

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

**620 Cherry Street – Des Moines, IA 50309
January 8, 2013**

ROLL CALL

Commissioners Present: Steve Brody, Skip Conkling, Angela Connolly, Tom Gayman, Christine Hensley, Gaye Johnson, Bob Mahaffey, Steve Van Oort

Commissioner Absent:

Alternates Present:

Staff Present: Elizabeth Presutti, General Manager; Jamie Schug, Chief Financial Officer; Chet Bor, Paratransit Manager; Gunnar Olson, Public Information Officer; Tom Reynolds, Chief Operating Officer; Jim Tishim, Planning Director; Randy Ross, HR Director; Debra Meyer, Capital Grants Manager; PJ Sass, Customer Service Manager; Jennifer Long, RideShare Program Coordinator; Mark Burkman, Purchasing Manager; Amber Dakan, Staff Accountant; Greg Schmitt, Training Manager; Nolden Gentry, Attorney, Brick Gentry, P.C.

Others Present: Joe Timmish, DART Customer; Mark Trost, TDS; Zach Young, MPO; Barb Andersen, TMA

CALL TO ORDER

The meeting was called to order by Chair, Steve Van Oort at 4:04pm. 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 January 8, 2013 meeting agenda.

It was moved by Mr. Brody and seconded by Ms. Johnson to approve the January 8, 2013 Agenda. The motion carried unanimously.

PUBLIC COMMENT

Joe Timmish, customer addressed the Commission regarding the security at DART Central Station, Route 16 and drivers.

Mr. Van Oort asked that the General Manager follow up with a phone call to Mr. Timmish.

EMPLOYEE RECOGNITION

Greg Schmitt, Training Manager was commended by Mr. Van Oort and Ms. Presutti on his service to DART for training of 100+ operators in preparation for the move off of the Walnut Street Transit Mall to DART Central Station.

CONSENT ITEMS

7-A – November 27, 2012 Minutes

7-B – RideShare Passenger Vans

7-C – MPO & CIRPTA Committee Appointees

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

ACTION ITEMS

Action Item 8A – November 2012 Financials

Jamie Schug gave a presentation to the Commission regarding the November financials.

It was moved by Mr. Brody and seconded by Mr. Mahaffey that the Commission approve the November 2012 Financials. The motion carried unanimously.

It was noted by the Commission that they will want financials presented in this way going forward.

DISCUSSION ITEMS

9A – FY 2014 Budget Development

Jamie Schug gave a presentation to the Commission regarding the budget development for FY 2014.

Mr. Van Oort asked the General Manager to do a review of the 2nd phase of the DART Forward 2035 Plan at the next meeting.

9B – DART Central Station Update

Ms. Presutti gave an update to the Commission regarding DART Central Station. Staff has fully moved into the building, and we are finishing up on the punch list. The B-Cycle will be done in the spring. We are in the process of finalizing the expenses and identifying how to use the surplus. We will be adding additional gutters on the canopy to address drainage issues.

Mark Trost gave the Commission an update on the vendor space. We are expecting an RFP this week and will work with DART's legal staff and the FTA on language and how to respond.

9C – NCAA Wrestling Tournament

Mr. Tishim gave an update to the Commission on the NCAA Wrestling Tournament that will be in Des Moines March 21-23 at Wells Fargo Arena. The area will expect up to 20,000 spectators daily for the tournament. Polk County has requested assistance on transportation. DART staff has been working with the tournament committee and will plan for expanded service during this time. NCAA is providing private shuttles from Principal Park for their volunteers and staff.

Ms. Hensley departed the meeting at 4:43pm.

9D – November 2012 Performance Report

Elizabeth Presutti, General Manager updated that ridership was up by 1% over last year.

MONTHLY REPORTS

Operations Report

Tom Reynolds, Chief Operating Officer introduced Lyle Maberry, DART's new Maintenance Supervisor.

Marketing Report

No update

Planning Report

No update

General Manager

Elizabeth Presutti, General Manager updated the Commission on staffing changes and promotions at DART:

- Kirstin Baer-Harding has been promoted to Director of Marketing
- Gunnar Olson has been promoted to Public Affairs Manager
- PJ Sass has been promoted to Customer Service and RideShare Manager

The clerk will send out a meeting invite to the Commission for the IPTA Legislative Day Breakfast at the State Capital on January 31, 2013.

FUTURE AGENDA ITEMS

No update

COMMISSIONER ITEMS

No update

OTHER - Communications

No update

ADJOURNMENT

The regular Commission Meeting was adjourned at 4:47pm. It was moved by Mr. Mahaffey and seconded by Mr. Conkling. The motion carried unanimously.

Next Meeting

February 5, 2013 at 4:00pm

Future 2013 Meeting Dates

Feb 5, Mar 5, Apr 2, May 7, Jun 4, Jul 2, Aug 6, Sep 3, Oct 1, Nov 5, Dec 3

Chair

Clerk

Date