

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

**620 Cherry Street – Des Moines, IA 50309
April 2, 2013**

ROLL CALL

Commissioners Present: Steve Brody, Skip Conkling, Angela Connolly, Tom Gayman, Christine Hensley, Gaye Johnson, Bob Mahaffey, Steve Van Oort

Commissioner Absent:

Alternates Present: Ruth Randleman, Mayor of Carlisle

Staff Present: Elizabeth Presutti, General Manager; Jamie Schug, Chief Financial Officer; Gunnar Olson, Public Affairs Manager; Tom Reynolds, Chief Operating Officer; Jim Tishim, Planning Director; Randy Ross, HR Director; PJ Sass, Customer Service Manager; Mark Burkman, Purchasing Manager; Amber Dakan, Staff Accountant; Greg Schmitt, Training Manager; Kirstin Baer-Harding, Marketing Director; Mike Kaiser, Service Management Manager; Tony Filippini, Transit Planner; Debra Meyer, Capital Grants Manager; Georgia Parkey, Paratransit Operations Manager; Matt Pitstick, Facilities Manager; Randy McKern, Transportation Manager; Teresa Cashman, Scheduling Manager; Barb Finch, Accounting Temp; Jennifer Long, RideShare Program Coordinator; Garry Dupper, AVL System Administrator; Kyle McCann, Attorney, Brick Gentry, P.C.

Others Present: John Halsband, DART Customer; Barb Andersen, TMA/DCA; Mandi Holdcomb, Denman & Company; Carolyn and Dan Rodgers, Union Park Neighborhood Association

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 April 2, 2013 meeting agenda.

It was moved by Ms. Hensley and seconded by Ms. Johnson to approve the April 2, 2013 Agenda. The motion carried unanimously.

PUBLIC COMMENT

No Comments

6A – Transit Riders Advisory Committee Report

Rod Van Genderen gave an update to the Commission on the last TRAC meeting. Topics that were discussed:

- Performance Goals
 - Service expansion (Expanded hours and more frequency)
 - Social media
 - Technology (BETA launch of Trip Planner)
 - Bus shelter locations
 - Increased awareness of routes 52 & 60
- Public Participation Plan
 - Assurance and improve on access to DART's decision making process

CONSENT ITEMS

7-A – March 5, 2013 Minutes

7-B – Tomorrow Plan Community Partner

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

ACTION ITEMS

Action Item 8A – FY 2012 Audit

Mandi Holcomb from Denman & Company presented to the Commission on the FY2012 audit. Denman met with the Executive Committee last week. Total assets went up substantially this year with the construction of DART Central Station.

Ms. Hensley would like follow up on the additional fees as a result of having to pull out of the field.

It was moved by Ms. Hensley and seconded by Mr. Mahaffey that the Commission approve the FY 12 Audit. The motion carried unanimously.

Action Item 8B – February 2013 Financials

Jamie Schug, Chief Financial Officer gave a presentation to the Commission regarding the February financials.

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

Action Item 8C – RideShare Program Fare Adjustment and Public Hearing Date

Jennifer Long, RideShare Program Coordinator gave a presentation to the Commission regarding the fare adjustment that will take effect on July 1, 2013. Comments from the Public Hearing will be presented at the May 7, 2013 Commission Meeting.

It was moved by Mr. Brody and seconded by Mr. Mahaffey that the Commission approve a Public Hearing for a RideShare Fare Adjustment for 12:00pm on April 30, 2013 at DART Central Station. The motion carried unanimously.

Action Item 8D – DART Public Participation Plan

Gunnar Olson, Public Affairs Manager gave a presentation to the Commission regarding the Draft Public Participation Plan. This plan will come back to the Commission in May for final approval.

The Commission discussed in length the current service for low income and Limited English Proficiency populations. The availability of demographic information was also discussed. Commissioners will continue to coordinate with DART staff regarding education for targeted populations.

A motion was made by Ms. Hensley and seconded by Ms. Connolly that the Commission move to hold the vote on the DART Public Participation Plan until the next scheduled meeting on May 7, 2013. The motion carried unanimously.

Action Item 8E - DART Fare Equity Policy

Tony Filippini, Transit Planner gave a presentation to the Commission regarding the Fare Equity Policy. The purpose of the policy is to ensure that there is fairness in changes to fare media, prices and structure, and is being updated as a component of the Title VI Plan.

It was moved by Ms. Connolly and seconded by Ms. Hensley that the Commission approve the DART Fare Equity Policy with an amendment to the policy to clarify that it is specific to Fixed Route only. The motion carried unanimously.

DISCUSSION ITEMS

9A - DART's Street Closure Response

Ms. Olson gave a presentation to the Commission on the process of detouring DART service when there are street closures.

- Detouring DART is more than moving buses. It requires:
 - Moving Routes
 - Revised Schedules
 - Moving or updating signage
 - Moving customers to different stops
- The effect on riders can be serious, especially those who depend on transit to go to jobs, critical appointments, and school.
- DART works to respond to detours due to street closures for vital infrastructure improvements.
 - When detours are elective for events, DART tries to work proactively with the organizers in order to mitigate effects on riders while still holding successful events.

Commissioners suggested getting with Kandi Reindl to get on the agenda to do a presentation to the area City Manager's.

9B - FY 2014 Service Recommendations

Mr. Olson gave the Commission an overview of the recommended service changes that are slated for August.

- The recommendations are based on the DART Forward 2035 Services Plan.
- Recommendations include:
 - Adding night service on two east-side Des Moines routes
 - Expanding all night service later into the evening
 - Expanding hours of operation on weekends
- DART will hold public meetings later this month to get public feedback.
 - The schedule of meeting times, dates and locations will be announced soon.

9C - February 2012 Performance Report

Elizabeth Presutti, General Manager updated the Commission that due to a couple less weekdays in February and public schools that were let out early due to inclement weather we saw a change in ridership compared to the same time period last year and the prior month.

Ms. Presutti will be preparing a ridership trends report for next month's meeting.

MONTHLY REPORTS

Operations Report

No update

Marketing Report

Kirstin Baer-Harding, Marketing Director gave an update to the Commission.

- DART is participating in a Customer Service Survey with the Bus Benchmarking Group
- How to Ride Training has been scheduled for each month at DART Central Station

Planning Report

No update

General Manager

Elizabeth Presutti, General Manager updated that we are participating with the Polk County Housing Trust Fund Bus Tour on April 19th beginning at 9:30am. A tour of DART Central Station will conclude the tour. Information regarding the tour can be found at www.pchtf.org.

RECEIVE AND FILE

11A - Petition - Service to SE 6th Street & Hartford Bus Stop

11B - Letter from FTA Regarding Title VI Complaints

A copy of the Title VI response will be provided to the complainants by the FTA. DART will provide a copy to the Human Rights Commission.

It was moved by Mr. Conkling and seconded by Ms. Johnson that the Commission Receive and File items 11A and 11B. The motion carried unanimously.

FUTURE AGENDA ITEMS

No update

COMMISSIONER ITEMS

13A - Committee to Review DART Central Station Vendor Space Lease

Mr. Van Oort, Chair asked that Mr. Gayman and Mr. Mahaffey act as the committee to review the lease.

OTHER - Communications

We will be establishing a nominating committee at the next meeting to elect Commission seats for the next fiscal year.

The clerk will send out a meeting notice to Commissioners regarding the Public Hearing for the RideShare Fare Increase.

A special meeting will likely be held for the approval of the vendor space lease prior to the next Commission meeting.

Next Meeting

May 7, 2013 at 5:00pm

ADJOURNMENT

The regular Commission Meeting was adjourned at 6:32pm. It was moved by Ms. Connolly and seconded by Ms. Johnson. The motion carried unanimously.

Future 2013 Meeting Dates

Jun 4, Jul 2, Aug 6, Sep 3, Oct 1, Nov 5, Dec 3

Chair

Clerk

Date