



NOTICE OF COMMISSION MEETING AND AGENDA
DES MOINES AREA REGIONAL TRANSIT AUTHORITY
DART MULTIMODAL ROOM, 620 CHERRY STREET
JUNE 2, 2015 – 12:00 PM



The June 2, 2015 DART Commission Meeting will serve as the DART Commission's Annual Meeting.

	PAGE #
1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
3. NOTICE OF MEETING	
4. APPROVAL OF JUNE 2, 2015 AGENDA	
5. PUBLIC COMMENT (Limit 3 minutes)	
6. TRANSIT RIDERS ADVISORY COMMITTEE UPDATE	
7. CONSENT ITEMS	
A. Commission Meeting Minutes – May 5, 2015	2
8. ACTION ITEMS	
A. Iowa Communities Assurance Pool (ICAP) Membership	6
B. Paratransit Scheduling Software Contract	7
C. Ingersoll/University Bus Rapid Transit TIGER Grant	9
D. April 2015 Financials	10
9. DISCUSSION ITEMS	
A. Quarterly Safety Report	12
B. April 2015 Performance Report	14
10. DEPARTMENTAL MONTHLY REPORTS (By Exception)	
A. Operations	17
B. Marketing	19
C. Planning	23
D. Procurement	25
E. General Manager	27
11. FUTURE AGENDA ITEMS	28
12. COMMISSIONER ITEMS	
A. Election of Officers	29
13. OTHER – Communications	
14. NEXT MEETING: Regular DART Meeting Tuesday, July 7, 2015 – 12:00 p.m.	
15. ADJOURN	

Language, visual, hearing and transportation services are available at meetings upon request. For requests, please call DART at 515.283.8100 at least 48 hours in advance of the meeting.



DES MOINES AREA REGIONAL TRANSIT AUTHORITY COMMISSION MEETING MINUTES

620 Cherry Street – Des Moines, Iowa 50309

May 5, 2015, 12:00 p.m.



ROLL CALL

Commissioners Present: Skip Conkling, Angela Connolly, Tom Gayman, Chris Hensley, Gaye Johnson, Bob Mahaffey, Joann Muldoon, Steve Peterson and Steve Van Oort

Commissioner Absent: None

Alternates Present: None

CALL TO ORDER

The meeting was called to order by Mr. Van Oort, Commission Chair, at 12:02 pm. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF AGENDA

Mr. Van Oort, the Commission Chair, called for a motion to approve the May 5, 2015 agenda with a change to move action item 8E Ingersoll/University Bus Rapid Transit TIGER Application to be first on the action item list. It was moved by Mr. Peterson and seconded by Ms. Hensley to approve the May 5, 2015 agenda with the requested move of action item 8E. The motion carried unanimously.

PUBLIC COMMENT

Mr. John Tenikat, a Des Moines resident, requested a correction to his comments from the April 7 DART Commission Meeting Public Comments to read as a complaint about being denied access to records that should have been open. Mr. Tenikat also requested that DART consider providing a free public transit system with zero fares.

The following spoke regarding DART's proposed Bus Rapid Transit TIGER Application:

- Mr. Larry James, a Des Moines resident, spoke in support
- Mr. Zach Mannheimer, a Des Moines resident, spoke in support
- Mr. Gary Lorenz, an Ankeny resident and Mayor of Ankeny, spoke in opposition
- Mr. Todd Ashby, an Ankeny resident, spoke in support

RETIREMENT RECOGNITION

Mr. Art Flatt was recognized for 26.5 years of service with DART. He served in bus operator and dispatch capacities as well as Union Representative. We thank Mr. Flatt for his years of service.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – May 5, 2015**



CONSENT ITEM

7A – Commission Meeting Minutes – April 7, 2015

Mr. Van Oort called for a motion to approve the consent agenda item. It was moved by Ms. Hensley and seconded by Mr. Conkling to approve the consent agenda. The motion carried unanimously.

ACTION ITEMS

8E – Ingersoll/University Bus Rapid Transit TIGER Application

It was moved by Ms. Connolly and seconded by Mr. Peterson to approve preparation and submittal of the Bus Rapid Transit TIGER grant application.

Roll Call Vote: Conkling – Nay, Connolly – Yea, Gayman – Nay, Hensley – Yea, Johnson – Yea, Mahaffey – Yea, Muldoon – Yea, Peterson – Yea, Van Oort – Nay. Motion carried.

8A – DART Operations Facility Admin Renovation Construction Contract

Mr. Mike Tiedens, Procurement Manager, requested to approve a contract to Breiholz Construction Company for the Operations Facility Renovation Project in the amount not to exceed \$1,442,700.

It was moved by Ms. Connolly and seconded by Ms. Johnson that the Commission approve the contract. The motion carried unanimously.

8B – DART Operations Facility Admin Renovation Furniture Purchase

Mr. Tiedens requested to approve a contract with Saxton Inc. for the furnishings of the newly renovated admin area of the Operations Facility. The contract amount is for \$310,000.

It was moved by Ms. Hensley and seconded by Mr. Peterson that the Commission approve the furniture purchase. The motion carried unanimously.

8C – August 2015 Service Change Title VI Service Equity Analysis

Mr. Ethan Standard, Transit Planner, requested to approve the Title VI Service Equity Analysis for the August 2015 Service Change.

It was moved by Ms. Hensley and seconded by Mr. Peterson that the Commission approve the Title VI Service Equity Analysis for the August 2015 Service Change. The motion carried unanimously.

8D – Route #5 and #51 Realignment

Mr. Jim Tishim, Planning Director, requested to approve the Realignment of Routes #5 and #51.

It was moved by Mr. Peterson and seconded by Mr. Gayman that the Commission approve the realignment as presented. The motion carried unanimously.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – May 5, 2015**



8F – March 2015 Financials

Ms. Amber Dakan, Finance Manager, provided a presentation on the March FY 2015 Financials. Fixed Route performed 7.34% below budget projections as of March year to date. Operating expenses are 4.76% below budget projections year to date.

Paratransit revenue is 6.12% lower than budget expectations. Operating expenses are currently 8.41% under forecasted levels.

Rideshare revenues are 17.3% below budgeted levels at year to date. Expenses are below budgetary expectations by 23.79%.

It was moved by Mr. Conkling and seconded by Mr. Peterson that the Commission approve the March 2015 Financials as presented. The motion carried unanimously.

DISCUSSION ITEMS

9A – State Legislative Update

Mr. Bill Wimmer, DART's State Lobbyist, gave an update on the Bus Driver Assault bill. This bill was not passed by the legislature. Amendments were made on the bill to move to a class B felony and received agreement from the House Judiciary Committee Chair. Then it went to the Sub Committees where there was reluctance to move this bill. Mr. Wimmer will review other options to get it moved.

9B – March 2015 Performance Report

Ms. Elizabeth Presutti, General Manager, reviewed the System Performance Ridership Report for March 2015. Ridership has risen as compared to last March. For fixed route services year to date, there has been an increase of about 3.26%. All modes combined, the increase has been about 2%. The preliminary numbers for April are looking good. Ms. Presutti anticipates an upward trend as we close out the end of the fiscal year.

MONTHLY REPORTS

10A – Operations Report

No update

10B – Marketing Report

No Update

10C – Planning Report

No update

10D – Procurement

No update

10E – General Manager

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – May 5, 2015**



Ms. Presutti, announced that Congressman Young would be touring the DART Central Station tomorrow at 2:00 P.M. and welcomed the Commissioners to join them. Elizabeth, thanked Todd Struthers, IT Manger, Kirstin Baer-Harding, Marketing Director and Luke Lester, Systems Administrator for working tirelessly over the past four (4) years to close out the AVL (Automatic Vehicle Location) systems contract which is the basis for DART's Real Time Tools. The Customer Engagement Report shows a significant increase in usage of the Real Time Tools deployed in January, most noticeably in the area of text messaging service. The service has been very well received and we anticipate continued growth. The Triennial Review draft report has been received with a couple of minor findings which we are addressing. Overall the review went well and we are pleased with the outcome. Commissioners previewed the video being shown at the Greater Des Moines Partnership Washington DC Trip which will be presented during the lunch sponsored by DART.

RECEIVE AND FILE

11A – Petition to Allow Veterans to Ride DART for Free

It was moved by Ms. Hensley and seconded by Mr. Conkling to receive and file the Petition to Allow Veterans to Ride DART for Free. The motion carried unanimously.

FUTURE AGENDA ITEMS

Information provided in Commission packets.

COMMISSIONER ITEMS

No Update

OTHER – Communications

No Update

NEXT MEETING

June 2, 2015 at 12:00 pm

ADJOURNMENT

It was moved by Mr. Conkling and seconded by Mr. Mahaffey to adjourn the meeting at 1:41 pm. The motion carried unanimously.

Future 2015 Meeting Dates

Jun 2, Jul 7, Aug 4, Sept 1, Sept 29, Nov 3, Dec 1

Chair

Clerk

Date



ACTION ITEM



8A:	Iowa Communities Assurance Pool (ICAP) Membership
Action:	Approve membership into ICAP to satisfy DART's risk as it relates to property, vehicle, and other general liabilities.

Staff Resource: *Amber Dakan, Finance Manager*

Background:

The Iowa Communities Assurance Pool (ICAP) was established in 1986 as a group self-insurance program for Iowa public entities. ICAP is able to provide risk management services and risk-sharing facilities to its members in order to protect each participant of the pool against a multitude of liabilities.

Currently, ICAP provides property and casualty coverage to 326 cities, 70 counties, 60 fair boards, and 271 other public entities. The pool, which is member-owned and operated, is audited annually. For the last 21 consecutive years ICAP has earned Demotech, Inc. Ratings of AAA for financial stability.

Benefits:

- As a member of ICAP, DART has the opportunity to significantly reduce its risk exposure on a per claim basis. Today, DART is self-insured up to \$500,000 per incident. Under ICAP, each occurrence would be capped at \$50,000.
- ICAP membership will take DART's coverage liability limit from \$10,000,000 to \$12,000,000.
- Coverage under the ICAP pool is more inclusive than DART's current policies allow for such as security breaches and vehicle (bus) coverage while in service.
- DART will no longer need to fund an insurance reserve account as an ICAP member.
- Currently DART handles all of its claims administration in house. This is problematic as it requires one part time resource to possess expertise in vehicle damage adjusting, bodily injury claims, HIPAA compliance, claims negotiation, trial preparation and assessing fault and negligence. As a member of ICAP, DART will no longer need to do in house claims administration and can utilize ICAP staff who possess more experience and training in these areas.
- DART's FY2016 budget contains the funds necessary for moving from self-insurance to the risk-pool solution.

Recommendation:

- Approve membership into ICAP to satisfy DART's risk as it relates to property, vehicle, and other general liabilities.



ACTION ITEM



8B: Paratransit Scheduling Software Contract

Action: Approve a Contract with Trapeze Software Group for the Paratransit Scheduling Software at a cost Not to Exceed \$642,000.

Staff Resource: *Mike Tiedens, Procurement Manager*

Background:

- DART currently uses the StrataGen ADEPT product for its Paratransit Scheduling System. The current system was installed in 2005 and has not had an update to the software in over 5 years. The current system also suffers from viability problems that include no software maintenance, minimal on-site expertise, not using the system to schedule rides at time of booking, not fully integrated with DART's CAD-AVL System, and no integration with back-end billing and payroll systems.
- Objectives of the new Paratransit Scheduling System include:
 - Update the system so that the most current technologies are being used.
 - Updates to the imbedded maps.
 - Provide for efficient scheduling, routing and other operations.
 - Extensive training on the updated version.
 - Reporting for flexibility and integration for invoicing.

Procurement:

- DART conducted a Request for Proposals for the Paratransit Scheduling Software project. The RFP was published on December 29, 2014 and proposals were due on January 30, 2015.
- Three (3) proposals were received:
 - Trapeze Software Group
 - RouteMatch Software
 - Ecolane Transportation
- DART conducted on-site interviews with all three proposers on February 12 and 13, 2015.
- Trapeze Software Group was the highest scoring proposer and DART chose to request a Best and Final Offer (BAFO) from them. The scoring is as follows (on a 5 point scale):
 1. Trapeze = 2.9913
 2. RouteMatch = 2.8435
 3. Ecolane = 2.4950



ACTION ITEM

8B: Paratransit Scheduling Software Contract

- Total cost of the Paratransit Scheduling Software is \$196,385 which includes software, system implementation, interface and licensing, updated maps, reports, and training. There is also an additional cost of \$86,596 for 3 years of warranty. Implementation will be phased with the initial cost being \$282,981 which includes the items listed above.
- Trapeze's proposal also included pricing for the following options:
 - Option 1: Software Maintenance for Year 4 and Year 5: \$80,583
 - Option 2: Workforce Management (Bidding, Dispatching, Timekeeping): \$68,750
 - Option 3: Interactive Voice Response Software (IVR): \$209,683

Funding:

- Funding will come from budgeted operating funds.

Recommendation:

- The approval of a Contract with Trapeze Software Group for the Paratransit Scheduling Software for the amount not to exceed \$642,000. This amount is the total proposal cost including optional components for IVR and Workforce Management functionality as well as software maintenance for years 4 and 5.



ACTION ITEM



8C:	University/Ingersoll Bus Rapid Transit TIGER Grant
Action:	Approve not submitting a TIGER grant application for the University/Ingersoll Bus Rapid Transit project in FY 2015.

Staff Resource: *Elizabeth Presutti, General Manager*

Background:

- The University/Ingersoll corridor (current DART Route 60) was identified as a potential Bus Rapid Transit corridor in the DART Forward 2035 plan.
- DART completed the Alternatives Analysis for the corridor and the DART Commission approved the “Locally Preferred Alternative” for the corridor in January 2012.
- DART Staff worked with City of Des Moines staff to establish potential station locations in June 2014.
- The project satisfactorily completed the necessary environmental, archeological and historic preservation reviews in July 2014.
- Substance Architecture has developed three potential concept designs for the various station types. Staff conducted three public meetings on September 29, 2014 seeking input on the designs and station locations.
- In an effort to advance the project, staff identified the TIGER discretionary grant program as an opportunity for funding. The TIGER grant program is focused on capital projects that generate economic development and improve access to reliable, safe and affordable transportation, while emphasizing improved connection to employment, education, services and other opportunities, workforce development, or community revitalization.
- The 2015 TIGER grant applications are due on or before June 5, 2015. DART previously submitted a non-binding pre-application that was due on or before May 4, 2015.
- During the May 5, 2015 DART Commission meeting, the DART Commission approved the submission of a TIGER Grant Application for \$20 Million with the understanding that the City of Des Moines would support DART's TIGER Grant application for the project.
- The City of Des Moines has chosen not to support DART's TIGER Grant application for the project at this time, which likely makes moving forward with a grant application untenable.

Recommendation:

- Approve not submitting a TIGER grant application for the University/Ingersoll Bus Rapid Transit project in FY 2015.



ACTION ITEM



8D: April FY2015 Consolidated Financial Report

Action: Approve the April FY2015 Consolidated Financial Report

Staff Resource: Timothy Ruggles, Staff Accountant

Year-to-Date Budget Highlights:

Revenue:

- Fixed Route Operating Revenue performed 5.58% below budget projections as of April year to date. Cash Fares and Advertising are below budgeted levels while Unlimited Access and Other Contracted Services continued above budget.
- Fixed Route Non-Operating Revenue is continuing to perform on target.
- Paratransit Operating Revenue is 6% lower than budget expectations. Cash fares are above target while contracted trips are currently lower than forecasted.
- Rideshare Revenues are 17.93% below budgeted levels at year to date. Currently, Rideshare revenue has exceeded its year to date expenses.

Operating Expense:

- Fixed Route Budget Summary – Operating expenses are 4.13% below budget projections year to date. Fuel and liability insurance are currently two large drivers of the savings.
- Paratransit Budget Summary – Operating expenses are currently 12.45% under forecasted levels. Fuel and Equipment Repairs are two categories seeing the most savings.
- Rideshare Expenses are below budgetary expectations by 24.27%. Fuel and Accident Repairs are driving the budget savings year to date.

Recommendation:

- Approve the April FY2015 Consolidated Financial Report.

**** TOTAL Un-Audited Year-End April FY2015 as Compared to Budget:**

Fixed Route	\$	457,365	Reserve for Accidents (See Balance Sheet):
Paratransit	\$	259,100	FY2015
Rideshare	\$	<u>57,803</u>	\$71,047.47
Total	\$	774,267	

FY2015 Financials:

April 2015

FIXED ROUTE	April 2015			Year-To-Date-(10) Months Ending 04/30/2015		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	455,982	413,208	42,775	3,901,597	4,132,078	(230,481)
Non-Operating Revenue	1,477,187	1,596,964	(119,777)	15,827,846	15,969,643	(141,797)
Subtotal	1,933,169	2,010,172	(77,003)	19,729,443	20,101,720	(372,277)
Operating Expenses	1,947,885	2,010,172	62,287	19,272,078	20,101,720	829,642
Gain/(Loss)	(14,715)	-	(14,715)	457,365	-	457,365

PARATRANSIT	April 2015			Year-To-Date-(10) Months Ending 04/30/2015		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	163,390	174,167	(10,777)	1,637,164	1,741,667	(104,503)
Non-Operating Revenue	106,349	107,516	(1,167)	1,088,077	1,075,158	12,919
Subtotal	269,739	281,683	(11,943)	2,725,241	2,816,825	(91,584)
Operating Expenses	223,301	281,683	58,382	2,466,141	2,816,825	350,684
Gain/(Loss)	46,438	-	46,438	259,100	-	259,100

RIDESHARE	April 2015			Year-To-Date-(10) Months Ending 04/30/2015		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	65,922	85,685	(19,764)	703,210	856,854	(153,644)
Non-Operating Revenue	-	-	-	3,518	-	3,518
Subtotal	65,922	85,685	(19,764)	706,728	856,854	(150,127)
Operating Expenses	61,255	85,685	24,430	648,925	856,854	207,929
Gain/(Loss)	4,667	-	4,667	57,803	-	57,803



DISCUSSION ITEM



9A: Quarterly Safety Report

Staff Resource: Randy McKern, Transportation Manager

Analysis of accidents for the 3rd Quarter of FY2015:

ACCIDENTS BY ROUTE:	3 rd QTR	3 rd QTR	YTD	YTD
	FY15	FY14	FY15	FY14
#1 –FAIRGROUNDS	3	0	7	2
#3 –UNIVERSITY	2	2	6	6
#4 –14TH	1	1	3	4
#5 –FRANKLIN AVE	0	0	0	0
#6 –INDIANOLA AVE	0	3	3	6
#7 –SW 9 th ST	0	2	1	6
#8 –FLEUR DR	0	0	1	1
#9 - EXPRESSES	6	6	12	10
#11 –INGERSOLL/VALLEY JCT	0	2	1	4
#12 - ON PROPERTY	4	3	9	6
#13 – PARK AVE	1	1	2	1
#14 - BEAVER AVE	4	1	4	2
#15 – 6 th AVE	3	2	7	10
#16 – DOUGLAS AVE	2	7	2	14
#17 – HUBBELL AVE/ALTOONA	2	1	6	6
#51 – MERLE HAY/CROSSTOWN	0	0	2	1
#52 – VALLEY WEST/JORDAN CR	2	2	3	5
#60 – INGERSOLL/UNIVERSITY	3	4	6	7
#40 - LINK	0	0	0	0
#42 STATE CAPITAL/D-LINE	3	2	5	7
#SS - SCHOOL ROUTES	3	1	4	4
#20 - PARATRANSIT	22	7	41	24
#R - RIDESHARE	1	2	9	14
#A - ADMIN	0	1	2	1
#M – MAINTENANCE	0	1	0	1
SF- STATE FAIR	0	0	0	0
Training	0	0	1	1
TOTALS	62	51	137	143



DISCUSSION ITEM

9A: Quarterly Safety Report

ACCIDENTS BY TYPE:	3 rd QTR	3 rd QTR	YTD	YTD
	<u>FY15</u>	<u>FY 14</u>	<u>FY15</u>	<u>FY 14</u>
BUS INTO FIXED OBJECT	16	18	34	47
PERSONAL INJURY	11	0	21	2
BUS INTO VEHICLE	12	8	23	18
VEHICLE INTO BUS	22	23	51	66
OTHER	1	1	8	8
MAINTENANCE	0	0	0	0
VANDALISM	0	1	0	2
TOTALS	62	51	137	143

ACCIDENTS BY CHARGEABILITY

CODE:	3 rd QTR	3 rd QTR	YTD	YTD
	<u>FY15</u>	<u>FY14</u>	<u>FY15</u>	<u>FY14</u>
NON PREVENTABLE	32	24	77	69
PREVENTABLE	30	24	55	60
NOT GRADED	0	3	5	14
TOTALS	62	51	137	143



System Summary Performance Report

April 2015

	October 2014	November 2014	December 2014	January 2014	February 2015	March 2015	April 2015	April 2014	Percent Change 2015/2014	FY15 Year To Date	FY14 Year To Date	Percent YTD Change 2015/2014
DART Fixed Route												
Total Ridership	439,025	332,964	334,381	341,476	333,946	362,393	382,661	380,216	0.64%	3,768,931	3,659,731	2.98%
OTT Ridership	21,217	23,539	25,335	24,677	19,922	27,316	26,899	25,996	3.47%	238,674	230,927	3.35%
Unlimited Access Ridership	34,738	30,421	29,723	30,296	28,528	31,141	32,008	34,378	-6.89%	314,195	335,830	-6.44%
Bike Rack Usage	6,337	3,596	3,158	2,275	1,287	3,366	4,359	3,179	37.12%	41,328	40,656	1.65%
Passengers/Revenue Hour	22.73	20.45	18.56	18.90	19.52	19.41	20.55	21.19	-2.98%	20.60	20.78	-0.87%
Avg. Passengers Weekday	17,463	16,244	14,326	14,547	15,112	14,748	15,892	15,846	0.29%	15,681	15,296	2.52%
Avg. Passengers Weekend Day	4,673	3,688	3,354	3,999	3,963	4,216	4,130	3,950	4.56%	5,172	4,794	7.89%
Complaints/100,000 Riders	31.43	29.43	21.83	26.06	30.84	21.52	18.82	26.83	-29.86%	28.20	27.95	0.90%
Commendations/100,000 Riders	3.19	1.20	2.09	2.34	3.29	2.21	1.57	4.47	-64.93%	2.49	3.88	-35.72%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	1.68	0.81	1.08	2.17	2.28	1.75	1.04	1.82	-42.74%	1.57	1.88	-16.19%
Non-Preventable/100,000 Miles	1.34	0.81	0.00	2.53	4.18	1.05	0.70	0.73	-4.56%	6.24	1.56	300.34%
Maintenance:												
Total Miles Operated	298,021	248,339	278,147	276,807	263,213	285,783	287,329	274,222	4.78%	2,797,309	2,610,800	7.14%
Road Calls/100,000 Miles	14.43	12.89	12.94	25.65	21.28	15.75	14.27	14.59	-2.18%	18.98	15.78	20.29%
Active Vehicles in Fleet	126	126	126	126	126	126	126	126	0.00%	126	116	8.90%
DART Paratransit												
Total Ridership	12,536	9,862	11,086	10,563	10,416	11,579	11,598	12,266	-5.45%	112,947	116,050	-2.67%
Passengers/Revenue Hour	2.83	2.92	2.88	2.78	2.80	2.88	2.89	3.05	-5.25%	2.85	2.99	-4.71%
Average Trip Length	5.40	5.56	5.62	5.93	6.05	5.96	5.99	5.69	5.21%	15.81	9.35	69.22%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	0.00	0.00	0.00	3.19	4.76	2.90	1.44	1.43	0.52%	1.41	2.48	-43.29%
Non-Preventable/100,000 Miles	1.48	3.65	0.00	0.00	1.59	0.00	1.44	0.00	0.00%	2.19	1.17	87.47%
Maintenance:												
Total Miles Operated	67,675	54,785	62,313	62,661	63,003	68,993	69,454	69,817	-0.52%	640,322	685,946	-6.65%
Active Vehicles in Fleet	20	20	20	21	21	21	21	20	5.00%	20	23	-12.07%
DART RideShare												
Total Ridership	22,374	17,681	18,890	20,198	19,033	20,500	20,138	20,590	-2.20%	195,560	206,758	-5.42%
Total Vans in Circulation	95	94	94	94	94	93	93	91	2.20%	93	93	0.43%
Total RideShare Customers	726	710	727	708	708	689	684	697	-1.87%	701	752	-6.73%
Accident Frequency Rate by Service:												
Preventable	0.56	0.00	0.62	0.00	0.00	0.00	0.60	0.60	-0.43%	0.25	0.68	-63.46%
Non-Preventable	1.11	0.00	0.62	0.62	0.00	0.00	0.00	0.60	-100.00%	0.43	0.56	-21.84%
Maintenance:												
Total Miles Operated	180,022	142,972	161,112	161,301	152,187	169,704	167,405	166,693	0.43%	1,613,671	1,621,539	-0.49%
Active Vehicles in Fleet	100	100	100	100	100	100	100	100	0.00%	100	106	-5.75%



System Performance Ridership Report April 2015

	October 2014	November 2014	December 2014	January 2015	February 2015	March 2015	April 2015	April 2014	Percent Change 2015/2014	FY15 Year To Date	FY14 Year To Date	Percent YTD Change 2015/2014
DART Fixed Route Ridership	439,025	332,964	334,381	341,476	333,946	362,393	382,661	380,216	0.64%	3,768,931	3,659,731	2.98%
Local Routes:												
#1 - Fairgrounds	24,770	18,721	18,186	20,219	19,876	22,258	23,604	22,861	3.25%	429,748	410,352	4.73%
#3 - University	41,313	32,079	33,368	31,843	30,612	34,631	34,493	37,117	-7.07%	344,841	354,225	-2.65%
#4 - E. 14th	22,056	17,498	17,240	17,018	16,319	18,059	19,428	18,958	2.48%	179,286	178,672	0.34%
#5 - Franklin Ave	4,069	3,489	3,071	3,000	3,274	3,285	3,586	3,549	1.04%	31,106	32,536	-4.40%
#6 - Indianola Ave.	31,256	23,603	24,208	24,808	23,623	27,216	28,778	25,093	14.69%	257,666	237,525	8.48%
#7 - SW 9th St.	41,883	32,484	32,389	33,508	32,454	34,745	37,020	37,896	-2.31%	340,376	330,499	2.99%
#8 - Fleur Dr.	5,716	3,933	3,501	4,202	3,974	3,687	4,635	5,303	-12.60%	40,263	48,472	-16.94%
#11 - Ingersoll Ave.	2,573	1,912	2,087	2,143	2,102	2,192	2,226	2,146	3.73%	22,684	23,104	-1.82%
#13 - Evergreen/SE Park Ave.	8,450	6,189	5,179	6,541	7,119	5,516	7,211	6,744	6.92%	57,730	53,722	7.46%
#14 - Beaver Ave.	30,323	23,720	23,246	23,718	23,828	22,720	24,875	24,347	2.17%	236,836	213,631	10.86%
#15 - 6th Ave.	31,269	23,324	24,247	24,771	24,456	25,805	27,178	28,231	-3.73%	251,586	264,499	-4.88%
#16 - Douglas Ave.	49,027	36,569	36,816	35,779	34,795	38,431	41,037	40,382	1.62%	380,920	354,678	7.40%
#17 - Hubbell Ave.	25,991	18,806	19,661	19,128	18,059	21,835	23,269	20,287	14.70%	208,604	182,146	14.53%
#51 - Merle Hay Crosstown	2,958	2,767	2,266	2,269	2,550	2,902	2,997	3,522	-14.91%	25,961	19,655	32.08%
#52 - Valley West/Jordan Creek	19,603	14,942	15,141	14,841	13,502	14,603	14,114	12,258	15.14%	154,205	117,255	31.51%
#60 - Ingersoll/University	37,864	28,113	28,850	30,594	31,064	34,049	35,878	36,758	-2.39%	316,597	301,529	5.00%
#71 - Ankeny/Delaware**	0	0	0	0	0	0	0	0	0.00%	0	0	0.00%
Shuttle Routes:												
Link Shuttle	1,038	863	980	825	862	879	805	1,003	-19.74%	8,430	8,762	-3.79%
Dline	15,675	11,118	11,891	12,174	11,256	14,743	13,636	14,605	-6.63%	136,330	169,788	-19.71%
Lincoln/McCombs	10,760	8,025	7,104	7,956	8,784	8,015	10,299	9,162	12.41%	75,791	77,047	-1.63%
Express Routes:												
#91 - Merle Hay Express	1,104	713	832	814	842	872	966	1,165	-17.08%	8,580	9,220	-6.94%
#92 - Hickman Express	3,385	2,373	2,671	2,705	2,719	2,915	2,959	3,385	-12.58%	28,826	30,971	-6.93%
#93 - NW 86th Express	3,612	2,891	2,749	2,715	2,627	2,919	2,964	3,094	-4.20%	29,796	30,150	-1.17%
#94 - Westtown	1,228	898	791	788	855	936	831	1,139	-27.04%	9,239	11,696	-21.01%
#95 - Vista	1,943	1,686	1,842	1,907	1,906	1,940	2,113	2,202	-4.04%	18,641	19,724	-5.49%
#96 - E.P. True	3,166	2,608	2,567	2,827	2,665	2,715	2,733	3,316	-17.58%	27,346	27,993	-2.31%
#98 - Ankeny	9,850	7,058	6,860	7,662	7,392	7,552	7,919	8,606	-7.98%	77,090	84,514	-8.78%
#99 - Altoona	1,572	1,523	1,329	1,608	1,686	1,472	1,603	1,952	-17.88%	15,915	18,524	-14.08%
On-Call/Flex Routes (Operated by Paratransit):												
On-Call: Ankeny	209	258	251	208	179	211	255	267	-4.49%	2,200	2,166	1.57%
On-Call: Des Moines	0	0	0	0	0	0	0	0	0.00%	0	422	-100.00%
On-Call: Johnston/Grimes	328	310	254	291	272	315	338	315	7.30%	2,972	4,404	-32.52%
#73 Flex: Urbandale/Windsor Heights	398	291	318	319	307	330	414	731	-43.37%	4,025	6,263	-35.73%
#72 Flex: West Des Moines/Clive	4,948	3,737	3,928	3,638	3,377	3,917	3,737	3,732	0.13%	39,372	34,241	14.98%
#74 Flex: NW Urbandale	593	386	481	568	556	641	629	0	100.00%	4,541	0	100.00%
On-Call: REGIONAL	95	77	77	89	54	87	131	90	45.56%	1,428	1,346	6.09%
DART Paratransit Ridership	12,536	9,862	11,086	10,563	10,416	11,579	11,598	12,266	-5.45%	112,947	116,055	-2.68%
Bus/Van	11,585	9,146	10,329	9,815	9,819	10,948	10,954	11,440	-4.25%	105,073	108,863	-3.48%
Cab	951	716	757	748	597	631	644	826	-22.03%	7,874	7,192	9.48%
DART RideShare Ridership	22,374	17,681	18,890	20,198	19,033	20,500	20,138	20,590	-2.20%	195,560	206,758	-5.42%
TOTAL RIDERSHIP	473,935	360,507	364,357	372,237	363,395	394,472	414,397	413,072	0.32%	4,077,438	3,982,544	2.38%



Customer Engagement Report April 2015

	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014	January 2015	February 2015	March 2015	April 2015	FY15 Year To Date
Total System Monthly Ridership	336,574	578,156	419,408	473,935	360,507	364,357	372,237	363,395	394,472	414,397	4,077,438
Total Fixed Route Ridership	305,523	549,220	387,342	439,025	332,964	334,381	341,476	333,946	362,393	382,661	3,768,931
Website											
Unique Visitors	40,898	49,900	42,583	41,187	34,366	32,230	36,111	35,168	32,641	32,344	377,428
Social Media											
Facebook Page Likes	692	703	716	757	778	778	837	864	857	903	
Twitter Followers	1,205	NA	NA	1,275	1,302	1,361	1,398	1,418	1,420	1,443	
Email											
Subscribers	NA	NA	NA	NA	3,027	3,039	3,073	3,091	3,161	-	
MYDART Trip Planner											
Trip Plans	12,823	20,326	19,399	21,582	16,142	14,229	16,577	16,418	13,590	-	151,086
Next Bus	668	1,143	1,660	2,990	1,301	2,938	5,689	4,626	3,405	-	24,420
Schedules	4,985	8,973	6,917	4,077	2,769	2,818	3,580	3,097	2,855	-	40,071
Real-Time Tools											
On-Time App sessions	NA	NA	NA	NA	NA	NA	NA	1,274	3,520	4,216	9,010
SMS Text Messaging	NA	NA	NA	NA	NA	NA	NA	15,743	27,072	32,448	75,263
IVR - Automated Phone Information	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	-



MONTHLY REPORT



10A: Operations Department

Staff Resources: Anthony Lafata, Chief Operating Officer

Transportation - Randy McKern, Manager

- Fixed Route conducted a Safety Meeting Wednesday, May 13, 2015. Highlights of the meeting included a facilities update from Facilities Manager, Matt Pitstick regarding the 1100 DART Way remodel; Customer Service Coordinator, Bobbi Jo Archer discussed the importance of Operators setting the correct fareset in the fareboxes for accurate ridership; and Human Resources Generalist, Steve Zimmerman presented two annual topics to Operators; bloodborne pathogens and Material Safety Data Sheets (MSDS).
- Carl Saxon, Steve Hansen and I attended the APTA Bus and Paratransit Conference and Rodeo May 3-6, 2015 in Ft. Worth, TX. The three of us were able to attend training and operations sessions during the conference. We were also introduced to new technology that aids the Operator in pedestrian safety.
- Along with the COO, met with officials at the State Capitol on Thursday, May 7, 2015 to affirm this year's location for the ticket booth on Capitol grounds. The ticket booth will be moved just north of Lot 19 towards Lot 13 to maintain access to State Capitol staff parking, and to provide improved visibility for staff movement between the Capitol and Lucas Buildings.

Maintenance - Scott Reed, Manager

- Our six refurbished articulated buses are coming along. At this time three have come out of the paint process and are in various stages in the refurbishment process. We are hoping to take delivery of the first bus in early June.
- Al Moreno from Thermo King will be on site June 3rd to provide training on Thermo Kings new systems. He will conduct a six hour class that will include both classroom and hands on training.

Paratransit – Georgia Parkey, Manager

- Paratransit held their monthly safety meeting on Tuesday May 12, 2015. Carl Saxon, Training Coordinator, covered topics on Railroad Crossings, Mechanical Breakdowns, and Following Distance. Bobbi Archer, Customer Service Coordinator, went over farebox settings and why accuracy is important for counting ridership.
- Jamie Schug and I attended the ABBG Paratransit Workshop in Fort Worth, TX. on May 7 & 8, 2015.
- Polk County held their Annual Senior Festival/Picnic on Wednesday May 13, 2015 at the Iowa State Fairgrounds Varied Industries Building. Paratransit, with help from Transportation, transported 177 passengers to the festivities.

**MONTHLY REPORT
10A: Operations**



Training – Mike Kaiser, Interim

- Fixed Route graduated three (3) Operators from training and are in active service.
- Currently two (2) Paratransit Operators are in CDL training.
- Carl Saxon, Training Instructor will be participating in the APTA Early Career Program. Throughout the course of the year, participants of the program will attend customized workshops, site visits, and virtual sessions to enhance their skills in areas including communications, budgeting, project and program management, and supervision. Carl's first workshop is June 17-20, 2015 at the APTA Rail Conference in Salt Lake City, Utah.

Facilities – Matt Pitstick, Manager

- Spring maintenance and cleanup is in progress. Landscaping projects are looking well. Preparing for state rodeo and admin remodel.
- Technician latrine project is going well, 50% complete. Lift projects are complete. Admin remodel has begun.

Service Management - Mike Kaiser, Lead Supervisor

- Service Management staff continue to keep an active on-street presence throughout our service area.
- Service Management staff have been temporarily relocated to DCS during the admin renovation efforts at DARTway. Staff is working diligently with Dispatch to ensure route commitments are fulfilled and overall communication between buildings are executed timely.



MONTHLY REPORT



10B: Marketing

Kirstin Baer-Harding, Marketing Director
Staff Resources: John Clark, Customer Service Manager
Jennifer Long, RideShare Program Coordinator

Marketing and Communications Updates:

- Staff attended the Downtown Chamber breakfast on Tuesday, May 5 and provided information on the real-time tools and the Bike to Work Week events.
- Staff coordinated with Paratransit and attended the Polk County Senior Expo on Wednesday, May 13. Staff was available for questions and a bus was on hand for assisting everyone with how to ride questions.
- Staff attended the 2015 Marketing and Media Panel hosted by the Greater Des Moines Convention and Visitors Bureau on May 14. The event featured marketing presentations, small breakout sessions on sponsorships, marketing plans, to working with the media, and wrapped up with a forum on the 2016 Iowa Causes.
- DART was a co-sponsor for the May 20 Urbandale Chamber Luncheon. Over 100 chamber members were in attendance. Staff was able to speak briefly about Urbandale routes and promoted the real-time tools. Staff was also available for handing out route information and to answer how to ride questions.
- Staff was in Ankeny on May 21 delivering updated On Call marketing materials and answering questions about the service. Staff will continue outreach in the regional communities and promote DART services.
- Staff coordinated with the Bike Collective and the Downtown Chamber for a B-Cycle downtown tour in conjunction with this year's National Bike Month activities. The economic bike tour was on May 22 from 1:00 – 3:00 p.m. DART Central Station was the starting and ending point for the tour. DART also offered free rides to cyclists, boarding with their bike, during Bike to Work Week, May 11 - 15.
- Staff continues coordinating with Rideshare on the Spring Ridership Special. The campaign launched April 1 and materials continue to be distributed throughout May.
- Final preparations are wrapping up for the upcoming schedule change on June 7. Minor adjustments will be made to three routes. Communications have been sent out to customers via hang tags in the buses, emails, and information has been posted to the website along with the new schedules.
- Staff is coordinating with Operations on materials for the Iowa DOT/IPTA State Roadeo on Saturday, June 13 and the DART Roadeo on Saturday, May 30.
- Staff is preparing marketing materials for the upcoming National Dump the Pump event on Thursday, June 18. Individuals can trade a gas receipt for a free ride on DART Local, Express, Flex and On Call services for the day.



MONTHLY REPORT 10B: Marketing

- DART is working on the second public art bus wrap project with the Greater Des Moines Public Art Foundation and ProjectSPACES. The bus wrap unveil is scheduled for June 26 at 11:30 a.m. at the Des Moines Arts Festival. DART is coordinating the artwork and working on the details for the event. This project is a two year project with each artist's work being on display for six months.
- Staff met with the TMA group, which consists of the Des Moines MPO, DART, the Bike Collective and Hanser Associates, on the current SmartTrips campaign and upcoming events around the area.
- Staff is coordinating with the Des Moines Symphony on extending the D-Line service until 11:00 p.m. for Yankee Doodle Pops on Thursday, July 2. Materials are being finalized and will be distributed in the next couple of weeks.

Customer Service Report – John Clark:

April 2015 Employer and Group Presentations:

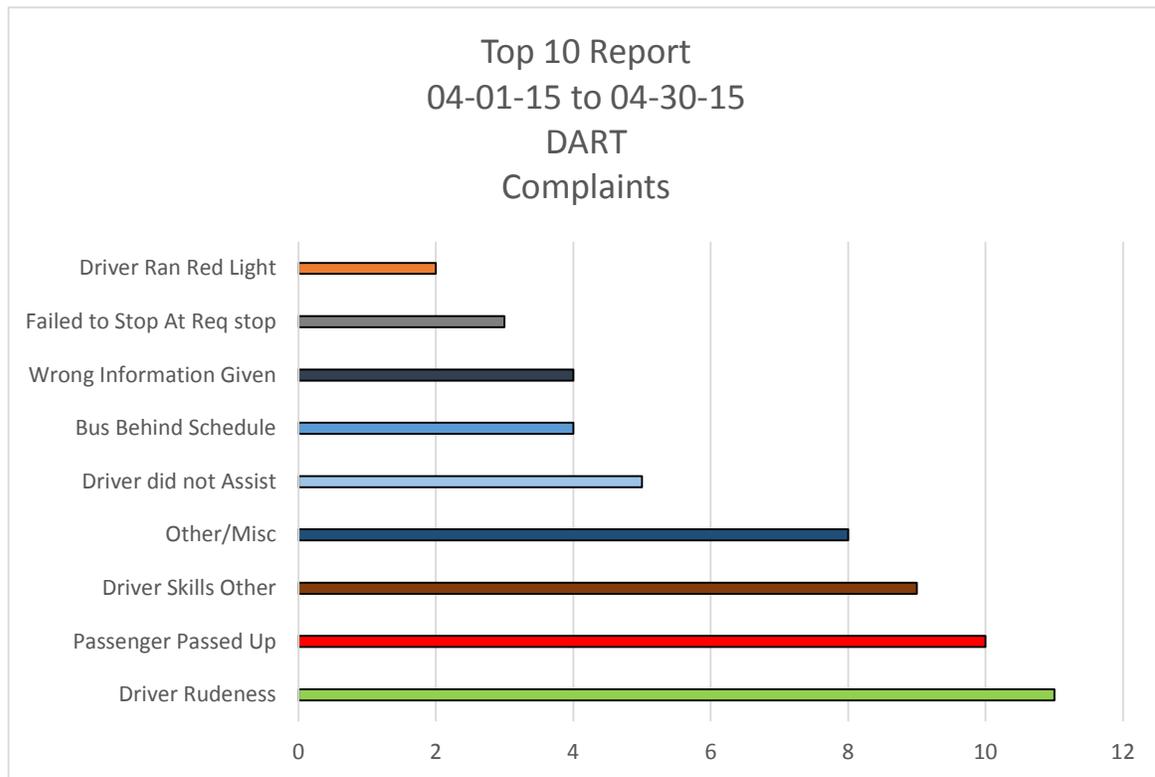
- Principal Orientation (4 visits)
- Train The Trainer
- Polk County Judicial System (1 visit)
- Smart Steps (2 visits)

April 2015 Website Communication and Messages:

- Completed Answered emails – 4
- Bus Stop/Shelter Requests – 1
- Contact/Feedback Forms – 30
- Customer Service Requests – 6
- Other/Misc. – 10
- Voicemails – 60, voicemails requiring response – 12 (20%)

Total Calls for April 2015:

- Schedule Information – 6983
- Spanish Line – 48
- Receptionist – 393
- RideShare – 165



The top five comments for April 2015 were: Driver Rudeness, Passenger Passed Up, Driver Skills Other, Other/Misc. and Driver Did not assist.

- In summary, in April 2015 we had 72 complaints, 6 commendations and 13 Inquiry/suggestions. All inquiries have been investigated and closed. Out of the 72 complaints, 14 were investigated and closed as valid complaints (which is 20%).

RideShare – Jennifer Long:

- Staff worked with Marketing Department to execute the Spring 2015 Ridership Special.
- Staff worked with Marketing Department on planning for RideShare's 20th Anniversary in October.
- Staff took delivery of 2 new minivans and 1 large passenger van which are being prepped for service.

Staff Commendations:

DART had several comments in April 2015 recognizing DART staff:

- Customer called in to state that Ronald is the most helpful and friendly driver. He is patient and today he even helped me look at the schedule. I always look forward to my trips with him.



MONTHLY REPORT
10B: Marketing

- Customer stated the driver on the D-Line (bus #438), Raul Dominguez is the driver and I would like to give him a commendation on how extra courteous he was to a passenger in a wheelchair as well as being a pleasant driver.
- Customer phoned in to commend Amber Flores for doing her job very well.
- Customer wants to commend the Monday morning Supervisor Pat. He helped the drivers out at Valley West Mall during the construction. He took me to work and was tremendously helpful. What a great guy. Thank you. I figured it would be nice to receive some positive feedback.
- A customer walked up to the customer service window to let us know what a great job Cheryl does. She is a very good driver and handles the "bad" kids on the bus wonderfully.
- Customer stated, the operator was running late due to numerous questions from a couple of passengers. The operator advised all passengers of the correct transfer locations to ensure they would make their connections. Several passengers were extremely pleased at such professionalism. We want to ensure she is acknowledged for doing such a great job.



MONTHLY REPORT



10C: Planning

Staff Resource: Jim Tishim, Planning Director

Projects and Meetings

- Windsor Heights Transit Station Update: The archaeological site file search was performed at the end of April, and documentation has been sent to the State Historical Preservation Office (SHPO) for Section 106 review. We are currently working through the environmental NEPA review and required approvals from the FTA.

A meeting with DART legal counsel was held last week to begin drafting the lease agreement for the property. Once a framework document has been put together, discussions between DART and the property owners to finalize and record the lease will begin.

More refined design work will commence and construction documents will be assembled once FTA gives final approval to move forward.

- 2015 Trapeze User Conference: Scheduling Manager, Teresa Cashman attended the 2015 Trapeze User Conference held in Orlando, Florida on May 11th through May 13th. There were sessions led by Trapeze representatives and customers, hands-on labs and plenty of opportunities to meet with peer agencies to discuss practices and gain practical knowledge on how to better utilize the software.

Teresa took the opportunity to lead and organize a focus group during the Conference. 21 attendees from 19 transit agencies participated in the focus group. The topic was "Best Practices for adding trippers on school days". We discussed how these added trippers are displayed to the public, particularly with new technologies like Trip Planner, Real Time map and SMS services, to name a few, and at the same time adhere to FTA regulations regarding school trippers.

Teresa also attended several classes for BlockBuster, advanced run cutting, and rostering. These sessions were very informative and there are several ideas and options that she will be exploring to improve the operator bids and decrease the number of daily work pieces that are left open and need to be filled by the morning Dispatcher.

- TRAC May 2015 Meeting: The third TRAC meeting for 2015 was held on May 13, 2015. The Bus Rapid Transit (BRT) TRAC Letter of Support was unanimously approved. Discussion items included:
 - Mobility Management Update by Ellye Kovner, Mobility Manager
 - Route 5 and 51 Realignment by Jim Tishim, Planning Director
 - 2015 DART Roadeo by Tony Lafata, Chief Operating Officer

In addition, TRAC members were taken on a tour of the DART Operations and Maintenance Facility by Matt Pitstick, Facilities Manager.

MONTHLY REPORT
10C: Planning



Service Planning

- June 7 Service Changes: The Planning Department completed all service changes and adjustments required for implementation on June 7, 2015. Changes include the discontinuing the Des Moines Public School services for the summer, as well as schedule adjustments on routes 7 SW 9th St, 16 Douglas Ave, and on the 99 Altoona Express.

Planning also finalized all the 2015 Iowa State Fair services and changes required to operate Saturday service on Friday, July 3 for the 4th of July Holiday. Both services will be bid off separately by the bus operators in June.

- DSM Public School District 2015-2016 Contract: The DART Planning Department and the Des Moines Public Schools Transportation Department completed an evaluation of all Des Moines Public School services for the 2015-2016 school year. DART and the Des Moines Public School District will be implementing some changes to improve efficiency and reduce overall costs for the coming school year.

Other Participation

- Drake Relays Street Painting Event: Transit Planner, Ethan Standard coordinated with the Marketing staff DART's participation in the Drake Relays Street Painting Event. The event took place on April 22 on Court Avenue. The theme for this year was "The Sky is the Limit". DART's painting is located on the northwest corner of Court Avenue and 3rd Street.
- American Bus Benchmarking Group (ABBG) On-Time Performance Survey: The Planning, IT and Transportation Departments worked together to complete an ABBG On-Time Performance Survey.
- FTA Webinar on Public Involvement Tools on May 7, 2015.



MONTHLY REPORT



10D: Procurement

Staff Resource: Mike Tiedens, Procurement Manager

Procurements in Process:

A/V Services and Support – DART is seeking an experienced Contractor to provide Audio-Visual Services and support for the Operations Admin Area Remodel Project. Work includes, but is not limited to providing and installing projectors, screens, monitors and associated connections and controls.

- RFP was published on May 20, 2015
- Proposal due date is June 12, 2015 at 2:00 PM, CDT
- Funding is from Operating Budget

Chief Executive Officer Search Firm – DART is seeking to contract with a highly qualified agency to conduct a search for a new Chief Operating Officer. This position will be a critical management team member who, along with the DART's General Manager, will lead the management of DART's Operations department.

- RFP was published on May 4, 2015
- Proposal due date was May 15, 2015 at 2:00 PM, CDT
- Six (6) Proposals were received
 - All proposals are currently under evaluation
- Funding is from Operating Budget

Contracts and Task Orders Approved in April:

Transportation Management & Design, Inc. (TMD), On-Call Planning Services Contract

- Strategic Assessment – *Includes (but not limited to) Organizational Employee Assessments, Strategy and Goal Development, Performance Management Consulting.*
 - Task order was approved for the amount of \$54,150.00.

McGladrey LLP, On-Call IT Services Contract

- IT Consulting for Smart Card and Fare Collection/Farebox Design and Implementation – *Includes (but not limited to) Design, Testing and Implementation of DART's upcoming fare collection system; also included is project management, project control and continuous monitoring and testing.*
 - Task order was approved for the amount of \$91,575.00.

MONTHLY REPORT
10D: Procurement



Upcoming Procurements:

- Taxi Cab Services
- Bus Lease Financing
- Armored Car / Courier Services
- Heavy Duty Bus Manufacturer
- Schedule Printing Services
- Benefits Administration Services
- Insurance Broker Services
- Housekeeping Services (DART Central Station)
- Security Services (DART Central Station)
- State and Federal Lobbyist Services
- Occupational Medical Services



MONTHLY REPORT



10E: General Manager

Staff Resource: Elizabeth Presutti, General Manager

- **DC Partnership Trip** – Both myself and Jamie Schug participated in the DC Partnership trip. DART also sponsored the Tuesday lunch. At the lunch DART Chair, Steve Van Oort presented the video prepared on Stand Up for Transportation Day, which was very well received. While in DC we also had two meetings with Federal Transit Administration staff members, both of which went well.
- **IPTA Annual Meeting and State Bus Roadeo** – On June 10-13, 2015, DART will be hosting the Iowa Public Transit Association (IPTA) Annual Meeting and State Bus Roadeo. The meeting will be held at Embassy Suites in the East Village and the Roadeo will be at Southridge Mall.
- **DART Paratransit Manager** - It is with great pleasure that I have the opportunity to inform you that Matt Johnson, Operations Supervisor, has accepted DART's open Paratransit Manager position. As you know, Georgia Parkey will be retiring from DART this July. Georgia and Matt will be working over the course of the next month to affect a smooth transition. It is always special when we have an opportunity to promote from within the organization.



FUTURE DART COMMISSION ITEMS



FUTURE AGENDA ITEMS:

July 7, 2015 - 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> FY 2016 Capital Plan 	<ul style="list-style-type: none"> Mobility Manager Update Quarterly Investment Report Drug and Alcohol Policy DBE Program
August 4, 2015 - 12:00 P.M.	
Action Items	Information Items
September 1, 2015 - 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> Drug and Alcohol Policy Taxi Cab Contract 	<ul style="list-style-type: none"> Quarterly Safety Report
September 29, 2015 - 12:00 P.M.	
Action Items	Information Items

Key Meetings/Dates:

- June 10-13: IPTA Annual Meeting and State Bus Operator Roadeo, Des Moines, IA

Other Future Items:

- Benefits Administration Services
- Insurance Broker Services
- Heavy Duty Buses
- Open Records Policy
- Records Retention Policy



COMMISSIONER ITEM



12A: FY 2015 DART Commission Officer Election

Staff Resource: Elizabeth Presutti, General Manager

Rules Governing Commission Officer Elections:

- The three officers of the Commission are Chair, Vice Chair and Secretary/Treasurer.
- Each officer must be from a different member community.
- Each officer is elected to serve until the next annual meeting or until his or her successor has been duly elected.
- Officers may serve multiple terms if so elected.
- Commission alternates are not eligible to serve as officers.
- The Nominating Committee shall offer nominations for each office at the annual meeting.
- Nominations for each office shall also be accepted from any Commissioner present at the annual meeting.
- All nominees, including those offered by the Nominating Committee, must receive a second in order to be considered a candidate and voted on for office.

Nominations Received and Seconded:

- The Nominating Committee, which consisted of Commissioners Van Oort, Gayman and Connolly, have nominated the following Commissioners as officers for FY 2016:
 - Chair -- Steve Peterson
 - Vice Chair -- Tom Gayman
 - Secretary/Treasurer -- Bob Mahaffey
 - Past Chair – Steve Van Oort
- Nominations shall also be accepted from the Commissioners present at the annual meeting.
- Once all nominations have been received, the Commission Chair will ask for the nominations to be seconded.

Vote:

- The Commissioners present at the annual meeting shall vote on each officer position.
- The newly elected officers will assume their roles at the July 2015 Commission meeting.