

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

**1100 DART Way – Des Moines, IA 50309
September 25, 2012**

ROLL CALL

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

Commissioner Absent: Skip Conkling, Tom Gayman

Alternates Present: Paula Dierenfeld, Keith Ryan

Staff Present: Elizabeth Presutti, General Manager; Jamie Schug, Chief Financial Officer; Chet Bor, Paratransit Manager; Kirstin Baer-Harding, Advertising Manager; Mike Kaiser, Service Management Manager; Gunnar Olson, Public Information Officer; Tom Reynolds, Chief Operating Officer; Greg Schmitt, Training Manager; Jim Tishim, Planning Director; Randy McKern, Transportation Manager; Randy Ross, HR Director; John Clark, Customer Service Supervisor; Debra Meyer, Capital Grants Manager; PJ Sass, Customer Service Manager; Teresa Cashman, Scheduling Manager; Jennifer Long, RideShare Program Coordinator; Georgia Parkey, Paratransit Operations Manager; Mark Burkman, Purchasing Manager; Nolden Gentry, Attorney, Brick Gentry, P.C.

Others Present: Mark Trost, TDS, LLC; Matt Rodekamp, Substance Architecture; Todd Garner, Substance Architecture; Robert Parks, Citizen; Alexander Grgurich, DART TRAC

CALL TO ORDER

The meeting was called to order by 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 August 28, 2012 meeting agenda.

It was moved by Ms. Hensley and seconded by Mr. Mahaffey that the agenda be approved. The motion carried unanimously.

PUBLIC COMMENT

No public comments.

EMPLOYEE RECOGNITION

Georgia Parkey, Paratransit Operations Manager was recognized for her hard work organizing the 2012 State Fair. Mr. Van Oort and Ms. Presutti presented Georgia with a gift card and a plaque.

TRANSIT RIDERS ADVISORY COMMITTEE UPDATE

Alexander Grgurich gave an update to the Commission on TRAC's last meeting:

- Reviewed the TRAC Bylaws related to the redistricting and made some changes
- Reviewed the Customer Satisfaction Survey. Members liked how all DART Services were included in the survey
- Reviewed the Marketing and Communications Plan

CONSENT ITEMS

8-A - August 28, 31 2012 Minutes

8-B - Prairie Meadows Legacy Grant for BRT

8-C - August 2012 Financial Report

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

ACTION ITEMS

Action Item 9A - New Farebox System Consulting Assistance

Jamie Schug, Chief Financial Officer presented to the Commission a request to amend the CH2M Hill contract to exceed \$350,000 agreement cap in one year, and approve a task order with CH2M Hill to provide consulting assistance not to exceed \$425,000.

It was moved by Ms. Connolly and seconded by Ms. Johnson that the Commission approve a task order with CH2M Hill for consulting assistance with the New Farebox System. The motion carried unanimously.

Action Item 9B - DART Rules of Conduct for Transit Vehicles, Facilities and Properties

Tom Reynolds, Chief Operating Officer presented to the Commission the DART Rules of Conduct for Transit Vehicles, Facilities and Properties Policy. The policy outlines an extensive list of conduct that is prohibited at the facility along with the enforcement and liability.

It was moved by Ms. Hensley and seconded by Ms. Connolly that the Commission approve the DART Rules of Conduct for Transit Vehicles, Facilities and Properties. The motion carried unanimously.

Action Item 9C - DART Central Station Bike Storage Facility Rules and Fee

Elizabeth Presutti, General Manager presented to the Commission the DART Central Station Bike Storage Facility Rules and Fee Policy. The policy outlines rules for members as well as the \$50 annual fee to utilize the facility.

It was moved by Mr. Mahaffey and seconded by Ms. Hensley that the Commission approve the DART Central Station Bike Storage Facility Rules and Fee. The motion carried unanimously.

Action Item 9D – DART Central Station Meeting Room Policy

Elizabeth Presutti, General Manager presented to the Commission the DART Central Station Meeting Room Policy. Other local meeting room policies were reviewed along with ones from other transit agencies in formulating the proposed policy.

It was moved by Ms. Hensley and seconded by Ms. Connolly that the Commission postpone the approval of the DART Central Station Meeting Room Policy to the October meeting . The motion carried unanimously.

Action Item 9E – DART Central Station Change Order #7 and Project Update

Mr. Trost gave the Commission an update on the change order and the project to date:

- Roof is now complete
- Bus bay slabs and platforms are done
- City approaches on the East side are done and the North and West sides are in progress
- South art wall has begun installation
- Furniture installation is still planned for the 27th
- 2nd floor has been fully punched and West half of 1st floor has been punched
- Soil and landscaping is being worked on
- Photovoltaic film/panels are here and will begin install
- October 8th is on schedule for a substantial completion
- Hanging glass art piece will begin installation on October 2nd

The change order includes two large items; fire sprinkler at the North canopy and the fire smoke dampers with miscellaneous other small items in the amount of \$156,987.

It was moved by Ms. Hensley and seconded by Ms. Johnson that the Commission approve the DART Central Station Change Order #7. The motion carried unanimously.

DISCUSSION ITEMS

10A – DART Refugee Pass Program Update

PJ Sass, Customer Service Manager presented to the Commission that we have issued 316 ID cards since the program began last year.

DART was recognized for our creativity and commitment to refugees on September 5th by the US Committee for Refugees and Immigrants and was presented a plaque.

10B – TRAC Bylaws and Appointments

Gunnar Olson, Public Information Officer provided a presentation on the effects that redistricting had on TRAC, amendments to TRAC's bylaws, and a status update on member appointments.

Mr. Olson provided each Commissioner with a letter updating them of their appointee, and a second letter to those Commissioners who have a member who is eligible for re-appointment.

Solicitations will be provided to the public in October/November asking for candidates. In November applications will be presented to the Commissioners of qualifying candidates one to two weeks prior to the November Commission Meeting.

Orientation for new TRAC Members will occur in December.

10C – Paratransit Review and Action Plan

Tom Reynolds, Chief Operating Officer and Chet Bor, Paratransit Director presented the Commission a review and action plan of the Paratransit Operations to address opportunities for efficiency based on the potential negative projections for FY2013.

10D – DART Procurement Manual

Jamie Schug, Chief Financial Officer introduced Mark Burkman, DART's new Purchasing Manager. Ms. Schug provided the Commission a DRAFT Procurement Manual for their review. The manual has been revamped to address concerns during the Triennial Review conducted in May 2012 by the FTA. The staff will request the Commission to approve the manual at the October 30, 2012 meeting.

10E – August 2012 Performance Report

Elizabeth Presutti, General Manager gave an update to the Commission on the August Performance Reports. There was a significant dip in July on several routes; however August was a big turnaround. We are up 2% over last year. State Fair revenue is included in August numbers.

Some tweaks were made to some of the schedules in August to time points, and we have definitely seen the call volume decrease regarding concerns that the times weren't quite right.

MONTHLY REPORTS

Operations Report

Tom Reynolds, Chief Operating Officer updated the Commission that Keith Welch has joined DART as DART Central Station's Facility Supervisor.

Marketing Report

PJ Sass, Customer Service Manager introduced two new staff members to her team. John Clark has joined as Customer Service Supervisor and Jennifer Long has joined as RideShare Program Manager.

Kirstin Baer-Harding, Marketing and Advertising Manager gave an update to the Commission regarding the ribbon cutting scheduled for October 23rd and the Staff and Public Open Houses scheduled for October 27th and 28th.

Planning Report

No update

General Manager

Elizabeth Presutti, General Manager updated that she will be out of the office for the bus benchmarking meeting and will be traveling onto the APTA Annual Meeting September 26th through October 3rd. Tom Reynolds, Chief Operating Officer will be acting General Manager in her absence.

FUTURE AGENDA ITEMS

The October meeting has been moved from the 23rd to the 30th at Noon to accommodate the ribbon cutting at DART Central Station.

DART staff would like to move the November 27th meeting to Noon to allow staff to serve as Ambassadors during the rush hour commute that evening for the November Service Change. An e-mail will go out to check on schedules.

COMMISSIONER ITEMS

13A – Meeting Dates and Times

Mr. Van Oort asked that this discussion be held until the next meeting to include Tom Gayman in the dialog. Mr. Gayman has a conflict with the Urbandale City Council Meetings on Tuesday's, and it was suggested that we look at alternate times to hold the DART Commission Meetings to accommodate.

OTHER – Communications

CLOSED SESSION

It was moved by Ms. Connolly and seconded by Mr. Brody that the Commission adjourn and reconvene in closed session pursuant to Section 21.5, Subsection 1, Paragraph i of the Iowa code to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individuals reputation and that individual requests a closed session.

Roll Call: Brody yes, Connolly yes, Ryan yes, Dierenfeld yes, Hensley yes, Johnson yes, Mahaffey yes, Van Oort yes. The motion carried unanimously. Chair Van Oort recessed the meeting at 6:40 pm.

At 6:52 pm it was moved by Ms. Hensley and seconded by Ms. Connolly that the closed session be adjourned.

Roll Call: Brody yes, Connolly yes, Hensley yes, Johnson yes, Mahaffey yes, Van Oort yes. The motion carried unanimously.

Meeting Reconvened in Open Session:

The regular Commission meeting was resumed at 6:53 pm. Chair, Van Oort stated for the record that no action was taken during the closed session.

A motion was made by Ms. Connolly and second by Mr. Brody that the Commission approve the General Manager's contract.

Roll Call: Brody yes, Connolly yes, Hensley yes, Johnson yes, Mahaffey yes, Van Oort yes. The motion carried unanimously.

ADJOURNMENT

A motion by Ms. Connolly and second by Ms. Johnson to adjourn the regular Commission Meeting was made at 6:55pm. The motion carried unanimously.

Next Meeting

October 30, 2012 at 12:00pm

2012 Meeting Dates

Apr 24, May 22, Jun 26, Jul 31, Aug 28,
Sep 25, Oct 30, Nov 27, Dec 18

Chair

Clerk

Date