

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

**1100 DART Way – Des Moines, IA 50309
December 20, 2011**

ROLL CALL

Commissioners Present: Bob Mahaffey, Angela Connolly, Tom Gayman, Steve Brody, Gaye Johnson, Steve Van Oort, Chris Hensley

Commissioners Absent: Ted Boesen, Skip Conkling,

Alternates Present: Paula Dierenfeld

Staff Present: Elizabeth Presutti, General Manager; Tom Reynolds, Chief Operating Officer; Jamie Schug, Chief Financial Officer; Randy Ross, HR Director; Claire Celsi, Marketing and Community Partnerships Director; Kirstin Baer-Harding, Advertising Manager; Gunnar Olson, Public Information Officer; Jim Tishim, Planning Director; Greg Schmitt, Transportation Training; Paula Covington, RideShare; P.J. Sass, Customer Service Manager; Nolden Gentry and Kyle McCann, Legal Counsel; Suzanne Robinson, Clerk to the Commission;

Others Present: Todd Erzen, Des Moines Register; Greg Sparks, City of West Des Moines; Tim Moroney, Jerry Patton, John Halsband, DART customer

CALL TO ORDER

The meeting was called to order by Chair Angela Connolly at 5:01 p.m. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF MINUTES

Chair Connolly called for corrections to the November 29, 2011, meeting minutes.

There being no comments on the minutes, it was moved by Mr. Mahaffey and seconded by Mr. Gayman that the minutes be approved. The minutes were approved as written.

PUBLIC COMMENT

None

CONSENT ITEMS

Consent Item 6A – Fixed Route Replacement Bus Purchase
Consent Item 6B – MPO and CIRTPA Committee Appointments
Consent Item 6C – November 2011 Financial Reports

It was moved by Mr. Mahaffey and seconded by Ms. Hensley that the Consent Items be approved.

The Consent Items were approved unanimously.

ACTION ITEMS

Action Item 7A – DART Forward Year One Implementation – Public Meetings and Hearings

General Manager Elizabeth Presutti explained to the Commission that even though the Commission hasn't yet approved the budget, the public meeting dates must be set. She said the approval of the meeting dates in no way obligates the Commission.

Ms. Celsi presented a Power Point showing the timeline for the service changes, and the optimal dates for the public meetings prior to the implementation of the changes. She said there will be three rounds of meetings, and they will be held in different regions of the community in order to have a geographically balanced way for citizens to attend. She stated that the DART planning team is meeting regularly to discuss all aspects of the changes, and will be sharing the information with the larger community by way of press releases, information handed out on buses, through paid media and whatever methods necessary to explain and educate customers and the wider community.

It was moved by Ms. Hensley and seconded by Ms. Johnson that the Commission approve the staff recommended plan to move forward with the public meetings necessary to meet our obligations to the public, our riders and all constituencies as part of the implementation of the Year One recommendations of the DART Forward Plan.

The motion carried unanimously.

DISCUSSION ITEMS

8A – DART Central Station Update

General Manager Presutti said that due to the excellent weather, construction was proceeding on schedule. Mr. Olson showed photos on the screen of current progress, and Ms. Presutti added that some slight delays were due to supplies and equipment not arriving in a timely manner. She explained that a report to the Federal Transit Administration was included in the packets (attached here) that contain more detail of the current status.

Chair Connolly asked about the progress of the artwork for DART Central Station and Ms. Presutti said that contracts have been signed by the three artists who will be doing the art projects.

8B – FY-2013 DART Budget Development

Ms. Schug listed the current budget assumptions:

Projected Revenues

- 39% from Property Tax levy
- 32% from Operating Revenue (farebox)
- 29% Non-Operating Revenues (federal, state, local and advertising)

Projected Expenses

- 1% increase in employee salaries
- 15% increase in health insurance
- 5% increase in dental insurance
- Workers Comp increases – no word yet

Ms. Schug said that a meeting will be scheduled with the Service and Budget Committee (city managers) prior to the January Commission Meeting. Ms. Hensley asked if the 1% wage increase was for all employees. Ms. Schug said that it is just for the ATU (fixed route) drivers. She said that the Teamsters (Paratransit drivers) had previously negotiated a 3% increase.

8C – December 2011 Performance Reports

The General Manager stated that ridership is up, possibly connected to the unseasonably nice weather.

MONTHLY REPORTS

Operations

Mr. Reynolds announced that DART will be closed Christmas Day, New Years Day and will run weekend service on Monday December 26 and Monday January 2. In addition, he said DART will be providing school service on January 2 to accommodate Des Moines Public Schools which start classes on that date. He described a new service for the D-Line that will run on New Years Eve from 11:00 a.m. and ending 2:00 a.m. New Years morning. Chair Connolly asked if there would be additional service on the night of the Republican caucuses. Mr. Reynolds said that regular evening service will run on that evening, but no special service will be provided. Ms. Hensley commented favorably on the holiday lights that are currently decking the D-Line Trolleys, and asked if there would be any marketing of the additional service for New Years Eve. Ms. Presutti said that in addition to notices in all media, the service was also being marketed through the social media. Ms. Hensley asked if the route was being extended to go up Ingersoll on that evening, and Mr. Reynolds responded that it would stay on its regular route this year, but possibly in future years that would be an option.

Marketing

Ms. Celsi said that DART received word that Broadlawns Medical Center would be expanding its scope and will now be considered a regional medical center and begin accepting patients that would have formerly been sent to University Hospitals in Iowa City, which may influence the marketing of the bus routes that travel to or near that campus. Ms. Celsi also announced that a new customer service database will allow more accurate and detailed reports for staff. Mr. Olson had the sad news that a TRAC member, Paul Bice, had passed away on December 1.

General Manager

Ms. Presutti explained some of the proposed changes to Southridge Mall, and said that staff is involved in the discussions with developers and the city, and will determine the most efficient way to deliver and pick up its passengers as the situation unfolds.

FUTURE AGENDA ITEMS

COMMISSIONER ITEMS

11A - ByLaws

At the November Commission meeting, Mr. Gentry presented the need for an amendment to the Bylaws that needs to be made to provide for an Annual Meeting and a date for the Election of Officers of the Commission. His recommendation was that the June Commission Meeting should be designated as the Annual Meeting, and that the Election of Officers should take place during the June Commission Meeting as well. He explained that the Amendment may be passed at the current meeting with a two-thirds vote of the Commission. The Amendment reads:

“The Annual Meeting of the Board of Commissioners shall be held on the last Tuesday in June of each year. The hour and place of the Annual Meeting shall be fixed by resolution of the Board. The officers of the RTA shall be elected at the Annual Meeting.”

Mr. Brody moved, and Ms. Johnson seconded that Article II, Section 3 of the Bylaws be amended.

The motion carried unanimously.

Mr. Gentry next introduced to the Commission an Amendment to the Bylaws proposed by Commissioner Brody, eliminating Article II, Section 2.C. of the Bylaws:

“For members of the Commission taking office in July of 2006, members shall be appointed to either two year, three year or four year terms of office as follows: the initial terms of office for appointments in Districts 1, 3 and 8 shall be two years, the initial terms of office for appointments in Districts 2, 5 and 9 shall be three years, and the initial terms of office for appointments in Districts 4, 6 and 7 shall be four years. Commencing in July of 2008, new members appointed to the Commission shall be appointed to four-year terms of office. A description of the boundaries of each district is attached to the Agreement as Exhibit A.”

This Amendment will be presented again for two-thirds vote of the Commission at the Commission meeting to be held on February 1, 2012.

Mr. Gentry also discussed some minor changes that need to be made in the Intergovernmental Agreement, including the number of meetings per year of the Commission and regarding the duties of the Secretary to the Commission and the Clerk to the Commission.

11B - DART Commission Redistricting Plan

Ms. Presutti announced that due to Mr. Gentry's absence in February, Mr. Kyle McCann of the Brick Law Firm will be representing DART.

Mr. McCann explained to the Commission that because of the 2010 census, the State Senate Districts changed, and did in such a way as to make DART's use of these Senate Districts for its Transit Districts obsolete, thus requiring an amendment of the 28M Agreement to resolve. Mr. McCann said that after research it appears that using House Districts would allow for more future flexibility in

setting the DART districts. Ms. Presutti added that with this change the language in the current 28M Agreement does not correspond. She said that District numbers will be left out of the new language, so we won't have this problem arising after the 2020 census.

In a newly proposed process, the Commission will provide input to the DART Service and Budget Committee, which will then vote for the proposed changes to the 28M Agreement. In order that all the cities understand the process and agree with the new districts, DART staff, legal counsel and Commissioners will talk to all city representatives to make sure all are in agreement.

Ms. Hensley suggested that the Commission vote to approve the new process at the January Commission Meeting in order to allow plenty of time for the explanatory process. Mr. Brody asked what will happen if other communities want to join DART, and Mr. Gentry said in that case, the 28M allows a new District to be created. Chair Connolly announced that a vote will be taken at the next Commission meeting. Mr. Gentry said that he, Ms. Presutti and Mr. McCann will visit face-to-face with any city representatives who may have concerns.

Chair Connolly ended the last meeting of 2011 by saying what an exciting year DART has had, and thanked the Commission and DART staff for an awesome job, and wishes for another awesome year in 2012.

ADJOURNMENT

The meeting was adjourned at 5:45 p.m.

Next Meeting Date:
February 1, 2012

2012 Meeting Dates

February 1, Feb 28, Mar 27, Apr 24, May 22, Jun 26, Jul 31, no meeting in August
Sep 25, Oct 23, Nov 27, Dec 18

Chair

Secretary/Treasurer

Date