

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

**620 Cherry Street – Des Moines, Iowa 50309  
June 3, 2014**

**ROLL CALL**

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

Commissioner Absent: Chris Hensley

Alternates Present: Larry Hulse and Keith Ryan

**CALL TO ORDER**

The meeting was called to order by Chair, Steve Van Oort at 12:00pm. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

**APPROVAL OF AGENDA**

Mr. Van Oort called for approval of the June 3, 2014 meeting agenda.

It was moved by Mr. Peterson and seconded by Mr. Gayman to approve the June 3, 2014 Agenda. The motion carried unanimously.

**TRANSIT RIDERS ADVISORY COMMITTEE UPDATE**

Greg Boesch provided an update regarding the May TRAC Meeting:

- Received an update on the Fare Policy from Gunnar Olson
- Real Time Data Launch presentation from Kirstin Baer-Harding
- Open Data presentation from Todd Struthers
- Fiscal year changes for FY15
- Received a preview of the website changes

**PUBLIC COMMENT**

No comments

**CONSENT ITEMS**

**7A – Commission Meeting Minutes – May 6, 2014**

**7B – Des Moines Schools Contract**

**7C – Sheldahl Withdrawal**

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

**ACTION ITEMS**

**8A – Farebox and Automated Fare Collection System Contract**

Mike Tiedens, Purchasing Manager provided the Commission background regarding the Farebox contract for new fareboxes and an automated fare collection system that allows for the use of smart cards. DART staff have recommended award of the Contract to LECIP, Inc. for the amount not to

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exceed \$3,565,000. Funding for this project is a 2013 FTA Bus and Bus Facilities Grant and the required local match.

It was moved by Mr. Peterson and seconded by Ms. Johnson that the Commission approve the Farebox and Automated Fare Collection System Contract. The motion carried unanimously.

**8B – General Legal Counsel Services Contract**

Mr. Tiedens provided background to the Commission on the Contract to provide general legal counsel services to support DART staff members and its Board of Directors. DART does not currently have general legal counsel on staff. Funding will come from various sources depending on the details of the project. DART staff have recommended the award of a Contract to Brick Gentry, P.C. for a five year term with three, five year options at the proposed contracted hourly rate.

It was moved by Mr. Conkling and seconded by Ms. Connolly that the Commission approve the General Legal Counsel Services Contract.

Vote: Conkling - Yea, Connolly – Yea, Gayman – Yea, Hulse – Nay, Johnson – Yea, Mahaffey – Nay, Muldoon – Yea, Peterson – Yea, Van Oort – Yea.

**8C – On-Call Planning and Management Services Contracts**

Mr. Tiedens provided background on the On-Call Planning and Management Services Contract to support DART staff members and its Board of Directors with general planning activities. Funding for this contract will come from various sources depending on the type of project. DART staff recommend approving two On-Call Planning and Management Services contracts for a five year term with a Not to Exceed amount of \$1,650,000. The individual contracts will be with Transportation Management & Design (TMD) for On-Call Planning Services and Transportation Management & Design (TMD) and CH2M Hill for On-Call Management Services.

It was moved by Ms. Connolly and seconded by Mr. Conkling that the Commission approve the On-Call Planning and Management Services Contracts. The motion carried unanimously.

**8D – Uniform Services Contract**

Mr. Tiedens provided background on the Uniform Services Contract for uniform services for DART Operators, Maintenance, Supervisors and Dispatchers. Funding for this contract will come from the Operations budget. DART staff recommend the approval of a contract with Carpenter Uniform & Promotional Products for uniform services for two years with three, one year options with a Not to Exceed amount of \$350,000.

It was moved by Mr. Peterson and seconded by Mr. Mahaffey that the Commission approve the Uniform Services Contract. The motion carried unanimously.

**8E – Fuel Distribution Piping Replacement Contract**

Mr. Tiedens provided the Commission background on the Fuel Distribution Replacement Contract to replace the fuel piping that distributes fuel from the underground tanks to the dispensers at 1100 DART Way. Funding for this contract is from 2013 state PTIG grants, FTA Formula Funds and the required local match. DART staff recommend the approval of a contract with Unified Contracting Services for the amount of \$250,000.

It was moved by Mr. Peterson and seconded by Mr. Conkling that the Commission approve the Fuel Distribution Piping Replacement Contract. The motion carried unanimously.

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**8F – FY 2015 Capital Improvement Plan**

Amber Dakan, Finance Manager provided a presentation on the FY2015 Capital Improvement Plan. Commissioners were provided both electronic versions of the plan in advance along with a hardcopy at the meeting. DART's capital projects are recommended in order of highest need with the primary focus being to replace buses regularly to maintain a reliable fleet. The Capital Improvement Plan will act as a spending plan for the Commission. The plan will come back to the Commission each year for adoption. Funding comes from various sources, with more than 80 percent being allocated from state and federal. Ms. Dakan discussed the calendar with the Commission and requested approval of the plan as presented.

It was moved by Mr. Conkling and seconded by Mr. Peterson that the Commission approve the FY 2015 Capital Improvement Plan. The motion carried unanimously.

**8G – April 2014 Financials**

Ms. Dakan, provided a presentation on the April 2014 financials to the Commission. Operating expenses are lower than budget for Fixed Route, Paratransit and RideShare.

It was moved by Mr. Gayman and seconded by Ms. Johnson that the Commission approve the April 2014 Financials. The motion carried unanimously.

**DISCUSSION ITEMS**

**9A – DART FY 2015 Marketing Plan**

Kirstin Baer-Harding, Marketing Director along with Jennifer Greiner, Marketing Coordinator provided a presentation to the Commission on the FY2015 Marketing and Communications Plan. A copy of the Marketing Plan was provided to the Commission. The goals of the plan include:

- Building support and awareness for DART services and expansion plans to increase ridership
- Promote the launch of new technologies, including real-time information on the MyDART Trip Planner
- Organize public outreach effort for new fare policy to prepare for new smart card fare boxes in 2015

Mr. Conkling departed the meeting at 12:55pm.

Mr. Gayman commented that he thought it was a great idea to join all of the member communities Chambers of Commerce, and to reach out to the economic development staff when out meeting with the various communities.

Ms. Presutti made note that we would like to offer the Try Transit Week again in October.

Ms. Presutti also followed up to a question posed by Ms. Connolly asking Commissioners that if they are doing a community newsletter to please let us know as we would be willing to contribute.

**9B – Code of Ethics and Conflict of Interest Policy for DART Commission Members and Alternates**

Ms. Presutti discussed the draft Code of Ethics and Conflict of Interest Policy for DART Commission Members and Alternates. Ms. Presutti asked the Commission to review the policy and provide any feedback they might have. The policy will come back for approval at the July meeting.

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**9C – April 2014 Performance Report**

Ms. Presutti updated that fixed route ridership is up 7% over last April. Overall, ridership is up over 5% for all services.

**MONTHLY REPORTS**

**10A – Operations Report**

Mr. Gunnar Olson gave an update to the Commission on the upcoming Bus Rodeo, and extended an invite to the event scheduled at Southridge Mall on Saturday beginning at 7:30am.

**10B – Marketing Report**

No update

**10C – Planning Report**

No update

**10D – Procurement**

No update

**10E – General Manager**

Ms. Presutti updated that she has agreed to volunteer as the Co-Chair for the government sector of the United Way Campaign.

Mr. Van Oort congratulated Elizabeth on her graduation from the Greater Des Moines Leadership Institute.

Mr. Van Oort gave an update regarding the Greater Des Moines Partnership Trip to D.C.

**FUTURE AGENDA ITEMS**

**COMMISSIONER ITEMS**

**12A – FY 2015 Commissioner Officer Election**

It was moved by Ms. Connolly and seconded by Ms. Muldoon that the Commission elect the following officers for FY 2015:

Mr. Steve Van Oort – Chair

Mr. Steve Peterson – Vice Chair

Mr. Bob Mahaffey – Secretary/Treasurer

The motion carried unanimously.

**OTHER – Communications**

**CLOSED SESSION**

**14 – Closed Session:**

It was moved by Mr. Peterson and seconded by Ms. Connolly that the Commission adjourn and reconvene in closed session pursuant to Section 21.5, Subsection (1) (c) of the Iowa Code to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

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Roll Call: Connolly-Yea, Gayman-Yea, Hulse-Yea, Johnson-Yea, Mahaffey-Yea, Muldoon-Yea, Peterson-Yea, Van Oort-Yea. The motion carried unanimously. Chair Van Oort recessed the meeting at 1:12 pm.

Alternate Keith Ryan sat in for Commissioner Conkling.

At 1:21 pm it was moved by Mr. Peterson and seconded by Mr. Gayman that the closed session be adjourned. The motion carried unanimously.

**Meeting Reconvened in Open Session:**

The regular Commission meeting was reconvened at 1:22 pm. Mr. Van Oort stated for the record that no action was taken during the closed session.

**Action Item:**

It was moved by Mr. Mahaffey and seconded by Mr. Peterson that the Commission approve the proposed settlement in the matter of Robert Pate v. Des Moines Area Regional Transit Authority and William Sanders for the total sum of \$225,000.00. The motion carried unanimously.

**NEXT MEETING**

July 1, 2014 at 12:00pm

**ADJOURNMENT**

A motion by Mr. Peterson and second by Ms. Connolly to adjourn the regular Commission Meeting was made at 1:23pm. The motion carried unanimously.

**The June 3, 2014 DART Commission Meeting served as the DART Commission's Annual Meeting.**

**Future 2014 Meeting Dates**

Jul 1, Sep 2, Oct 7, Nov 4, Dec 2

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date