



**NOTICE OF COMMISSION MEETING AND AGENDA  
DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
DART MULTIMODAL ROOM, 620 CHERRY STREET  
JANUARY 8, 2019 – 12:00 PM**



**DART ANNUAL MEETING**

	<b>Page #</b>
1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
3. NOTICE OF MEETING	
4. APPROVAL OF JANUARY 8, 2019 AGENDA	
5. PUBLIC COMMENT (Limit 3 minutes)	
6. PRESENTATION	
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12. COMMISSIONER ITEMS	
A. DART Commission Officer Election	29
B. FY20 Budget Workshop – <b>Friday, January 18, 2018 – 12.30 P.M.</b>	
13. NEXT MEETING: Regular DART Meeting - <b>Tuesday, February 5, 2019 – 12:00 P.M.</b>	
14. 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.*



## PRESENTATION ITEM



**6A: 2018 Non-Rider and Customer Satisfaction Survey Results**

***Staff Resource: Amanda Wanke, Chief External Affairs Officer***

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- Representatives from the ETC Institute will provide an overview of the results of the 2018 Non-Rider and Customer Satisfaction Surveys.



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES  
620 CHERRY STREET – DES MOINES, IOWA 50309  
DECEMBER 4, 2018**



**ROLL CALL**

**Commissioners/Alternates Present and Voting:**

Shari Buehler, Vern Willey, Gary Lorenz, Marketa Oliver, John Edwards, Frank Cownie, Paula Dierenfeld, Ross Grooters, Angela Connolly (arrived at 12.06pm), Tom Gayman, Russ Trimble and Zach Bales Henry

**Commissioners Absent:**

Doug Elrod, Michael McCoy, Mike Bakous, Sara Kurovski and Jeremy Hamp

**CALL TO ORDER**

Tom Gayman, Chair called the meeting to order at 12.00pm. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

**APPROVAL OF AGENDA**

Tom Gayman, Chair requested a motion to approve the agenda as presented.

It was moved by Frank Cownie and seconded by John Edwards to approve the December 4, 2018 agenda. The motion carried unanimously.

**PUBLIC COMMENT**

JB Conlin, Chief Operating Officer from Conlin Properties thanked DART and the Commission for serving the Des Moines Communities in particular Deer Ridge and requested the need to look into more service in the 63<sup>rd</sup> and Park Avenue and shared a supporting letter from Mr. Neugent of Knapp Properties showing favor to assist with this project. DART staff will follow up appropriately.

Thomas Washington, Des Moines resident shared recent information he had experienced on the Route 16. DART staff will appropriately follow up.

**TRAC**

Teresa Volcheck, Vice Chair of the Transit Riders Advisory Committee gave an update on the newly recommended TRAC members, shared they had received updates on the January service changes and the legislative priorities.

**CONSENT ITEMS**

7A – Commission Meeting Minutes – November 6, 2018

It was moved by Frank Cownie and seconded by John Edwards to approve of consent items as presented. The motion carried unanimously.

**ACTION ITEMS**

**8A – FY2018 Audited Financial Statements**

Jamie Schug, Chief Financial Officer introduced Jodie Dobson from Baker Tilly Virchow Krause who performed the FY18 audit. Jodi presented a “clean audit opinion.” That designation is the highest level of assurance they can give of DART’s financial statements.

It was moved by Angela Connolly and seconded by Marketa Oliver to approve the FY 2018 audited financial statements as presented. The motion was carried unanimously.

**8B – DART Vision Statement**

Amanda Wanke, Chief External Affairs Officer, shared the background of the work that was completed on the Vision Statement including the DART Commission Vision Workshop, held in May 2019 and the staff presentation of a draft vision statement at the June DART Commission meeting. This has continued to be refined to ensure that it is Meaningful (engaging and inspiring), short and memorable, clear and simple. Staff prepared three refined Vision Statement options that furthered the goals above and presented them to the Executive Committee at their October meeting.

The recommended Vision Statement is as follows:

*Facilitate affordable, seamless mobility options that support economic prosperity for all.*

*We do this by:*

- o Connecting people to jobs, education, and essential services*
- o Leveraging data, technology and collaborative partnerships*
- o Ensuring innovative and regional mobility solutions are in the right place at the right time*

It was moved by John Edwards and seconded by Russ Trimble to approve the recommended DART Vision Statement as presented. The motion carried unanimously.

**8C – DART Business Plan**

Elizabeth Presutti, Chief Executive Officer provided a brief background on the DART Commissions’ established strategic priority areas for the organization and the objectives established for them. Management have been focusing on establishing these areas and objectives, which will be used to prioritize initiatives in the development of the FY 2020 budget as well as in the development of individual performance plans.

It was moved by John Edwards and seconded by Angela Connolly to approve the recommended DART business focus areas and objectives for FY 2020. The motion carried unanimously.

**8D – January Service Change**

Luis Montoya, Planning and Development Manager shared the proposed January 2019 Service Changes. These include:

- Extend Route 4 further north into Ankeny to serve the new Hyvee Commissary.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES – DECEMBER 4, 2018**



- Reduce midday frequency on Route 6 from 20 to 30 minutes to improve on-time performance.
- Update the schedule for Route 5 to improve on-time performance without changing frequency.
- Reduce the number of morning trips on Route 92 due to low ridership.
- Modify Route 15 to improve on-time performance by no longer serving five stops in the vicinity of Park Fair Mall.
- Other schedule changes to improve the efficiency and effective of our service.

It was moved by John Edwards and seconded by Vern Willey to approve the January Service Changes as presented. The motion carried unanimously.

**8E – TRAC Member Recommendations**

Catlin Curry, Mobility Coordinator, shared the background into the Transit Riders Advisory Committee, the continuing TRAC members and the application process for new members, which included service representation, member community breakdown and demographics. The recommended new TRAC members are:

<b>First Name</b>	<b>Last Name</b>	<b>City</b>	<b>Representation</b>	<b>Term Dates</b>
Bal	Budathoki	Des Moines	At Large	1/1/19-12/31/20
Jennifer	Naber	Urbandale	At Large	1/1/19-12/31/20
Susan	Wells	Des Moines	At Large	1/1/19-12/31/20
Carrie	Kruse	Windsor Heights	Local Routes	1/1/19-12/31/20
Matthew	Cook	Johnston	Local Routes	1/1/19-12/31/20
Rick	Marmon	Des Moines	Paratransit	1/1/19-12/31/20
Cindy	Tonsfeldt	Ogden	RideShare	1/1/19-12/31/20

It was moved by John Edwards and seconded by Angela Connolly to approve the TRAC members as identified to start their two-year terms in January 2019. The motion carried unanimously.

**8F - October Financials**

Amber Dakan, Finance Manager, provided a presentation on the October 2018 Financials, outlining cash flows for YTD.

Fixed Route Operating revenue ended the year at 7.74% ahead of budget projections. Operations expenses are 0.75% above budget projections year to date.

Paratransit Operating revenue is 32.70% lower than budget expectations. Operating expenses are 9.20% under budget.

Rideshare revenues were 5.98% below budget. Operating expenses has a budget savings of 1.54% year to date.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
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It was moved by John Edwards and seconded by Paula Dierenfeld to approve the October 2018 Financials. The motion carried unanimously.

**DISCUSSION ITEMS**

9A – FY2020 DART Budget Development Update

Jamie Schug, Chief Financial Officer provided an update regarding DART's upcoming FY2020 Budget Process outlining key dates.

9B – Performance Report Update

Elizabeth Presutti, Chief Executive Officer shared that we have revisited our Performance Report and presented the newly designed format that highlights many of the areas the old one was not clear on. The Executive Committee reviewed the new format at their last meeting and encouraged the Commission to identify anything else that would like to be seen in the report.

**MONTHLY REPORTS**

12A – Operations

No update

12B – Engagement

Amanda Wanke, Chief External Affairs Officer shared the upcoming public service meetings, which we will share with the appropriate community members.

12C – Procurement

No Update.

12D – Chief Executive Officer

Elizabeth Presutti shared that the Legislative meetings have are starting to scheduled which we be shared with the DART Commission. We are excited to share that the Greater Des Moines Partnership has included transit as one of their priorities for 2019.

**FUTURE AGENDA ITEMS**

None

**COMMISSION ITEMS**

None

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES – DECEMBER 4, 2018**



Tom Gayman, Chair adjourned the meeting at 1.29pm

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**Chair**

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**Clerk**

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**Date**

**\*\*\*OFFICIAL NOTICE OF THE NEXT DART COMMISSION MEETING DATE IS HEREBY PUBLISHED:**

**The next regular DART monthly Commission Meeting is scheduled for January 8, 2018 at 12:00 pm in the DART Multimodal Room at 620 Cherry Street, Des Moines, Iowa.**



## CONSENT ITEM



<b>7B:</b>	<b>TRAC Alternate Candidates</b>
<b>Action:</b>	<b>Approve the proposed alternates to serve on the Transit Riders Advisory Committee if a selected candidate is unable to serve.</b>

**Staff Resource:** *Catlin Curry, Mobility Coordinator*

### **BACKGROUND:**

- In October, DART staff started the process of seeking out new members to serve on the Transit Riders Advisory Committee (TRAC).
- A total of 35 applications were received and through a selection process, seven candidates, and alternates were selected and brought to the Executive Committee to review at their November meeting.
- In December, the Commission approved seven new committee members to serve on the Transit Riders Advisory Committee with terms starting in January 2019. At that time, however, the alternates were not presented for approval by the full commission.

### **PROPOSED TRAC ALTERNATES:**

<b>First Name</b>	<b>Last Name</b>	<b>City</b>	<b>Representation</b>
Zacharey	Bradley	Des Moines	At Large
William	Erixon	Des Moines	At Large
Bob	Hogan	West Des Moines	At Large
Molly	Bonnstetter	Des Moines	Local Routes
Rhonda	Crowley	Des Moines	Local Routes
Brandon	Paulsen	Des Moines	Local Routes
Nanette	Turner	Des Moines	Paratransit
Cyrus	Gueh	Clive	RideShare

### **RECOMMENDATION:**

Approve the proposed alternates to serve on the Transit Riders Advisory Committee if a selected candidate is unable to serve.



## CONSENT ITEM



**7C: Volkswagen Clean Air Settlement Grant Funding Application**

**Action: Authorize submission of a grant application to the Iowa Department of Transportation (Iowa DOT) towards the replacement of five buses**

**Staff Resource: Debra Meyer, Financial Analyst**

### Background:

- In 2016, the Environmental Protection Agency (EPA) filed a complaint alleging Volkswagen violated the Clean Air Act by equipping turbocharged direct injection liter diesel engines with “defeat devices” in the form of computer software designed to allow the vehicle to perform differently during normal vehicle operations versus emission testing. Volkswagen agreed to settle some of these allegations that it violated the Clean Air Act.
- As a result of the settlement, the state of Iowa will receive approximately \$21 million in environmental mitigation trust funds over the next ten years for projects that reduce diesel emissions of nitrogen oxides (NOx). Iowa has chosen to allocate \$9.45 million of the \$21 million settlement to eligible school, shuttle, and transit bus projects over three separate funding cycles.
- The funding available for the first cycle is \$3.15 million with no more than \$500K going to any single organization. Eligible vehicles are 2009 engine model year or older. The maximum award per vehicle is listed in the table below. The deadline for submitting applications to the Iowa DOT is January 18, 2019.

#### **Class 4-8 Buses - Funding Limits**

<b>Replacement</b>	<b>Diesel</b>	<b>Alt Fuel/ Hybrid</b>	<b>All- Electric</b>	<b>Electric Charging Infrastructure w/ Replacement</b>
School or Shuttle Bus (Class 4-7)	\$25,000 25%	\$45,000 25%	\$180,000 45%	\$10,000 45%
Transit Bus (Class 8)	\$100,000 25%	\$175,000 25%	\$300,000 45%	\$10,000 45%
<b>Repower</b>	<b>Diesel</b>	<b>Alt Fuel/ Hybrid</b>	<b>All- Electric</b>	<b>Electric Charging Infrastructure w/ Repower</b>
All Class 4-8 Buses	30%	40%	50%	50%

- Due to the low funding threshold on individual awards, DART staff recommends submitting a grant application for \$500,000 total towards the replacement of five diesel buses already specified in the capital plan that are due for retirement. The remaining cost will be covered by budgeted FTA formula and local funds.

### Recommendation:

- Authorize submission of a grant to the Iowa Department of Transportation (Iowa DOT) towards the replacement of five buses.



## CONSENT ITEM



<b>7D:</b>	<b>Des Moines Area MPO and CIRTPA Staff Representation for DART</b>
<b>Action:</b>	<b>Appoint DART Staff representatives to serve at MPO and CIRTPA meetings</b>

**Staff Resource:** *Vicky Barr, Executive Coordinator and Commission Clerk*

### **Background:**

- The Des Moines Area Metropolitan Planning Organization (MPO) and the Central Iowa Regional Transportation Planning Alliance (CIRTPA) require annual approval of staff representatives serving as:

#### **MPO**

- A voting member to the Policy Committee.
- A voting member to the Technical Committee.

#### **CIRTPA**

- An advisory member on the Policy Committee
- A voting member on the Technical Committee

### **Recommendation:**

- Appoint the following DART staff members to serve in 2019 on the MPO and CIRTPA Committees:

#### **MPO:**

- Voting Member on Policy Committee

Representative: Elizabeth Presutti, Chief Executive Officer  
 Alternate 1: Amanda Wanke, Chief External Affairs Officer  
 Alternate 2: Jamie Schug, Chief Financial Officer

- Voting Member on Technical Committee

Voting Member: Luis Montoya, Planning and Development Manager  
 Alternate 1: Carl Saxon, Transit Planner  
 Alternate 2: Amanda Wanke, Chief External Affairs Officer

#### **CIRTPA:**

- Advisory Member on Policy Committee

Representative: Luis Montoya, Planning and Development Manager  
 Alternate: Carl Saxon, Transit Planner

- Voting Member on Technical Committee

Voting Member: Luis Montoya, Planning and Development Manager  
 Alternate: Carl Saxon, Transit Planner



## ACTION ITEM



<b>8A:</b>	<b>2019 DART Commission Weighted Voting</b>
<b>Action:</b>	<b>Approve the 2019 weighted votes for each DART participating community</b>

**Staff Resource:** *Elizabeth Presutti, Chief Executive Officer*

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### **Background:**

- Per the restated DART 28E agreement, the following procedures are required for a weighted vote.
  - Any Participating Community represented at that meeting may request a population weighted vote on matters regarding: (1) the DART budget, (2) funding, (3) transit service levels, or (4) composition of the Commission, whereupon the vote on that item will automatically be continued to the next regularly scheduled or specially called meeting of the Commission, and notice of the impending population weighted vote will be given in the agenda for that meeting, unless notice of the request for such weighted vote has been given to the Chair of the Commission by the requesting Participating Community at least seven (7) days prior to the date of the scheduled meeting. At such meeting, if a quorum is present, the decision on the question that is the subject of the population weighted vote shall be determined by a vote of at least three-fourths (3/4) of the votes of the members present at such meeting. Each Participating Community shall make its vote during a called weighted vote by and through its elected official member on the Commission from said Participating Community.
  - Each year, the Executive Committee shall review the most recently available census data for each Participating Community, as adopted annually by the Metropolitan Planning Organization, and shall report this to the Commission.
  - Upon Commission approval of the population data and proportional assignments to Commission representatives, such populations and proportional assignments shall be binding on all Participating Communities. For each 25,000 in population or portion thereof a Participating Community shall be awarded one (1) vote when a population weighted vote of the Commission is called. Where the Participating Community is a county, such population shall be that of the unincorporated portion of the county.
- The DART Commission Executive Committee reviewed the population information and corresponding weighted vote calculation at their meeting on Friday, December 14.



**ACTION ITEM**

**8A: 2019 DART Commission Weighted Voting**

**Current MPO Assessment Population Numbers and Resulting Weighted Vote:**

DART Participating Community	FY 2019 MPO Population	Population per 25,000	Weighted Vote 25,000
Alleman	443*	0.02	1
Altoona	17,938	0.72	1
Ankeny	58,627	2.35	3
Bondurant	5,796	0.23	1
Clive	17,546	0.70	1
Des Moines	215,472	8.62	9
Granger	1,431*	0.06	1
Grimes	11,909	0.48	1
Johnston	21,114	0.84	1
Pleasant Hill	9,750	0.39	1
Urbandale	43,018	1.72	2
West Des Moines	64,560	2.58	3
Windsor Heights	4,983	0.20	1
Polk County (MPO unincorp)	22,443	0.90	1
<b>Total</b>	<b>495,030</b>		<b>27</b>

*\* No MPO Population numbers available, census data used*

**Recommendation:**

- Approve the 2019 weighted votes for each DART participating community.



## ACTION ITEM



<b>8B:</b>	<b>Van Donation Program Recipients Recommendation</b>
<b>Action:</b>	<b>Approve the donation of three retired RideShare vans in accordance with the Van Donation Program</b>

**Staff Resource:** *Nick Peterson, Business Partnerships Coordinator*

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### **Background:**

- The DART Commission approved implementation of the RideShare Van Donation Program at their September 2, 2014 meeting. This is the fifth year of the program.
- This annual program provides up to three passenger vans to eligible non-profit organizations and governmental agencies to enhance access to transportation within DART's service area.
- Vans were awarded to the following agencies in the prior years of the program:
  - 2014 – Iowa Homeless Youth Centers, Oakridge Neighborhood Services, and YESS
  - 2015 – ArtForce Iowa, CISS, and USCRI
  - 2016 – Genesis Inc., Community Youth Concepts, and ChildServe Community Options
  - 2017 – Latinas/Latinos Al Exito, Eyerly Ball Community Mental Health Services, Helping Our Veterans with Everyday Living

### **Application Process:**

- DART issued a press release and solicited applications from area human service providers and eligible organizations.
- Fifteen applications were received:
  - Bhutanese Community of Iowa
  - Camp Fire Heart of Iowa
  - Children and Families of Iowa
  - Community Resource Center
  - Creative Center for Young Children
  - Freedom for Youth Ministries
  - Girl Scouts of Greater Iowa
  - Junior United FC Sports Foundation
  - Oakridge Neighborhood Services
  - Opportunity on Deck
  - St. Vincent De Paul
  - Shalom Covenant Church
  - Trees Forever
  - Willkie House
  - Youth Emergency Services



## ACTION ITEM

### 8B: Van Donation Recommendation

- All agencies submitted copies of their 501 (c)(3) documentation.
- Applications were reviewed by a panel of DART staff consisting of Matt Harris, Business and Community Partnerships Manager; Nick Peterson, Business Partnerships Coordinator; Catlin Curry, Mobility Coordinator; Mike Tiedens, Procurement Manager; Finance Manager, Amber Daken, as well as Amanda Wanke, Chief External Affairs Officer and Elizabeth Presutti, Chief Executive Officer.
- Applications submitted by Oakridge Neighborhood Services, Children and Families of Iowa and Opportunity on Deck were recommended for selection.
  - **Oakridge Neighborhood Services**, a nonprofit human services and housing agency in the urban core of Des Moines typically serves the community's most vulnerable families from at-risk populations. The donation of a van would allow the organization to keep up transportation to their afterschool youth programming, transportation for a summer youth employment program, assist adults with workforce needed transportation, and provide a shuttle service for the low income senior living facility within their campus.
  - **Children and Families of Iowa** is a nonprofit organization that has served Central Iowa since 1888. They are focused on growing the Connect2Careers program that helps youth and young adults 14-24-years-old that have had trauma, domestic abuse, mental health issues, or involved with the juvenile court system explore careers and receive training to make them workforce ready.
  - **Opportunity on Deck** is a nonprofit organization that provides organized athletic programming to at-risk youth ages 6-13 in the western suburbs of Des Moines. They plan to use the van to help transport elementary age youth who would otherwise not be able to participate in programming while also expanding their college visit program.

#### Recommendation:

- Approve donation of three (3) retired RideShare vehicles to Oakridge Neighborhood Services, Children and Families of Iowa and Opportunity on Deck in accordance with the Van Donation Program.
- For the agencies who were not selected for donation to have the chance to purchase a retired van subject to availability.



## ACTION ITEM



**8C: November FY2019 Consolidated Financial Report**

**Action: Approve the November 2018 Consolidated Financial Report**

**Staff Resource: Amber Dakan, Finance Manager**

### Year-to-Date Budget Highlights:

#### **Revenue:**

- Fixed Route Operating revenue year to date is 3% ahead of budget projections. This is primarily due Other Contracted Services and higher than forecasted revenue on Mobile Ticket passes.
- Fixed Route Non-Operating revenue is higher than budget projections by 3.08% primarily due to higher than forecasted state revenue as well as higher performing interest income.
- Paratransit Operating revenue is under budget by 33.67%. Other Contracted Services trips accounts for the shortfall to revenue.
- Paratransit Non-Operating revenue is 0.75% under budget.
- Rideshare revenues are 6.56% below budget. Rideshare revenue does cover the year to date expenses.

#### **Operating Expense:**

- Fixed Route Budget Summary – Operating expenses are .8% below budget projections. Fuel and Insurance primarily account for the savings year to date.
- Paratransit Budget Summary – Operating expenses are 5.57% under budget. Insurance Expense, Salaries, Wages, and Fringes, and Fuel and Lubricants are seeing the largest savings.
- Rideshare Budget Summary – Rideshare has a budget savings of 1.55% year to date. Salaries, Wages, and Fringes and Insurance Expense are the primary categories seeing savings.

#### **Recommendation:**

- Approve the November 2018 Consolidated Financial Report.

#### **\*\* TOTAL Un-Audited Performance of November FY2019 Year to Date as Compared to Budget:**

Fixed Route	\$	534,710	Reserve for Accidents (See Balance Sheet):
Paratransit	\$	(155,058)	\$283,913.93
Rideshare	\$	<u>18,233</u>	
Total	\$	397,885	

**FY2019 Financials:**

**November 2018**

FIXED ROUTE	November 2018			Year-To-Date-(5) Months Ending 11/30/2018		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	399,736	470,500	(70,764)	2,423,210	2,352,500	70,710
Non-Operating Revenue	1,898,983	1,952,302	(53,319)	10,062,566	9,761,511	301,055
Subtotal	2,298,719	2,422,802	(124,083)	12,485,776	12,114,011	371,765
Operating Expenses	2,358,325	2,409,538	51,214	11,951,066	12,047,691	96,625
Gain/(Loss)	(59,606)	13,264	(72,870)	534,710	66,320	468,390

PARATRANSIT	November 2018			Year-To-Date-(5) Months Ending 11/30/2018		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	83,234	133,333	(50,099)	442,194	666,667	(224,473)
Non-Operating Revenue	132,872	133,872	(1,000)	664,359	669,359	(5,000)
Subtotal	216,106	267,205	(51,099)	1,106,553	1,336,025	(229,473)
Operating Expenses	262,844	267,205	4,361	1,261,611	1,336,025	74,415
Gain/(Loss)	(46,738)	-	(46,738)	(155,058)	-	(155,058)

RIDESHARE	November 2018			Year-To-Date-(5) Months Ending 11/30/2018		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	65,371	71,283	(5,913)	333,045	356,417	(23,372)
Non-Operating Revenue	-	-	-	-	-	-
Subtotal	65,371	71,283	(5,913)	333,045	356,417	(23,372)
Operating Expenses	55,268	71,283	16,016	314,812	356,417	41,605
Gain/(Loss)	10,103	-	10,103	18,233	-	18,233

Summary	November 2018			Year-To-Date-(5) Months Ending 11/30/2018		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	548,341	675,117	(126,776)	3,198,448	3,375,583	(177,135)
Non-Operating Revenue	2,031,855	2,086,174	(54,319)	10,726,925	10,430,870	296,055
Subtotal	2,580,195	2,761,291	(181,095)	13,925,373	13,806,453	118,920
Operating Expenses	2,676,436	2,748,027	71,590	13,527,488	13,740,133	212,645
Gain/(Loss)	(96,241)	13,264	(109,505)	397,885	66,320	331,565



## DISCUSSION ITEM



**9A: Medicaid Update**

***Staff Resource: Jamie Schug, CFO/Interim Chief Operating Officer***

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Staff will provide a presentation to the Commission on the impact that changes to the Medicaid program have had on DART Paratransit.



## DISCUSSION ITEM



**9B: FY 2020 DART Budget Development Update**

***Staff Resource: Jamie Schug, Chief Financial Officer***

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- Staff will provide an update regarding DART's FY 2020 Budget Process.



## DISCUSSION ITEM



**9C: Performance Report**

***Staff Resource: Jamie Schug, Chief Financial Officer***

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- The November Performance Report will be delayed until the February Commission meeting due to additional data validation that needs to take place.



# MONTHLY REPORT



## 10A: Operations Team Report

**Staff Resources:** *Jamie Schug, CFO/Interim Chief Operating Officer*

- **Iowa Law Enforcement Academy** – On November 15<sup>th</sup>, DART provided assistance for a carbon monoxide incident at the Iowa Law Enforcement Academy in Johnston. A total of 53 individuals were transported to area hospitals and back to Camp Dodge. Subsequently, DART has received a certificate of appreciation from the Iowa Law Enforcement Academy.



- **Amalgamated Service Union (ATU) Local 441 Contract Negotiations** – DART continued negotiations with Amalgamated Transit Union Local 441 on January 3-4, 2019.



# MONTHLY REPORT

**10B: External Affairs Team Report**

**Staff Resources:** *Amanda Wanke, Chief External Affairs Officer*

**Marketing and Communications – Erin Hockman, Marketing and Communications Manager**

- **Polk County Veterans program outreach** – The marketing intern led additional outreach this fall for the Polk County Veterans Ride Free Program. Outreach efforts focused on larger operations, which included the state headquarters for the American Legion and VFW. These two headquarters distributed DART's promotional materials for the program to their posts within Polk County and the communities DART serves. Veterans rode DART nearly 13,500 times in November.
- **Public affairs** – Staff is in the process of updating its public affairs plan for 2019. Deliverables under development include a social media advertising plan and content, print materials, print newsletter and a series of partner video testimonials.
- **Ridership marketing campaign** – The marketing team is working with Flynn Wright to update the ridership marketing campaign creative. Three DART riders will be featured in the 2019 campaign promoting DART's Park & Rides, DART's Fixed Route services and DART's Unlimited Access program.
- **Service Change communication** – Staff implemented a rider communications plan to inform customers of the changes occurring as part of the January service change. In addition, staff implemented a communications plan to promote the public input DART is seeking for the summer/fall 2019 service change.
- **Youth Emergency Shelter & Services** – Staff assisted with transporting shelter residents to a movie at Copper Creek Theater in Pleasant Hill on Friday, Dec. 28. The idea was brought forward by a Des Moines firefighter who wanted to do something special for the residents around the Christmas holiday. DART provided a bus as an extension of Route 10, providing 88 rides to and from the theater.

## Marketing Analytics Report

Metric	June 2018	July 2018	Aug. 2018	Sep. 2018	Oct. 2018	Nov. 2018	Nov. 2017	% Change Year Prior
MyDART App Accounts	3,270	3,852	8,447	9,082	9,671	10,226	1,049	89.74%
Website Unique Visitors	38,698	35,799	59,932	36,657	40,060	28,825	30,299	-5.11%
Facebook Likes	3,351	3,441	3,490	3,503	3,530	3,561	3,061	14.04%
Twitter Followers	2,143	2,157	2,147	2,148	2,159	2,155	1,988	7.75%
Email Subscribers	8,640	8,690	8,710	8,720	8,790	8,810	5,480	37.80%
Next DART Bus	95,996	257,746	235,599	201,171	154,082	133,539	3,574	97.32%
Real-time Map	28,755	33,173	51,364	38,242	33,182	31,807	n/a	n/a
Trip Plans	15,435	18,666	27,238	22,322	21,834	20,671	6,453	68.78%
SMS Text Messaging	81,301	92,841	116,088	186,221	218,835	204,657	76,266	62.73%
IVR	8,466	8,938	10,990	10,657	10,428	7,381	8,440	-14.35%

**MONTHLY REPORT**  
**10B: External Affairs**



**MyDART App Report**

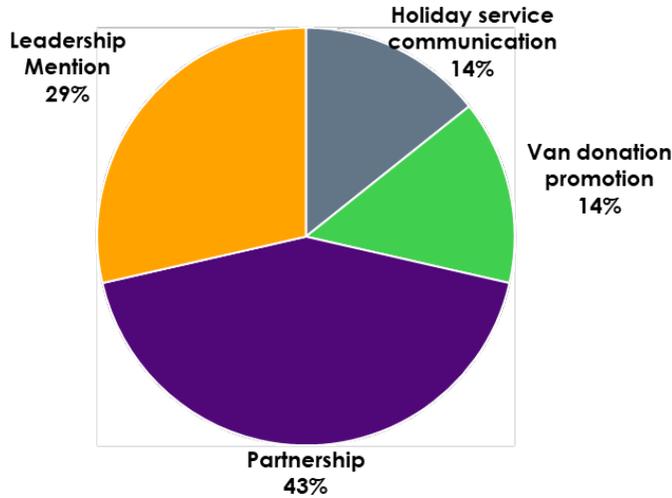
Metric	June 2018	July 2018	Aug. 2018	Sept. 2018	Oct. 2018	Nov. 2018	TOTAL
Downloads	733	716	2,751	635	590	555	10,227
iOS	215	180	973	176	162	146	3,713
Android	517	536	1,778	459	471	409	6,556
Accounts Created	535	578	3,319	467	478	439	8,503
Orders Placed	2,021	2,134	5,943	2,032	2,171	2,458	26,179
Passes Purchased	2,505	2,699	12,227	2,543	2,757	2,975	37,729
Revenue	\$14,355	\$14,864	\$24,225	\$15,856	\$17,115	\$18,294	\$192,614

**DART IN THE NEWS**

Date	Headline	Source	Medium	Reach	Sentiment	Topic
28-Dec-18	Year in Review: Insights from 2018	Business Record	Online	8,733	Positive	Leadership entention
21-Dec-18	No DART service on Christmas Day or New Year's Day	Iowa Patch.com	Online	377	Neutral	Holiday service communic ation - news
19-Dec-18	People to Watch: Why an Iowa couple who fled war nurtures refugee children	The Des Moines Register	Online	590,000	Positive	Van donation promotion
17-Dec-18	For cities and streets, 101 salvations	The Congress for the New Urbanism	Online	18,576	Positive	Leadership Mention
29-Nov-18	Des Moines Schools needs 30 more bus drivers   WHO Radio News   WHO Radio	WHO Radio	Online	11,918	Neutral	Partnership
29-Nov-18	Des Moines Schools needs 30 more bus drivers   WHO Radio	WHO Radio	Online	11,918	Neutral	Partnership
29-Nov-18	DMPS Needs 30 Bus Drivers Halfway Through School Year	WHOTV.com	Online	130,306	Neutral	Partnership
<b>Total Reach</b>				<b>771,828</b>		



**DART NEW BY TOPIC**



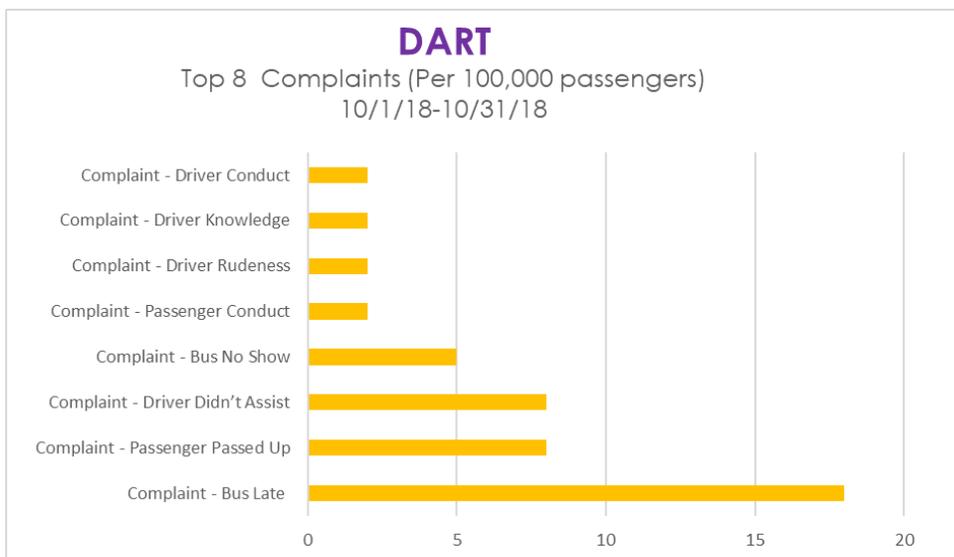
**Customer Experience:**

**Total Calls for November 2018**

- Schedule Information – 5,378
- Paratransit – 3,795
- Spanish Line – 33
- Receptionist – 335
- RideShare – 169

**Website Communication and Messages for November 2018**

- Bus Stop/Shelter Requests = 2
- Contact/Feedback Form = 38
- Voicemails = 68





**Planning – Luis Montoya, Planning and Development Manager**

- **January Service Change:** The DART Commission approved modifications to fixed route service schedules to improve the reliability and cost effectiveness of our service and to extend Route 4 to the new Hy-Vee commissary in Ankeny. This modest service change will go into effect on January 13.
- **2019 Transit Service Planning:** Staff is in the process of conducting analysis and public outreach to study service changes to provide better and more efficient service to the Western suburbs and Ankeny. Public outreach events were held in Grimes, Urbandale and West Des Moines, and are scheduled to be held in Ankeny, Clive and an additional meeting in West Des Moines. More information can be found at [www.ridedart.com/August](http://www.ridedart.com/August).
- **Title VI Program Update:** Staff are developing a three-year update to DART's Title VI Program as required by the FTA. Draft policy recommendations were shared with the Planning Committee for feedback, and approval items will be brought to the DART Commission in February and March.
- **Long-Range Transit Services Plan:** Staff have begun to draft a request for proposals to procure a consultant to assist with the development of this plan, per direction from the Commission. The RFP would be advertised in March, following FY20 budget approval, so that the project can begin promptly in the new fiscal year.

**Business & Community Partnerships – Matt Harris, Business and Community Partnerships Manager**

- **Hy-Vee Commissary Launches Unlimited Access Partnership:** The Hy-Vee Commissary has signed on to an Unlimited Access partnership that will extend DART service along Route 4 to their new Commissary facility in Ankeny. The partnership will serve more than 200 Commissary employees with the route extension taking effect with the January 2019 service change.
- **RideShare Van Donation Program:** An internal committee of DART staff met to review 15 applications from area nonprofit organizations requesting three donated RideShare vans. Applicants selected to receive one of the donated vans will be reviewed by the DART Commission at their January 2019 meeting. Applicants not selected to receive one of the donated vans will be eligible to purchase a retired van from DART subject to availability.
- **HIRTA RFP:** DART has developed a contract to provide commuter vanpooling services for Heart of Iowa Regional Transit Agency (HIRTA) as one of two entities selected from an RFP issued by HIRTA this past fall. The draft contract is under review by HIRTA and will be acted upon by the DART Commission at their February 2019 meeting.
- **Art Shelters:** Locations for new and additional shelters throughout DART member communities are being finalized by staff to inform strategic conversations with prospective funding partners as well as opportunities for coordination with upcoming local streetscape projects, such as along the 6<sup>th</sup> Avenue Corridor and University Avenue near Drake campus. Conversations regarding project support between DART and Bravo Greater Des Moines, the Greater Des Moines Community Foundation and Greater Des Moines Public Art Foundation are ongoing.
- **MyDART Mobile App:** Internal testing on the business partnerships platform of MyDART mobile app continues in preparation for piloting with select Unlimited Access partners in early 2019.
- **Mobility Coordination:** The Transit Riders Advisory Committee will meet on January 9, 2019 and welcome seven new members. New members were approved by the DART Commission at their December 2018 meeting.

**MONTHLY REPORT**  
**10B: External Affairs**



- **Mobility Coordination Outreach - November 2018:**

<b>Date</b>	<b>Location</b>	<b>Attendees</b>
11/6, 11/13, 11/20, 11/27	Fort Des Moines	62
11/7/2018	Children & Families of Iowa	3
11/8/2018	Public	7
11/8/2018	Mercy Health	1
11/9, 11/23	Fresh Start Women's Center	11
11/13/2018	Dental Connections	3
11/16/2018	Johnston High School	11
11/21/2018	Bridges of Iowa	11
11/27/2018	Beacon of Life	6
11/28/2018	House of Mercy	6
11/28/2018	Prelude Behavioral Services - Bernie	8
<b>Total</b>		<b>129</b>



# MONTHLY REPORT



<b>10C:</b>	<b>Procurement</b>
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**Staff Resource:** *Mike Tiedens, Procurement Manager*

**Upcoming Procurements:**

**Electrical Infrastructure for Electric Buses** – DART is seeking a Contractor to provide electrical service addition to the facility at 1100 DART Way that will power charging stations for the electrical bus project. The work will include extensions to piping and electrical power to the south end of the bus garage facility.

- Invitation for Bid to be published in January / February 2019

**Staffing Services** – DART is seeking a Contractor or Contractors to provide as-needed temporary placement services for short term contracted positions and also search and direct placement services for technical, management and leadership level positions.

- Request for Proposals to be published in January 2019

**Contracts and Task Orders Approved Recently:**

**Tire Machine** – DART is seeking quotes to acquire a tire machine to be utilized in the Maintenance Department to mount and dismount tires. The tire machine will replace the existing unit which has met its useful life. Funding for the machine is included as part of the capital asset budget.

- The lowest bidder was Seneca Companies for a Rotary brand mounting machine and the winning bid was \$9,748.00

**Tire Balancer** – DART is seeking quotes to acquire a tire balancer to be utilized in the Maintenance Department to balance bus tires. The tire balancer will be a new piece of shop equipment as tires are currently sent to a dealer for balancing. Funding for the tire balancer is included as part of the capital asset budget.

- The lowest bidder was Seneca Companies for a Rotary brand balancer and the winning bid was \$7,816.00

**Future Procurements:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Bus Wash</li> <li>• Shop Drains</li> <li>• IT Consulting Services</li> <li>• Uniforms</li> <li>• Printing Services</li> </ul> | <ul style="list-style-type: none"> <li>• On Call Planning Consulting Services</li> <li>• Staffing Services</li> <li>• Long Term Transit Service Plan</li> <li>• Compensation Study</li> <li>• Electrical Infrastructure for Electric Buses</li> </ul> |
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# MONTHLY REPORT



**10D: Chief Executive Officer**

**Staff Resource:** *Elizabeth Presutti, Chief Executive Officer*

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- **DART Executive Committee:** The DART Executive Committee met on Friday, December 14, 2018. The discussion items presented during the meeting included:
  - FY2020 Budget
  - Rideshare Van Donation
  - Legislative Update
  - HIRA MOU/Contract
  - MPO Assessment Population Numbers

The 2019 Executive Committee meetings will be scheduled after the January 8 Commission Officer Election.

- **Legislative Meetings Update:** As part of our educational efforts with State Legislatures regarding DART's 2019 State Legislative Priorities, we have worked to meet with all of the senators and representatives in DART's service area. To date I have personally met with the following Senators and Representatives:
 

<ul style="list-style-type: none"> <li>○ Representatives Matson</li> <li>○ Representative Sunde</li> <li>○ Senator Peterson</li> <li>○ Representative Oldson</li> <li>○ Representatives Hunter</li> <li>○ Representative Forbes</li> <li>○ Representative Anderson</li> </ul>	<ul style="list-style-type: none"> <li>○ Representative Konfrst</li> <li>○ Representative Abdul-Samad</li> <li>○ Representative Derry</li> <li>○ Senator Bisignano</li> <li>○ Representative Lohse</li> <li>○ Senate Majority Leader Whitver</li> </ul>
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In addition, Amanda Wanke, Chief External Affairs Officer has met with the following Senators and Representatives:

- Representative Gaines
- House Majority Leader Hagenow
- Senator Celsi

We have a meeting scheduled with Senator Schneider on Monday, January 7 and will keep the Commission updated on any additional meetings that will be scheduled. I would also like to thank Commissioner Kurovski, Alternate Commissioner Mandelbaum and Commissioner McCoy for also attending some of the legislative meetings



## FUTURE DART COMMISSION ITEMS



### **FUTURE AGENDA ITEMS:**

<b>February 5, 2019 – 12:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
<ul style="list-style-type: none"> <li>• FY 2020 Budget Public Hearing Date</li> <li>• ATU Local 441 Labor Contract</li> <li>• HIRTA MOU</li> <li>• DART Commission Conflict of Interest Form</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly Investment Report</li> <li>• Quarterly Safety Report</li> <li>• Will Keeps Video</li> <li>• Drake Class Project</li> </ul>
<b>March 5, 2019 – 12:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
<ul style="list-style-type: none"> <li>• FY2020 Budget</li> <li>• Withdrawal approval for Cities</li> </ul>	<ul style="list-style-type: none"> <li>• Mobility Coordinator Update</li> </ul>
<b>April 2, 2019 - 12:00 P.M.</b>	
<b>Action Items</b>	<b>Information Items</b>
<ul style="list-style-type: none"> <li>• Electrical Infrastructure Upgrade</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

### **Other Future Agenda Items:**

- IT Consulting Contract
- Planning Consulting Services Contract

### **Upcoming DART Meetings:**

- DART Executive Committee – the next meeting will be scheduled after the January 8 Commission Officer Election.
  - Location - DART Central Station



## COMMISSIONER ITEM



**12A: DART Commission Officer Election**

**Staff Resource: Elizabeth Presutti, General Manager**

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### **Rules Governing Commission Officer Elections:**

- Based on the Substituted and Restated DART 28E agreement that commenced on October 1, 2017 and the *proposed* Restated Bylaws the officer elections should be conducted based on the following:
  - The Nominating Committee should nominate for the Chair, Vice Chair, Secretary/Treasurer and two At-Large positions.
  - Each officer must be from a different member community.
  - Each officer is elected to serve until the next annual meeting (January 2020).
  - Each office shall be elected for a one (1) year term, with a possible second term available.
  - Commission alternates are not eligible to serve as officers.
  - The Nominating Committee shall offer nominations for each office at the meeting.
  - Nominations for each office shall also be accepted from any Commissioner present at the 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 McCoy, Commissioner Hamp and Alternate Commissioner Hadden, will provide their list of candidates at the January 2019 meeting.
- Nominations shall also be accepted from the Commissioners present at the meeting.
- Once all nominations have been received, the Commission Chair will ask for the nominations to be seconded.

### **Vote:**

- The Commissioners present shall vote on each officer position.
- The newly elected officers will assume their roles upon being elected.