



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES
MEETING HOSTED IN-PERSON AND VIRTUALLY
620 CHERRY STREET – DES MOINES, IOWA 50309
FEBRUARY 1, 2022**



[The above Commission Meeting was held in a hybrid format].

ROLL CALL

Commissioners/Alternates Present and Voting:

Vern Willey (participated via zoom), Kelly Whiting, Doug Elrod, Michael McCoy (participated via zoom), Josh Mandelbaum, Paula Dierenfeld (participated via zoom), Ross Grooters (participated via zoom), Steve Van Oort (participated via zoom), Bridget Montgomery, Russ Trimble (participated via zoom) and Lauren Campbell.

Commissioners Absent:

Jake Anderson and Joseph Jones

CALL TO ORDER

Chair, Doug Elrod called the meeting to order at 12:01 p.m. Roll call was taken, and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF AGENDA

Chair, Doug Elrod requested a motion to approve the agenda as verbally amended with the correct date/year.

It was moved by Vern Willey and seconded by Kelly Whiting to approve the February 1, 2022 agenda. The motion carried unanimously.

PUBLIC COMMENT

Ms. Garland from Des Moines asked if the Commission could consider more accessible bus shelters and provided suggestions for efficiency for bus service from the suburbs to downtown Des Moines. DART staff will be following up appropriately.

Mr. Garland from Des Moines shared his observations on lack of snow shoveling at the bus stop near his home at Hubbell Avenue and E. Douglas in Des Moines. Commissioner Mandelbaum will be looking into this with the City of Des Moines.

Mr. Washington asked for information about the flex payments for Paratransit and DART staff provided information he needed to answer his concerns.

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CONSENT ITEMS

- 7A – Commission Meeting Minutes – January 4, 2022
- 7B – 2022 DART Commission Weighted Vote
- 7C – Transit Riders Advisory Committee (TRAC) Membership
- 7D – Transportation Improvement Program (TIP) Amendments
- 7E – Quarterly Investment Report
- 7F – December 2021 Financials

It was moved by Vern Willey and seconded by Bridget Montgomery to approve the consent items with an amendment to remove agenda item 7B from the consent items. The motion carried unanimously.

ACTION ITEMS

- 8A – FY2023 Budget Public Hearing Date

Kent Farver, Chief Financial Officer reviewed the budget process to date as well as providing an overview of the proposed FY2023 budget. Per the 28M Agreement, the Regional Transit Authority must hold a public hearing on the proposed budget and allow any member community or the public to provide information to the Commission prior to its adoption of the budget. Staff recommended that the Commission schedule a public hearing on the proposed budget for: Tuesday, March 1, 2022 at 12:00 P.M. in a hybrid format (the hearing will be held at the regular DART Commission meeting where the Commission will consider adoption of the FY2023 budget in advance of the 28M Agreement's deadline of March 15, 2022.

It was moved by Michael McCoy and seconded by Josh Mandelbaum to approve the Public Hearing on the FY2023 Budget. The motion carried unanimously.

- 8B – Bus Shelter and Bench Purchase

Luis Montoya, Chief Planning Officer provided the background on DART's agreement with Tolar Manufacturing, sharing that the Commission approved a five (5) year contract with them in December 2021. A timeline of planned installation and design details of shelters was shared. The City of Des Moines is discontinuing their contract with an advertising firm that currently deploys benches at roughly 100 bus stops. DART staff are working with Des Moines City staff on a plan for DART to install benches at some of the locations where advertising benches will be removed. The procurement process for Tolar Manufacturing was provided. Funding for these shelters will come from DART's capital improvement budget and the corresponding local match, a Transportation Alternatives Program grant from the MPO, a grant from Bravo Greater Des Moines, as well as revenue generated from the Center Street Parking Garage.

It was moved by Josh Mandelbaum and seconded by Bridget Montgomery to approve the purchase of bus shelters and benches from Tolar Manufacturing at a cost Not to Exceed \$650,000.

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The motion carried unanimously.

DISCUSSION ITEMS

9A – Transit Optimization Study Update

Luis Montoya, Chief Planning Officer provided a draft version of the Transit Optimization Study for the Commission to consider for adoption at its March 2022 meeting. Copies of the study were provided at the meeting and mailed to those participating in the meeting via zoom.

9B – Electric Bus Pilot – Year One Update

Amanda Wanke, Chief Operations Operator and Deputy CEO and Keith Welch, Maintenance Manager provided an update on the Electric Bus Pilot, sharing data and information about performance and next steps following the one-year anniversary of having the buses in service.

9C – Mobility Coordinator Update

Catlin Curry, Mobility Coordinator provided an update on recent community outreach and mobility training activities completed to-date in fiscal year 2022.

QUARTERLY AND PERFORMANCE REPORTS

10A – Performance Report – December 2021

10B – Quarterly Financial Update

10C – Quarterly Safety Report

Due to time, Chair, Doug Elrod directed the Commission to review the written quarterly and performance report for September which was provided in their packets.

DEPARTMENTAL MONTHLY REPORTS (BY EXCEPTION)

11A - Operations

Amanda Wanke, Chief Operations Operator and Deputy CEO provided an update on the temporary service reductions, sharing that these went into effect last Wednesday, and we have experienced no missed trips so far and these reductions have helped the temporary short staffing problems. We will plan to resume service at the February service change.

11B – Planning

None

11C - External Affairs

None

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10D – Finance/IT/Procurement

Kent Farver, Chief Financial Officer shared that the DART Executive Committee reviewed the FY2021 audited financials with our audit firm Baker Tilley. Unfortunately since then we have heard from Baker Tilley, sharing like all, they are short on staff and the staff members that were working on the DART audit are no longer with them, causing some delays on information that has already been submitted but needs resubmitting to Baker Tilley. We plan to present the FY2021 audit findings at the March Commission meeting.

10E – Human Resources

None

10F – Chief Executive Officer

Elizabeth Presutti, Chief Executive Officer, reminded the Commission to provide any feedback on the draft Transit Optimization study to her or Luis Montoya, Chief Planning Officer by February 18th. An update was provided on current work from DART staff on the FTA Triennial Review and shared that this review is usually every 3 years but due to the pandemic, it has been pushed out another year, making it 4 years since we last completed this review. The review will be submitted in mid-February and we expect FTA interviews to occur in March or April.

FUTURE AGENDA ITEMS

None

COMMISSIONER ITEMS

Commissioner Russ Trimble provided an update on the hotel/motel tax legislative priority.

ADJOURN

Chair, Doug Elrod, adjourned the meeting at 1:16 p.m.

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*****OFFICIAL NOTICE OF THE NEXT DART COMMISSION MEETING DATE IS HEREBY PUBLISHED:**

The next regular DART monthly Commission Meeting is scheduled for Tuesday, March 1, 2022 at 12:00 p.m. in the DART Multimodal Room at 620 Cherry Street, Des Moines, Iowa. Pursuant to Iowa Code section 21.8, the DART Commission has determined that it is still impractical or impossible to require all Commission members, staff, and the public to be physically present for this Commission meeting. Accordingly, both in-person and virtual options for attendance of the March 1,, 2022 Commission meeting will be offered as follows: (1) Commission members, staff, and the public will be allowed to attend this Commission meeting in person in the DART Multimodal Room at 620 Cherry Street, Des Moines, Iowa; and (2) Commission members, staff, and the public will be allowed to attend this Commission meeting via a virtual platform such as Zoom. Participation directions for such virtual meeting option are as follows:

<https://ridedart.zoom.us/j/86140990444?pwd=b2FveUpvdkNCNmZZcEF0bFZDN3F6UT09>

Meeting ID: 861 4099 0444/Passcode: 234929

Chair

Clerk

Date