



NOTICE OF COMMISSION MEETING AND AGENDA
DES MOINES AREA REGIONAL TRANSIT AUTHORITY
DART MULTIMODAL ROOM, 620 CHERRY STREET
NOVEMBER 7, 2017 – 12:00 PM



| | Page # |
|-----------------------------------------------------------------------------------|--------|
| 1. CALL TO ORDER | |
| 2. ROLL CALL AND ESTABLISHMENT OF QUORUM | |
| 3. NOTICE OF MEETING | |
| 4. APPROVAL OF NOVEMBER 7, 2017 AGENDA | |
| 5. PUBLIC COMMENT (Limit 3 minutes) | |
| 6. CONSENT ITEMS | |
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| 10. FUTURE AGENDA ITEMS | 52 |
| 11. COMMISSIONER ITEMS | |
| A. DART Commission Officer Election | 53 |
| 12. NEXT MEETING: Regular DART Meeting - Tuesday, December 5, 2017 – 12:00 P.M. | |
| 13. 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
OCTOBER 3, 2017**



ROLL CALL

Commissioners Present: Vern Willey, Gary Lorenz, Doug Elrod, Ruth Randleman, Frank Cownie, Michael Just, Mike Backous, Jeremy Hamp, Paula Dierenfeld, Jon Woods, Sara Kurovski, Tom Gayman, Steve Gaer, Zac-Bales Henry and Angela Connolly.

Commissioner Absent: Gerald Lane and John Hathaway

Alternates Present: John Edwards and Jeff Walters,

CALL TO ORDER

The meeting was called to order by Chair, Tom Gayman at 12.02 pm. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF AGENDA

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

It was moved by Mr. Edwards and seconded by Mr. Bales-Henry to approve the October 3, 2017 Agenda. The motion carried unanimously.

PUBLIC COMMENT

No comments.

TRANSIT RIDERS ADVISORY COMMITTEE UPDATE

Teresa Volcheck, Vice Chair of the Transit Riders Advisory Committee, gave an update of the recent TRAC Meeting to the Commission. The TRAC members received updates from DART staff on the Mobile Ticketing, MyDART Pilot and Promotion, Trip Planner Demo and the October Service Change. TRAC also discussed participation in operator training.

CONSENT ITEMS

7A – Commission Meeting Minutes – September 5, 2017

It was moved by Mr. Woods and seconded by Ms. Connolly to approve the consent items as presented. The motion carried unanimously.

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ACTION ITEMS

8A – August 2017 Financials

Amber Dakan, Finance Manager, provided a presentation on the August FY2017 Financials. Fixed Route Operating revenue ended 6% over budget projections. Operations expenses are 3.2% below budget projections year to date.

Paratransit Operating revenue is 12.2% lower than budget expectations. Operating expenses are currently showing budget savings of 9.5%

Rideshare revenues were 9.3% below budget. Operating expenses are below budgetary expectations by 12.3%.

It was moved by Mr. Cownie and seconded by Mr. Woods to approve the August 2017 Financials. The motion carried unanimously.

DISCUSSION ITEMS

9A – Fare Collection Project and Mobile Ticketing Launch

Erin Hockman, Marketing and Communications Manager, and Luke Lester, IT Manager, provided an update of the Farebox and Mobile Ticketing implementation. The background of the project was shared and the goals and objectives of the new fare system were outlined.

9B – Restated DART Bylaws

Elizabeth Presutti, CEO and Paul Drey, DART Legal Counsel asked the Commission to review the newly restated DART Bylaws. These were updated due to the DART Commission being reconstituted as of October 1, 2017 and the advent of a restated 28E agreement with the participating communities of DART changing DART's governance structure. Requested changes were discussed in relation to the size and city participation of the Executive Committee – two at large and one being for the City of Des Moines, should they not hold an officer position this year. Elizabeth and Paul will make appropriate changes to the DART Bylaws for approval at the November Commission meeting.

9C – Funding Study Update

Amanda Wanke, Chief Engagement and Communications Officer provided an update on the Funding Study including a brief content of what will be discussed at the Des Moines Transit Funding meeting that will be occurring on Thursday, October 5th. DART management will plan to bring any feedback and results from the meeting to the Commission at the November meeting. Additional commission workshops may need to be scheduled.

9D – Van Donation Program

Amanda Wanke, Chief Engagement and Communications Officer and Nick Peterson, Business Partnerships Coordinator, discussed DART's van donation program and whether the new commission desires to continue this program implementation of RideShare Van Donation Program.

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The commission advised staff to continue the program. Staff will bring back a recommendation on recipients of the vans through the program at the December Commission meeting.

9E - Performance Report – August 2017

Elizabeth Presutti, Chief Executive Officer, reviewed the Performance Report for August, 2017.

DART Ridership is down less than a tenth of a percent. Other similar sized transit systems are seeing declines up to 20%. Our Fixed Route is showing over half a percent increase while our Paratransit is showing a slight decline. Rideshare continues to increase due to several new vans with business partners in Marshalltown and Newton.

MONTHLY REPORTS

10A – Operations

No Update

10B – Engagement

Amanda Wanke, Chief Engagement and Communications Officer provided an Engagement update:

Advised that a media release will be published on Tuesday, October 3rd, announcing the new DART Commission and its members.

The Transit Impact Report is completed and shared that each commissioner has a copy to take with them today. It is also available online and we will be publicizing a shorter version in the Business Record. Thanks were extended to the DART internal team that worked on producing this report.

10C – Procurement

No Update

10D - Chief Executive Officer

No Update

FUTURE AGENDA ITEMS

None

COMMISSIONER ITEMS

12A – Nominating Committee

Chair Tom Gayman, Chair asked Mr. Cownie to Chair the Nominating Committee and for Commissioners Gaer and Dierenfeld to serve on the committee. Per the earlier bylaws discussion,

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the nominating committee, will recommend a slate of officers at the November Commission meeting as well as nominate for the two newly created at-large positions.

12B – 2018 DART Commission Meeting Dates and Times

The Commission agreed to keep the same date and time for the 2018 commission meeting dates, the first Tuesday of the month at noon except for when a holiday interferes. Vicky Barr, Executive Coordinator and Commissions Clerk will send out the invite to all commissioners. The meeting dates and times for 2018 are:

- January 9 at noon
- February 6 at noon
- March 6 at noon
- April 3 at noon
- May 1 at noon
- June 5 at noon
- July 10 at noon
- August 7 at noon
- September 4 at noon
- October 2 at noon
- November 6 at noon
- December 4 at noon

FUTURE 2017 MEETING DATES:

November 7, and December 5.

Mr. Gayman adjourned the meeting at 1.20 pm.

Chair

Clerk

Date

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

The next regular DART monthly Commission Meeting has been scheduled for November 7, 2017 at 12:00 pm in the DART Multimodal Room at 620 Cherry Street, Des Moines, Iowa.



CONSENT ITEM



| | |
|----------------|-----------------------------------------------------------------------------------------------------------------|
| 6B: | FY2022 Surface Transportation Block Grant (STBG) Request |
| Action: | Authorize submission of an application to the DMAMPO for federal STBG funds in the amount of \$1,440,000 |

Staff Resource: Debra Meyer, Financial Analyst

Background:

- Applications for the FY2022 Federal Surface Transportation Block Grant program (STBG) are due to the DMAMPO on December 8, 2017.
- The total STBG funding available for FY2022 is approximately \$11.7 million with MPO policy dictating the minimum distribution to transit at 10%, up to a maximum of 70%. If the MPO estimates are understated, the 2022 unallocated portion is distributed to projects that were either partially funded or unfunded, but only up to the original application amount.
- DART requested and was awarded \$1,400,000 in FY2021 funding to replace three heavy-duty buses.

Proposed Request:

- DART will request \$1,440,000 in FY2022 funds (12% of the total), to purchase three of the six heavy-duty buses specified in the capital plan.

Recommendation:

- Approve the submission of the grant as presented to the DMAMPO.



CONSENT ITEM



| | |
|---------|--------------------------------------------------------------------------------------|
| 6C: | Des Moines Area Metropolitan Planning Organization Memorandum of Understanding |
| Action: | Approve the MOU between DART and the Des Moines Area MPO for Transportation Planning |

Staff Resource: Amanda Wanke, Chief Engagement and Communications Officer

Background:

- DART and the Des Moines Area Metropolitan Planning Organization (MPO) have in place a Memorandum of Understanding (MOU) in order to facilitate a continuing, cooperative, and comprehensive transportation planning and programming process for the Greater Des Moines region.
- The MOU is being updated at this time in order to:
 - Meet a recommendation in the FTA's MPO certification review that reads: "The Review Team recommends that the Des Moines MPO and DART update their Planning Memorandum of Understanding to address Federal performance based planning as described by Iowa DOT guidance."
 - Update outdated language in the MOU.

Recommendation:

- Approve the MOU between DART and the Des Moines Area MPO for transportation planning.

MEMORANDUM OF UNDERSTANDING
Regarding the Cooperative Agreement for Transportation Planning
for the Greater Des Moines Metropolitan Planning Area
Between the Des Moines Area Metropolitan Planning Organization
and the Des Moines Area Regional Transit Authority

This Memorandum of Understanding ("MOU") is made and entered into between the Des Moines Area Metropolitan Planning Organization (hereinafter referred to as the "MPO"); and the Des Moines Area Regional Transit Authority, the operator of the publicly owned transit system (hereinafter referred to as "DART").

Recitals

WHEREAS, various federal grants and aids are available for carrying out metropolitan transportation planning activities; and

WHEREAS, the Governor of Iowa has designated the MPO as the agency to carry out metropolitan transportation planning activities for the greater Des Moines urbanized area (hereinafter referred to as the "Planning Area"); and

WHEREAS, DART provides mass transportation services within the Planning Area; and

WHEREAS, DART is a designated recipient in the Planning Area for federal transit operating aids under Section 5307 of the Federal Transit Act as amended; and

WHEREAS, metropolitan transportation planning activities come under the jurisdiction of the U.S. Department of Transportation (hereinafter referred to as "USDOT") and are subject to the metropolitan planning requirements of 23 U.S.C. 134 and 49 U.S.C. 5303 of the Federal Transportation Act as amended; and

WHEREAS, the Planning Area boundaries for the purposes of the planning provisions of the applicable federal law have been determined by agreement between the MPO and the Iowa Governor; the planning responsibilities of the MPO and DART overlap within those boundaries; and there is a need to coordinate their respective planning responsibilities in order to maximize efficiency, minimize duplication, and lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic movement of people and goods; and;

WHEREAS, pursuant to 23 CFR §450.310(e), responsibilities and procedures for carrying out a cooperative planning process with state agencies are contained in the Unified Planning Work Program ("UPWP) approved periodically by the MPO and the Iowa Department of Transportation (hereinafter referred to as "Iowa DOT").

NOW, THEREFORE, pursuant to 23 CFR §450.310(b) and in consideration of these premises, of other good and valuable consideration, and of their mutual and dependent needs, the parties hereto contract and agree as follows:

Article I: Statement of Purpose

The MPO, in cooperation with DART, shall undertake a continuing, cooperative, and comprehensive transportation planning and programming process for the Planning Area in accordance with federal, state, and local goals for metropolitan planning, the provisions of 23 U.S.C. 134, 49 U.S.C. App 1607, and 23 CFR Part 450, as amended, and in accordance with the provisions of this MOU.

Article II: Overall Responsibilities

- A. Subject to paragraph C of this Article, the MPO shall be responsible for and shall be considered the lead agency in conducting the following transportation planning and programming activities pursuant to 23 CFR Part 450, as amended:
1. Formulating, approving, and periodically updating a multimodal metropolitan transportation plan (MTP) for the Planning Area, which shall conform to all applicable federal requirements and work program content and schedules.
 2. Reviewing and implementing the MPO MTP in a timely manner for use as a guide in local transit planning and programming activities.
 3. Coordinating of long-range (6-20 years) transit planning and programming with other transportation planning and programming agencies, with cooperation and assistance from DART. Cooperating with and assisting DART in short-and mid-range (up to six (6) years) transit planning and programming.
 4. Generating and annually approving the transportation improvement program (TIP) for the Planning Area, which shall cover a period of not less than four (4) years and may include projects outside the Planning Area for information only. DART will formulate the transit portion of the TIP for consideration and inclusion in the TIP.
 5. Assessing the conformity of the Planning Area transportation plan and TIP with the State Implementation Plan for Air Quality Management.
 6. Conducting such additional air quality related transportation planning and analyses as shall be determined by agreement between MPO and the Iowa DOT.
 7. Generating and annually approving the unified planning work program (UPWP), which shall identify all transportation-related planning activities to be funded with state and federal financial aids and technical assistance in accordance with applicable law and regulations and the time schedule adopted by the Iowa DOT. The MPO will coordinate with DART ~~will to~~ formulate the transit portion of the UPWP for consideration and inclusion in the UPWP.
 8. Providing one of the necessary forums for cooperative transportation planning and decision-making, and establishing a public involvement process that ensures opportunities for early and continuing involvement of local governmental units, DART, the general public, and others in the review and evaluation of all transportation plans and programs.
 9. Considering and implementing planning guidance received from the Iowa DOT to the fullest extent consistent with local goals.

10. Making data, assumptions, criteria, methodology, and analyses available to the Iowa DOT and other participants in a timely manner.
11. Providing the Iowa DOT with copies of all transportation plans and program initiatives and all resolutions concerning their adoption or endorsement.
12. Providing the Iowa DOT with an annual self-certification that MPO's transportation planning process conforms with all applicable federal requirements pursuant to 23 CFR PART 450.
13. Complying with planning and corresponding certification procedures regarding Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990, both as amended from time-to-time, and regulations promulgated under either.
14. Formulating, approving, and periodically updating a coordinated human service/public transportation plan, also known as a Passenger Transportation Plan, which shall conform to all applicable federal and state requirements.
15. Providing support, via the MPO's Regional Travel Demand Model, to assist DART's operational planning efforts, as necessary.

16. Coordinating efforts among the Iowa DOT and DART to comply with 23 CFR 450.314(h) which states that MPOs, states, and transit providers shall jointly agree upon and develop specific written provisions for cooperatively development and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, and the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO.

17. Informing DART of traffic impact studies, corridor studies, comprehensive planning efforts, or other transportation planning efforts by local communities or the Iowa DOT that are on existing transit routes, planned transit routes, or otherwise may affect DART's operations.

~~15. Assisting DART with administration of the Des Moines area's Job Access and Reverse Commute program (Federal Transit Administration (FTA) 5316) and New Freedom program (FTA 5317) in accordance with DART's Management Plan for Federal Transit Assistance Programs Under 49 U.S.C. 5316/5317.~~

- B. DART shall be responsible for and shall be considered the lead agency in conducting the following transportation planning and programming activities:
 1. Preparing and updating a short-and mid-range (up to six (6) years) transit system development program, which shall include, but not be limited to, transit system policies and service demands, transit service modifications and extensions, transit fares, and transit system capital facilities needs dictated by federal policies and local needs.
 2. Providing information relative to the proposed programming of federal, state, and local funds for metropolitan transit system improvements and services, which fall under DART jurisdiction.

3. Preparing and submitting applications for state and federal mass transportation capital and planning assistance grants and administering approved grants not inconsistent with the UPWP.
4. Conducting preliminary engineering and final design studies relating to mass transportation capital facilities including, but not limited to, transit stations, shelters, bus stop signs, garages, maintenance buildings, operator buildings, and rolling stock.
5. Conducting detailed operational planning necessary to establish or modify transit routes, schedules, fares, stop locations, transfer points, vehicle assignments, and other operating procedures, with support from the MPO's Regional Travel Demand Model, as necessary, in accord with the proposals contained in the five-year transit system development program and in keeping with the current TIP, UPWP, and MTP.
6. Preparing and updating paratransit service plans and making corresponding certifications regarding compliance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990, both as amended from time-to-time, and regulations promulgated under either.
7. Reviewing and incorporating the MPO MTP in a timely manner for use as a guide in local transit planning and programming activities.
8. Conducting transit marketing planning including, but not limited to, the conduct of market surveys, the design of user information materials, and the development of transit promotion programs.
9. Conducting transit management planning including, but not limited to, activities related to personnel procedures and training programs, maintenance policies, fare collection and handling procedures, and accounting practices.
10. Collecting data to meet the requirements of the National Transit Data Base of the Federal Transit Act as amended.
11. Collecting data to meet any applicable requirements of Iowa DOT Administrative Rules.
12. Conducting continuing assessment of DART accident history and preparing and updating plans for risk management and accident reduction.
13. Coordinating with the MPO to formulate the transit portion of the UPWP for consideration and inclusion in the UPWP.
14. Participating in efforts led by the MPO to comply with 23 CFR 450.314(h) which states that MPOs, states, and transit providers shall jointly agree upon and develop specific written provisions for cooperatively development and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, and the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO.
15. Providing to the MPO data necessary for complying with performance measure requirements, MTP and other transportation plan development, and development and maintenance of the MPO's Regional Travel Demand Model.

~~12. Administering the Des Moines area's Job Access and Reverse Commute program (Federal Transit Administration (FTA) 5316)) and New Freedom program (FTA 5317) in accordance with DART's Management Plan for Federal Transit Assistance Programs Under 49 U.S.C. 5316/5317.—~~

- C. Transportation planning responsibilities not assigned by this MOU shall be assigned to DART or the MPO by a subsequent agreement between the parties and will be performed by the party to whom they are thus assigned.
- D. Nothing herein contained shall be interpreted to modify or abrogate duties imposed directly upon the respective parties by applicable statute or regulation, such as Title VI compliance and public participation.

Article III: Scope of Work and Geographic Area

The cooperative metropolitan transportation planning process shall be carried out in accordance with a UPWP approved by the MPO and the Iowa DOT, in consultation with appropriate transportation providers, including DART. DART, as one of the various transportation providers, will conduct its planning and operational activities in accordance with the approved UPWP and in keeping with the current TIP.

It is the intent of this MOU to assist the metropolitan transportation planning process in appropriately addressing the ~~seven-ten~~ (710) factors identified in 23 U.S.C. 134(1) and 49 USC 5303(b) that are to be considered as part of the planning process.

The UPWP shall (1) address the planning priorities facing the Planning Area; (2) describe all metropolitan transportation and transportation related air quality planning activities anticipated within the Planning Area, regardless of funding source; (3) document planning activities to be performed with funds provided under Title 23, USC, and the Federal Transit Act; and (4) set forth a description of the specific metropolitan transportation planning activities and products to be completed each fiscal year, the corresponding staff and budgetary requirements, and the allocation of the total costs between the participating governments and cooperating agencies, including DART.

- A. Responsibility for the following planning activities shall be identified in the UPWP, where applicable.
 - 1. Preparing technical and other reports to assure documentation of the development, refinement, and reappraisal of the transportation plan.
 - 2. Conducting detailed corridor or sub-area studies to evaluate major transportation investment alternatives and their social, economic, and environmental impacts pursuant to 23 CFR Part 450.
 - 3. Providing for the involvement of traffic, ridesharing, parking, transportation safety and enforcement agencies; commuter rail operators; airport authorities; appropriate private transportation providers; and city officials.
 - 4. Providing for the involvement of local, state, and federal environment resources and permit agencies as appropriate.

- B. The cooperative metropolitan transportation planning process that is to be conducted under this MOU, reflected in the UPWP and TIP, and governed by the provisions of 23 CFR Part 450, shall encompass the entire Planning Area.
- C. In developing the UPWP and performing activities pursuant to this MOU, the MPO will identify the likely effect of transportation policy decisions on land use and development, and the UPWP will be formulated to achieve consistency of transportation plans and programs with the provisions of all applicable short-and long-term, governmental land use and development plans in the Planning Area, including projections of Planning Area economic, demographic, environmental protection, growth management, and land use activities consistent with metropolitan and 10caVcentrai city development goals (community, economic, housing, etc.), and projections of potential transportation demands based on the interrelated level of activity in these areas.

Article IV: Organization and Administration

- A. The MPO shall appoint and maintain such citizen, technical, and/or policy committees and task force groups as deemed appropriate to carry out effectively the comprehensive metropolitan transportation planning process as set forth in the UPWP. DART shall have a voting representative who attends the MPO Transportation Technical Committee (TTC) and MPO Transportation Policy Committee (TPC) meetings and shall be otherwise represented on appropriate advisory committees and task force groups.
- B. MPO may enter into such institutional arrangements, service contracts, or agency agreements deemed necessary to carry out the scope of work under this MOU, with the understanding that the MPO shall remain accountable for completion of planning products in accordance with the UPWP. All such contracts, subcontracts, agreements, or other written understandings for services shall conform to the appropriate provisions of 49 CFR 18 (common rule) as supplemented by 23 CFR 20 issued by the Federal Highway Administration (FHWA), FTA Circular 4220.IB, and any changes or revisions thereto, and other applicable guidance that the FTA, FHWA, or USDOT may issue.
- C. When consultants are to be employed in accomplishing work under this MOU, all parties providing funding for such work shall have the right to review and advise on basic study methods, underlying assumptions, contemplated scope of work, and intended procedures, and to review and approve subcontracts.

Article V: Inspection of Work

The Iowa DOT and the USDOT shall, at all times during the effective period of this MOU, be accorded proper facilities for inspection of the metropolitan transportation planning work activities and shall, in accordance with Article XI, have access to all data, information, records, and documents pertaining to the work under this MOU.

Article VI: Work Products

The MPO and DART shall give each other, and on request shall give appropriate Iowa DOT and USDOT personnel, the opportunity to review and comment on their respective reports produced under this MOU prior to publication of the final report. All reports and documents published by the parties under this MOU shall give appropriate credit to all other parties and to participating

Iowa DOT and USDOT agencies. The Iowa DOT and the USDOT shall have the royalty-free, nonexclusive, and irrevocable right to reproduce, publish, distribute, or otherwise use, and to authorize others to use, the work produced under this MOU for government purposes.

Article VII: Prohibited Interest

No member, officer, or employee of MPO or any state or local public body during his or her tenure or for one year thereafter may have or acquire any interest whatsoever, direct or indirect, in this MOU or proceeds thereof or any benefit arising therefrom.

No member of or delegate to the Congress of the United States of America may have or acquire any interest whatsoever, direct or indirect, in this MOU or proceeds thereof or any benefit arising therefrom.

Article VIII: Funding and Payment

Funding levels and financial responsibilities for the continuing metropolitan transportation planning process shall be established annually by DART and the MPO in conjunction with the preparation, review, approval, and implementation of the UPWP, and shall consider such factors as the availability of federal planning monies and state and local matching funds, statewide allocation formulas developed in cooperation with the MPO, and the relative benefits to and from participating agencies.

Upon adoption of the UPWP by the MPO and approval by the Iowa DOT, the UPWP shall be deemed to constitute a part of this MOU with respect to the scope of work and funding arrangements. Specific terms or conditions governing the financial aspects of the UPWP will be set forth in the Iowa DOT annual authorization letter and shall bind and benefit the parties to this MOU. All costs incurred during the progress of the metropolitan transportation planning work activities under this MOU shall be shared by the MPO and the other participating agencies on the basis of the cost allocation schedule set forth in the UPWP and/or the approved MPO budget.

Progress reports containing a narrative and financial account of the work accomplished to date pursuant to this MOU, and funded in whole or in part by or through either party to the other, shall be furnished by the MPO and DART, respectively, at no greater than quarterly intervals. These reports shall be due forty-five (45) days, after the end of the first, second, and third quarters, and sixty (60) days after the final quarter. It is mutually acknowledged that the Iowa DOT and/or the USDOT may withhold or delay approval of invoices if required progress reports or scheduled products are not submitted in a timely and satisfactory manner.

Article IX: Cost Principles

- A. Allowable Costs. Actual costs incurred under this MOU and for which any reimbursement is sought shall meet the following criteria:
1. Are verifiable from records of the MPO or DART, as the case may be.
 2. Are not included as match funds as prescribed by federal law or regulation for any other federally assisted program.
 3. Are necessary and reasonable for proper and efficient accomplishment of the UPWP.

4. Are in conformance with the standards for allowability of costs set forth in Office of Management and Budget (OMB) Circular A-87, revised, and with applicable guidelines, regulations, or federal agreement provisions issued by the USDOT, FHWA, or FTA.
 5. Are not paid by the federal government under another assistance agreement unless authorized for use as match funds under another federal agreement and the laws and regulations governing such agreement.
 6. Are provided for in the approved UPWP budget.
 7. No contributions where costs are not incurred, such as volunteer services or donated property may be accepted on the non-federal share.
- B. Indirect Costs. Expenditures charged on an indirect basis shall be supported by an indirect cost allocation plan and/or indirect cost proposal. Such plans and/or proposals will be negotiated and approved by the relevant state and/or federal agency prior to recovering any indirect costs incurred under this MOU.

Article X: Property Utilization and Management

It is mutually acknowledged, and this MOU is made subject to the requirement that the MPO and DART must comply with proper management standards as set forth in 49 CFR §§ 18.31, 18.32, 18.33, and 18.36, as amended, and, if applicable, the revised OMB Circular A-L02, as amended.

Article XI: Records and Audits

The MPO and DART, respectively, shall, for the continuing, cooperative, and comprehensive transportation planning and programming process, maintain accounting systems, which adequately account for all funds provided for, accruing to, or otherwise received from the federal, state, or local units of government or any other quasi-public or private source under this MOU and/or the UPWP, all in accordance with Generally Accepted Accounting Principles (GAAP).

All eligible costs, including paid services and expenses contributed by the MPO, shall be charged to the approved UPWP and shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of the charges. All accounting records and other evidence pertaining to the costs incurred by MPO or DART under this MOU or the UPWP shall be maintained by the MPO or DART, as the case may be, and shall be clearly identified and readily accessible. The Iowa DOT and the USDOT shall have authority to audit, review, examine, copy, and transcribe any pertinent data, information, records, or documents relating to this MOU or the UPWP at any reasonable time. The MPO and DART, as the case may be, shall retain all records and documents applicable to this MOU or the UPWP for a period of not less than three (3) years after final payment is made by any federal funding agency.

The MPO and DART, respectively, shall each have a single, organization-wide financial and compliance audit performed by a qualified, independent auditor if required to do so under federal laws and regulations (see OMB Circular A-128, Sec. 4). The audits shall be performed in accordance with OMB Circular A-128, and any state single, organization-wide audit guidelines. A copy of the audits shall be furnished to the Iowa DOT and USDOT upon request.

Article XII: Certification Regarding Lobbying

The respective signatories for the MPO and DART, certify by signing this MOU that, to the best of his or her knowledge and belief, no federal appropriated funds have been paid or will be paid, by or on behalf of their respective agencies, to any person for the purpose of influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant or making of any federal loan, the entering into of any Memorandum of Understanding or other cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or Memorandum of Understanding, the entity will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed by the respective parties when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction pursuant to Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The MPO and DART each also agrees by signing this MOU that it shall require that the language of this certification be included in all lower tier subcontracts that exceed \$100,000 and that all such subcontractors shall certify and disclose accordingly.

Article XIII: Effective Date and Duration of MOU

This MOU shall become effective when signed on behalf of the MPO and DART, and shall remain in force unless and until terminated under provisions of Article XIV, or until superseded by a new MOU. This MOU may be amended from time to time as facts or circumstances warrant or as may be required by federal and/or state laws, administrative regulations, departmental orders, or guidelines having the full force and effect of law.

Article XIV: Termination of MOU

Either the MPO or DART may terminate this MOU by giving sixty (60) days written notice of such termination to the other party. In the event of termination, the respective parties will be entitled to receive just and equitable compensation for any satisfactory work completed under this MOU or the UPWP up to the effective date of such termination.

Article XV: Miscellaneous

Time is of the essence of this MOU. This MOU is made in the State of Iowa and shall be modified or amended by a written document signed by the party against whom enforcement is sought. Where this MOU requires or contemplates the approval or consent of any party, such approval or consent will not be unreasonably withheld. This MOU may be signed in more than one counterpart, in which case each counterpart shall constitute an original of this MOD. Article and

other headings are for convenience only and are not intended to expand or restrict the scope or substance of the provisions of this MOD. Whenever notice is required by this MOU, it will be given in writing and delivered personally, or it will be mailed in the United States Postal Service, postage prepaid and return receipt requested, and addressed to the other party at the last address reasonably known, in which case it will be deemed given when mailed. Wherever used herein, the singular shall include the plural, the plural shall include the singular, and pronouns shall be read as masculine, feminine or neuter as the context requires. The prevailing party in any litigation or arbitration relating to this MOU shall be entitled to recover reasonable attorney fees from the other party for all matters, including but not limited to appeals. Polk County, Iowa, shall be the proper venue for any litigation involving this MOD.

IN WITNESS WHEREOF, the parties have hereto caused this MOU to be executed by their proper officers and representatives having authority to do so.

METROPOLITAN PLANNING ORGANIZATION

_____ Date _____
Tom Armstrong, MPO Chairperson

DES MOINES ARE REGIONAL TRANSIT AUTHORITY

_____ Date _____
xxxx, DART Commission Chairperson



ACTION ITEM



7A: Restated DART Commission Bylaws

Staff Resource: Paul Drey, DART Legal Counsel
Elizabeth Presutti, Chief Executive Officer

Background:

- The DART Commission is being reconstituted as of October 1, 2017 with the advent of a restated 28E agreement with the participating communities of DART changing DART's governance structure.
- With this change the bylaws of DART need to be updated to reflect the changes in the restated 28E agreement.
- A draft of the Restated DART Commission Bylaws was presented to the DART Commission at the October 3, 2017 meeting. At the meeting the Commission requested that 2 at-large positions be added to the Executive Committee. One of those seats would be permanently filled by the City Of Des Moines representative if they are not nominated to an officer position.
- The revised Restated DART Commission Bylaws are attached.

Recommendation:

- Approve the Restated DART Commission Bylaws.

AMENDED AND RESTATED BYLAWS OF DES MOINES REGIONAL TRANSIT AUTHORITY

ARTICLE I

PURPOSE

The purpose of these Amended and Restated Bylaws ("Bylaws") is to establish rules and procedures for the governance and conduct of business of the Des Moines Regional Transit Authority (hereinafter referred to as "DART") by the Commission created and appointed pursuant to Chapter 28M.4 of the Code of Iowa and the newly Substituted and Restated 28E Agreement for the Des Moines Regional Transit Authority, or as subsequently amended (hereinafter referred to as the "Agreement").

ARTICLE II

COMMISSION

Section 1. General Powers. The Commission shall have and may exercise all of the powers granted by Chapter 28E and 28M of the Code of Iowa or any successor laws as same may be amended and supplemented in the future including, but not necessarily limited to, all of the powers set forth in Article IV of the Agreement. The Commission may authorize any officer or officers, agent or agents, to enter into any contract or to execute and deliver any instruction in the name of and on behalf of DART, and such authority may be general or confined to specific instances.

Section 2. Composition of Commission.

- A. Commencing on October 1, 2017, the Commission shall be composed of members appointed as hereinafter provided, or as provided in the Agreement in Article III, Section 2(b).
- B. Initially, there shall be up to nineteen (19) members of the Commission, but the number of members may be increased to accommodate future participating communities in accord with Article III, Section 2(b)(3) and Article X of the Agreement or decreased if a Participating Community(ies) is/are no longer part of DART.
- C. The appointments of each respective Participating Community will notify DART by November 15th of the name of the selected/appointed Commission Member who will serve for the DART calendar year commencing on January 1st and ending on the subsequent December 31st. The Commission Member shall serve until their term is terminated or until a new Commission Member is selected/appointed by the Mayor of the Participating Community. The selected/appointed Commission Member must be an elected official. The Mayor of each Participating Community shall also select/appoint an alternate. The alternate member may either be an elected official or a non-elected official.
- D. If a new community becomes a Participating Community, at the commencement of the next year, then the Mayor from said newly added Participating Community shall also be allowed to select/appoint a Commission Member and an alternate, and said

Commission Member will have all the authority and power as any other Commission Member.

- E. Should a Participating Community withdraw from DART, the withdrawing Participating Community shall lose its seat on the Commission.

Section 3. Meetings.

- A. The Annual Meeting of the Commission shall be held at the December meeting each year. The officers of DART shall be elected at the Annual Meeting.
- B. Regular meetings of the Commission shall be held at least monthly at the place, day and hour set forth in a schedule of regular meetings for the following year that is approved by the Commission by no later than the last meeting in December of each year. A copy of the agenda and all materials to be considered at the meeting shall be provided electronically to the members of the Commission and to an elected official and/or administrator designated by each Participating Community, at least four (4) days prior to the meeting, or as may otherwise be set forth in these Bylaws.
- C. Special meetings of the Commission, for any purpose or purposes not inconsistent with these Bylaws or the Agreement, may be called by the Chair and shall be called by the Chair at the request of any two Participating Communities. The notice requirements of subsection (a) shall apply to all special meetings.
- D. All meetings of the Commission shall be conducted in compliance with Chapter 21 of the Code or any successor laws, as the same may be amended or supplemented in the future, and in general accordance with Robert's Rules of Order.
- E. The presences of a majority of Commission members shall constitute a quorum. A quorum is required to be present to convene a meeting of the Commission and for the conduct of its business. The Chair shall determine whether a quorum exists, shall cause the names of all members present to be entered into the meeting minutes, and shall call the meeting to order if a quorum exists.

Section 4. Voting.

- A. In the conduct of the Commission's business, each member of the Commission will have one (1) vote, and the majority of those members of the Commission present and voting, if a quorum is established, shall decide such matters, unless a different voting threshold is specifically set forth in the Agreement. Having more than one half (1/2) of the members of the Commission present and voting shall constitute that a quorum is established. No vote shall be taken without a quorum of the members of the Commission.
- B. Certain actions shall require the affirmative votes of at least two-thirds (2/3) of the members of the Commission present at the meeting at which a quorum is established. These actions are:
 - (1) An action to establish, relocate, or discontinue a vehicle route or any portion of a vehicle route;
 - (2) An action to alter the fare schedule applicable to a vehicle route or any portion of a vehicle route; and
 - (3) An action to approve a budget or add a new Participating Community.

- C. The Chair, or in the Chair's absence, the Vice-Chair of the Commission, may vote and participate in discussion, but shall not make or second a motion.
- D. 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) recommendations on 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.
- E. In November of 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 to the Commission the population of each city that is a Participating Community and the population of each census tract situated within the service area of a county that is a Participating Community. 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.

ARTICLE III

OFFICERS

Section 1. Number. The officers of the Commission shall be the Chair, the Vice Chair and the Secretary/Treasurer, each of whom shall be elected by vote of the Commission at the annual meeting of the Commission.

Section 2. Duties of Officers. The duties of the Chair, the Vice-Chair, and the Secretary/Treasurer shall be in accord with those set out in the Agreement in Article III, Section 4, or as otherwise set forth in these Bylaws.

Section 3. Election of Officers. The officers of the Commission shall be elected annually by and from the members of the Commission present at the annual meeting of the Commission. Nominations for the officer positions shall be accepted from the Nominating Committee and the representatives present at that annual meeting. All nominees must receive a second in order to be considered a candidate and voted on for said office.

Section 4. Term/Vacancy. Each office shall be elected for a one (1) year term, with a possible second term available. Each officer shall hold office until his or her successor has been duly elected. Alternates, if any, shall not be eligible to serve as an officer. Each of the officers

shall be from different Participating Communities. A vacancy in the office of Chair, Vice-Chair or Secretary/Treasurer shall be filled by the Commission for the unexpired portion of the term.

ARTICLE IV

COMMITTEES

Section 1. Executive Committee. An Executive Committee is hereby established for the purpose of oversight and review of the following:

- A. The Commission's rules and structure;
- B. DART policies;
- C. Financial plan and budget;
- D. Legislative plan;
- E. Government relations and communications strategies;
- F. Take action on behalf of the full board in true emergency situations where full board action is impossible; and
- G. Evaluation and performance of the Chief Executive Officer/General Manager.

The Executive Committee shall be made up of five (5) Commission Members, who shall consist of the Chair, Vice-Chair, the Secretary/Treasurer, and two (2) at-large Members of the Commission who shall be elected by vote of the Commission at the annual meeting of the Commission. If a Commission Member from the City of Des Moines is not the Chair, Vice-Chair or the Secretary/Treasurer, then one (1) of the two (2) at-large positions on the Executive Committee shall be awarded to the Commission Member from the City of Des Moines.

Section 2. Other Standing Committees. The Commission shall have the authority to establish certain standing committees or as otherwise provided in these Bylaws. The Commission shall determine the makeup and constitution of these committees. If multiple standing committees are established under this Section, then each Commission member shall have the right to sit on at least one (1) of the standing committees before any Commission member could sit on more than one (1) such standing committee, except that the City of Des Moines will be permitted to sit a member on each such standing committee. The designation of such committee(s) shall not operate to relieve the Commission of any responsibility imposed by the Substituted and Restated 28E Agreement for DART or any amendments or supplements thereto. If appropriate, the chairs of any standing committees could be asked to serve on the Executive Committee as liaisons.

Section 3. Other Committees. The Commission may, by resolution, designate two (2) or more of its members to constitute an ad hoc committee or as otherwise authorized by these Bylaws. Such ad hoc committee shall, if authorized by resolution of the Commission, provide advice and recommendations to the Commission.

Section 4. Nominating Committee. A Nominating Committee is established for the purpose of selecting and offering nomination for each office of the Commission and the Executive Committee at the annual meeting in January. Members of the Nominating Committee shall be appointed by the Chair at a Commission meeting at least three (3) months prior to the annual meeting in January. The Nominating Committee shall be chaired by a representative elected by the other members of the Nominating Committee.

Section 5. Open Meetings. All of the committee meetings shall be open to the public, and notice of the time and place of such committee meetings shall be provided to all Commission Members and any news media which have filed a request for the same. Minutes of such committee meetings shall be kept and provided.

ARTICLE V

INDEMNIFICATION

Section 1. Third Party Actions. DART shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceedings, whether civil, criminal, administrative or investigative (other than an action by or in the right of DART) by reason of the fact that he or she is or was a Commission member, officer, employee or agent of DART, or is or was serving at the request of DART as a Commission member, officer, employee or agent of another entity or enterprise, against all expenses (including attorneys' fees), liabilities, judgments, fines and amounts paid in settlement actually and reasonable incurred by, or imposed upon, him or her in connection with such action, suit or proceeding, except in such cases wherein such person is judged to be liable (1) for misconduct in the performance of his or her duty of loyalty to DART, (2) for acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of the law or (3) for a transaction from which the Commission member, officer, employee or agent derives an improper personal benefit. The termination of any action, suit or proceeding by judgment, order, settlement, conviction or plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in, or not opposed to, the best interest of DART, and with respect to any criminal action or proceeding had reasonable cause to believe that his or her conduct was unlawful.

Section 2. Further Provisions. To the extent that a Commission member, officer, employee or agent of DART has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in Section 1 or in defense of any claim, issue or matter therein, he or she shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by him or her in connection therewith. If the Commission member, officer, employee or agent has not been successful on the merits or otherwise in such defense, then any indemnification under Section 1 shall be made by DART only as the indemnification of the Commission member, officer, employee or agent as proper in the circumstances because he or she has met the applicable standard of conduct set forth in Section 1. Such determination shall be made (1) by the Commission by a majority vote of a quorum consisting of Commission members who are not parties to such action, suit or proceedings or (2) if such quorum is not obtainable, or, even if obtainable, a quorum of disinterested Commission members so directs, by independent legal counsel in a written opinion, such counsel to be selected by a majority of the disinterested Commission members even though less than a quorum or, if none, by the Dean of the Drake Law School or, if none, by the Dean of the University of Iowa Law School. Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by DART in advance of the final disposition of such action, suit or proceeding as authorized in the manner provided in this Section upon receipt of an undertaking by or on behalf of the Commission member, officer, employee or agent to repay such amount unless it shall ultimately be determined that he or she is entitled to be indemnified by DART as authorized in this Article. The indemnification provided by this Article shall not be deemed exclusive of any other rights to which those indemnified may be entitled under any bylaw, agreement, vote of the Commission or disinterested Commission members, or otherwise, both as to acting in his or her official capacity and as to action in another capacity while holding such office and shall continue as to

a person who has ceased to be a Commission member, officer, employee or agent and shall inure to the benefit of the heirs, executors and administrators of such person.

Section 3. Insurance. The Commission shall have power to purchase and maintain insurance on behalf of any person who is or was a Commission member, officer, employee or agent of DART, or is or was serving at the request of DART as a Commission member, officer, employee or agent of another entity against any liability asserted against him or her and incurred by him or her in any such capacity or arising out of his or her status as such, whether or not DART would have the power to indemnify such person against such liability under the provisions of this Section.

ARTICLE VI

AMENDMENTS

These Bylaws may be altered, amended or repealed and new bylaws may be adopted by the Commission upon a two-thirds (2/3) vote of the Commission members present and voting at any regularly scheduled or specially called meeting provided that such bylaws or proposed amendment or repeal of such bylaws was presented in writing at a prior regular meeting of the Commission and provided that notice of the impending vote thereon is contained in the meeting notice and agenda of the meeting at which said vote is taken.

APPROVED AND ADOPTED by the Commission as of the _____ day of _____, 2017.

Secretary/Treasurer



ACTION ITEM



7B: September FY2018 Consolidated Financial Report

Action: Approve the September FY2018 Consolidated Financial Report

Staff Resource: Amber Dakan, Finance Manager

Year-to-Date Budget Highlights:

Revenue:

- Fixed Route Operating revenue is 14.63% over budget projections. Other Contracted Services continues to be the primary driver.
- Fixed Route Non-Operating revenue is currently 7.52% under budget. This is a timing issue for grant related items and the Municipal Operating Assistance line.
- Paratransit Operating revenue is 13.8% lower than budget expectations. All three categories are lower than expectation. Primarily, Other Contracted Services trips makes up the largest variance.
- Paratransit Non-Operating revenue is on target.
- Rideshare revenues are 10.76% below budget. Rideshare revenue continues to cover expenses.

Operating Expense:

- Fixed Route Budget Summary – Operating expenses are 4.1% below budget projections year to date. Several line items are seeing savings this early in the year including Fuel and Lubricants, Insurance, and Equipment Repair Parts.
- Paratransit Budget Summary – Operating expenses are currently showing budget savings of 10.9%. Salaries, Wages, and Fringes; Fuel and Lubricants; and Insurance Expense are the categories seeing the most savings.
- Rideshare Budget Summary – Rideshare expenses are below budgetary expectations by 23.7%. Many categories are also showing savings within this division and in alignment with revenue year to date.

Recommendation:

- Approve the September FY2018 Consolidated Financial Report.

**** TOTAL Un-Audited Performance of August FY2018 Year to Date as Compared to Budget:**

| | | |
|-------------|----|---------------|
| Fixed Route | \$ | 70,728 |
| Paratransit | \$ | 21,040 |
| Rideshare | \$ | <u>26,758</u> |
| Total | \$ | 118,526 |

Reserve for Accidents (See Balance Sheet): \$323,539.95

FY2018 Financials: September 2017

| FIXED ROUTE | September 2017 | | | Year-To-Date-(3) Months Ending 09/30/2017 | | |
|-----------------------|----------------|-----------|-----------|----------------------------------------------|-----------|-----------|
| | Actual | Budgeted | Variance | Actual | Budgeted | Variance |
| Operating Revenue | 579,433 | 463,642 | 115,791 | 1,594,370 | 1,390,925 | 203,445 |
| Non-Operating Revenue | 1,574,318 | 1,848,126 | (273,808) | 5,127,175 | 5,544,377 | (417,202) |
| Subtotal | 2,153,751 | 2,311,767 | (158,016) | 6,721,545 | 6,935,302 | (213,757) |
| Operating Expenses | 2,183,621 | 2,311,767 | 128,147 | 6,650,816 | 6,935,302 | 284,486 |
| Gain/(Loss) | (29,870) | - | (29,870) | 70,728 | - | 70,728 |

| PARATRANSIT | September 2017 | | | Year-To-Date-(3) Months Ending 09/30/2017 | | |
|-----------------------|----------------|----------|----------|----------------------------------------------|----------|----------|
| | Actual | Budgeted | Variance | Actual | Budgeted | Variance |
| Operating Revenue | 125,398 | 150,983 | (25,586) | 390,622 | 452,950 | (62,328) |
| Non-Operating Revenue | 112,485 | 113,417 | (931) | 337,456 | 340,250 | (2,794) |
| Subtotal | 237,883 | 264,400 | (26,517) | 728,078 | 793,200 | (65,122) |
| Operating Expenses | 219,832 | 264,400 | 44,568 | 707,038 | 793,200 | 86,162 |
| Gain/(Loss) | 18,051 | - | 18,051 | 21,040 | - | 21,040 |

| RIDESHARE | September 2017 | | | Year-To-Date-(3) Months Ending 09/30/2017 | | |
|-----------------------|----------------|----------|----------|----------------------------------------------|----------|----------|
| | Actual | Budgeted | Variance | Actual | Budgeted | Variance |
| Operating Revenue | 59,735 | 68,792 | (9,057) | 184,167 | 206,375 | (22,208) |
| Non-Operating Revenue | - | - | - | - | - | - |
| Subtotal | 59,735 | 68,792 | (9,057) | 184,167 | 206,375 | (22,208) |
| Operating Expenses | 58,183 | 68,792 | 10,608 | 157,410 | 206,375 | 48,965 |
| Gain/(Loss) | 1,551 | - | 1,551 | 26,758 | - | 26,758 |



CONSENT ITEM



8A: Greater Des Moines Transit Funding Study

Staff Resource: Amanda Wanke, Chief Engagement and Communications Officer

- Staff will update the Commission on the Greater Des Moines Transit Funding Study by HNTB.
- The Transit Funding Study Report will be provided to the Commission in advance of the November DART Commission meeting.



DISCUSSION ITEM



8B: DART Budget Process

Staff Resource: Jamie Schug, Chief Financial Officer

- A presentation regarding DART's upcoming FY19 Budget Process.



DISCUSSION ITEM



8C: Quarterly Investment Review

Staff Resource: Amber Dakan, Finance Manager

-
- DART began investing its reserve dollars in April, 2016 with the intent to maximize the value of our assets.
 - In order to do so, we renewed our existing IPAIT membership which also yielded the relationship with Miles Capital; IPAIT administrators. From inception on April 1, 2016 through September 30, 2017; DART has earned \$57,006.
 - DART completed its first quarter of Fiscal Year 2018 (July 1, 2017-September 30, 2017) with \$3,038,014 in our investment portfolio.
 - Portfolio assets are primarily comprised of CDs maturing in the next year. Rates vary but the combined yield was 1.13%.
 - Staff is currently working this quarter to forecast future liquidity needs and stagger investment maturities to match those needs.
 - Attached within the packet is DART's Quarterly Investment Report for review.



MILES *Capital*

Investment Review

Des Moines Area Regional Transit Authority

Period: July 1, 2017 – September 30, 2017

1415 28th St., Suite 200 | West Des Moines, IA 50266 | 800.343.7084

Miles Capital Public Entity Services

SEC-REGISTERED ADVISER

Iowa's largest independent firm,
founded in 1982

PUBLIC ENTITIES EXPERIENCE

Partnering since 1986, dedicated
to clients' success

TRUSTED ADVISER

Our top goal

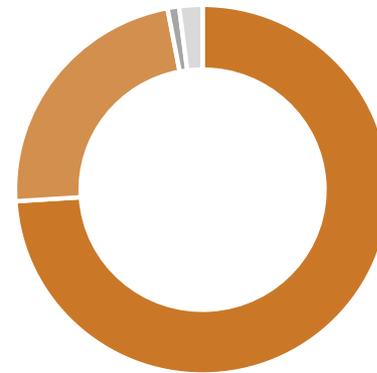
PROFESSIONAL TEAM

Credentialed, tenured
group collaborating to help
meet client needs

INNOVATIVE AND AGILE

Creating solutions to help meet
the changing environment

Assets Under Management
as of 09/30/17



- Insurance
- Local Government Entities
- Other Institutions
- Individual & Sub Advisory

| | |
|---------------------------|---------------|
| Insurance | 74% |
| Local Government Entities | 23% |
| Other Institutional | 1% |
| Individual & Sub Advisory | 2% |
| Total | \$4.8 Billion |

What is the Miles Managed Account Program?

INVESTMENT CHALLENGES FOR PUBLIC ENTITIES

Limited In-house Investment Resources

Time and Administrative Challenges

Investment Constraints - Low Yields & Little
Income To Offset Tight Budgets

Fluctuating Cash Flows-Knowing How Much To Invest

Identifying Compliant Investment Options

OUR SOLUTION: MILES MANAGED ACCOUNT: COMPREHENSIVE PORTFOLIO MANAGEMENT

Public Entity Investment Experience

Manage Operational Concerns, Provide Convenience

Focus on Helping Maximize Every Dollar

Diversified, Liquid, & Customized Portfolios

Conforms to Regulatory Framework

Your Challenge = Our Focus

DART REPORTING

DART Commission Agenda Packet - November 7, 2017



Des Moines Area Regional Transit Authority

As of: September 30, 2017

Economic & Market Commentary:

Earnings continue to trend upwards as consumer strength carries into the corporate space. Revenues for the prior quarter were higher by 5.3 percent leading to earnings growth of 9.7 percent. The final revision to second quarter GDP rose to a seasonally-adjusted annual rate of 3.1 percent. Continued jobs growth has kept the unemployment rate at or below 4.3 percent, while historically low housing supply has boosted housing prices to all-time highs. The Federal Reserve stayed the course at their September meeting, formalizing the balance sheet normalization process and remaining committed to their expected path of rate increases, as outlined in the dot plot.

Fixed income markets experienced some volatility as politics, hurricanes, and geo-political risk all played a part in influencing investor views. Interest rates, as measured by the 10-year U.S. Treasury yield, ended September higher at 2.33 percent after touching lows for the year earlier in the month. Most fixed income credit sectors outperformed Treasuries.

The S&P 500 increased 4.48 percent in the third quarter. Positive corporate earnings growth and moderately strong economic data led to a continuation of the equity market rally in the third quarter.

Strategy & Market Drivers:

The Federal Reserve formally announced their plan for the normalization of the balance sheet at their September meeting. The process will begin in October with the gradual reduction of reinvestment and will increase in scale on a quarterly basis. The short end of the Treasury curve modestly steepened during September as the 30-day T-bill rate rose by 0.06 percent while the 12-month T-bill rose by 0.07 percent.

Outlook:

Going forward, we continue to see the economy growing at a steady pace of 2 to 3 percent and the labor market continuing to tighten. This should lead to a pick up in wage inflation, giving the Federal Reserve the data needed to continue on their current course of tightening monetary policy. We expect them to stay the course with one additional rate increase this year and two to three moves in 2018. On the long end of the curve, we expect that the balance sheet normalization process as well as reduced demand from foreign countries will give way to modestly higher long rates. Given the pace of monetary policy tightening we still expect the curve to flatten over the next twelve months.

Due to improving fundamentals and more attractive valuations we expect international equities to continue their outperformance relative to US assets. While the fundamentals of the market remain sound, any negative surprises can cause short term volatility to increase, as we have seen at various times over the past year. That said, volatility remains subdued when compared to typical post-crisis levels. Still to be monitored is how the Trump administration will do in passing proposed tax reform or moving their other policy ideas forward. We continue to expect modest equity returns during the remainder of the year but continue to caution around likely periodic spikes in volatility.

Des Moines Area Regional Transit Authority

As of: September 30, 2017

Portfolio Appraisal

| Cusip/Ticker | Quantity | Security Name | Rating | Coupon | Maturity | Purchase Cost | | Market Value | | % of Assets | Estimated Annual Income | Yield |
|----------------------------------|-----------|-------------------------------------------|--------|--------|------------|---------------|------------|--------------|-----------|-------------|-------------------------|-------|
| | | | | | | Average Cost | Total Cost | Price | Value | | | |
| Short Term Liquidity | | | | | | | | | | | | |
| Cash/Cash Equivalents | | | | | | | | | | | | |
| GOIXX | 19,668 | FEDERATED GOVT OBLI FD-IS | NR | 0.869 | | 1.00 | 19,668 | 1.00 | 19,668 | 0.7 | 171 | 0.90 |
| SA0004000 | 1,229 | FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS | NR | 1.213 | | 100.00 | 1,229 | 100.00 | 1,229 | 0.0 | 15 | 1.23 |
| CD1004360 | 500,000 | FREEDOM FINANCIAL CD | | 1.000 | 10/7/2017 | 100.00 | 500,000 | 100.00 | 500,000 | 16.6 | 5,000 | 1.00 |
| CD1005490 | 500,000 | STATE SAVINGS BANK CD | | 0.800 | 10/11/2017 | 100.00 | 500,000 | 100.00 | 500,000 | 16.6 | 4,000 | 0.80 |
| CD1005783 | 245,000 | BANK IOWA CD | NR | 1.270 | 4/11/2018 | 100.00 | 245,000 | 100.00 | 245,000 | 8.1 | 3,112 | 1.27 |
| CD1005791 | 750,000 | STATE SAVINGS BANK CD | NR | 1.200 | 4/12/2018 | 100.00 | 750,000 | 100.00 | 750,000 | 24.9 | 9,000 | 1.19 |
| CD1005785 | 1,000,000 | BANKERS TRUST CD | | 1.280 | 11/9/2018 | 100.00 | 1,000,000 | 100.00 | 1,000,000 | 33.2 | 12,800 | 1.28 |
| TOTAL Cash/Cash Equivalents | | | | | | | 3,015,897 | | 3,015,897 | 100.0 | 34,097 | 1.13 |
| TOTAL PORTFOLIO | | | | | | | 3,015,897 | | 3,015,897 | | | 1.13 |
| TOTAL ACCRUED INCOME | | | | | | | | | | 22,117 | | |
| TOTAL PORTFOLIO + ACCRUED INCOME | | | | | | | | | | 3,038,014 | | |

Estimated Annual Yield (EAY) as shown is calculated using Yield to Maturity on Market Price (YTM) for fixed income securities and Current Yield for equity securities. Cost basis information should not be relied upon for tax purposes."

Des Moines Area Regional Transit Authority

As of: September 30, 2017

Portfolio Performance

| TOTAL RETURN (%) | QTD | YTD | 1-year | 3-year | 5-year | Since Inception* |
|---------------------------------------------|------|------|--------|--------|--------|------------------|
| (periods greater than 12 months annualized) | | | | | | |
| Client Portfolio (Gross) | 0.31 | 0.77 | 0.93 | — | — | 0.83 |
| Client Portfolio (Net) | 0.29 | 0.71 | 0.85 | — | — | 0.78 |

*Since Inception date: April 1, 2016

Des Moines Area Regional Transit Authority:

Periods greater than one year are annualized. Past performance is not indicative of future performance. All performance figures include dividends and income, but do not include management fees.

Des Moines Area Regional Transit Authority

As of: September 30, 2017

Account Activity Summary

| | |
|------------------------------|---------------|
| Portfolio Value on 7/1/2017 | \$4,527,520 |
| Deposits/Withdrawals | (\$1,499,475) |
| Management Fees | (\$821) |
| Income | \$48 |
| Appreciation | \$1,464 |
| Change In Accrued Income | \$9,278 |
| Portfolio Value on 9/30/2017 | \$3,038,014 |

Purchases & Sales

| Trade Date | Settle Date | Quantity | Security | Ticker | Unit Price | Amount |
|-----------------------------|-------------|-----------|-------------------------------------------|-----------|------------|----------------|
| Short Term Liquidity | | | | | | |
| Purchase | | | | | | |
| 07/03/2017 | 07/03/2017 | 14 | FEDERATED GOVT OBLI FD-IS | GOIXX | \$1.00 | \$14.02 |
| 07/31/2017 | 07/31/2017 | 1 | FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS | SA0004000 | \$100.00 | \$1.25 |
| 08/02/2017 | 08/02/2017 | 15 | FEDERATED GOVT OBLI FD-IS | GOIXX | \$1.00 | \$15.19 |
| 08/31/2017 | 08/31/2017 | 1 | FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS | SA0004000 | \$100.00 | \$1.23 |
| 09/01/2017 | 09/01/2017 | 15 | FEDERATED GOVT OBLI FD-IS | GOIXX | \$1.00 | \$14.84 |
| 09/29/2017 | 09/29/2017 | 1 | FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS | SA0004000 | \$100.00 | \$1.20 |
| TOTAL Purchases | | | | | | \$47.73 |
| Sell | | | | | | |
| 07/20/2017 | 07/21/2017 | 1,000,000 | US TREASURY N/B | 912828Q94 | \$99.65 | \$998,194.64 |
| 07/21/2017 | 07/21/2017 | 1,805 | FEDERATED GOVT OBLI FD-IS | GOIXX | \$1.00 | \$1,805.36 |
| 07/25/2017 | 07/25/2017 | 113 | FEDERATED GOVT OBLI FD-IS | GOIXX | \$1.00 | \$112.89 |
| 08/02/2017 | 08/03/2017 | 500,000 | US TREASURY N/B | 912828Q94 | \$99.68 | \$499,346.98 |
| 08/03/2017 | 08/03/2017 | 653 | FEDERATED GOVT OBLI FD-IS | GOIXX | \$1.00 | \$653.02 |
| 08/25/2017 | 08/25/2017 | 98 | FEDERATED GOVT OBLI FD-IS | GOIXX | \$1.00 | \$97.97 |
| 09/25/2017 | 09/25/2017 | 85 | FEDERATED GOVT OBLI FD-IS | GOIXX | \$1.00 | \$85.40 |

Des Moines Area Regional Transit Authority

As of: September 30, 2017

Disclosures:

The information provided in these reports is confidential and intended for existing client use only. All information contained herein is believed to be correct, but accuracy cannot be guaranteed and should not be relied upon for legal or tax reporting purposes. These reports are not intended for clients to use as a replacement for custodial statements, which should be considered the official record. Miles Capital encourages clients to compare and verify the information in this report with the custodial statement.

All expressions of opinion and predictions in this report are subject to change without notice. This report is not intended to be nor should it be relied upon in any way as a forecast or guarantee of future events regarding a particular investment or the markets in general. The information in this document derived from sources other than Miles Capital is believed to be accurate and is not independently verified nor guaranteed to be accurate or valid. If shown in this report, security and portfolio level analytics with respect to fixed income portfolios are derived opinions and market assumptions made by Miles Capital. Some of the assumptions with respect to fixed income portfolios and the underlying investments include, but are not limited to, expected levels of volatility, prepayment rates, default rates and recovery rates of certain assets held in the portfolio. Future market experience may differ from these opinions and assumptions.

Past performance is not a guarantee of future results. As with all strategies, there is a risk of loss of all or portion of the amount invested.

No chart, graph or formula can by itself determine which securities an investor should buy or sell.

Cost Basis in this statement reflects estimated unrealized or realized gains or losses for informational purposes only. Cost basis information is not verified by Miles Capital and should not be relied upon for legal or tax purposes. This statement should not be used for tax preparation without assistance from a tax consultant. Miles Capital does not report capital gains or losses for securities to the IRS.

Estimated Annual Income (EAI), when available, is used in this report to reflect the amount a client would earn on a security if its current position and related income remained consistent for a year. EAI reflects only the income generated by an investment. It does not reflect changes in its price, which may fluctuate.

Estimated Annual Yield (EAY), when available, is used in this report to reflect the current EAI divided by the current value of the security as of the statement closing date.

EAI and EAY are estimates and the actual income and yield may be lower or higher than the estimated amounts. The information used to derive these estimates is obtained from various outside vendors; Miles Capital is not responsible for estimated annual income and yields which are either missing or incorrect.

Miles Capital Contact



Amy Mitchell

DIRECTOR, PUBLIC FUND SERVICES & ADMINISTRATION

515-224-2720

amitchell@miles-capital.com



DISCUSSION ITEM



8D: Quarterly Safety Report

Staff Resource: Patrick Daly, Operations Manager - Safety

Analysis of accidents for the 1st Quarter of FY2018:

| ACCIDENTS BY ROUTE: | 1st QTR FY18 | 1st QTR FY17 | YTD FY18 | YTD FY176 |
|-----------------------------|------------------------------------|------------------------------------|---------------------|----------------------|
| #1 – FAIRGROUNDS | 1 | 3 | 1 | 3 |
| #3 – UNIVERSITY | 2 | 3 | 2 | 3 |
| #4 – 14TH | 2 | 0 | 2 | 0 |
| #5 – FRANKLIN AVE/JOHNSTON | 0 | 1 | 0 | 1 |
| #6 – INDIANOLA AVE | 1 | 0 | 1 | 0 |
| #7 – SW 9 th ST | 0 | 0 | 0 | 0 |
| #8 – FLEUR DR | 1 | 0 | 1 | 0 |
| #9 – EXPRESSES | 4 | 6 | 4 | 6 |
| #10 – EAST UNIVERSITY | 0 | 0 | 0 | 0 |
| #11 – INGERSOLL/VALLEY JCT | 1 | 0 | 1 | 0 |
| #12 – ON PROPRETY | 7 | 5 | 7 | 5 |
| #13 – PARK AVE | 0 | 0 | 0 | 0 |
| #14 – BEAVER AVE. | 1 | 4 | 1 | 4 |
| #15 – 6 th AVE. | 3 | 1 | 3 | 1 |
| #16 – DOUGLAS AVE | 1 | 1 | 1 | 1 |
| #17 – HUBBELL AVE/ALTOONA | 2 | 1 | 2 | 1 |
| #52 – VALLEY WEST/JORDAN CR | 1 | 2 | 1 | 2 |
| #60 – INGERSOLL/UNIVERSITY | 0 | 0 | 0 | 0 |
| #72 – WDM/CLIVE FLEX | 1 | 0 | 1 | 0 |
| #73 – URBANDALE/WHTS FLEX | 0 | 0 | 0 | 0 |
| #74 – NW URBANDALE FLEW | 1 | 0 | 1 | 0 |
| #40 - LINK | 0 | 0 | 0 | 0 |
| #42 - STATE CAPITAL/D-LINE | 3 | 2 | 3 | 2 |
| #SS - SCHOOL ROUTES | 1 | 0 | 1 | 0 |
| #20 - PARATRANSIT | 3 | 10 | 3 | 10 |
| R - RIDESHARE | 0 | 2 | 0 | 2 |
| A - ADMIN | 1 | 0 | 1 | 0 |
| M – MAINTENANCE | 0 | 0 | 0 | 0 |
| SF – STATE FAIR | 1 | 2 | 1 | 2 |
| Training | 0 | 0 | 0 | 0 |
| TOTALS | 38 | 43 | 38 | 43 |



DISCUSSION ITEM:

8D: Quarterly Safety Report

| <i>ACCIDENTS BY TYPE:</i> | 1 st QTR | 1 st QTR | YTD | YTD |
|---------------------------|---------------------|---------------------|-------------|-------------|
| | <u>FY18</u> | <u>FY17</u> | <u>FY18</u> | <u>FY17</u> |
| BUS INTO FIXED OBJECT | 14 | 19 | 14 | 19 |
| PERSONAL INJURY | 0 | 0 | 0 | 0 |
| BUS INTO VEHICLE | 5 | 8 | 5 | 8 |
| VEHICLE INTO BUS | 18 | 15 | 18 | 15 |
| OTHER | 1 | 1 | 1 | 1 |
| STRUCK ANIMAL | 0 | 0 | 0 | 0 |
| MAINTENANCE | 0 | 0 | 0 | 0 |
| VANDALISM | 0 | 0 | 0 | 0 |
| TOTALS | 38 | 43 | 38 | 43 |

ACCIDENTS BY CHARGEABILITY CODE:

| | 1 st QTR | 1 st QTR | YTD | YTD |
|------------------------|---------------------|---------------------|-------------|-------------|
| | <u>FY18</u> | <u>FY17</u> | <u>FY18</u> | <u>FY17</u> |
| NON PREVENTABLE | 21 | 22 | 21 | 22 |
| PREVENTABLE - OPERATOR | 17 | 21 | 17 | 21 |
| PREVENTABLE - SYSTEM | 0 | 0 | 0 | 0 |
| UNDETERMINED | 0 | 0 | 0 | 0 |
| TOTALS | 38 | 43 | 38 | 43 |

ACCIDENTS BY SERVICE:

| | 1 st QTR | 1 st QTR | YTD | YTD |
|----------------|---------------------|---------------------|-------------|-------------|
| | <u>FY18</u> | <u>FY17</u> | <u>FY18</u> | <u>FY17</u> |
| FIXED ROUTE | 33 | 28 | 33 | 28 |
| PARATRANSIT | 3 | 11 | 3 | 11 |
| RIDESHARE | 0 | 2 | 0 | 2 |
| ADMINISTRATION | 1 | 0 | 1 | 0 |
| MAINTENANCE | 0 | 0 | 0 | 0 |
| STATE FAIR | 1 | 2 | 1 | 2 |
| TRAINING | 0 | 0 | 0 | 0 |
| TOTALS | 38 | 43 | 38 | 43 |



System Summary Performance Report

September 2017

| | March 2017 | April 2017 | May 2017 | June 2017 | July 2017 | August 2017 | September 2017 | September 2016 | September % Change FY18 | FY18 September YTD | FY17 September YTD | YTD % Change FY18 |
|--------------------------------------------|------------|------------|-----------|-----------|-----------|-------------|----------------|----------------|-------------------------|--------------------|--------------------|-------------------|
| Fixed Route | | | | | | | | | | | | |
| Passengers | 349,959 | 336,778 | 360,328 | 287,355 | 265,741 | 554,538 | 366,181 | 378,099 | (3.15%) | 1,186,460 | 1,200,664 | (1.18%) |
| Mobile Ticketing Ridership | 0 | 0 | 0 | 0 | 0 | 264 | 254 | 0 | 0.00% | 518 | 0 | 0.00% |
| OTT Ridership | 19,122 | 18,938 | 18,849 | 19,236 | 18,154 | 20,542 | 20,390 | 20,428 | (0.19%) | 59,086 | 61,587 | (4.06%) |
| Unlimited Access Ridership | 28,451 | 25,857 | 27,407 | 27,011 | 23,968 | 28,678 | 28,746 | 32,547 | (11.68%) | 81,392 | 87,640 | (7.13%) |
| Bike Rack Usage | 3,740 | 3,690 | 9,324 | 5,995 | 6,160 | 7,141 | 6,369 | 6,237 | 2.12% | 19,670 | 18,452 | 6.60% |
| Passengers Per Revenue Hour | 18.2 | 19.3 | 20.2 | 15.8 | 15.4 | 24.7 | 21.2 | 21.4 | (1.10%) | 20.8 | 20.9 | (0.37%) |
| Average Passenger Trip Length | 4.38 | 4.37 | 4.34 | 4.42 | 4.89 | 4.65 | 4.87 | 4.35 | 12.06% | 4.77 | 4.38 | 8.98% |
| Complaints Per 100,000 Passengers | 13.14 | 12.77 | 11.38 | 11.48 | 12.42 | 14.25 | 21.30 | 11.64 | 83.04% | 16.01 | 12.16 | 31.70% |
| Commendations Per 100,000 Passengers | 4.29 | 1.48 | 1.39 | 3.13 | 3.39 | 1.62 | 2.46 | 1.32 | 85.86% | 2.28 | 1.67 | 36.62% |
| On-Time Performance | 84.59% | 83.33% | 82.02% | 81.70% | 82.00% | 76.97% | 77.69% | 81.31% | (4.45%) | 78.83% | 82.46% | (4.40%) |
| <u>Accident Frequency Rate by Service:</u> | | | | | | | | | | | | |
| Preventable/100,000 Miles | 1.69 | 1.11 | 2.17 | 3.26 | 0.38 | 1.38 | 0.75 | 2.94 | (74.41%) | 0.90 | 1.60 | (43.77%) |
| Non-Preventable/100,000 Miles | 2.70 | 1.48 | 0.72 | 2.17 | 2.30 | 3.31 | 1.88 | 2.94 | (36.03%) | 2.59 | 2.29 | 13.15% |
| <u>Maintenance:</u> | | | | | | | | | | | | |
| Total Service Miles | 296,558.8 | 270,068.3 | 276,516.0 | 276,137.8 | 260,372.8 | 362,037.4 | 266,210.7 | 272,492.7 | (2.31%) | 888,620.9 | 874,323.3 | 1.64% |
| Roadcalls/100,000 Miles | 39.79 | 31.84 | 43.40 | 31.51 | 44.55 | 31.21 | 18.78 | 37.07 | (49.33%) | 31.40 | 38.32 | (18.06%) |
| Active Vehicles In Fleet | 127 | 127 | 124 | 126 | 126 | 123 | 123 | 123 | 0.00% | 124 | 124 | 0.00% |
| Paratransit | | | | | | | | | | | | |
| Passengers | 9,913 | 8,813 | 9,460 | 9,233 | 8,330 | 9,423 | 8,914 | 8,625 | 3.35% | 26,667 | 27,662 | (3.60%) |
| Passengers Per Revenue Hour | 2.5 | 2.4 | 2.4 | 2.4 | 2.4 | 2.4 | 2.5 | 2.7 | (10.01%) | 2.4 | 2.7 | (9.11%) |
| Average Passenger Trip Length | 8.89 | 8.87 | 8.88 | 8.88 | 8.88 | 8.88 | 8.94 | 8.89 | 0.55% | 8.90 | 8.88 | 0.21% |
| Complaints Per 100,000 Passengers | 90.79 | 147.51 | 179.70 | 64.98 | 120.05 | 84.90 | 100.96 | 57.97 | 74.16% | 101.25 | 43.38 | 133.40% |
| Commendations Per 100,000 Passengers | 0.00 | 34.04 | 0.00 | 10.83 | 24.01 | 10.61 | 33.65 | 0.00 | 0.00% | 22.50 | 0.00 | 0.00% |
| On-Time Performance | 81.43% | 83.21% | 83.01% | 85.82% | 86.50% | 87.25% | 83.86% | 91.33% | (8.17%) | 85.89% | 92.62% | (7.27%) |
| <u>Accident Frequency Rate by Service:</u> | | | | | | | | | | | | |
| Preventable/100,000 Miles | 2.55 | 0.00 | 5.04 | 1.28 | 1.34 | 0.00 | 0.00 | 3.09 | (100.00%) | 0.44 | 2.38 | (81.39%) |
| Non-Preventable/100,000 Miles | 1.27 | 1.35 | 0.00 | 2.57 | 1.34 | 1.27 | 0.00 | 4.63 | (100.00%) | 0.89 | 3.34 | (73.42%) |
| <u>Maintenance:</u> | | | | | | | | | | | | |
| Total Service Miles | 78,519.2 | 73,948.9 | 79,345.4 | 77,859.2 | 74,451.3 | 79,006.7 | 72,027.5 | 64,769.9 | 11.21% | 225,485.5 | 209,799.5 | 7.48% |
| Roadcalls/100,000 Miles | 10.19 | 12.17 | 13.86 | 14.13 | 4.03 | 10.13 | 11.11 | 9.26 | 19.90% | 8.43 | 10.01 | (15.82%) |
| Active Vehicles In Fleet | 22 | 22 | 22 | 25 | 25 | 23 | 23 | 22 | 4.55% | 24 | 22 | 5.97% |
| Rideshare | | | | | | | | | | | | |
| Passengers | 18,108 | 15,182 | 19,782 | 19,195 | 16,083 | 19,429 | 17,612 | 15,512 | 13.54% | 53,124 | 47,357 | 12.18% |
| Passengers Per Revenue Hour | 5.4 | 5.4 | 6.1 | 5.5 | 5.1 | 5.5 | 5.4 | 5.1 | 6.36% | 5.4 | 5.0 | 7.12% |
| Rideshare Customers | 564 | 564 | 646 | 614 | 630 | 633 | 636 | 561 | 13.37% | 633 | 562 | 12.70% |
| Rideshare Vans In Circulation | 86 | 85 | 94 | 95 | 95 | 95 | 93 | 84 | 10.71% | 94 | 84 | 11.86% |
| Average Passenger Trip Length | 39.22 | 39.44 | 38.90 | 38.66 | 39.17 | 38.76 | 38.64 | 39.91 | (3.19%) | 38.84 | 40.15 | (3.25%) |
| Complaints Per 100,000 Passengers | 0.00 | 0.00 | 0.00 | 0.00 | 12.44 | 0.00 | 0.00 | 0.00 | 0.00% | 3.76 | 0.00 | 0.00% |
| Commendations Per 100,000 Passengers | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00% |
| <u>Maintenance:</u> | | | | | | | | | | | | |
| Total Service Miles | 150,797.1 | 130,953.9 | 159,248.0 | 157,781.0 | 139,814.0 | 166,241.0 | 142,285.0 | 136,772.9 | 4.03% | 448,340.0 | 410,576.0 | 9.20% |
| Active Vehicles In Fleet | 108 | 108 | 127 | 109 | 109 | 109 | 109 | 108 | 0.93% | 109 | 108 | 0.93% |
| System Total | | | | | | | | | | | | |
| Farebox Recovery Ratio | 24.81% | 25.58% | 23.75% | 17.07% | 18.24% | 25.83% | 23.56% | 28.96% | (18.62%) | 22.68% | 25.70% | (11.78%) |



System Performance Ridership Report

September 2017

| | March 2017 | April 2017 | May 2017 | June 2017 | July 2017 | August 2017 | September 2017 | September 2016 | September % Change FY18 | FY18 September YTD | FY17 September YTD | YTD % Change FY18 |
|-------------------------------------|---------------|---------------|-------------|--------------|--------------|----------------|-------------------|-------------------|-------------------------------|--------------------------|--------------------------|-------------------------|
| Fixed Route | 349,959 | 336,778 | 360,328 | 287,355 | 265,741 | 554,538 | 366,181 | 378,099 | (3.15%) | 1,186,460 | 1,200,664 | (1.18%) |
| 1. Local: | | | | | | | | | | | | |
| #1 - Fairgrounds | 17,221 | 17,547 | 19,470 | 13,540 | 13,061 | 247,010 | 19,780 | 20,982 | (5.73%) | 279,851 | 285,595 | (2.01%) |
| #3 - University | 31,905 | 30,264 | 31,467 | 30,326 | 28,515 | 31,544 | 32,331 | 37,041 | (12.72%) | 92,390 | 103,605 | (10.82%) |
| #4 - E. 14th | 17,468 | 16,573 | 16,953 | 15,337 | 14,049 | 16,396 | 16,010 | 17,211 | (6.98%) | 46,455 | 47,807 | (2.83%) |
| #5 - Franklin Ave | 8,393 | 7,815 | 9,554 | 6,574 | 5,090 | 7,164 | 9,138 | 10,008 | (8.69%) | 21,392 | 22,120 | (3.29%) |
| #6 - Indianola Ave | 28,873 | 28,877 | 30,208 | 21,306 | 19,925 | 26,008 | 30,304 | 34,198 | (11.39%) | 76,237 | 84,014 | (9.26%) |
| #7 - SW 9th St | 35,745 | 34,273 | 37,387 | 27,392 | 24,519 | 30,784 | 38,495 | 36,835 | 4.51% | 93,798 | 89,737 | 4.53% |
| #8 - Fleur Dr | 5,176 | 5,618 | 5,863 | 2,393 | 2,169 | 3,792 | 5,698 | 5,836 | (2.36%) | 11,659 | 10,357 | 12.57% |
| #10 - East University | 3,201 | 3,140 | 3,468 | 2,320 | 1,933 | 2,902 | 3,299 | 0 | 0.00% | 8,134 | 0 | 0.00% |
| #11 - Ingersoll Ave | 2,133 | 1,978 | 2,009 | 2,151 | 1,594 | 2,031 | 1,924 | 2,445 | (21.31%) | 5,549 | 7,160 | (22.50%) |
| #13 - Evergreen/SE Park Ave | 5,931 | 6,788 | 7,332 | 738 | 623 | 3,170 | 7,747 | 8,284 | (6.48%) | 11,540 | 11,367 | 1.52% |
| #14 - Beaver Ave | 21,265 | 20,472 | 21,639 | 15,335 | 13,847 | 18,176 | 22,111 | 22,767 | (2.88%) | 54,134 | 51,524 | 5.07% |
| #15 - 6th Ave | 23,466 | 23,682 | 25,472 | 18,847 | 17,834 | 21,920 | 27,163 | 26,775 | 1.45% | 66,917 | 65,471 | 2.21% |
| #16 - Douglas Ave | 37,931 | 35,961 | 38,630 | 27,678 | 25,212 | 31,302 | 37,557 | 38,581 | (2.65%) | 94,071 | 96,128 | (2.14%) |
| #17 - Hubbell Ave | 21,914 | 21,985 | 22,987 | 22,344 | 20,920 | 23,365 | 23,307 | 24,383 | (4.41%) | 67,592 | 67,664 | (0.11%) |
| #52 - Valley West/Jordan Creek | 14,322 | 12,365 | 14,423 | 13,650 | 12,939 | 14,816 | 14,670 | 14,250 | 2.95% | 42,425 | 43,083 | (1.53%) |
| #60 - Ingersoll/University | 31,869 | 31,139 | 33,454 | 28,898 | 26,097 | 31,299 | 34,862 | 37,127 | (6.10%) | 92,258 | 93,017 | (0.82%) |
| 2. Shuttle: | | | | | | | | | | | | |
| Dline | 14,823 | 14,119 | 14,299 | 13,828 | 15,017 | 16,165 | 16,583 | 14,421 | 14.99% | 47,765 | 42,688 | 11.89% |
| Link Shuttle | 904 | 787 | 1,057 | 1,028 | 771 | 714 | 632 | 992 | (36.29%) | 2,117 | 3,112 | (31.97%) |
| 3. Express: | | | | | | | | | | | | |
| #91 - Merle Hay Express | 1,250 | 1,197 | 1,267 | 1,280 | 1,065 | 1,380 | 1,379 | 1,058 | 30.34% | 3,824 | 2,846 | 34.36% |
| #92 - Hickman Express | 2,596 | 2,285 | 2,375 | 2,044 | 1,673 | 2,368 | 2,374 | 2,536 | (6.39%) | 6,415 | 7,814 | (17.90%) |
| #93 - NW 86th Express | 3,229 | 3,095 | 3,139 | 2,826 | 2,595 | 3,061 | 2,745 | 3,468 | (20.85%) | 8,401 | 10,218 | (17.78%) |
| #94 - Westown | 1,262 | 976 | 993 | 1,068 | 1,041 | 1,265 | 1,103 | 1,380 | (20.07%) | 3,409 | 4,010 | (14.99%) |
| #95 - Vista | 1,603 | 1,274 | 1,395 | 1,344 | 1,144 | 1,308 | 1,182 | 1,455 | (18.76%) | 3,634 | 4,675 | (22.27%) |
| #96 - E.P. True | 2,552 | 2,055 | 2,267 | 2,346 | 2,190 | 2,500 | 2,097 | 2,200 | (4.68%) | 6,787 | 6,593 | 2.94% |
| #98 - Ankeny | 8,066 | 6,645 | 6,786 | 6,422 | 5,667 | 6,799 | 6,617 | 7,225 | (8.42%) | 19,083 | 20,202 | (5.54%) |
| #99 - Altoona | 1,776 | 1,508 | 1,628 | 1,557 | 1,430 | 1,582 | 1,608 | 1,690 | (4.85%) | 4,620 | 4,623 | (0.06%) |
| 4. Flex: | | | | | | | | | | | | |
| #72 Flex: West Des Moines/Clive | 3,818 | 3,485 | 3,769 | 3,663 | 3,864 | 4,512 | 4,239 | 3,635 | 16.62% | 12,615 | 10,878 | 15.97% |
| #73 Flex: Urbandale/Windsor Heights | 188 | 180 | 206 | 198 | 182 | 213 | 211 | 233 | (9.44%) | 606 | 707 | (14.29%) |
| #74 Flex: NW Urbandale | 613 | 447 | 534 | 570 | 538 | 677 | 744 | 436 | 70.64% | 1,959 | 1,442 | 35.85% |
| 5. On Call: | | | | | | | | | | | | |
| On-Call: Ankeny | 226 | 114 | 130 | 133 | 77 | 113 | 121 | 251 | (51.79%) | 311 | 704 | (55.82%) |
| On-Call: Johnston/Grimes | 107 | 97 | 131 | 127 | 104 | 138 | 98 | 271 | (63.84%) | 340 | 756 | (55.03%) |
| On-Call: Regional | 133 | 37 | 36 | 92 | 56 | 64 | 52 | 125 | (58.40%) | 172 | 747 | (76.97%) |
| Paratransit | 9,913 | 8,813 | 9,460 | 9,233 | 8,330 | 9,423 | 8,914 | 8,625 | 3.35% | 26,667 | 27,662 | (3.60%) |
| Cab | 888 | 818 | 793 | 799 | 717 | 783 | 989 | 977 | 1.23% | 2,489 | 2,587 | (3.79%) |
| Bus/Van | 9,025 | 7,995 | 8,667 | 8,434 | 7,613 | 8,640 | 7,925 | 7,648 | 3.62% | 24,178 | 25,075 | (3.58%) |
| Rideshare | 18,108 | 15,182 | 19,782 | 19,195 | 16,083 | 19,429 | 17,612 | 15,512 | 13.54% | 53,124 | 47,357 | 12.18% |
| Total Ridership | 377,980 | 360,773 | 389,570 | 315,783 | 290,154 | 583,390 | 392,707 | 402,236 | (2.37%) | 1,266,251 | 1,275,683 | (0.74%) |



MONTHLY REPORT



9A: Operations

Staff Resources: Tim Sanderson, Chief Operating Officer

- On October 9th, DART Operations addressed a key recommendation of the Voluntary FTA Safety Audit when Kierra Osborne became our new Safety and Training specialist. This role is key to operationalizing our safety procedures and ensuring that we as an organization remain committed to a strong culture of safety for our customers, our employees and the public at large.
- On October 13, 2017, Doug Gummert retired from DART after working over 34 years in the maintenance department. Over those years, Doug witnessed many changes with DART and consistently demonstrated his commitment to his fellow employees and DART's customers.
- Recently, a variety of bus manufacturers have visited DART in order to showcase their new products for our consideration. This includes:
 - Alexander Dennis Limited demonstrated a 30' Enviro bus, which may be suitable for routes requiring smaller capacities.
 - Vicinity Bus demonstrated a 27' bus which could also be used for lower capacity runs.
 - We are also working with a supplier of paratransit vehicles to investigate options into suitable vehicles as this market segment continues to evolve.



| |
|-----------------------------------|
| 9B: Engagement Team Report |
|-----------------------------------|

Staff Resources: Amanda Wanke, Chief Engagement and Communications Officer

Engagement

Funding Analysis: HNTB was in Des Moines on Thursday, October 5, for the third and final workshop on transit funding at the Greater Des Moines Partnership. The purpose of the meeting was to present scenarios for the future of DART service and funding and work toward achieving consensus. DART will be sharing the results of this workshop and the final report from HNTB at the November Commission meeting.

Deer Ridge Service Identification: Staff are working with the Deer Ridge apartment complex, USCRI, AMOS, and other organizations to conclude surveys of Deer Ridge residents about their transit needs and are beginning to analyze various transit options that will meet the needs of those in the area. The findings and suggested next steps will be shared with the Commission early in 2018.

Marketing and Communications – Erin Hockman, Marketing and Communications Manager

Brand narrative: DART is working with its external partners, Flynn Wright and DDC, to develop a brand narrative that will support the organization's strategic goals of increasing ridership and increasing public support for transit. Informal message testing will be conducted throughout the first two to three weeks in November to assess what messages are most effective with a broad range of audiences, including: riders, potential riders, stakeholders and voters. The results of this and next steps will be shared with the Commission in December.

Promotional materials to Johnston apartments – During the first week of October, promotional materials and Route 5 schedules were delivered to apartments in Johnston near the extension of Route 5. Cadence Apartments asked for 150 brochures, Johnston Gardens requested 72 and 62W needed 100. The property managers indicated the brochures would be given to residents along with their move in packets.

MyDART App launch and promotion – The MyDART app launched on Monday, Oct. 16. The app is being promoted through exterior bus advertising, bus audio, social media messages, website materials, media outreach, email communication and DART Central Station signage. All day on Monday, Oct. 16, DART employees staffed a table at DART Central Station where riders could learn about MyDART and get a free t-shirt for downloading the app. After just one day of being available in app stores, MyDART has 472 downloads, 291 accounts created and 44 passes purchased. The marketing team will continue to promote these next few months with heavier outreach around the 1st of the month when riders typically buy bus passes and again when the trip planner and real-time information is integrated into the MyDART app.

Business development – Staff are continuing to work through contract negotiations with DeeZee on the extension of Route 4. In addition, DART's business partnerships coordinator has been meeting with existing Unlimited Access partners to discuss how upgrades to DART's fare technology will impact how employees in Unlimited Access organizations access their transit benefit in the future.

MONTHLY REPORT
9B: Engagement



In addition, DART is working to finalize a potential pilot partnership with Riverbend Industries to provide transportation to employment via DART's RideShare service for a re-entry program with the Newton Correctional Release Center. This pilot program will give work opportunities to offenders who are preparing to be released from incarceration. The partnership also gives Riverbend Industries a reliable workforce to help them keep their facilities fully staffed as low unemployment rates have made it difficult to sustain business.

Community engagement events:

- **Route 5 – Johnston:** DART staff held a grab and go event distributing information on the extended Route 5 and mobile ticketing to residents in Johnston at the Johnston Public Library on Tuesday, Oct. 24, 2017. Following the informational event, DART staff conducted a how to ride training with residents in attendance, and took them on a short bus tour of the new addition to the Route 5 in Johnston.
- **Taste of Ankeny – Ankeny:** DART staffed a table for the second year at this event sponsored by the Ankeny Chamber of Commerce held at the FFA Enrichment Center on Thursday, Oct. 26, 2017. DART distributed information on DART Express Route 98, DART's D-Line and mobile ticketing to attendees of the event.
- **Central Iowa Business Conference:** DART had a table at the first-even Central Iowa Business Conference on Oct. 11. The event was an opportunity to network and meet with representatives from other area businesses and make them aware of what transit services and business programs are available.

Marketing Analytics Report

| Metric | Apr. 2017 | May 2017 | June 2017 | July 2017 | August 2017 | Sept. 2017 | Sept. 2016 | % Change Year Prior |
|-------------------------|-----------|----------|-----------|-----------|-------------|------------|------------|---------------------|
| Website Unique Visitors | 29,987 | 34,677 | 32,990 | 30,934 | 38,943 | 33,616 | 32,172 | 4.30% |
| Facebook Likes | 2,728 | 27,48 | 2,801 | 2,844 | 2,927 | 3,011 | 2,427 | 19.40% |
| Twitter Followers | 1,888 | 1,903 | 1,912 | 1,934 | 1,953 | 1,961 | 1,800 | 8.21% |
| Email Subscribers | 4,870 | 4,880 | 4,890 | 4,930 | 4,940 | 4,980 | 4,000 | 19.68% |
| Trip Plans | 7,248 | 7,260 | 8,080 | 6,852 | 9,678 | 8,662 | 10,083 | -16.40% |
| Next Bus | 2,975 | 3,037 | 3,022 | 2,846 | 3,618 | 3,418 | 3,108 | 9.07% |
| Schedules | 1,740 | 1,960 | 2,625 | 2,155 | 3,481 | 2,701 | 1,588 | 41.21% |
| RideTime App | 33,208 | 35,936 | 33,705 | 31,530 | 36,643 | 34,298 | 30,030 | 12.44% |
| SMS Text Messaging | 64,436 | 69,153 | 59,740 | 55,761 | 65,834 | 66,685 | 62,296 | 6.58% |
| IVR | 7,853 | 8,992 | 6,852 | 8,457 | 10,180 | 9,963 | 9,543 | 4.22% |

Community and Customer Relations

September 2017 Website Communication and Messages:

- Contact/Feedback Form – 62
- Bus Stop/Shelter Requests - 0
- Voicemails – 176
- Voicemails requiring response – 8 (.05%)



MONTHLY REPORT
9B: Engagement

Total Calls for September 2017

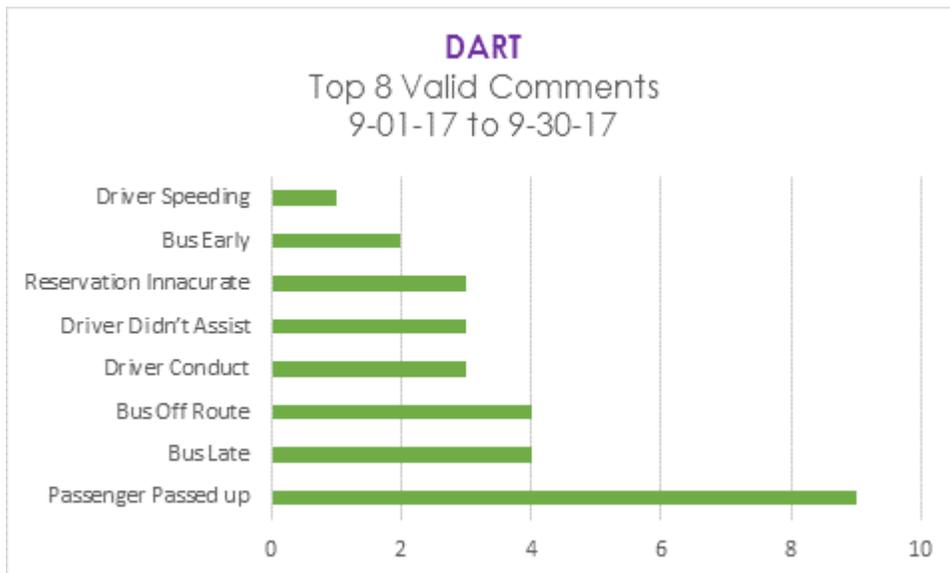
- Schedule Information –4880
- Paratransit - 2753
- Spanish Line – 15
- Receptionist – 312
- RideShare – 105

Mobility Coordination

September 2017 Activities

- DART How to Ride (8)
- How to Ride Fort DSM (64)
- Bernie Lorenz How to Ride (15)
- Fresh Start Women's Facility How to Ride (17)

Top 8 Valid Complaints (per 100,000 passengers) as of September 30, 2017



RideShare

September 2017

- Held a driver trainings for Riverbend Industries and TPI
- Held (2) driver trainings for new drivers and recertification of existing drivers
- Attended Iowa Works Job Fair in Ames to promote RideShare services

Planning

Schedule Analysis: Staff are working with Transportation, Management & Design (TMD) to do a review of DART's bus schedules in order to identify opportunities to increase ridership and



MONTHLY REPORT
9B: Engagement

customer satisfaction through schedule changes, as well as opportunities for efficiencies. The process will take several months. Recommendations will likely be brought to the Commission in late 2017 or early 2018.

February Service Change: Staff are analyzing routes and needs to determine what route and/or schedule adjustments are necessary for the February service change.



MONTHLY REPORT



9C: Procurement

Staff Resource: Mike Tiedens, Procurement Manager

Upcoming Procurements:

Manufacture and Delivery of Bus Shelters – DART is seeking a Contractor to provide and deliver a complete modular bus shelter. The bus shelter will improve the comfort of DART passengers by providing safe and comfortable waiting areas at selected bus stops.

- Invitation for Bids to be published in October 2017

Contracts and Task Orders Approved Recently:

Gate Replacement (1100 DART Way) – DART solicited quotes for a vendor to provide labor and materials to replace Gate 3 at 1100 DART Way.

- The winning bid was \$6,150.00 and the winning bidder is Controlled Access of the Midwest, LLC

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

- On-Call Temporary Planning and Scheduling Services – As-needed planning, scheduling and consulting support for DART staff.
 - Task order was approved for the Amount Not to Exceed \$15,000

Substance Architecture, On-Call Architecture and Engineering Services Contract

- Pavement Improvement Project(s) at 1100 DART Way – Tasks include conceptual and preliminary design, final construction documents, bidding assistance, and construction management services. Pavement areas identified for improvement include parking, bus drives and sidewalks.
 - Task order was approved for the Amount Not to Exceed \$22,000

DDC Public Affairs, Marketing and Public Affairs Services Contract

- Brand Narrative and Messaging Framework – DDC and DART will work to update DART's brand narrative and develop a detailed messaging framework that supports both marketing and stakeholder engagement efforts.
 - Task order was approved for the Amount Not to Exceed \$36,280
- Stakeholder Engagement Plan – DDC and DART will draft a detailed plan for stakeholder engagement. The plan will define target audiences, messages, strategies and tactics to be employed with key stakeholder groups in the next 1 – 3 years.
 - Task order was approved for the Amount Not to Exceed \$19,500

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9C: Procurement



RSM McGladrey, On-Call Information Technology Services Contract

- Mobile Ticketing and Fare Collection Implementation Services and Consulting – Implementation and deployment of the new fare collection system. Tasks include (but are not limited to) oversight and assistance of the following areas: design review process, project controls, factory and mini-fleet testing, hardware installation, system review, training and other recommendations.
 - Task order was approved for the Amount Not to Exceed \$87,250

Future Procurements:

- Mystery Shopper Services
- 5 Medium Duty Buses (4 Paratransit, 1 On Call)
- Employment Services
- Printing Services
- Architectural and Engineering Services
- Data Management System (TransTrack) Maintenance Extension
- Financial Audit Services
- Bus Wash
- Portable Maintenance Lift



MONTHLY REPORT



9D: Chief Executive Officer

Staff Resource: Elizabeth Presutti, Chief Executive Officer

- **Healthiest State Walk:** DART participated in the Healthiest State Walk on October 4th. We had eight staff members join in on the over 1 mile walk. A great time was had by all!



- **American Public Transportation Association Annual Meeting and Expo:** I attended the American Public Transportation Association (APTA) Annual Meeting and Expo with other DART Staff members. The Expo allowed us the opportunity to meet with several vendors on current projects and upcoming purchases.



FUTURE DART COMMISSION ITEMS



FUTURE AGENDA ITEMS:

| December 5, 2017 – 12:00 P.M. | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Action Items | Information Items |
| <ul style="list-style-type: none"> • Taxi Services Contract • FY 2017 Annual Audit • Van Donation Program Recommendation • Polk County/Metro Area Mutual Aid Agreement | <ul style="list-style-type: none"> • FY 2019 DART Budget • State Legislative Priorities |
| January 9, 2018 – 12:00 P.M. | |
| Action Items | Information Items |
| <ul style="list-style-type: none"> • Medium-Duty Bus Purchase | <ul style="list-style-type: none"> • FY 2019 DART Budget |
| February 6, 2018 – 12:00 P.M. | |
| Action Items | Information Items |
| <ul style="list-style-type: none"> • FY 2019 Budget Public Hearing Date • RideShare Vans Purchase | <ul style="list-style-type: none"> • Quarterly Investment Report • Quarterly Safety Report |

Other Future Agenda Items:

- Electric Bus Pilot Proposal
- Financial Audit Services Contract
- Architecture and Engineering Services Contract
- Heavy Duty Buses (Diesel and Electric)



COMMISSIONER ITEM



11A: DART Commission Officer Election

Staff Resource: Elizabeth Presutti, General Manager

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 (December 2018).
 - 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 Cownie (Chair), Gaer and Dierenfeld, have nominated the following Commissioners as officers through the end of calendar year 2018:
 - Chair -- Tom Gayman
 - Vice Chair -- Paula Dierenfeld
 - Secretary/Treasurer -- Sara Kurovski
 - At-Large -- Frank Cownie
 - At-Large -- Angela Connolly
- 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.