

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

**620 Cherry Street – Des Moines, IA 50309
June 4, 2013**

ROLL CALL

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

Commissioner Absent: Steve Brody, Angela Connolly

Alternates Present: David Jones, Steve Peterson

Staff Present: Elizabeth Presutti, General Manager; Gunnar Olson, Public Affairs Manager; Randy Ross, HR Director; PJ Sass, Customer Service Manager; Mark Burkman, Purchasing Manager; Amber Dakan, Staff Accountant; Kirstin Baer-Harding, Marketing Director; Tony Filippini, Transit Planner; Georgia Parkey, Paratransit Operations Manager; Matt Pitstick, Facilities Manager; Randy McKern, Transportation Manager; Matt Johnson, Operations Supervisor; Debra Meyer, Financial Analyst; Greg Schmitt, Training Manager; Jennifer Greiner, Marketing Coordinator; Ethan Standard, Planning Intern; Kyle McCann, Attorney, Brick Gentry, P.C.

Others Present: John Halsband, DART Customer; Barb Andersen, TMA/DCA; Dan Rogers, Des Moines Resident; Carolyn Rogers, Union Park Neighborhood Association; Rod Van Genderen, TRAC Chair; Jeanne Vanda, Public Financial Management

CALL TO ORDER

The meeting was called to order by Chair, Steve Van Oort at 5:00pm. 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 4, 2013 meeting agenda.

It was moved by Ms. Hensley and seconded by Mr. Mahaffey to approve the June 4, 2013 Agenda. The motion carried unanimously.

PUBLIC COMMENT

No Comments

TRANSIT RIDERS ADVISORY COMMITTEE REPORT

TRAC Chair, Rod Van Genderen gave an update to the Commission on the last TRAC meeting. Topics that were discussed:

- 2013 Service Improvements

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- RideShare Fare Increase
- DART Detours
- Overall Feedback
 - Appreciation for DART employees, increased value for customers, expanding hours, being able to get to your jobs, concern for the community and the environment.

CONSENT ITEMS

7-A – May 7, 2013 Minutes

7-B – FY 2014 Infrastructure Grant Applications

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

ACTION ITEMS

8-A – Final Acceptance of DART Central Station Construction

Elizabeth Presutti, General Manager and Todd Garner, Substance Architecture, reported to the Commission on the final acceptance of construction of DART Central Station.

It was moved by Ms. Hensley and seconded by Mr. Mahaffey that the Commission accept the DART Central Station Construction.

Vote: Conkling-Nay, Gayman-Yea, Hensley-Yea, Johnson-Yea, Jones-Yea, Mahaffey-Yea, Peterson-Yea, Van Oort-Yea.

8-B – Vendor Lease Agreement

Ms. Presutti presented the vendor lease agreement with Java Joe's to the Commission.

It was moved by Mr. Conkling and seconded by Ms. Johnson that the Commission approve the Vendor Lease Agreement. The motion carried unanimously.

8-C – April 2013 Financials

Amber Dakan, Staff Accountant presented to the Commission on the April financials.

It was moved by Mr. Peterson and seconded by Mr. Mahaffey that the Commission approve the April 2013 Financials. The motion carried unanimously.

DISCUSSION ITEMS

9A – 2013 State Legislative Summary

Gunnar Olson, Public Affairs Manager provided a summary on the many effects that the 2013 session had on DART:

- An effort to steepen penalties on assailants of bus operators received more attention this year than in the two previous sessions but did not become law.
- A funding request for bus-rapid transit was included in the draft budgets but did not make it out of conference committee.
- Property tax reform will have short- and long-term effects on DART.
 - DART qualifies for “backfill” for losses stemming from new commercial property rollback.
 - DART Forward 2035 plan is still viable, but potentially tighter

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- Expenses may outpace revenue due to lowered cap on allowable growth
- The full financial effect of reclassification of “multi-residential” is still being examined.

Ms. Hensley asked that the commercial versus residential valuation cap numbers be evaluated. Ms. Presutti responded that those numbers will be brought to next month’s meeting.

9B – Sheldahl’s Participating Community Status

Mr. Kyle McCann updated the Commission on Sheldahl’s wish to withdraw. Ms. Jeanne Vanda of Public Financial Management walked the Commission through the financials.

The two options that were presented to the Commission were:

- Allowing them to levy for the debt after they withdraw
- Require that they deposit an amount upon withdrawal

The recommendation of PFM would be to require an upfront payment, and not allow them to extend the levy in the future. Sheldahl’s obligation would be \$913.91 to buy-out. PFM will follow up with staff to confirm this figure.

This item will come back for action at the July meeting.

9C – April 2013 Performance Report

Ms. Presutti gave an update on ridership numbers. We are up 2% over last April. We do have concerns over some of the Express Routes and are trying to understand the trend. We will be coming back with a Marketing Plan next month.

MONTHLY REPORTS

Operations Report

No update

Marketing Report

No update

Planning Report

No update

General Manager

Elizabeth Presutti, General Manager updated that we have been using a recruiter for the Chief Operating Officer position. They had over 20 resumes for the position and have narrowed it down to 9. The hope is to extend an offer by the end of June / early July.

The Commissioners were provided copies of the district maps with an overlay of the system route map.

The DART Rodeo is scheduled for Saturday morning, June 1st at the lot on the corner of MLK and 11th street.

Ms. Presutti also discussed the letter that was requested to be sent to the City of Des Moines at last month’s Commission meeting regarding the JD Byrider bench ads by Ms. Hensley. After further review of both advertising policies, it was determined that the ad would be allowed by both parties. A letter will be drafted and presented to the Commission for review.

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FUTURE AGENDA ITEMS

No update

COMMISSIONER ITEMS

12-A – FY 2014 Commission Officer Election

It was moved by Mr. Conkling and seconded by Ms. Johnson that the Commission elects to retain each officer in his current position . The motion carried unanimously.

- Chair – Steve Van Oort
- Vice Chair – Steve Brody
- Secretary/Treasurer – Bob Mahaffey

OTHER – Communications

Mr. Van Oort noted that this meeting will serve as the DART Commission’s Annual Meeting.

Next Meeting

July 2, 2013 at 5:00pm

ADJOURNMENT

The regular Commission Meeting was adjourned at 6:00pm. It was moved by Mr. Peterson and seconded by Mr. Conkling. The motion carried unanimously.

Future 2013 Meeting Dates

Jul 2, Aug 6, Sep 3, Oct 1, Nov 5, Dec 3

Chair

Clerk

Date