

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

**1100 DART Way – Des Moines, IA 50309
June 26, 2012**

ROLL CALL

Commissioners Present: Ted Boesen (5:07pm), Steve Brody, Skip Conkling, Angela Connolly, Tom Gayman, Christine Hensley, Gaye Johnson (5:01pm), Bob Mahaffey, Steve Van Oort

Commissioner Absent:

Alternates Present:

Staff Present: Elizabeth Presutti, General Manager; Jamie Schug, Chief Financial Officer; Kirstin Baer-Harding, Advertising Manager; Mike Kaiser, Service Management Manager; Gunnar Olson, Public Information Officer; Tom Reynolds, Chief Operating Officer; Paula Covington, RideShare; Greg Schmitt, Training Manager; Claire Celsi, Marketing & Community Partnerships Director; Deb Meyer, Capital Grants Manager; Jim Tishim, Planning Director; Randy McKern, Transportation Manager; Georgia Parkey, Paratransit Operations Manager; Nolden Gentry, Attorney, Brick Gentry, P.C.

Others Present: Mark Trost, TDS, LLC; Matt Rodekamp, Substance Architecture; Todd Garner, Substance Architecture; John Halsband, Customer; Greg Sparks, City of West Des Moines

CALL TO ORDER

The meeting was called to order by Angela Connolly at 4:59pm p.m. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF MINUTES

Ms. Connolly called for corrections to the May 22, 2012 meeting minutes.

It was moved by Mr. Brody and seconded by Mr. Conkling that the minutes be approved. The motion carried unanimously.

PUBLIC COMMENT

No public comments.

CONSENT ITEMS

6-A – Disadvantaged Business Enterprise (DBE) Program Update **6-B – May 2012 Financial Reports**

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

ACTION ITEMS

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

Mr. Trost gave a brief update on the change orders and the project to date:

- No new safety issues
- Curtain wall installation is done
- Zink panels, HVAC, plumbing and electrical are all in progress
- Bus bay slabs are started
- Concrete benches have arrived
- Drywall is close to completion, and have started painting
- Concrete inside is pretty well done
- HVAC changes by the city have slowed progress down

Change order #4 is a collection of many small items that have come through.

The Clerk was asked to set up a meeting with Mr. Mahaffey, Ms. Hensley, Mr. Trost, Mr. Garner, the City Manager and Mr. Phil Delafield with the City of Des Moines.

It was moved by Ms. Hensley and seconded by Ms. Johnson that the Commission approve the DART Central Station Change Order. 8 Yes, Conkling - No. The motion carried.

DISCUSSION ITEMS

8A – Paratransit Budget

Jamie Schug, Chief Financial Officer gave an update to the Commission on the Paratransit Budget to date.

8B – June 2012 Service Change Update

Gunnar Olson, Public Information Officer gave a presentation to the Commission regarding the preliminary outcome of the June Service Change. The Public Open Houses for the November Service Change will be set for the week of November 12th and 16th. The November Service Change dates have been set as follows: Friday, November 23rd has been set for a soft opening for routes 52 and 60, and Sunday, November 25th for all other routes.

8C – May 2012 Performance Reports

Elizabeth Presutti, General Manager gave an update to the Commission on the May Performance Reports. We still have a 12% ridership increase over last year.

MONTHLY REPORTS

Operations Report

Tom Reynolds, Chief Operating Officer gave an update to the Commission regarding the IPTA State Roadeo.

Marketing Report

Claire Celsi, Marketing and Community Partnerships Director gave an update to the Commission:

- Food Ride on June 22nd which is part of Yankee Doodle Pops
- Governor's News Conference at the State Capitol
- Iowa Health Des Moines has signed on as a new Unlimited Access Partner, and will be looking to add on additional contract employees
- Brand refresh with new tag line will be finalized in the next few weeks
- Survey to Rider's and Non-riders will be going out tomorrow

Planning Report

No update

General Manager

Elizabeth Presutti, General Manager updated the Commission in regards to the route 7 and 8 meeting that was requested by the public who attended the last Commission Meeting. Commissioners were invited to attend the meeting scheduled at Noon on June 28th.

RECEIVE AND FILE

10-A Federal Transit Administration 2012 Triennial Review

10-B Federal Transit Administration Drug and Alcohol Audit

10-C OSHA Report

It was moved by Mr. Conkling and seconded by Ms. Hensley that the Commission receive and file 10A, B and C for the record. The motion carried unanimously.

FUTURE AGENDA ITEMS

No discussion

COMMISSIONER ITEMS

12-A – FY 2012 Commission Officer Election

It was moved by Mr. Boesen and seconded by Mr. Conkling that the Commission approve the recommendations of the Nominating Committee: Mr. Van Oort as Chair, Mr. Brody as Vice Chair and Mr. Mahaffey as Secretary and Treasurer. The motion carried unanimously.

Mr. Ted Boesen was recognized for his service dated October 2003 through June 2012 on the DART Commission.

Ms. Angela Connolly was recognized for her service as Chair for the 2012 fiscal year on the DART Commission.

OTHER - Communications

Next Meeting

July 31, 2012 at 5:00pm

ADJOURNMENT

The meeting was adjourned at 5:55 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

Clerk

Date