**MEETING HOSTED IN-PERSON AND VIRTUALLY**

**620 CHERRY STREET – DES MOINES, IOWA 50309**

**DECEMBER 6, 2022**

**(Meeting was held in a hybrid format)**

**ROLL CALL**

**Commissioners/Alternates Present and Voting:**

Vern Willey, Kelly Stearns (arrived at 1.10pm), Marketa Oliver, Michael McCoy, Josh Mandelbaum, Andrew Borcherding, Paula Dierenfeld, Ross Grooters, Steve Van Oort, Bridget Montgomery, Russ Trimble, and Joseph Jones (arrived at 12.08pm)

**Other Commissioners/Alternates Present:**

Scott Henry

**Commissioners Absent:**

Doug Elrod

**CALL TO ORDER**

Vice Chair, Josh Mandelbaum called the meeting to order at 12:00 p.m. Roll call was taken, and a quorum was present.

Notice of the meeting was duly published.

**APPROVAL OF AGENDA**

Vice Chair, Josh Mandelbaum requested a motion to approve the agenda as presented.

It was moved by Michael McCoy and seconded by Russ Trimble to approve the December 6, 2022, agenda. The motion carried unanimously.

**PUBLIC COMMENT**

Garland Armstrong of Des Moines shared the importance of fire training for DART Operators and staff and enquired as to whether DART has any Holiday buses. Elizabeth Presutti, CEO provided an update on current and ongoing fire and safety training occurring with DART staff and shared that our D-Line usually has the Holiday light bus on it.

Heather Armstrong of Des Moines shared her concerns of DART Operators working mandatory overtime. Vice Chair, Josh Mandelbaum explained that the Commission is taking steps to avoid overtime and will continue to do so and thanked Ms. Armstrong for her comments.

**TRANSIT RIDERS ADVISORY COMMITTEE (TRAC) UPDATE**

Due to time, Vice Chair, Josh Mandelbaum asked the Commission to refer to the TRAC Information that was provided in the packets.

**CONSENT ITEMS**

7A – Commission Meeting Minutes – November 1, 2022

7B – Des Moines Area MPO and CIRTPA Staff Representation for DART

7C – TRAC By-Laws

7D – Financial Audit Services Contract Amendment

7E – IT Storage Hardware Replacement

7F – October 2022 Financials

It was moved by Russ Trimble and seconded by Marketa Oliver to approve the consent items. The motion carried unanimously.

**ACTION ITEMS:**

8A – Chief Executive Officer (CEO) Transition Plan

Elizabeth Presutti, Chief Executive Officer provided a brief background on the need for a CEO transition plan and identified that the plan has been developed to ensure DART continues to provide the highest level of service during the search for a new CEO, and to ensure the transit system obtains the most qualified candidate to fill the vacant position. The transition plan was identified, including appointing Sheri Kyras, the interim CEO, conducting a national search for a new CEO and arrangement with the existing/former CEO to ensure a smooth transition. Paul Drey, DART Legal Counsel discussed the details of the interim CEO’s agreement and the amendment details to the current CEO’s contract.

It was moved by Russ Trimble and seconded by Vern Willey to approve the proposed CEO Transition Plan, as presented and to approve the proposed CEO Search Committee Charter as presented. The approval for the interim CEO agreement will be subject to directing DART’s Legal Counsel to amend the proposed interim CEO agreement for Sheri Kyras to include a reasonable cap for the hours worked during the overlap period between the current CEO and the interim CEO with the understanding that if the cap needs to be adjusted for any reason, approval can be given by the DART Executive Committee. The motion carried unanimously.

8B – CEO Search Committee Members and Charter

Elizabeth Presutti, Chief Executive shared that with her departure the DART Commission will need to work through a process to find a new CEO and given the time and effort needed for this process the DART Executive Committee is recommending the formation of a CEO Search Committee to work through the search process with an Executive Search Firm. The DART Commissioners that will serve on this committee were shared; Josh Mandelbaum – Des Moines (Committee Chair), Kelly Stearns - Ankeny (Committee Vice Chair), Bridget Montgomery - Urbandale, Joseph Jones – Windsor Heights, and Paula Dierenfeld - Johnston. In addition, a proposed Charter for the CEO Search Committee was included in the packet and discussed, specifically outlining the Committee duties and when it is necessary to seek recommendations/approvals from the full DART Commission.

It was moved by Russ Trimble and seconded by Ross Grooters to approve the establishment of a CEO Search Committee per the membership discussed and approve the proposed CEO Search Committee Charter as presented. The motion carried unanimously.

**DISCUSSION ITEMS**

9A – FY 2024 DART Budget Development Update

Amber Dakan, Finance Manager provided an update regarding DART’s upcoming FY 2024 budget development.

9B – DART Alternative Funding Advisory Committee Update

Erin Hockman, Chief External Affairs Officer provided an update on the recent DART Funding Advisory Committee meeting and thanking Commissioners Dierenfeld, Stearns and Van Oort for their time and participation on the Committee.

9C – February Service Change

Tony Filippini, Planning and Development Manager provided an overview on the proposed minor modifications to the fixed route schedules, planned for the February service change.

9D – Performance Report – October 2022

Due to time, Vice Chair, Josh Mandelbaum asked the Commission to refer to the information provided in the packets.

**DEPARTMENTAL MONTHLY REPORTS (BY EXCEPTION)**

10A - Operations

Brandon Smiley, Chief Operations Officer provided a brief update on a recent Fixed Route Operator who retired after 37 years of service at DART.

10B – Planning

None

10C - External Affairs

10D – Finance/IT/Procurement

None

10E – Human Resources

None

10F – Chief Executive Officer

None

**FUTURE AGENDA ITEMS**

None

**COMMISSIONER ITEMS**

12A – Nominating Committee Update

Commissioner Andrew Borcherding member of the DART Nominating Committee updated the Commission on the proposed Officer slate for 2023 and advised that the Commission will take a vote for Officers at the January meeting.

Josh Mandelbaum, Vice Chair recognized and thanked Elizabeth Presutti for her service at DART the last 14 years and presented her with an award.

**NEXT MEETING:**

Regular DART Meeting - Tuesday, January 3, 2023 – 12:00 P.M.

**ADJOURN**

It was moved by Michael McCoy and seconded by Marketa Oliver to adjourn the regular meeting at 1:39 p.m. The motion carried unanimously.

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

**The next regular DART monthly Commission Meeting is scheduled for Tuesday, January 3, 2023, at 12:00 p.m. in the DART Multimodal Room at 620 Cherry Street, Des Moines, Iowa.  Pursuant to Iowa Code section 21.8, the DART Commission has determined that it is still impractical or impossible to require all Commission members, staff, and the public to be physically present for this Commission meeting.  Accordingly, both in-person and virtual options for attendance of the January 3, 2023 Commission meeting will be offered as follows:  (1) Commission members, staff, and the public will be allowed to attend this Commission meeting in person in the DART Multimodal Room at 620 Cherry Street, Des Moines, Iowa; and (2) Commission members, staff, and the public will be allowed to attend this Commission meeting via a virtual platform such as Zoom.  Participation directions for such virtual meeting option are as follows:**

[**https://ridedart.zoom.us/j/88442376582?pwd=M29lRG1GcEI1R0RKU2pRRjdiZ045Zz09&from=addon**](https://ridedart.zoom.us/j/88442376582?pwd=M29lRG1GcEI1R0RKU2pRRjdiZ045Zz09&from=addon)**Meeting ID: 884 4237 6582 Passcode: 590626**

**Chair Clerk**

**Date**