

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

**1100 DART Way – Des Moines, IA 50309
April 24, 2012**

ROLL CALL

Commissioners Present: Ted Boesen, Tom Gayman, Christine Hensley, Gaye Johnson (5:05pm), Bob Mahaffey, Steve Van Oort

Commissioner Absent: Steve Brody, Skip Conkling, Angela Connolly

Alternates Present: Steve Peterson, Jon Woods (5:11pm)

Staff Present: Elizabeth Presutti, General Manager; Jamie Schug, Chief Financial Officer; Randy Ross, HR Director; Kirstin Baer-Harding, Advertising Manager; Teresa Cashman, Scheduling Manager; Mike Kaiser, Service Management Manager; P.J. Sass, Customer Service Manager; Gunnar Olson, Public Information Officer; Tom Reynolds, Chief Operating Officer; Paula Covington, RideShare; Greg Schmitt, Training Manager; Justin Hazebroek, Operations Supervisor; Nolden Gentry, Attorney, Brick Gentry, P.C.

Others Present: Zach Young, MPO; Mark Trost, TDS, LLC; Todd Garner, Substance; Matt Rodekamp, Substance; Linda Reynolds, Bus Rider; David B. Dahlquist, RDG; Bill Wimmer, Lobbyist

CALL TO ORDER

The meeting was called to order by Steve Van Oort at 4:59 p.m. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF AGENDA

Mr. Van Oort called for a motion to approve and accept the agenda as presented.

There being no comments on the agenda, it was moved by Ms. Hensley and seconded by Mr. Boesen that the agenda be approved. The motion carried unanimously.

APPROVAL OF MINUTES

Mr. Van Oort called for corrections to the March 27, 2012 meeting minutes.

Mr. Mahaffey asked that the minutes be corrected to reflect that he arrived late.

It was moved by Ms. Hensley and seconded by Mr. Boesen that the minutes be approved. 6 Yes, 1 Abstain. The motion carried.

PUBLIC COMMENT

Ms. Linda Reynolds who lives at 7906 Southwest 9th Street in Des Moines addressed the commission regarding service to the South side of Des Moines. She spoke on behalf of the South side bus riders who will be affected by the proposed elimination of the number 8 bus and the cessation of the county line portion of the number 7 bus in midday service. She went on to say that bus elimination would be a serious problem for many of the riders in this area. Ms. Reynolds provided a copy of her notes and her plan for continued service in this area and thanked the Commission for their time.

CONSENT ITEMS

6-A - March 2012 Financial Reports

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

ACTION ITEMS

Action Item 7A - Iowa Purchasing Card Consortium

Ms. Schug recommended that DART switch from the current credit cards through Banker's Trust to a purchasing card program where staff that make frequent purchases, or are frequent travelers would have a card with their own name on it. The purchasing cards allow for more control over where purchases can be made, and do not have any limits on the number of employees who can be added to the program. Ms. Schug briefly discussed some of the elements of rebates that are available and that there are no fees associated with the program. Ms. Presutti added that the program will integrate with the new financial system allowing the transactions to come in on the general ledger.

It was moved by Mr. Peterson and seconded by Mr. Gayman that the Commission approve the Purchasing Card Program. The motion carried unanimously.

Action Item 7B - Transportation Planning Memorandum of Understanding

Ms. Presutti explained that the last agreement was signed in 2000, and as part of the Triennial Review three years ago, and as part of the MPO review that they had with FHWA and the FTA, it was recommended that this agreement get updated.

It was moved by Mr. Boesen and seconded by Mr. Gayman that the Commission approve an update to the Transportation Planning Memorandum of Understanding between the Des Moines Area Metropolitan Planning Organization (MPO) and the Des Moines Area Regional Transit Authority (DART). The motion carried unanimously.

Action Item 7C - DART Central Station Public Art Contract

Mr. Dalquist gave a presentation outlining the final design and fabrication of artwork to be included in the construction of DART Central Station.

It was moved by Ms. Hensley and seconded by Mr. Boesen that the Commission approve the contract with David Dahlquist (RDG IA Inc. dba RDG Dahlquist Art Studio) not to exceed \$210,000. The motion carried unanimously.

Action Item 7D – DART Central Station Change Order and Project Update

Mr. Olson showed a brief time lapse video of the construction project. Mr. Trost provided an update on construction progress:

- The columns for the main canopy went up on the North end
- Everything is on schedule with no major hick-ups or safety concerns
- The high canopy will begin to go up over the next few weeks
- Zinc panels will be going on later in the month or end of June
- Elevator is still coming along
- Paving will begin the end of May, and will begin focus on the interior of the project
- Working with Shannon Morton and Erin Hid of Brooks Commercial Real Estate to lease the vendor space
- Continuing to look at other panel manufacturers for solar options. We expect to hear back later this week from two or three vendors.

It was moved by Mr. Peterson and seconded by Ms. Johnson that the Commission approve Change Order #3 with The Weitz Company for construction of DART Central Station in the amount of \$78,262. The motion carried unanimously.

DISCUSSION ITEMS

8A – State Legislative Update

Mr. Wimmer gave an update on state legislation and the various appropriation bills that are still being considered. The Driver Assault Bill that was introduced this year received more activity than in the past. Responses were good, but didn't get where we wanted to be. One of the limitations they want to put on it is to limit this to when our drivers are on duty. The vote failed this year; however with a little bit of education, understanding from people, and ways to differentiate our drivers from other people we can work on it again.

Mr. Wimmer also discussed the Bus Rapid Transit grant where \$2 million dollars of state money was put into the riff bill, which is part of the infrastructure bill. Currently there is a difference between the house and senate whether or not the money should be in there. The language that was put on the senate side was specific to DART. Gunnar has put together language for a fallback position. The language states that any transit operation in the state could make an application for this grant and be eligible for the \$2 million; however DART would be the only agency that would qualify.

Mr. Wimmer also stated that commercial property tax is still on the plate and currently they are talking about not backfilling, and giving the capability of raising it. Currently no one has seen a bill for it yet.

8B – Quarterly Safety Report

Mr. Schmitt, Training Manager for DART updated the commission on the quarterly safety report:

- Fixed object accidents are down
- Personal injury accidents are down
- Overall, we have 14 fewer accidents compared to this time last year

- Bus to vehicle accidents and preventable accidents have gone up

The management safety team is addressing this with a plan to identify personnel based on tenure and also our safety records for a targeted refresher training program to supplement what we initiated 2 ½ years ago to refocus our dedication on safety. Operation supervisors and dispatchers are giving daily reminders to keep safety as top priority to keep these numbers down.

8C – March 2012 Performance Reports

MONTHLY REPORTS

General Manager

Ms. Presutti, General Manager informed the commission that we are holding steady at 13% year to date above last year.

We've been working through the health insurance renewal and were able to, after aggressive negotiations to get a zero percent increase overall for the coming year. We've done very well in mitigating claims.

Ms. Presutti and Ms. Celsi will be attending the Partnership trip May 9th – 11th in Washington, D.C. where they will be sponsoring a lunch on the first day. A video celebrating DART Central Station and shared success with the region will be presented. Meetings with various congressmen have been scheduled during this trip.

Meetings will continue with various companies in downtown regarding the transit project. Ruan and Bankers Trust have recently committed funds towards the project.

Mr. Gentry sent out everything for the 28E agreement and have received signatures from 15 municipalities. One map will be changed to include a portion of Warren County.

Operations Report

Tom Reynolds, Chief Operating Officer informed the commission on two new hires; one new Operations Supervisor and an AVL Administrator. Mr. Reynolds mentioned that the first lady had recently been in town and that the secret service loved our buses.

Testing on the AVL system next week will begin on the mini fleet. A short presentation on the project will be planned for the commission at a future date.

It was discovered that some tainted oil was in our motor oil tank and in some of our vehicles. Maintenance has reacted appropriately and 66 vehicles have been changed out with good oil.

FUTURE AGENDA ITEMS

No discussion

COMMISSIONER ITEMS

Ms. Presutti mentioned that next month a nominating committee will have to be set for the various seats on the DART Commission.

OTHER – Communications

Mr. Van Oort reminded the commission to sign the beam that is located in the Paratransit garage.

Next Meeting

May 22, 2012 at 5:00pm

ADJOURNMENT

The meeting was adjourned at 6:04 p.m.

2012 Meeting Dates

Apr 24, May 22, Jun 26, Jul 31, no meeting in August

Sep 25, Oct 23, Nov 27, Dec 18

Chair

Secretary/Treasurer

Date