

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

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

ROLL CALL

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

Commissioner Absent: Gaye Johnson

Alternates Present: Ruth Randleman

Staff Present: Elizabeth Presutti, General Manager; Jamie Schug, Chief Financial Officer; Gunnar Olson, Public Affairs Manager; Randy Ross, HR Director; PJ Sass, Customer Service Manager; Mark Burkman, Purchasing Manager; Amber Dakan, Staff Accountant; Kirstin Baer-Harding, Marketing Director; Tony Filippini, Transit Planner; Georgia Parkey, Paratransit Operations Manager; Matt Pitstick, Facilities Manager; Teresa Cashman, Scheduling Manager; Matt Johnson, Operations Supervisor; Debra Meyer, Financial Analyst; Greg Schmitt, Training Manager; Jim Tishim, Planning Director; Ethan Standard, Planning Intern; Jennifer Greiner, Marketing Coordinator; Kyle McCann, Attorney, Brick Gentry, P.C.

Others Present: John Halsband, DART Customer

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.

Mr. Van Oort introduced and welcomed Ms. Joann Muldoon, DART's newly appointed Commissioner.

APPROVAL OF AGENDA

Mr. Van Oort called for approval of the July 2, 2013 meeting agenda.

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

PUBLIC COMMENT

No Comments

EMPLOYEE RECOGNITION

Cherie Shippy was recognized by the Commission for receiving the IPTA Professional Driver of the Year Award.

Aaron Johnson was recognized by the Commission for receiving the IPTA Professional Driver of the Year Award.

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Kurt Mackel-Wiederanders was recognized by the Commission for placing 3rd in the small bus competition at the State of Iowa Roadeo.

CONSENT ITEMS

7A – June 4, 2013 Minutes

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

ACTION ITEMS

8A – Architectural & Engineering Services Contract

Ms. Schug reported on the contract to the Commission and provided points of clarification. Staff is proposing to award Substance Architecture with a 5 year task order based service contract, not to exceed \$3 million dollars.

Commissioners requested to be advised prior to any work being scheduled.

It was moved by Mr. Conkling and seconded by Ms. Hensley that the Commission approve the Architectural & Engineering Services Contract. The motion carried unanimously.

8B – Audit Services Contract

Ms. Schug updated the Commission on the Audit Services Contract. Staff is proposing a 3 year contract with Baker Tilly with 2 one-year optional extensions not to exceed \$190,000.

The Commission discussed the RFP process and the evaluation teams' scoring at length. Ms. Schug explained that in order to be federally compliant, DART is not allowed to have a local preference based on current procurement guidelines.

It was moved by Ms. Hensley and seconded by Mr. Conkling to send the Audit Services Contract back to the Audit Committee for further review. The motion carried unanimously.

8C – August 2013 Service Change Title VI Analysis

Mr. Filippini and Mr. Olson provided the Commission with a presentation outlining the August 2013 Service Change Equity Analysis.

Mr. Olson provided the schedule of the upcoming Public Informational Sessions.

Mr. Filippini noted that the service change will benefit minority and low income populations as much as non-minority and non-low-income populations.

It was moved by Ms. Hensley and seconded by Mr. Mahaffey that the Commission approve the August 2013 Service Change Title VI Analysis. The motion carried unanimously.

8D – Sheldahl's Participating Community Status

Ms. Presutti provided an update on Sheldahl's participating status.

Sheldahl's share of the outstanding debt has been verified as \$913.91. Sheldahl's withdrawal will take effect on July 1, 2014. It is the recommendation to the Commission that we approve the withdrawal of the City of Sheldahl with the provision that they pay a lump sum of \$913.91.

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It was moved by Ms. Connolly and seconded by Mr. Conkling that the Commission accept the City of Sheldahl's withdrawal from DART. The motion carried unanimously.

8E – May 2013 Financials

Ms. Schug presented the May financials to the Commission. Fixed Route, Paratransit and RideShare operating revenue and expenses continue below budget.

It was moved by Ms. Connolly and seconded by Mr. Mahaffey that the Commission approve the May 2013 Financials. The motion carried unanimously.

DISCUSSION ITEM

9A – FY 2014 DART Marketing Plan

Ms. Baer-Harding, Ms. Greiner and Mr. Olson provided a presentation to the Commission. Commissioners were provided a draft copy of the Marketing and Communications Plan.

- Marketing will focus on public attention on the expanded and improved transit system.
- A new online trip planner will be launched this fall.
- Other marketing initiatives include campaigns targeted at specific routes, special event services and an annual report.

9B – Federal Lobbying Services

Ms. Presutti updated the Commission on the federal lobbying services, and the intent to partner with Polk County to add transit to their lobbying initiatives.

Adding transit to the lobbying agreement will be approximately \$30,000.

It was moved by Ms. Hensley and seconded by Mr. Mahaffey that the Commission approve the Federal Lobbying Services. The motion carried unanimously.

9C – May 2013 Performance Report

Ms. Presutti updated that we retained a significant amount of ridership for Route 60 from the April promotion. Route 52 has also seen a significant increase. We will end up the year within a few points of last fiscal year.

Ms. Hensley departed at 6:13pm.

Ms. Presutti also updated that we are still waiting for final sign off from FTA on the lease agreement for the vendor space.

MONTHLY REPORTS

Operations Report

No update

Marketing Report

No update

Planning Report

No update

General Manager

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Ms. Presutti announced that we have a new Chief Operating Officer. There were 26 applicants that were narrowed down to 8, then finally down to 3. Mr. Van Oort met with all 3 of the final candidates last week. Tony Lafata, from St. Louis, MO was recommended. Tony comes to DART with over 36 years of experience in Operations and Maintenance, and will begin on September 9th.

DART was awarded with a plaque from FTA for having the largest increase in ridership from FY11 to FY12.

FUTURE AGENDA ITEMS

We will not have a DART Commission Meeting in August. The Commission will have a telephonic meeting later in the month. The meeting date and time will be published in advance.

September 29th – October 2nd is the APTA Annual Meeting in Chicago. If anyone is interested in attending, please let us know.

Commissioners also discussed moving the October meeting to October 8th to accommodate the APTA Annual Meeting. The clerk will send out a meeting update.

COMMISSIONER ITEMS

Next Meeting

September 3, 2013 at 5:00pm

ADJOURNMENT

The regular Commission Meeting was adjourned at 6:19pm.

Future 2013 Meeting Dates

Sep 3, Oct 8, Nov 5, Dec 3

Chair

Clerk

Date