

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

**620 Cherry Street – Des Moines, Iowa 50309
September 2, 2014**

ROLL CALL

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

Commissioner Absent:

Alternates Present:

CALL TO ORDER

The meeting was called to order by Chair, Steve Van Oort at 12:05pm. 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 September 2, 2014 meeting agenda.

It was moved by Mr. Mahaffey and seconded by Ms. Hensley to approve the September 2, 2014 Agenda. The motion carried unanimously.

PUBLIC COMMENT

No comments

TRANSIT RIDERS ADVISORY COMMITTEE

Greg Boesch provided the Commission an update on the July Meeting. Topics included:

- RideShare participation and expansion to Pella
- Overview of the Capital Improvement Plan
- Open Date Policy and proposed rollout
- Reviewed article on social media site – Re: Adopting a fire hydrant

CONSENT ITEMS

7A – Commission Meeting Minutes – July 1, 2014

7B – Iowa Clean Air Attainment Program (ICAAP)

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

ACTION ITEMS

8A – Bus Video Surveillance System

Jamie Schug, Chief Financial Officer provided background on the Bus Video Surveillance System to the Commission. Of the six proposals that were received, TransIT Solutions scored the highest. Funding for the project will be from budgeted operating and capital “make-ready” funds and the required local

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match. Staff recommends the approval of a five year contract with TransIT Solutions, LLC for the not to exceed amount of \$550,000.

It was moved by Ms. Connolly and seconded by Mr. Peterson that the Commission approve the Bus Video Surveillance System. The motion carried unanimously.

8B – June 2014 and July 2014 Financials

Ms. Amber Dakan, Finance Manager provided the Commission a presentation on the June and July financials.

It was moved by Ms. Hensley and seconded by Mr. Mahaffey that the Commission approve the June 2014 Financials. The motion carried unanimously.

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

8C – RideShare Van Rental Policy

Ms. Jennifer Long, RideShare Program Coordinator provided background to the Commission on the RideShare Van Rental Policy.

It was moved by Ms. Connolly and seconded by Ms. Johnson that the Commission approve the RideShare Van Rental Policy with the amendment to include all public schools within DART's Member Government. The motion carried unanimously.

DISCUSSION ITEMS

9A – RideShare Van Donation Program – with option to take action

Ms. Long provided a presentation on the RideShare Van Donation Program to the Commission. Mr. Van Oort made note of the comments that were provided by the City of Clive. Ms. Hensley would like to have this program come back in a year for review by the Commission. She also requested that users would need to give us a year-end report. Mr. Conkling asked if this could come back as a Consent Item going forward to approve the 3 grantees.

It was moved by Mr. Conkling and seconded by Mr. Peterson that the Commission approve the RideShare Van Donation Program. The motion carried unanimously.

9B – DART Commission Travel Policy – with option to take action

Ms. Elizabeth Presutti provided an update to the Commission on the DART Commission Travel Policy. The policy closely mimics the procedures that are required of staff.

It was moved by Ms. Hensley and seconded by Mr. Gayman that the Commission approve the DART Commission Travel Policy amending the reimbursement amount for expenses without a receipt from Ten Dollars (\$10) to Twenty Five Dollars (\$25). The motion carried unanimously.

9C – DART Financial Policies

Ms. Schug reviewed the Financial Policy with the Commission. A handout of the General Fund Reserve Policy was provided to the Commission. This policy will come back as an action item on the October agenda.

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9D – 1100 DART Way Improvements

Mr. Matt Pitstick, Facilities Manager provided a presentation on improvements made at the 1100 DART Way location to the Commission. Improvements included:

- Money Room
- Bus Barn Portals
- Fuel Distribution
- Boiler Replacement
- Energy Conservation
- Landscaping
- Facility Maintenance
- Security

9E – Iowa State Fair Update

Mr. Gunnar Olson, Public Affairs Manager provided a presentation to the Commission on the 2014 Iowa State Fair. DART saw an 8% growth in ridership over last year providing 221,188 rides. The addition of ticketing booths at the State Capitol and Center Street Park & Ride helped expedite the loading process exponentially. Ms. Hensley requested that Elizabeth be invited to the breakfast with the Iowa State Fair Commission going forward.

9F – Real-Time Data Rollout and Try Transit Week Update

Ms. Greiner provided an update on the Real-Time Data rollout and Try Transit Week. The project remains on schedule and staff plans to begin publishing real-time bus location information to the public in late September – early October. The real-time location information will be available on several platforms:

- MyDART Trip Planner
- MyDART Real-Time Map
- MyDART Phone
- MyDART Email Alerts

Mr. Van Oort requested that each Commissioner be invited to the event(s) scheduled in their communities.

9G – BRT Update

Mr. Olson gave an update to the Commission on the University/Ingersoll BRT Project. Ridership on Route 60 has been growing steadily since the route was introduced in November 2012. A ridership forecast has been recently completed along with the environmental analysis. Preferred station locations have been identified throughout the route by DART staff, HNTB (DART's Consultant) and the City of Des Moines Traffic and Economic Development. All three groups have toured the route and have identified a few alternative locations. The stations are being designed by Substance Architecture. The next steps will be public and stakeholder involvement on the station designs and locations.

9H – June 2014 and July 2014 Performance Report

Ms. Presutti updated that ridership is up over 5.7% overall and Fixed Route was up over 6.68%. FY15 is off to a fantastic start with July ridership up over 6% overall.

MONTHLY REPORTS

10A – Operations Report

No update

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10B – Marketing Report

Ms. Kirstin Baer-Harding, Marketing Director provided an update that we are working with the Greater Des Moines Art Foundation on an art bus wrap. It will unveil in the next couple of months, with a new wrap going on the buses every 6 months.

10C – Planning Report

No update

10D – Procurement

No update

10E – General Manager

Ms. Presutti updated that she has been participating in the MPO Long Range Transportation Plan Steering Committee along with Commissioner Conkling. Transit historically has received 10% funding and will be recommended to move up to 15%. This equates to 3 buses instead of 2 for DART.

Ms. Presutti also thanked everyone who attended the Route 74 ribbon cutting event that was held on August 13th.

FUTURE AGENDA ITEMS

COMMISSIONER ITEMS

Mr. Van Oort and Ms. Presutti updated the Commission on the discussion regarding alternative revenue forecasting. Staff recommended an approach to the Executive Committee. Staff sat through a couple presentations of financial models last week and chose Transportation Management & Design, Inc. (TMD) and its partner HNTB to complete the development of a financial model and identification of funding scenarios for existing and future DART service.

OTHER – Communications

NEXT MEETING

October 7, 2014 at 12:00pm

ADJOURNMENT

A motion by Mr. Peterson and second by Ms. Hensley to adjourn the regular Commission Meeting was made at 1:36pm. The motion carried unanimously.

Future 2014 Meeting Dates

Oct 7, Nov 4 & Dec 2

Chair

Clerk

Date