

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

**1100 DART Way – Des Moines, IA 50309
May 31, 2011**

ROLL CALL

Commissioners Present: Bob Mahaffey, Gaye Johnson, Tom Gayman, Angela Connolly, Ted Boesen; Steve Brody, Steve Van Oort

Commissioners Absent: Christine Hensley, Skip Conkling

Alternates Present: Larry Hulse for Christine Hensley

Staff Present: Brad Miller, General Manager; Elizabeth Presutti, Chief Development Officer; Kirstin Baer-Harding, Advertising Manager; Jamie Schug, Chief Financial Officer; Tom Reynolds, Chief Operating Officer; Rebecca Lovig, RideShare Manager; Kirstin Baer-Harding, Advertising Manager; Gunnar Olson, Public Information Officer; Jim Tishim, Planning Director; Chet Bor, Paratransit Director; Randy McKern, Transportation Manager; P.J. Sass, Customer Service Manager; Nolden Gentry, Legal Counsel; Suzanne Robinson, Clerk to the Commission;

Others Present: Dana Conn, TMA; Katie Stinson, Des Moines Register; Alexander Grgurich, TRAC; Dylan Mullenix, MPO; Matt Rodekamp, Substance Architecture; John Halsband, customer and DART employees Greg Schmitt and Barb Steinback

CALL TO ORDER

The meeting was called to order by Chair Angela Connolly at 5:01 p.m. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF MINUTES

Chair Connolly called for corrections to the April 26, 2011, meeting minutes. There being no comments on the minutes, it was moved by Mr. Steve Van Oort and seconded by Mr. Ted Boesen that the minutes be approved. The minutes were approved as written.

PUBLIC COMMENTS SECTION

None

TRAC UPDATE

Alexander Grgurich reported that at the previous TRAC meeting a DART driver made a presentation regarding the various dilemmas faced by the bus drivers on a regular basis. He said they also heard a report on the upcoming RideShare fare increase and met with the consultants about the DART Forward 2035 plan.

EMPLOYEE RECOGNITION AWARDS

Mr. Miller introduced Mr. Marion Butts, a Maintenance Department employee at DART, and presented him with the Employee Recognition Award for his great customer service skills on DART's behalf.

Mr. Miller introduced Jim Tishim, DART's Planning Director, a longtime DART employee who started out as a bus operator. Mr. Miller presented the award to Jim for the great job that he has done in managing the construction project of the storage barn facility at the same time as Jim was managing DART's scheduling function for bus service changes and the redesign of the work assignment process for the State Fair.

CONSENT ITEMS

8A – Bus Shelter Fabrication Contract

8B – Iowa DOT Office of Public Transit Statewide ITS Grant

8C – April 2011 Financial Reports

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

ACTION ITEMS

Action Item 9A – DART Central Station Construction Contract

Ms. Elizabeth Presutti announced that four bids were received for the DART Central Station construction project. The bid included a base-bid for a 22,000 square-foot facility that will accommodate 15 buses, as well as alternates for additional solar capacity and deducts for landscaping and software options with the Weitz Company being the lowest base bidder at \$14,682,000 and at \$14,905,000 with the selected alternates. The base bid and the alternates are below the estimated construction budget of \$15,134,500. Included is \$1,490,050 for a ten-percent (10%) contingency for any unexpected issues that may arise. The alternates selected for inclusion of the project include:

- Utilizing FSC certified wood for all interior architectural woodwork (1 LEED point).
- Installation of additional Photovoltaics to generate seven percent of the power usage on site (4 LEED points).

She stated there is \$252,450 remaining of construction contingency that is unauthorized as part of the project. As part of contract negotiations DART will be asking the Weitz Company to not fully execute the alternates until after excavation of the site is complete, due to the site unknowns, to ensure we have enough contingency to complete the project. Once Commission approval is received and the contract is negotiated successfully, DART will issue notice to proceed so that The

Weitz Company can begin mobilizing on the site. She said the Wells Fargo land will be closed on within the next 10 days, so that should not impact the schedule.

She added that the DART General Manager will have authorization to approve construction change orders within the authorized construction contract of \$16,395,500. If additional construction funds are needed in the future for unforeseen issues, DART Commission Authorization will be necessary.

Chair Connolly thanked all the participants at the Groundbreaking Ceremony and expressed the Commission's approval of the DART Central Station name, thanking Mr. Olson for his work on the naming project.

It was moved by Mr. Van Oort and seconded by Mr. Mahaffey that the Commission award a contract to The Weitz Company for general construction services for a value not to exceed \$16,395,500, pending successful contract negotiations.

The motion carried unanimously.

Action Item 9B – DART Forward 2035 Guiding Principles

Ms. Presutti explained that five Guiding Principles were adopted by the DART Commission at its Retreat held in April, to provide direction to DART's consulting team at Transportation Management and Design, Inc., as they develop specific service change recommendations. These principles are reflected in the attached presentation, summarized as:

- Transit lifestyle corridors and key travel needs should be an important component in the development of the plan.
- Striking a balance among transit dependent, lifestyle, and work riders. Commute trips occur throughout the day, not just during peak periods.
- Travel and development patterns that have changed and reconfigure the transit network to also provide cross-town types of services.
- Developing partnerships with local businesses and community groups should be an on-going component as DART implements the plan.
- Be sure that transit is an integral component of the Sustainable Communities planning process. Important to use a transition plan to prepare riders for reductions in non-performing routes and services.
- Productivity factors should be included in the development of the plan and in the provision of service as the system evolves.

Ms. Presutti added that after the guiding principles are approved, the consulting team at Transportation Management and Design can move forward with drafting specific service recommendations. The recommendations would be unveiled to the public at a series of public meetings this summer, likely in July.

It was moved by Mr. Boesen and seconded by Ms. Johnson that the Commission adopt the DART Forward 2035 Guiding Principles as presented.

The motion carried unanimously.

Action Item 9C – RideShare Fare Adjustment and Public Hearing Date:

Ms. Rebecca Lovig stated that RideShare staff has been reviewing fare policies of other vanpool programs as well as our current fare structure for the last six months. Based upon this review and the current market conditions, RideShare staff is proposing a onetime fare adjustment of 10 percent

to be implemented in October 2011. The adoption of a fare policy includes a provision whereby fares would be increased bi-annually at a rate of 5 percent. In FY2012, this fare increase is projected to generate an additional \$76,253 in revenues based on the number of vans in operation to date and fuel prices of \$2.90 per gallon. Vanpool riders pay fares based on a sliding scale depending on the number of passengers in the van and mileage traveled. Additional mileage brackets have been added to reflect vanpools from greater distances (over 151 miles per day; no current riders are in these fare brackets).

Ms. Lovig said that the Commission is being asked to approve a public hearing to be held on June 15, 2011, and then to approve the fare policy at the June 28, 2011 Commission meeting. Mr. Brody asked about the savings in the budget, and Ms. Lovig said there were some savings on fuel costs from being under budget for part of the year. Chair Connolly asked about FTA approval for the fare policy change, and Ms. Lovig said it has been approved.

It was moved by Mr. Hulse and seconded by Ms. Johnson that the Commission approve the advertisement of a Public Hearing for a RideShare fare adjustment based on the recommended proposal.

The motion carried unanimously.

DISCUSSION ITEMS

Discussion Item 10A – Update for City Managers on FY-2012 and Future Budgets:

Ms. Jamie Schug said that on May 17, 2011 DART Staff met with the Service and Budget Committee (City Managers and Finance Directors) from member communities to update them on the status of DART's budget, the DART Forward 2035 Transit Plan and the General Manager search. She gave a summary of the presentation the Service and Budget Committee saw at the meeting (attached).

She stated that the managers agreed to reconvene later this summer to get another update on the budget and how new services to be recommended through the DART Forward 2035 Planning process might be organized and funded. Ms. Schug added that the Service and Budget Committee members agreed that DART staff is on top of the situation going forward into the budget year. Chair Connolly asked Ms. Schug if she would report monthly on the status of the budget, and Ms. Schug agreed to do so.

Discussion Item 10B – Performance Reports:

Mr. Miller explained that ridership was down due to one fewer weekdays in April, but that all routes were somewhat flat. He said that May is looking much better, and that May's figures will be the first comparison with last year's that will be an "apples to apples" comparison since the service cuts last year.

MONTHLY REPORTS

Mr. Reynolds introduced DART's new IT Manager, Ms. Barbara Steinbeck, and said that DART is happy to have her expertise as the AVL project gets going.

Mr. Reynolds announced that DART driver Cesar Chavez placed 18th in the National Bus Rodeo in Memphis, beating drivers with lots more experience on the national stage.

Mr. Miller said that Commission members are invited to participate or come as spectators to the 2011 DART Bus Roadeo to be held June 11 beginning at 8 a.m., or 7 a.m. as report time for judges.

Mr. Bor announced that all of DART was excited to find out that it has been presented with the American Public Transportation Association's (APTA) Gold Award in recognition of Bus Safety Program Excellence in 2011. This prestigious award represents the success of DART's ongoing efforts to direct and maintain a true Safety Culture at DART. The Award was presented at the APTA Bus and Paratransit Conference in Memphis, with DART COO Tom Reynolds accepting on behalf of DART. Mr. Miller added that the award is a true testament to the hard work by everyone at DART on this ongoing project.

Mr. Miller announced that DART's Chief Financial Officer, Jamie Schug, earned her Certified Public Finance Officer (CPFO) accreditation by the Government Finance Officers Association this spring by completing the last exam of a 5 exam series. She is one of only 459 CPFO's in the country to earn this designation.

Mr. Miller brought the Commission up to date on the search for a new General Manager for DART, stating that over 100 resumes were received in response to the job posting, and that 20 of these were being more closely examined with the Commission's Selection Committee and consultant John Bartosiewicz of McDonald Transit Associates narrowing the field in preparation for phone interviews in the upcoming week.

COMMISSION ITEMS

Chair Connolly expressed the DART Commission and Staff's sympathy to former long-time MTA Board member Bob Parks, on the loss of his wife, Charlotte.

The DART Commission will not meet at the previously posted July 26, 2011 date, and instead will meet on Tuesday, August 2, 2011, at 5:00 p.m.

ADJOURNMENT

The meeting was adjourned at 5:59 p.m.

2011 Meeting Dates

May 31, Jun 28, August 2

Sep 27, Oct 25, Nov 22, Dec 20

Date: _____

Chair: _____

Secretary: _____