

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

**620 Cherry Street – Des Moines, Iowa 50309
December 3, 2013**

ROLL CALL

Commissioners Present: Skip Conkling, Tom Gayman, Christine Hensley (5:29pm), Gaye Johnson, Bob Mahaffey, Joann Muldoon, Steve Van Oort

Commissioner Absent: Steve Brody , Angela Connolly

Alternates Present: Steve Peterson, Mark Wandro

Staff Present: Elizabeth Presutti, General Manager; Jamie Schug, Chief Financial Officer; Gunnar Olson, Public Affairs Manager; Mark Burkman, Buyer; Amber Dakan, Staff Accountant; Kirstin Baer-Harding, Marketing Director; Jim Tishim, Planning Director; Mike Tiedens, Purchasing Manager; PJ Sass, Customer Service Manager; Teresa Cashman, Scheduling Manager; Tony Filippini, Transit Planner; Tony Lafata, Chief Operations Officer; Ethan Standard, Transit Planner; Matt Pitstick, Facilities Manager; Greg Schmitt, Training Manager; Mike Kaiser, Service Management Manager; Kyle McCann, Attorney, Brick Gentry, P.C.

Others Present: Jim McCullon, Weitz; Ben Bruns, Weitz; Jennifer Roberts, Polk County Mobility Manager; Zach Young, MPO

CALL TO ORDER

The meeting was called to order by Chair, Steve Van Oort at 5:01pm. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF AGENDA

Mr. Van Oort called for approval of the December 3, 2013 meeting agenda.

It was moved by Mr. Mahaffey and seconded by Mr. Peterson to approve the December 3, 2013 Agenda. The motion carried unanimously.

PUBLIC COMMENT

No Comments

DART CENTRAL STATION LEED STATUS PRESENTATION

Mr. Van Oort announced the award of LEED Platinum Status for DART Central Station. Mr. Van Oort thanked everyone who was involved in the project. Ms. Presutti provided a short presentation on the "Green" functionality of the facility and the cost savings thus far.

Ms. Presutti presented the award and photos were taken of the Commission with the vendors and contractors in attendance.

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TRAC UPDATE

Mr. Van Genderen thanked the Commission for the opportunity to represent TRAC over the last year and the ability to work with DART staff. Rod gave an update to the Commission on the last TRAC Meeting:

- Elected officers for next year
 - Greg Boeschon – Chair
 - Cyrilla Gregory – Vice Chair
- Heard a presentation from the Planning department regarding shelter locations.
- Snow removal at the various bus stops. This will be discussed further at the next meeting.

CONSENT ITEMS

8A – November 5, 2013 Minutes

It was moved by Mr. Conkling and seconded by Mr. Mahaffey that the consent item be approved. The motion carried unanimously.

ACTION ITEMS

9A – Medium-Duty Bus Purchase

Mr. Tiedens provided background to the Commission regarding the 10 medium-duty bus replacements. We will be using the state of Minnesota contract for this purchase through Hoglund Bus Company at a cost not to exceed \$1,350,000.

It was moved by Mr. Peterson and seconded by Ms. Muldoon that the Commission approve the Medium-Duty Bus Purchase. The motion carried unanimously.

9B – Heavy-Duty Bus Purchase

Mr. Tiedens provided background to the Commission regarding the 6 heavy-duty bus replacements. We will be using the state of Minnesota contract for this purchase through New Flyer at a cost not to exceed \$2,700,000.

It was moved by Ms. Mahaffey and seconded by Mr. Peterson that the Commission approve the Heavy-Duty Bus Purchase. The motion carried unanimously.

9C – Bus Shelter Vandalism Policy

Mr. Standard provided background to the Commission regarding the policy. Mr. Van Oort would like to see how this works and come back to make adjustments if needed.

It was moved by Mr. Gayman and seconded by Ms. Johnson that the Commission approve the Bus Shelter Vandalism Policy.

Vote: Peterson-Yea, Wandro-Yea, Gayman-Yea, Hensley-Yea, Johnson-Yea, Mahaffey-Yea, Muldoon-Yea, Conkling-Nay, Van Oort-Yea. The motion carried unanimously.

9D – Revised 2013 DART Title VI Program Update

Mr. Filippini provided an update to the Commission regarding the Title VI Program with the clarifying requests made by FTA.

Ms. Hensley arrived at 5:29pm.

It was moved by Mr. Peterson and seconded by Mr. Conkling that the Commission approve the Revised 2013 DART Title VI Program Update. The motion carried unanimously.

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9E - October 2013 Financials

Ms. Amber Dakan presented the October financials to the Commission.

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

DISCUSSION ITEM

10A - FY 2015 Budget

Ms. Schug gave a brief update to the Commission on the FY 2015 budget and schedule.

10B - Route 73 Planning Study

Mr. Tishim provided an update on the Planning Study for the Urbandale Business Park area to the Commission. We met with Curtis Brown, Director of Economic Development in Urbandale. Mr. Tishim thanked Commissioner Gayman for his assistance in setting up the meeting and the work that city staff is putting into this study. Staff will look to come back to the Commission with a recommendation in early 2014.

10C - October 2013 Performance Report

Ms. Presutti updated that ridership is up, and has been up since the beginning of the fiscal year. Ridership is up by 5% year to date. The Ankeny Express hit over 10,000 rides for the month of October for the first time. Route 1 is up 22% over last year, and route 4 and 7 are doing really well this year. Route 60 is up to 35,000 rides last month.

MONTHLY REPORTS

Operations Report

Mr. Lafata introduced Pat Daley, DART's newest Operations Supervisor.

Marketing Report

Ms. Baer-Harding reminded the Commission of the Business After Hours event that is being hosted by DART from 4:30 - 7:00pm tomorrow night, with a presentation at 5:30pm.

DART will be donating all fares for the day on December 12th to the Fares for Food charity event. The money collected will be donated to the Food Bank of Iowa.

Route 11 will continue staying on detour until all 5 lanes have been reopened to stay on schedule.

Planning Report

No update

General Manager

Ms. Presutti updated that we will be bring back the Open Data Policy and Advertising Policy at the January meeting.

FUTURE AGENDA ITEMS

No update

COMMISSIONER ITEMS

OTHER - Communications

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Next Meeting

January 7, 2014 at 12:00pm

ADJOURNMENT

A motion by Mr. Peterson and second by Mr. Gayman to adjourn the regular Commission Meeting was made at 5:57pm. The motion carried unanimously.

Future 2014 Meeting Dates

Jan 7, Feb 4, Mar 4, Apr 1, May 6, Jun 3,
Jul 1, Aug 5, Sep 2, Oct 7, Nov 4, Dec 2

Chair

Clerk

Date