

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

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

ROLL CALL

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

Commissioner Absent: Gaye Johnson

Alternates Present: Ruth Randleman

CALL TO ORDER

The meeting was called to order by Chair, Steve Van Oort at 12:05pm. 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 October 7, 2014 meeting agenda.

It was moved by Mr. Peterson and seconded by Ms. Connolly to approve the October 7, 2014 Agenda. The motion carried unanimously.

PUBLIC COMMENT

No comments

TRANSIT RIDERS ADVISORY COMMITTEE

Greg Boesch provided the Commission an update on the September Meeting. Topics included:

- Received a presentation on the proposed BRT station locations and designs from Gunnar Olson
- Matt Pitstick provided a presentation on the 1100 DART Way Improvements
- Jennifer Greiner provided an update on the Real-Time Rollout and the MyDART Tools

CONSENT ITEMS

7A – Commission Meeting Minutes – September 2, 2014

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

ACTION ITEMS

8A – DART General Fund Reserve Policy

Jamie Schug, Chief Financial Officer provided background on the DART General Fund Reserve Policy. DART will strive to hold between 20-25% of operating expenditures in general fund balance. The use of reserves shall be limited to unanticipated, non-recurring needs or anticipated future obligations. Fund balances will not be used for normal or recurring budget expenses. The General Manager is authorized to make recommendations to the Commission for use of reserves, and a majority vote of the Commission

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will be required. Any recommendation shall be accompanied by a proposal for the replenishment of reserves.

It was moved by Mr. Conkling and seconded by Mr. Peterson that the Commission approve the DART General Fund Reserve Policy. The motion carried unanimously.

8B – Banking Services Contract

Mike Tiedens, Procurement Manager provided background to the Banking Services Contract to the Commission. An RFP was conducted and two proposals were received from Bankers Trust and West Bank. After evaluation, DART staff deemed that Bankers Trust scored the highest and had the best value to DART.

It was moved by Ms. Hensley and seconded by Mr. Mahaffey that the Commission approve a contract with Bankers Trust Company to provide general banking services to DART. The contract will be for five (5) years with two (2), one (1) year options, with a not to exceed amount of \$225,000. The motion carried unanimously.

8C – RideShare Van Contract

Mike Tiedens provided background on a contract to purchase up to 90 RideShare Vans for a 3 year term. Karl Chevrolet and Bob Brown Chevrolet submitted bids in response to the IFB. Both firms were deemed responsive and responsible bidders. Bob Brown Chevrolet submitted the lowest overall bid for the vans. Funding will come from formula funds and the vans are part of the capital budget.

A) It was moved by Mr. Peterson and seconded by Mr. Mahaffey that the Commission approve a contract with Bob Brown Chevrolet for the purchase of up to 90 RideShare Vans. The contract will be for 3 years with a not to exceed amount of \$3,400,000. The motion carried unanimously.

B) It was moved by Ms. Muldoon and seconded by Mr. Peterson that the Commission approve the purchase of 16 RideShare Vans for a total cost of \$587,588. The motion carried unanimously.

8D – Remanufactured Articulated Bus Contract

Mike Tiedens provided background on a contract to produce and deliver 6 remanufactured articulated buses with the option to purchase 3 additional buses. One bid was received from Complete Coach Works (CCW). Due to receiving only one bid, DART conducted an extensive review to determine that there were no factors limiting competition. Upon review, CCW's proposal was deemed responsive and responsible. Funding for the buses comes from budgeted capital funds plus the local match.

A) It was moved by Mr. Peterson and seconded by Ms. Connolly that the Commission approve a contract with Complete Coach Works (CCW) for the production and delivery of 6 remanufactured articulated buses, with an option to purchase 3 additional buses. The contract will have a not to exceed amount of \$3,384,000. The motion carried unanimously.

B) It was moved by Ms. Muldoon and seconded by Mr. Gayman that the Commission approve the purchase of 6 remanufactured articulate buses for a total amount not to exceed \$2,256,000. The motion carried unanimously.

8E – Bus Advertisement Printing, Installation and Removal Contract

Mike Tiedens provided background on a contract for bus advertising services. DART conducted an RFP in which five firms responded: Garner Printing, Houck Transit Advertising, Schneider Graphics, Screen Graphics, Inc. and Vernon Company. All five firms were deemed responsive to the RFP; however after evaluation, Houck Transit Advertising scored the highest among the proposals received. Funding will come from the DART annual operating budget.

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It was moved by Mr. Mahaffey and seconded by Mr. Peterson that the Commission approve a contract with Houck Transit Advertising for Bus Advertising Services. The contract will be for two (2) years with three (3), one (1) year options with a not to exceed amount of \$200,000.

Vote: Conkling - Nay, Connolly - Yea, Gayman - Yea, Hensley - Yea, Randleman - Yea, Mahaffey - Yea, Muldoon - Yea, Peterson - Yea, Van Oort - Yea.

8F - Data Management System Contract

Mike Tiedens provided background on a contract to purchase a Data Management System to provide aggregate data from all of the different sources within the organization to provide analytical and reporting tools to assist management and staff in making business decisions. Five firms responded to the RFP: Trapeze, TransTrack Systems, CBIG Consulting, FedResults and Savant Consulting. All five firms were deemed responsive to the RFP; however after evaluations, three firms were eliminated due to pricing and or the quality of the proposal. After oral presentations and interviews were held, TransTrack Systems scored the highest among the proposals received. Funding will come from DART capital and operating funds.

It was moved by Mr. Mahaffey and seconded by Mr. Peterson that the Commission approve a contract with TransTrack Systems for the purchase and implementation of a Data Management System. The contract will be for 5 years with a not to exceed amount of \$575,000. The motion carried unanimously.

8G - August 2014 Financials

Amber Dakan, Finance Manager provided a presentation on the August 2014 Financials. Fixed Route revenue ended the year 11.72% higher than budget projections and expenses are on target at 1% below budget. Paratransit revenue is 5.78% lower than budget and operating expenses are currently 3.62% over projected levels. RideShare revenue is 18.7% below budget levels year to date with expenses 6.3% below budgetary expectations.

It was moved by Ms. Connolly and seconded by Mr. Mahaffey that the Commission approve the August FY2015 Consolidated Financial Report. The motion carried unanimously.

8H - Bus Rapid Transit Project Development Letter Submittal

Gunnar Olson provided a presentation on the Bus Rapid Transit Project for the current DART Route 60 to submit a letter to request entry into Project Development phase of the process. The Project Development Phase allows for a complete environmental review process, gaining commitments of all non-5309 funding, complete sufficient engineering and design and completion of the activities required to obtain a project rating under the evaluation criteria outlined in the law. Once entered into the Project Development, the project will be rated and able to receive funding under the Small Starts Program if DART receives a rating of "medium" or better.

The presentation also provided visuals of the proposed station designs and how they have currently been received through the public feedback forums.

It was moved by Ms. Connolly and seconded by Ms. Hensley that the Commission approve the preparation and submittal of the entry into Project Development letter to the Federal Transit Administration for the University/Ingersoll Bus Rapid Transit Project. The motion carried unanimously.

8I - Transit Oriented Development Planning Grant

Elizabeth Presutti, General Manager updated that under closer review of the notice of funding availability (NOFA), it was discovered that DART is not eligible for the Transit Oriented Development (TOD) planning grant. While disappointing, the effort had a positive effect of initiating an important

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conversation with the City of Des Moines on zoning codes that foster transit-orientated development. Due to this finding, the item was stricken from the agenda.

DISCUSSION ITEMS

9A – Real-Time Data Rollout and Try Transit Week Update

Jennifer Greiner, Marketing Coordinator provided a presentation on the Real-Time Date Rollout and Try Transit Week to the Commission. Free rides are currently being provided on all Local, Express, Flex and On-Call Services through Saturday, October 11th. 100.3 The Bus radio station tried transit with DART Monday morning, broadcasting remotely from Routes 3, 16 and 52. Other events that occurred during the week were the ribbon cutting at the Altoona Wal-Mart, a booth at the Southridge Farmer's Market, attended four DSMove events and handed out cake pops letting everyone know that riding DART is a piece of cake.

9B – Quarterly Safety Report

Randy McKern, Transportation Manager provided an update on the 4th quarter analysis of accidents for FY2014. There has been a slight uptick in accidents year to date from Q4 of FY2013. Strategies to help reduce these occurrences will be to focus on reducing our on-property/fixed object accidents. RideShare also saw an increase in accidents, so a focus on helping reduce those accidents will also be addressed.

Commissioner Gayman departed the meeting at 1:07pm.

9C – August 2014 Performance Report

Ms. Presutti updated that ridership continues to do well and is up over 4.87% overall. RideShare is down a little bit, but anticipate that going back up with the new vanpools in Pella to Vermeer. Paratransit is down slightly. Express ridership is down a little bit as well; however staff has put together a task force to being looking into some of the Express bus issues. Fixed Route is up about 6% over last year and the year prior.

MONTHLY REPORTS

10A – Operations Report

No update

10B – Marketing Report

No update

10C – Planning Report

No update

10D – Procurement

No update

10E – General Manager

Ms. Presutti updated that Substance Architecture received the AIA Award for design of DART Central Station. We are continuing to reach out to our Member Governments to schedule rides with the Mayors and Council Members. The Executive Committee did meet and discussed the upcoming Budget Retreat that is scheduled on October 30th. Ms. Presutti will be presenting to the MPO Policy Committee at their meeting on October 16th to discuss how DART is funded and financed. DART will be exchanging proposals with the ATU at the end of the month and will begin collective bargaining with our Fixed Route and Maintenance staff. Ms. Presutti along with Commissioners Peterson and Muldoon will be heading to the Annual APTA Conference in Houston next week.

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FUTURE AGENDA ITEMS

COMMISSIONER ITEMS

12A – 2015 Meeting Dates

Mr. Van Oort made note of the 2015 DART Commission Meeting date listed in the packet.

12B – DART Legislative Committee

Mr. Van Oort asked for volunteers to be on the Legislative Committee for the year. Commissioners Conkling, Connolly and Hensley all agreed to be on the Committee.

OTHER – Communications

Mr. Van Oort also updated that he will be working with the Clerk to get Elizabeth’s Annual Review out to everyone as we did last year and will schedule an Executive Session to review.

NEXT MEETING

November 4, 2014 at 12:00pm

ADJOURNMENT

A motion by Ms. Hensley and second by Mr. Peterson to adjourn the regular Commission Meeting was made at 1:17pm. The motion carried unanimously.

Future 2014 Meeting Dates

Nov 4 & Dec 2

Chair

Clerk

Date