

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

**620 Cherry Street – Des Moines, Iowa 50309
November 4, 2014**

ROLL CALL

Commissioners Present: Angela Connolly, Chris Hensley, Gaye Johnson, Bob Mahaffey (12:06pm), Joann Muldoon (12:02pm), Steve Peterson and Steve Van Oort

Commissioner Absent: Skip Conkling, Tom Gayman

Alternates Present: Keith Ryan

CALL TO ORDER

The meeting was called to order by Chair, Steve Van Oort at 12:01pm. 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 November 4, 2014 meeting agenda.

It was moved by Ms. Hensley and seconded by Mr. Peterson to approve the November 4, 2014 Agenda. The motion carried unanimously.

Commissioner Muldoon arrived at 12:02pm.

PUBLIC COMMENT

Scott Weaver – 6805 University Drive, Windsor Heights. Mr. Weaver is a Paratransit customer who had concerns regarding being picked up on a timely basis at night within the 30 minute window.

Ms. Presutti will work with staff to look into the matter further and follow up with Mr. Weaver at either 515-661-9921 or via Kate Weiss at 515-661-9922.

Ms. Hensley requested to have follow up on the resolution with the Commission.

Kenneth Waldron – 2557 Wedgewood Road, Apt. 63, Des Moines addressed the Commission regarding transfers, and on the possibility of the conversion of the Route 17 and 99 in Altoona.

Commissioner Mahaffey arrived at 12:06pm.

CONSENT ITEMS

6A – Commission Meeting Minutes – October 7, 2014

It was moved by Ms. Connolly and seconded by Ms. Johnson that the consent item be approved. The motion carried unanimously.

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ACTION ITEMS

7A – Fare Policy

Gunnar Olson, Public Affairs Manager and Jamie Schug, Chief Financial Officer provided a presentation to the Commission on the Fare Policy. Two handouts were provided to the Commission detailing the information. Ms. Schug provided background on ridership and revenue analysis to the Commission. Mr. Olson reviewed the timeline with the Commission and next steps on the public feedback process. A final vote on the policy could occur as early as January 2015.

It was moved by Ms. Hensley and seconded by Mr. Peterson that the Commission approve the new Fare Policy DRAFT. The motion carried unanimously.

7B – State and Federal Legislative Priorities

Mr. Olson provided an update on the recommended state and federal legislative priorities after consultation with APTA, IPTA, DART lobbyists Bill Wimmer and Angela Davis. The recommended priorities were also presented to the Commission's Legislative Committee for review.

The recommended Priorities are:

State Legislative Priorities:

- Bus-Rapid Transit (BRT)
- Protect DART's Civil Servants
- Need Funding Options

Federal Funding Options:

- Bus-Rapid Transit (BRT)
- Long-term Surface Transportation Authorization Bill

Ms. Hensley requested that a letter go out to our local representatives after the election. Mr. Olson will assist with drafting a letter and sending it out on behalf of the Commission.

Ms. Hensley also requested that our lobbyist provide an update at the December meeting.

It was moved by Ms. Connolly and seconded by Ms. Johnson that the Commission approve the State and Federal Legislative Priorities. The motion carried unanimously.

7C – Procurement Manual

Mike Tiedens provided background on the DART Procurement Policies and Procedures Manual. Following the 2012 Triennial Review, it was recommended that DART revise its Procurement Policies and Procedures Manual. The proposed DRAFT of the Procurement Manual was reviewed with the Commission Procurement Committee over two sessions in April 2014. The proposed DRAFT Manual has been reviewed and approved by DART's general legal counsel, Brick Gentry.

It was moved by Mr. Mahaffey and seconded by Mr. Peterson that the Commission approve the DART Procurement Manual. The motion carried unanimously.

7D – 1100 DART Way Administration Renovation Architecture & Engineering Services

Mike Tiedens provided background on a task order with Substance Architecture for the Architecture and Engineering for the 1100 DART Way remodel. The task order will be for the amount of \$182,000. A portion of the funding was awarded from the State of Iowa PTIG Grant along with budgeted formula funds and the required local match for all sources.

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It was moved by Ms. Connolly and seconded by Mr. Peterson that the Commission approve the 1100 DART Way Administration Renovation and Engineering Services Task Order with Substance Architecture for the amount of \$182,000. The motion carried unanimously.

7E – On-Call Public Relations and Marketing Contract

Mike Tiedens provided background on a contract for On-Call Public Relations and Marketing Services. Four proposals were received from Alt Studios, Happy Medium, Trilix and ZLR Ignition. Following the evaluation of the proposals, Happy Medium and Trilix scored the highest and were deemed to have the best value to DART. Funding will be from the approved budget and /or an associated project grant.

It was moved by Ms. Hensley and seconded by Ms. Johnson that the Commission approve 2 contracts with Happy Medium and Trilix. The two contracts will be for two (2) On-Call Public Relations and Marketing Services for a five (5) year term with an aggregate total amount not to exceed \$400,000. The motion carried unanimously.

7F – September 2014 Financials

Amber Dakan, Finance Manager provided a presentation on the September 2014 Financials. Fixed Route revenue ended the month 1.92% higher than budget projections and expenses are on target at 1% above budget. Paratransit revenue is 5.5% lower than budget and operating expenses are currently 5.4% under forecasted levels. RideShare revenue is 18.9% below budget levels year to date with expenses 8% below budgetary expectations. RideShare revenue is expected to increase and expense monitoring is in place to offset the shortfall.

It was moved by Mr. Peterson and seconded by Mr. Mahaffey that the Commission approve the September FY2015 consolidated financial report. The motion carried unanimously.

DISCUSSION ITEMS

8A – DART Investment Policy DRAFT

Ms. Schug provided background on the Investment Policy DRAFT. A handout of the DRAFT policy was provided to each Commissioner. The intent of the Investment Policy is to define the parameters within which funds are to be managed and also provide framework for DART's investment activities. A resolution would come back to the Commission to approve the CFO as the authorizer along with a dollar amount. Most of the governmental entities in the metro allow for \$200,000. Policy would come back at the next meeting in December for approval. DART's legal counsel, Brick Gentry would also review the policy in the meantime.

8B – Quarterly Safety Report

Randy McKern, Transportation Manager, provided an update on the 1st quarter analysis of accidents for FY2015. Most of the collisions that are occurring are either another vehicle into bus or a bus into a fixed object. DART is trying to be proactive with our one-two year Operators who contribute to most of the accidents to retraining when accidents do occur and to head them off.

8C – September 2014 Performance Report

Ms. Presutti updated that ridership continues to increase and is up over 4.71% year to date on all of our services. Fixed Route is up 5.7%. Ms. Presutti made note of Route 14, 16, 17, 52 and 60 that are doing particularly well. Expresses that are seeing improvements are the 92, 93 and newly formed Route 74. Paratransit and RideShare are also up in ridership.

MONTHLY REPORTS

10A – Operations Report

No update

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10B – Marketing Report

Kirstin Baer-Harding, Marketing Director provided an update on Try Transit Week. We were up about 20% or 20,000 rides from the week prior to Try Transit Week. We are also moving forward with launching the rest of the technologies, which include the SMS for real-time information at the bus stops via text. Also the IVR which is the automated MYDART Phone technology will be moving forward for late Fall.

Mr. Olson provided background on a conversation that was had with Principle Financial Group regarding rerouting of the LINK shuttle to transport their employees to parking facilities. New routing would take effect in February. This rerouting is in response to a temporary relocation of approximately 1200 employees.

10C – Planning Report

No update

10D – Procurement

No update

10E – General Manager

Ms. Presutti provided an update on the APTA Annual Meeting and EXPO. DART did exchange contract proposals with the ATU at the end of October. Our hope is to begin negotiations the first full week of January. Ms. Presutti also updated that we are planning to do the Fares for Food event again this year. We found that that last year’s Fares for Food fare collection for a day was more successful than doing the food donation on the buses. The recipient selected for this year’s fares will be DMARC.

FUTURE AGENDA ITEMS

COMMISSIONER ITEMS

OTHER – Communications

NEXT MEETING

December 2, 2014 at 12:00pm

ADJOURNMENT

A motion by Mr. Peterson and second by Ms. Johnson to adjourn the regular Commission Meeting was made at 1:17pm. The motion carried unanimously.

Future 2014 Meeting Dates

Dec 2

Future 2015 Meeting Dates

Jan 6, Feb 3, Mar, 3, Apr 7, May 5, Jun 2,
Jul 7, Aug 4, Sept 1, Sept 29, Nov 3, Dec 1

Chair

Clerk

Date