

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

**620 Cherry Street – Des Moines, Iowa 50309
April 1, 2014**

ROLL CALL

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

Commissioner Absent: Angela Connolly, Christine Hensley

Alternates Present: Larry Hulse, Mark Wandro

CALL TO ORDER

The meeting was called to order by Chair, Steve Van Oort at 12:00pm. 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 April 1, 2014 meeting agenda.

It was moved by Mr. Peterson and seconded by Ms. Johnson to approve the April 1, 2014 Agenda. The motion carried unanimously.

Staff Introduction

Mr. Van Oort introduced and welcomed Steve Hansen, DART's new Human Resources Director who started March 17th.

PUBLIC COMMENT

No comments

COMMISSIONER REGOGNITION

The Commission recognized former Commissioner Steve Brody and presented him with a plaque for his contribution to DART and the Community as a member of the DART Commission. Mr. Brody's term on the Commission was July 2009 – December 2013.

TRANSIT RIDERS ADVISORY COMMITTEE UPDATE

TRAC Chair, Greg Boeschen provided the Commission an update on the Committee's March meeting. Their agenda and topics of discussion included:

- Adopted TRAC Recommended Goals for 2014
- Implement Year 3 Service Expansions
- Implement the Real Time Information and Trip Planner Alerts
- Develop Open Feeds for 3rd Party Vendors
- Develop Recommendation for New Fare Policy
- Shelter Expansion in DART Service Area
- FY 2015 Service Enhancements

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- Windsor Heights Wal-Mart Project
- Younker's Fire – Commended the early e-mail communication that went out

CONSENT ITEMS

8A – FY 2015 State Application & PTIG

8B – March 4, 2014 Minutes

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

ACTION ITEMS

9A – Equal Employment Opportunity (EEO) Policy

Steve Hansen, Human Resources Director provided the Commission an overview on the revised EEO policy. HR staff is in the process of reorganizing the information in an effort to enhance the readability of the document.

It was moved by Mr. Mahaffey and seconded by Mr. Conkling that the Commission approve the Equal Employment Opportunity (EEO) Policy. The motion carried unanimously.

9B – City of Des Moines – SW 9th Street Memorandum of Understanding

Ethan Standard, Transit Planner provided background to the Commission on the MOU with the City of Des Moines for the revitalization of SW 9th Street.

It was moved by Mr. Mahaffey and seconded by Ms. Johnson that the Commission approve the SW 9th Street Memorandum of Understanding with the City of Des Moines. The motion carried unanimously.

9C – February 2014 Financials

Amber Dakan, Finance Manager provided a presentation on the February 2014 financials to the Commission. Operating expenses are lower than budget for Fixed Route, Paratransit and RideShare.

It was moved by Mr. Peterson and seconded by Mr. Mahaffey that the Commission approve the February 2014 Financials. The motion carried unanimously.

DISCUSSION ITEM

10A – Drake Service Proposal

Gunnar Olson, Public Affairs Manager provided the Commission a presentation on the background regarding the proposal for service to Drake University. Drake is currently an Unlimited Access Partner with DART. The Commission had discussion regarding the need, demographics of the service area, cost and the term of the contract.

The Commission approved staff to move forward with negotiations with Drake.

10B – FY 2015 DART Service Enhancements

Jim Tishim, Planning Director provided the Commission with a presentation on proposed service enhancements for FY 2015. A large focus of the presentation was on expanding service for the Urbandale Business Park that has been discussed at previous Commission Meetings.

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10C – Affiliate Chamber Memberships

Elizabeth Presutti, General Manager presented to the Commission regarding the possibility of DART becoming a member of the Chamber of Commerce of each of DART's affiliates. Ms. Presutti provided the Commission a handout with estimated costs. The Commission had discussion and agreed that it would be a great opportunity for DART.

The Commission unanimously agreed for Ms. Presutti to begin the process of becoming a member of the Chamber of Commerce of each of DART's affiliates. The Commission requested to revisit this in a year to see how it is going.

10D – February 2014 Performance Report

Ms. Presutti updated that Fixed Route Ridership is up 8% over last February. Year to date ridership is up over 6%. Preliminary numbers for March are showing the same trend.

MONTHLY REPORTS

11A – Operations Report

Tony Lafata, Chief Operations Officer introduced Carl Saxon, DART's new Operations Instructor. Mr. Lafata also made note of the refurbished bus parked in front that is available for viewing following the meeting and would appreciate any feedback on the bus.

Mr. Lafata discussed the effects of the water main break from the previous weekend, and the Younker's fire this past weekend. 22 of the 26 routes have been rerouted due to the road closures from the fire. Mr. Lafata commended staff, the City of Des Moines, police and city traffic engineers. He also acknowledged Customer Service and Operations staff for providing quality customer service while all of this was going on.

11B – Marketing Report

Kirstin Baer-Harding updated the Commission on the April promotion for Routes 51 and 91.

11C – Planning Report

No update

11D – Procurement

Mike Tiedens, Procurement Manager gave an update on a couple of upcoming procurement projects. Both the banking and legal services RFP's are out and would like to have the Executive Committee involved in the process prior to bringing the contracts to the Commission for approval. The Executive Committee does not need to meet in person; however it is part of the review process for all of our service contracts per the triennial review required by FTA.

11E – General Manager

Ms. Presutti updated that we have signed the Teamsters Contract. The Privacy Bill has been passed through both houses and is being routed to the Governor's office for signature. Ms. Presutti also thanked Commissioner Conkling for attending the DART update at the Carlisle City Council Meeting last week. Presentations are also scheduled in Pleasant Hill and Grimes for the month of April.

FUTURE AGENDA ITEMS

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COMMISSIONER ITEMS

Mr. Van Oort updated that Elizabeth, Gunnar and himself attended the APTA Legislative Conference in Washington. Meetings were scheduled with Senator Branstad, Senator Harkin and Congressman Latham.

OTHER - Communications

NEXT MEETING

May 6, 2014 at 12:00pm

ADJOURNMENT

A motion by Mr. Gayman and second by Ms. Johnson to adjourn the regular Commission Meeting was made at 1:24pm. The motion carried unanimously.

Future 2014 Meeting Dates

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

Chair

Clerk

Date