



NOTICE OF COMMISSION MEETING AND AGENDA
DES MOINES AREA REGIONAL TRANSIT AUTHORITY
DART MULTIMODAL ROOM, 620 CHERRY STREET/[ZOOM](#)
DIAL IN - +1-312-626-6799/ACCESS CODE – 860 5847 1434 /PASSCODE - 968836
NOVEMBER 1, 2022 – 12:00 PM



	<u>Page</u>
1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
3. NOTICE OF MEETING	
4. APPROVAL OF NOVEMBER 1, 2022, AGENDA	
5. PUBLIC COMMENT (Limit 3 minutes)	
6. PRESENTATION	
A. State Legislative Update	2
7. CONSENT ITEMS	
A. Commission Meeting Minutes – October 4, 2022	3
B. FY 2027 Surface Transportation Block Grant (STBG)	7
C. DART Privacy Policy	8
D. Quarterly Investment Report	16
E. September 2022 Financials	22
8. ACTION ITEMS	
A. Surplus Vehicle Disposition and Donation Policy	24
9. DISCUSSION ITEMS	
A. Planning Update	29
10. QUARTERLY AND PERFORMANCE REPORTS	
A. Performance Report – September 2022	30
B. Quarterly Financial Update	35
C. Quarterly Safety Report	37
11. DEPARTMENTAL MONTHLY REPORTS (BY EXCEPTION)	
A. Operations	39
B. Planning	41
C. External Affairs (Including State and Federal Legislative Updates)	42
D. Finance/IT/Procurement	50
E. Human Resources	53
F. Chief Executive Officer	55
12. FUTURE AGENDA ITEMS	56
13. COMMISSIONER ITEMS	
A. DART Operations and Maintenance Workshop – Thursday, November 17, 2022– 11:00 A.M	
14. NEXT MEETING: Regular DART Meeting - Tuesday, December 6, 2022 – 12:00 P.M	
15. ADJOURN	

Language, visual, hearing and transportation services are available at meetings upon request. For requests, please call DART at 515.283.8100 at least 48 hours in advance of the meeting.



PRESENTATION



6A: State Legislative Update

Staff Resource: Erin Hockman, Chief External Affairs Officer

- David Adelman and staff from Cornerstone, who serve as DART's State Lobbyists, will be providing an update to the DART Commission on the 2023 Legislative session.



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES
MEETING HOSTED IN-PERSON AND VIRTUALLY
620 CHERRY STREET – DES MOINES, IOWA 50309
OCTOBER 4, 2022**



(Meeting was held in a hybrid format)

ROLL CALL

Commissioners/Alternates Present and Voting:

Vern Willey, Kelly Whiting, Doug Elrod, Michael McCoy, Josh Mandelbaum (arrived at 12:07pm), Jake Anderson (arrived 12:08 pm), Paula Dierenfeld (left at 12:35 pm), Steve Van Oort, Bridget Montgomery, Russ Trimble (arrived at 12:10 pm) and Joseph Jones

Commissioners Absent:

Andrew Borcharding and Ross Grooters

CALL TO ORDER

Chair, Doug Elrod called the meeting to order at 12:05 p.m. Roll call was taken, and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF AGENDA

Chair, Doug Elrod requested a motion to approve the agenda as presented.

It was moved by Kelly Whiting and seconded by Paula Dierenfeld to approve the October 4, 2022, agenda. The motion carried unanimously.

TRANSIT RIDERS ADVISORY COMMITTEE (TRAC) UPDATE

TRAC Chair, Carrie Kruse provided an update on their September 14, 2022, Transit Riders Advisory Committee meeting and advised the Commission that the next hybrid TRAC meeting is currently scheduled for Wednesday, November 9, 2022.

CONSENT ITEMS

7A – Commission Meeting Minutes – September 6, 2022

7B – Community Foundation Grant Application

7C – Polk County Transportation Services Contract

7D – Occupational Health Services Contract Amendments



7E – August 2022 Financials

It was moved by Bridget Montgomery and seconded by Vern Willey to approve the consent items. The motion carried unanimously.

8. DISCUSSION ITEMS

8A – Financial and Strategic Plan Update

Luis Montoya, Chief Planning Officer and Kent Farver, Chief Financial Officer provided an update on the status and next steps for the 5-year Financial Plan and DART's Strategic Plan.

8B – Performance Report – August 2022

Nate Bleadorn, Business Intelligence Manager provided recent highlights on the Iowa State Fair ridership numbers and school service which started in August. August ridership was up nearly 40% compared to August of last year, Paratransit up 19% and rideshare up 41% thanks to additional new vans and new partnerships. The August performance was summarized and showed a ridership comparison over the past several years. Nate provided an update on the ABBG (American Bus Benchmarking Group) data and recent ABBG conference.

9. DEPARTMENTAL MONTHLY REPORTS (BY EXCEPTION)

9A - Operations

None

9B – Planning

None

9C - External Affairs

None

9D – Finance/IT/Procurement

None

9E – Human Resources

None

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – OCTOBER 4, 2022**



9F – Chief Executive Officer

Elizabeth Presutti, Chief Executive Officer reminded the Commission about the Legislative funding committee meeting that is this Friday, October 7 and thanked Commissioners Whiting and Van Oort, Dierenfeld for their commitment to DART. Elizabeth recognized Amanda Wanke, Chief Operating Officer and Deputy CEO and Kent Farver, Chief Financial Officer, thanking them for their service and time at DART.

10. FUTURE AGENDA ITEMS

None

11. COMMISSIONER ITEMS

11A - Nominating Committee Appointments

Chair, Doug Elrod appointed the nominating committee of Commissioner Trimble (Chair), Commissioner Willey and Commissioner Borcharding to serve on the nominating committee. The process was outlined; the nominating committee share the proposed nominations at the December 2022 Commission meeting and take action at the January 2023 Commission meeting.

11B – 2022 Commission Meeting Dates and Times

The DART Commission agreed to keep the same date and time for the 2022 commission meeting dates, the first Tuesday of the month at noon, other than the month of July and November (as listed below). Vicky Barr, Executive Coordinator and Commissions Clerk will send out the calendar invites to all commissioners.

The meeting dates and times for 2023 are:

- January 3, 2023 at 12:00 pm
- February 7, 2023 at 12:00 pm
- March 7, 2023 at 12:00 pm
- April 4, 2023 at 12:00 pm
- May 2, 2023 at 12:00 pm
- June 6, 2023 at 12:00 pm
- July 11, 2023 at 12:00 pm (week later due to 4th of July Holiday)
- August 1, 2023 at 12:00 pm
- September 5, 2023 at 12:00 pm
- October 3, 2023 at 12:00 pm
- November 14, 2023 at 12:00 pm (week later due to election day)
- December 5, 2023 at 12:00 pm

Chair, Doug Elrod reminded the Commission of the dates for the upcoming workshops and encouraged all to attend.

12. NEXT MEETING:

Regular DART Meeting - Tuesday, November 1, 2022 – 12:00 P.M.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – OCTOBER 4, 2022**



ADJOURN

Chair, Doug Elrod, adjourned the meeting at 1:02 p.m.

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

The next regular DART monthly Commission Meeting is scheduled for Tuesday, November 1, 2022, at 12:00 p.m. in the DART Multimodal Room at 620 Cherry Street, Des Moines, Iowa. Pursuant to Iowa Code section 21.8, the DART Commission has determined that it is still impractical or impossible to require all Commission members, staff, and the public to be physically present for this Commission meeting. Accordingly, both in-person and virtual options for attendance of the November 1, 2022 Commission meeting will be offered as follows: (1) Commission members, staff, and the public will be allowed to attend this Commission meeting in person in the DART Multimodal Room at 620 Cherry Street, Des Moines, Iowa; and (2) Commission members, staff, and the public will be allowed to attend this Commission meeting via a virtual platform such as Zoom. Participation directions for such virtual meeting option are as follows: <https://ridedart.zoom.us/j/86058471434?pwd=dDgzRjVEeEcxMUxXcEczbFBLUDVZUT09>
Meeting ID: 860 5847 1434 Passcode: 968836

Chair

Clerk

Date



CONSENT ITEM



7B:	FY2027 Surface Transportation Block Grant (STBG) Request
Action:	Authorize submission of an application to the DMAMPO for federal STBG funds in the amount of \$1,500,000

Staff Resource: *Mike Tiedens, Grants Program Administrator*

Background:

- Applications for the FY2027 Federal Surface Transportation Block Grant program (STBG) are due to the DMAMPO in the first week of January 2023.
- The total STBG funding available for FY2027 is approximately \$15 million with MPO policy dictating the minimum distribution to transit at 10%, up to a maximum of 70%. If the MPO estimates are understated, the 2027 unallocated portion is distributed to projects that were either partially funded or unfunded, but only up to the original application amount.
- Last year DART requested \$1,427,000 in FY2026 funding to replace three heavy-duty buses and one BCycle bike-share station and was awarded the requested amount.
- DART has traditionally focusing these funds on maintaining a state of good repair for the bus fleet, and will also use some of the funding to help BCycle ensure its equipment is in a state of good repair as a first-mile/last-mile complement to DART

Proposed Request:

- DART will request \$1,500,000 in FY2027 funds (10% of the estimated total), to purchase three heavy-duty buses specified in the capital plan and four or five replacement BCycle bike-share stations.

Recommendation:

- Approve the submission of the grant as presented to the DMAMPO.



ACTION ITEM



7C: DART Privacy Policy

Consent: Approve the updated DART Privacy Policy

Staff Resource: Erin Hockman, Chief External Affairs Officer

Background:

- DART's privacy policy was established when the DART website was redesigned in 2014.
- The privacy policy notifies DART riders of what information DART collects when they use DART's website and/or mobile applications. The policy outlines how customer information is used and any third parties the information is shared with.
- DART staff recently worked with Brick Gentry to complete a thorough review of the policy and made the following updates:
 - Clarify how and what data is collected
 - Provide notice of how collected data may be used
 - Update the description of rights available under the California Consumer Privacy Act
- Once approved, the policy will be updated on DART's website and DART staff will notify riders via email and the MyDART and DART On Demand apps.
- DART staff will review the privacy policy on an annual basis and will update throughout the year as needed to add or remove third-party service providers.

Recommendation:

- Approve the Privacy Policy as presented.



Des Moines Area Regional Transit Authority Privacy Policy



Scope:	General Public
Responsible Department:	External Affairs
Effective Date:	July 2014
Revision Date:	November 1, 2022
Approved By:	DART Commission

LAST MODIFIED: **November 1, 2022**

We Have Recently Updated Our Privacy Policy

The November 1, 2022 updates to DART's Privacy Policy include:

- Updating the description of rights available under the California Consumer Privacy Act.
- Updating the description of personal information DART collects.
- Updating the description of how DART may use collected information.

MATERIAL CHANGES BELOW PLEASE READ CAREFULLY:

I. PURPOSE

The Des Moines Area Regional Transit Authority ("DART") respects your privacy and makes efforts to ensure the safekeeping of any information you submit to DART and to ensure such information is used responsibly. By using DART's website, DART's mobile applications, including but not limited to the MyDART app, and/or DART's software generally, you consent to the collection and use of information as set forth below.

SECTION 1 - INFORMATION DART COLLECTS

Use of DART's website, DART's mobile applications, including but not limited to the MyDART app, and/or DART's software generally may require you to provide personal information so DART may follow up with you. Such personal information may be required to subscribe to email notifications, complete surveys, apply for a job online or fill out other forms, such as the "contact us" form.

Personal Information: You may provide DART with personal information, including but not limited to, the following:

1. Name, address, telephone number, and email address.
2. Login/password for your account with DART.
3. Payment information.
4. Date of birth.
5. Social media usernames.
6. The identification number associated with your account with DART.
7. Driver's license number.
8. Preferred language.



9. Employer name and address.
10. Pick-up and drop-off locations.
11. Geolocation data
12. Emergency contact name, phone number and relation.
13. Physical or mental disability (including, but not limited to, hearing impairment, visual impairment, use of a mobility device).

Non-Personal Information: DART may also collect analytic data to maintain the high quality and efficacy of DART's website, DART's mobile applications, including but not limited to the MyDART app, and/or DART's software generally using automated means such as cookies (as described in Section 2 below), server logs, web beacons, etc. The collected analytic data may include, but is not limited to, the following:

1. Your internet protocol (I.P.) address.
2. Your basic location information (strictly a group statistic), i.e., state/city you are located in.
3. Cookie session IDs.
4. The page(s) you visited.
5. Features you used/searched for.
6. Web browser you used during your visit.
7. Operating system you use.
8. The link that referred/brought you to DART's website or DART's software generally.

DART uses Google Analytics, a third-party measurement software, to gather and compile the above-referenced information. Google Analytics does not collect, track or have any access to personal information received at this website. To find out more about Google Analytics, its technology, or its privacy policy, please visit <http://www.google.com/analytics/>. For Google Analytics opt-out alternatives, please visit http://www.doubleclick.com/privacy/opting_out.aspx.

SECTION 2 - COOKIES

Please be advised that DART may use cookies to collect general information about your visit that will be retained and used by DART, including, without limitation, for DART marketing as described in this privacy policy. By using DART's website, you expressly consent to the use and collection by DART of this information. To withdraw your consent after accepting the cookies, delete them from your browser. For more information on cookies and deletion of cookies, please visit: <http://www.allaboutcookies.org/>

You can stop cookies from being deployed on your computer by configuring your browser not to accept them. Please refer to your browser's help section for more information. Be aware that deleting certain cookies can disrupt normal website and/or service functionality.



SECTION 3 - WHAT DART DOES WITH YOUR INFORMATION

In some cases, DART and/or its third-party service providers use the information collected to provide transportation services to the user. In addition, DART uses the information collected for internal purposes such as evaluating, operating, and improving DART, its website, the MyDART app, the DART On Demand app, and protecting against and preventing data breaches and fraud, complying with legal requirements, etc. DART may also make use of and provide this information to third parties for business purposes such as, but not limited to, maintaining your account, to conduct engagement audits, to conduct marketing of DART services, to protect the security of our website, mobile applications, and business, and to prevent fraud. DART will not rent or sell your personal information for money.

More specifically, DART may use the collected information in conjunction with third parties as follows:

Email Marketing: By providing your email you are agreeing that DART may send you emails, either directly or through DART's third-party service provider(s), regarding DART's promotions and other updates. DART uses Constant Contact, a third-party email service, to deliver updates and marketing materials to you. In the course of DART's marketing efforts, DART may provide Constant Contact with the personal information DART collects. DART's third-party service provider(s) are separate entities from DART, and as such, have their own privacy policies. You may review Constant Contact's privacy policy at the following link: <https://www.constantcontact.com/legal/privacy-statement>.

SECTION 4 - CONSENT

How does DART get my consent?

When you provide DART with personal information, utilize DART's website, DART's mobile applications, including but not limited to the MyDART app, and/or DART's software generally, utilize DART's services, verify your credit card, place an order, etc., you agree to consent to DART collecting your information and using it for the purposes set out in this privacy policy.

How do I withdraw my consent?

If you change your mind, you may withdraw your consent for DART to contact you for the continued collection, use or disclosure of your information, at any time, by contacting DART at dart@ridedart.com.

SECTION 5 - DISCLOSURE

In addition to disclosure for the uses described above, DART may also disclose your personal information if DART is required by law to do so or if you violate DART's [Terms of Service](#).

SECTION 6 - THIRD-PARTY POLICIES

DART's website is hosted by a third-party hosting service. Additionally, the MyDART app is provided by Bytemark, Inc., a third-party software solutions provider. Bytemark is a separate entity from DART and has its own privacy policy and terms of use. Links to Bytemark's policies as well as the privacy policies of DART's other third-party service providers may be found below. DART strongly recommends you review these additional policies and terms to fully understand how each DART

Des Moines Area Regional Transit Authority Privacy Policy
Revision Date: November 1, 2022



vendor uses your information. DART has no specific information regarding the privacy policies of companies with which DART is not directly associated and encourages users of DART's website, DART's mobile applications, including but not limited to the MyDART app, and/or DART's software generally to contact the providers for additional details pertaining to privacy policies that may allow collection of information by any such entities.

Bytemark Privacy Policy: <https://www.bytemark.co/privacy-policy>

Bytemark Terms: <https://www.bytemark.co/terms>

CloudBadging: <https://www.cloudbadging.com/Agreements/CloudBadging-Privacy-Policy.pdf>

Dynamics 365 (Microsoft): <https://privacy.microsoft.com/en-us/privacystatement>

First Data Payment Processor Privacy Policy: https://www.firstdata.com/en_us/privacy.html

HaCon Trip Planner Privacy Policy: <http://hacon.de/datenschutz-en>

InComm Payments Privacy Policy: <https://www.incomm.com/about/policies/privacy/>

Iowa Rideshare Privacy Policy:
<https://www.iowarideshare.org/Public/PublicPage.aspx?ItemName=PrivacyStatement&FileType=html>

Nodus Privacy Policy: <https://www.nodus.com/privacy-policy/>

Pay Fabric: <https://www.payfabric.com/us/policy.html>

RideShark Privacy Policy: <https://www.rideshark.com/privacy-policy/>

Square: <https://squareup.com/us/en/legal/general/privacy>

Survey Monkey: <https://www.surveymonkey.com/mp/legal/privacy/>

Uber: <https://www.uber.com/legal/en/document/?country=united-states&lang=en&name=privacy-notice>

Via Transportation Privacy Policy: <https://ridewithvia.com/privacy-policy/>

Braintree Privacy Policy: <https://www.braintreepayments.com/legal/braintree-privacy-policy>

QRyde: <https://www.qryde.com/QRydeLegal.html#Privacy-Policy>

SECTION 7 - THIRD-PARTY SERVICES

In general, the third-party providers used by DART will only collect, use, and disclose your information to the extent necessary to allow them to perform the services they provide to DART.

Des Moines Area Regional Transit Authority Privacy Policy
Revision Date: November 1, 2022



However, certain third-party service providers, such as payment gateways and other payment transaction processors, if any, have their own privacy policies with respect to the information DART is required to provide to them for your purchase-related transactions.

For these providers in particular, DART recommends that you read their privacy policies and terms of service so you can understand the manner in which your personal information will be handled by these providers.

In particular, remember that certain providers may be located in or have facilities that are located in a different jurisdiction than either you or DART. If you elect to proceed with a transaction that involves the services of a third-party service provider, then your information may become subject to the laws of the jurisdiction(s) in which that service provider or its facilities are located.

As an example, if you are located in Canada and your transaction is processed by a payment gateway located in the United States, then your personal information used in completing that transaction may be subject to disclosure under United States legislation, including the Patriot Act.

Once you leave DART's website, mobile applications, including but not limited to the MyDART app, and/or software or are redirected to a third-party website or application, you are no longer governed by this privacy policy or DART's [Terms of Service](#). As such, this privacy policy applies solely to DART's website, DART's mobile applications, including but not limited to the MyDART app, and/or DART's software generally. Links to other organizations' websites are included to provide website visitors with additional information. DART is not responsible for the content or privacy policies of such websites.

Links: When you click on links using DART's website, DART's mobile applications, including but not limited to the MyDART app, and/or DART's software generally, the links may direct you to a third-party website. DART is not responsible for the privacy practices of other websites and encourages you to read their privacy statements.

Do Not Track Signals: DART does not process or respond to "Do Not Track" signals from your browser or other mechanisms that enable consumer choice regarding the collection of personal information about your online activities over time and across third-party websites or online services.

SECTION 8 - NOTICE TO CALIFORNIA CUSTOMERS

If you are a resident of California, you may make certain requests concerning the personal information collected by DART. DART will comply with these requests to the extent required by law.

You may request to know what personal information of yours that we have, to delete or correct that information, to limit the use of sensitive personal information as specified by law, and to request that your personal information not be sold or shared, however, if such sale or sharing is necessary for DART to provide you with goods or services, DART may not be able to complete the transaction. DART will not sell your information for monetary gain.

To make such a request, you can: (i) email dart@ridedart.com or write to DART at the address below; or (ii) call the following toll-free number: 877-379-3770. Please mention in your communication that you are making a "California Consumer Privacy Act" inquiry. DART will respond within forty-five days.



SECTION 9 - PROTECTING YOUR INFORMATION

To protect your personal information, DART follows usual and customary industry practices to ensure your information is not inappropriately lost, misused, accessed, disclosed, altered, or destroyed.

Credit card information is not directly accepted by DART's website, DART's mobile applications, including but not limited to the MyDART app, and/or DART's software generally. Credit card and other personal information is transmitted to DART's payment processor(s), First Data, InComm Payments, Nodus, Pay Fabric, Braintree and/or Square. Although no method of transmission over the Internet or electronic storage is 100% secure, DART's payment processor(s), First Data, InComm Payments, Nodus, Pay Fabric, Braintree and/or Square, follow usual and customary industry practices to protect your data.

SECTION 10 - AGE OF CONSENT

By using the DART website, DART's mobile applications, including but not limited to the MyDART app, and/or DART's software generally, you represent that you are at least the age of majority in your state or province of residence, or that you are the age of majority in your state or province of residence and you have given DART your consent to allow any of your minor dependents to use DART's website, DART's mobile applications, including but not limited to the MyDART app, and/or DART's software generally.

SECTION 11 - CHANGES TO THIS PRIVACY POLICY

DART reserves the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the DART website or upon updating the DART mobile application(s). If DART makes material changes to this privacy policy, DART will notify you here that it has been updated, so that you are aware of what information DART collects, how DART uses it, and under what circumstances, if any, DART uses and/or discloses it.

SECTION 12 - COMPLIANCE WITH THE CHILDREN'S ONLINE PRIVACY PROTECTION ACT

To the extent applicable, DART complies with the requirements of the Children's Online Privacy Protection Act. DART will not target its offerings towards, or knowingly collect any personally identifiable information from, children under 13 years of age.

SECTION 13 - ONLINE POLICY ONLY

This privacy policy applies only to information collected through DART's website, DART's mobile applications, including but not limited to the MyDART app, and/or DART's software generally and not to information collected offline.

SECTION 14 - SECURITY

Information emailed to DART via the Internet is not secure and could be intercepted by others. DART recommends you do not use email to send private or sensitive data about yourself or others unless it is encoded or encrypted. DART uses usual and customary industry encryption and

Des Moines Area Regional Transit Authority Privacy Policy
Revision Date: November 1, 2022



cybersecurity policies to protect your passwords, contact information, and other personal information.

QUESTIONS AND CONTACT INFORMATION

If you would like to access, correct, amend or delete any personal information DART has about you, register a complaint, or simply want more information, contact DART at dart@ridedart.com or by mail at Des Moines Area Regional Transit Authority, 620 Cherry Street, Des Moines, IA 50309-4530.

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CONSENT ITEM



7D: Quarterly Investment Report

Action: Approve the recommended quarterly investment report for the first quarter of Fiscal Year 2023.

Staff Resource: Amber Dakan, Finance Manager

Background:

- DART began investing its reserve dollars in April 2016 with the intent to maximize the value of our assets.
- The 1st quarter of FY2023 (July 1 – September 30, 2022) ended with \$5,627,216.87 in our investment portfolio.
- The current quarterly statement recognized \$25,388.10 in interest income.
- Portfolio assets are primarily held in a market-based savings deposit account. The quarter ended with a 2.75% interest rate. The Finance Staff continue to work with PMA to maximize earning interest vehicles.
- Attached within the packet is DART's Quarterly Investment Report.

Recommendation:

- Approve the recommended quarterly investment report for the First quarter of Fiscal Year 2023 (July 1 – September 30, 2022).



PMA Quarterly Statement

(39427-101) Investment Account

Statement Period

Jul 1, 2022 to Sept 30, 2022

Statement for the Account of:

Des Moines Area Regional Transit Authority

Des Moines Area Regional Transit Authority

Amber Dakan
620 Cherry Street
Des Moines, IA 50309

(39427-101) Investment Account | Page 1 of 5



Des Moines Area Regional Transit Authority

Statement Period

Jul 1, 2022 to Sept 30, 2022

SDA / MMA TRANSACTION ACTIVITY

FEDERATED FUNDS			BEGINNING BALANCE			\$86,986.47
Transaction	Date		Deposits	Withdrawals	Interest / Adjust	Balance
21308	07/26/22	Withdrawal		(\$83.33)		\$86,903.14
21339	07/31/22	Interest			\$109.31	\$87,012.45
21351	08/25/22	Withdrawal		(\$83.33)		\$86,929.12
21370	08/31/22	Interest			\$154.02	\$87,083.14
21381	09/26/22	Withdrawal		(\$83.33)		\$86,999.81
21401	09/30/22	Interest			\$167.10	\$87,166.91
TOTALS FOR PERIOD			\$0.00	(\$249.99)	\$430.43	
			ENDING BALANCE			\$87,166.91

BANK IOWA			BEGINNING BALANCE			\$5,515,092.29
Transaction	Date		Deposits	Withdrawals	Interest / Adjust	Balance
259508	07/31/22	Interest			\$6,323.47	\$5,521,415.76
261211	08/31/22	Interest			\$9,050.58	\$5,530,466.34
262979	09/30/22	Interest			\$9,583.62	\$5,540,049.96
TOTALS FOR PERIOD			\$0.00	\$0.00	\$24,957.67	
			ENDING BALANCE			\$5,540,049.96

Questions? Please call 630 657 6400

(39427-101) Investment Account | Page 2 of 5



Des Moines Area Regional Transit Authority

Statement Period

Jul 1, 2022 to Sept 30, 2022

FIXED INCOME INVESTMENTS

INTEREST

Type	Holding ID	Transaction Date	Description	Interest
MMA	21339	07/31/22	Federated Funds	\$109.31
SDA	259508	07/31/22	Savings Deposit Account - BANK IOWA	\$6,323.47
MMA	21370	08/31/22	Federated Funds	\$154.02
SDA	261211	08/31/22	Savings Deposit Account - BANK IOWA	\$9,050.58
MMA	20549-1	09/30/22	Federated Funds	\$167.10
SDA	1285181-1	09/30/22	Savings Deposit Account - BANK IOWA	\$9,583.62
Totals for Period:				\$25,388.10



Des Moines Area Regional Transit Authority

Statement Period
Jul 1, 2022 to Sept 30, 2022

CURRENT PORTFOLIO

Type	Code	Holding ID	Trade	Settle	Maturity	Description	Cost	Rate	Face/Par	Market Value
MMA	N	20549-1		09/30/22		Federated - Government Obligations Fund	\$87,166.91	2.815%	\$87,166.91	\$87,166.91
SDA	CC	1285181-1		09/30/22		Savings Deposit Account - BANK IOWA	\$5,540,049.96	2.750%	\$5,540,049.96	\$5,540,049.96
Totals for Period:							\$5,627,216.87		\$5,627,216.87	\$5,627,216.87

Deposit Codes:
5) Promontory

Weighted Average Portfolio Yield: 0.000 %
Weighted Average Portfolio Maturity: 0.00 Days

Portfolio Summary:

Type	Allocation (%)	Allocation (\$)	Description
MMA	1.55%	\$87,166.91	Money Market Account
SDA	98.45%	\$5,540,049.96	Savings Deposit Account

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments (excluding SDA Investments).

"Cost" is comprised of the total amount you paid for the investment including any fees and commissions.

"Rate" is the Net Yield to Maturity.

"Face/Par" is the amount received at maturity.

"Market Value" reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and Commercial Paper and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".

Deposit Codes

N	Single FEIN
CC	Client Collateral

Questions? Please call 630 657 6400

(39427-101) Investment Account | Page 4 of 5



Quarterly Statement

About Your Account and Statement

Securities and municipal advisory brokerage services (investments purchased with proceeds from a municipal securities issuance), and investments cleared through our clearing firm, Pershing LLC, are offered through PMA Securities LLC, a broker-dealer and municipal advisor registered with the SEC and MSRB, and a member of FINRA and SIPC. All other products and brokerage services are generally provided by PMA Financial Network LLC. Thus, certificates of deposit ("CD"), savings deposit accounts ("SDA") and commercial paper ("CP") may be executed through either PMA entity, as applicable, depending on whether the investment was purchased with proceeds derived from municipal securities. PMA Securities, LLC and PMA Financial Network, LLC operated under common ownership and are affiliated with Prudent Man Advisors, LLC.

Fixed Rate Investment Activity

This section shows all of the fixed term investments purchased and sold, maturities, interest received, and activity. This will include all CD, SDA, CP, securities and money market funds purchased through PMA Financial Network, LLC or PMA Securities, LLC as applicable. It also shows the approximate market value of each security whose price is obtained from an independent source believed to be reliable. However, PMA cannot guarantee their accuracy. This data is provided for informational purposes only. Listed values should not be interpreted as an offer to buy or sell at a specific price. CD's and CP are listed at their original cost. Redemption of a CD prior to maturity may result in result in early withdrawal penalties. Market values are based on the last day of the month for which this report date range is ending. If the run date of this report is prior to the end of the current month, the market values are listed as equivalent to the cost values.

Money Market Fund

The Rate shown for the money market fund represents the average net interest rate over the previous month which is then annualized. Information regarding the money market fund's investment objectives, risks, changes and expenses can be found in the money market fund's prospectus, which can be obtained by calling PMA at the phone numbers listed. The performance data featured represents past performance, which is no guarantee of future results. Investment returns will fluctuate. Current performance may be higher or lower than the performance data quoted. Please call PMA for the most recent performance figures.

The performance data featured represent past performance, which is no guarantee of future results. Investment returns will fluctuate. Current performance may be higher or lower than the performance data quoted. Please call PMA for the most recent performance figures.

Additional Disclosures

All funds, and/or securities are located and safe kept in an account under the client's name at their custodial bank. Any certificates of deposit listed are located in the client's name at the respective bank. Any money market fund shares are held directly with the money market fund. It is recommended that any oral communications be re-confirmed in writing to further protect your rights, including rights under the Securities Investor Protection Act.

Debt Securities

Some debt securities are subject to redemption prior to maturity. In the event of a partial or whole call of a security, the securities call will be automatically selected on a random basis as is customary in the securities industry. The probability that your securities will be selected is proportional to the amount of your holdings relative to the total holdings. Redemption prior to maturity could affect the yield represented. Additional information is available upon request.

A financial statement of PMA Securities, LLC is available for inspection at its office or a copy will be mailed to you upon written request.

PLEASE ADVISE PMA AND OUR CLEARING FIRM, PERSHING LLC, IMMEDIATELY OF ANY INACCURACY OR DISCREPANCY ON YOUR STATEMENT. FOR A CHANGE OF ADDRESS OR QUESTIONS REGARDING YOUR ACCOUNT, PLEASE NOTIFY YOUR PMA REPRESENTATIVE. ANY ORAL COMMUNICATIONS SHOULD BE RE-CONFIRMED IN WRITING.

How to Contact PMA

Please call (630)657-6400 or write to us at PMA, 2135 CityGate Lane, 7th Floor, Naperville, IL 60563.

How to Contact Pershing, LLC

Please call (201)413-3330 or write to Pershing LLC, One Pershing Plaza, Jersey City, New Jersey, 07399.

In accordance with FINRA Rule 2267, PMA Securities, LLC is providing the following information in the event you wish to contact FINRA. You may call (301)590-6500 or write to FINRA at 1735 K Street NW, Washington, D.C. 20006-1500. In addition to the public disclosure number (800) 289-9999. FINRA provides an investor brochure which describes their Public Disclosure Program. Additional information is also available at www.finra.org.

Questions? Please call 630 657 6400

(39427-101) Investment Account | Page 5 of 5



ACTION ITEM



7E: September FY2023 Consolidated Financial Report

Action: Approve the September 2022 Consolidated Financial Report

Staff Resource: Amber Dakan, Finance Manager

Year-to-Date Budget Highlights:

Revenue:

- Fixed Route Operating revenue is exceeding budget by 34% year to date. This is primarily as a result of the Iowa State Fair occurring this month as well as Other Contracted Revenue sources.
- Fixed Route Non-Operating revenue is under budget by 9.3% for the first quarter of the year. This is primarily a timing issue on grant funding.
- Paratransit Operating revenue is under budget by 1.5%. DART on Demand revenue is trending under budget but is being offset by the other three primarily line items each coming in at 24% of budget.
- Paratransit Non-Operating revenue is 33.3% under budget year to date resulting from drawdown grant fund timing.
- Rideshare revenues is under budget by approximately 27% year to date. Rideshare has brought on additional clients which is forecast to increase revenue in the coming months.

Operating Expense:

- Fixed Route Budget Summary – Operating expenses are at budget projections. Services and Fuel & Lubricants are seeing the most savings but being offset by higher trending expense categories to include Salaries, Wages, & Fringes and Equipment Repair Parts.
- Paratransit Budget Summary – Operating expenses are seeing a budget savings of 9.9% year to date. Salaries, Wages, and Fringes is the category seeing the largest savings year to date.
- Rideshare Budget Summary – Rideshare has a budget savings of 10.8% year to date. Services, Insurance, and Equipment Repair Parts are seeing the largest savings to date.

Recommendation:

- Approve the September FY2023 Consolidated Financial Report.

**** TOTAL Un-Audited Performance of September FY2023 Year to Date as Compared to Budget:**

Fixed Route	\$	(446,300)	Reserve for Accidents (See Balance Sheet):
Paratransit	\$	(194,676)	\$416,305.25
Rideshare	\$	<u>(52,616)</u>	
Total	\$	(693,592)	

FY2023 Financials: September 2022

FIXED ROUTE	September 2022			Year-To-Date-(3) Months Ending 09/30/2022		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	527,168	361,371	165,797	1,453,086	1,084,113	368,974
Non-Operating Revenue	2,539,952	2,614,763	(74,811)	7,117,337	7,844,290	(726,953)
Subtotal	3,067,120	2,976,134	90,986	8,570,423	8,928,403	(357,979)
Operating Expenses	1,930,009	2,976,134	1,046,125	9,016,723	8,928,403	(88,320)
Gain/(Loss)	1,137,111	-	1,137,111	(446,300)	-	(446,300)

PARATRANSIT	September 2022			Year-To-Date-(3) Months Ending 09/30/2022		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	50,125	50,880	(755)	150,378	152,640	(2,262)
Non-Operating Revenue	197,042	295,313	(98,272)	591,125	885,940	(294,815)
Subtotal	247,166	346,193	(99,027)	741,503	1,038,580	(297,077)
Operating Expenses	208,116	346,193	138,077	936,180	1,038,580	102,400
Gain/(Loss)	39,050	-	39,050	(194,676)	-	(194,676)

RIDESHARE	September 2022			Year-To-Date-(3) Months Ending 09/30/2022		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	24,877	33,333	(8,456)	72,986	100,000	(27,014)
Non-Operating Revenue	-	13,592	(13,592)	-	40,775	(40,775)
Subtotal	24,877	46,925	(22,048)	72,986	140,775	(67,789)
Operating Expenses	37,085	46,925	9,840	125,601	140,775	15,174
Gain/(Loss)	(12,208)	-	(12,208)	(52,616)	-	(52,616)

SUMMARY	September 2022			Year-To-Date-(3) Months Ending 09/30/2022		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	602,169	445,584	156,585	1,676,450	1,336,753	339,697
Non-Operating Revenue	2,736,994	2,923,668	(186,674)	7,708,462	8,771,005	(1,062,543)
Subtotal	3,339,163	3,369,253	(30,089)	9,384,912	10,107,758	(722,845)
Operating Expenses	2,175,211	3,369,253	1,194,041	10,078,504	10,107,758	29,254
Gain/(Loss)	1,163,952	-	1,163,952	(693,592)	-	(693,592)



ACTION ITEM



8A: Surplus Vehicle Disposition and Donation Policy

Action: Approve the Surplus Vehicle Disposition and Donation Policy

Staff Resource: Michael Gulick, Procurement and Contracts Administration Manager

Background:

- DART procures light-duty, medium-duty, and heavy-duty rolling stock (vehicles).
- Vehicles purchased, all or in part, with federal grant funds, must be managed in accordance with applicable FTA regulations. Title of property does not reside with DART and is retained by the federal awarding agency. DART must follow FTA regulations for proper disposition.
- When vehicles are no longer useful to DART, or it is deemed unsafe, it may be declared surplus requiring disposition.
- There are times when it may become necessary to dispose of a vehicle before the end of its useful life. These include the total loss from an accident or the planned early disposal through a like-kind exchange.
- The purpose of this policy is to document disposition methods that are available to properly dispose of or donate surplus vehicles in accordance with DART Policy, State of Iowa Code, and Federal Transit Administration (FTA) regulations.
- Only the DART Chief Executive Officer (CEO) is authorized to dispose of or donate a vehicle.
- Vehicles may not be salvaged, scrapped, sold, donated or otherwise without prior approval from the appropriate department manager and the CEO.
- This policy will supersede any previous DART policies relating to surplus vehicle disposition and donations.

Proposed Policy Key Items:

- Allowable Disposition Methods
 - FTA Grant Funded Property Transfer to another FTA Grantee
 - Sale of the Vehicle to another FTA Grantee
 - Trade-In of Vehicle
 - Private Party Sales of Vehicle
 - Donation of Vehicle to a Qualified 501(c)(3) Non-Profit Organization
- The appropriate department manager will recommend one of the allowable disposition methods to the CEO. The CEO will determine which allowable method of disposition will be used based on the following criteria.
 - If the economic value of the disposition method is estimated to be \$5,000 or more, then the vehicle must be transferred to another FTA Grantee, traded-in or sold. If the vehicle is being traded-in prior the end of its useful life, then DART's Commission approval is required.
 - If economic value of the disposition method is estimated to be less than \$5,000, then the vehicle may be transferred to another FTA Grantee, traded-in, sold, or donated to a qualified 501(c)(3) non-profit organization within DART's service area. If the



ACTION ITEM

8A: Surplus Vehicle Disposition and Donation Policy

- vehicle is being donated to a qualified 501(c)(3) non-profit organization outside DART's service area, then DART's Commission approval is required.
- If the economic value of the disposition method is estimated to be \$5,000 or more and the vehicle is being donated to a qualified 501(c)(3) non-profit organization and/or outside DART's service area, then DART's Commission approval is required.

Recommendation:

Approve the Surplus Vehicle Disposition and Donation Policy



Surplus Vehicle Disposition and Donation Policy



Scope:	DART Employees and Contractors
Responsible Department:	Procurement Department
Effective Date:	November 1, 2022
Approved By:	DART Commission – November 1, 2022

I. PURPOSE

The purpose of this policy is to document disposition methods that are available to properly dispose of or donate surplus vehicles in accordance with DART Policy, State of Iowa Code, and Federal Transit Administration (FTA) regulations. This policy together with the Rideshare Van Donation Policy approved September 2, 2014, by Commission, will represent DART's policies relating to surplus vehicle disposition and donations.

When vehicles are no longer useful to DART, or it is deemed unsafe, it may be declared surplus and disposed of in accordance with this policy. Vehicles include light-duty, medium-duty, heavy-duty rolling stock, administrative, and facility support vehicles.

Only the Chief Executive Officer (CEO) is authorized to dispose of or donate vehicles. Surplus vehicles may not be salvaged, scrapped, sold, donated or otherwise without prior approval from the CEO.

Vehicles purchased, all or in part, with federal grant funds, must be managed in accordance with applicable FTA regulations. Title of the vehicle does not reside with DART and is retained by the federal awarding agency. DART must follow FTA regulations for proper disposition. Applicable federal guidance for disposition includes 49 USC § 5334(h), 49 CFR § 18.32(d)(5), 49 CFR § 19.34(f)(6), FTA Circular 4220.1F, and FTA Circular 5010.1D.

Disposition and Donation Guidelines

There are times when it may become necessary to dispose of a vehicle before the end of its useful life. These include the total loss from an accident, the planned early disposal through a like-kind exchange, etc.

The allowable disposition methods are as follows:

1. FTA Grant Funded Vehicle Transfer to another FTA Grantee

For a FTA grant funded vehicle where the useful life has been met and with prior FTA approval, DART may transfer vehicle to another FTA grantee. In such event that transfer of vehicle is desired prior to the end of useful life, the Federal interest of the vehicle will be transferred, and therefore, there is no obligation to reimburse FTA. However, no additional FTA funds may be used to acquire the vehicle.

2. Sale of the Vehicle to another FTA Grantee

For a FTA grant funded vehicle where the useful life has been met and with prior FTA approval, DART may sell vehicle to another FTA grantee. All sales will be listed on Iowa

Surplus Vehicle Disposition and Donation Policy
Effective Date: November 1, 2022
Approved By: DART Commission – November 1, 2022



Department of Transportation site and conducted through public auction such as GovDeals, eBay, Purple Wave, in-person, or similar.

3. Trade-In of Vehicle

DART may trade-in vehicle to reduce the cost of purchasing a like-kind vehicle. Trade-ins of like-kind vehicle may be made either before or after a vehicle has met its useful life.

4. Private Party Sales

For a vehicle where the useful life has been met and if applicable with prior FTA approval, DART may sell vehicle to a private party. All sales will be listed on Iowa Department of Transportation site and conducted through public auction such as GovDeals, eBay, Purple Wave, in-person, or similar.

5. Donation of Vehicle to a Qualified 501(c)(3) Non-Profit Organization or Government Entity

DART may donate non-FTA grant funded vehicle which have met or exceeded their useful life to qualified 501(c)(3) organizations or government entities within DART's service area.

DART may donate a FTA grant funded vehicle with a book value of less than \$5,000 to qualified 501(c)(3) organizations or government entities within DART's service area. Donations with a fair market value of \$5,000 or more will require DART to refund the FTA the value of the federal match (typically 80%).

Donations to qualified 501(c)(3) organizations or government entities will be made based on providing services that will increase transit ridership and/or benefit the communities that are in alignment with DART's Mission of "Enriching Lives, Connecting Communities, Expanding Opportunities. Donation awards may be either competitive or non-competitive depending upon the request and/or need being met.

The appropriate department manager will recommend one of the allowable disposition methods to the CEO. The CEO will determine which allowable method of disposition will be used based on the following criteria.

- If the book value of the disposition method is estimated to be \$5,000 or more, then the vehicle must be transferred to another FTA Grantee, traded-in or sold. If the vehicle is being traded-in prior the end of its useful life, then DART's Commission approval is required.
- If book value of the disposition method is estimated to be less than \$5,000, then the vehicle may be transferred to another FTA Grantee, traded-in, sold, or donated to a qualified 501(c)(3) non-profit organization or government entity within DART's service area. If the vehicle is being donated to a qualified 501(c)(3) non-profit organization or government entity outside DART's service area, then DART's Commission approval is required.

Surplus Vehicle Disposition and Donation Policy
Effective Date: November 1, 2022
Approved By: DART Commission – November 1, 2022



- If the book value of the disposition method is estimated to be \$5,000 or more and the vehicle is being donated to a qualified 501(c)(3) non-profit organization or government entity and/or outside DART's service area, then DART's Commission approval is required.

REVISION AND REVIEW LOG:

DATE	ACTION	COMMENTS



DISCUSSION ITEM



9A: Planning Update

Staff Resource: Luis Montoya, Chief Planning Officer

- Staff will provide an update on route service standards and planning projects underway.



MONTHLY REPORT



10A: Monthly Performance Report – September 2022

Staff Resource: *Nate Bleadorn, Business Intelligence Manager*

Summary of September 2022 Monthly Performance:

- Total September ridership was up nearly 20% compared to September of 2021. The month-to-month changes are dramatically impacted by our Iowa State Fair Service. Even setting aside the ISF service, we still saw a 17.2% increase in fixed route ridership from August to September, largely due to the return of school service. September of 2022 has been our strongest start to the school year for DMPS Ridership since before the pandemic. RideShare was down 4.86% compared to last month. Paratransit ridership was up 4.73% in September compared to August.
- Since the start of the school year, we have consistently been seeing more than 11,000 rides on weekdays.
- For the month of September, preventable accidents occurred at a rate of 0.86 per 100,000 miles, which is down compared to last month. Our YTD after the first quarter is still below our target of 1 per 100,000 miles. Non-preventable accidents occurred at a rate of 0.57 per 100,000 miles in September, which is a decrease compared to last month.
- On-Time Performance saw a slight month-to-month increase to 82.09% for the month, which is below our benchmark of 85%. This is impacted by the return of school service.
- Road calls per 100,000 miles, where our buses need service while in operation, were 10.97 for the month of September.



Performance Summary - September 2022

10/1/2021

9/30/2022

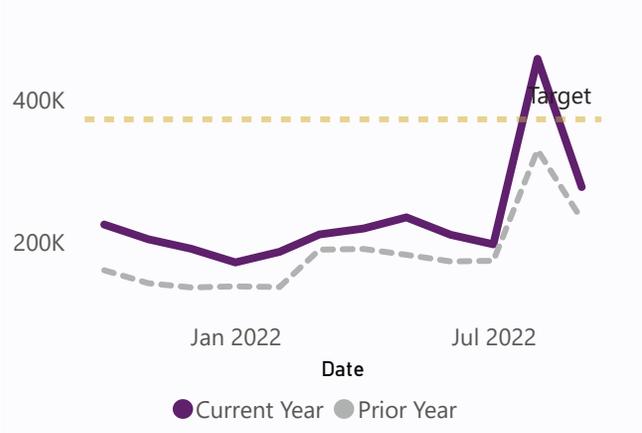
Ridership

Monthly
277,465

FY22: 232,156 (+19.52%)

YTD
931,880

FY22: 735,402 (+26.72%)



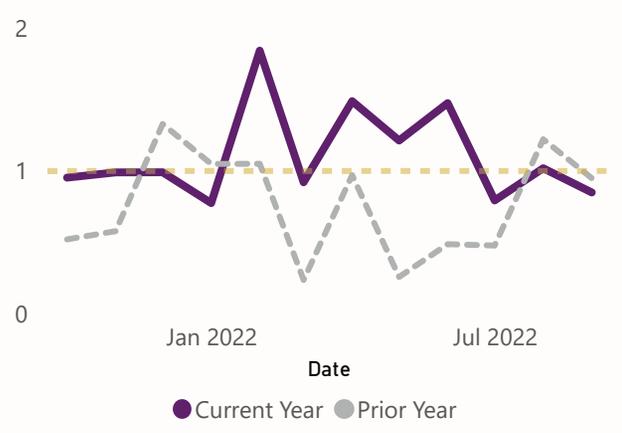
Preventable Accidents/100k Miles

Monthly
0.85

FY22: 0.95 (+10.55%)

YTD
0.90

FY22: 0.90 (+0.1%)



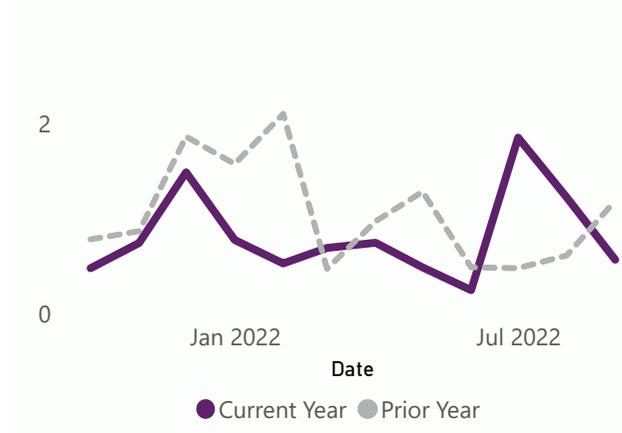
Non-Preventable Accidents/100k

Monthly
0.57

FY22: 1.19 (+52.29%)

YTD
1.23

FY22: 0.75 (-63.47%)



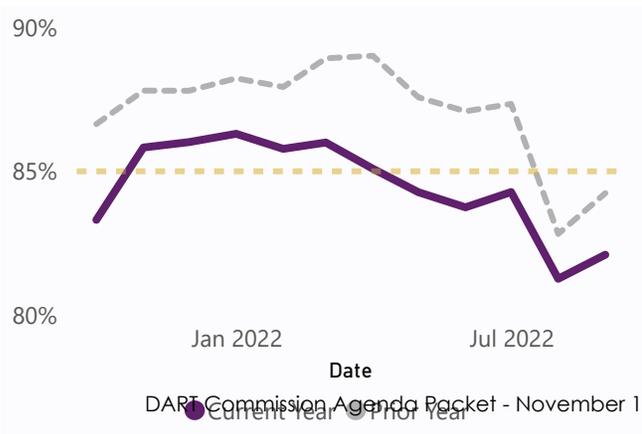
On-Time Performance

Monthly
82.09%

FY22: 84.24% (-2.55%)

YTD
82.48%

FY22: 84.76% (-2.69%)



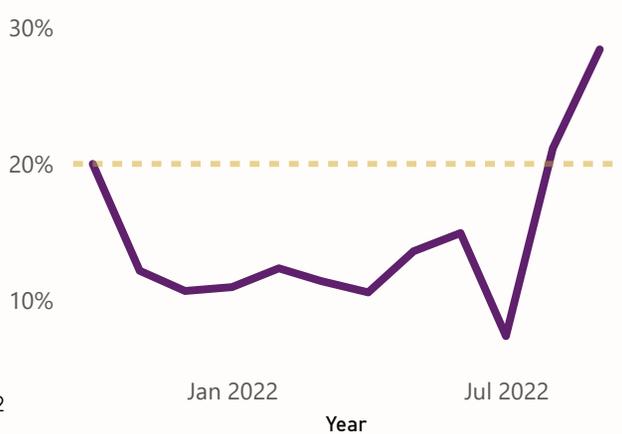
Farebox Recovery Ratio

Monthly
28.41%

FY22: 13.60% (+108.92%)

YTD
16.78%

FY22: 16.49% (+1.73%)



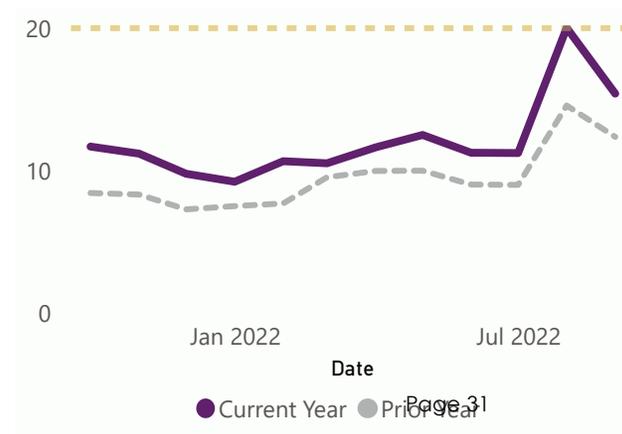
FR Passengers / Revenue Hour

Monthly
15.41

FY22: 12.36 (+24.59%)

YTD
16.01

FY22: 12.15 (+31.72%)





Fixed Route Performance

10/1/2021

9/30/2022

Ridership

Monthly

260,950

FY22: 216,908 (+20.3%)

YTD

886,073

FY22: 690,228 (+28.37%)

On-Time Performance

Monthly

81.61%

FY22: 83.90% (-2.73%)

YTD

81.96%

FY22: 84.40% (-2.9%)

Operating Cost/Rev. Hour

Monthly

\$96.55

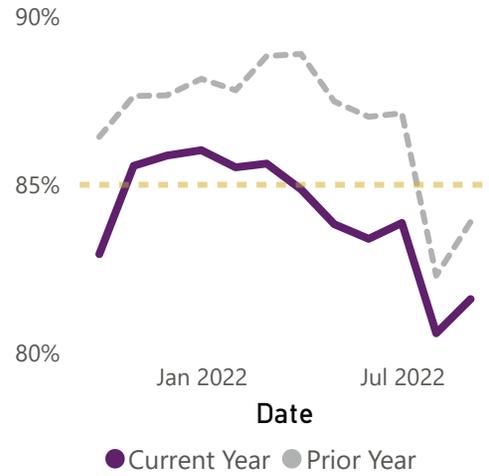
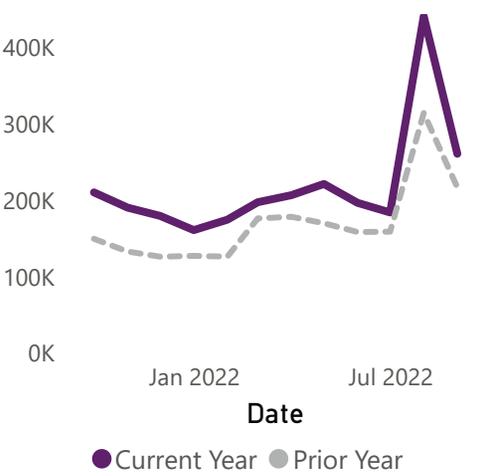
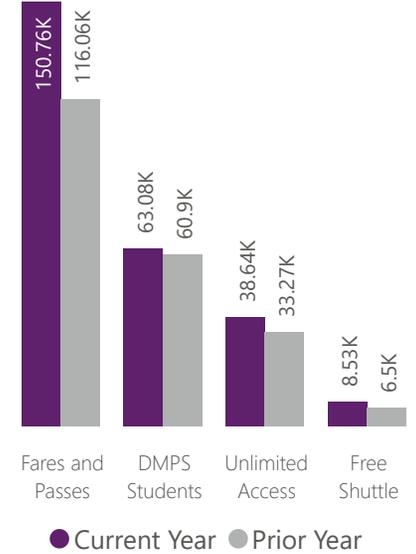
FY22: \$124.96 (+22.74%)

YTD

\$108.66

FY22: \$124.83 (+12.95%)

Monthly Ridership by Fare Group



Preventable Acc./100k

Monthly

0.76

FY22: 1.08 (+30.12%)

YTD

1.06

FY22: 1.25 (+14.66%)

Non-Preventable Acc./100k

Monthly

0.76

FY22: 1.80 (+58.07%)

YTD

1.65

FY22: 1.13 (-46.03%)

Road Calls/100k Miles

Monthly

10.97

FY22: 4.69 (-133.83%)

YTD

10.16

FY22: 5.78 (-75.89%)

Complaints/100k Passengers

Monthly

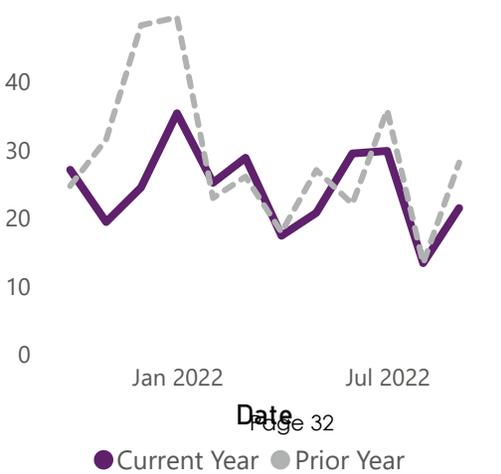
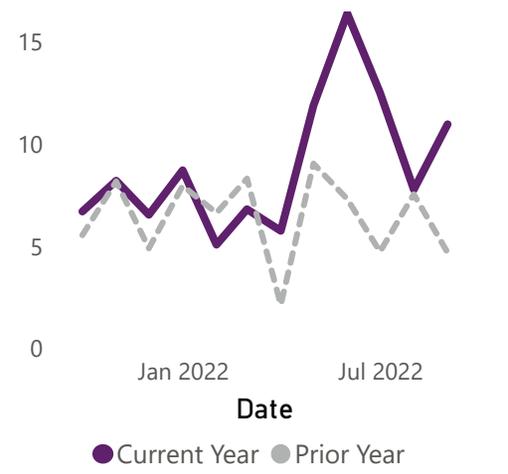
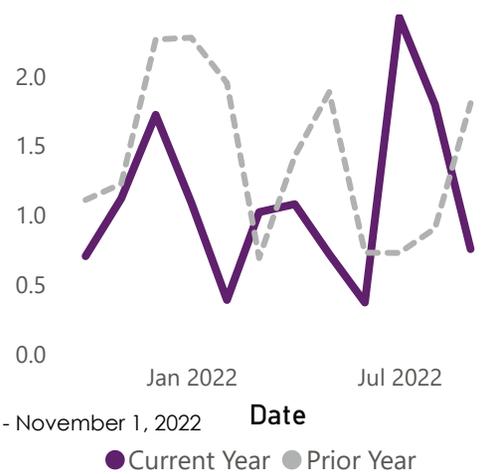
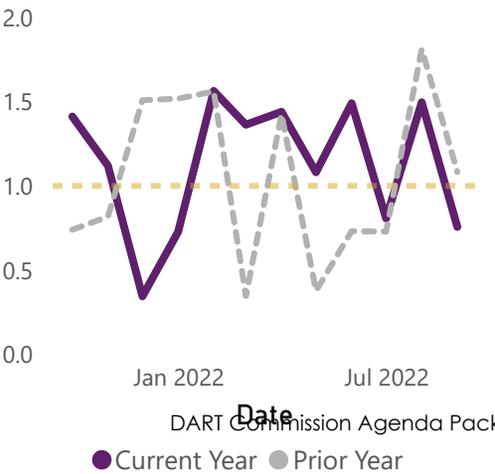
21.46

FY22: 28.12 (+23.69%)

YTD

19.19

FY22: 23.18 (+17.23%)





Paratransit Performance

10/1/2021

9/30/2022

Ridership

Monthly

9,130

FY22: 6,582 (+38.71%)

YTD

25,168

FY22: 19,933 (+26.26%)

On-Time Performance

Monthly

89.67%

FY22: 91.22% (-1.69%)

YTD

91.73%

FY22: 92.30% (-0.62%)

Operating Cost/Passenger

Monthly

\$31.05

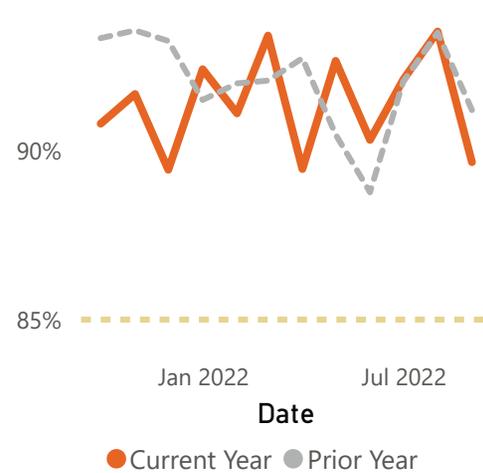
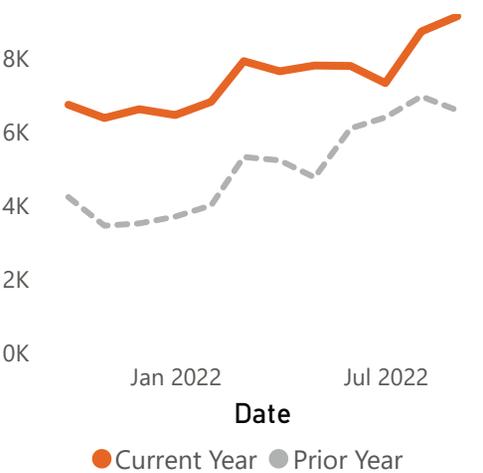
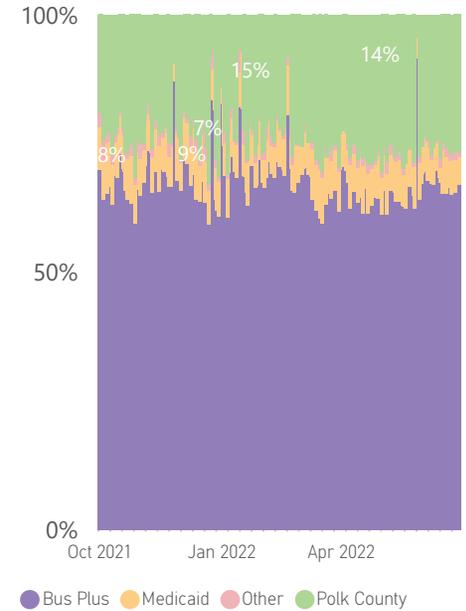
FY22: \$48.76 (+36.31%)

YTD

\$37.71

FY22: \$47.44 (+20.5%)

Paratransit Customer Type Breakdown



Preventable Acc./100k

Monthly

1.16

FY22: 0.00

YTD

0.83

FY22: 0.00

Non-Preventable Acc./100k

Monthly

0.00

FY22: 0.00

YTD

0.41

FY22: 0.00

RideShare - Ridership

Monthly

7,385

FY22: 8,666 (-14.78%)

YTD

20,639

FY22: 25,241 (-18.23%)

RideShare - Op. Cost/Passenger*

Monthly

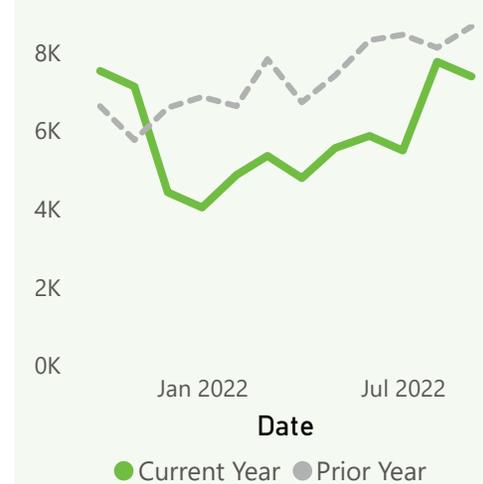
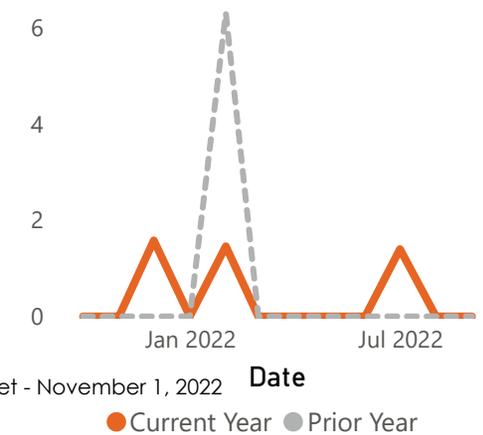
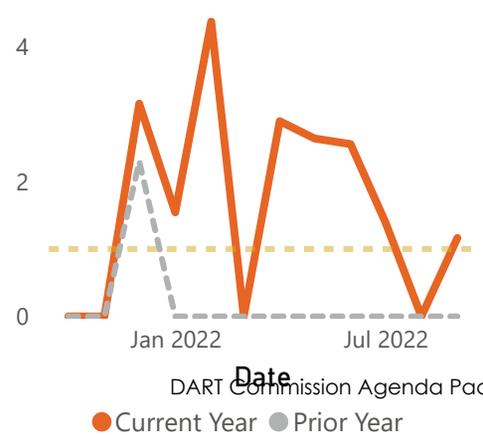
\$7.90

FY22: \$11.54 (+31.56%)

YTD

\$8.43

FY22: \$10.22 (+17.52%)





Route Details

Month

September 2022 ▼

Program	Route	Month Ridership	Month Last Year	YTD Ridership	Last Year YTD Ridership	YTD Change	YTD Change %	YTD Passengers/Revenue Hour	YTD On-Time Performance
1. Local	#1 - Fairgrounds	12,176	11,499	250,936	169,865	81,071	47.7%	38.30	58.64%
	#3 - University	24,775	20,484	73,136	60,253	12,883	21.4%	16.00	83.39%
	#4 - E. 14th	10,063	9,994	29,107	27,401	1,706	6.2%	11.21	87.49%
	#5 - Franklin Ave/Johnston	9,563	7,759	20,888	17,448	3,440	19.7%	9.06	76.34%
	#6 - Indianola	25,189	17,827	56,572	42,675	13,897	32.6%	18.16	86.61%
	#7 - SW 9th St.	29,699	26,014	69,698	61,837	7,861	12.7%	23.81	88.73%
	#8 - Fleur Dr.	2,758	2,665	5,615	4,952	663	13.4%	12.05	81.27%
	#10 - East University	1,046	1,235	2,474	2,338	136	5.8%	5.81	86.58%
	#11 - Ingersoll/Valley Junction	3,054	1,157	6,251	3,360	2,891	86.0%	12.29	82.11%
	#13 - Evergreen	5,788	4,186	8,094	5,523	2,571	46.6%	28.52	85.85%
	#14 - Beaver Ave.	16,001	12,398	36,393	30,012	6,381	21.3%	13.93	84.32%
	#15 - 6th Ave.	17,238	15,522	41,619	34,815	6,804	19.5%	16.51	83.31%
	#16 - Douglas Ave.	26,938	22,726	72,776	57,938	14,838	25.6%	16.15	81.97%
	#17 - Hubbell Ave.	19,462	15,608	52,760	42,484	10,276	24.2%	13.14	84.80%
	#50 - Euclid	5,217	4,045	14,777	10,603	4,174	39.4%	7.40	90.50%
	#52 - Valley West/Jordan Creek	9,493	7,289	28,971	22,132	6,839	30.9%	8.88	87.62%
	#60 - Ingersoll/University	24,150	21,823	64,354	55,652	8,702	15.6%	14.49	80.80%
	#72 - West Des Moines Loop	4,563	3,137	13,126	9,124	4,002	43.9%	5.20	76.17%
	#74 - NW Urbandale	498	294	1,602	907	695	76.6%	4.04	85.31%
	2. Shuttle	Link Shuttle	771	232	1,768	1,911	-143	-7.5%	2.10
Downtown Shuttle		7,194	5,878	21,265	16,631	4,634	27.9%	12.11	82.61%
3. Express	#92 - Hickman	424	599	1,231	1,206	25	2.1%	3.84	75.44%
	#93 - NW 86th	673	636	1,996	1,736	260	15.0%	3.42	80.54%
	#94 - Westown	513	481	1,500	1,073	427	39.8%	7.04	84.89%
	#95 - Vista	355	180	733	465	268	57.6%	5.24	69.27%
	#96 - E.P. True	952	644	2,229	1,420	809	57.0%	7.52	75.95%
	#98 - Ankeny	2,123	2,087	5,385	4,562	823	18.0%	5.82	80.21%
	#99 - Altoona	274	384	835	1,152	-317	-27.5%	3.37	74.14%
5. On Call	Ankeny		125		398	-398	-100.0%		
	NW Johnston / Grimes								
	Regional			26	43	-17	-39.5%	2.85	94.69%
6. DART On Demand	DART On Demand - Ankeny	1,268		3,251		3,251	Infinity	3.04	
Cab	Paratransit: Taxi	366	685	886	1,563	-677	-43.3%	4.83	
Paratransit	Paratransit: Bus/Van	7,496	5,897	21,033	18,263	2,770	15.2%	1.85	91.73%
RideShare	RideShare	7,385	8,666	20,639	25,241	-4,602	-18.2%	4.81	
Total		277,465	232,156	931,926	734,983	196,943	26.8%	12.90	82.48%



10B: FY23 Quarterly Financial Report, July 1 – September 30, 2022

Staff Resource: Amber Dakan, Finance Manager

Revenue

Operating Revenue

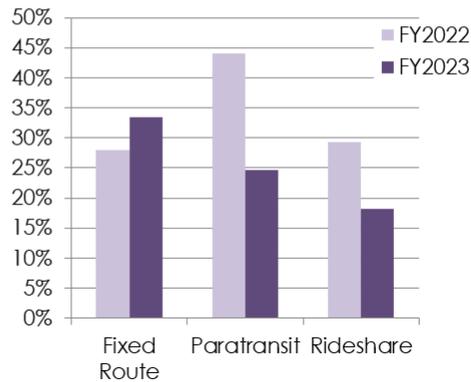
- Fixed Route Operating Revenue for the first of the fiscal year performed at 33.5% of the annual budget. This is higher than FY22 levels of 28% largely due to the ongoing recovery from COVID-19. Many categories have experienced increases in comparison to the prior year including School Funding, Other Contracted Revenue, and Pass Product Revenue.
- Paratransit Operating Revenue for first quarter of FY23 is 24.6% of budget in comparison to 44% in the prior year. FY22 and FY23 collected an equivalent amount of dollars in each quarter but the budget was increased substantially to meet actual trends.
- RideShare Operating Revenue for FY23 is underperforming compared to FY22 at 18.3% and 29.2% respectively for the first quarter. The budget for revenue increased this year over last as well as having less dollars collected in FY23 due to a loss of a major employer in the program.



Revenue, Percent of Budget

July – September

Operating Revenue

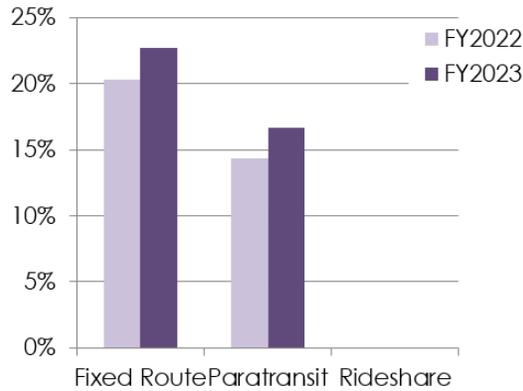


Non-Operating Revenue

- Fixed Route Non-Operating Revenue for Q1 of FY23 is slightly higher than FY22's first quarter at 22.7% and 20.3% respectively. Miscellaneous Income and Property Tax revenue has increased while State Operating Assistance is lower.
- Paratransit Non-Operating Revenue for FY23 is trending ahead year over year. 14.3% in FY22 to 16.68% in FY23. This is largely due to federal ADA dollars recognized in FY23 that were not utilized in FY22
- RideShare Non-Operating Revenue remains the same quarter over quarter due to timing of grant funds.

Revenue, Percent of Budget July – September

Non-Operating Revenue

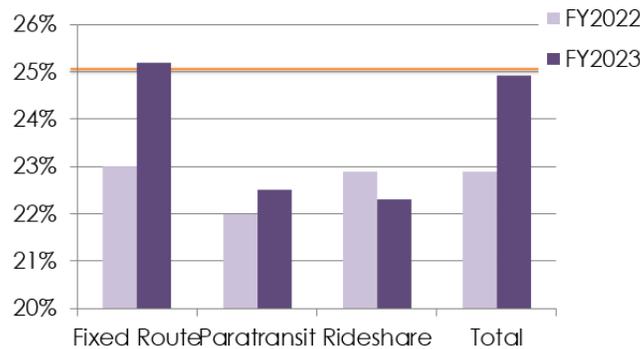


Expenses

- Fixed Route Operating Expenses as a percentage of budget is higher in FY23 than it was as compared to FY22. First quarter FY23 is at 25.2% of the expense budget while FY22 is 23% of budget utilization for the same period. Some line items seeing the largest increase year over year are Salaries, Wages, & Fringes, Diesel fuel, and Equipment Repair Parts.
- Paratransit Operating Expense for first quarter is largely equivalent for year over year. FY23 is 22.54% of budget and FY22 was 22% of budget.
- RideShare operating expense utilization in the current year is also nearly equal over the prior year for the same period. Expenses came in at 22.9% in FY22 and 22.3% in FY23. Insurance expense is seeing savings over the prior year and is offset by higher Miscellaneous Department Expenses.

Expenses, Percent of Budget July – September

Expenses





DISCUSSION ITEM



10C: Quarterly Safety Report – Q1 FY 2023

Staff Resource: Pat Daly, Safety Manager

Agency Safety Plan Safety Performance Safety Targets

DART's Public Transit Agency Safety Plan is required to set and track safety performance targets. There are seven safety performance areas tracked for the four modes of service DART delivers.

The following table compares DART's Safety Performance Target goals to actual fiscal year-to-date performance and the prior year's performance for the same time frame.

FY 2023 Safety Performance Targets							
Mode of Transit Service	Fatalities	Fatalities per 100/K Miles	Injuries	Injuries per 100/K Miles	Safety Events	Safety Events per 100/K Miles	System Reliability (Major Road Calls)
Fixed Route							
FY 23 - Target	0	0	7	0.30	12	0.57	15,801
FY 23 - Actual	0	0	5	1.41	4	1.13	9,101
FY 22 - YTD	0	0	2	0.54	3	0.81	14,898
Paratransit							
FY 23 - Target	0	0	1	0.13	1	0.14	27,744
FY 23 - Actual	0	0	0	0.0	1	0.70	-----
FY 22 - YTD	0	0	0	0.0	0	0.0	-----
Rideshare							
FY 23 - Target	0	0	1	1.0	2	0.26	138,000
FY 23 - Actual	0	0	0	0.0	0	0.00	-----
FY 22 - YTD	0	0	0	0.0	0	0.00	-----
Taxi							
FY 23 - Target	0	0	1	1.0	1	0.17	7,400
FY 23 - Actual	0	0	0	0.0	0	0.00	-----
FY 22 - YTD	0	0	0	0.0	0	0.00	-----

DISCUSSION ITEM

10C: Quarterly Safety Report – Q1 2023



Safety Performance Targets

The four fixed route safety events in the first quarter were all non-preventable events, there were a total of four collisions resulting in five injuries and four vehicles being towed from the scenes of the accidents.

All of the fixed route accidents were at intersections. Three involved other vehicles that failed to obey a traffic control device. The fourth involved a bus that had been stopped for 10 to 12 seconds for a red light when it was struck from behind by a minivan.

Three of the injuries were to passengers, one was an operator, and one was the driver of the minivan that struck the stopped bus.

The one paratransit safety event was a preventable accident.

Preventable Vehicle Accidents

For FY 23, DART has the goal of less than 1.00 preventable accident per 100/K miles of revenue service. Through the end of the first quarter, we were at 0.90 preventable accidents per 100/K of revenue service.

We continue to review accident data and conduct trend analysis on and develop recommendations to address any findings.



11A: Operations Team Report

Staff Resources: *Brandon Smiley, Chief Operations Officer*

Maintenance – Keith Welch, Fleet Manager

- **Proterra Update:** As shared in prior Commission meetings, the Proterra electric buses have had more mechanical issues than expected. Staff are actively working with Proterra to resolve these mechanical issues and extend specific warranties. At this point, DART is keeping the buses parked until a satisfactory resolution is determined. There will be no disruption in service due to this change.
- **Supply Chain Impacts:** DART's fleet maintenance department continues to be impacted by parts shortages due to supply chain challenges. There has been some improvement recently with around 98% of orders being received within 60 days, but 2% being more than 100 days out. The main two components there are issues with getting are Ramp actuators and DEF heads. We are now slowly being able to build our stock for high use winter items. Staff continue to monitor inventory closely, adjusting ordering as needed, and scenario planning so that this shortage doesn't have an impact on regularly scheduled service.

Transportation – Joy Crutcher, Fixed Route Manager; Skip Herbold, Mobility Services Manager

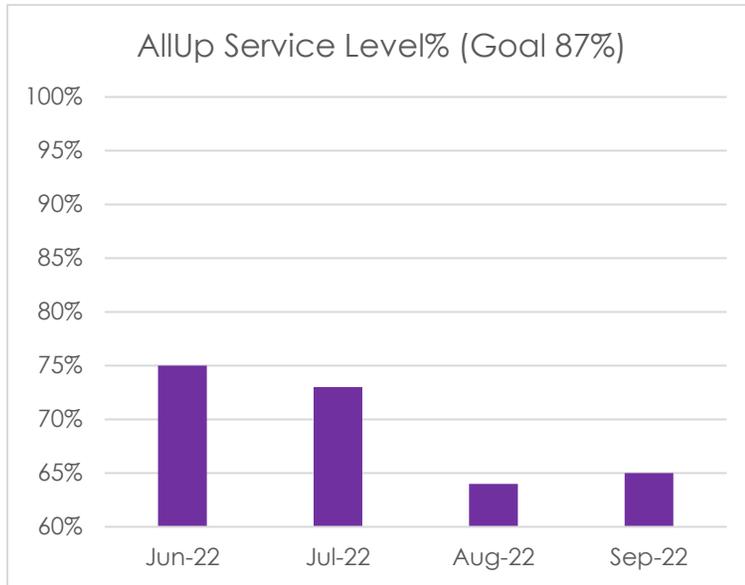
- **Paratransit Public Input Plan:** As shared in prior Commission meetings, staff are preparing to gather public input on the proposed changes to DART's ADA Complementary Paratransit (Bus Plus) program, specifically including medical verification and recertification. The following tactics are planned in order to gather input: meetings with stakeholders, questions on the customer satisfaction survey, two public meetings in November, and meetings with experts to inform the medical verification questions and forms.

Facilities – Zach Ashmore, Facilities Manager

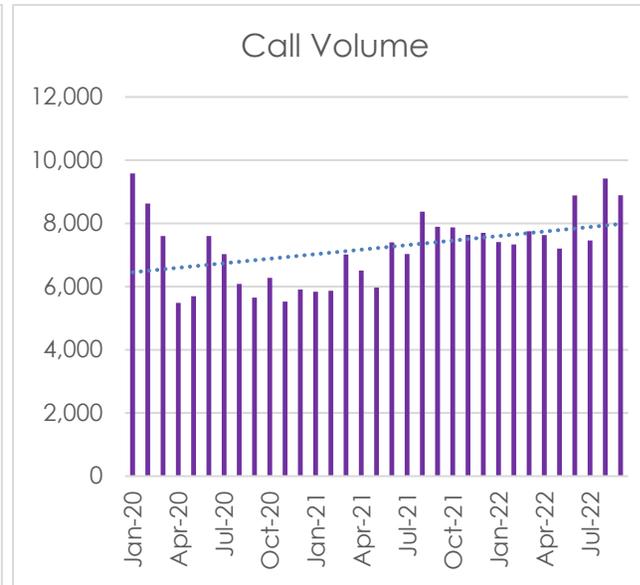
- **New Shelters:** The Facilities team is currently working with planning to get building permits for the second phase of shelters to be installed along 6th Ave.
- **Winter Prep:** The Facilities team has been prepping for the upcoming winter season. Plow Trucks and salters have undergone all maintenance and are ready for the first snow event. Our two building locations, DART Central Station and 1100 DART Way, have been winterized as well.

MONTHLY REPORT
11A: Operations Team Report

Customer Experience – Steve Wright, Customer Experience Manager



Service Level: The percentage of calls answered within 60 seconds.





MONTHLY REPORT

**11B: Planning Team Report**

Staff Resources: Luis Montoya, Chief Planning Officer

- **Principal Foundation Pilot- Merle Hay Rd:** DART was awarded a grant from the Principal Foundation to provide weekend transit service along Merle Hay Rd. The DART Commission approved the use of grant funds to add weekend service to Route 5, which connects Johnston and Urbandale to Des Moines via Merle Hay Rd. This enhancement will start as part of the November service change.
- **Principal Foundation Pilot- River Bend DOD:** DART was awarded partial funding to implement a new DART On Demand zone in and around the River Bend neighborhood of Des Moines. Staff have identified additional potential grant opportunities that we will apply for in an attempt to fully fund the pilot. Staff are also conducting outreach with neighborhood groups and residents to better understand the existing transportation gaps so that a service plan can be developed based on needs and available funding.
- **DART on Demand West Des Moines:** Staff are refining the TOS proposal for a new DART on Demand zone in West Des Moines. Public outreach and analysis have led staff to recommend that rather than eliminating Route 72 entirely, we make efficiency improvements and still use the savings to launch an additional, smaller DART On Demand Zone.
- **DART on Demand Ankeny:** A table below shows key performance metrics for October. Ridership continues to be high. While we experienced a high request denial rate at the end of September, that has decreased and leveled out as we have adjusted how many operators are available at busier times of the day. Nearly 300 unique users have ridden the service since it launched and more than 1000 accounts have been created.

Week	Ridership			Customer Experience			Service Adoption	
	Trips	Total Unique Riders (who booked)	First Time Users (who booked)	No Proposed Trip Available (percent of requests)	Average Wait Time (Minutes)	Average Ride Duration (Minutes)	Mobile Booking Rate	New Accounts Created
Sep 26 - Sep 30	234	67	5	27%	47	11	73%	26
Oct 3 - Oct 7	268	72	10	13%	22	10	78%	21
Oct 10 - Oct 14	281	68	5	13%	28	10	80%	18
Oct 17 - Oct 22	281	71	7	13%	24	10	78%	24
Cumulative	8,562		295					1066

- **City of Des Moines License Agreement:** DART is working with the City of Des Moines to develop a license agreement to document and govern DART benches in the public right of way. Staff are in the process of negotiating the license agreement.
- **Strategic Planning:** We are working with Baton Global to develop a Strategic Plan to outline DART's priorities for the next 3-5 years. In October the Commission reviewed and provided feedback on all major elements of the strategic plan. Department level scorecards will be developed, and a complete plan will be prepared for Commission review and approval.



MONTHLY REPORT



11C: External Affairs Team Report

Staff Resources: *Erin Hockman, Chief External Affairs Officer*

- **Customer Satisfaction Survey:** DART is using ETC Institute to administer a Customer Satisfaction Survey for its Fixed Route, Paratransit, RideShare and DART On Demand services. Fixed Route on board survey collection in October. Survey collection for DART On Demand, Paratransit and RideShare will wrap up in November. DART will receive preliminary results in early 2023 and a representative from the ETC Institute will provide a report to the DART Commission at their meeting in February.
- **DART Alternative Funding Advisory Committee:** Staff is compiling a variety of additional information requested by the committee in their first meeting on October 7, including:
 - Fleet analysis
 - Detailed ridership
 - Transit Optimization Study
 - Property Tax Formula
 - Efficiency DART has achieved in recent years

The next committee meeting is scheduled for November 18 from 10 a.m. to noon.

- **Grant Applications for Low-Income On-Demand Pilot Project:** DART submitted a Letter of Interest for a \$250,000 Leadership Grant to the Community Foundation in October and has been invited to submit a grant application and present to the grant selection committee in November. In addition, DART has been invited to apply for a grant with the Mid-Iowa Health Foundation and Broadlawn Medical Center. Grant funds would be used to fund an on-demand pilot project in the 50315 area code that DART received seed funding for from the Principal Foundation.

Marketing and Communications – Carissa Meredith, Marketing and Communications Manager

- **November Service Change –** Staff has been promoting the addition of weekend service on Local Route 5 that will begin in November thanks to funding provided through a Principal Foundation grant. The marketing team will continue to promote the additional service after the service change to ensure residents traveling to or between Des Moines, Urbandale and Johnston are aware.
- **Job Fair & Driver Skills Course -** The marketing team developed and deployed a mini advertising campaign, including radio and targeted digital advertising, to promote the job fair being held November 2-3.
- **RideShare Marketing Campaign –** A new marketing campaign has been developed to help attract more vanpool passengers to the program. In addition, the marketing team is working closely with the RideShare team to develop new collateral to support the RideShare transition from RideShark to QRyde.
- **Midterm Elections Rides -** On Tuesday Nov. 8, riders will once again be given the opportunity to ride DART services free to help reduce barriers to voting.



MONTHLY REPORT

11C: External Affairs Team Report

- **DART Central Station 10-Year Anniversary** – To celebrate the 10-year anniversary of DART Central Station, DART is offering free rides Nov. 20-26 and will be recognizing the anniversary throughout that week on social media.
- **Iowa DOT DART Alternative Funding Support** – Throughout October, staff leveraged contacts with media, city communicators, social media, and member city Chambers of Commerce to spread the word of the DOT's Alternative Funding Survey.
- **Brand Refresh** – DART kicked off a brand refresh project in October, holding two brainstorming sessions with staff to gather their feedback and input on what should and shouldn't change as part of the brand refresh. The current scope of the brand refresh includes:
 - Rebranding DART's medium duty fleet to better reflect the array of services the vehicles will provide, including Paratransit, On Call and DART On Demand.
 - Rebrand the D-Line to distinguish this service from DART's other Fixed Route services in the downtown area.
 - Re-evaluating the RideShare brand to reflect how the program has evolved and changed in more recent years.
 - Possible renaming of Paratransit and Bus Plus to reduce confusion and create a more welcoming, friendly service brand.

DART in the NEWS

[DART hiring event puts applicants behind the wheel](#)

[DART conducts rider surveys to get input to better meet changing transportation needs](#)

[City Of Johnston: Provide Input For Dart Alternative Funding](#)

Marketing Analytics Report

Metric	April 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Sept 2021	Year Prior
MyDART App Accounts	37,752	38,413	39,470	40,371	43,870	44,909	32,290	39%
Website Unique Visitors	20,905	23,144	22,199	18,962	35,503	21,768	21,414	2%
Facebook Likes	6,023	6,062	6,074	6,084	6,109	6,114	5,138	19%
Twitter Followers	2,506	2,516	2,519	2,524	2,542	2,580	2,462	5%
Instagram Followers	1,517	1,540	1,552	1,554	1,568	1,579	1,458	8%
LinkedIn Followers	707	731	743	754	775	786	586	34%
Email Subscribers	13,500	13,551	13,550	13,557	13,566	13,561	13,121	3%
Trip Plans	31,214	37,318	44,412	39,476	54,465	51,143	32,384	58%
Real-time Map	21,248	28,359	34,609	27,711	41,711	39,813	26,157	52%
Next DART Bus	245,454	353,591	341,649	285,471	327,387	353,738	214,985	65%
SMS Text Messaging	135,373	136,377	128,733	115,626	131,070	133,679	132,265	1%

MyDART App Report

MONTHLY REPORT
11C: External Affairs Team Report

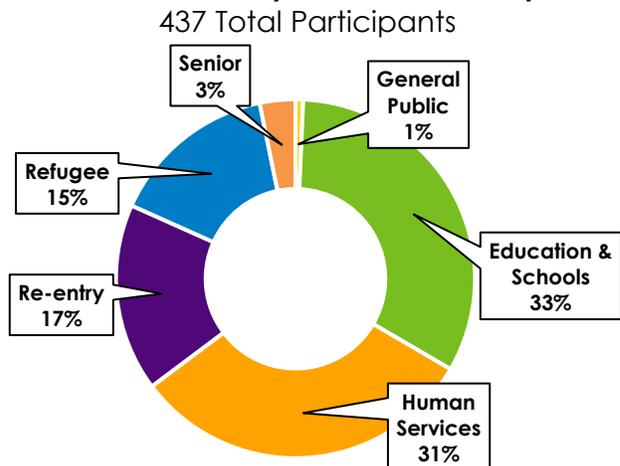


Metric	Nov 2021	Dec 2021	Jan 2022	Feb 2022	March 2022	April 2022	May 2022	TOTAL FY 2022
Downloads	834	880	890	822	989	934	661	45,664
iOS	236	247	259	464	264	256	180	14,123
Android	598	633	631	617	725	678	481	7,422
Accounts Created	569	593	669	566	706	620	732	8,620
Orders Placed	2,910	2,993	3,005	3,164	3,472	4,082	4,615	38,627
Passes Purchased	4,247	4,050	4,118	4,363	4,774	6,674	7,473	57,597
Revenue	\$18,679	\$18,779	\$20,077	\$19,478	\$22,677	\$19,950	\$20,182	\$223,687

Business & Community Partnerships – Matt Harris, Business & Community Partnerships Manager

- **Art shelters** - Art shelter projects at the Roosevelt Cultural District and 6th Avenue Corridor in Des Moines were recently dedicated, featuring special events with the respective artists, local officials, and community stakeholders. Upcoming shelter installations include locations in Johnston (1), the Avenues of Ingersoll and Grand (2), Urbandale (2), Windsor Heights (3) and the second phase of 6th Avenue Corridor (4). Art processes are also completed or underway in the cities of Altoona and West Des Moines.
- **New Unlimited Access partnership** - DART has signed a letter of intent for a new Unlimited Access partnership with the Annex Group and its multi-family residential housing project, Union at River’s Edge, in downtown Des Moines, served by DART Local Route 6. The project is currently anticipated for market entry in 2025 and expands DART’s current portfolio of residential partnerships that to date include properties under the management of Newbury Living, Conlin Properties, and Rypma Properties.
- **Unlimited Access Program** - September ridership by Unlimited Access partners grew more than 7% month-over-month, continuing gains made through the first quarter of FY22. The top 5 Unlimited Access partnership by ridership include DMACC, Newbury Living, Drake University, the Hy-Vee Commissary and Principal Financial Group. Upcoming partnership renewals include The Wittern Group and Hy-Vee Commissary.
- **Ride to Thrive program** - Implementation of the new Ride to Thrive Program continues with 245 participants enrolled since July 1, of which more than 60% have enrolled using Food Assistance as proof of eligibility.
- **Mobility Coordination** - Mobility outreach training through September 2022 participation is shown in the chart.

FY2022 YTD Mobility Outreach Participants



RideShare – Victoria Henderson-Weber, RideShare Supervisor



MONTHLY REPORT

11C: External Affairs Team Report

- **New technology systems implementation:** DART and HBSS are working through implementation processes to ensure our new QRyde platform is live by December 1. Currently, the project is on schedule and staff training and system testing have begun.
- **Vanpooling promotion:** DART's website has been updated to support the employer focused marketing materials featuring the tax benefits of vanpooling. Materials shared at the SHRM Conference, and online, have driven an increase in both individual and partnership inquiries to over the past month.
- **Vanpooling Partnerships:** Staff are continuing to work with RideShare partner Vermeer to finalize their vanpooling corporate benefit intended to grow their employee participation in current and new routes.
- **Vanpooling Ridership Statistics:** RideShare passenger trips have continued to increase due to our new relationships with Iowa DHS Bureau of Refugee Services and our expansion of the relationship with Pella Corp and Vermeer; up by almost 50% over the past 6 months.

Monthly Federal Update for Des Moines Area Regional Transit Authority

Prepared by Cardinal Infrastructure

Prepared October 27, 2022

Congressional Update

Congress is on recess until after the General Election on November 8th. The outlook for the elections point to a Republican takeover of the U.S. House and possibly a one or two seat Republican majority in the Senate. The new Republican majority is likely to take a much more fiscally conservative course. Democratic leaders are committed to passage of the FY 2023 Appropriations bills prior to the end of this Congress on January 3rd. However, in order to pass this final funding bill they will need the cooperation of Senate Republicans who could feel pressure from an emboldened conservative base if the election victory is decisive for Republicans.

The current Continuing Resolution, under which the government is currently operating, expires on December 16th. Expect fierce opposition from House Republicans to passage of a full year omnibus bill and threats by some Republicans to force a government shutdown unless the CR is extended into the next Congressional session allowing Republicans to set funding levels for the remainder of the year. All of this puts in question the future of Congressional Directed Spending requests included in the House passed appropriations bills and proposed in the Senate version.

The future of Congressionally Directed Spending requests is in doubt under a Republican House Majority. Despite the support of many Republican members for the ability to direct spending to Congressional Districts there is a sizable contingent of conservatives that oppose any earmarking in appropriations bills. This conservative faction is likely to base their support for the Speaker of the House on elimination of earmarks entirely.

Previewing a Republican Agenda for the House

House Republican Leader Kevin McCarthy outlined his prospective legislative priorities for the 118th Session of Congress in a press interview earlier this week. McCarthy will likely have a clear path to serve as the Speaker of the House if the GOP retakes the chamber after the midterm elections. Addressing the nation's debt would be a top priority, should McCarthy have the opportunity to set the agenda.

McCarthy shared that he would oppose any new funding requests related to coronavirus response or relief. It is expected that a Republican majority will use their oversight capacity to scrutinize the Biden Administration's ongoing implementation of the American Rescue Plan Act of 2021, and unspent funds could be subject to the discussion of attempted clawbacks in the House.

Chairman DeFazio Letter

Chairman DeFazio, of the House Transportation and Infrastructure Committee sent a letter to FTA Administrator Fernandez expressing concerns over enforcement of the provisions prohibiting transit agencies from purchasing rolling stock from Chinese manufacturers. Specifically, the chairman is calling for FTA to implement enhanced oversight of State Owned Enterprises doing business with transit agencies, particularly those agencies that were exempt from the original legislation.

The letter suggests steps to be taken by FTA. "Such oversight standards could include recommendations to conduct additional audits beyond the currently mandated pre-award and post-delivery audits, as I understand has been done by one exempt transit agency in the past; practices for deeper vetting and verification of component and subcomponent cost and origin data; and other oversight enhancements as identified by FTA. While thorough Buy America compliance reviews are critical for all federally-funded procurements, they take on even greater significance for transit agencies purchasing rolling stock from entities that are intent on gaming the system and undermining legitimate competition. While transit agencies may be inclined to assume good faith by manufacturers in most of their procurements, this assumption should not be extended to predatory SOEs. FTA issuing a set of targeted oversight standards specifically for SOE procurements could help transit agencies ensure SOE compliance with Buy America until such time as Congress can fully prohibit transit agencies from making such procurements with federal funds."

BIL Implementation

Safety Strategy to Involve Local Government Input

As part of its ongoing efforts through the National Roadway Safety Strategy (NRSS) to prioritize safety and meet milestones laid out in the Bipartisan Infrastructure Law, the U.S. Department of Transportation's Federal Highway Administration (FHWA) announced new guidance to help states address the crisis of roadway deaths across our nation. Vulnerable road users, such as pedestrians, cyclists, and people who use wheelchairs, accounted for approximately 20% of the 42,915 people who were killed in motor vehicle crashes in 2021, according to the National Highway Safety Administration, an increase of 13% over 2020.

The guidance will provide additional clarity for states as they develop their Vulnerable Road User Safety Assessment, a new safety approach established under President Biden's Bipartisan Infrastructure Law to assess the safety performance of individual states, identify areas of high risk to vulnerable road users, and determine what safety improvements will mitigate these safety risks. By law, the Vulnerable Road User Safety Assessments developed by states to identify areas of high risk must be driven by demographic and performance related data developed in consultation with local governments that represent high risk areas as well. In developing these assessments, FHWA is encouraging states to work with institutional, advocacy, and community groups, particularly those that represent populations that are involved in these crashes and reside in the locations where fatalities and serious injuries are occurring.

Once completed, FHWA encourages states to use their Vulnerable Road User Safety Assessment findings to adjust project selection and investment strategies. FHWA's guidance on the assessment will help states follow that legal requirement as they work to reduce roadway fatalities and improve the safety of road users who walk, bike, roll and rely on access to transportation systems.

Guide for Public Involvement

The U.S. Department of Transportation released its Promising Practices for Meaningful Public Involvement in Transportation Decision-Making document, a first-of-its-kind guide for DOT funding recipients and partners that conduct public involvement in the transportation space.

Meaningful public involvement from the beginning has the potential to help projects come to life better, faster and more thoroughly suited to the communities they benefit and impact. To identify obstacles to the full representation of all affected communities, the Department

collected information from multiple sources, including transportation stakeholders and communities, to identify obstacles to inclusion in the transportation decision-making process and how to address them. Challenges identified include the use of one-size-fits-all strategies and the lack of accountability for acting on community inputs.

As the Department updates regulations and orders under related authorities, such as Title VI of the Civil Rights Act of 1964 and the National Environmental Policy Act of 1969, this guide will help provide a common understanding of meaningful and effective public involvement practices.

Upcoming Grants

FHWA Formula Grants Released

The U.S. Department of Transportation's Federal Highway Administration (FHWA) announced that it has released \$59.9 billion in Fiscal Year 2023 apportionments for 12 formula programs to support investment in critical infrastructure, including roads, bridges and tunnels, carbon emission reduction, and safety improvements utilizing funding from President Biden's Bipartisan Infrastructure Law. The funds go directly to all 50 States, the District of Columbia and Puerto Rico and help them continue the important work of rebuilding our roads and bridges and making our transportation system more efficient.

The Bipartisan Infrastructure Law contains the single largest dedicated investment in our transportation infrastructure since the construction of the Interstate Highway System in the 1950s and 1960s. In the last year alone, Bipartisan Infrastructure Law funding has already been used to help address long overdue needs in every State in the nation, including:

The Bridge Formula Program supported repairs on over 2,400 bridges, including the I-270 bridge replacement over the Mississippi River in Illinois, the Dare County bridge replacement in North Carolina, and the I-65 bridge replacement over the Sepulga River in Alabama.

The Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Formula Program has funded over \$200 million of projects in 21 States, including resilience improvements to the I-20 Wateree River Bridge in South Carolina to upgrade critical elements of the bridge and raising the elevation of Louisiana Highway 1 (LA 1) to make it more resilient to flooding during extreme weather events across the Gulf of Mexico.

The Highway Safety Improvement Program supported improvements on over 5,300 projects, including a total of 155 roundabout projects throughout the country that will reduce the number of traffic conflict points; over 100 pedestrian and bicyclist safety improvement projects throughout Oregon; the implementation of 30 rectangular rapid flashing beacons in Arlington County, Virginia, to help pedestrians safely cross the street; and road safety audits along rural corridors in Tennessee to identify safety improvements needed to reduce fatalities and serious injuries.

The National Highway Performance Program has funded more than 6,000 projects, including replacing a dangerous intersection on US-50 in Pueblo, Colorado with an interchange that improves safety and connectivity for bikers, pedestrians, motorists, and freight flows; resurfacing 13 miles of I-57 in Illinois and improving a rest area that includes truck parking; and constructs a new bridge, passing lanes and two-way left-turn lanes on California State Route 46.

The \$59.9 billion in funding for Fiscal Year 2023 is the second year of funding under the Bipartisan Infrastructure Law and represents an increase of \$15.4 billion in formula programs as compared to Fiscal Year 2021, the last fiscal year before the Bipartisan Infrastructure Law was implemented. This Bipartisan Infrastructure Law funding is distributed annually by FHWA based on Congressionally mandated formulas.

The U.S. Department of Transportation released information about its Thriving Communities Program

The program is part of an ongoing effort by the Biden-Harris Administration to ensure that state, local, Tribal and territorial governments large and small have the tools needed to access federal funding for projects serving their communities.

The Thriving Communities program will provide two years of intensive technical assistance to under-resourced and disadvantaged communities to build upon their existing expertise to identify, develop and deliver transportation and community revitalization activities. Capacity builders funded through Thriving Communities will help selected communities in a variety of activities from preparing application materials or predevelopment activities to deploying innovative community engagement, workforce development and clean technology strategies. There is no cost for communities to receive support through the program.

The NOFO will provide funding for organizations to provide technical assistance, planning and capacity building support to recipients under the Thriving Communities Program. Capacity builders are invited to apply individually or as a team and may include non-profits, state, local or Tribal governments or philanthropies. In addition to the NOFO, the Department has a fact sheet for interested capacity builder applicants [here](#). The NOFO will be open until November 22, 2022.

White House Infrastructure Summit

The White House held the "Accelerating Infrastructure Summit." Mitch Landrieu, White House Infrastructure coordinator, opened the Summit with his remarks on the Biden Administration's historic infrastructure investment and how they plan to deliver projects on time, on task and on budget. "On time, on task, and on budget" was the theme throughout the Summit. Sec. Buttigieg started by highlighting the need for strong federal/state partnerships, as 90% of all IJJA infrastructure projects will be filled by state and local governments. He mentioned 4 common roadblocks to successful delivery of infrastructure projects: lack of data, lack of technology, and a need for greater organizational capacity. Sec. Buttigieg stressed the importance of early community engagement to help speed up a project timeline, citing several projects that have had timelines derailed and costs escalated due to community pushback. He also spotlighted the USDOT's recent launch of the project delivery Center of Excellence and the newest iteration of the Federal Highway System's "Every Day Counts" program.



MONTHLY REPORT



11D:	Finance, IT & Procurement Team Report
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Staff Resources: *Amber Dakan, Mike Gulick, Kyle Foster*

Finance Department – Amber Dakan, Finance Manager

- **FY 2022 National Transit Database (NTD)** – Finance staff continue to work to complete and closeout FY2022 statistical data to be reported to the National Transit Database due in October. These metrics include financial and operating miles and hours from all service modes.
- **Financial Planning** – Staff continued to work extensively with Public Financial Management (PFM) on developing a 5-year financial plan which was presented to the Commission on October 20th. Next steps are being planned for capital financial planning as well as treasury management.
- **Quarterly Federal Reporting** – Grant staff are working to complete the quarterly Federal Fiscal Reporting (FFR) and Milestone Quarterly Reporting (MPR) due quarterly for each open grant to FTA.
- **Ongoing Projects** – Finance team members continue to participate in ongoing projects to include the Rideshare system implementation of QRyde, HRIS solution demonstrations and RFP work, further banking transition progress and an upcoming RFP for Financial Audit Services.

Procurement Department – Mike Gulick, Procurement Manager

Upcoming Projects and Procurements:

- **Drive Lane Concrete (1100 DART Way)** – DART is seeking a contractor to provide replacement of concrete in the drive lane at 1100 DART Way. The project will focus on demolition and replacement of concrete that is over the diesel fuel tanks. The existing concrete does not have enough slope and causes water to get into the fuel tanks.
 - Contract awarded to DBE and estimated completion is now extended into early November due to some delays
- **Armored Vehicle & Courier Services** – DART is seeking a contractor to provide armored vehicle and courier services for DCS, DW, and State Fair. The current Contract expires November 14, 2022.
 - RFP publicly posted September 27, 2022, closing October 24, 2022
 - DART has received a single proposal from incumbent under evaluation
- **Glass Replacement Services** – DART is seeking a contractor to provide glass replacement services for the bus shelters and DCS from vandalism and damage.
 - RFQ publicly posted September 22, 2022, has been extended to closing October 31, 2022
- **Walk Behind Scrubber** – DART is seeking a second walk behind scrubber for maintenance to use on the garage floors.

MONTHLY REPORT
11D: Finance/IT/Procurement



- o RFQ publicly posted September 22, 2022, has been extended to closing October 25, 2022

Contracts and Task Orders Approved Recently:

- **Vanpool Management Software** – DART awarded Contract to HB Software Solutions for their proprietary QRYde system on July 7, 2022 and notice to proceed on August 1, 2022.
- **Securities Upgrades (1100 DART Way)** – DART has placed purchase order off State Contract with Baker Group to update the security system at DW and allow for remote security work. Cameras are in and we are waiting on mounts and brackets to be delivered.
- **Facilities Truck** – DART has placed a purchase order off State Contract with Karl Chevrolet and GM has accepted for 2023 Chevrolet 3500HD 4x4 Standard Cab Work Truck. Estimated time for delivery is December 2022 with potential for delay into 2023.
- **Frontrunners** – Dart has placed a purchase order off State Contract for seven (7) Frontrunners from Høglund Bus Co/New England Wheels. Estimated time for delivery is Early 2023.
- **Medium Duty Buses** – DART has placed a purchase order off State Contract for four (4) 29' Gillig Buses. Estimated time for delivery is 2nd or 3rd quarter 2023.

Future Procurements:

- HRIS System
- HR Employee Service Awards Program
- Insurance Alternatives for DART
- Financial Audit Services
- Art Wall Refresh
- Bond/Financing Counsel Services
- Construction Management Services
- Outdoor Signage Displays
- ADA Van
- Frontrunners – second order

IT Department – Kyle Foster, IT Director

- **Radio Replacement Project** – The bus installations and cutover to the new radio system is complete. Two remaining items are to add additional grounding to the antenna at Dart Way and remove the tower equipment for the old radio system.
- **Technology Plan (Health Assessment) Development** – Underutilization of existing software/solutions was one of the voids established in the assessment. Based upon this feedback from R&B, solution vendors have started to be engaged for follow up training and to assist in updating standard operating procedures.
 - o Trapeze has provided a response to all pain points/issues around their software. This is being reviewed and will be utilized for improvements over the next few months.
 - o Vendor training has also been scheduled from Hacon and Bytemark to increase efficiencies with the mobile TripPlanner.
- **Infrastructure Refresh project** – DART has hardware that's starting to reach its replacement timeline. Vendor engagements have begun to determine replacement make, models, and pricing. Once a vendor has been chosen, DART will build a phased approach to refresh the aging hardware. Consideration has been given to existing and future locations to ensure everything is modular and scalable enough to be relocated and expanded upon.

MONTHLY REPORT
11D: Finance/IT/Procurement



- RSM was engaged to do a server and network hardware audit. They have provided a list of recommended hardware items that they would recommend getting on the replacement schedule as well as their costs.
- Cisco in conjunction with CDWG has also been engaged to do an audit and provide recommendations on replacement equipment and pricing.
- Pure Storage in conjunction with CDWG has been engaged as a potential option in place of our current NetAPP storage devices.



MONTHLY REPORT



11E: Human Resources, Training & Safety Team Report

Staff Resource: Todd Sadler, Chief Human Resources Officer

Human Resources – Shelby VanSteenwyk HR Specialist

• **Recruitment Update - Current Openings:**

- Fixed Route Operator
- Paratransit Operator
- Chief Financial Officer
- Chief Human Resources Officer
- Human Resources Generalist
- Payroll and Benefits Specialist
- Temporary Customer Service Specialist
- Operations Dispatcher
- Transit Planner

• **Recent Hires:**

- Operations Supervisor started on 9/21
- Bus Service Person started on 10/5
- Fixed Route Operator started on 10/10
- Paratransit Operator started on 10/10
- Chief Operating officer started on 10/17
- Fixed Route Operator started on 10/24
- Paratransit Operator started on 10/24

- **COVID-19 Update:** Since the beginning of 2022 we have had 107 positive tests. Notable statistics include that our total vaccination rate is 67.77 percent. We are continuing to showcase the benefit of getting vaccinations to our employees.

Training – Matt Johnson, Training Manager

- **Fixed Route Trainee:** Training continues for one Fixed Route Operator in training.
- **Paratransit Trainee:** Training continues for one Paratransit Operator in training.
- **Mobility Device Securement and Passenger Assistance Refresher:** Training started refresher certification sessions for all operators for securing mobility devices, as well as passenger securement using the seat belts in all the buses.

Safety – Pat Daly, Safety Manager

- **DART Safety Plan:**
 - Delivered new employee safety plan, hazard and near miss reporting orientation
 - Delivered winter personal safety and bus driving and operations training to bus operators and maintenance. Service, and facilities staff.
 - Continued work on several emergency action plans.
 - Continued work on updates to the Agency Safety Plan.



MONTHLY REPORT

11E: Human Resources, Training and Safety Team Report

- **Risk Assessments**

- Conducted a risk assessment on a proposed change to the bus route for school service in the Oakridge Neighborhood.
- Conducted a risk assessment for a proposed new stop requested by the Southridge Senior Lofts.



MONTHLY REPORT



11F: Chief Executive Officer

Staff Resource: Elizabeth Presutti, Chief Executive Officer

- **DART Executive Committee** - The DART Executive Committee met on Wednesday, October 19. The discussion items presented during the meeting included:
 - Legislative Update
 - Electric Bus Update
- **American Public Transportation Association Annual Meeting** - I attended the American Public Transportation Association (APTA) Annual Meeting with other DART Staff members which was held in Seattle, WA October 9-12, 2022. One of the primary topics of focus was the how transit agencies are bouncing back after the pandemic.
- **Chief Operating Officer** – Brandon Smiley our new Chief Operating Officer started at DART on October 17, and we are very excited to have him onboard. Brandon comes to us from KCATA in Kansas City where he served as the Director of Transportation. He has worked in transit his entire career, starting out as a bus operator at KCATA and serving in many other capacities during his career. His extensive transit operations experience will be very valuable as we continue to grow and evolve as an organization.
- **Chief Human Resources Officer** – Todd Sadler will be leaving his position as DART's Chief Human Resources Officer on November 4, 2022. Todd has accepted a position with the City of West Des Moines to serve as their Human Resources Director. I am grateful for all Todd has done for DART — leading a successful ATU contract negotiation and developing policies and procedures needed, just to name a few.



FUTURE DART COMMISSION ITEMS



Future Agenda Items:

December 6, 2022 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> • TRAC By-Laws • City of Des Moines License Agreement • Public Transportation Agency Safety Plan Approval 	<ul style="list-style-type: none"> • Transit Riders Advisory Committee Update • FY 2024 DART Budget Update • February Service Change • Heavy Duty Bus Purchase • Paratransit ADA Path Forward • DART Funding Study Advisory Committee Update
January 3, 2023 – 12:00 P.M. (Annual Meeting)	
Action Items	Information Items
<ul style="list-style-type: none"> • Audited FY22 Financials • 2023 Legislative Priorities • MPO/CIRTA Representation • Updated Procurement Policy and Procedures • Winter Service Change • Outdoor Signage Displays 	<ul style="list-style-type: none"> • FY 2024 DART Budget Update • Paratransit Public Input Plan Results
February 7, 2023 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> • FY 2024 Budget Public Hearing Date • ADA Paratransit Changes 	<ul style="list-style-type: none"> • Transit Riders Advisory Committee Update • Strategic Planning • Customer Satisfaction Survey Results • Quarterly Investment Report • Quarterly Financial Update • Quarterly Safety Report

Upcoming DART Meetings:

MEETING	DATE	TIME	LOCATION
DART Executive Committee	Wednesday, November 16, 2022	12:00 p.m.	Zoom
DART Operations and Maintenance Workshop	Thursday, November 17, 2022	12:00 p.m.	Hybrid