



NOTICE OF COMMISSION MEETING AND AGENDA
DES MOINES AREA REGIONAL TRANSIT AUTHORITY
DART MULTIMODAL ROOM, 620 CHERRY STREET
NOVEMBER 6, 2018 – 12:00 PM

1.	CALL TO ORDER	
2.	ROLL CALL AND ESTABLISHMENT OF QUORUM	
3.	NOTICE OF MEETING	
4.	APPROVAL OF NOVEMBER 6, 2018 AGENDA	
5.	PUBLIC COMMENT (Limit 3 minutes)	
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13.	NEXT MEETING: Regular DART Meeting - Tuesday, December 4, 2018 – 12:00 P.M.	
14.	ADJOURN	

Language, visual, hearing and transportation services are available at meetings upon request. For requests, please call DART at 515.283.8100 at least 48 hours in advance of the meeting.



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES
620 CHERRY STREET – DES MOINES, IOWA 50309
OCTOBER 2, 2018**



ROLL CALL

Commissioners/Alternates Present and Voting:

Vern Willey, Gary Lorenz, Doug Elrod, Michael McCoy, Frank Cownie, Jeremy Hamp, Paula Dierenfeld, Sara Kurovski, Angela Connolly, Tom Gayman, Tom Hadden and Zac Bales-Henry

Commissioners Absent:

John Hathaway and Mike Backous

Other Commissioners/Alternates Present:

Ross Grooters and Josh Mandelbaum

CALL TO ORDER

Tom Gayman, Chair called the meeting to order at 12.02pm. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF AGENDA

Tom Gayman, Chair requested a motion to approve the agenda as presented.

It was moved by Sara Kuorvski and seconded by Angela Connolly to approve the October 2, 2018 agenda. The motion carried unanimously.

PUBLIC COMMENT

None

TRANSIT RIDERS ADVISORY COMMITTEE UPDATE

Mark Hutchens, Vice Chair of the Transit Riders Advisory Committee, gave an update of the September TRAC meeting. The committee discussed service changes and information related to those, particularly focusing on the western suburbs. He reminded the Commission that TRAC is in the process of restructuring the committee and currently soliciting officer positions. More information will be provided to the Commission at a future date.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – OCTOBER 3, 2017**



CONSENT ITEMS

7A – Commission Meeting Minutes – September 4, 2018

It was moved by Sara Kurovski and seconded by Tom Hadden to approve of consent items as presented. The motion carried unanimously.

ACTION ITEMS

8A – 2019 State Legislative Priorities

Tom Gayman, Chair gave a brief background on what has been done to address long-term funding needs for transit in the region and the efforts that have been made to this date, referring to the August 31, 2018 DART Commission Funding Workshop in which Commissioners discussed and analyzed the options for future funding options. The proposed legislative agenda was presented. Discussion was had amongst the Commissioners regarding feedback on the DART legislative priorities from their city councils.

It was moved by Angela Connolly and seconded by Vern Willey to defer the 2019 Legislative Priorities until the November 6, 2018 commission meeting in order to allow for further discussion with the cities of West Des Moines and Ankeny.

8B – Transit Asset Management (TAM)

Jamie Schug, Chief Financial Officer provided a brief background on the federally required Transit Asset Management (TAM) business model and presented the proposed plan, including reporting timelines in which the policy for TAM will be reviewed and monitored by DART staff.

It was moved by Paula Dierenfeld and seconded by Michael McCoy to approve the FY2019 Transit Asset Management Plan and Policy as presented to be submitted to the FTA by October 31, 2018.

8C – DART Facility Grant Amendments

Agenda item 8C was deferred to the November 6, 2018 DART Commission Meeting.

10B – August 2018 Financials

Amber Dakan, Finance Manager, provided a presentation on the August 2018 Financials, outlining cash flows for YTD.

Fixed Route Operating revenue ended the year at 15.15% ahead of budget projections. Operations expenses are 4.24% below budget projections year to date.

Paratransit Operating revenue is 32.22% lower than budget expectations. Operating expenses are 12.34% under budget.

Rideshare revenues were 6% below budget. Operating expenses exceeded budget expectations by 16.51%.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – OCTOBER 3, 2017**



It was moved by Vern Willey and seconded by Sara Kurovski to approve the August 2018 Financials. The motion carried unanimously. The motion carried unanimously.

DISCUSSION ITEMS

9A – Mobility Coordinator Quarterly Update

Catlin Curry, Mobility Coordinator provided the Commission with a brief presentation and update on the recent community outreach programs DART has participated in.

9B – Performance Report – August 2018

Elizabeth Presutti, Chief Executive Officer provided a brief overview for the month of August 2018. Overall, there was a slight decrease in ridership for the month but remaining flat for the remainder of the year. There is an increase in Route 5 (the newly restructured route for the Merle Hay Corridor and Johnston). Route 4 is seeing increase in ridership due to the extension to Dee Zee and our Rideshare program continues to grow.

MONTHLY REPORTS

12A – Operations

No Update

12B – Engagement

Amanda Wanke, Chief External Affairs Officer shared that DART recently submitted a response to the Heart of Iowa Regional Transit Agency (HIRTA) request for proposal for commuter vanpooling services. The proposal outlined the benefits of a possible vanpooling partnership between the two central Iowa agencies under the umbrella of the existing Rideshare program. DART was given the opportunity to present to the HIRTA staff and expects to hear a selection decision in October.

12C – Procurement

No Update

12D - Chief Executive Officer

Elizabeth, Chief Executive Officer shared that labor negotiations with the Amalgamated Service Union (ATU) in October and expect to have the contract for approval at the December or January commission meeting.

FUTURE AGENDA ITEMS

None

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – OCTOBER 3, 2017**



COMMISSION ITEMS

12A – Establishment of Nominating Committee

Tom Gayman, Chair asked Mr. Hamp, Mr. McCoy and Mr. Hadden to serve on the nominating committee. The nominating committee will recommend a slate of officers at the January, 2019 Commission meeting as well as nominate for the two at-large positions.

12B – 2019 Commission Meeting Dates and Times

The Commission agreed to keep the same date and time for the 2019 commission meeting dates, the first Tuesday of the month at noon except for when a holiday interferes (as listed below). Vicky Barr, Executive Coordinator and Commissions Clerk will send out the calendar invites to all commissioners.

The meeting dates and times for 2019 are:

- January 8, 2019 at 12:00 pm
(Moved from January 1st due to New Year's Day)
- February 5, 2019 at 12:00 pm
- March 5, 2019 at 12:00 pm
- April 2, 2019 at 12:00 pm
- May 7, 2019 at 12:00 pm
- June 4, 2019 at 12:00 pm
- July 9, 2019 at 12:00 pm
(Moved from July 2nd due to 4th of July week)
- August 6, 2019 at 12:00 pm
- September 3, 2019 at 12:00 pm
- October 1, 2019 at 12:00 pm
- November 5, 2019 at 12:00 pm
- December 3, 2019 at 12:00 pm

Tom Gayman, Chair adjourned the meeting at 1.16pm.

Chair

Clerk

Date

*****OFFICIAL NOTICE OF THE NEXT DART COMMISSION MEETING DATE IS HEREBY PUBLISHED:**

The next regular DART monthly Commission Meeting is scheduled for November 6, 2018 at 12:00 pm in the DART Multimodal Room at 620 Cherry Street, Des Moines, Iowa.



CONSENT ITEM



7B:	FY2023 Surface Transportation Block Grant (STBG) Request
Action:	Authorize submission of an application to the DMAMPO for federal STBG funds in the amount of \$1,490,000

Staff Resource: *Debra Meyer, Financial Analyst*

Background:

- Applications for the FY2023 Federal Surface Transportation Block Grant program (STBG) are due to the DMAMPO on December 7, 2018.
- The total STBG funding available for FY2023 is approximately \$13.2 million with MPO policy dictating the minimum distribution to transit at 10%, up to a maximum of 70%. If the MPO estimates are understated, the 2023 unallocated portion is distributed to projects that were either partially funded or unfunded, but only up to the original application amount.
- DART requested \$1,440,000 in FY2022 funding to replace three heavy-duty buses and was awarded slightly less at \$1,410,200.

Proposed Request:

- DART will request \$1,490,000 in FY2023 funds (11% of the total), to purchase three of the six heavy-duty buses specified in the capital plan.

Recommendation:

- Approve the submission of the grant as presented to the DMAMPO.



CONSENT ITEM



7C: Quarterly Investment Approval

Staff Resource: Amber Dakan, Finance Manager

- DART began investing its reserve dollars in April, 2016 with the intent to maximize the value of our assets.
- DART completed its first quarter of Fiscal Year 2019 (July 1, 2018 – September 30, 2018) with \$3,215,986 in our investment portfolio.
- The current quarterly statement recognized \$18,832 in accrued income.
- Portfolio assets are invested in money market funds, CDs, and US Treasury notes maturing in the six months. Rates vary but the combined yield was 1.94% at September 30 and is now over 2%.
- Attached within the packet is DART's Quarterly Investment Report.

Recommendation:

- Approve the recommended quarterly investment report for the first quarter of Fiscal Year 2019 (July 1 2018- September 30, 2018)



MILES *Capital*

Investment Review

Des Moines Area Regional Transit Authority

Period: July 1, 2018 – September 30, 2018

1415 28th St., Suite 200 | West Des Moines, IA 50266 | 800.343.7084

Des Moines Area Regional Transit Authority

As of: September 30, 2018

Economic & Market Commentary:

The economy and financial markets remained strong during the 3rd quarter, and leading economic indicators are now at highs not seen since 2006, indicating continued growth. Investors are still concerned about the progression of the Fed raising rates as well as tariff rhetoric, but corporate earnings and sales were strong for the second consecutive quarter. Labor markets remain strong with unemployment at 3.9%, and we continue to see more indications of some wage increases on the horizon. Consumer confidence and housing remain strong, although housing growth has slowed slightly due to decreasing affordability. The Federal Reserve continues to raise rates as per their intentions to the market. The risks to the economy include tariff risks, geopolitical volatility, and inflation, which may lead the Federal Reserve to change its interest rate trajectory.

Strategy & Market Drivers:

Third quarter fixed Income market returns were again heavily influenced by the September 25 basis points increase in the Federal Reserve rate, as anticipated by the markets. During the quarter, the two year Treasury yield rose 29 basis points to 2.82 percent while the ten year treasury rose only 20 basis points to 3.06 percent, increasing the "flatness" of the yield curve. Historically, a yield curve inversion (when short term rates are higher than long term rates) has been correlated with economic challenges. However, the current flattening is not unexpected in a rising rate environment, and it is important to consider the absolute lower level of rates themselves. The Federal Reserve is positioned to raise rates probably one more time this year.

Outlook:

U.S. fundamentals continue to provide a tailwind, as evidenced by solid Gross Domestic Product (GDP) growth (4.2 percent in Q2). Leading economic indicators suggest solid growth over the coming quarters. Earnings projections remain over 19 percent in the third quarter, following 25 percent growth in each of the first two quarters. Stock repurchases are expected to continue, with forecasts expecting a record \$1 trillion in 2018. Due to the continued rising rate environment, we expect the curve to remain flat, but we don't expect this to cause any valuation concerns given the strong fundamental backdrop.

Des Moines Area Regional Transit Authority

As of: September 30, 2018

Portfolio Appraisal

Cusip/Ticker	Quantity	Security Name	Rating	Coupon	Maturity	Purchase Cost		Market Value		% of Assets	Estimated Annual Income	Yield
						Average Cost	Total Cost	Price	Value			
Short Term Liquidity												
Cash/Cash Equivalents												
GOIXX	6,169	FEDERATED GOVT OBLI FD-IS	NR	1.820		1.00	6,169	1.00	6,169	0.2	112	2.01
SA0004000	185,099	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	NR	2.363		100.00	185,099	100.00	185,099	5.8	4,374	2.41
6AMCD2103	1,000,000	CDARS CD FIRST NATIONAL BANK OMAHA	NR	2.050	11/8/2018	100.00	1,000,000	100.00	1,000,000	31.3	20,500	2.02
CD1005785	1,012,800	BANKERS TRUST CD		1.280	11/9/2018	100.00	1,012,800	100.00	1,012,800	31.7	12,964	1.28
TOTAL Cash/Cash Equivalents							2,204,068		2,204,068	68.9	37,950	1.71
Fixed Income												
912828ST8	1,000,000	US TREASURY N/B	AAA	1.250	4/30/2019	98.98	989,805	99.31	993,086	31.1	12,500	2.44
TOTAL Fixed Income							989,805		993,086	31.1	12,500	2.44
TOTAL PORTFOLIO							3,193,873		3,197,154			1.94
TOTAL ACCRUED INCOME									18,832			
TOTAL PORTFOLIO + ACCRUED INCOME									3,215,986			

Estimated Annual Yield (EAY) as shown is calculated using Yield to Maturity on Market Price (YTM) for fixed income securities and Current Yield for equity securities. Cost basis information should not be relied upon for tax purposes." DART Commission Agenda Packet - November 6, 2018

Des Moines Area Regional Transit Authority

As of: September 30, 2018

Portfolio Performance

TOTAL RETURN (%)	QTD	YTD	1-year	3-year	5-year	Since Inception*
<small>(periods greater than 12 months annualized)</small>						
Client Portfolio (Gross)	0.48	1.31	1.65	—	—	1.16
Client Portfolio (Net)	0.47	1.25	1.57	—	—	1.09

*Since Inception date: April 1, 2016

Des Moines Area Regional Transit Authority:

Periods greater than one year are annualized. Past performance is not indicative of future performance. All performance figures include dividends and income, but do not include management fees.

Des Moines Area Regional Transit Authority

As of: September 30, 2018

Account Activity Summary

Portfolio Value on 7/1/2018	\$5,697,409
Deposits/Withdrawals	(\$2,499,468)
Management Fees	(\$879)
Income	\$10,841
Appreciation	\$1,875
Change In Accrued Income	\$6,207
Portfolio Value on 9/30/2018	\$3,215,986

Purchases & Sales

Trade Date	Settle Date	Quantity	Security	Ticker	Unit Price	Amount	Gain Loss
Short Term Liquidity							
Purchase							
07/02/2018	07/02/2018	2,883	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	SA0004000	\$100.00	\$2,883.37	
07/02/2018	07/02/2018	2	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$2.12	
07/26/2018	07/26/2018	1,500,000	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$1,500,000.00	
08/01/2018	08/01/2018	2,607	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	SA0004000	\$100.00	\$2,606.72	
08/01/2018	08/01/2018	75	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$74.79	
08/09/2018	08/09/2018	1,004,898	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$1,004,898.42	
09/01/2018	09/04/2018	319	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	SA0004000	\$100.00	\$319.16	
09/04/2018	09/04/2018	57	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$56.84	
TOTAL Purchases						\$2,510,841.42	
Sell							
07/25/2018	07/25/2018	142	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$142.12	
07/26/2018	07/26/2018	1,500,000	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	SA0004000	\$100.00	\$1,500,000.00	
07/27/2018	07/27/2018	1,500,000	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$1,500,000.00	
08/10/2018	08/10/2018	1,000,000	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$1,000,000.00	
08/27/2018	08/27/2018	115	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$114.70	
09/25/2018	09/25/2018	90	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$89.92	
TOTAL Sales						\$4,000,346.74	

Des Moines Area Regional Transit Authority

As of: September 30, 2018

Purchases & Sales

Trade Date	Settle Date	Quantity	Security	Ticker	Unit Price	Amount	Gain Loss
Maturity							
08/09/2018	08/09/2018	1,000,000	CDARS CD FIRST NATIONAL BANK OMAHA	6AMCD1105	\$100.00	\$1,000,000.00	
			TOTAL Maturities			\$1,000,000.00	

Des Moines Area Regional Transit Authority

As of: September 30, 2018

Disclosures:

The information provided in these reports is confidential and intended for existing client use only. All information contained herein is believed to be correct, but accuracy cannot be guaranteed and should not be relied upon for legal or tax reporting purposes. These reports are not intended for clients to use as a replacement for custodial statements, which should be considered the official record. Miles Capital encourages clients to compare and verify the information in this report with the custodial statement.

All expressions of opinion and predictions in this report are subject to change without notice. This report is not intended to be nor should it be relied upon in any way as a forecast or guarantee of future events regarding a particular investment or the markets in general. The information in this document derived from sources other than Miles Capital is believed to be accurate and is not independently verified nor guaranteed to be accurate or valid. If shown in this report, security and portfolio level analytics with respect to fixed income portfolios are derived opinions and market assumptions made by Miles Capital. Some of the assumptions with respect to fixed income portfolios and the underlying investments include, but are not limited to, expected levels of volatility, prepayment rates, default rates and recovery rates of certain assets held in the portfolio. Future market experience may differ from these opinions and assumptions.

Past performance is not a guarantee of future results. As with all strategies, there is a risk of loss of all or portion of the amount invested.

No chart, graph or formula can by itself determine which securities an investor should buy or sell.

Cost Basis in this statement reflects estimated unrealized or realized gains or losses for informational purposes only. Cost basis information is not verified by Miles Capital and should not be relied upon for legal or tax purposes. This statement should not be used for tax preparation without assistance from a tax consultant. Miles Capital does not report capital gains or losses for securities to the IRS.

Estimated Annual Income (EAI), when available, is used in this report to reflect the amount a client would earn on a security if its current position and related income remained consistent for a year. EAI reflects only the income generated by an investment. It does not reflect changes in its price, which may fluctuate.

Estimated Annual Yield (EAY), when available, is used in this report to reflect the current EAI divided by the current value of the security as of the statement closing date.

EAI and EAY are estimates and the actual income and yield may be lower or higher than the estimated amounts. The information used to derive these estimates is obtained from various outside vendors; Miles Capital is not responsible for estimated annual income and yields which are either missing or incorrect.



CONSENT ITEM



7D: DART Depository Approval Update

Action: Approve the updated recommended list of Financial Institutions as allowable depositories along with their respective maximum exposures.

Staff Resource: Amber Dakan, Finance Manager

Background:

- As part of the Iowa Code, Chapter 12C.2, DART is required to have Commission approval of designated depositories and deposit limits for DART funds. In order to comply with the Code as well as the DART Investment Policy, a list of Financial Institutions were compiled and approved by the commission in March of 2016.
- Miles Capital along with DART staff is recommending an update to this list to include an additional twelve bank and credit unions in the metro area as approved depositories.
- IPAIT and Miles Capital will utilize this authorized list of depositories to invest DART funds for the maximum return on investments.
- Below is a listing of depositories highlighting the newly added institutions in blue.

Depository	Maximum Exposure
American Trust & Savings Bank, West Des Moines	\$20,000,000
Bankers Trust Company, Des Moines	\$20,000,000
Bank Iowa, Altoona	\$20,000,000
Bank of the West	\$20,000,000
City State Bank, Norwalk	\$20,000,000
Community State Bank, Des Moines	\$20,000,000
First National Bank of Omaha, Glenwood	\$20,000,000
Freedom Financial Bank, West Des Moines	\$20,000,000
Lincoln Savings Bank, Clive	\$20,000,000
Luana Savings Bank, Clive	\$20,000,000
MetaBank, Des Moines	\$20,000,000
Midwest Heritage Bank, Des Moines	\$20,000,000
State Savings Bank, West Des Moines	\$10,000,000
Peoples Bank, Carlisle	\$20,000,000
TruBank, West Des Moines	\$20,000,000
University of Iowa Community Credit Union, West Des Moines	\$20,000,000
US Bank, N.A.	\$20,000,000
Veridian Credit Union, West Des Moines	\$20,000,000
Wells Fargo Bank, N.A.	\$20,000,000
West Bank, West Des Moines	\$20,000,000

Recommendation:

- Approve the recommended updated list of Financial Institutions as allowable depositories along with their respective maximum exposures.



RESOLUTION



DART DEPOSITORY APPROVAL RESOLUTION

WHEREAS, the Iowa Code, Chapter 12C.2 requires approval and adoption by the Agency governing board the depositories and deposit limits for DART funds; and

WHEREAS, previously approved financial institution's require updating to reflect changes in qualifying parties; and

WHEREAS, it is necessary to provide parameters to Iowa Public Agency Investment Trust/Miles Capital in conjunction with DART Investment Policy;

NOW, THEREFORE, BE IT RESOLVED BY THE DART COMMISSION:

That the following depository institutions and limits are hereby approved:

Depository	Maximum Exposure
American Trust & Savings Bank, West Des Moines	\$20,000,000
Bankers Trust Company, Des Moines	\$20,000,000
Bank Iowa, Altoona	\$20,000,000
Bank of the West	\$20,000,000
City State Bank, Norwalk	\$20,000,000
Community State Bank, Des Moines	\$20,000,000
First National Bank of Omaha, Glenwood	\$20,000,000
Freedom Financial Bank, West Des Moines	\$20,000,000
Lincoln Savings Bank, Clive	\$20,000,000
Luana Savings Bank, Clive	\$20,000,000
MetaBank, Des Moines	\$20,000,000
Midwest Heritage Bank, Des Moines	\$20,000,000
State Savings Bank, West Des Moines	\$10,000,000
Peoples Bank, Carlisle	\$20,000,000
TruBank, West Des Moines	\$20,000,000
University of Iowa Community Credit Union, West Des Moines	\$20,000,000
US Bank, N.A.	\$20,000,000
Veridian Credit Union, West Des Moines	\$20,000,000
Wells Fargo Bank, N.A.	\$20,000,000
West Bank, West Des Moines	\$20,000,000

FURTHER, LET IT BE RESOLVED BY THE DART COMMISSION:

That deposits with full FDIC protection in any Iowa depository are permitted for investment of public funds are approved.

Passed and adopted this 6th day of November, 2018

Commissioner Tom Gayman

ATTEST:

Commissioner Sara Kurovski



CONSENT ITEM



7E:	Des Moines Area MPO 28E Agreement and Bylaws Amendment
Action:	Approve the Des Moines Area MPO 28E Agreement and Bylaws Amendment

Staff Resource: *Elizabeth Presutti, Chief Executive Officer*

Background:

At its September and October meetings, the Des Moines Area MPO Policy Committee approved amendments to the organization's 28E Agreement and Bylaws. Pursuant to the requirements of the 28E Agreement, the amendments must also be approved by resolution of three-fourths (3/4) of the MPO's member governments.

Proposed Changes:

There are three general principles underlying the proposed revisions to the 28E Agreement and Amended and Substituted Bylaws of the Metropolitan Planning Organization:

1. Update and cleanup of both documents;
2. Incorporate changes to size and process of selection of members of Executive Committee;
3. Incorporate changes to size of MPO Policy Committee.

28E AGREEMENT:

The primary changes are reflected in Article III, Section 1 that sets forth the criteria for membership in the MPO and provides for current voting members to retain their vote. Article V, Section 6 sets forth how the Executive Committee is constituted. This provision reflects the actions previously taken to expand the Executive Committee and include representatives from subareas that are identified in attached Exhibit A.

AMENDED AND SUBSTITUED BYLAWS:

Article V, Section 1 mirrors the language from the 28E Agreement relating to the organization of the Executive Committee. Article V, Section 2 sets forth how the Executive Committee representatives from each subarea are selected. This provision is loosely based on the selection system used by DART. Article V, Section 4 incorporates the prior resolution of the Policy Committee, which granted certain powers to the Executive Committee. Article VII, Section 3(h) adds a provision relating to the authority the Executive Director regarding contracts, agreements and other items. Article VIII, Section 3 sets forth the process for creating a nominating commission for the election of officers from the Executive Committee Members and provisions related to that process.

Recommendation:

Approve the Des Moines Metropolitan Planning Organization 28E Agreement and Bylaws Amendment as noted above.

Des Moines Area Metropolitan Planning Organization

28E Agreement

SEVENTH Amended and Substituted

_____, 2018

#3012016

Des Moines Area MPO 28E Agreement (Seventh Amended and Substituted)

The Des Moines Area MPO has prepared this document with partial funding from the United States Department of Transportation Federal Highway Administration and the Federal Transit Administration, and in part through local matching funds provided by the Des Moines Area MPO member governments. These contents are the responsibility of the Des Moines Area MPO. The United States Government and its agencies assume no liability for the contents of this report or for the use of its contents. This document was approved as of _____, 2018. **The Des Moines Area MPO filed this 28E Agreement with the Iowa Secretary of State on _____, 2018.**

**SEVENTH AMENDED AND SUBSTITUTED
AGREEMENT ESTABLISHING
THE
DES MOINES AREA METROPOLITAN PLANNING ORGANIZATION**

ARTICLE I - ESTABLISHMENT

The Des Moines Area Metropolitan Planning Organization (hereinafter referred to as "the MPO") is hereby established and created as a voluntary organization of certain county and city governments in the Metropolitan Planning Area, as set forth on Exhibit A, attached hereto and incorporated herein by this reference (hereinafter referred to as the "Metropolitan Planning Area"). The Metropolitan Planning Area includes the Des Moines Urbanized Area as defined by the U.S. Bureau of the Census (hereinafter referred to as the "Des Moines Urbanized Area").

ARTICLE II - ORGANIZATION, PURPOSE AND POWERS

The MPO is organized as a separate legal entity pursuant to the provisions of Chapter 28E, Code of Iowa, 2018, as amended, with the powers and purposes to carry out transportation planning activities for the metropolitan area and other activities as described in this Agreement. The purpose of the Seventh Amended and Substituted Agreement is to make revisions to the previous Amended and Substituted Agreement that became effective on February 16, 2011, which replaced the previously existing agreement that became effective on August 11, 2010, which replaced the previously existing agreement that became effective on October 21, 2005, which replaced the previously existing agreement that became effective on September 7, 2005, which replaced the previously existing agreement that became effective on August 20, 2001, which replaced the previously existing agreement that became effective on February 26, 1998, which replaced the previously existing agreement that became effective on September 21, 1993, which replaced the previously existing agreement that became effective on May 19, 1993, which replaced the previously existing agreement that became effective on July 1, 1983 and to authorize the MPO to continue, pursuant hereto, to serve as a designated metropolitan planning organization, pursuant to Part 450 of Title 23 of the Code of Federal Regulations, and any amendment or successor section thereto; and to enable the MPO to carry out a transportation planning process as outlined therein.

The MPO is also authorized, upon designation by the State of Iowa, to review and comment on federal transportation, planning, or construction grants for which member governments have applied, and to determine their consistency with adopted area wide transportation plans. Except as otherwise hereinafter provided, the powers of the MPO shall be exercised by the member governments representatives or, where appropriate, alternate representatives, acting by and through the MPO in accordance herewith.

The MPO is also authorized to carry out such other activities fostering collaboration between and among its member governments and other agencies, entities, and persons, public, quasi-public, and private, that involve information gathering and dissemination, planning, and consensus building deemed beneficial to the community that is in the MPO planning area. This authority includes the power to enter into separate 28E Agreements and may involve acting as sponsor, lead agency, and/or fiscal agent for such endeavors.

ARTICLE III - MEMBERSHIP - VOTING REPRESENTATION

1. Membership - Except as restricted by section 4 of this Article, to become a member of the MPO, a governmental entity must: (a.) be located wholly or partially within the Metropolitan Planning Area; (b.) adopt this Seventh Amended and Substituted Agreement perpetuating the MPO by resolution of its governing body; and (c.) have a population of at least 3000 as shown by the most recent federal census or official intercensal estimate. All current voting MPO members as of the date of this 28E Agreement shall retain their voting membership in the MPO, regardless of whether or not they meet the requirements of Article III, Section 1. The foregoing to the contrary notwithstanding, the Des Moines Area Regional Transit Authority (“DART”) shall be a member pursuant to the terms of this agreement. To retain membership in the MPO, each member government/agency must comply with all requirements of this Seventh Amended and Substituted Agreement.

2. Representation
 - a. The representative or representatives of each member government who shall serve on the MPO shall be a member or members of its governing body or other person or persons appointed in the manner approved by such governing body. Alternate representatives may be similarly appointed on a temporary or permanent basis, as a member government shall determine. In case a member government has more than one representative, alternate representatives for that member government shall be entitled to vote in the absence of any representative of that member government. The DART representative to the MPO, and any alternate, will be someone other than the designated representative or alternate of any other member government.

 - b. Each member government shall be entitled to one representative on the MPO, plus one or more additional representatives based on the member government's population within the Metropolitan Planning Area as follows: One additional representative for each 50,000 population as shown by the most recent census or official intercensal estimate. DART will be entitled to one representative or alternate and one vote at meetings of the MPO Policy Committee.

The foregoing to the contrary notwithstanding, the representation for each county member shall be based upon the portion of the population of its unincorporated area within the Metropolitan Planning Area and the population of incorporated areas within the Metropolitan Planning Area that is not otherwise represented on the MPO.

- c. Each representative shall serve at the pleasure of the governing body by which that representative was approved.
- d. The Iowa Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, the Heart of Iowa Regional Transit Agency, and the Des Moines International Airport may serve as non-voting, advisory members of the MPO, and may be represented by their respective designees.
- e. Counties and incorporated areas wholly or partially within the Metropolitan Planning Area which are not eligible for full membership will be entitled to Associate Membership with one non-voting, advisory representative appointed by that governmental entity upon payment of an associate membership fee as established from time-to-time by the MPO.

3. Voting

- a. A quorum of the MPO shall be required for the conduct of its business. A quorum shall consist of a majority of the total number of persons who have been appointed as representatives of member governments.
- b. In the ordinary conduct of the MPO's business, each representative will have one vote; and the majority vote of those representatives present and voting shall decide such matters.
- c. At any time, on any question before the MPO, other than review and comment on federal transportation grants, the project selection process for including projects in the Transportation Improvement Program (TIP), or the Unified Planning Work Program (UPWP) and the annual UPWP budget, a minimum of any two member governments represented at a meeting may request a weighted vote. DART cannot be one of the member governments requesting a weighted vote.

Under the weighted vote method, issues will be decided by assigning to each member government for which a representative is present and voting a number equal to the population within the Metropolitan Planning Area, by the most recent

federal census or official intercensal estimate, for that member government, except that county member governments are only entitled to vote a number equal to the population residing within the unincorporated portion of the county located within the Metropolitan Planning Area. Under the weighted vote method, DART will have one vote. Under the weighted vote method, an issue must receive three-fourths of the total votes cast in order to be adopted.

4. Withdrawal and Readmission

- a. Withdrawal - A member government may withdraw from membership on the MPO when its governing body requests such withdrawal by resolution, sent by certified mail, return receipt requested, to the MPO. Any such withdrawal shall become effective on the date which is the later of the following: (1) the date specified in the resolution, or (2) upon receipt of the resolution by the MPO. As provided in Article IV hereof, a member government shall be deemed to have withdrawn upon nonpayment of assessment within thirty (30) days after notice thereof is sent by certified mail, return receipt requested, to the Mayor or Chair of the Board of Supervisors and the City Clerk or County Auditor of the member government involved. In the event of withdrawal, such government shall not be relieved of its obligation to pay its share of the expenses of the MPO for the MPO fiscal year in which such withdrawal occurs.
- b. Readmission - Any member government which has withdrawn or has been deemed to have withdrawn from the MPO may apply for readmission. The MPO shall establish a readmission fee for any applicant. The minimum readmission fee shall not be less than twenty-five (25) percent of the assessment for which the applicant would have been obligated had it been a member of the MPO during the prior MPO fiscal year. The maximum readmission fee shall not exceed two hundred (200) percent of the assessments for which the applicant would have been obligated during its non-membership period.

ARTICLE IV - BUDGET AND ASSESSMENT SCHEDULE

The MPO shall approve an annual budget and assessment schedule. The assessment for each member government shall be based on the ratio of each member government's population within the Metropolitan Planning Area, as shown by the most recent federal census or official intercensal estimate. For this purpose, a county member's population shall be the population of its unincorporated area within the Metropolitan Planning Area and the population of incorporated areas within the Metropolitan Planning Area that are not otherwise represented on the MPO. DART will not be charged any assessment.

All annual assessments are due and payable on July 1 of each year. Any member government which fails to pay any assessment, in full, within 30 days (or such other period of time as may be requested by the member government and approved by the MPO) after the due date shall become delinquent for non-payment of the assessment. No representatives of that member government shall thereafter be allowed to vote on any matter coming before the MPO until the delinquency is cured.

The MPO is authorized from time-to-time to approve amendments to the budget and corresponding special assessment schedule. Any such special assessment schedule shall be based on the same ratio among member governments as regular assessments. The resolution adopting any such amendments and special assessment schedule shall establish applicable payment deadlines and delinquency dates.

Written notice of delinquency shall be sent by certified mail, return receipt requested, to the Mayor or Chair of the Board of Supervisors and City Clerk or County Auditor of the member government involved. Upon non-payment of the full assessment within 30 days of receipt of the delinquency notice, that member government will be deemed to have withdrawn its membership on the MPO.

ARTICLE V - OPERATIONAL MATTERS

1. In the conduct of its business, the MPO may cooperate with, contract with, and accept and expend funds from federal, state, and local agencies, public or semi-public entities, private individuals, profit and non-profit corporations, and any other legally recognized association or entity.
2. The MPO may appoint such advisors or create such technical or advisory committees as it deems desirable.
 - a. There shall be established a Transportation Technical Committee, composed of technical representatives appointed by the member governments and such other individuals appointed by the Chair of the MPO. No member government may have more technical representatives than it has representatives on the MPO, up to a maximum of three. The Iowa Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration may serve as non-voting, advisory members of the Transportation Technical Committee. The Transportation Technical Committee shall review and develop recommendations on all matters referred to it by the MPO, and it may adopt such rules or procedures for its operation as are not inconsistent with this Agreement. Unless directed otherwise by the MPO Policy Committee, the Transportation Technical

Committee will report its findings and recommendations to the MPO Executive Committee.

- b. A member of the Transportation Technical Committee may not serve as a representative or alternate of a member government on the MPO.
3. The MPO shall approve such transportation plans, reports or recommendations as are required by the federal and state governments as prerequisites for eligibility for federal or state transportation grants. In addition, the MPO shall prepare annually a UPWP that details planning activities to be conducted, the responsibilities for conducting those activities, and the proposed budget for those activities.
4. The MPO may make such arrangements as it deems necessary to secure administrative, staff and planning services, including contracting with any member government or any other public or private entity. Such services shall be included in the annual UPWP of the MPO.
5. The officers of the MPO shall be a Chair, Vice Chair, and Secretary/Treasurer, each of whom shall be elected annually from the members of the Executive Committee. Elected officers shall have such duties as are customary to their respective offices.
6. The MPO's Executive Committee shall be constituted by representatives chosen from designated member governments. Designated member governments and their number of representatives shall include the following: one representative from each member community that exceeds a population of 50,000 (Des Moines shall receive two representatives), one representative from Polk County, and two representatives each from three subareas (Northwest area, Southwest area, and East area) that represent communities under 50,000 in population. Identification of the communities in each of the subareas identified above are attached hereto as Exhibit B. The immediate past Chair of the Executive Committee shall remain on the Executive Committee so long as that person remains their community's primary representative and shall count as one of the Executive Committee representatives from the afore-mentioned designated member governments. All members of the Executive Committee, at the time of appointment to the Executive Committee, shall be holders of a federal, state, or local government elective office, EXCEPT that one person on the Executive Committee may be other than a holder of a government elective office. All Executive Committee members must be a community's primary representative at the time of their appointment to the Executive Committee. The Executive Committee shall exercise only such powers as may be delegated by the MPO as set forth in the Bylaws of the Des Moines Area Metropolitan Planning Organization. Executive Committee recommendations shall be reported to the full Policy Committee. The Executive Committee shall only act with a quorum of at least one-half of its members

plus one additional member. The Executive Committee shall conduct its meetings in accordance with Chapter 21, Code of Iowa (2018), the Iowa Open Meetings Act.

7. The MPO may adopt Bylaws and other rules or operational procedures which are not inconsistent with this Seventh Amended and Substituted Agreement.

ARTICLE VI - TERMINATION

The MPO may be terminated upon an affirmative vote of not less than three-fourths (3/4) of the representatives present at any regular meeting, or at a special meeting called for such purpose, which vote must be ratified by resolution of the governing bodies of not less than three-fourths (3/4) of the member governments.

In the event of termination, all assets of the MPO shall be distributed to and all liabilities of the MPO shall be assumed by those governments which are members at the time of such termination, based upon the ratio of each member government's population within the Metropolitan Planning Area to the total population of the Metropolitan Planning Area, as shown by the most recent federal census or official intercensal estimate, with the population of each county member based upon the portion of the population of its unincorporated area within the Metropolitan Planning Area and the population of incorporated areas within the Metropolitan Planning Area that are not otherwise represented on the MPO. There will be deducted from the distribution of assets to any member government that is delinquent in the payment of dues or assessments, the amounts of such delinquency. The foregoing to the contrary notwithstanding, DART will not succeed to any assets or liabilities of the dissolved MPO.

ARTICLE VII - AMENDMENTS

The terms and provisions of this Seventh Amended and Substituted Agreement may be amended by a majority vote of the representatives on the MPO at any regular or special meeting called for such purpose and approved by resolution of the governing bodies of three-fourths (3/4) of the member governments, including DART.

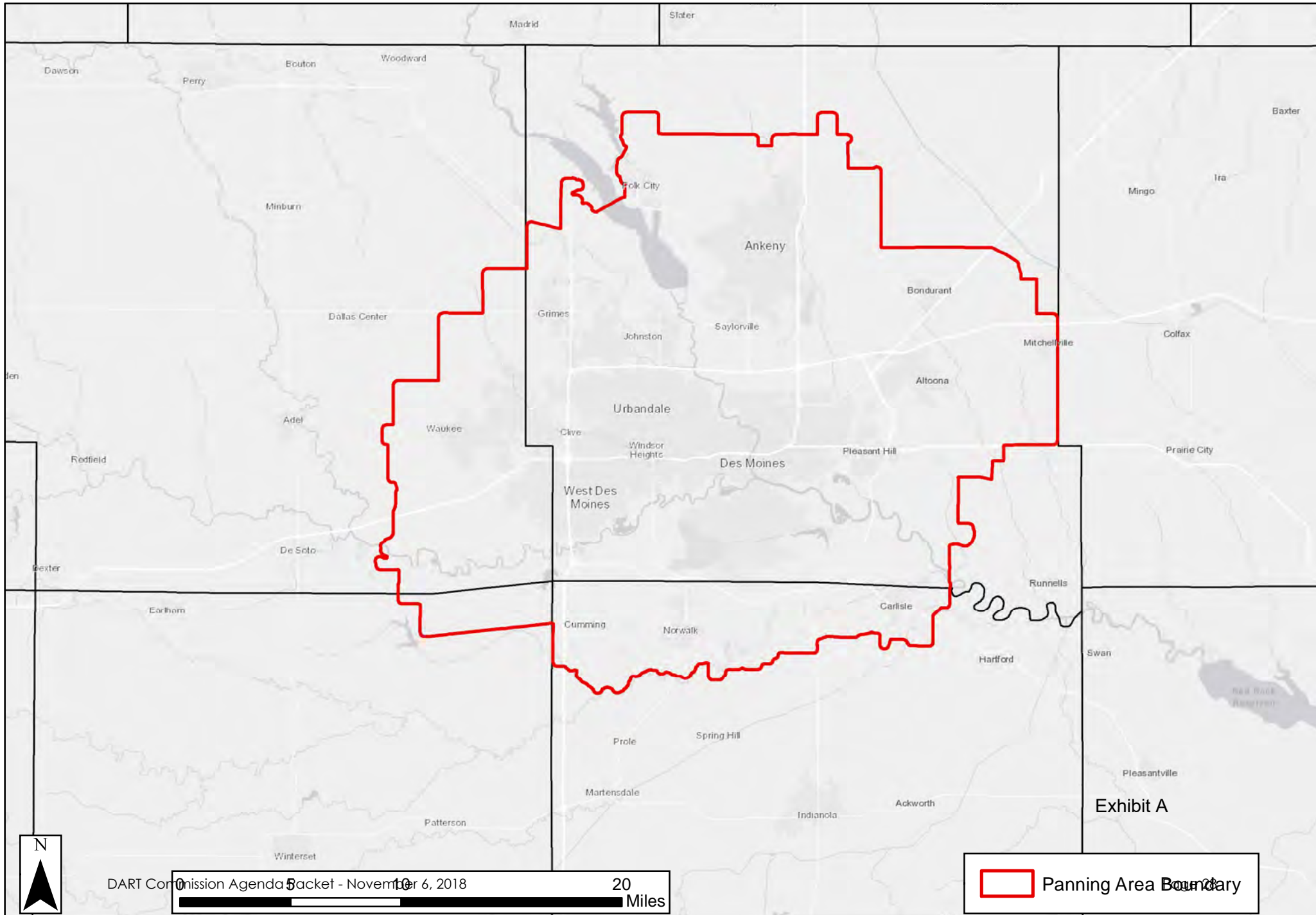
ARTICLE VIII - SEPARABILITY

If any one or more of the provisions of this Agreement is declared unconstitutional or otherwise illegal, the validity of the remainder hereof shall not be affected thereby. If the unconstitutionality or illegality is due to the scope or breadth of the provision then the same shall be deemed valid to the extent that it is constitutional and legal, and a Court of competent jurisdiction shall be empowered to reform this Agreement in order to achieve that result.

ARTICLE IX - EFFECTIVE DATE AND DURATION

1. This Seventh Amended and Substituted Agreement shall not be effective until such time as it shall have been approved by at least three-fourths (3/4) of the following governmental entities: Dallas County, DART, Polk County, Warren County, the City of Altoona, the City of Ankeny, the City of Bondurant, the City of Carlisle, the City of Clive, the City of Des Moines, the City of Grimes, the City of Johnston, the City of Mitchellville, the City of Norwalk, the City of Pleasant Hill, the City of Polk City, the City of Urbandale, the City of Waukee, the City of West Des Moines, and the City of Windsor Heights; and shall have been thereafter filed and recorded as provided by law.
2. It is the intention of this Seventh Amended and Substituted Agreement that the MPO be a perpetual organization made up of the original parties hereto and any eligible parties which may later adopt this Seventh Amended and Substituted Agreement.
3. This Seventh Amended and Substituted Agreement may be simultaneously executed in several counterparts, each of which shall be deemed an original and all of which shall constitute but one and the same instrument.

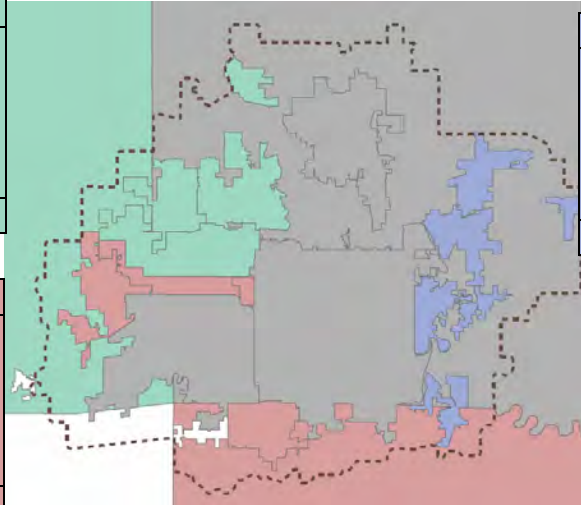
Des Moines Area MPO Planning Area Boundary



**MPO Executive Committee Representation
(as of 2018)**

Northwest (2 Rep)	
Dallas Co.	2,172
Grimes	11,909
Johnston	21,114
Polk City	4,428
Urbandale	43,018
Total	82,641

Southwest (2 Rep)	
Clive	17,546
Norwalk	10,590
Warren County	4,137
Waukee	19,284
Windsor Heights	4,983
Total	56,540



East (2 Rep)	
Altoona	17,938
Bondurant	5,796
Carlisle	4,249
Mitchellville	2,405
Pleasant Hill	9,750
Total	40,138

Committee Size = 11

- *Over 50,000 representatives: 4 (Des Moines x 2; Ankeny x 1, West Des Moines x 1)*
- *Polk County representative x 1*
- *Northwest community under 50,000 x 2*
- *Southwest community under 50,000 x 2*
- *East community under 50,000 x 2*
- *Officers chosen from among the Executive Committee members*

IN WITNESS WHEREOF, the parties have caused this Seventh Amended and Substituted Agreement to be executed by their duly authorized officers on the day and year indicated below.

DART

By: _____

Tom Gayman,
Commission Chairperson

Date: Tuesday, November 6, 2018

Attest:

xxx, title

Resolution/Roll Call _____



420 Watson Powell Jr. Parkway, Suite 200
Des Moines, Iowa 50309
Phone: 515.334.0075
Email: info@dmampo.org
www.dmampo.org

MPO Weighted Vote Guidelines

The MPO 28E Agreement includes a provision for a weighted vote. A weighted vote may be called on any issue except for “review and comment on federal transportation grants, the project selection process for including projects in the Transportation Improvement Program (TIP), or the Unified Planning Work Program (UPWP) and the annual UPWP budget”.

The following information is intended to clarify items that are eligible for a weighted vote.

Items ineligible for a weighted vote include the following:

- Funding recommendations for annual Surface Transportation Block Grant funding
- Process for selecting projects to be included in the TIP
- Adoption of the annual UPWP
- Adoption of the annual UPWP budget

Items eligible for a weighted vote include, but are not limited to, the following:

- Amendments to the TIP
- Amendments to the UPWP and UPWP budget
- Meeting agendas
- Meeting minutes
- Financial statements
- Purchases and Expenditures above Executive Director’s threshold
- Performance target adoption
- Plans, reports, or studies
- DC trip priority project list
- Fiscal Year Audit
- Grant applications and grant acceptance
- Letters of support
- Requests for MPO membership
- Executive Director performance review and compensation adjustment
- Executive Director hiring, contract, or termination

Altoona • Ankeny • Bondurant • Carlisle • Clive • Dallas County • Des Moines • DART
Grimes • Johnston • Mitchellville • Norwalk • Pleasant Hill • Polk City • Polk County
Urbandale • Warren County • Waukee • West Des Moines • Windsor Heights

**AMENDED AND SUBSTITUTED BYLAWS
OF THE
DES MOINES AREA METROPOLITAN PLANNING ORGANIZATION**

Adopted _____, 2018

ARTICLE I.

DES MOINES AREA METROPOLITAN PLANNING ORGANIZATION

Metropolitan Planning Organization (MPO) has been established by a 28E Agreement as amended and substituted, as a voluntary organization of certain county and city governments in the MPO's Metropolitan Planning Area for the purposes and with the authority contemplated by Part 450 of Title 23 of the Code of Federal Regulations.

ARTICLE II.

PURPOSE

The MPO has been designated by the Governor of Iowa as the official Metropolitan Planning Organization for the Des Moines metropolitan area. As such, it has responsibility for carrying out the continuing, comprehensive, and cooperative (3-C) transportation planning process for this metropolitan area, pursuant to '134 of Title 23 of the United States Code.

ARTICLE III.

MEMBERS

- Section 1. Any county or city government located wholly or partially within the Metropolitan Planning Area boundary and meeting the requirements of Article III. of the applicable 28E agreement, shall be eligible for MPO membership.
- Section 2. Any county or city government located wholly or partially within the Metropolitan Planning Area boundary and not meeting the requirement for full membership as stated in the applicable 28E agreement, shall be eligible for an associate, non-voting membership in the MPO after an affirmative vote of three-fourths of the current MPO members, and the payment of dues, if any, established by the MPO.¹

¹Amended October 16, 1997

- Section 3. Any county or city government not located wholly or partially within the Metropolitan Planning Area boundary, yet within Boone, Dallas, Jasper, Madison, Marion, Polk, Story, and Warren counties, shall be eligible for an associate, non-voting membership in the MPO after an affirmative vote of three-fourths of the current MPO members and the payment of dues, if any, established by the MPO.
- Section 4. Appointments by member governments of their primary and alternate representatives to serve on the MPO shall be made by resolution of the member governments and conveyed in writing from each member's governing body to the MPO's Executive Director.
- Section 5. During December of each year, the MPO Executive Director shall contact member governments to request the names of each member government's primary and alternate representatives to serve on the MPO for the upcoming calendar year, not to exceed the total number of representatives for a government as determined by the methodology outlined in the current 28E Agreement.
- Section 6. The MPO staff also shall review its MPO primary representatives list after local elections, to determine whether or not a need exists to solicit updated primary representative information from members based on the election results.
- Section 7. Each representative to the MPO shall serve at the pleasure of the governing body appointing that representative.
- Section 8. If a member government's appointed representative(s), or an alternate representative, fails to attend three consecutively scheduled meetings of the MPO, the MPO's Executive Director shall notify the member government to request consideration of a new appointment of that member government's representatives
- Section 9.² If an MPO member government obtains a revised and certified population figure, the assessment for any population change will be handled by the following process:
- a. a member government will notify the MPO, in writing, of its newly certified, revised population total, and transmit any associated materials documenting the population recertification;
 - b. if a member government, based on its newly certified population, becomes eligible to receive a different number of representatives to the MPO, any additional representative(s) would be "seated" at the next MPO meeting following the MPO's receipt of the required written notice of that

²Amended 2/26/95

government's revised population figure and identification of any new or eliminated representative;

- c. the newly certified population would be effective for any weighted vote situation only after appropriate notification of the revised population figures; and
- d. for assessment purposes, the newly certified population would be first recognized for the next fiscal year beginning on July 1.

ARTICLE IV.

MEETINGS

Section 1. The MPO shall hold regularly scheduled meetings and MPO staff will publish a calendar of those meetings in December of each year. By formal action, the MPO may amend the meeting schedule.

Section 2. Special meetings of the MPO may be called by the MPO Chair or called based upon a written request to the MPO Chair and signed by a minimum of two member governments, specifying the day, the hour, and the subject of the requested special meeting. At least three days notice shall be given for a special meeting.

Section 3.³ Iowa Open Meetings Law - Iowa Code Chapter 21 (2018).

- 1. All MPO meetings shall be conducted in accordance with the provisions of the Iowa Open Meetings Law. Notice of all MPO meetings shall be posted and sent to the local news media, member governments, and interested parties requesting such notice.
- 2. Unless otherwise charged, all advisory groups of the MPO will report to the MPO Executive Committee and will not make public policy recommendations to the MPO. The meetings of these advisory groups, and any subgroups, subcommittees, or task forces created by them, will not comply with the Iowa Open Meetings Law unless required by resolution of the MPO. Advisory groups created by the MPO only to gather information without making a public policy recommendation will not comply with the Iowa Open Meetings Law unless required by resolution of the MPO. Any advisory group charged by the MPO to make a public policy recommendation to the MPO will conduct their meetings in accordance with the Iowa Open Meetings Law.

³Amended June 1999

3. The MPO Transportation Technical Committee meetings will be conducted in accordance with the Iowa Open Meetings Law.
4. The MPO Executive Committee meetings will be conducted in accordance with the Iowa Open Meetings Law.
5. The MPO retains the prerogative, from time-to-time, to require any advisory group to conduct meetings in accordance with the Iowa Open Meetings Law.

Section 4. All MPO, MPO Executive Committee, and MPO Transportation Technical Committee (TTC) meetings shall be conducted in general accordance with the current edition of Robert's Rules of Order.

Section 5. The MPO's recording secretary shall determine whether a quorum exists. The recording secretary shall inform the MPO's presiding officer. The MPO's recording secretary shall enter into the meeting minutes the names of those MPO representatives present.

Section 6. The presiding officer, recognizing a quorum, shall call the meeting to order.

Section 7. Ordinary conduct of MPO business shall be determined by majority vote of those representative(s) present and eligible to vote, each representative having one vote. Proxy voting will not be permitted.

Section 8. The presiding officer may vote and participate in discussion but shall not make or second a motion.

Section 9. In the normal conduct of business, an item shall be voted upon by voice vote, with nay votes and abstentions being recorded by name. If requested, an item shall be voted upon by roll call vote. All weighted votes will be roll call votes.

Section 10. On all roll call votes, the recording secretary shall list the MPO representatives and their corresponding votes.

Section 11.³ Agendas and supporting materials for regularly scheduled MPO meetings shall be made available to the MPO designated primary and advisory representatives at least six days prior to such meetings.

Section 12. The Chair shall act as final arbiter of any disputes on points of order, subject to appeal to the full body.

³Proposed amendment May 1999

ARTICLE V

EXECUTIVE COMMITTEE

- Section 1. The MPO's Executive Committee shall be constituted by representatives chosen from designated member governments. Designated member governments and their number of representatives shall include the following: one representative from each member community that exceeds a population of 50,000 (Des Moines shall receive two representatives), one representative from Polk County, and two representatives each from three subareas (Northwest area, Southwest area, and East area) that represent communities under 50,000 in population. Identification of the communities in each of the subareas identified above are attached hereto as Exhibit A. The immediate past Chair of the Executive Committee shall remain on the Executive Committee so long as that person remains their community's primary representative and shall count as one of the Executive Committee representatives from the aforementioned designated member governments. All members of the Executive Committee, at the time of appointment to the Executive Committee, shall be holders of a federal, state, or local government elective office, EXCEPT that one person on the Executive Committee may be other than a holder of a government elective office. All Executive Committee members must be a community's primary representative at the time of their appointment to the Executive Committee. The Executive Committee shall exercise only such powers as may be delegated by the MPO as set forth in the Bylaws of the Des Moines Area Metropolitan Planning Organization. Executive Committee recommendations shall be reported to the full Policy Committee. The Executive Committee shall only act with a quorum of at least one-half of its members plus one additional member. The Executive Committee shall conduct its meetings in accordance with Chapter 21, Code of Iowa (2018), the Iowa Open Meetings Act.
- Section 2. The Executive Committee representatives for each subarea identified in Exhibit A shall be appointed after a vote of a Selection Committee in each of the three identified areas during February, consistent with Article V, Section 1. The Selection Committee in each subarea shall be comprised of the mayor of each member city located in the subarea and, if one of the subarea's member governments is a county, the Chair of the Board of Supervisors from said county. Each mayor or Board of Supervisor's Chair serving on the Selection Committee may nominate a person to serve as the member of the Executive Committee representing such subarea. Any nomination of a member of the Executive Committee must be approved in advance by the city council of the mayor or by the Board of Supervisors of the Board's Chair making such nomination before submission to the Selection Committee. Any impasse by the Selection Committee in the selection of the two Executive Committee members from a subarea shall be resolved by the use of a weighted vote, in which the mayor of each city is entitled to one vote for each person residing within the city of which they are mayor and in which the Chair of the Board of Supervisors is entitled to one vote for each person

residing within the unincorporated portion of the county which is located within the subarea, according to the most recent federal census or official intercensal estimate. The Executive Committee members from each subarea may not represent the same member government. The results of this selection process shall be reported in writing to the MPO Executive Director and such members should thereafter be eligible to serve.

Section 3. The Chair of the MPO will preside at the Executive Committee meetings. In the absence of the Chair, the Vice Chair will preside. In the absence of the Vice Chair, the Secretary/Treasurer will preside.

Section 4. The MPO's Executive Committee shall have general supervision of the MPO's administrative, personnel, and financial affairs, and have and exercise such additional powers as may be delegated by the MPO from time to time. All Executive Committee recommendations will be subject to approval by the full MPO. The MPO Executive Committee is delegated day-to-day decision-making authority for and on behalf of the MPO on all matters upon the determination by the Executive Committee that any such matter is time sensitive and the interests of the MPO will be advanced by the exercise of this delegated authority prior to the next regular meeting of the MPO Policy Committee, subject to the following guidelines and limitations:

1. The authority is exercised in accordance with the Iowa Open Meetings Law.
2. Except as otherwise permitted by the Iowa Open Meetings Law, the agenda item being considered under this delegated authority is distributed at least twenty-four (24) hours in advance to the member representatives on the MPO Policy Committee.
3. The minutes of the Executive Committee reflect that the determination was made that the decision was time sensitive and the interests of the MPO would be advanced by the exercise of this delegated authority or, alternatively, reference this resolution.
4. This delegation of authority does not permit the Executive Committee to expend more than twenty-five thousand dollars (\$25,000), unless the expenditure is within the then-existing budget of the MPO that has been previously approved by the Policy Committee.
5. This delegation of authority does not permit the Executive Committee to amend the MPO's then-existing budget.
6. This delegation of authority does not permit the Executive Committee to alter or amend the MPO 28E Agreement or the MPO Bylaws.

7. This delegation of authority does not permit the Executive Committee to hire or terminate the MPO Executive Director.
8. This delegation of authority does not permit the Executive Committee to make any decision on which the member representatives are entitled to a weighted vote if, prior to the exercise, a request in writing is received by the Executive Director or any Executive Committee member from a sufficient number of member governments that could require a weighted vote at a meeting of the MPO Policy Committee.
9. If this delegated authority is exercised as above provided, it will be effective and binding upon and inure to the benefit of the MPO; the exercise of the authority will be reported to the next meeting of the Policy Committee and duly noted in the minutes of the Policy Committee meeting.

Section 5. The MPO's Executive Committee shall meet at least monthly.

Section 6. The Executive Committee shall act only with a quorum of at least one-half of its members plus one additional member.

Section 7. Special meetings of the MPO's Executive Committee may be called by any of the members of the Executive Committee.

Section 8. All decisions of the Executive Committee or the Executive Director are subject to review by the MPO.

ARTICLE VI.

OFFICERS

Section 1. The MPO's officers shall consist of a Chair, a Vice Chair, and a Secretary/Treasurer.

Section 2. The MPO Chair:

- a. shall preside at all meetings of the MPO;
- b. shall call special MPO meetings, consistent with Article IV, Section 2;
- c. may sign all contracts, agreements, applications, and other instruments associated with MPO operations and administration, upon authorization by the MPO;
- d. shall appoint members of any subcommittee deemed necessary for the conduct of the MPO's business;
- e. shall serve as a member of the MPO's Executive Committee; and

- f. shall have such additional duties and powers as customary to the office or delegated by the MPO.

Section 3. The MPO Vice-Chair:

- a. shall exercise the duties and powers of the MPO Chair in the absence of the Chair; and
- b. shall serve as a member of the MPO's Executive Committee; and
- c. shall have such additional duties and powers as customary to the office or assigned by the Chair.

Section 4. The MPO Secretary/Treasurer:

- a. shall exercise the duties and powers of the MPO Chair in the absence of the MPO Chair and Vice-Chair;
- b. shall serve as a member of the MPO's Executive Committee;
- c. shall cause to have a full record kept of the proceedings of the MPO;
- d. shall cause to have all funds received by the MPO deposited in the name of the MPO in a federally insured financial institution, as the MPO may so choose;
- e. shall cause to be disbursed payments of MPO authorized expenditures in the name of MPO and require two signatures of individuals duly authorized by the MPO to disburse the MPO's funds;
- f. shall cause to be reviewed and approved, or the Chair or Vice Chair in the absence of the Secretary/Treasurer, all requests for payment to subcontractors by the MPO;
- g. shall cause to be prepared all reimbursement requests to state and federal funding agencies;
- h. shall cause to have prepared a monthly financial statement and progress report for the MPO;
- i. shall cause to have all financial records kept in accordance with generally accepted accounting procedures;
- j. shall cause to have an annual audit of all MPO financial records and accounts, and of all its subcontractors, in accordance with the Office of Management and Budget Circular A-102, Attachment P, requirements. The audit shall be conducted by an independent individual or company of recognized professional standing, or by an approved governmental entity;
- k. shall cause to have all financial records of the MPO kept in a safe place;
- l. shall attest to the signature of the MPO Chair on MPO documents when attestation is required;
- m. shall cause to have maintained a current inventory of all furniture, equipment, computer hardware and software owned by the MPO, with all new acquisitions, transfers, or disposals of property to be recorded and the inventory adjusted appropriately;
- n. shall cause to have an investment policy adopted for the investment of all MPO funds;

- o. shall cause to have appropriate insurance in effect for MPO employees (i.e., worker's compensation, liability, property, automobile); and
- p. shall have such additional duties and powers as are customary to the office or assigned by the Chair.

Section 5. The MPO's officers shall be elected annually during February, once representatives from three subareas are selected consisting with Article V, Section 2. The MPO officers shall be selected from among the Executive Committee Members who are appointed consistent with Art. V, Sec. 1. No Chair shall be eligible for election to serve more than two full, consecutive one-year terms as Chair.

Section 6. The MPO's officers shall serve from March 1 through the end of the following February.

Section 7. The respective MPO's officers shall hold office until successors for their office have been duly elected.

Section 8. Each of the MPO's officers shall be from different designated members of the MPO.

Section 9. Any vacancy occurring in an office of the MPO during the calendar year shall be filled for the un-expired portion of that office's term by election from among the remaining Executive Committee members.

Section 10. The MPO's officers shall perform the duties prescribed by these bylaws and by the authority assigned from time to time by the MPO.

ARTICLE VII.

EXECUTIVE DIRECTOR

Section 1. The day-to-day operations of the MPO shall be conducted under the direction and supervision of an Executive Director, in accordance with the policies, procedures, goals, and objectives adopted by the MPO.

Section 2. The Executive Director will be employed by and, for cause, discharged by action of the MPO.

Section 3. The Executive Director:

- a. shall, after consultation with the Executive Committee, hire, supervise, and discharge all other employees of the MPO, in accordance with employment policies and procedures adopted from time to time by the Executive Committee;

- b. shall be responsible for MPO staff evaluations;
- c. shall abide by and fulfill the terms and provisions of his/her employment contract and job description;
- d. shall act as the Assistant Secretary/Treasurer of the MPO;
- e. shall assist the Chair in developing agendas for meetings of the MPO and the Executive Committee;
- f. shall periodically make recommendations to the MPO and Executive Committee on matters relevant to the efficient, effective operation of the MPO;
- g. shall cause to be developed and published annually, during the month of December, a schedule of the MPO's regular meeting dates, the Executive Committee's regular meeting dates, and the Transportation Technical Committee's regular meeting dates for the forthcoming calendar year; and
- h. may sign all contracts, agreements, applications, and other instruments associated with MPO operations and administration, upon authorization by the MPO or Executive Committee, as the case may be and consistent with the authority delegated to the Executive Director;
- i. shall perform such other duties and functions as may be assigned by the MPO or the Executive Committee.

ARTICLE VIII.

COMMITTEES

- Section 1. The MPO shall establish policies and procedures for the operation of the MPO Transportation Technical Committee (TTC).
- Section 2.⁵ The MPO Chair may appoint such advisors or create such technical, advisory, or ad hoc committees as may be deemed desirable to carry out the MPO's responsibilities.
- Section 3. The MPO Chair will annually appoint a Nominating Committee for the election of officers from the members of the Executive Committee, with no more than one representative from any one member government.
- a. The nominating committee shall consist of three primary representatives of the MPO and may be Executive Committee members or Policy Committee members. The nominating committee shall select one of the three committee members as chairperson.

⁵Amended April 16, 1998

- b. The nominating committee shall present a slate of officer candidates at the regular February MPO Executive Committee meeting consisting of candidates for Chair, Vice Chair and Secretary/Treasurer. To aid the nominating committee, the MPO staff will supply the following:
 - 1. A list of primary representatives to the MPO;
 - 2. A history of attendance for those representatives;
 - 3. An indication of the tenure of each primary representative to the MPO; and
 - 4. A list of previous MPO offices held, including committees and subcommittees.
- c. The nominating committee will not be constrained by any rules or presumption of ascendancy from one office or position to another

Section 4. The MPO also may establish other committees of the MPO.

Section 5. The MPO Chair may appoint resource persons to serve on a committee if that action would be deemed of potential benefit to that committee and the issue(s) being addressed, who shall serve at the pleasure of the MPO Chair.

Section 6. Representation to the TTC shall be reviewed and updated during January of each year, at a minimum. Appointments to other committees shall be reviewed and updated annually after the formation of the new Executive Committee and updated as appropriate by the MPO Chair.

ARTICLE IX.

AMENDMENTS TO BYLAWS

These bylaws may be amended at any regularly scheduled meeting of the MPO, upon an affirmative vote of the majority of those representatives present and voting at that meeting, provided that the amendment has been submitted in writing and adopted at the previous MPO regularly scheduled meeting. These bylaws also may be similarly amended at any special meeting of the MPO called solely for that purpose.



ACTION ITEM



8A: 2019 State Legislative Priorities

Action: Determine and approve the 2019 State Legislative Priorities

**Staff Resource: *Amanda Wanke, Chief External Affairs Officer*
*Elizabeth Presutti, Chief Executive Officer***

Background:

As DART staff and Commissioners have sought to address long-term funding needs for transit in the region, they have undertaken the following efforts and made the following changes:

- The DART Commission was reconstituted to have a new and more representative governance structure.
- The Transit Future Work Group, in collaboration with the Des Moines Area Regional Transit Authority (DART), released the comprehensive Greater Des Moines Transit Funding Study to provide a long-term investment strategy for the region's public transportation system. The Transit Future Work Group is managed by the Greater Des Moines Partnership and made up of business and community leaders.
- DART staff have had an increased focus on securing private and business financial support for DART in order to diversify funding.
- Staff consulted with DART lobbyists John Cacciatore and Christopher Rants in the development of the DART's 2019 State Legislative Priorities.
- The DART Commission has held numerous workshops, including a funding workshop on August 31, in order to discuss future funding options.
- The Commission has discussed options regarding the proposed legislative priorities at both the September and October Commission meetings.
- Staff has also met with several member communities to garner input and answer questions. Through those discussions a subsequent funding proposal option has been developed for consideration by the Commission.
 - In addition to the legislative proposals there is a desire by some member communities to see DART commit to the following initiatives as we move forward to ensure we are providing the most efficient and effective service possible that meets the needs of the community. These include:
 - Complete a study, with the assistance of a consultant, to provide recommendations on a long-range service plan that employs the most efficient and effective business model for the different types of services recommended. The study would be funded as part of FY 2020 budget.
 - Review the current funding formula and develop options for the Commission to consider for the future based on long-range plan recommendations.
- Staff, in conjunction with DART Commission Executive Committee members, have also requested the DART Funding Legislative proposal be included as part of other stakeholder organizations' legislative priorities.



ACTION ITEM

8A: 2019 State Legislative Priorities

Proposed Legislative Agenda:

- **Long-term Funding:**

- **Alternate Legislative Proposal re: Funding**

When the State of Iowa created Regional Transit Districts (RTDs) in 2005, the only levying authority granted to RTDs was a general levy capped at \$0.95/\$1,000 in taxable valuation. DART is the only RTD in the State. Other metro transit systems are operated at a municipal level and are also capped at \$0.95/\$1,000 in taxable valuation, however, they also have access to other levies to assist with costs because they are a part of a city government. Those levies are amount necessary and include:

- Liability, property and self-insurance costs
- FICA & IPERS (if general fund at levy limit of \$8.10)
- Other employee benefits
- Debt Service Levy

Instead of looking to raise the cap at this time, *DART would seek access to those levies and not require that we be at our general levy limit to utilize the FICA & IPERS levy.* This allows DART to have access to all of the levy tools that a municipal transit system has to operate and assists with funding in the short-term.

- **Original Legislative Proposal re: Funding**

Authorize staff and lobbyists to ask the state legislature to increase the property tax cap to \$1.95, from \$0.95. This change allows the Commission to:

- maintain current service through 2040,
- consider additional service if so decided by the Commission, and
- allow Commissioners flexibility to change the DART property tax rate structure that may reflect different demands and rates for DART member communities if needed in future years.

- **Other Funding Diversification:** Authorize staff and lobbyists to discuss any other potential revenue diversification options that may arise during the legislative session. Staff and lobbyists would bring these options to the Executive Committee for approval before moving forward.
- **Medicaid:** Any legislative fix to current Medicaid challenges should ensure that the cost of transportation for trips previously funded by Medicaid should not be transferred to local transit authorities, and thereby, local property taxpayers.
- **Property Tax Backfill:** The elimination of the property tax backfill would mean a loss in revenue of more than \$600,000 annually for DART. Staff and lobbyists should encourage legislators to recognize DART's unique status and maintain the backfill.

Recommendation:

- Determine and approve the 2019 State Legislative Priorities.



ACTION ITEM



8B: Safety Management System (SMS) Policy

Action: Approve the Safety Management System Policy

Background:

- On July 19, 2018, FTA published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS).
- The PTASP rule is effective July 19, 2019. The plan must include safety performance targets. Find additional guidance on planning and target setting on FTA's Performance-Based Planning pages. Transit operators also must certify they have a safety plan in place meeting the requirements of the rule by July 20, 2020. The plan must be updated and certified by the transit agency annually. The Safety Management System (SMS) initiative currently being instituted by the FTA pertains to the establishment of structures and processes to ensure that Safety plays the leading role in transit agencies.
- Implementation to be completed by July 2020.
 - Adopt SMS Policy Statement
 - Identify accountable executive
 - Establish SMS implementation team
 - Analyze agency's existing safety processes and compare to SMS requirements
 - Develop an SMS Implementation Plan
 - Establish key office/person responsible for SMS administration and maintenance
 - Establish SMS training program
 - Initiate SMS communication channels
 - Implement audit processes
 - Implement change management processes
 - Turn information into analysis
 - Public safety integration

Recommendation:

- Approve the Safety Management System Policy



Safety Management System Policy



Scope:	Safety Management System Policy
Responsible Department:	All
Effective Date:	November 6, 2018
Approved By:	DART Commission

PURPOSE

The management of safety is one of our core business functions. The Des Moines Area Regional Transit Authority (DART) is committed to developing, implementing, maintaining, and constantly improving processes to ensure that all our transit service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting established standards.

All levels of management and all employees (and contractors) are accountable for the delivery of this highest level of safety performance, starting with the Commission, Executives, Managers, Supervisors, Employees, and Contractors.

POLICY

As part of its commitment to safety, DART will:

- Support the management of safety with appropriate resources, that will result in an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention as those applied to the other management systems of the organization;
- Integrate the management of safety as a prime responsibility of all managers and employees;
- Clearly define for all staff, managers, employees and contractors alike, their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of our safety management system;
- Establish and operate hazard identification and analysis, and safety risk evaluation activities, including an employee safety reporting program as a fundamental source for safety concerns and hazard identification, in order to eliminate or mitigate the safety risks of the consequences of hazards resulting from our operations or activities to a point which is consistent with our acceptable level of safety performance;
- Ensure that no retaliatory action is taken against any employee who discloses a safety concern through the employee safety-reporting program;
- Comply with, and whenever possible exceed, legislative and regulatory requirements and standards;
- Ensure that sufficient skilled and trained staff are available to implement safety management processes;
- Ensure that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills;

Safety Management System Policy
Effective Date: November 6, 2018



- Establish and measure safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- Continually improve safety performance through management processes that ensure that appropriate safety management action is taken and is effective; and
- Ensure externally supplied systems and services to support operations are provided to meet internal safety performance standards, regulatory requirements and industry best practices.

REVISION LOG:

1. DATE:

DRAFT



ACTION ITEM



8C: September FY2019 Consolidated Financial Report

Action: Approve the September 2018 Consolidated Financial Report

Staff Resource: Amber Dakan, Finance Manager

Year-to-Date Budget Highlights:

Revenue:

- Fixed Route Operating revenue year to date is 13.02% ahead of budget projections. This is primarily due Other Contracted Services contributions received in July to support the DLine for FY19 as well as State Fair revenue in the month of August.
- Fixed Route Non-Operating revenue is under budget by 3.19% primarily due to timing of grant and state funding.
- Paratransit Operating revenue is 34.20% lower than budget expectations. Other Contracted Services trips accounts for the shortfall to revenue.
- Paratransit Non-Operating revenue is 0.75% under budget.
- Rideshare revenues are 5.9% below budget. It is important to note Fiscal Year 19 has an increased annual budget for revenues by nearly \$30,000.

Operating Expense:

- Fixed Route Budget Summary – Operating expenses are 2.24% above budget projections. Salaries, Wages, and Fringes and Supplies and Materials are most attributed.
- Paratransit Budget Summary – Operating expenses are 5.09% under budget. Insurance Expense, Salaries, Wages, and Fringes, and Fuel and Lubricants are seeing the largest savings.
- Rideshare Budget Summary – Rideshare has a budget savings of 6.49% year to date. Salaries, Wages, and Fringes and Insurance Expense are the only two categories not seeing savings.

Recommendation:

- Approve the September 2018 Consolidated Financial Report.

**** TOTAL Un-Audited Performance of September FY2019 Year to Date as Compared to Budget:**

Fixed Route	\$	(165,146)	Reserve for Accidents (See Balance Sheet):	
Paratransit	\$	(99,040)		\$305,379.94
Rideshare	\$	<u>1,161</u>		
Total	\$	(263,025)		

FY2019 Financials: September 2018

FIXED ROUTE	September 2018			Year-To-Date-(3) Months Ending 09/30/2018		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	522,532	470,500	52,032	1,595,259	1,411,500	183,759
Non-Operating Revenue	1,752,412	1,952,302	(199,890)	5,669,836	5,856,907	(187,071)
Subtotal	2,274,944	2,422,802	(147,858)	7,265,094	7,268,407	(3,313)
Operating Expenses	2,349,733	2,409,538	59,805	7,390,448	7,228,615	(161,834)
Gain/(Loss)	(74,789)	13,264	(88,053)	(125,354)	39,792	(165,146)

PARATRANSIT	September 2018			Year-To-Date-(3) Months Ending 09/30/2018		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	82,427	133,333	(50,906)	263,182	400,000	(136,818)
Non-Operating Revenue	132,872	133,872	(1,000)	398,615	401,615	(3,000)
Subtotal	215,299	267,205	(51,906)	661,797	801,615	(139,818)
Operating Expenses	273,577	267,205	(6,372)	760,837	801,615	40,778
Gain/(Loss)	(58,278)	-	(58,278)	(99,040)	-	(99,040)

RIDESHARE	September 2018			Year-To-Date-(3) Months Ending 09/30/2018		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	67,119	71,283	(4,165)	201,128	213,850	(12,722)
Non-Operating Revenue	-	-	-	-	-	-
Subtotal	67,119	71,283	(4,165)	201,128	213,850	(12,722)
Operating Expenses	74,447	71,283	(3,164)	199,966	213,850	13,884
Gain/(Loss)	(7,328)	-	(7,328)	1,161	-	1,161

Summary	September 2018			Year-To-Date-(3) Months Ending 09/30/2018		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	672,078	675,117	(3,039)	2,059,568	2,025,350	34,218
Non-Operating Revenue	1,885,284	2,086,174	(200,890)	6,068,451	6,258,522	(190,071)
Subtotal	2,557,362	2,761,291	(203,929)	8,128,019	8,283,872	(155,853)
Operating Expenses	2,697,757	2,748,027	50,270	8,351,252	8,244,080	(107,172)
Gain/(Loss)	(140,395)	13,264	(153,659)	(223,233)	39,792	(263,025)



DISCUSSION ITEM



9A: FY 2020 DART Budget Process

Staff Resource: Jamie Schug, Chief Financial Officer

- Staff will provide an update regarding DART's upcoming FY 2020 Budget Process.



DISCUSSION ITEM



9B: Hy-Vee Commissary Service

Staff Resource: Matt Harris, Business & Community Partnerships Manager

- Hy-Vee, Inc. has constructed a new 240,000-square-foot facility in Ankeny located just south of Oralabor Rd. along SE Delaware Ave./NE 22nd Street that is currently not served by transit.
- In response to interest from Hy-Vee, the DART Business & Community Partnerships Team proposed an Unlimited Access Partnership that would necessitate an extension north of the Route 4, which currently terminates at DeeZee.
- The Unlimited Access Partnership presented to Hy-Vee outlined a three-year agreement to support this service extension, starting at \$39,450 for 2019, \$42,240 for 2020 and \$45,050 for 2021.
- Contract negotiations are currently underway and the additional service will be brought to the commission for approval at its December meeting as part of the January 2019 Service Change.



DISCUSSION ITEM



9C: Service Planning Update

Staff Resource: *Luis Montoya, Planning and Development Manager*

- The DART Commission Planning Committee met on October 2 and 15 to discuss the goals and scope of the 2019 service planning effort.
 - Based on analysis, customer feedback, and guidance from the Committee, staff have developed a project scope and outreach plan to study cost-neutral changes to DART service in the western suburbs and Ankeny to better match DART's resources with the evolving needs of these communities.
 - Two rounds of public outreach are planned, with recommendations to be brought to the Commission for consideration of approval in summer 2019.
- DART's regularly scheduled winter service change will be presented to the Commission for consideration of approval in December.
 - The focus of the service change will be to improve the reliability and cost-effectiveness of fixed-route service.
 - Staff will share recommendations for changes in frequency to Route 6 and the LINK Shuttle, adjustments to the alignment of route 15, as well as modest schedule changes to Routes 1, 5, 7, 15 and 92.
 - Route 4 could also be extended up to Ankeny to serve the new Hy-Vee commissary.
 - The Business and Community Partnerships Team is working on an Unlimited Access partnership with Hy-Vee to fund this service.
- A presentation will be provided at the Commission meeting to highlight these activities.



DISCUSSION ITEM



9D: Quarterly Safety Report

Staff Resource: Patrick Daly, Operations Manager - Safety

Analysis of accidents for the 1st Quarter of FY2019:

ACCIDENTS BY ROUTE:	1 st QTR	1 st QTR	YTD	YTD
	<u>FY19</u>	<u>FY18</u>	<u>FY19</u>	<u>FY18</u>
#1 – FAIRGROUNDS	3	1	3	1
#3 – UNIVERSITY	1	2	1	2
#4 – 14TH	1	2	1	2
#5 – FRANKLIN AVE/JOHNSTON	0	0	0	0
#6 – INDIANOLA AVE	1	1	1	1
#7 – SW 9 th ST	1	0	1	0
#8 – FLEUR DR	0	1	0	1
#9 – EXPRESSES	4	4	4	4
#10 – EAST UNIVERSITY	0	0	0	0
#11 – INGERSOLL/VALLEY JCT	0	1	0	1
#12 – ON PROPRETY	3	7	3	7
#13 – PARK AVE	0	0	0	0
#14 – BEAVER AVE.	1	1	1	1
#15 – 6 th AVE.	2	3	2	3
#16 – DOUGLAS AVE	1	1	1	1
#17 – HUBBELL AVE/ALTOONA	5	2	5	2
#50 – EUCLID/DOUGLAS	0	0	0	0
#52 – VALLEY WEST/JORDAN CR	0	1	0	1
#60 – INGERSOLL/UNIVERSITY	0	0	0	0
#72 – WDM/CLIVE FLEX	0	1	0	1
#73 – URBANDALE/WHTS FLEX	0	0	0	0
#74 – NW URBANDALE FLEW	0	1	0	1
#40 - LINK	1	0	1	0
#42 - STATE CAPITAL/D-LINE	1	3	1	3
#SS - SCHOOL ROUTES	0	1	0	1
#20 - PARATRANSIT	3	3	3	3
SP - Specials	1	0	1	0
R - RIDESHARE	0	0	0	0
A - ADMIN	0	1	0	1
M – MAINTENANCE	0	0	0	0
SF – STATE FAIR	3	1	3	1
Deadhead	1	0	1	0
Training	1	0	1	0
TOTALS	34	38	34	38

**DISCUSSION ITEM:
9D: Quarterly Safety Report**



ACCIDENTS BY TYPE:	1 st QTR <u>FY19</u>	1 st QTR <u>FY18</u>	YTD <u>FY19</u>	YTD <u>FY18</u>
BUS INTO FIXED OBJECT	10	14	10	14
PERSONAL INJURY	0	0	0	0
BUS INTO VEHICLE	5	5	5	5
VEHICLE INTO BUS	19	18	19	18
OTHER	0	1	0	1
STRUCK ANIMAL	0	0	0	0
MAINTENANCE	0	0	0	0
VANDALISM	0	0	0	0
TOTALS	34	38	34	38

ACCIDENTS BY CHARGEABILITY CODE:	1 st QTR <u>FY19</u>	1 st QTR <u>FY18</u>	YTD <u>FY19</u>	YTD <u>FY18</u>
NON PREVENTABLE	20	21	20	21
PREVENTABLE - OPERATOR	10	17	10	17
PREVENTABLE – ON PROPERTY	3	0	3	0
PREVENTABLE - SYSTEM	1	0	1	0
UNDETERMINED	0	0	0	0
TOTALS	34	38	34	38

ACCIDENTS BY SERVICE	1 st QTR <u>FY19</u>	1 st QTR <u>FY18</u>	YTD <u>FY19</u>	YTD <u>FY18</u>
FIXED ROUTE	25	33	25	33
PARATRANSIT	4	3	4	3
RIDESHARE	0	0	0	0
ADMINISTRATION	0	1	0	1
MAINTENANCE	1	0	1	0
STATE FAIR	3	1	3	1
TRAINING	1	0	1	0
TOTALS	34	38	34	38



DISCUSSION ITEM



9E: Performance Report / Farebox Project Update

Staff Resource: Jamie Schug, Chief Financial Officer

- As of September 18th new fareboxes have been installed on DART's entire bus fleet. As with any major project, there have been a few hiccups along the way.
 - During the 30 day system acceptance testing period, DART staff has identified missing transaction data on several days and several buses.
 - Staff is working with our vendor to recover the missing data and implement a long term fix.
- Not wanting to provide incomplete information, the September Performance Report will be delayed until the December Commission meeting.



MONTHLY REPORT



10A: Operations Team Report

Staff Resources: Jamie Schug, CFO/Interim Chief Operating Officer

- **Amalgamated Service Union (ATU) Local 441 Contract Negotiations** – DART exchanged contract proposals with Amalgamated Transit Union Local 441 on October 23 and began negotiations later that day. There are several more days of negotiations planned over November and December. We hope to have a final, agreed upon contract for approval at the January Commission meeting.



MONTHLY REPORT



10B: External Affairs Team Report

Staff Resources: *Amanda Wanke, Chief External Affairs Officer*

Marketing and Communications – Erin Hockman, Marketing and Communications Manager

- **Public Affairs** – Staff began implementing a public affairs plan, including weekly social media ads that generated more than 300,000 impressions in October. A print ad featuring the “Connecting our Communities, Making us Stronger” theme will be included in the Business Record’s 35th Anniversary publication.
- **Marketing Campaign** – Staff is working with Flynn Wright to update creative for the spring 2019 advertising plan. The advertising will feature riders in the 18-29 age range, the target audience of the campaign. Since April 2018, the campaign has generated more than 6 million impressions on Facebook, display advertising, Spotify and Snapchat. This has resulted in 8,000+ sessions on ridedart.com.
- **Will Keeps music video** – DART is partnering with Will Keeps and Des Moines Public Schools to film a music video on Nov. 1 at DART Central Station. The message is intended to reinforce positive student behavior at DART facilities and on DART buses.
- **Community events** – DART staff participated in a number of events throughout the month of October. This included:
 - Sponsoring the West Des Moines Chamber lunch on Oct. 11
 - Promoting fare policy changes to riders at DART Central Station

Marketing Analytics Report

Metric	Apr. 2018	May 2018	June 2018	July 2018	Aug. 2018	Sep. 2018	Sep. 2017	% Change Year Prior
MyDART App Accounts	2,359	2,720	3,270	3,852	8,447	9,082	n/a	n/a
Website Unique Visitors	36,952	40,261	38,698	35,799	59,932	36,657	33,616	8.30%
Facebook Likes	3,223	3,258	3,351	3,441	3,490	3,503	3,011	14.05%
Twitter Followers	2,076	2,129	2,143	2,157	2,147	2,149	1,961	8.75%
Email Subscribers	7,780	7,870	8,640	8,690	8,710	8,720	4,980	42.89%
Next DART Bus	29,304	55,846	95,996	257,746	235,599	201,171	3,418	98.30%
Real-time Map	8,368	21,284	28,755	33,173	51,364	38,242	n/a	n/a
Trip Plans	8,274	11,322	15,435	18,666	27,238	22,322	8,662	61.20%
SMS Text Messaging	94,161	96,165	81,301	92,841	116,088	186,221	66,685	64.19%
IVR	8,103	7,809	8,466	8,938	10,990	10,657	9,963	6.51%

MONTHLY REPORT
10B: External Affairs



MyDART App Report

Metric	Apr. 2018	May 2018	June 2018	July 2018	Aug. 2018	Sept. 2018	TOTAL
Downloads	606	628	733	716	2,751	635	9,082
iOS	267	310	215	180	973	176	3,405
Android	339	318	517	536	1,778	459	5,676
Accounts Created	324	361	550	582	4,240	1,035	9,127
Orders Placed	1,462	1,559	2,021	2,134	5,943	2,032	21,550
Passes Purchased	1,892	1,923	2,505	2,699	12,227	2,543	32,036
Revenue	\$13,017	\$13,456	\$14,355	\$14,864	\$24,225	\$15,856	\$157,205

DART in the News

Date	Headline	Source	Medium	Reach	Sentiment	Topic
17-Oct-18	New privatized Medicaid billing puts brakes on transportation, other services for lowans	Press-Citizen	Online	73,037	Negative	Medicaid
9-Oct-18	NOTEBOOK: In case you missed it...	Business Record	Online	10,304	Neutral	Funding
2-Oct-18	Group assaults Des Moines man on DART bus at downtown station	The Des Moines Register	Online	1,004,273	Negative	Safety Incident
2-Oct-18	Seeking stronger consensus among metro cities, DART delays vote on funding proposal	The Des Moines Register	Online	1,004,273	Neutral	Funding
28-Sep-18	DART considers asking Iowa lawmakers for authority to double property tax rate	The Des Moines Register	Online	719,591	Neutral	Funding
28-Sep-18	DART navigates future funding - Business Record	Business Record	Online	8,535	Neutral	Funding
Total Reach				2,820,013		

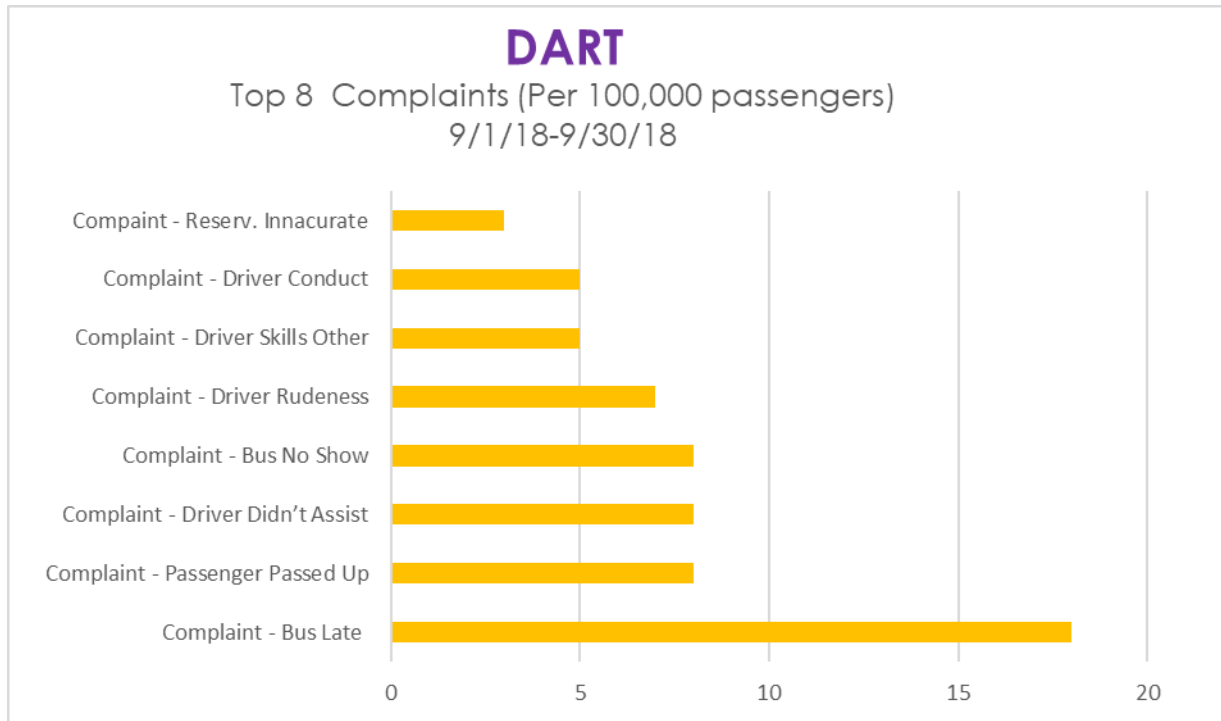
Customer Experience

Total Calls for August 2018

- Schedule Information – 4,675
- Paratransit – 3,132
- Spanish Line – 17
- Receptionist – 377
- RideShare – 145

Website Communication and Messages for August 2018

- Bus Stop/Shelter Requests = 0
- Contact/Feedback Form = 57
- Voicemails = 89



Planning – Luis Montoya, Planning and Development Manager

- **Transit Service Planning:** Staff is in the process of conducting analysis and planning public outreach activities to study service changes to provide better and more efficient service to the Western suburbs and Ankeny. The first Planning Committee of the DART Commission met on October 2, with a subsequent committee meeting on October 15.
- **January Service Change:** As part of our regularly scheduled service change, staff are developing recommendations for modifications to fixed route service schedules to improve the reliability and cost effectiveness of our service and to extend Route 4 to the new Hy-Vee commissary in Ankeny.
- **Des Moines Public School Bell Times:** Staff are working with DMPS to consider how DART can help accommodate additional changes to bell times for the 2019-2020 academic year.
- **Windsor Heights Wal-Mart Bus Stop Improvements:** Improvements to the bus stops at the Walmart in Windsor Heights are under construction. DART received a federal grant for the improvements, which will include designated waiting areas with bus shelters and landscaping.

Business and Community Partnerships – Matt Harris, Business and Community Partnerships Manager

- **Unlimited Access Program:** Partner contracts coming up for renewal prior to the end of calendar year 2018 include Cognizant, Voya, EMC Insurance Companies and the Greater Des Moines Partnership.
- **MyDART Mobile App:** Internal testing on the business partnerships platform of MyDART mobile app will begin next month. Mobile ticketing functionality will be piloted with select Unlimited Access Partners in early 2019.

MONTHLY REPORT
10B: External Affairs



- **Hy-Vee Commissary:** In response to interest from Hy-Vee, DART has proposed an Unlimited Access Partnership to serve employees of their new commissary facility in Ankeny. This proposal includes an extension of Route 4, which would be part of the upcoming 2019 service change.
- **Hy-Vee Shuttle:** Hy-Vee continues to contract with DART to provide shuttle service between their Harding Hills and East Euclid stores until the Harding Hills store's remodel is complete. The shuttle runs from 9 a.m. to 5 p.m. seven days a week.
- **HIRTA RFP:** After submitting a response to an RFP issued by Heart of Iowa Regional Transit Agency (HIRTA), DART was recently notified it was one of two RFP respondents selected to provide commuter vanpooling services. DART staff will meet with HIRTA to discuss next steps and draft a memorandum of understanding.
- **Mobility Coordination Outreach - September 2018:**

Date	Location	Attendees	Type
9/4, 9/11, 9/18, 9/25	Fort Des Moines	64	How to Ride
9/4, 9/13	Urbandale High School	11	How to Ride
9/5, 9/19	Taylor Preschool	4	How to Ride
9/5	North Polk High School	14	How to Ride
9/6	Visiting Nurses Services - Senior Companion	40	How to Ride
9/12	Veterans Affairs - DOM	40	How to Ride
9/12	Mobility Symposium	40	Outreach
9/13	Iowa Vocational Rehab	18	Outreach
9/14, 9/28	Fresh Start Women's Center	7	How to Ride
9/17	Visiting Nurses Services – Fresh Start	32	Outreach
9/19, 9/28	Bridges of Iowa	13	How to Ride
9/26	House of Mercy	10	How to Ride
9/26	Prelude Behavioral Health	10	How to Ride
9/27	DMACC STRIVE	10	How to Ride
9/27	DMACC HiSET	19	How to Ride
	Total:	332	



MONTHLY REPORT



10C:	Procurement
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Staff Resource: *Mike Tiedens, Procurement Manager*

Upcoming Procurements:

Refrigerant Reclaim Units – DART is seeking a Contractor to provide two high-pressure refrigerant reclaim units to be utilized in the Maintenance Department to service and maintain air conditioning units on the vehicles.

- Request for Quotes published in October 2018

Contracts and Task Orders Approved Recently:

Window Washing Services – DART Central Station – DART is seeking a Contractor to provide window washing services at DART Central Station. Services will include but not be limited to cleaning all interior and exterior windows on a quarterly basis. Also included is the rinsing and wiping dry all surfaces, including frames and sills. Photovoltaic solar panels are also included for quarterly cleaning.

- The lowest bidder was Crystal Clean and the winning bid was \$56,760.00 over five (5) years

Fuel Tank Cleaning – DART is seeking a Contractor to clean both on-site diesel fuel tanks. The cleaning will remove bacterial growth as well as remove sludge, sediment and bacterial kill off.

- The lowest bidder was Unified Contracting Services and the winning bid was \$4,800.00

Future Procurements:

- Bus Wash
- Shop Drains
- IT Consulting Services
- Uniforms
- Printing Services
- Electrical Infrastructure for Elec. Buses
- On Call Planning Consulting Services



MONTHLY REPORT



10D: Chief Executive Officer

Staff Resource: *Elizabeth Presutti, Chief Executive Officer*

- **DART Executive Committee:** The DART Executive Committee met on Friday, October 19, 2018. The discussion items presented during the meeting included:
 - Business Planning including the Vision Statement and Strategic Priority areas
 - Planning Update
 - Medicaid Update
 - 2019 Legislative Priorities

The next DART Executive Committee meeting is scheduled for Friday, November 16, 2018 at 8:00 a.m.
- **FEMA Expense Reimbursement:** DART has requested reimbursement for \$31,826 in expenses related to the weather events in June 2018. DART staff have a call scheduled with a FEMA representative on Monday, November 5 to discuss our claim.
- **Operations Team Update:** Tim Sanderson is taking a personal leave of absence. During this time, Jamie Schug will act as the interim Chief Operating Officer and will work with the Operations Department in addition to working with her existing team.
- **American Bus Benchmarking Annual Meeting:** Alex Cilley, our new Business Analyst Manager and myself attended the American Bus Benchmarking Annual Meeting in Ontario, CA, earlier in October. We learned about the initiatives at other transit agencies as well as a review of the most recent benchmarking data.



FUTURE DART COMMISSION ITEMS



FUTURE AGENDA ITEMS:

December 4, 2018 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> • FY 2018 Annual Audit • January Service Change • HIRTA MOU Approval • DART Vision Statement and Business Planning Objectives 	<ul style="list-style-type: none"> • Procurement Policy and Procedures Manual • FY2020 DART Budget Development Update
January 8, 2019 – 12:00 P.M. (Annual Meeting)	
Action Items	Information Items
<ul style="list-style-type: none"> • ATU Local 441 Labor Contract • Procurement Policy and Procedures Manual • Rideshare Van Donation 	<ul style="list-style-type: none"> • Mobility Coordinator Quarterly Update • FY2020 DART Budget Development Update
February 5, 2019 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> • FY 2019 Budget Public Hearing Date • ATU Contract Approval 	<ul style="list-style-type: none"> • Quarterly Investment Report • Quarterly Safety Report

Other Future Agenda Items:

- IT Consulting Contract
- Planning Consulting Services Contract
- Electrical Infrastructure Upgrade

Upcoming DART Meetings:

- DART Executive Committee – Friday, November 16, 2018
 - Location - DART Central Station