functions and we are really excited to have him in that capacity.

Ms. Presutti mentioned DART's collaboration on opportunities to build awareness in the community among advocates who have supported DART in a variety of different ways. A program where DART would acknowledge and recognize the various people and businesses that have helped DART along the way was recommended. The Commission liked the concept but would like staff to work on a meaningful name for the program.

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FUTURE AGENDA ITEMS

No Update.

COMMISSIONER ITEMS

12A – Election of Officers

It was moved by Mr. Conkling and seconded by Ms. Muldoon to approve the nominations of officers as presented. It was moved by Ms. Hensley and seconded by Ms. Connolly to accept the slate of officers as presented by the Nominating Committee: Chair, Steve Peterson; Vice-Chair, Tom Gayman; Secretary-Treasurer, Bob Mahaffey; past-Chair, Steve Van Oort. A vote on the slate of officers was taken of the Nominating Committee's recommendation. The motion carried unanimously.

OTHER – Communications

No Update

NEXT MEETING

July 7, 2015 at 12:00 pm

ADJOURNMENT

It was moved by Ms. Connolly and seconded by Mr. Gayman to adjourn the meeting at 12:53 p.m. The motion carried unanimously.

Future 2015 Meeting Dates

Jul 7, Aug 4, Sept 1, Sept 29, Nov 3, Dec 1

Chair

Clerk

Date