

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

**620 Cherry Street – Des Moines, Iowa 50309
November 5, 2013**

ROLL CALL

Commissioners Present: Angela Connolly, Tom Gayman, Christine Hensley, Gaye Johnson, Bob Mahaffey, Joann Muldoon, Steve Van Oort

Commissioner Absent: Steve Brody, Skip Conkling

Alternates Present: Steve Peterson, Keith Ryan

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; Debra Meyer, Financial Analyst; Jim Tishim, Planning Director; Mike Tiedens, Purchasing Manager; PJ Sass, Customer Service Manager; Georgia Parkey, Paratransit Operations Manager; Randy McKern, Transportation Manager; Teresa Cashman, Scheduling Manager; Tony Filippini, Transit Planner; Tony Lafata, Chief Operations Officer; Ethan Standard, Transit Planner; Jennifer Long, RideShare Program Coordinator; Kyle McCann, Attorney, Brick Gentry, P.C.

CALL TO ORDER

The meeting was called to order by Chair, Steve Van Oort at 5:00pm. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF AGENDA

Mr. Van Oort called for approval of the November 5, 2013 meeting agenda.

It was moved by Ms. Connolly and seconded by Mr. Mahaffey to approve the November 5, 2013 Agenda. The motion carried unanimously.

PUBLIC COMMENT

No Comments

CONSENT ITEMS

6A – October 8, 2013 Minutes

6B – FY2018 Federal STP Funding Request

The Commission was provided a copy of the MPO excess surface transportation program funding award letter dated October 29, 2013. Ms. Presutti updated the Commission that DART has been awarded excess STP funds in the amount of \$454,400 to the DART Replacement Vehicle Purchase application for FY2016.

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Ms. Presutti went on to thank the MPO for their continued support of DART.

It was moved by Mr. Peterson and seconded by Mr. Ryan that the consent items be approved. The motion carried unanimously.

ACTION ITEMS

7A – DART Advertising Rates for 2014 and 2015

Ms. Baer-Harding provided an update to the Commission on the proposed advertising rates for 2014 and 2015. The advertising policy will come back for Commission approval at the December meeting.

It was moved by Ms. Hensley and seconded by Mr. Mahaffey that the Commission approve the 2014 and 2015 DART Advertising Rates. The motion carried unanimously.

7B – September 2013 Financials

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

It was moved by Mr. Mahaffey and seconded by Mr. Peterson that the Commission approve the September 2013 Financials. The motion carried unanimously.

Ms. Hensley stepped out of the meeting.

DISCUSSION ITEM

8A – Route 73 Planning Study

Mr. Tishim provided a presentation to the Commission on the findings of the Route 73 Planning Study. The purpose of the study was to improve the system performance to Urbandale and Windsor Heights. Three public meetings were held along with a service evaluation.

Findings:

- Customers would like faster trips
- More connections to primary destinations
- Ability to connect with express routes
- Home pickups are still very important to customers
- Close bus stops and short walks

Mr. Tishim made note that the Park & Ride ridership has increased.

Mr. Gayman expressed that we need to continue to come up with alternatives and has offered assistance with communicating with the businesses in the Urbandale Business Park.

Ms. Hensley returned to the meeting at 5:21pm.

Ms. Presutti suggested possibly setting up a meeting with the Chamber to discuss options and to gain further information from the businesses on how best to serve the area.

8B – Bus Schedule and Real Time Data

The Commission received an update from Mr. Olson based on feedback we received at the last meeting. Mr. Olson provided a presentation and discussed the options DART has in regards to releasing the two sets of data. He also went on to explain the timeline for making a recommendation and plans to bring this back to the Commission for approval at the December meeting.

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8C – September 2013 Performance Report

Ms. Presutti updated that ridership is up 8% over last September and up 4% over last month. The routes are really starting to mature with all of the changes. We did see a lot of new riders trying the service during “Try Transit Week”.

MONTHLY REPORTS

Operations Report

No update

Marketing Report

Ms. Baer-Harding updated that we are doing a Java Joe’s welcome event from 7:00am – 9:00am on Friday. Free coffee and cinnamon rolls are being offered.

DART will be hosting a business after hours event on December 4th, and that a Save the Date will be coming out this week.

Staff has recommended doing a one day event where all of the fares would be donated to the Food Bank of Iowa. The Commission agreed to move forward with the event.

Mr. Olson updated that we are keeping an eye on the funding concepts at the Iowa DOT.

Mr. Van Oort asked that the Commission be kept in the loop on this as we enter the legislative session.

Ms. Hensley requested to have the concepts sent to her.

Planning Report

No update

General Manager

Ms. Presutti updated that we are still working closely with the City of Des Moines on a response to the FTA regarding the financial management oversight review from last February. The response will be brought back to the Commission for final approval. A telephonic meeting of the Commission may need to be scheduled in November.

FUTURE AGENDA ITEMS

No update

COMMISSIONER ITEMS

11A – 2014 Commission Meeting Dates and Time

The Commission has agreed to move the meeting times to Noon beginning with the January 2014 meeting.

OTHER – Communications

CLOSED SESSION

It was moved by Ms. Connolly and seconded by Ms. Johnson that the Commission adjourn and reconvene in closed session pursuant to Section 21.5, Subsection I of the Iowa code to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is

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being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Roll Call: Peterson-Yea, Connolly-Yea, Gayman-Yea, Hensley-Yea, Johnson-Yea, Mahaffey-Yea, Muldoon-Yea, Ryan-Yea, Van Oort-Yea. The motion carried unanimously. Chair Van Oort recessed the meeting at 5:55 pm.

At 6:15 pm it was moved by Mr. Peterson and seconded by Ms. Hensley that the closed session be adjourned. The motion carried unanimously.

Meeting Reconvened in Open Session:

The regular Commission meeting was resumed at 6:17 pm. Mr. Van Oort stated for the record that no action was taken during the closed session.

ACTION ITEM

It was moved by Ms. Hensley and seconded by Ms. Connolly that the Commission approve the compensation adjustment for the General Manager retroactive to July 1, 2013. The motion carried unanimously.

Next Meeting

December 3, 2013 at 5:00pm

ADJOURNMENT

A motion by Mr. Gayman and second by Mr. Mahaffey to adjourn the regular Commission Meeting was made at 6:17pm. 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