

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

**1100 DART Way – Des Moines, IA 50309
August 28, 2012**

ROLL CALL

Commissioners Present: Steve Brody, Skip Conkling, Tom Gayman (5:03pm), Christine Hensley, Gaye Johnson (5:03pm), Bob Mahaffey, Steve Van Oort

Commissioner Absent: Angela Connolly

Alternates Present: David Jones

Staff Present: Elizabeth Presutti, General Manager; Jamie Schug, Chief Financial Officer; Chet Bor, Paratransit Manager; Kirstin Baer-Harding, Advertising Manager; Mike Kaiser, Service Management Manager; Gunnar Olson, Public Information Officer; Tom Reynolds, Chief Operating Officer; Greg Schmitt, Training Manager; Jim Tishim, Planning Director; Randy McKern, Transportation Manager; Randy Ross, HR Director; Carmella Comito, Risk Manager; John Clark, Customer Service Supervisor; Garry Dupper, AVL System Administrator; Nolden Gentry, Attorney, Brick Gentry, P.C.

Others Present: Mark Trost, TDS, LLC; Matt Rodekamp, Substance Architecture; Todd Garner, Substance Architecture; Nathan Goldberg, MPO; Chris Tatham, ETC Institute; Alexander Grgurich, DART TRAC

CALL TO ORDER

The meeting was called to order by Steve Van Oort at 5:00 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 approval of the August 28, 2012 meeting agenda.

It was moved by Ms. Hensley and seconded by Mr. Conkling that the agenda be approved. The motion carried unanimously.

PUBLIC COMMENT

No public comments.

TRANSIT RIDERS ADVISORY COMMITTEE UPDATE

Alexander Grgurich gave an update to the Commission on TRAC's last meeting held July 31st.

- Reviewed June Service Changes
- Had a presentation about the DART Rideshare Program
- Had an overview of the DART Summer Marketing events
- Looking forward to the launch of the online trip planner and the opening of DART Central Station

CONSENT ITEMS

8-A - July, 31 2012 Minutes

8-B - July 2012 Financial Reports

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

ACTION ITEMS

Action Item 9A - Fixed Route Replacement Hybrid Bus Purchase

Tom Reynolds, Chief Operating Officer gave an overview to the Commission regarding the replacement hybrid bus purchase. There is no price change or change in delivery date (mid to late September) from the original order. Our current fleet will still continue to receive service even though Orion will not be selling in North America. Many of the parts can be interchanged from various subcontractors.

It was moved by Ms. Hensley and seconded by Ms. Johnson that the Commission approve the Fixed Route Replacement Hybrid Bus Purchase. The motion carried unanimously.

Action Item 9B - DART Central Station Change Order #6 and Project Update

Mr. Trost gave the Commission an update on the change orders and the project to date:

- Owner punches will begin in mid September
- Furniture install will begin on September 27th
- Targeting October 8th for substantial completion
- Interior will be 95% complete prior to furniture
- Carpet on West section of second floor is done
- Air conditioning is up and running in the building
- Terrazzo art piece in the lobby is complete
- Curtain wall is closed up and complete
- Had open house with 20 brokers for the vendor space
- LOI from sandwich shop has come in, as one LOI fell through from a coffee shop vendor
- Concrete around the building will begin any day
- No new city issues or issues with the project as a whole

It was moved by Mr. Conkling and seconded by Ms. Johnson that the Commission approve the DART Central Station Change Order #6. The motion carried unanimously.

DISCUSSION ITEMS

10A – DART 2012 Customer Satisfaction Survey

Chris Tatham of ETC Institute gave a presentation to the Commission regarding DART's survey results. Three surveys were administered; Fixed Route, Paratransit and Rideshare.

10B – Rider Rules of Conduct for DART Central Station

Tom Reynolds, Chief Operating Officer gave a presentation to the Commission regarding the Draft of the Rider Rules of Conduct for DART Central Station. It was suggested that final decisions go to the Commission and that a Certificate of Insurance be required for non-profits who use the meeting space. The commission was informed that this would be an action item for next month, and to direct any questions or comments to Ms. Presutti.

10C – July 2012 Performance Reports

Elizabeth Presutti, General Manager gave an update to the Commission on the July Performance Reports. We are about 2.5% over last year, and carried nearly as many people this year for the state fair as we did last year.

MONTHLY REPORTS

Operations Report

Tom Reynolds, Chief Operating Officer congratulated that the continued involvement by all staff for the State Fair was great. Mr. Reynolds also made note that we were able to utilize the technology that Jim Tishim and Garry Dupper have implemented made it easier for staff to monitor our service for State Fair.

Marketing Report

No update

Planning Report

No update

General Manager

Elizabeth Presutti, General Manager updated that we are continuing to work on the findings from the Triennial Review. FTA visited yesterday, and they thought everything looked well. Continuing to work with the city of Des Moines staff on the traffic signals around DART Central Station. We met with Paul Trombino who is the new Director of Transportation for the state. The BRT presentation was given to him and two of his staff members, and was very well received. We are working to get him additional information to see if there are other opportunities to provide funding to the project through state resources.

FUTURE AGENDA ITEMS

The October meeting has been moved from the 23rd to the 30th at Noon to accommodate the ribbon cutting at DART Central Station.

COMMISSIONER ITEMS

No comments

OTHER – Communications

- We are planning to have a photo taken of the new Commission prior to the September meeting.
- Steve Van Oort, Chair and Gunnar Olson, Public Information Officer gave a tour of DART Central Station to Richard Bender of Senator Harkin’s office.

Next Meeting

September 25, 2012 at 5:00pm

ADJOURNMENT

The meeting was adjourned at 6:06 p.m.

2012 Meeting Dates

Apr 24, May 22, Jun 26, Jul 31, Aug 28,
Sep 25, Oct 30, Nov 27, Dec 18

Chair

Clerk

Date