



DES MOINES AREA REGIONAL TRANSIT AUTHORITY COMMISSION MEETING MINUTES



620 Cherry Street – Des Moines, Iowa 50309

January 6, 2015

ROLL CALL

Commissioners Present: Skip Conkling, Angela Connolly, Tom Gayman (12:01pm), 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 Vice Chair, Steve Peterson at 12:01 pm. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

Mr. Gayman arrived at 12:01pm.

APPROVAL OF AGENDA

Mr. Van Oort asked for a motion to amend the agenda to not include Mr. Peterson called for approval of the December 2, 2015 meeting agenda.

It was moved by Ms. Hensley and seconded by Mr. Mahaffey to approve the December 2, 2014 Agenda. The motion carried unanimously.

PUBLIC COMMENT

No comments.

CONSENT ITEMS

6A – MPO and CIRPTA Representation

6B – FY 2019 Federal STP Funding Request

6C – Commission Meeting Minutes – December 2, 2014

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

ACTION ITEMS

7A – New DART Fare Policy

This item has been moved to next month.

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7B – FY 2014 Audit

Jodi Dobson of Baker Tilly provided a presentation on the FY14 audit. The Commissioners were provided a bound copy of the audit findings.

It was moved by Ms. Hensley and seconded by Ms. Connolly that the Commission approve the FY 2014 Audited Financial Statements. The motion carried unanimously.

Mr. Van Oort commended Jamie and Amber on their efforts working on the audit.

7C – November 2014 Financials

Amber Dakan, Finance Manager, provided a presentation on the November 2014 Financials. Fixed Route performed near budget projections at 40.55% for the first five months of the year. Expenses are on target at 2.69% below budget projections year to date. Paratransit revenue is 5.96% lower than budget and operating expenses are currently 7.92% under forecasted levels. RideShare revenue is 16.23% below budget levels year to date with expenses 14.98% below budgetary expectations.

It was moved by Mr. Peterson and seconded by Mr. Mahaffey that the Commission approve the November FY 2015 Consolidated Financial Report. The motion carried unanimously.

DISCUSSION ITEMS

8A – FY 2016 Budget

Ms. Dakan provided a review of the FY 2016 budget development process. Ms. Hensley requested to see a report on the change of personnel from when DART Central Station opened versus current at the Budget Retreat.

8B – DART Customer Satisfaction Survey

The Commission heard a presentation by Chris Tatham with ETC Institute regarding the DART Customer Satisfaction Survey that was conducted in September 2014.

- Overall Satisfaction with DART Services is Very High and has improved in most areas compared to the 2012 DART Customer Satisfaction Survey.
- Nearly 9 out of 10 (83%) Customers were either "very satisfied" or "satisfied" with the quality of service provided by DART.
- 91% of DART's current customers think they will probably still be using DART's service next year
- The availability of service, timeliness of service, and adequate number of benches and shelters were the service attributes that riders thought were very important.

8C – November 2014 Performance Report

Ms. Presutti reviewed the second page of the November Performance Report with the Commission. The Express and D-line are down. She made note of Route 52 that continues to grow and that it truly takes 18-24 months to the show the true numbers.

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MONTHLY REPORTS

9A – Operations Report

No update

9B – Marketing Report

No update

9C – Planning Report

No update

9D – Procurement

No update

9E – General Manager

Ms. Presutti thanked the Commissioners who were able to attend the presentations in December. She also updated that we have submitted all required information to the FTA for the Triennial Review.

Mr. Van Oort thanked Jamie and Elizabeth on their work for the presentations last month.

FUTURE AGENDA ITEMS

No Update

COMMISSIONER ITEMS

The Budget Retreat is scheduled on January 22nd at 11:30am.

Ms. Connolly updated that our Federal Lobbyist will be at the next meeting on February 3rd.

OTHER – Communications

No Update

CLOSED SESSION

It was moved by Ms. Hensley and seconded by Mr. Peterson that the Commission adjourn and reconvene in closed session pursuant to Section 21.5, Subsection I of the Iowa code to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Roll Call: Conkling-Yea, Connolly-Yea, Gayman-Yea, Hensley-Yea, Johnson-Yea, Mahaffey-Yea, Muldoon-Yea, Peterson-Yea, Van Oort-Yea. The motion carried unanimously. Chair Van Oort recessed the meeting at 1:05 pm.

Mr. Gayman and Ms. Muldoon departed the meeting at 1:20pm.

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At 1:23 pm it was moved by Mr. Peterson and seconded by Ms. Hensley that the closed session be adjourned. The motion carried unanimously.

Meeting Reconvened in Open Session:

The regular Commission meeting was resumed at 1:23 pm. Mr. Van Oort stated for the record that no action was taken during the closed session.

Action Item:

Mr. Van Oort asked for a motion for a 3% pay increase for the General Manager.

It was moved by Mr. Peterson and seconded by Ms. Johnson that the Commission approve the compensation adjustment for the General Manager retroactive to July 1, 2014. The motion carried unanimously.

NEXT MEETING

February 3, 2015 at 12:00pm

ADJOURNMENT

A motion by Mr. Mahaffey and second by Mr. Peterson to adjourn the regular Commission Meeting was made at 1:25pm. The motion carried unanimously.

Future 2015 Meeting Dates

Feb 3, Mar, 3, Apr 7, May 5, Jun 2, Jul 7, Aug 4, Sept 1, Sept 29, Nov 3, Dec 1

Chair

Clerk

Date