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

**SEPTEMBER 3, 2019**

**ROLL CALL**

**Commissioners/Alternates Present and Voting:**

Gary Lorenz, John Edwards, Josh Mandelbaum, Jeremy Hamp, Paula Dierenfeld, Sara Kurovski, Angela Connolly, Tom Gayman, Russ Trimble (arrived 12:02 pm) and Zac Bales-Henry

**Commissioners Absent:**

Vern Willey, Doug Elrod, Frank Cownie and Michael McCoy

**CALL TO ORDER**

Tom Gayman, Chair called the meeting to order at 12:00 pm. Roll call was taken, and a quorum was present.

Notice of the meeting was duly published.

**APPROVAL OF AGENDA**

Tom Gayman, Chair requested a motion to approve the agenda as presented.

It was moved by John Edwards and seconded by Sara Kurovski to approve the September 3, 2019 agenda. The motion carried unanimously.

**PUBLIC COMMENT**

Udella Hall provided suggestions on the DART Paratransit system for senior centers in Des Moines and asked for research to be done on possible options.

**CONSENT ITEMS**

6A – Commission Meeting Minutes – August 5, 2019

6B – Quarterly Investment Report

It was moved by John Edwards and seconded by Sara Kurovski to approve the consent items as presented. The motion carried unanimously.

**ACTION ITEMS**

7A – Heavy Duty Bus Purchase

Mike Tiedens, Procurement Manager followed up on the DART Commissions direction to staff to mix 30’ buses into the fleet to take advantage of the flexibility that the shorter buses offer. A brief background was provided in addition to the procurement process. DART will be utilizing the State of Iowa, Department of Transportation contract for the purchase of the buses.

It was moved by John Edwards and seconded by Russ Trimble to approve the purchase order with Gillig, LLC. for five (5) Heavy Duty Buses for the Amount Not to Exceed $2,350,000. The motion carried unanimously.

7B – Paratransit Service Area

Luis Montoya, Planning and Development Manager provided a background on DART’s Paratransit service and identified the proposed changes as part of the October Service Change. These changes keep consistency with DART policies and federal guidelines, complementary paratransit service will also be made available within ¾ mile of the fixed-route extension.

It was moved by John Edwards and seconded by Jeremy Hamp to approve the updated Bus Plus Service Area map as provided in the packets. The motion carried unanimously.

7C – June 2019 Financials

Amber Dakan, Finance Manager provided a presentation on the June 2019 Financials, outlining cash flows for YTD.

Fixed Route Operating revenue year to date is at 8.5% below budget projections. Operations expenses are 1.38% above budget projections year to date.

Paratransit Operating revenue is 36.11% lower than budget expectations. Operating expenses are 12.76% under budget.

Rideshare revenue is 5.29% below budget. Operating expenses has a budget savings of 7.63% year to date.

It was moved by Russ Trimble and seconded by Jeremy Hamp to approve the June 2019 Financials. The motion carried unanimously.

7D – July 2019 Financials

Amber Dakan, Finance Manager provided a presentation on the July 2019 Financials, outlining cash flows for YTD.

Fixed Route Operating revenue year to date is at 31.8% ahead of budget projections. Operations expenses are 6.28% below budget projections year to date.

Paratransit Operating revenue is .72% lower than budget expectations. Operating expenses are 14.1% under budget.

Rideshare revenue is 21.2% below budget. Operating expenses has a budget savings of 24.2% year to date.

It was moved by John Edwards and seconded by Sara Kurovski to approve the July 2019 Financials. The motion carried unanimously.

**DISCUSSION ITEMS**

8A – E-Scooter Update

Luis Montoya, Planning and Development Manager provided an update on DART’s involvement in discussions about how to structure a system to allow shared electric scooters (e-scooters) to operate locally in a way that fosters innovation while protecting public interests.

8B – DART Grant Funding Overview

Jamie Schug, Chief Financial Officer provided an educational overview of DART’s grant funding structure including the funding agencies involved, types of opportunities available, and the role grant funding plays in the capital improvement plan.

8C – Fundraising Feasibility Study

Matt Harris, Business and Community Partnerships Manager provided an update on a Fundraising Feasibility Study being conducted by the consulting firm Amperage Fundraising and Marketing that will identify potential fundraising opportunities for art shelters and other DART programs.

8D – Literacy and Library Partnerships

Erin Hockman, Marketing Manager provided an update on several partnerships supporting and raising awareness of both literacy and transit, including sponsorship of United Way’s Read to Succeed Program, a partnership with Des Moines Public Libraries and community story hours featuring the book *Last Stop on Market Street.*

8E – Commission Planning

Elizabeth Presutti, Chief Executive Officer provided an update on planning efforts related to the DART Commission and the proposed timeline for future planning. Documents were provided at the meeting.

8F – Performance Report – June and July 2019

Updated June performance report was included in the packets. None of the ridership information changed for June. The month of July was a strong ridership month, Fixed Route saw a 3% increase over last year and a 4% increase overall. The Bus Plus paratransit trips are trending upwards with a 23% increase this July over last July which computes to about 1000 rides in total. We will continue to monitor these numbers as the transition between Iowa Total Care and United Health Care happens.

**MONTHLY REPORTS**

10A – Operations

No Update

10B – External Affairs

No Update

10C – Procurement

No Update

10D – Chief Executive Officer

Elizabeth Presutti, Chief Executive Officer thanked the DART staff, especially the Operations team for all the hard work and dedication put in during the Iowa State Fair. In addition, the Commissioners and others that attended the Transit Future Workgroup meeting last week were recognized and shared the details of the meeting and when the next meeting will be. The DART and DMACC Partnership officially started on August 21. Erica Foreman, DART’s new Chief Human Resources Officer was introduced to the Commission.

**FUTURE AGENDA ITEMS**

None

**COMMISSIONER ITEMS**

11A – CEO Review

Tom Gayman shared with the Commission that the Executive Committee is currently completing the CEO’s annual review and Commissioners encouraged to provide any feedback or comments to Tom.

Tom Gayman, Chair adjourned the meeting at 1.11 p.m.

**Chair Clerk**

**Date**

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

**The next regular DART monthly Commission Meeting is scheduled for October 1, 2019 at 12:00 pm in the DART Multimodal Room at 620 Cherry Street, Des Moines, Iowa.**