

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

**620 Cherry Street – Des Moines, Iowa 50309  
July 1, 2014**

**ROLL CALL**

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

Commissioner Absent:

Alternates Present:

**CALL TO ORDER**

The meeting was called to order by Chair, Steve Van Oort at 12:03pm. 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 July 1, 2014 meeting agenda.

It was moved by Ms. Hensley and seconded by Mr. Peterson to approve the July 1, 2014 Agenda. The motion carried unanimously.

**PUBLIC COMMENT**

No comments

**EMPLOYEE RECOGNITION**

**6A – Cesar Chavez – 3<sup>rd</sup> Place Large Bus Winner at State Rodeo**

**6B – John Bartlett – Fixed Route Driver of the Year**

**6C – Ken Murphy – Paratransit Driver of the Year**

Elizabeth Presutti and Tony Lafata presented awards and took photos with each of the recipients.

**RETIREMENT RECOGNITION**

**7A – Jerry Toms – 32 Years of Service**

Mr. Van Oort recognized and presented Jerry Toms with an award for his 32 years of service. The Des Moines Register article and video of his interview were presented to the Commission.

**CONSENT ITEMS**

**8A – Commission Meeting Minutes – June 3, 2014**

**8B – RideShare Vans**

**8C – Support Vehicles for Supervisors**

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

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**ACTION ITEMS**

**9A – Boiler Replacement Project**

Mr. Mike Tiedens, Purchasing Manager provided the Commission background regarding the Boiler Replacement Project. DART staff recommended the approval of a contract with Air-Con Mechanical Corporation for the amount of \$475,000. Funding for this project is from a 2014 state PTIG grant, FTA Formula Funds and the required local match.

It was moved by Ms. Connolly and seconded by Mr. Peterson that the Commission approve the Boiler Replacement Project.

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

**9B – Open Data Policy**

Mr. Todd Struthers, Information Technology Manager provided background to the Commission on the Open Data Policy. DART staff have recommended providing DART’s schedule and real-time data feeds to the public, free of charge. Staff will work to develop relationships with the technology community to encourage application development.

It was moved by Mr. Mahaffey and seconded by Mr. Peterson that the Commission approve the Open Data Policy. The motion carried unanimously.

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

Ms. Presutti discussed the Code of Ethics and Conflict of Interest Policy that was presented to the Commission. There were no further concerns raised by Commissioners following the policy introduction at the last meeting. Mr. Van Oort asked that Commissioners sign and date the policy prior to leaving today.

It was moved by Ms. Connolly and seconded by Mr. Peterson that the Commission approve the Code of Ethics and Conflict of Interest Policy for DART Commission Members and Alternates. The motion carried unanimously.

**9D – May 2014 Financials**

Ms. Dakan, provided a presentation on the May 2014 financials to the Commission. Operating expenses are lower than budget for Fixed Route, Paratransit and RideShare. Savings continue to be seen in Salaries, Wages and Fringes, Fuel and Lubricants and Insurance.

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

**DISCUSSION ITEMS**

**10A – Art on DART (Art Bus) Update**

Ms. Kirstin Baer-Harding, Marketing Director provided a presentation to the Commission showing the Art on DART pilot project. The project was kicked off on June 26<sup>th</sup> to correspond with the Des Moines Art’s Festival and will run through August 17<sup>th</sup>.

**10B – BRT Update**

Jim Tishim, Planning Director provided the Commission an update on the BRT Project. A letter was sent to all of the stakeholders along the route on March 28<sup>th</sup> to gain any feedback. Findings were that there is no impact to the proposed area.

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**10C – New Website Demonstration**

Ms. Jennifer Greiner, Marketing Coordinator presented a demo of the new website to the Commission. The new website is expected to rollout this weekend. Communication to the Commission and customers will also rollout.

**10D – Real-Time Data Rollout Update**

Ms. Greiner also provided a presentation on the Real-Time Data rollout. The real-time location information will be available on several platforms:

- Online MyDART Trip Planner
- Real-Time Map
- My DART Phone
- Email Alerts

The real-time location information is expected to launch in September or October.

Commissioner Hensley requested that TRAC members be provided reporting data from the number of touch points for Real-Time. Ms. Presutti also added that it can be added to the Marketing Report as well.

**10E – May 2014 Performance Report**

Ms. Presutti updated that ridership continues to trend upwards. Fixed Route was up over 5% for the month of May. Year-to-date we are up over 6%. There has been a slight dip on Express Routes. Staff has begun to look into this.

**MONTHLY REPORTS**

**11A – Operations Report**

Mr. Tony Lafata, Chief Operations Officer provided an update on the effect of the rain in the last few weeks. The retention pond over at 1100 DART Way has gone up about 4 feet, and will drop approximately 6 inches every two days if there is no rain. Right now, we believe we will be fine and will not have to resort to pumping.

**11B – Marketing Report**

No update

**11C – Planning Report**

No update

**11D – Procurement**

No update

**11E – General Manager**

Ms. Presutti updated that DART was invited to the Opportunity Summit that was hosted by the United Way in June. Commissioner's Hensley and Muldoon were also in attendance.

**FUTURE AGENDA ITEMS**

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**COMMISSIONER ITEMS**

Mr. Van Oort encouraged Commissioners to volunteer to assist riders at the Iowa State Fair. Ms. Presutti added that ticket booths will be offered at all locations this year like we have in the past at Southeast Polk. The addition of ticket booths will help speed up service.

**OTHER - Communications**

**NEXT MEETING**

September 2, 2014 at 12:00pm

**ADJOURNMENT**

A motion by Mr. Peterson and second by Ms. Johnson to adjourn the regular Commission Meeting was made at 1:14pm. The motion carried unanimously.

Future 2014 Meeting Dates

Sep 2, Oct 7, Nov 4, Dec 2

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Chair

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date