



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES
620 CHERRY STREET – DES MOINES, IOWA 50309
SEPTEMBER 1, 12:00 P.M.**



ROLL CALL

Commissioners Present: Skip Conkling, Angela Connolly, Tom Gayman, Christine Hensley, Gaye Johnson (12:01), Joann Muldoon, Steve Peterson and Steve Van Oort

Commissioner Absent: Bob Mahaffey

Alternates Present: Ben Champ

CALL TO ORDER

The meeting was called to order by Mr. Peterson, Commission Chair, at 12:00 pm. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF AGENDA

Mr. Peterson, the Commission Chair, called for a motion to approve the September 1, 2015 agenda.

It was moved by Mr. Conkling and seconded by Ms. Muldoon to approve the September 1, 2015 agenda. The motion carried unanimously.

PUBLIC COMMENT

No Public Comment.

EMPLOYEE RECOGNITION

Fixed Route Operator, Kevin Mears was recognized for his service and excellent response during a bus fire on August 8th. Kevin made sure all his customers were removed safely off his bus and assisted in maintaining a very safe environment given a very difficult situation. Thank you Kevin for your dedicated service.

TRANSIT RIDERS ADVISORY COMMITTEE UPDATE

Jay Peterson provided the Commission an update on the July 8, 2015 meeting. Topics included:

- 2015 TRAC Goal Updates
- Farebox Implementation Plan
- Installation of New Shelters
- DART FY2015 Marketing Plan

Additionally, Michele Meadors, TRAC Committee Member, was recognized for representing Iowa on the National Board of Transportation. Ms. Meadors said she would be meeting with various representatives from Washington D.C. to discuss ADA matters and was proud to be representing Iowa at the National level.

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CONSENT ITEM

8A – Commission Meeting Minutes – July 7, 2015
8B – RideShare Van Purchase
8C – FY2017 ICAAP Grant

It was moved by Ms. Hensley and seconded by Ms. Muldoon to approve the consent items. The motion carried unanimously.

ACTION ITEMS

9A – Federal Lobbying Services Contract

It was moved by Ms. Hensley and seconded by Ms. Connolly to approve a three (3) year contract with two (2), one (1) year options with Federal Advocates, Inc. for Federal Lobbying Services for the amount NOT to Exceed \$174,000.00. The motion carried unanimously.

9B – DART Drug and Alcohol Policy

It was moved by Mr. Conkling and seconded by Ms. Johnson to approve the updated DART Drug and Alcohol Policy. The motion carried unanimously.

9C – Iowa Public Agency Investment Trust (IPAIT)

It was moved by Ms. Hensley and seconded by Ms. Johnson to approve the reinstatement of DART's IPAIT membership and approve DART's engagement of Miles Capital to provide services relative to IPAIT investment vehicles and public entity separately managed accounts.

The motion carried unanimously.

9D – June 2015 Financials

Ms. Amber Dakan, Finance Manager, provided a presentation on the June FY 2015 Financials. Fixed Route revenues performed 8.65% below budget projections as of June year to date. Operating expenses are 2.43% below budget projections year to date.

Paratransit revenue is 9.4% lower than budget expectations. Operating expenses are currently 12.88% under forecasted levels.

Rideshare revenues are 18.69% below budgeted levels at year to date. Operating expenses are below budgetary expectations by 24.41%.

It was moved by Ms. Connolly and seconded by Mr. Gayman that the Commission approve the June FY 2015 Consolidated Financials as presented. The motion carried unanimously.

9E – July 2015 Financials

Ms. Amber Dakan, Finance Manager, provided a presentation on the July FY 2015 Financials. Fixed Route revenues performed 30.82% below budget projections as of July year to date. This is largely a timing issue with contracted and school revenue. Operating expenses are 26.71% below budget projections year to date due to several line items seeing a savings for the first month of the year.

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Paratransit revenue is 7.85% lower than budget expectations. Operating expenses are currently 29.41% under forecasted levels.

Rideshare revenues are 12.96% below budgeted levels at year to date. Operating expenses are below budgetary expectations by 19.23%.

It was moved by Mr. Conkling and seconded by Ms. Connolly that the Commission approve the July FY 2015 Consolidated Financials as presented. The motion carried unanimously.

DISCUSSION ITEMS

10A – Reasonable Modification Policy

Jim Tishim presented the Commission with an overview of the DART Reasonable Modification Policy. Additionally, the presentation focused on the overall ADA regulations, basic criteria's, grounds for denying the modification request and DART's current departmental policy and procedures.

Commissioner Hensley requested to have Commissioners be provided with copies of the reasonable modification request report for their review. Ms. Presutti, General Manager stated the report would be made available to the Commission on an annual basis.

10B – DART DBE Program

Mike Tiedens presented the Commission with an overview of DART's DBE Program and how the program is facilitated. The areas included: DART DBE Program Purpose and Objectives, Administrative Requirements, DBE Certification, Participation Goals, DBE Participation, Monitoring and Enforcement and Reporting Requirements.

10C – June 2015 and July 2015 Performance Reports

Ms. Elizabeth Presutti, General Manager, reviewed the System Performance Ridership Report for June 2015 and July 2015. Overall, ridership for June has seen an increase of nearly 2% year to date system wide. For Fixed Route services year to date, there has been an increase of about 2.5%. July 2015 performance started light compared to last year. State Fair ridership increased 9% from last year with just shy of 250,000 total rides.

MONTHLY REPORTS

11A – Operations Report

No update.

11B – Marketing Report

No update.

11C – Planning Report

No update.

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11D – Procurement

No update.

11E – General Manager

Ms. Presutti reminded the Commissioners of the Leaders in Motion Luncheon on September 17, 2015 from 12-1:30 PM. Commissioners should expect to receive their Invitations. Congressman Boswell and Congressman Latham will be in attendance with representatives from Senator Harkin's office also expected to attend.

Ms. Presutti stated she is continuing to work with Iowa Medicaid Enterprise (IME) to obtain a better understanding of the need to providing personal identification information for the General Manager and DART Commission members. Several questions have been posed regarding the request by IME regarding the need for this type of information. Response is pending from IME.

Ms. Presutti, informed the Commission that the State Lobbying RFP was out for bid. Any questions regarding the RFP should be directed to Mike Tiedens, Procurement Manager. Bids are due September 14, 2015.

FUTURE AGENDA ITEMS

COMMISSIONER ITEMS

OTHER – Communications

No Update

NEXT MEETING

September 29, 2015 at 12:00 pm

ADJOURNMENT

A motion by Ms. Hensley and second by Mr. Gayman to adjourn the regular Commission Meeting was made at 1:16pm. The motion carried unanimously.

Future 2015 Meeting Dates

Sept 29, Nov 3, Dec 1

Chair

Clerk

Date