



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
NOTICE OF TRANSIT RIDERS ADVISORY COMMITTEE MEETING AND  
AGENDA**

January 20, 2010 – 11:30 a.m.

Greater Des Moines Partnership Arthur Davis Conference Room (1<sup>st</sup> Floor)  
700 Locust Street

1. CALL TO ORDER
2. ROLL CALL AND ESTABLISHMENT OF QUORUM
3. APPROVAL OF DECEMBER 2, 2009 MINUTES
4. ACTION ITEMS
  - A. TRAC By-Laws
  - B. 2010 Goals
5. DISCUSSION ITEMS
  - A. DART FY 2011 Budget Update
  - B. Bus Service and Bus Stop Safety Concerns
6. PUBLIC COMMENT
7. FUTURE AGENDA ITEMS
8. OTHER – Communications
  - A. Next DART Commission Meeting: January 26, 2010, 5:00 p.m.

**TRAC Meeting Minutes**  
**December 2, 2009, 11:45 am**  
**Greater Des Moines Partnership – 2<sup>nd</sup> Floor Conference Room**

**TRAC Members Present:**

Linda Urias  
Jinsong Chen  
Monica Brill  
Audra Zimmerman  
Kelly Henry  
Mary McGee  
Crystal Estabrook  
Paul Bice  
Helen Boles  
Gini Wolf  
Sarah Riley  
Eileen Bradley

**DART Staff Present:**

Elizabeth Presutti  
Rebecca Lovig  
Brad Miller  
Kirstin Baer-Harding  
Paula Covington

1. July 8 minutes approved and seconded.
2. May minutes approved and seconded
3. Motion to amend September 9, 2009 agenda action item – approve Jade as Vice Chair, no objections, and approved.
4. Action item – discussion of bylaws.
  - A. Mary offered to write the bylaws in legalese,
  - B. Sarah – are we all voting members? A- yes, will meetings continue if there is less than a quorum? A – yes, but we wouldn't be able to vote on anything. It was noted to call/email Elizabeth if unable to attend the meeting.
  - C. Comments on public discussion – clarified that anyone who attends that is not a member of TRAC or DART staff is considered public. Mary noted that on Access Advisory Board, the public comments at the end of the meeting. Members listen and record comment, but table response for a later time. 5-minute rule was agreed upon as satisfactory. Clarified that 5-minute rule applies to everyone, including TRAC members.
  - D. Q – if a motion fails, is there an opportunity for the minority to rebut? Mary commented that the time for discussion is after a motion is a seconded and

before it is voted on. It was determined that it is the chair's duty to foster discussion and hear out the minority and that dissenting comments can go on record

- E. Table approval of by-laws until written in legalese.
5. Introduced new TRAC member Monica Bell, replacing Jill Clothier.
  6. Discussion Items - 2010 Goals
    - A. Gini – wants to learn about elderly and special needs demographics and how to better serve them.
    - B. Helen – commented on lowering the age for reduced fare pricing (currently at 65)
    - C. Monica – commented on people being able to use company Ids to ride the bus – expanding unlimited ridership program.
    - D. Mary – expand gender and racial balance on TRAC, men and racial minorities are underrepresented – Discussion – race and gender is not included in the application, considered other means to solicit membership – person to person (TRAC members handing out applications to riders)
    - E. Kelly – present ridership education to different groups (church groups, schools, at libraries etc.) on how to ride the bus, also consider a RideShare perspective. Crystal suggested increased marketing to some of the outlying communities.
    - F. Eileen – provide windbreaks at more bus stops – areas where there are no trees, fences for protection
    - G. Sarah – how to better support and build budget.
    - H. DART staff will work to identify which goals are most attainable and how to implement them.
  7. DART FY 2011 Budget - Presentation by Brad Miller, DART General Manager
    - A. We are facing the worst budget problem we've had in about 20 years.
    - B. Fiscal year starts July 1, 2010
    - C. Revenues have decreased and ridership is down from last year. Revenues from companies with unlimited riding are immune to fair increases and this is another place we lose money.
    - D. State revenue for public transit is based on new car sales, and we just lost about \$40,000 for Paratransit. Also, the grant from the city of Des Moines is being cut. OTT subsidized fares for people who qualify as low-income – very popular program, but the program will probably be cut. - Mary asked for notes from an

upcoming meeting on this subject to lobby another board of which she is a member.

- E. Brad has been asked to prepare a budget that doesn't include increasing property taxes.
  - F. The city of Grimes has voted to pull out of DART.
  - G. Accident liabilities are taking a toll on the budget, but attorneys are estimating payouts of over \$3 million. Liability reserve account was about \$700,000 which was sufficient until these more recent accidents occurred.
  - H. Trying to save money this year in order to prepare for the next FY
  - I. Wage freezes for non-union employees and five furlough days will be taken. 3 of the days will be in conjunction with holidays and 2 days will be at employees discretion
  - J. between now and February – public input opportunities
  - K. service reductions expected to start April 2010
  - L. Brad solicited TRAC members to send ideas for service improvements as soon as possible- email Elizabeth and she will forward as necessary.
  - M. Mary asked for a justification of the hybrid bus and questioned how much money it saves.
  - N. Buying a second insurance policy instead of filling liability reserves.
  - O. Will delay replacing buses.
  - P. Deferring capital with one-time savings is not the best for the current economic decline, but it is the strategy for the short-term.
  - Q. Expecting to have public input meetings and it is encouraged that TRAC members attend the commission and public input meetings and bring friends.
  - R. Kelly suggested loading up buses with target demographic groups and transport them to public input meetings.
  - S. Gini asked to have more information sent out to TRAC members.
  - T. Next commission meeting is 12/15 at DART administration office.
8. Elizabeth will send a notice on future meeting dates.
9. Meeting adjourned at 1:21 pm.

**BYLAWS OF THE  
TRANSIT RIDERS' ADVISORY COMMITTEE (TRAC)**

**ARTICLE I - NAME, MISSION AND GOALS**

Section 1. Name. The name of the advisory groups shall be the Des Moines Area Regional Transit Authority (DART) Transit Riders' Advisory Committee, herein referred to as the "TRAC".

Section 2. Mission. The Mission Statement of the TRAC shall be to act as a conduit of public input, to better inform DART Staff and the DART Commission Members regarding issues and policies that impact both current, new, and future DART customers, and to encourage responsiveness to customers.

Section 3. Goals. The goals of the TRAC shall be to:

- a. Act as a conduit for riders to make their voices heard,
- b. Have open and collaborative meetings that work towards clearly articulating all riders' need and concerns,
- c. Suggest and support improvements in service,
- d. Increase the amount of public input that riders and non-riders alike have within Dart decision-making processes,
- e. Become advocates for expanding regional public transit in Central Iowa, and
- f. Maintain regular ridership of DART's services during TRAC membership.

**ARTICLE II - DUTIES**

Section 1. Responsibilities. The TRAC shall serve in an advisory capacity to the DART Commission and shall work with staff to:

- a. Study, analyze, investigate, and make recommendations to the DART Commission and Staff regarding transit issues, projects, and policies that impact riders,
- b. Become familiar with the DART system, policies, and fare structures
- c. Establish annual goals for the TRAC,
- d. Review, analyze, and prepare recommendations regarding issues that relate to transit in the Greater Des Moines communities, and

- e. Assist in seeking community input.

Section 2. Communications.

- a. The TRAC shall submit written recommendations regarding transit-related projects, policies, and issues as requested by the Commission as well as provide monthly updates on TRAC discussion at the corresponding DART Commission Meeting.
- b. The DART Commission shall give careful and due consideration to the TRAC's recommendations before taking any final action; TRAC recommendations shall be considered only advisory in nature.
- c. The TRAC shall not have authority to act or obligate the DART Commission, its officials, or DART Staff.
- d. The DART Chief Development Officer and other designated DART Staff members shall be the primary staff contacts for the TRAC and they shall be responsible for coordination between the TRAC and the Commission.

ARTICLE III - MEMBERSHIP

Section 1. Composition.

- a. The TRAC shall be composed of up to thirteen (13) members, seven (7) of which shall consist of one (1) member from each of the State Senate Districts in the DART service area, two (2) of which shall be users of RideShare, two (2) of which shall be users of Paratransit or shall have a disability and use fixed route services, and two (2) of which shall be appointed by the General Manager. All thirteen (13) members must reflect a broad representation of people from different geographic locations of the DART service area and not any particular advocacy group. Membership shall reflect a broad array of age, gender, race, culture, and disabilities to best reflect the concerns of riders.
- b. DART employees, family members, and elected officials are not eligible for membership on the TRAC.

Section 2. Member Selection.

- a. DART will solicit applications annually, corresponding to the expiration of service terms. If all members are re-elected for the second term, the solicitation process will be postponed until there is a vacancy to fill. All applications are valid for one year.

- b. Upon the resignation of a TRAC member, the DART Chief Development Officer shall notify the appropriate DART Commission Member and the General Manager to request that a replacement member be appointed from the eligible applicant pool.
- c. After the applications deadline has passed, DART Commissioners from Regions One through Seven shall make a recommendation from the applicant pool. The Commissioners from Polk County shall make a recommendation for the two (2) RideShare and Paratransit seats, and the General Manager shall recommend two (2) applicants.

Section 3. Membership Requirements. To be considered for the TRAC and to remain an active TRAC member, a rider must:

- a. Be a regular user of DART services, including local and express routes, vanpools, or Paratransit services; frequent use of the system is encouraged to keep a strong connection to fellow riders and the system, and
- b. Attend three-fourths of scheduled TRAC meetings and notify designated DART Staff if unable to attend.

Section 4. Term of Office.

- a. The term of office for each member of the TRAC shall be two (2) years or until replaced by the appointment of a new member by the Commission.
- b. Terms shall follow the calendar year and commence in January after action by the Commission, and shall expire no later than December 31 of the previous year.
- c. Members are eligible to serve two terms, or four (4) years total, if re-elected by the Commission.

## ARTICLE IV - PROCEDURES

Section 1. Elected Leadership.

- a. The Chair and Vice-Chair shall be nominated by another TRAC member or may be self-nominated. Nominations shall occur at the second to last meeting of the calendar year prior to an expiring term. A paper ballot shall be prepared containing all eligible nominees, and a vote shall be conducted at the last meeting of the calendar year. The Chair must win the vote by a fifty percent (50%) majority. The Vice-Chair may be a separate vote or may be the next highest vote receiver in the election for Chair.

- b. The term of service for both Chair and Vice-Chair shall be a maximum of two years.

## Section 2. Meeting Procedure.

- a. Each meeting shall begin with the Call to Order; it means everyone is quiet for the start of the meeting.
- b. A Quorum shall be two-thirds of the members present in a meeting: the Vice-Chair shall conduct roll call and establish that a Quorum is present because the TRAC cannot vote on any item without the presence of the same.
- c. The Minutes shall be the official record of TRAC meetings; the group shall vote to adopt the Minutes following an announcement for corrections or editions thereto.
- d. The Agenda shall be the plan for each meeting. TRAC members shall email additions they wish to make to the Agenda to the DART Chief Development Officer no later than the day before any given meeting, thereby allowing sufficient time for DART Staff to have a current agenda available for the meeting.
- e. Action Items shall be presented and discussed, after which the TRAC will approve, deny, or table to a later date.
- f. Each Discussion Item shall be presented by the Chair, staff, or external speakers and shall be followed by discussion by the group.
- g. Public Comment time shall be granted to each person present to speak and shall not exceed five minutes. All topics discussed shall be relevant to Agenda items, or may be recommended for future Agenda topics. The Public Comment Period shall be exclusively as designated on the Agenda.
- h. TRAC members may recommend topics for Future Items to discuss at future meetings.
- i. The next TRAC and DART Commission meeting dates, times, and locations shall be confirmed with every member present.
- j. The Motion to Adjourn shall officially close the meeting.

## Section 3. Conduct of Meetings.

- a. Attendance is required except when there is an acceptable and reasonable cause for missing meetings. Members shall notify the DART Chief Development Officer prior to the meeting that they are unable to attend. Members shall make a concerted effort to be present for three-fourths of the meetings per year.
- b. Every member present at meetings shall have the opportunity to fully express their thoughts. When a member wishes to speak, that member shall raise their hand to be recognized by the Chair to ensure that everyone has a chance to



speak. Once someone has been recognized, each person with a raised hand shall have a chance to speak before those who indicate they wish to speak a second time.

- c. Motions shall be made when an issue relevant to the TRAC requires TRAC approval. Every Motion requires a second prior to discussion. Some Motions are non-debatable, e.g. for adjournment, recesses, or tabling. Motions shall be relevant to the meeting or organization concerned, they shall be affirmative or positive, i.e. they will accomplish something. They shall not be argumentative, but rather capable of a conclusion, and they shall not be offensive or contain improper language.
- d. To table a Motion shall mean to put it “on hold” until someone returns it for discussion; both Motions to Table and Motions to Return for Discussion shall require a second and simple majority vote.
- e. When any member feels the discussion has proceeded to redundancy, that member may call for the question. At this time, the TRAC shall vote on whether to end the discussion by a two-thirds majority. If the discussion ends, the Motion is reread and a vote thereon shall be taken.
- f. Votes shall be taken by show of hands, unless it is moved, seconded, and voted that a vote be taken by secret ballot. If a member chooses to abstain from voting, that member shall be asked if the abstention shall be noted; noting an abstention shall mean that the same will appear in the Minutes of the meeting.

#### Section 4. Discussion.

- a. No member shall speak longer than five minutes except with permission of the Chair.
- b. No member shall interrupt another and criticism shall be aimed at an idea rather than a person; personal attacks are prohibited.
- c. When discussion becomes repetitive, the question shall be called or the Chair may announce that discussion shall end and voting occur.