

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

**1100 DART Way – Des Moines, IA 50309  
January 25, 2011**

**ROLL CALL**

Commissioners Present: Tom Gayman, Skip Conkling, Angela Connolly, Ted Boesen, Bob Mahaffey, Chris Hensley, Gaye Johnson, Alternate Paula Dierenfeld for Steve Van Oort and Alternate Steve Peterson for Steve Brody

Commissioners Absent: Steve Van Oort, Steve Brody

Alternates Present: Paula Dierenfeld, Steve Peterson

Staff Present: Brad Miller, General Manager; Elizabeth Presutti, Chief Development Officer; Randy Ross, HR Director; Kirstin Baer-Harding, Advertising Manager; Jamie Schug, Chief Financial Officer; Tom Reynolds, Chief Operating Officer; Rebecca Lovig, RideShare Manager; Chet Bor, Paratransit Director; Debra Meyer, Capital Grants Manager; Gunnar Olson, Public Information Officer; PJ Sass, Customer Service Manager; Jim Tishim, Planning Director; Suzanne Robinson, Clerk to the Commission; Nolden Gentry, Legal Counsel

Others Present: Crystal Estabrook, TRAC; Dana Conn, TMA; John Halsband; Mandi Holcomb, Denman & Co LLP; Bruce Behneke TMD; Russ Chisholm TMD; Jenny Hurley, TMD; DART employees Mike Kaiser; Greg Schmitt

**CALL TO ORDER**

The meeting was called to order by Chair Angela Connolly at 5:02 p.m. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

**APPROVAL OF MINUTES**

Chair Connolly called for corrections to the December 21, 2010, meeting minutes. There being no comments on the minutes, it was moved by Mr. Ted Boesen and seconded by Ms. Gaye Johnson that the minutes be approved. The minutes were approved as written.

**PUBLIC COMMENTS SECTION**

None

## **CONSENT ITEMS**

**7A – DART’s Maintenance Area Roof Replacement – Academy Roofing**

**7B – State Lobbyist Contract – Wasker, Dorr, Wimmer & Marcouiller, PC**

**7C – MPO and CIRTPA Committee Appointments**

**7D – RideShare Van Purchase**

**7E – November Financial Reports**

General Manager Brad Miller stated that the roof replacement was contingent on the Iowa DOT’s approval of the project.

It was moved by Ms. Chris Hensley and seconded by Mr. Bob Mahaffey, that the Consent Items be approved. The motion carried unanimously.

## **TRAC REPORT**

TRAC member Ms. Crystal Estabrook filled in for new TRAC Chair Alex Grgrich and announced that there were four new TRAC members. She said the group is excited to move on to new goals for 2011. She said that some of the projects include a new website, the DART Forward 2035 study and ongoing Transit Hub project, including the contest to name the Hub. The next TRAC meeting is scheduled for March 9, 2011.

## **ACTION ITEMS**

### **Action Item 8A – FY-2010 Audit**

The Chair introduced Mandi Holcomb of Denman and Co. LLP, to report on the FY2010 audit. Ms. Holcomb said that all issues have been resolved, and DART has earned a clean, unqualified opinion. A copy of the report was given to each commissioner, and she asked that they note that the financial reporting was included in the back of the report. She noted that there were no findings in the schedule of expenditures and no misstatements to report. She thanked Ms. Schug and all the DART staff for their hard work and cooperation in providing the information on which the report was based. Ms. Hensley asked the reason for the delay in getting the report, and Ms. Holcomb said that the report was typically released in December, but because of the issues related to the transition from the former finance director, it took a little longer. Chair Connolly remarked that Ms. Schug worked hard to get up to speed, and thanked her for the thorough job in doing so and in the excellent report.

It was moved by Ms. Hensley and seconded by Mr. Boesen that the DART Commission accept the FY-2010 Audited Financial Statements.

The motion carried unanimously.

### **Action Item 8B – FY-2012 Fixed Route Budget**

Mr. Miller explained that he would be outlining details of the FY-2012 Fixed Route Budget, but that most were reiteration of the information that was shared with the commissioners during the past three commission meetings. He reminded the commission that:

- Maintains tax rates at the 2008 plan level.
- Does not immediately propose any service or fare adjustments.

- Assumes substantial increases in fuel costs, health insurance rates, and future year transit hub expenses.
- Does assume that the Commission will develop a long-term plan to balance the annual budget either through further service cuts or revenue increases.

Mr. Miller outlined the timeline of the budget approval process in his presentation (attached) as follows:

- The Commission is asked to authorize the maximum levy rates listed above for publication as required by Iowa Code.
- Per the 28M Agreement the Regional Transit Authority must hold a public hearing on the proposed budget and allow any member community or the public to provide information to the Commission prior to its adoption of the budget.
- A public hearing on the proposed budget is scheduled for:  
**Tuesday, February 22, 2011 at 5:00 P.M.**  
**DART Offices - 1100 DART Way, Des Moines, IA 50309**

The hearing will be held immediately prior to the regular DART Commission meeting where the Commission will consider adoption of the FY2012 budget in advance of the 28M Agreement's deadline of March 15, 2011.

Mr. Miller charted expenses and revenues, and reminded commissioners that the lack of growth in tax rates of communities will compound the shortfalls, and that member cities are having the same problem with their city budgets and projections. Ms. Hensley asked if the Service and Budget Committee had yet met. Mr. Miller said DART will be scheduling this meeting before the February commission meeting. Mr. Conkling asked what the final date for budget certification was, and Mr. Miller said it is the same as the cities' which is March 15, so the commission will be approving the budget at its February 22, 2011 meeting. There was general agreement among commissioners that the Service and Budget Committee meet. Commission Alternate Paula Dierenfeld asked if the budget numbers were new to the commissioners. Mr. Miller stated that they were not – that the commission had been presented with the information during last year's budget process, and again at the last three commission meetings.

Mr. Conkling moved that that the motion to approve add the following language:

*The budget be balanced by a line item transfer of funds from DART's reserves to obtain the balanced budget.* Ms. Hensley seconded the motion and it carried unanimously.

It was moved by Ms. Hensley and seconded by Mr. Boesen that:

1. *The budget be balanced by a line item transfer of funds from DART's reserves to obtain the balanced budget.*
2. The Commission authorize the publishing of the FY-2012 DART Tax Levies as presented.
3. That the Commission approve a public hearing on the FY-02012 Budget and published tax levies.

The motion carried unanimously.

## **Action Item 8C – Automatic Vehicle Location and Real Time Information System**

Ms. Presutti announced that the prospective contract with Trapeze ITS that was approved by the Commission at its meeting on August 3, 2010, subject to successful contract negotiations is now ready for approval. Mr. Miller reminded the commissioners that all additional components are funded by the Transit Hub budget or DART's capital program.

It was moved by Mr. Boesen and seconded by Mr. Conkling that the Commission approve a contract with Trapeze ITS not to exceed \$3,423,976.

The motion carried unanimously.

## **DISCUSSION ITEMS**

### **Discussion Item 9A - DART Forward 2035 Project Update**

Ms. Presutti stated that DART consultants from Transportation Management and Design (TMD) have been collecting data over the course of their time in Des Moines, and have met with all commissioners and stakeholders. She introduced the interviewers, Mr. Bruce Behneke, Mr. Russ Chisholm and Ms. Jenny Hurley, who presented their preliminary findings to the commission (presentation attached).

Chair Connolly expressed the commission's thanks for their report, and said that DART staff and commission will be interested in the outcomes in the final report.

### **Discussion Item 9B – Quarterly Safety Report**

Mr. Miller announced that preventable accidents were down by one-third in the quarter.

### **Discussion Item 9C – Performance Reports**

Ridership in December was up – the best of the fiscal year so far.

## **MONTHLY REPORTS**

Mr. Miller told the commission that DART customer service employee, Althea Gordon, passed away unexpectedly in January, leaving the DART family saddened at her loss.

Mr. Miller said there is discussion within the MPO and the Transit Roundtable about obtaining a Mobility Manager for the Des Moines area if federal funds from the DOT are available. He said that Dylan Mullenix (MPO) has scheduled a special session of the Roundtable to discuss it, and that the most acute needs are human services Paratransit clients who need to receive travel training in order to be able to ride the regular fixed route buses – an outcome that would be much more cost-effective for the county. One idea would be that a mobility manager would work at Polk County Human Services teaching clients how to ride. DART could coordinate, but funds require a 20% match, but there is talk that the DOT and county may be able to work this out and guarantee the funds for three years. Chair Connolly commented that if more clients can ride the bus the program will pay for itself. Mr. Miller added that the Paratransit budget shows a double digit increase in Bus Plus clients who pay \$3.50 for a trip that costs DART \$24.00, and with an older population and the movement of physicians outside the city of Des Moines, there will be even more in the future.

**COMMISSION ITEMS**

Yearly Conflict of Interest Policies are reviewed and statements signed and returned to DART for the Capital Grants manager.

**CLOSED SESSION**

Chair Connolly called for a motion to recess and reconvene in a closed session.

It was moved by Mr. Conkling and seconded by Mr. Boesen that the Commission adjourn and reconvene in closed session pursuant to Section 21.5, Subsection 1, Paragraph C of the Iowa code to discuss strategy with counsel on a matter where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of DART in that litigation.

Roll Call: Boesen yes, Hensley yes, Mahaffey yes, Peterson yes, Conkling yes, Johnson yes, Connolly yes, Gayman yes, Dierenfeld yes. The motion carried unanimously.

Chair Connolly recessed the meeting at 6:30 pm. At 6:48 pm it was moved by Ms. Dierenfeld and seconded by Mr. Boesen that the closed session be adjourned.

Roll Call: Boesen yes, Hensley yes, Mahaffey yes, Peterson yes, Johnson yes, Connolly yes, Dierenfeld yes. The motion carried unanimously.

The regular Commission meeting was resumed at 6:49 pm. Chair Connolly stated for the record that no action was taken during the closed session.

**ADJOURNMENT**

The meeting was adjourned at 6:50 p.m.

2011 Meeting Dates

Feb 22, Mar 29, Apr 26, May 24<sup>th</sup> or 31, Jun 28, Jul 26, No Commission Meeting in August, Sep 27, Oct 25, Nov 22, Dec 20

Date: \_\_\_\_\_

Chair: \_\_\_\_\_

Secretary: \_\_\_\_\_