

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

**1100 DART Way – Des Moines, IA 50309  
July 31, 2012**

**ROLL CALL**

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

Commissioner Absent: Steve Brody

Alternates Present: Steve Peterson

Staff Present: Elizabeth Presutti, General Manager; Jamie Schug, Chief Financial Officer; Chet Bor, Paratransit Manager; Kirstin Baer-Harding, Advertising Manager; Mike Kaiser, Service Management Manager; Gunnar Olson, Public Information Officer; Tom Reynolds, Chief Operating Officer; Greg Schmitt, Training Manager; Deb Meyer, Capital Grants Manager; Jim Tishim, Planning Director; Randy McKern, Transportation Manager; PJ Sass, Customer Service Manager; Todd Struthers, IT Manager; Nolden Gentry, Attorney, Brick Gentry, P.C.

Others Present: Mark Trost, TDS, LLC; Matt Rodekamp, Substance Architecture; Todd Garner, Substance Architecture; John Halsband, Customer; TJ Bangs, LightEdge Solutions; Steve DenHerder, LightEdge Solutions

**CALL TO ORDER**

The meeting was called to order by Steve Van Oort at 5:01 p.m. 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 31, 2012 meeting agenda.

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

**PUBLIC COMMENT**

No public comments.

**EMPLOYEE RECOGNITION**

Jose Alvizures was recognized by Mr. Mahaffey, Ms. Presutti and Mr. Reynolds for his attention to detail and noticing that there was a problem with our oil supply.

Jose was presented with a plaque and a gift certificate for his efforts.

## **TRANSIT RIDERS ADVISORY COMMITTEE UPDATE**

Update has been moved to the August 28, 2012 meeting.

### **CONSENT ITEMS**

**8-A – June 26, 2012 Minutes**

**8-B – Make-up Air Units, Heaters and Air Quality Sensors**

**8-C – IT Server and Storage Equipment for DART Central Station**

**8-D – IT Network Equipment for DART Central Station**

**8-E – Polk County Paratransit Contract**

**8-F – June 2012 Financial Reports**

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

### **ACTION ITEMS**

#### **Action Item 9A – DART Central Station Change Order and Project Update**

Mr. Trost gave the Commission an update on the change orders and the project to date:

- Big drives will be done in August
- Sidewalks will be going in late August
- Roofing will be completed in August
- HVAC will start up
- Stairwell 1 is in
- Early October is still on track, and confirmed for a September completion
- Anticipate a Letter of Intent from interested tenant this week; broker will continue to send out e-mails regarding the Open House on the 10<sup>th</sup>
- The B-Cycle will remain in storage throughout the winter and will be installed in the spring

It was moved by Ms. Hensley and seconded by Mr. Peterson that the Commission approve the DART Central Station Change Order. The motion carried unanimously.

#### **Action Item 9B – Bus Plus Service Area Change**

It was moved by Ms. Connolly and seconded by Ms. Johnson that the Commission approve the Bus Plus Service Area Map Change. The motion carried unanimously.

### **DISCUSSION ITEMS**

#### **10A – November Service Change – Review of Route 7 and Route 8**

Gunnar Olson, Public Information Officer, gave a presentation to the Commission regarding the findings of a staff review of the recommended and adopted changes for Routes 7 and 8 that are to go into effect in November.

The staff review found that the changes to Routes 7 and 8 were in keeping with the guiding principles laid out by the DART Commission as part of the DART Forward 2035 planning study. Staff recommended proceeding with the changes as recommended by staff and adopted by the Commission.

### **10B – FY 2013 DART Marketing and Communications Plan**

Gunnar Olson, Public Information Officer, and Kirstin Baer-Harding, Marketing and Advertising Manager, gave a presentation to the Commission regarding the FY 2013 Marketing and Communications Plan.

The plan aims to provide consistent, accurate and relevant information to the customers, public, ambassadors and stakeholders whom DART serves.

### **10C – MAP-21 Impacts to DART**

Jamie Schug, Chief Financial Officer, gave a presentation to the Commission on the new surface transportation bill, MAP 21 and the impact to DART.

### **10D – Quarterly Safety Report**

Mike Kaiser, Service Management Manager, gave an update to the Commission on the Quarterly Safety Report.

### **10E – June 2012 Performance Reports**

Elizabeth Presutti, General Manager gave an update to the Commission on the June Performance Reports. We still have an 11% ridership increase over last year.

## **MONTHLY REPORTS**

### **Operations Report**

No update

### **Marketing Report**

No update

### **Planning Report**

Jim Tishim, Planning Director gave a brief update to the Commission regarding the AVL System. All of the AVL is up and running in the current fleet. Seven new vehicles will be added after the State Fair and will take approximately 1-2 days to install. The rollout to the public will most likely be after the first of the year.

### **General Manager**

Elizabeth Presutti, General Manager updated the Commission in regards to receiving the State of Good Repair Grant to help fund the replacement of our current fare box system.

## **FUTURE AGENDA ITEMS**

- There will be an August meeting this year
- A discussion regarding Commission Meeting dates and times will be added to the September agenda
- Mr. Van Oort requested that Ms. Presutti submit a request for an Executive Session to discuss the results of her evaluation and make any recommendations

## **COMMISSIONER ITEMS**

- The August meeting is scheduled for Tuesday the 28<sup>th</sup> at 5:00pm. The Clerk was requested to send meeting invites to the Commissioners.
- Mr. Gayman requested that a news release be issued regarding the 11% increase in ridership.
- Mr. Gayman and Mr. Mahaffey extended congratulations to Jose for the potential cost savings that his efforts saved DART

**OTHER - Communications**

**Next Meeting**

August 28, 2012 at 5:00pm

**ADJOURNMENT**

The meeting was adjourned at 6:23 p.m.

2012 Meeting Dates

Apr 24, May 22, Jun 26, Jul 31, Aug 28,  
Sep 25, Oct 30, Nov 27, Dec 18

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Chair

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Clerk

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Date