

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

620 Cherry Street – Des Moines, IA 50309

March 5, 2013

ROLL CALL

Commissioners Present: Steve Brody, Skip Conkling, Angela Connolly, Tom Gayman, Christine Hensley(Arrived 4:09pm), Gaye Johnson (Arrived 4:03pm), Bob Mahaffey, Steve Van Oort

Commissioner Absent:

Alternates Present:

Staff Present: Elizabeth Presutti, General Manager; Jamie Schug, Chief Financial Officer; Gunnar Olson, Public Information Officer; Tom Reynolds, Chief Operating Officer; Jim Tishim, Planning Director; Randy Ross, HR Director; PJ Sass, Customer Service Manager; Mark Burkman, Purchasing Manager; Amber Dakan, Staff Accountant; Greg Schmitt, Training Manager; Kirstin Baer-Harding, Marketing Director; Mike Kaiser, Service Management Manager; Tony Filippini, Transit Planner; Debra Meyer, Capital Grants Manager; Georgia Parkey, Paratransit Operations Manager; Matt Pitstick, Facilities Manager; Kyle McCann, Attorney, Brick Gentry, P.C.

Others Present: John Halsband, DART Customer

CALL TO ORDER

The meeting was called to order by Chair, Steve Van Oort at 4:01pm. 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 March 5, 2013 meeting agenda.

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

PUBLIC COMMENT

No Comments

PUBLIC HEARING ON FY2014 Budget and Tax Levy Rates

Gaye Johnson arrived at 4:03pm

Jamie Schug, Chief Financial Officer gave an overview of the FY2014 Budget to the Commission.

The Hearing was opened for public comments at 4:15pm. There were no public comments.

Mr. Van Oort called for approval to close the Public Hearing at 4:15pm.

It was moved by Mr. Brody and seconded by Mr. Gayman to close the Public Hearing for the FY2014 Budget and Tax Levy Rates.

Action Item 6A – Approve FY2014 Fixed Route Budget and Tax Levy Rates

It was moved by Mr. Conkling and seconded by Mr. Brody that the Commission approve the FY 2014 Fixed Route Budget and Tax Levy Rates. The motion carried unanimously.

CONSENT ITEMS

7-A – February 5, 2013 Minutes

7-B – FY 2014 Grant Approvals

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

ACTION ITEMS

Action Item 8A – January 2012 Financials

Jamie Schug, Chief Financial Officer gave a presentation to the Commission regarding the January financials.

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

DISCUSSION ITEMS

9A – DART University/Ingersoll BRT Project Update

Ms. Presutti gave a presentation to the Commission on the BRT Project and discussed the changes from FTA.

The first line would be developed on the newly launched Route 60 and would include:

- Stations, not stops
- Real-time schedule signs
- Specially branded diesel-electric buses
- Techniques to speed up travel

A fund-raising effort is ongoing to raise \$5 million in local match money to leverage \$20 million in potential federal grant funding.

The project remains viable under new federal criteria.

9B - January 2012 Performance Report

Elizabeth Presutti, General Manager updated that some of the services that were implemented in June are really starting to take off and are producing regular ridership. The full benefits of service are expected to be realized gradually. The recent weather and school closures has a large impact on us

MONTHLY REPORTS

Operations Report

Tom Reynolds, Chief Operating Officer announced his resignation to the Commission.

Mr. Reynolds introduced Matt Pitstick, DART's new Facilities Manager. Matt comes from 30 years with the US Army at Camp Dodge.

Marketing Report

No update

Planning Report

No update

General Manager

Elizabeth Presutti, General Manager updated that the records retention committee met last week and reviewed the Open Records Policy. The Records Retention Policy will be reviewed in the weeks to come and will look to bring this to the Commission for approval in the April - May timeframe.

FUTURE AGENDA ITEMS

No update

COMMISSIONER ITEMS

Ms. Presutti, Mr. Van Oort and Mr. Conkling will all be traveling to Washington, DC for the APTA Legislative Conference March 9 - 12.

Future Commission meetings will be moved to 5:00pm. The Clerk will update the meeting requests to the Commissioners.

Mr. Van Oort requested to put a search committee in play to begin the replacement of the COO position and discuss role definition. Mr. Van Oort, Mr. Gayman, Mr. Conkling and Ms. Connolly will all serve on the Committee. The clerk was asked to set a meeting for this Committee to meet.

OTHER - Communications

No update

ADJOURNMENT

The regular Commission Meeting was adjourned at 5:01pm. It was moved by Ms. Connolly and seconded by Ms. Johnson. The motion carried unanimously.

Next Meeting

April 2, 2013 at 5:00pm

Future 2013 Meeting Dates

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

Chair

Clerk

Date