

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

**1100 DART Way – Des Moines, IA 50309
November 27, 2012**

ROLL CALL

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

Commissioner Absent: Skip Conkling

Alternates Present: Keith Ryan

Staff Present: Elizabeth Presutti, General Manager; Jamie Schug, Chief Financial Officer; Chet Bor, Paratransit Manager; Gunnar Olson, Public Information Officer; Tom Reynolds, Chief Operating Officer; Jim Tishim, Planning Director; Randy Ross, HR Director; Debra Meyer, Capital Grants Manager; PJ Sass, Customer Service Manager; Jennifer Long, RideShare Program Coordinator; Mark Burkman, Purchasing Manager; Amber Dakan, Staff Accountant; Greg Schmitt, Training Manager; Nolden Gentry, Attorney, Brick Gentry, P.C.

Others Present: Matt Rodekamp, Substance Architecture; Todd Garner, Substance Architecture; Bill Wimmer, Lobbyist; Alexander Grgurich, TRAC

CALL TO ORDER

The meeting was called to order by Steve Van Oort at 12:02pm. 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 November 27, 2012 meeting agenda.

It was moved by Mr. Mahaffey and seconded by Ms. Johnson to approve the November 27, 2012 Agenda. The motion carried unanimously.

PUBLIC COMMENT

No public comments.

TRAC

Alexander Grgurich, TRAC chair gave an update to the Commission on their last meeting. TRAC was given an overview of the AVL System, discussed goals of TRAC and recognized the 5 founding members of TRAC with a plaque. A new chair will be appointed at the next meeting.

CONSENT ITEMS

7-A - October 30, 2012 Minutes

7-B - DART Security Guard Services for DART Facilities

7-C - STP Application Consent

7-D - October 2012 Financial Report

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

ACTION ITEMS

Action Item 8A - DART Central Station Change Order and Project Update

Todd Garner, of Substance Architecture gave an update to the Commission.

- The project ended up where we thought in regards to the contingency budget
- Substantial completion was on October 22
- An ADA accessible door will be added at the top of the stairs
- A heat pump may need to be added to the vendor space until we have a tenant in the space
- The thermostat at the bottom of the stairs will need to be moved up
- The B-Cycle contract will go through Weitz Construction

It was moved by Ms. Hensley and seconded by Ms. Johnson that the Commission approve the DART Central Station Change Order #8. The motion carried unanimously.

Action Item 8-B - 2013 State and Federal Legislative Priorities

Bill Wimmer, DART's Lobbyist addressed the Commission in regards to the 2013 Legislative priorities. Mr. Wimmer also mentioned that DART will be hosting a Legislative breakfast at DART Central Station on December 7th at 7:30am.

- Bus Rapid Transit - Pursue new funding opportunities for large-scale transit projects in Iowa such as bus-rapid transit.
- Protect DART's Civil Servants - Work to steepen penalties on assailants of DART employees.
- Commercial Property Tax Reform - Monitor and, where appropriate, make comments on efforts to reform commercial property taxes to minimize impacts to DART.

It was moved by Ms. Hensley and seconded by Mr. Mahaffey that the Commission approve the 2013 State and Federal Legislative Priorities. The motion carried unanimously.

8-C - Paratransit Bus Plus No-Show Policy Revision

Chet Bor, Paratransit Director addressed the Commission on the updated policy.

It was moved by Mr. Mahaffey and seconded by Ms. Hensley that the Commission approve the revised Paratransit Bus Plus No-Show Policy. The motion carried unanimously.

DISCUSSION ITEMS

9A – November 2012 Service Change

Gunnar Olson, Public Information Officer updated the Commission regarding the service change and the Public Open Houses. We've gone through 4,000+ of the 5,000 My DART Books that were ordered. Tweak's will be made and more books will be ordered to use as an ongoing tool.

Tom Reynolds, Chief Operations Officer gave an update to the Commission. Tom recognized Greg Schmitt for his efforts preparing the Operators. Customers were very appreciative of the soft opening and being able to ride for free. Having Transit Ambassadors was a big success again. We are working to create a new culture of safety. Cutting between the busses and smoking are being addressed by staff and security.

9B – October 2012 Performance Report

Elizabeth Presutti, General Manager updated that ridership was up by 1.5% over last year. Ankeny Express showed a huge increase in part to the addition of mid-day service and the extension to the DMACC campus.

Ms. Hensley suggested taking the financials off of the consent agenda and moving them to the main agenda/Action Items.

Ms. Schug will follow up with Mr. Mahaffey regarding the budget.

MONTHLY REPORTS

Operations Report

Tom Reynolds, Chief Operating Officer updated that we will be having the decorated trolley again this year.

Marketing Report

No update

Planning Report

No update

General Manager

Elizabeth Presutti, General Manager commended staff for all their hard work on all of the service changes this year and with all of the work on the new building.

FUTURE AGENDA ITEMS

No update

COMMISSIONER ITEMS

13A – Records Retention Committee

Ms. Presutti recommended establishing a Records Retention Committee to review the Records Retention Policy for approval by the Commission.

Alternate Keith Ryan and Commissioner Gaye Johnson have volunteered to act as the Review Committee.

13B - Meeting Times

Mr. Van Oort opened the discussion with the Commission regarding future Commission meeting times. It was decided that 4:00pm on the first Tuesday of the month works best for the Commission.

The next meeting will be held on January 8th at 4:00pm. The clerk will send out meeting invites for the following year.

OTHER - Communications

Mr. Van Oort updated the Commission that he will be stepping down as Mayor of the City of Ankeny effective December 7th. Mr. Van Oort will need to be re-elected by the City Council to stand as a DART Commissioner.

ADJOURNMENT

The regular Commission Meeting was adjourned at 1:06pm.

Next Meeting

January 8, 2013 at 4:00pm

2013 Meeting Dates

Jan 8, Feb 5, Mar 5, Apr 2, May 7, Jun 4,
Jul 2, Aug 6, Sep 3, Oct 1, Nov 5, Dec 3

Chair

Clerk

Date