

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

**620 Cherry Street – Des Moines, Iowa 50309
January 7, 2014**

ROLL CALL

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

Commissioner Absent: Bob Mahaffey

Alternates Present: Ben Champ and Keith Ryan (Arrived at 12:09pm for Commissioner Conkling)

CALL TO ORDER

The meeting was called to order by Chair, Steve Van Oort at 12:00pm. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF AGENDA

Mr. Van Oort called for approval of the January 7, 2014 meeting agenda.

It was moved by Mr. Conkling and seconded by Ms. Hensley to approve the January 7, 2014 Agenda. The motion carried unanimously.

PUBLIC COMMENT

No Comments

CONSENT ITEMS

6A – MPO and CIRPTA Representation

6B – December 3, 2013 Minutes

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

ACTION ITEMS

7A – Bus Stop and Amenity Guidelines

Mr. Ethan Standard provided a presentation to the Commission on the guidelines.

The guidelines address all facets of bus stops:

- Spacing
- Placement
- Design
- Accessibility
- Alternative treatments

The guidelines also include criteria for the placement of bus shelters including:

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- Passenger boarding's
- Number of routes
- Availability of transfers
- Proximity of senior and multi-family housing
- Opportunities for ridership growth
- Cost-sharing potential

Mr. Ryan, Alternate Commissioner arrived at 12:09pm and sat in for Commissioner Conkling for the remainder of the meeting.

It was moved by Mr. Peterson and seconded by Mr. Gayman that the Commission approve the Bus Stop and Amenity Guidelines. The motion carried unanimously.

7B - Pilot Public Art Demonstration Program

Ms. Kirstin Baer-Harding, Marketing Director introduced Emily Newman and Edward Kelly. Ms. Newman and Mr. Kelly provided a presentation to the Commission on the proposed Public Art Program with DART. The artist's would be by invitation only and would be restricted to those who live and work in Des Moines. They would like to see this project roll out prior to the Des Moines Art Festival.

Ms. Connolly asked that DART and the Commission play a large part in the rollout.

It was moved by Ms. Hensley and seconded by Mr. Ryan that the Commission approve the Pilot Public Art Demonstration Program. The motion carried unanimously.

7C - FY 2013 Audit

Ms. Jamie Schug, Chief Financial Officer introduced Jodi Dobson of Baker Tilly Virchow Krause, LLP. Ms. Dobson walked through the provided documentation with the Commission. The audit gave DART a clean unmodified opinion.

It was moved by Ms. Hensley and seconded by Mr. Peterson that the Commission approve the FY 2013 Audit. The motion carried unanimously.

7D - November 2013 Financials

Ms. Amber Dakan, Staff Accountant provided an update to the Commission on the November 2013 Financials.

It was moved by Ms. Hensley and seconded by Mr. Peterson that the Commission approve the November 2013 Financials. The motion carried unanimously.

DISCUSSION ITEM

8A - FY 2015 Budget

Ms. Schug gave a brief update to the Commission on the FY 2015 budget and schedule. Staff asked to get feedback from the Audit Committee on how to prepare the document as it relates to health insurance.

The Commission will be provided a copy of the proposed budget prior to the Budget Retreat on January 23rd.

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8B - Open Data Update

Mr. Gunnar Olson, Public Affairs Manager provided an update to the Commission on DART's schedule and real time information and whether to make the information public. The staff recommendation is to initiate an open data feed utilizing a user agreement.

Mr. Ryan updated that he had an interview with a reporter of the Altoona Herald on how the system operates.

Ms. Presutti added that there is a peer in the system that is part of our benchmarking group that we could speak with on their experience on rolling out the app with a marketing piece and report back to the Commission.

8C - Fare Policy Update

Mr. Olson provided the Commission an update on the Fare Policy meetings and public outreach that has been done. Mr. Olson reiterated that the policy is to address how people pay for the bus, not how much they pay. The goals are to speed up travel and to cut costs to maintain the service.

8D - November 2013 Performance Report

Ms. Presutti updated that Fixed Route ridership is up over 5% for the year. Ridership continues to show steady growth and we will continue to monitor it in the coming months.

MONTHLY REPORTS

9A - Operations Report

Mr. Tony Lafata, Chief Operations Officer updated that operations are going well given the cold weather and that a few minor adjustments had to be made for fuel additives to accommodate the buses during the lower temperatures.

9B - Marketing Report

Ms. Baer-Harding thanked the Commission for their attendance at the Business After Hours event for the announcement of the LEED Platinum Certification in early December.

Ms. Baer-Harding also updated that we presented a check to the Iowa Food Bank in the amount of \$5,300 for the Fares for Food event on December 12th.

9C- Planning Report

No update

9D - General Manager

Ms. Presutti updated that the MPO submitted a grant to participate in the Sustainable Communities Leadership Academy and will be traveling to attend the Academy next week to discuss The Tomorrow Plan.

We submitted comments to an advanced notice of rulemaking to FTA on safety and security along with asset management. We provide comments to a series of 120 questions that were asked.

FUTURE AGENDA ITEMS

The IPTA Legislative Day is scheduled for February 5th at the State Capitol.

We will be attending the APTA Legislative Conference again this year March 9th – 11th. Any interested Commissioners should speak to either Elizabeth or Whitney if they would like to attend.

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Mr. Van Oort asked the Clerk to send out a meeting notice regarding the IPTA Legislative Day on February 5th.

COMMISSIONER ITEMS

11A - DART Commission Vice Chair Position

Mr. Van Oort welcomed Mr. Peterson to the Commission as a full Commissioner and asked Mr. Peterson to serve as Vice Chair through the end of the fiscal year. The Nominating Committee will meet in May to make nominations to bring to the annual meeting in June for the FY 2015 officer elections.

Mr. Van Oort also thanked Mr. Ryan for accompanying the Altoona Herald reporter for the bus tour.

OTHER - Communications

Next Meeting

February 4, 2014 at 12:00pm

ADJOURNMENT

A motion by Mr. Peterson and second by Mr. Gayman to adjourn the regular Commission Meeting was made at 1:32pm. The motion carried unanimously.

Future 2014 Meeting Dates

Feb 4, Mar 4, Apr 1, May 6, Jun 3,
Jul 1, Aug 5, Sep 2, Oct 7, Nov 4, Dec 2

Chair

Clerk

Date