



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES
MEETING HOSTED IN-PERSON AND VIRTUALLY
620 CHERRY STREET, DES MOINES IA 50309
SEPTEMBER 5, 2023**



(Meeting was held in a hybrid format)

Commissioners/Alternates Present and Voting:

Vern Willey (left at 1.27pm), Tara Cox, Srikant Mikkilineni, Josh Mandelbaum, Andrew Borcharding (left at 1.30pm), Paula Dierenfeld, Ross Grooters, Steve Van Oort, Bridget Montgomery, Russ Trimble and Joseph Jones

Commissioners Absent:

Kelly Stearns

CALL TO ORDER

Chair Russ Trimble called the meeting to order at 12:01 p.m. Roll call was taken, and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF AGENDA

Chair Russ Trimble requested a motion to approve the agenda as presented.

It was moved by Josh Mandelbaum and seconded by Srikant Mikkilineni to approve the September 5, 2023, agenda. The motion carried unanimously.

PUBLIC COMMENT:

Thomas Washington thanked DART for the bus service during the Iowa State Fair. He recently rode one of our newer On Demand buses and shared the ride was smooth for the passenger. He brought up some safety concerns he had about the straps with wheelchairs on the buses. Keith Welch, our Maintenance Manager discussed with him after the meeting. Chair, Russ Trimble, thanked Mr. Washington for advocating for DART funding needs at the legislative session.

Heather Armstrong from Des Moines shared her comments on purchasing the land for the new operation and maintenance facility.

Garland Armstrong from Des Moines had some suggestions on automatic phone messages for paratransit riders to alert them when their bus is coming. DART staff will investigate this.

TRANSIT RIDERS ADVISORY COMMITTEE (TRAC) UPDATE

Catlin Curry, Mobility Coordinator, provided an update on the last TRAC meeting which took place on Wednesday, August 30. The Committee was provided updates on the Operations and Maintenance facility, and they were interested in the Commission moving forward with the Phase 1 option, Bus Plus changes were shared, and they provided some positive feedback on how much they appreciated the well-coordinated efforts of the DART bus service during the Iowa State Fair.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – SEPTEMBER 5, 2023**



Lastly it was shared that Vice Chair Kirk Gustafson sadly passed away. The Committee will be working over the next several months to replace his position on the TRAC Committee.

CONSENT ITEMS

7A – Commission Meeting Minutes – August 1, 2023

7B – November 2023 Service Change

7C – Interim CEO Employment Contract Amendment

7D – July Consolidated Financials

It was moved by Srikant Mikkilineni and seconded by Josh Mandelbaum to approve the consent items. The motion carried unanimously.

ACTION ITEMS

8A – Operations & Maintenance Facility Approval

Chief Planning Officer, Luis Montoya, provided a background of the activities that have taken place to date as it relates to the proposed new Operations and Maintenance Facility. This update included the facility assessment and findings that identified the needs for a new facility. A funding update was provided as well as a phased approach for the construction project. DART staff and the design team have developed a phased approach to funding the construction and operations of a new Operations and Maintenance Facility: **Phase I:** Purchase land, complete design, and build 90% of the bus maintenance building (Full funding on hand), **Phase II:** Build out the remainder of the maintenance building, administrative offices and approximately half of the necessary bus storage facility (pending a second large federal grant) or **Phase III:** Complete the remainder of the bus storage facility (pending additional federal grant dollars and potentially local debt service). Five options were discussed to ensure DART's Operations and Maintenance facility can meet its current and future needs (these were provided in the Commission packet). The Commission was reminded that at the August 1, 2023, Commission meeting, there was a consensus of Commissioners present that Option E (Phase 1) would best situate DART to meet its facility needs. Budget considerations were discussed as it relates to all the phased approaches presented.

It was moved by Vern Willey and seconded by Tara Cox to approve DART staff to proceed with Design and Construction of Phase 1 of a new Operations and Maintenance Facility. The motion carried unanimously.

8B – Bus Plus and Fixed Route Fare Policies

Brandon Smiley, Chief Operations Officer provided a background to the bus plus and fixed fare policy changes and identified the proposed policy changes. It was shared that public feedback was conducted and the Title VI analysis was completed, finding that providing fare-free access to fixed route service for paratransit eligible customers would not result in a disproportionate burden on low-income individuals or a disparate impact on minority individuals.

It was moved by Srikant Mikkilineni and seconded by Josh Mandelbaum to approve the following items, effective November 1, 2023.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – SEPTEMBER 5, 2023**



- Approve the Title VI Fare Equity Analysis documenting the impacts of DART's Bus Plus zone expansion and free, fixed-route fares for Bus Plus customers.
- Approve the expansion of the Bus Plus program to include a Premium zone, at \$30 per trip, to eligible, non-Medicaid Bus Plus customers.
- Approve free fares on DART's fixed-route service for eligible Bus Plus customers with a Bus Plus Identification Card. The motion carried unanimously.

8C – FY2024 Safety Performance Targets Approval

Pat Daly, Safety Manager provided shared that DART is required, under its Public Transportation Agency Safety Plan, to establish and monitor seven Safety Performance Targets for each mode of service provided. The seven Safety Performance Targets were identified. For FY 2023, DART met or exceeded all but four Safety Performance Targets which were outlined. The proposed FY2024 Safety Performance Targets were shared for consideration and approval.

It was moved by Tara Cox and seconded by Vern Willey to approve DART's Safety Performance Targets for fiscal year 2024 as required by DART's Agency Safety Plan. The motion carried unanimously.

DISCUSSION ITEMS:

9A – FY 25 Service and Budget Planning Discussion

Erin Hockman, Chief External Affairs Officer, provided an overview of information being prepared for the Commission workshop at the end of September, which will be the beginning of a conversation with the Commission regarding funding and service levels for FY25 and beyond.

9B – Mobility Coordinator Update

Catlin Curry, Mobility Coordinator provided an update on FY2023 Mobility and Outreach training activities, as well as an update on the Ride to Thrive program after one-year of implementation.

9C – Performance Report – July 2023

Due to time, Chair, Russ Trimble asked the Commission to refer to their packets to review the performance report.

DEPARTMENTAL MONTHLY REPORTS (BY EXCEPTION)

11A - Operations

None

11B – Planning

None

11C - External Affairs

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – SEPTEMBER 5, 2023**



Erin Hockman, Chief External Affairs Officer shared that the September Business Record will be transit themed, specifically focusing on the role of transit and how it has evolved over history and the pivotal point we are today in the industry. It was also shared that the Service and Budget Planning Workshop will be held on Tuesday, September 26 at 12:30 p.m.

11D – Finance/IT/Procurement

None

11E – Human Resources

None

11F – Interim Chief Executive Officer

None

FUTURE AGENDA ITEMS

None

COMMISSIONER ITEMS

Commissioner Cox thanked Interim CEO, Sheri Kyras for joining a recent Bondurant City Council meeting to share information about the new DART Operations and Maintenance facility. The Council appreciated the update and understanding of the project.

NEXT MEETING:

Regular DART Meeting - Tuesday, October 3, 2023 – 12:00 P.M.

ADJOURN

Chair, Russ Trimble adjourned the meeting at 1:41 p.m.

Chair

Clerk

Date