



# NOTICE OF COMMISSION MEETING AND AGENDA

DES MOINES AREA REGIONAL TRANSIT AUTHORITY

DART MULTIMODAL ROOM, 620 CHERRY STREET/[ZOOM](#)

DIAL IN - +1-312-626-6799/ACCESS CODE – 863 6011 3737/PASSCODE - 499381

OCTOBER 4, 2022 – 12:00 PM



	<u>PAGE #</u>
1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
3. NOTICE OF MEETING	
4. APPROVAL OF OCTOBER 4, 2022, AGENDA	
5. PUBLIC COMMENT (Limit 3 minutes)	
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C. DART Financial and Strategic Plan Workshop – <b>Thursday, October 20, 2022 – 11:00 A.M</b>	
D. DART Operations and Maintenance Workshop– <b>Thursday, November 17, 2022– 11:00 A.M</b>	
12. NEXT MEETING: Regular DART Meeting - <b>Tuesday, November 1, 2022 – 12:00 P.M</b>	
13. ADJOURN	

*Language, visual, hearing and transportation services are available at meetings upon request. For requests, please call DART at 515.283.8100 at least 48 hours in advance of the meeting.*



**6: Transit Riders Advisory Committee (TRAC) Update**

**Resource:** *Carrie Kruse, TRAC Chair*

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A hybrid meeting of the Transit Riders Advisory Committee was held on Wednesday, September 14, 2022, and a quorum was met. Included are key highlights from the meeting's discussion.

- **TRAC By-Laws:** Chief External Affairs Officer, Erin Hockman, updated and lead a discussion on planned changes to the structure of the Transit Riders Advisory Committee. These include moving to a monthly meeting, and changes to the makeup of committee members to reflect recent changes to services including DART on Demand and other mobility services.
- **River Bend Neighborhood Mobility Enhancement project:** Senior Transit Planner, Tony Filippini, outlined the purpose of the Principal Foundation Grant, DART's timeline for implementation and how the make DART more effective in this community.
- **Paratransit Public Input:** Chief Operations Officer, Amanda Wanke, outlined the public input plan for upcoming changes proposed to DART's ADA Paratransit service.

The next hybrid TRAC meeting is currently scheduled for Wednesday, November 9, 2022.



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES  
MEETING HOSTED IN-PERSON AND VIRTUALLY  
620 CHERRY STREET – DES MOINES, IOWA 50309  
SEPTEMBER 6, 2022**



(Meeting was held in a hybrid format)

**ROLL CALL**

**Commissioners/Alternates Present and Voting:**

Vern Willey, Kelly Whiting, Doug Elrod, Michael McCoy, Josh Mandelbaum, Andrew Borcharding, Paula Dierenfeld, Steve Van Oort, Bridget Montgomery, Russ Trimble, and Joseph Jones

**Commissioners Absent:**

Ross Grooters

**CALL TO ORDER**

Chair, Doug Elrod called the meeting to order at 12:02 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 presented.

It was moved by Michael McCoy and seconded by Kelly Whiting to approve the September 6, 2022, agenda. The motion carried unanimously.

**CONSENT ITEMS**

7A – Commission Meeting Minutes – August 2, 2022

7B – Transportation Improvement Program (TIP) Amendment

7C – FY2024 State Transit Assistance (STA) Special Project Grant Application

7D – June 2022 Financials

7E – July 2022 Financials

It was moved by Josh Mandelbaum and seconded by Kelly Whiting to approve the consent items. The motion carried unanimously.

**TRANSIT RIDERS ADVISORY COMMITTEE (TRAC) UPDATE**

TRAC Chair, Carrie Kruse provided an update on the July 12, 2022, Transit Riders Advisory Committee meeting and advised the Commission that the next hybrid TRAC meeting is currently scheduled for Wednesday, September 14, 2022.

**ACTION ITEMS**

**8A – November 2022 Service Change**

Tony Filippini, Senior Transit Planner, shared background information on the Principal Foundation grant that DART received to improve transportation access for lowans struggling to achieve financial stability. In an effort to meet the needs of the weekend transit desert in the Merle Hay corridor north of the Merle Hay Mall, DART staff propose that these funds be used to implement weekend service for Route 5—Franklin Ave, which will enhance this area with new bus stops to improve access in response to recent economic development and the forthcoming Anawim housing development. Staff are continuing to work with Urbandale and Des Moines engineering to improve pedestrian safety along Merle Hay Rd and other minor schedule adjustments have also been identified as part of this service change to improve reliability. Staff evaluated the scope of the changes relative to DART policies and they do not meet the threshold of being a major service change, so no further Title VI analysis is required.

It was moved by Josh Mandelbaum and seconded by Michael McCoy to approve the recommended route service changes effective November 13, 2022. These include the addition on weekend service on Route 5 and other minor schedule adjustments on select routes to improve reliability.

**8B – Transit Asset Management (TAM) Plan and Policy Update**

Amber Dakan, Finance Manager provided an update on Transit Asset Management (TAM) which is a business model that uses the condition of assets to guide the optimal prioritization of funding at transit properties to keep transit networks in a State of Good Repair (SGR). TAM is mandated by the Federal Transit Administration for all recipients of federal financial assistance under 49 USC Chapter 53 that own, operate, or manage capital assets used in the provision of public transportation. A brief historical background on the plan was provided. DART staff continue to review the TAM Plan annually and adjust as necessary. The FY2022 Annual condition assessments were completed at year end and the scoring was provided in the packets for review.

It was moved by Kelly Whiting and seconded by Bridget Montgomery to approve the FY2023 Transit Asset Management Plan Update and Policy to be submitted to FTA by October 1, 2022.

**8C – FY23 Safety Targets**

Pat Daly, Safety Manager provided shared that DART is required, under its Public Transportation Agency Safety Plan, to establish and monitor seven Safety Performance Targets for each mode of service provided. The seven Safety Performance Targets were identified. For FY 22, DART met or exceeded all but four Safety Performance Targets which were outlined. The proposed FY 23 Safety Performance Targets were shared for consideration and approval.

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COMMISSION MEETING MINUTES – SEPTEMBER 6, 2022**



It was moved by Vern Willey and seconded by Josh Mandelbaum to approve the proposed DART FY 2023 Safety Performance Targets as required Public Transportation Agency Safety Plan adopted by the DART Commission on December 1, 2020.

**8. DISCUSSION ITEMS**

9A – West Des Moines Service Planning Update

Luis Montoya, Chief Planning Officer provided an update on ongoing service planning in West Des Moines.

9B – Paratransit Public Input Plan

Amanda Wanke, Chief Operations Officer provided an update on the plan to gather public input on the changes the Commission is considering to the paratransit plan. These changes include medical verification for use of DART's Bus Plus services, free Local and Express Route services and recertifications of medical verification in certain situations

9C – 2022 Iowa State Fair Update

Amanda Wanke, Chief Operating Officer provided a brief update on DART's Park and Ride service for the 2022 Iowa State Fair.

9D – Electric Bus Pilot Update

Amanda Wanke, Chief Operating Officer provided an update on the Electric Bus Pilot, including data and information about performance of the buses and potential next steps.

9E – Performance Report – July 2022

Due to time, Chair, Doug asked the Commission to refer to the Information provided in the packets.

**10. DEPARTMENTAL MONTHLY REPORTS (BY EXCEPTION)**

10A - Operations

None

10B – Planning

None

10C - External Affairs

Erin Hockman, Chief External Affairs Officer shared that DART is working to finalize our customer satisfaction surveys. Historically, these have been on a bi-yearly basis but due to the pandemic we have not completed one since 2018. Survey data information will be available to share with the DART Commission in early 2023.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES – SEPTEMBER 6, 2022**



The Salvation Army has been working to develop the bus we donated to them into a Mobile Social Services Center. In case any DART Commissioners would like to attend, it was shared that this bus unveiling will take place on Thursday, September 23.

10D – Finance/IT/Procurement

None

10E – Human Resources

None

10F – Chief Executive Officer

Elizabeth Presutti, Chief Executive Officer provided an update on the DART Funding Advisory Committee and shared upcoming meeting date details. DART staff and the DOT will provide updates and share funding challenges at the upcoming meeting on October 7, 2022.

**11. FUTURE AGENDA ITEMS**

None

**12. COMMISSIONER ITEMS**

None

**13. NEXT MEETING:**

Regular DART Meeting - Tuesday, September 6, 2022 – 12:00 P.M.

**14. CLOSED SESSION**

It was moved by Josh Mandelbaum and seconded by Vern Willey that the Commission adjourn the regular session and reconvene in closed session for the reason that the Commissioners of the Des Moines Area Regional Transit Authority go into closed session.

Roll Call: Willey - Yea, Whiting – Yea, Elrod – Yea, McCoy – Yea, Mandelbaum – Yea, Borcharding - Nay, Dierenfeld - Yea, Grooters - Nay, Van Oort – Yea, Montgomery – Yea, Trimble – Yea, Jones – Yea.

Chair, Doug Elrod recessed the regular meeting at 1.31pm

Chair, Doug Elrod moved that the Commissioners of the Des Moines Area Regional Transit Authority 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.

No action was taken during the closed session.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES – SEPTEMBER 6, 2022**



At 1.38 pm, it was moved by Bridget Montgomery and seconded by Paula Dierenfeld that the closed session be adjourned, and the regular session be reconvened. The motion carried unanimously.

**MEETING RECONVENED IN OPEN SESSION**

Roll Call: Willey - Yea, Whiting – Yea, Elrod – Yea, McCoy – Yea, Mandelbaum – Yea, Borcharding - Nay, Dierenfeld - Yea, Grooters - Nay, Van Oort – Yea, Montgomery – Yea, Trimble – Yea, Jones – Yea.

It was moved by Bridget Montgomery and seconded by Josh Mandelbaum to approve the recommended compensation adjustment for the Chief Executive Officer. The motion carried unanimously.

**ADJOURN**

Chair, Doug Elrod, adjourned the meeting at 1:39 p.m.

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

The next regular DART monthly Commission Meeting is scheduled for Tuesday, October 4, 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 October 4, 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/86360113737?pwd=dmlwVytONFlxdkp6YVFqTXJ5ODgrUT09>

Meeting ID: 863 6011 3737 Passcode: 499381

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Chair

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Clerk

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Date



## CONSENT ITEM



<b>7B:</b>	<b>Community Foundation of Greater Des Moines Leadership Grant Application</b>
<b>Action:</b>	<b>Authorize submission of a grant to the Community Foundation of Greater Des Moines to support the Enhanced Transportation Access for Low-Income Neighborhood Project</b>

**Staff Resource:** *Mike Tiedens, Grants Program Administrator*

### **Background:**

- DART was awarded a grant from the Principal Foundation to provide enhanced transportation access for a low-income neighborhood in its service area. The grant amount awarded for this project is \$100,000, which would partially fund a new pilot DART On Demand zone.
- DART staff is working to identify other funding sources to fully fund the pilot and recommends submitting a grant application for up to \$250,000 to further leverage the Principal Foundation grant and support the initiative described below.

### ***Enhanced Transportation Access Project***

- DART proposes to launch a new pilot DART On Demand zone in the 50314-zip code, which has the lowest income and minority residents in the region. Planning activities and public outreach will determine the final service area and design.
- The Community Foundation grant could potentially fund a significant portion of the balance of the project.
- DART is also seeking additional support from other local funders to support the project.
- A final scope and budget will be dependent on the full funding plan.

The deadline for submitting a Letter of Intent to the Community Foundation is October 3, 2022. If DART is selected for further consideration, a full grant application will be due on or before November 7. The Community Foundation will determine which grant applications will receive funding in December.

### **Recommendation:**

- Approve the submission of a grant to the Community Foundation of Greater Des Moines for the Enhanced Transportation Access for Low-Income Neighborhood project



## CONSENT ITEM



**7C: Polk County Transportation Services Contract**

**Consent: Approve an updated four-year contract with Polk County for transportation services for disadvantaged, low-income, elderly and disabled residents of Polk County.**

**Staff Resource: Amanda Wanke, Chief Operating Officer and Deputy Chief Executive Officer**

**Background:**

- DART provides paratransit services to Polk County Department of Community, Family & Youth Services and Polk County Behavior Health and Disability Services.
- Polk County helps support DART's Reduced Fare Programs.
- Polk County also supports the position of Mobility Coordinator as it seeks to help residents learn how to connect with public transportation options in the county.
- The last DART-Polk County contract was a three-year contract approved in 2021. The contract is being updated at this time to: 1) Change the name "Polk County Health Services" to "Polk County Behavioral Health and Disability Service" to reflect changes in this program, and 2) Update the pricing model to reflect changes in the cost of delivering transportation services including increased operator wages and supply chain cost increases.

**Costs:**

- Polk County will pay DART an amount not to exceed \$959,004 in the first year of this agreement with a 4% annual increase in the subsequent years.
- As part of the agreement, Polk County will:
  - Provide \$15 for a group paratransit trip and \$30 for an individual trip. These trips are approved through Polk County and separate from DART's ADA Complementary paratransit program.
  - Provide \$50,000 annually as a capital contribution to support capital investments that are needed to support Polk County paratransit services.
  - Provide \$25,000 annually to support DART's Mobility Coordinator for Polk County position.
  - Provide \$33,000 annually to support the reduced fare program support.
  - All costs identified above are for the first year of the contract, with 4% increases in subsequent years.
- The Polk County Board of Supervisors is scheduled to vote on this contract on October 18.

**Recommendation:**

- Approve a four-year contract to provide transportation services for Polk County.

**FIRST AMENDED AGREEMENT  
BETWEEN  
THE DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
AND  
POLK COUNTY, IOWA  
REGARDING TRANSPORTATION SERVICES**

WHEREAS, on September 21, 2021 an Agreement was entered into between Polk County, Iowa, a political subdivision organized and existing under the laws of the State of Iowa (hereinafter “County”), through its Department of Community, Family, and Youth Services (hereinafter “CFYS”) and the Des Moines Area Regional Transit Authority (DART) for transportation services to low-income, elderly, and disabled residents of Polk County, Iowa.

NOW THEREFORE, it is agreed by the Parties that the above-described Agreement is hereby amended as follows:

1. This Amended Agreement modifies on Page 1, by striking and adding:

To Definition 2:

~~“**Polk County Health Services, Inc.** Refers to the Polk County Mental Health and Disability Services Region and Central Point of Coordination designated by the Polk County Board of Supervisors (hereinafter “PCHS”).”~~

**“Polk County Behavioral Health and Disability Services**, refers to the department within Polk County, Iowa (hereinafter “BHDS”). The Polk County Mental Health and Disability Services Region Governing Board has designated BHDS as the Region Administrator for the Polk County Mental Health and Disability Services Region.

To Definition 4:

**Paratransit Group.** More than one person to or from County designated locations in order to meet community needs for seniors, disabled and others CFYS and ~~PCHS~~ BHDS serve.

2. This Amended Agreement modifies the entire Agreement to replace **PCHS**, wherever it remains following this first Amendment and appears in the Agreement, with **BHDS**, as defined in Section 1 of this Amendment.
3. This Amended Agreement modifies Page 3, TERM AND TERMINATION, by striking and adding:

~~“**TERM AND TERMINATION.** This Agreement shall be effective for the period of July 1, 2021 through June 30, 2024, but may be earlier terminated at any time by either party upon ninety (90) days prior written notice”~~ and adding:

**“TERM AND TERMINATION.** This Agreement shall be effective for the period of July 1, 2021 through June 30, 2026, but may be earlier terminated at any time by either party upon ninety (90) days prior written notice”

4. This Amended Agreement modifies Page 4, COST SUMMARY Tables 1 and 2 of the Agreement by striking and adding:

Unit Costs by Fiscal Year

Service	Unit	FY21/22	FY22/23	FY23/24
Paratransit Group	One (1) way trip	\$13.44	\$13.84	\$14.26
Paratransit Individual	One (1) way trip	\$27.52	\$28.35	\$29.20
RideShare	One (1) individual for one (1) month	\$84.00	\$86.52	\$89.12
Mobility Coordinator	Flat Annual	\$25,000	\$25,750	\$26,523
Reduced Fare Program Support	Flat Annual	\$33,000	\$33,000	\$33,000
Capital Contribution	Flat Annual	\$50,000	\$50,000	\$50,000

Total Not to Exceed by Fiscal Year

Service	Unit	FY21/22	FY22/23	FY23/24
Paratransit Group	One (1) way trip	\$557,760	\$574,360	\$591,790
Paratransit Individual	One (1) way trip	\$262,816 <sup>1</sup>	\$270,743 <sup>2</sup>	\$278,860 <sup>3</sup>
RideShare	One (1) individual, one (1) month	\$5,040 <sup>4</sup>	\$5,191 <sup>4</sup>	\$5,347 <sup>4</sup>
Mobility Coordinator	Flat Annual	\$25,000	\$25,750	\$26,523
Reduced Fare Program Support	Flat Annual	\$33,000	\$33,000	\$33,000
Capital Contribution	Flat Annual	\$50,000	\$50,000	\$50,000
Total Not to Exceed	n/a	\$933,440	\$958,953	\$985,233

-and adding:

“Unit Costs by Fiscal Year

Payment of the rates as set forth below shall begin on November 1, 2022

Service	Unit	FY22/23	FY23/24	FY24/25	FY25/26
Paratransit Group	One (1) way trip	\$15.00	\$15.60	\$16.22	\$16.86
Paratransit Individual	One (1) way trip	\$30.00	\$31.20	\$32.44	\$33.73
RideShare	One (1) individual for one (1) month	\$86.52	\$89.98	\$93.57	\$97.31
Mobility Coordinator	Flat Annual	\$25,750	\$26,780	\$27,851	\$28,965
Reduced Fare Program Support	Flat Annual	\$33,000	\$33,000	\$33,000	\$33,000
Capital Contribution	Flat Annual	\$50,000	\$50,000	\$50,000	\$50,000

Total Not to Exceed by Fiscal Year

Service	Unit	FY22/23	FY23/24	FY24/25	FY25/26
Paratransit Group	One (1) way trip	\$574,360	\$597,334	\$621,227	\$646,076
Paratransit Individual	One (1) way trip	\$270,743 <sup>2</sup>	\$281,572 <sup>3</sup>	\$292,834	\$304,547
RideShare	One (1) individual, one (1) month	\$5,191 <sup>4</sup>	\$5,398 <sup>4</sup>	\$5,614	\$5,838
Mobility Coordinator	Flat Annual	\$25,750	\$26,780	\$27,851	\$28,965
Reduced Fare Program Support	Flat Annual	\$33,000	\$33,000	\$33,000	\$33,000
Capital Contribution	Flat Annual	\$50,000	\$50,000	\$50,000	\$50,000
Total Not to Exceed	n/a	\$959,044	\$994,084	\$1,030,526	\$1,068,426

5. This Amended Agreement modifies Page 5 by striking:

~~**POLK COUNTY HEALTH SERVICES.** The Provider acknowledges that PCHS, will be involved in negotiations between the County and the Provider preparatory to the opening of new agreements, renewal of existing agreements, amendments of existing agreements, and terminations of existing agreements.~~

~~The Provider shall immediately forward to PCHS copies of all correspondence relevant to the Conflict Resolution section of this Agreement. The Provider acknowledges that copies of all similar correspondence originated by the County may also be forwarded to PCHS and that all~~

~~reports, documents, memoranda, and similar materials which County generates and which may in some way be related to the Provider may be forwarded or otherwise made available to PCHS.~~

IN WITNESS, WHEREOF, the parties have executed this First Amended Agreement to be effective upon signing.

**Polk County, Iowa**

\_\_\_\_\_  
Angela Connolly, Chair  
Polk County Board of Supervisors

\_\_\_\_\_  
Date

**DART**

\_\_\_\_\_  
Elizabeth Presutti, Chief Executive Officer  
Des Moines Area Regional Transit Authority

\_\_\_\_\_  
Date



## CONSENT ITEM



<b>7D:</b>	<b>Occupational Medical Health and Workers' Compensation Medical Services Contract Term Amendment</b>
<b>Action:</b>	<b>Approve amending the contract terms to a three-year contract with four 1-year options for Occupational Medical Health and Workers' Compensation Medical Services for the amount Not to Exceed \$600,000.</b>

**Staff Resource:** *Michael Gulick, Procurement and Contract Administration Manager*

### **Background:**

- On September 5, 2017, the DART Commission approved individual contracts with ARC Physical Therapy+, Mid-Iowa Occupational Testing, and UnityPoint Health to provide Occupational Medical Health and Workers' Compensation Medical Services.
  - Doctor of Physical Therapy (formerly ARC Physical Therapy+) is a physical and occupational therapy provider that focuses on workers' compensation services. The contract spend to-date is \$36,437.50.
  - Mid-Iowa Occupational Testing is a fully staffed and equipped drug and alcohol testing facility with 24/7 services. The contract spend to-date is \$167,620.00.
  - UnityPoint Health's occupational medicine offers a full spectrum of occupational health and workers' comp services including primary and secondary care for injured workers. The contract spend to-date is \$68,386.00.
- The term of each contract was drafted at a three-year contract with two 1-year options to renew with the amount Not to Exceed \$600,000.
- DART is very satisfied with the services from each provider.
- DART conducted a Request for Proposals (RFP) for these Occupational Medical Health and Workers' Compensation Medical Service contracts. The RFP was published on April 26, 2017, and proposals were due on May 31, 2017.
- The proposal received contained contract terms of 5 years with 2 1-year optional periods.
- The Contract terms originally drafted did not account for all seven years of the winning proposals. This amendment is bringing the agreement in line with the seven years that were proposed. The agreement not to exceed amount remains unchanged at \$600,000.
- Funding comes from budgeted operating funds.

### **Recommendation:**

- Approve amending the contract terms to a three-year contract with four 1-year options to align with what the winning proposals offered for Occupational Medical Health and Workers' Compensation Medical Services for the amount Not to Exceed \$600,000.



## ACTION ITEM



**7E: August FY2023 Consolidated Financial Report**

**Action: Approve the August 2022 Consolidated Financial Report**

**Staff Resource: Amber Dakan, Finance Manager**

### Year-to-Date Budget Highlights:

#### **Revenue:**

- Fixed Route Operating revenue is exceeding budget by 31.9% year to date. This is primarily as a result of the Iowa State Fair occurring this month as well as Other Contracted Revenue sources.
- Fixed Route Non-Operating revenue is under budget by 15.6% for the first month of the year. This is primarily a timing issue on grant funding.
- Paratransit Operating revenue is on target. DART on Demand revenue is trending under budget but is being offset by Mobile Ticketing Passes and Polk County Funding exceeding budget.
- Paratransit Non-Operating revenue is 33.3% under budget year to date resulting from grant fund timing.
- Rideshare revenues is under budget by approximately 28% year to date. Rideshare has brought on additional clients which is forecast to increase revenue in the coming months.

#### **Operating Expense:**

- Fixed Route Budget Summary – Operating expenses are 4.7% below budget projections. Salaries, Wages, and Fringes and Fuel & Lubricants are seeing the most savings two months into the year.
- Paratransit Budget Summary – Operating expenses are seeing a budget savings of 5.8% year to date. Salaries, Wages, and Fringes is the category seeing the largest savings year to date.
- Rideshare Budget Summary – Rideshare has a budget savings of 10.75% year to date. Services and Equipment Repair Parts are seeing the largest savings to date.

#### **Recommendation:**

- Approve the August FY2023 Consolidated Financial Report.

#### **\*\* TOTAL Un-Audited Performance of July FY2023 Year to Date as Compared to Budget:**

Fixed Route	\$	(862,652)	Reserve for Accidents (See Balance Sheet):
Paratransit	\$	(158,141)	\$410,900.40
Rideshare	\$	<u>(35,819)</u>	
Total	\$	(1,056,612)	

**FY2023 Financials: August 2022**

FIXED ROUTE	August 2022			Year-To-Date-(2) Months Ending 08/31/2022		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	698,393	361,371	337,022	953,438	722,742	230,697
Non-Operating Revenue	2,109,184	2,614,763	(505,579)	4,415,556	5,229,527	(813,971)
Subtotal	2,807,577	2,976,134	(168,557)	5,368,994	5,952,268	(583,274)
Operating Expenses	2,516,059	2,976,134	460,075	6,231,646	5,952,268	(279,377)
Gain/(Loss)	291,518	-	291,518	(862,652)	-	(862,652)

PARATRANSIT	August 2022			Year-To-Date-(2) Months Ending 08/31/2022		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	54,499	50,880	3,619	99,781	101,760	(1,979)
Non-Operating Revenue	197,042	295,313	(98,272)	394,083	590,627	(196,543)
Subtotal	251,540	346,193	(94,653)	493,865	692,387	(198,522)
Operating Expenses	223,875	346,193	122,318	652,005	692,387	40,381
Gain/(Loss)	27,665	-	27,665	(158,141)	-	(158,141)

RIDESHARE	August 2022			Year-To-Date-(2) Months Ending 08/31/2022		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	25,926	33,333	(7,408)	47,939	66,667	(18,727)
Non-Operating Revenue	-	13,592	(13,592)	-	27,183	(27,183)
Subtotal	25,926	46,925	(20,999)	47,939	93,850	(45,911)
Operating Expenses	37,843	46,925	9,082	83,759	93,850	10,091
Gain/(Loss)	(11,918)	-	(11,918)	(35,819)	-	(35,819)

SUMMARY	August 2022			Year-To-Date-(2) Months Ending 08/31/2022		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	778,817	445,584	333,233	1,101,159	891,168	209,991
Non-Operating Revenue	2,306,226	2,923,668	(617,443)	4,809,639	5,847,337	(1,037,698)
Subtotal	3,085,043	3,369,253	(284,210)	5,910,798	6,738,505	(827,707)
Operating Expenses	2,777,777	3,369,253	591,475	6,967,410	6,738,505	(228,905)
Gain/(Loss)	307,266	-	307,266	(1,056,612)	-	(1,056,612)



## DISCUSSION ITEM



**8A: Financial Plan / Strategic Planning Update**

**Staff Resource: *Luis Montoya, Chief Planning Officer***

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- Staff will provide an update on the status and next steps for the 5-year Financial Plan and DART's Strategic Plan.



## MONTHLY REPORT



### 8B: Monthly Performance Report – August 2022

**Staff Resource:** *Nate Bleadorn, Business Intelligence Manager*

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#### **Summary of August 2022 Monthly Performance:**

- Total August ridership was up nearly 40% compared to August of 2021 and 130% compared to last July. The month-to-month changes are dramatically impacted by our Iowa State Fair Service. Fixed route ridership was down 140% this month, and Paratransit was up 19.1% compared to July. RideShare was up 41.33% compared to last month due to the addition of new vans for DHS Bureau of Refugee Services. Even setting aside the ISF service, we still saw a 20% increase in fixed route ridership from July to August, largely due to the return of school service. In the month of August, we provided more than 24,000 DMPS rides.
- For this year's Iowa State Fair, we provided more than 200,000 rides. This number was up over 50% from last year.
- During our first week of the school year, we surpassed 10k riders in a day for the first time since the pandemic and have consistently been seeing more than 11k rides on weekdays.
- For the month of August, preventable accidents occurred at a rate of 1.22 per 100,000 miles, which is up compared to last month, but the YTD is still below our target of 1 per 100,000 miles. Non-preventable accidents occurred at a rate of 1.02 per 100,000 miles in August, which is an increase compared to last month.
- On-Time Performance saw a slight month-to-month decrease to 81.25% for the month, which is below our benchmark of 85%. This is impacted by the return of school service as well as the Iowa State Fair.
- Road calls per 100,000 miles, where our buses need service while in operation, were 7.78 for the month of August. This is a dramatic improvement from higher rates during the Summer, when we experienced a spike in road calls due to air conditioner issues, especially on older buses that we retired after the Iowa State Fair.



# Performance Summary - August 2022

9/1/2021 8/31/2022

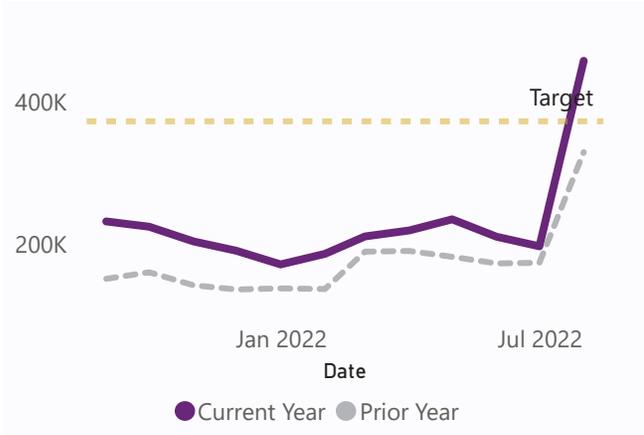
## Ridership

Monthly  
**457,356**

FY22: 329,136 (+38.96%)

YTD  
**654,415**

FY22: 503,127 (+30.07%)



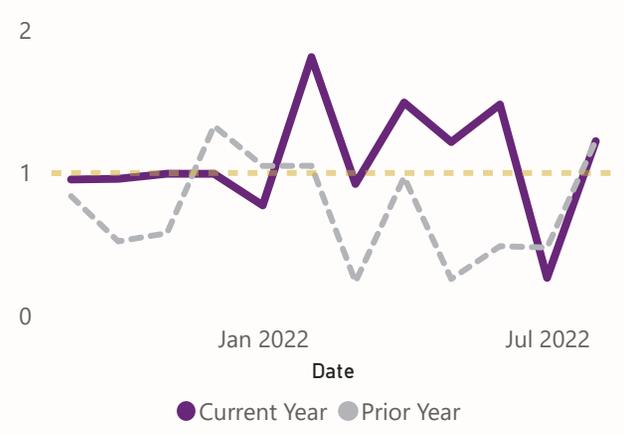
## Preventable Accidents/100k Miles

Monthly  
**1.22**

FY22: 1.23 (+0.25%)

YTD  
**0.81**

FY22: 0.88 (+8.47%)



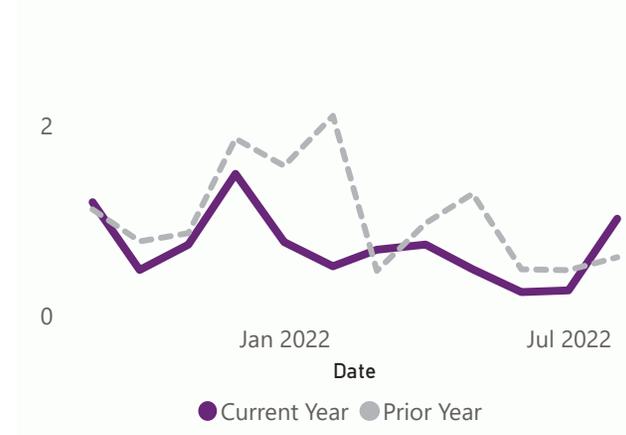
## Non-Preventable Accidents/100k

Monthly  
**1.02**

FY22: 0.61 (-66.24%)

YTD  
**0.69**

FY22: 0.55 (-25.53%)



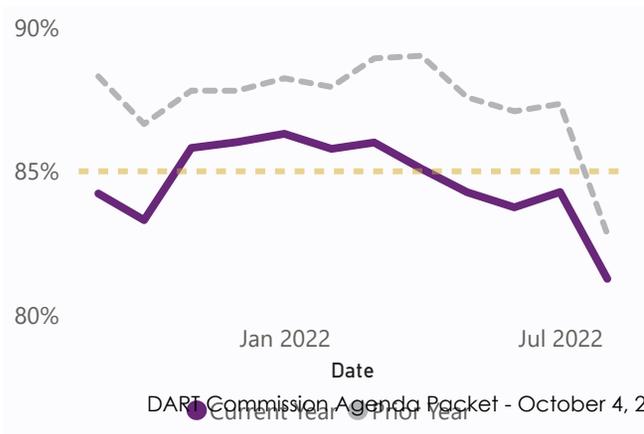
## On-Time Performance

Monthly  
**81.25%**

FY22: 82.81% (-1.88%)

YTD  
**82.66%**

FY22: 85.01% (-2.76%)



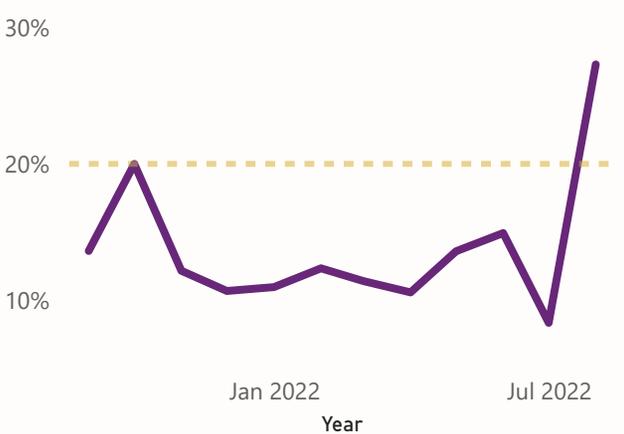
## Farebox Recovery Ratio

Monthly  
**27.31%**

FY22: 13.68% (+99.59%)

YTD  
**15.59%**

FY22: 17.83% (-12.55%)



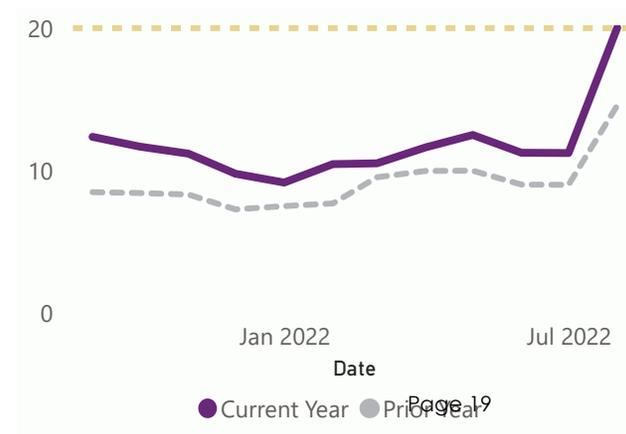
## FR Passengers / Revenue Hour

Monthly  
**20.03**

FY22: 14.57 (+37.47%)

YTD  
**16.27**

FY22: 12.05 (+34.96%)





# Fixed Route Performance

9/1/2021

8/31/2022

## Ridership

Monthly

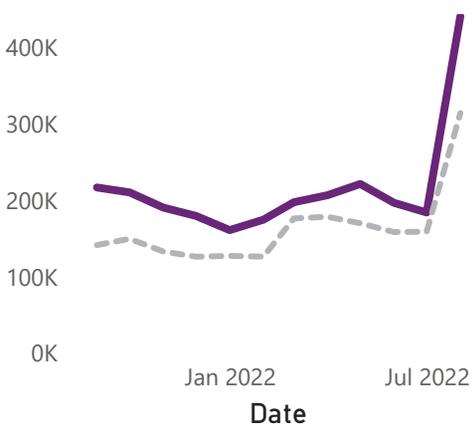
**440,876**

FY22: 314,216 (+40.31%)

YTD

**625,123**

FY22: 473,318 (+32.07%)



● Current Year ● Prior Year

## On-Time Performance

Monthly

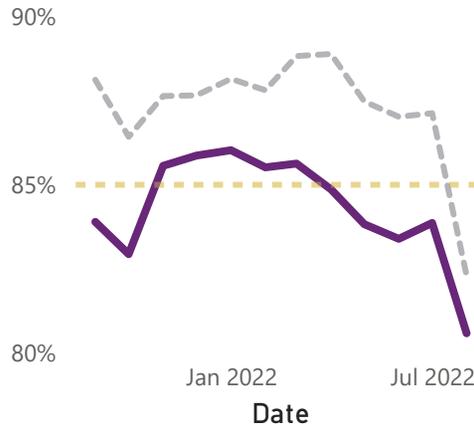
**80.59%**

FY22: 82.30% (-2.08%)

YTD

**82.12%**

FY22: 84.64% (-2.97%)



● Current Year ● Prior Year

## Operating Cost/Rev. Hour

Monthly

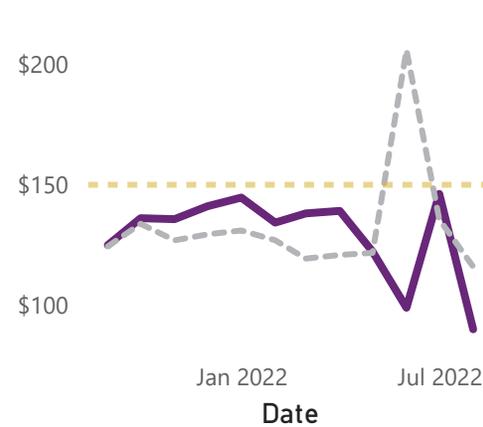
**\$89.98**

FY22: \$115.97 (+22.41%)

YTD

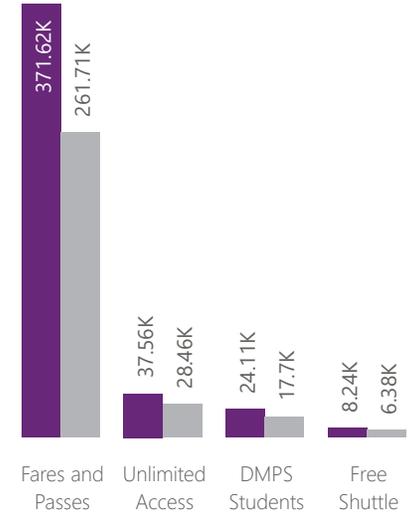
**\$114.00**

FY22: \$124.81 (+8.66%)



● Current Year ● Prior Year

## Monthly Ridership by Fare Group



● Current Year ● Prior Year

## Preventable Acc./100k

Monthly

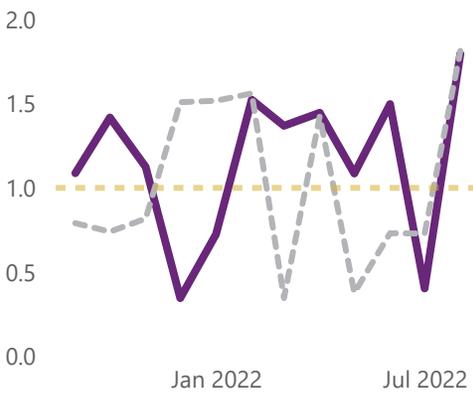
**1.80**

FY22: 1.81 (+0.97%)

YTD

**1.20**

FY22: 1.32 (+8.99%)



● Current Year ● Prior Year

## Non-Preventable Acc./100k

Monthly

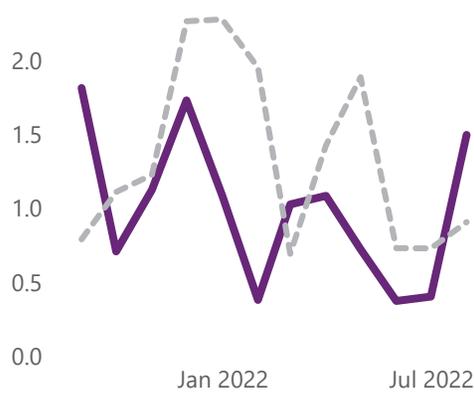
**1.50**

FY22: 0.91 (-65.05%)

YTD

**1.03**

FY22: 0.83 (-24.82%)



● Current Year ● Prior Year

## Road Calls/100k Miles

Monthly

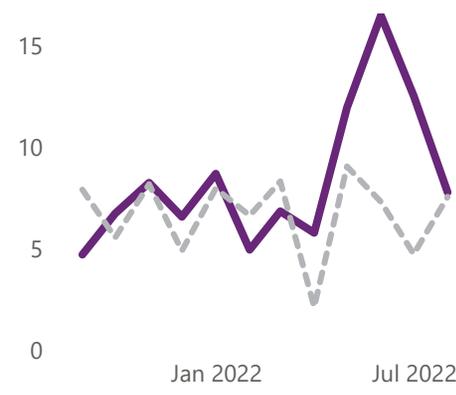
**7.78**

FY22: 7.55 (-2.99%)

YTD

**9.79**

FY22: 6.28 (-56.02%)



● Current Year ● Prior Year

## Complaints/100k Passengers

Monthly

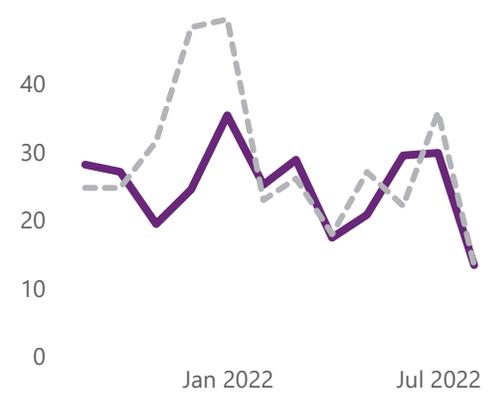
**13.38**

FY22: 13.37 (-0.12%)

YTD

**18.24**

FY22: 20.92 (+12.81%)



● Current Year ● Prior Year



# Paratransit Performance

9/1/2021

8/31/2022

## Ridership

Monthly

**8,718**

FY22: 6,799 (+28.22%)

YTD

**16,038**

FY22: 13,234 (+21.19%)

## On-Time Performance

Monthly

**93.55%**

FY22: 93.76% (-0.22%)

YTD

**92.89%**

FY22: 92.93% (-0.04%)

## Operating Cost/Passenger

Monthly

**\$29.89**

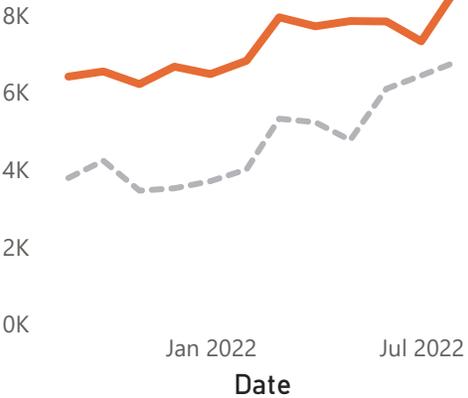
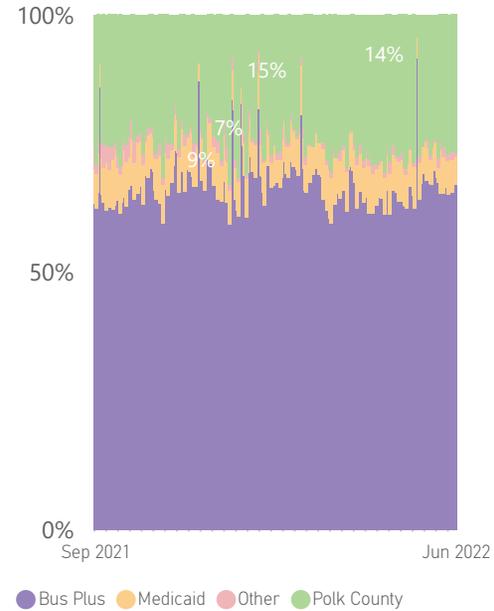
FY22: \$46.23 (+35.35%)

YTD

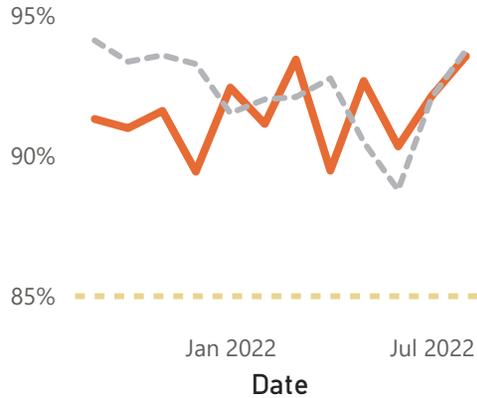
**\$41.50**

FY22: \$47.03 (+11.75%)

## Paratransit Customer Type Breakdown



● Current Year ● Prior Year



● Current Year ● Prior Year



● Current Year ● Prior Year

## Preventable Acc./100k

Monthly

**0.00**

FY22: 0.00

YTD

**0.00**

FY22: 0.00

## Non-Preventable Acc./100k

Monthly

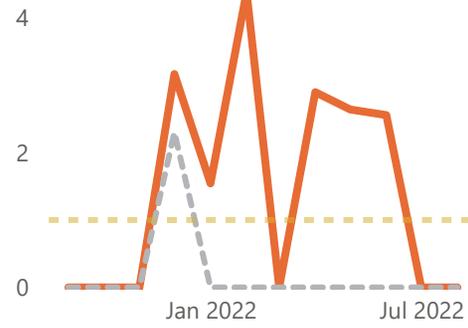
**0.00**

FY22: 0.00

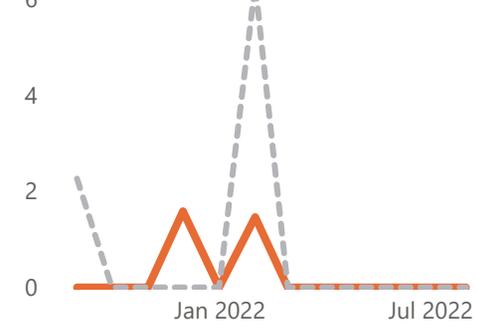
YTD

**0.00**

FY22: 0.00



● Current Year ● Prior Year



● Current Year ● Prior Year

## RideShare - Ridership

Monthly

**7,762**

FY22: 8,121 (-4.42%)

YTD

**13,254**

FY22: 16,575 (-20.04%)

## RideShare - Op. Cost/Passenger\*

Monthly

**\$6.61**

FY22: \$8.91 (+25.86%)

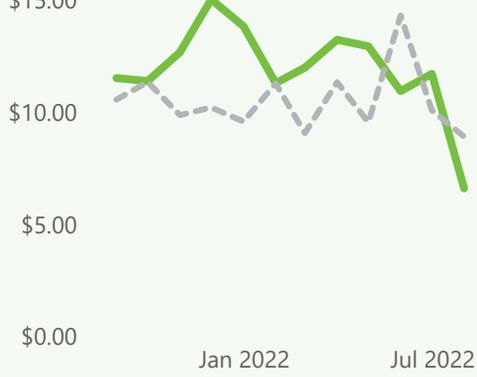
YTD

**\$8.73**

FY22: \$9.51 (+8.25%)



● Current Year ● Prior Year



● Current Year ● Prior Year



# Route Details

Month

August 2022



Program	Route	Month Ridership	Month Last Year	YTD Ridership	Last Year YTD Ridership	YTD Change	YTD Change %	YTD Passengers/Revenue Hour	YTD On-Time Performance
1. Local	#1 - Fairgrounds	231,448	151,220	238,760	158,366	80,394	50.8%	41.73	53.59%
	#3 - University	25,241	20,437	48,361	39,769	8,592	21.6%	15.65	83.36%
	#4 - E. 14th	10,001	8,999	19,044	17,407	1,637	9.4%	10.87	87.38%
	#5 - Franklin Ave/Johnston	6,457	5,398	11,325	9,689	1,636	16.9%	7.44	79.00%
	#6 - Indianola	17,855	13,283	31,383	24,848	6,535	26.3%	15.26	87.52%
	#7 - SW 9th St.	22,533	18,794	39,999	35,823	4,176	11.7%	20.56	89.83%
	#8 - Fleur Dr.	1,699	1,350	2,857	2,287	570	24.9%	9.33	78.76%
	#10 - East University	802	620	1,428	1,103	325	29.5%	4.99	86.22%
	#11 - Ingersoll/Valley Junction	1,808	1,128	3,197	2,203	994	45.1%	9.67	83.81%
	#13 - Evergreen	1,915	1,057	2,306	1,337	969	72.5%	15.61	82.60%
	#14 - Beaver Ave.	11,485	9,513	20,392	17,614	2,778	15.8%	11.71	82.79%
	#15 - 6th Ave.	12,820	10,119	24,381	19,293	5,088	26.4%	14.46	84.96%
	#16 - Douglas Ave.	24,749	17,965	45,838	35,212	10,626	30.2%	15.22	83.35%
	#17 - Hubbell Ave.	17,473	13,324	33,298	26,876	6,422	23.9%	12.30	84.53%
	#50 - Euclid	5,007	3,315	9,560	6,558	3,002	45.8%	7.13	92.06%
	#52 - Valley West/Jordan Creek	10,297	7,367	19,478	14,843	4,635	31.2%	8.84	87.74%
	#60 - Ingersoll/University	21,545	17,346	40,204	33,829	6,375	18.8%	13.36	83.79%
	#72 - West Des Moines Loop	4,539	3,190	8,563	5,987	2,576	43.0%	5.04	76.22%
	#74 - NW Urbandale	633	317	1,104	613	491	80.1%	4.14	85.28%
	2. Shuttle	Link Shuttle	534	724	997	1,679	-682	-40.6%	1.77
Downtown Shuttle		7,252	5,341	14,071	10,753	3,318	30.9%	11.79	83.28%
3. Express	#92 - Hickman	415	300	807	607	200	32.9%	3.79	73.44%
	#93 - NW 86th	710	554	1,323	1,100	223	20.3%	3.37	80.18%
	#94 - Westown	530	261	987	592	395	66.7%	6.89	85.42%
	#95 - Vista	263	133	378	285	93	32.6%	4.13	71.66%
	#96 - E.P. True	766	399	1,277	776	501	64.6%	6.50	75.60%
	#98 - Ankeny	1,821	1,237	3,262	2,475	787	31.8%	5.15	80.84%
	#99 - Altoona	320	373	561	768	-207	-27.0%	3.46	74.57%
	5. On Call	Ankeny		145		273	-273	-100.0%	
NW Johnston / Grimes									
Regional		2	7	26	43	-17	-39.5%	2.85	94.69%
6. DART On Demand	DART On Demand - Ankeny	1,143		1,983		1,983	Infinity	2.86	
Cab	Paratransit: Taxi	249	494	520	878	-358	-40.8%	5.19	
Paratransit	Paratransit: Bus/Van	7,328	6,305	13,537	12,366	1,171	9.5%	1.82	92.89%
RideShare	RideShare	7,762	8,121	13,254	16,575	-3,321	-20.0%	4.63	
<b>Total</b>		<b>457,402</b>	<b>329,136</b>	<b>654,461</b>	<b>502,827</b>	<b>151,634</b>	<b>30.2%</b>	<b>13.21</b>	<b>82.66%</b>



## 9A: Operations Team Report

**Staff Resources:** *Amanda Wanke, Chief Operations Officer and Deputy CEO*

- **10-Year Service Award:** Keith Welch, Fleet Manager, celebrated 10 years of service with DART on September 18. Keith is known as the jack-of-all-trades and our go-to man to get things done. He's always willing to help answer questions whether related specifically to DART or around the house. And of course, each August for 11 days you'll find him at his favorite Gate 10 for the Iowa State Fair serving staff and customers.



### Maintenance – Keith Welch, Fleet Manager

- **Proterra Update:** As shared in prior Commission meetings, the Proterra electric buses have had more mechanical issues than expected. Staff are actively working with Proterra to resolve these mechanical issues and extend specific warranties. At this point, DART is keeping the buses parked until a satisfactory resolution is determined. There will be no disruption in service due to this change.
- **Supply Chain Impacts:** DART's fleet maintenance department continues to be impacted by parts shortages due to supply chain challenges. There has been some improvement recently with around 95.5% of orders being received within 60 days, but 4.5% being more than 100 days out. The main two components there are issues with are secondary air filters and DEF heads. Staff continue to monitor inventory closely, adjusting ordering as needed, and scenario planning so that this shortage doesn't have an impact on regularly scheduled service.

### Fixed Route and Mobility Services – Joy Crutcher, Fixed Route Manager; Skip Herbold, Mobility Services Manager

- **Paratransit Public Input Plan:** As shared in the last Commission meeting, staff are preparing to gather public input on the proposed changes to DART's ADA Complementary Paratransit (Bus Plus) program, specifically including medical verification and recertification. The following tactics are planned in order to gather input: meetings with stakeholders, questions on the customer satisfaction survey, two public meetings in November, and meetings with experts to inform the medical verification questions and forms.

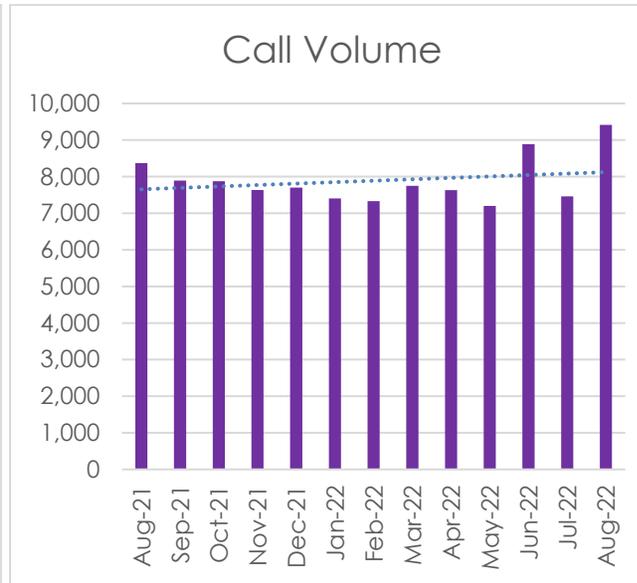
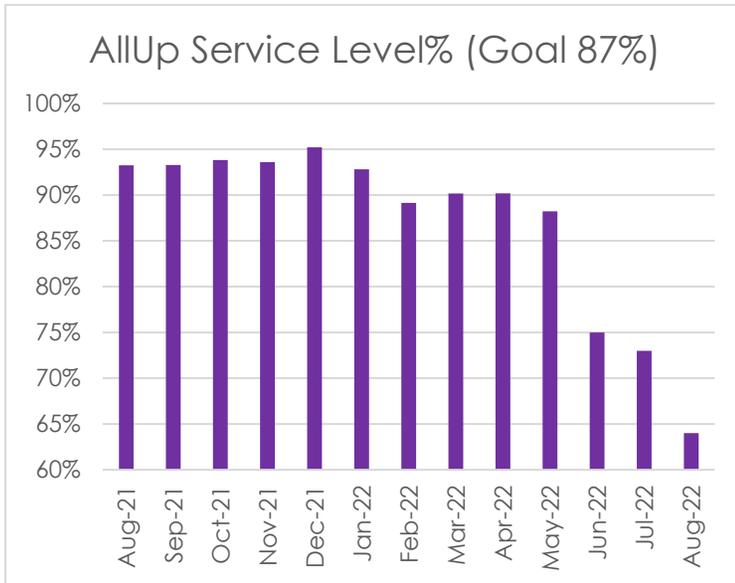
### Facilities – Zach Ashmore, Facilities Manager

- **New Shelters:** The Facilities team has coordinated with DART's local contractor to retrofit the existing Ad Panel shelters at Roosevelt to art glass installations. The art glass has been installed except for one panel that needs repair.
- **Winter Prep:** The Facilities Team has started to prepare for the cold season by working to seal the concrete surfaces around Dart Way and DART Central Station.

**MONTHLY REPORT**  
**9A: Operations Team Report**



**Customer Experience – Steve Wright, Customer Experience Manager**



Service Level: The percentage of calls answered within 60 seconds.





# MONTHLY REPORT



**9B: Planning Team Report**

**Staff Resources:** Luis Montoya, Chief Planning Officer

- **Principal Foundation Pilot- Student Access:** DART was awarded \$75,000 from the Principal Foundation to provide students at Harding Middle School and North High School fare-free access to DART. DART staff have developed an evaluation plan to study ridership trends as a result of the pilot and impacts to student achievement.
- **Principal Foundation Pilot- Merle Hay Rd:** DART was awarded \$75,000 from the Principal Foundation to provide weekend transit service along Merle Hay Rd. The DART Commission approved the use of grant funds to add weekend service to Route 5, which connects Johnston and Urbandale to Des Moines via Merle Hay Rd. This enhancement will start as part of the November service change.
- **Principal Foundation Pilot- River Bend DOD:** DART was awarded partial funding (\$100,000) to implement a new DART On Demand zone in and around the River Bend neighborhood of Des Moines. Staff have identified additional potential grant opportunities that we will apply for in an attempt to fully fund the pilot. Staff are also conducting outreach with neighborhood groups and residents to better understand the existing transportation gaps so that a service plan can be developed based on needs and available funding.
- **DART on Demand West Des Moines:** Staff are refining the TOS proposal for a new DART on Demand zone in West Des Moines. Public outreach and analysis have led staff to recommend that rather than eliminating Route 72 entirely, we make efficiency improvements and still use the savings to launch an additional, smaller DART On Demand Zone.
- **DART on Demand Ankeny:** A table below shows key performance metrics for September. Ridership continues to grow, but because we have added more driver time at the busiest times of the day the denial rate has mostly been flat, if still higher than would be ideal. Students are a growing customer segment, and we are working on strategies to more efficiently manage high demand when school gets out in the afternoons in particular.

Week	Ridership			Customer Experience			Service Adoption	
	Trips	Total Unique Riders (who booked)	First Time Users (who booked)	No Proposed Trip Available (percent of requests)	Average Wait Time (Minutes)	Average Ride Duration (Minutes)	Mobile Booking Rate	New Accounts Created
Aug 29 - Sep 2	292	67	6	16%	27	14	73%	21
Sep 5 - Sep 9	247	69	5	17%	26	10	74%	26
Sep 12 - Sep 16	297	70	3	23%	32	11	80%	19
Sep 19 - Sep 23	283	64	5	14%	26	10	75%	21
<b>Cumulative</b>	<b>7,498</b>		<b>268</b>					<b>975</b>

- **City of Des Moines License Agreement:** DART is working with the City of Des Moines to develop a license agreement to document and govern DART benches in the public right of way. Staff are in the process of negotiating the license agreement.



## MONTHLY REPORT

### 9B: Planning

- **Strategic Planning:** We are working with Baton Global to develop a Strategic Plan to outline DART's priorities for the next 3-5 years. Core Values have been developed, as well as draft Priority Areas. A Commission Workshop will be held on October 20th to review potential key initiatives and provide guidance on prioritization.
- **Fare Policy Research and Updates:** Staff are working with a consultant team to study DART's fare structure with the intent of establishing fare policies for DART on Demand, updating Rideshare fare policies, and investigate fixed-route fare collection technologies and policies.



**9C: External Affairs Team Report**

**Staff Resources:** *Erin Hockman, Chief External Affairs Officer*

- **Customer Satisfaction Survey:** DART is using ETC Institute to administer a Customer Satisfaction Survey for its Fixed Route, Paratransit, RideShare and DART On Demand services throughout October. DART usually conducts a bi-annual Customer Satisfaction Survey. Due to the COVID-19 pandemic, the last survey was administered in 2018.
- **DART Alternative Funding Advisory Committee Presentation:** Staff is developing a presentation for the committee's first meeting on October 7. The presentation will include a brief history of DART, takeaways from the 2017 Greater Des Moines Transit Funding Study, current funding challenges and possible solutions.
- **Community Foundation Leadership Grant:** DART is submitting a Letter of Interest to the Community Foundation on October 3 requesting \$250,000 over two years to help fund the 50314-pilot project that Principal Foundation is providing \$100,000 of seed funding towards. If DART is selected for further consideration, staff will have the opportunity to present to the grant selection committee in November.
- **Privacy Policy:** Staff is working with Brick Gentry to finalize updates to its Privacy Policy that will be included in the November Commission consent items for approval.

**Marketing and Communications – Carissa Meredith, Marketing and Communications Manager**

- **Ankeny DART On Demand:** Staff has deployed a communications plan to inform riders the temporary promotional fare is ending and the price to ride DART On Demand is increasing to \$1.75 per trip for a full fare ride. Along with this change, riders will be able to use the variety of DART Fixed Route fare options to pay for their trip on DART On Demand. Information on this change was shared with both Ankeny riders and residents, as well as all DART riders in a variety of ways including onboard bus audio, social media, DART's website, app notifications, etc.
- **Service Change and Public Input Communications:** Communications are being prepared to share with riders, partners and local governments ahead of a November 13 service change. DART will be heavily promoting the addition of weekend service on Route 5 leading up to the service change and for several months after the change takes effect. The marketing and communications team is also working closely with planning to gather input from residents in the 50314-zip code as DART seeks to understand transportation barriers for a possible pilot project.
- **Read and Ride Week:** DART partnered with public libraries to offer free rides for Library card sign up week, September 11-17. More than 211 rides were given to library card holders. Participating libraries included Clive, Des Moines, Johnston, Urbandale, and West Des Moines.
- **Gen Z campaign continues:** Additional digital and social media advertising has begun for the Gen Z campaign and will run through November keeping DART services top of mind among this demographic.



**Marketing Analytics Report**

Metric	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	August 2021	Year Prior
MyDART App Accounts	36,818	37,752	38,413	39,470	40,371	43,549	29,353	48%
Website Unique Visitors	19,078	20,905	23,144	22,199	18,962	35,503	27,500	29%
Facebook Likes	6,000	6,023	6,062	6,074	6,084	6,109	5,110	20%
Twitter Followers	2,505	2,506	2,516	2,519	2,524	2,542	2,462	3%
Instagram Followers	1,503	1,517	1,540	1,552	1,554	1,568	1,453	8%
LinkedIn Followers	698	707	731	743	754	775	580	34%
Email Subscribers	13,504	13,500	13,551	13,550	13,557	13,566	13,121	3%
Trip Plans	32,865	31,214	37,318	44,412	39,476	54,465	10,189	435%
Real-time Map	22,532	21,248	28,359	34,609	27,711	41,711	13,330	213%
Next DART Bus	279,818	245,454	353,591	341,649	285,471	327,387	184,349	78%
SMS Text Messaging	147,731	135,373	136,377	128,733	115,626	131,070	115,472	184%

**MyDART App Report**

Metric	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	TOTAL FY 2023
Downloads	989	934	661	1,057	846	3,178	4,024
iOS	264	256	180	223	224	1,381	1,605
Android	725	678	481	834	622	1,797	2,419
Accounts Created	706	620	732	944	901	3,499	4,400
Orders Placed	3,472	4,082	4,615	5,132	5,058	9,080	14,138
Passes Purchased	4,774	6,674	7,473	8,409	7,054	16,447	23,501
Revenue	\$22,677	\$19,950	\$20,182	\$22,266	\$27,050	\$39,677	\$66,727

**DART in the News**

**Top Stories:**

[DART to Discontinue One Dollar Rides in Ankeny Next Month](#) - KASI-AM

[Central Iowa libraries partner with DART to bring back free bus rides for cardholders](#) - Little Village Mag

[Salvation Army launches new mobile social services center](#) – WHO-TV



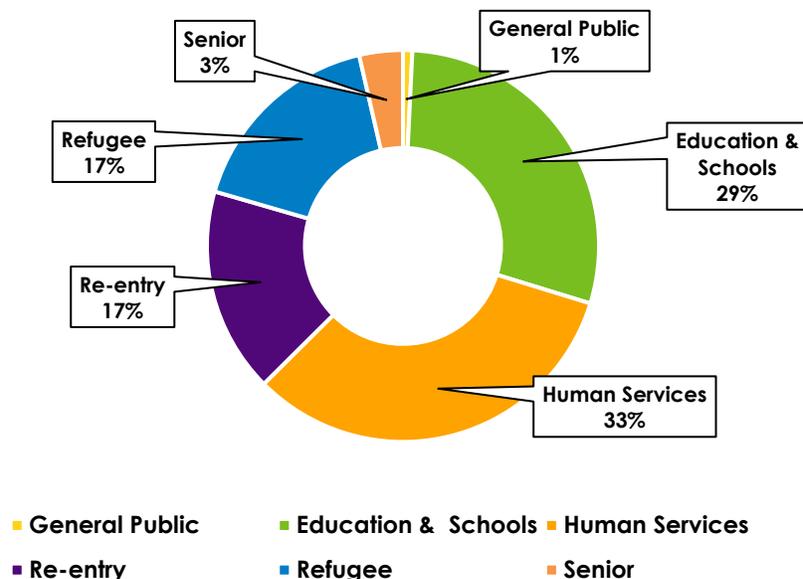
**Business & Community Partnerships – Matt Harris, Business & Community Partnerships Manager**

- Neighborhood bus tour:** DART partnered with the Des Moines Art Center to highlight community development projects and public art throughout the Drake Neighborhood and 6<sup>th</sup> Avenue Corridor. Highlights of the tour included DART art shelters by artists Sheena Rose (6<sup>th</sup> Avenue Corridor) as well as Mollie Wallace and Dana Harrison (Drake).


- Art shelters:** Two (2) art shelters at the Roosevelt Cultural District have been installed and feature artwork by Des Moines artist Jenna Brownlee, bringing the total installed shelters to date to nine (9). Additional installations later this year include the City of Johnston (1), the Avenues of Ingersoll and Grand (2), the City of Urbandale (2), the City of Windsor Heights (3) and the 6<sup>th</sup> Avenue Corridor (4). Art processes are also completed or underway in the cities of Altoona and West Des Moines


- Unlimited Access Program:** Year-over-year ridership by Unlimited Access partners grew 65% in FY22 lead by gains from education, residential and office sector partners. Contracts recently renewed include Principal Financial Group and Des Moines Area Community College. Upcoming partnership renewals include The Wittern Group and Hy-Vee Commissary.
- DART supports transportation for veterans:** On September 16, DART participated in the Des Moines Homeless Veterans Stand Down event. Thanks to a partnership with Polk County Veterans Affairs, all veterans can ride DART fixed route service for free. DART also provided the use of RideShare vans to supplement access to transportation for attendees.
- Mobility Coordination:** Mobility outreach training through September 2022 participation is shown below.

**FY2022 YTD Mobility Outreach Participants**  
 437 Total Participants



## MONTHLY REPORT

### 9C: External Affairs Team Report



#### RideShare – Victoria Lundgren, RideShare Supervisor

- **New technology systems implementation:** DART and HBSS are working through implementation processes to ensure our new QRyde Platform is live by December 1. Currently, the project is on schedule, the implementation team is working to determine how DART can best take advantage of the new system to create administrative efficiencies and reduce operating costs. Testing and training is set to begin during the month of October.
- **Vanpooling promotion:** Current RideShare partners Pella Corp and Vermeer are actively working with DART staff to increase their vanpool participation. Both are hoping to reduce attrition and increase workforce opportunities for individuals living in communities 40+ miles from their operations locations. Prospective partner cultivation continues being aided by updated marketing materials focused on the tax benefits available to both the employers and the participants.

## **Monthly Federal Update for Des Moines Area Regional Transit Authority**

*Prepared by Cardinal Infrastructure*

*Prepared September 26, 2022*

### **Congressional Update**

With the 117th Congress heading down the final stretch, here's a look at the remaining Democrat priorities. The focus for September is to pass a continuing resolution (CR), which is needed to keep the government funded past September 30, the end of Fiscal Year 2022. Some provisions may be attached in a CR, but if Republicans are successful in holding up votes to achieve a "clean stopgap", then Congress will need to take those issues up in standalone votes at another time.

Issues that have received some bipartisan support include:

- Passing the electoral count act - This would clarify the vice president's role in the vote certification process and remove the provision that allows state legislatures to override the popular vote in their states.
- Passing a stopgap spending bill to avoid a partial government shutdown starting October 1 - This could be complicated by the levels of support garnered from both sides on the issues of more pandemic aid.
- Passing the National Defense Authorization Act – The House has already passed a version of this bill that would authorize \$840.2 billion in national defense spending.

Among top Democratic priorities are:

- Getting the Respect for Marriage Act to the President's desk - This bill, which has already passed in the House, would codify protections for same sex marriage.
- Appointing more judges - President Biden has already seen more judicial confirmations than recent administrations at this point in their presidency. If Democrats lose the Senate, this could become their number one priority.
- Capping insulin costs - establishing a \$35 ceiling on the life-preserving drug for private insurance did not survive during negotiations of the Inflation Reduction Act in August.
- Energy permitting reform - sought by Sen. Joe Manchin to accelerate approval for energy projects. Specifically, the Mountain Valley Pipeline in West Virginia.

Topline budget items from the Biden Administration's \$47.1 billion emergency supplemental funding request include:

- \$22.4 billion in emergency funds for COVID-19.
- \$13.7 billion in military and humanitarian aid to Ukraine.
- \$2 billion for domestic energy needs in response to the decrease of Russian supply.
- \$6.5 billion for disaster recovery aid. Including money for Kentucky to recover from flooding.

### **BIL Implementation**

On Wednesday, the U.S. Senate Committee on Environment and Public Works held a hearing on state and local perspectives of the Bipartisan Infrastructure Law (BIL). Witnesses included Nicole Majeski, Delaware Secretary of Transportation (home State of the Committee Chair); Jimmy Wriston, West Virginia Department of Transportation (home State of the Ranking Member); Regine Romero, Mayor of Tucson; and Jim Tymon, head of AASHTO and former House T&I staffer. Tymon and Wriston highlighted concerns with the emphasis of funding in discretionary grants (available to state and locals) in BIL, which has resulted in a complex application process across numerous existing and new grant

programs. Under the first year of BIL and FY22 appropriations, US DOT is responsible for administering \$28 billion in discretionary grants, compared to \$5 billion the previous year. However, BIL also significantly increased the formula funding levels for highway and transit programs.

States prefer the flexibility of formula programs (largely available to only state DOTs). Mayor Romero said he has not found the application process overly cumbersome but did mention the city has had to hire consultants to help navigate the grant programs. Secretary Majeski similarly noted that Delaware has turned to consultants for assistance while acknowledging the large amount of work required for grant applications.

## Upcoming Grants

**PROTECT Formula and Discretionary Grant Program** - Most of the funds in the PROTECT program will be distributed through formula funding to each state department of transportation office (\$7.3 billion). Cities and local governments have the opportunity to apply for the remaining \$1.4 billion in competitive PROTECT grants that the U.S. Department of Transportation can award to transit agencies, Metropolitan Planning Organizations and other eligible entities. The formula program will be administered through the State of Washington and will be an opportunity to access funds for resiliency improvements. Cardinal will keep Connect staff apprised of updates to the discretionary grant program.

## DOE Clean Energy Program

The Department of Energy (DOE) has [announced](#) funding levels for the "State Energy Program" (SEP) to expand state clean energy programs. DOE is currently accepting applications from states and the list of eligible projects is *quite flexible*. This is a **formula grant program**, and each state's allocated amounts can be found [here](#).

It may be worthwhile for you to connect with your state energy office to determine if any activities or buildings that you own could be eligible for some of this funding. Per DOE, SEP funding affords states broad flexibility to finance a range of activities and projects, such as: Installation of renewable energy systems and clean energy infrastructure; Innovative clean energy technology demonstration projects; Energy efficiency upgrades; Clean energy financing programs; Critical planning for clean energy and workforce development programs. **The Bipartisan Infrastructure Law expanded the list of eligible projects and specifically included transportation efficiency and electrification.**

Examples of previous projects that were funded through the program include:

- In [Maryland](#), a partnership with IKEA to install a solar canopy and EV chargers in parking lots
- In [Kentucky](#), the creation of a solar project siting tool
- In [Wisconsin](#), improving energy security and resiliency for local and tribal governments
- In [Arizona](#), completing critical energy efficiency upgrades to a city-owned building
- In [Wyoming](#), distributing funds to local governments and businesses for efficiency upgrades

Click [here](#) for more resources from DOE's state and local solution center.

## Amtrak Board of Directors

During the Senate Commerce Committee's September hearing, [Maria Cantwell](#) told five nominees for the Amtrak board of directors, including the current board chair, that she won't support their nominations unless they promise to come up with a "workforce strategy," amid delays in the restoration of Amtrak service in Washington State. Sen. Tester of Montana also noted his disappointment in Amtrak's western service and asked for a commitment from the nominees to ensure the western states have their needs met by the nation's largest passenger rail provider.

Workforce challenges are unique to no industry in North America right now, and transportation is certainly feeling the burn.

## **NHTSA**

Steve Cliff, the head of the Transportation Department's subagency in charge of vehicle and road safety, is stepping down to take a position at California's air and climate regulator. Cliff served as administrator of the National Highway Traffic Safety Administration since February 2021. It is unknown who will be nominated by the Biden Administration to head the agency.

NHTSA estimates that 9,560 people died in motor vehicle traffic crashes in the first quarter of 2022. This is an increase of about 7% as compared to the 8,935 fatalities projected for the same quarter in 2021. This would be the highest number of first-quarter fatalities since 2002. According to NHTSA's early estimates, the fatality rate for the first quarter of 2022 increased to 1.27 fatalities per 100 million vehicle miles traveled, up from the projected rate of 1.25 fatalities per 100 million vehicle miles in the first quarter of 2021.

## **EV Tax Credit**

U.S. lawmakers and Biden passed and enacted a provision in the Inflation Reduction Act that most legal experts see as an obvious violation of international trade rules. The move shows a potentially irreversible shift started under Trump, where domestic political concerns heavily outweigh a global rules-based trade order the administration contends it supports. This could have implications further down the line on U.S. decision-making involving domestic content standards in transportation infrastructure.

A new tax credit for U.S. buyers of qualifying electric vehicles made in North America has ignited the specter of a trade war as a domestic imperative of the Biden administration and Democrats collides with the complex realities of globalization. European Commission spokeswoman Miriam Garcia Ferrer said, "we think that it's discriminatory, that it's discriminating against foreign producers in relation to U.S. producers," calling the credits a "new, potential, trans-Atlantic trade barrier." "Of course this would mean that it would be incompatible with the WTO," she said.

## **Rail Labor**

While a rail strike was averted for now, the new deadline to watch is mid-October, when rank-and-file union members will need to ratify the tentative agreement reached by union leaders and freight rail executives on Thursday. Unlike last week, however, if a ratification vote fails both parties must begin negotiations again. Thursday's new deal includes wage increases, health care cost freezes and changes in work rules. Changes to time-off policies, something the railroads fiercely opposed, was the biggest hangup in negotiations. But the tentative agreement may not be an easy sell, especially for the members of the unions that had earlier opposed the Presidential Energy Board's recommendations.

## **Buy America**

Three key House Transportation Committee Republicans are asking DOT's inspector general to investigate the Southeastern Pennsylvania Transportation Authority's compliance with FTA Buy America requirements with regard to a railcar procurement from the state-owned China Railway Rolling Stock MA Corporation. The \$138 million contract was awarded in 2017 and its initial delivery date of 2019 was pushed back to 2023.



## MONTHLY REPORT



**9D: Finance, IT & Procurement Team Report**

**Staff Resources: Kent Farver, Chief Financial Officer**

### **Operations and Maintenance Facility Update – Kent Farver, CFO**

- The FTA regional office has notified us that our Facility Planning Basis Information Sheet is substantially complete and our work on the NEPA and Section 106 review is now proceeding. This work will encompass a phase 1 environmental review, a historian review, and the completion of the FTA Environmental Worksheet. The intended target deadline for this work is March 1, 2023.

### **Finance Department – Amber Dakan, Finance Manager**

- **FY 2022 Financial Audit** – Baker Tilly, DART's contracted auditors, conducted our annual required single audit the week of September 11<sup>th</sup>. Finance staff continue to work on outstanding items to complete both the financial audit as well as conducting the Agreed Upon Procedures (AUP) for the National Transit Database reporting due in October.
- **Financial Planning** – Staff are continuing to work with Public Financial Management (PFM) on developing a 5-year financial plan to be complete this fall.

### **Procurement Department – Mike Gulick, Procurement Manager**

#### **Upcoming Projects and Procurements:**

- **Drive Lane Concrete (1100 DART Way)** – DART is seeking a contractor to provide replacement of concrete in the drive lane at 1100 DART Way. The project will focus on demolition and replacement of concrete that is over the diesel fuel tanks. The existing concrete does not have enough slope and causes water to get into the fuel tanks.
  - Contract awarded to DBE and estimated completion 1<sup>st</sup> week of October
- **HVAC Preventative Maintenance Services** - DART is seeking a contractor to provide HVAC Preventative Maintenance Services for DART Central Station and DART Operations and Maintenance Facility. The current Contract is expiring September 11, 2022, with no renewals available.
  - Awarded 3-Year Contract AJ Allen Mechanical to begin November 1, 2022
- **Armored Vehicle & Courier Services** – DART is seeking a contractor to provide armored vehicle and courier services for DCS, DW, and State Fair. The current Contract expires November 14, 2022.
  - RFP publicly posted September 27, 2022, closing October 24, 2022
- **Glass Replacement Services** – DART is seeking a contractor to provide glass replacement services for the bus shelters and DCS from vandalism and damage.
  - RFQ publicly posted September 22, 2022, closing October 12, 2022

## MONTHLY REPORT

### 9D: Finance/IT/Procurement



#### **Contracts and Task Orders Approved Recently:**

- **Vanpool Management Software** – DART awarded Contract to HB Software Solutions for their proprietary QRYde system on July 7, 2022 and notice to proceed on August 1, 2022.
- **Securities Upgrades (1100 DART Way)** – DART has placed purchase order off State Contract with Baker Group to update the security system at DW and allow for remote security work. Cameras are in and we are waiting on mounts and brackets to be delivered.
- **Facilities Truck** – DART has placed a purchase order off State Contract with Karl Chevrolet and GM has accepted for 2023 Chevrolet 3500HD 4x4 Standard Cab Work Truck. Estimated time for delivery is December 2022 with potential for delay into 2023.

#### **Future Procurements:**

- HRIS System
- HR Employee Service Awards Program
- Insurance Alternatives for DART
- Financial Audit Services
- Art Wall Refresh
- Bond/Financing Counsel Services
- Construction Management Services
- Outdoor Signage Displays

#### **IT Department – Kyle Foster, IT Director**

- **Radio Replacement Project** – The bus installations will be completed by 9-30. The transition has gone smoothly, and the benefits of increased quality and range have already been recognized.
- **Technology Plan (Health Assessment) Development** – Underutilization of existing software/solutions was one of the voids established in the assessment. Based upon this feedback from R&B, solution vendors have started to be engaged for follow up training and to assist in updating standard operating procedures.
- **Infrastructure Refresh project** – RSM was engaged to do a server and network hardware audit. They have provided a list of recommended hardware items that they would recommend getting on the replacement schedule. Utilizing this list, we're creating a phased plan to refresh the aging hardware. This plan will take into consideration our current locations as well as future building moves to ensure everything is modular and scalable enough to be relocated and expanded upon.



# MONTHLY REPORT



**9E: Human Resources, Training & Safety Team Report**

**Staff Resource: Todd Sadler, Chief Human Resources Officer**

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**Human Resources – Shelby VanSteenwyk HR Specialist**

- **Recruitment Update - Current Openings:**
  - Fixed Route Operator
  - Paratransit Operator
  - Chief Operations Officer
  - Customer Service Specialist
- **Recent Hires:**
  - Building & Grounds employee started on 9/19
  - Bus Service started on 08/29
  - Operations Supervisor to start 09/20
- **COVID-19 Update:** Since the beginning of 2022 we have had 105 positive tests. Notable statistics include that our total vaccination rate is 67.77 percent. We are continuing to showcase the benefit of getting vaccinations to our employees.

**Training – Matt Johnson, Training Manager**

- **Fixed Route Trainees:** Training continues for one Fixed Route Operator in training.
- **Smith System Safety Class Refresher:** Training continues Smith System safe driving course refresher classes for all experienced operators. These four-hour refresher courses cover material and reinforcement practice for the principles covered in the initial course that everyone receives upon hire. The majority of operators have now completed their refresher course.
- **Graduation Celebration:** Training conducted our second graduation celebration to honor three recent graduates of the training program for those who operate a CDL revenue vehicle.

**Safety – Pat Daly, Safety Manager**

- **DART Safety Plan:**
  - Recapped employee Safety Reporting Program at monthly safety meetings.
  - Introduced new anonymous reporting pathway
  - Presented “Near-Miss” reporting program
  - Completed lesson plans for Safety Plan “awareness level” training for all employees
  - Continued work on several emergency action plans.
- **Risk Assessments**
  - Conduct risk assessment on reconfigured DMPS school route due to route challenges discovered after the start of the school year.



9F: Chief Executive Officer

Staff Resource: Elizabeth Presutti, Chief Executive Officer

- DART Executive Committee:** The DART Executive Committee met on Wednesday, September 21. The discussion items presented during the meeting included:

  - o TRAC By-Laws
  - o Commission Governance
  - o Project Updates
- 15 Year Service Award:** Jesus Gonzales, Vehicle Maintenance Technician II, celebrated his 15<sup>th</sup> anniversary on September 5<sup>th</sup>. Jesus began his journey at DART as a Bus Service Technician, making sure our buses were fueled and ready for pullout. Shortly after he decided to spend a year as our Utility Person assisting with various tasks in the Maintenance Shop. Eventually moved into a mechanic's position which he has been doing for the past 4 years.
- American Bus Benchmarking Annual Meeting:** Luis Montoya, Chief Planning Officer, Nate Bleadorn, Business Intelligence Manager, and I attended the American Bus Benchmarking Annual Meeting in Norfolk, Virginia, September 26-28, 2022. We learned about the initiatives at other transit agencies as well as a review of the most recent benchmarking data.
- New Chief Operating Officer** - I am happy to be able to announce that Brandon Smiley has accepted the position as DART's new COO. Brandon's first day at DART is October 17, 2022. Brandon comes from the Kansas City Area Transportation Authority (KCATA) in which he was the Director of Transportation. As Brandon built his career at KCATA he has had extensive experience in transit operations, starting as a Bus Operator early in his career. We are excited to welcome Brandon to DART!
- Chief Financial Officer** – Kent Farver will be leaving his position as DART's Chief Financial Officer on October 7, 2022. Kent will be going back to the State of Iowa to serve as the Director of Finance for the Judicial Branch. We are grateful for the way Kent has helped advance key initiatives such as the DART property tax formula and the new maintenance facility project, as well as the creation of COVID relief funding plans and several policy updates. We will be initiating a recruitment search and hope to have a strong CFO in place soon.





## FUTURE DART COMMISSION ITEMS



### Future Agenda Items:

November 1, 2022 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> <li>• STBG Grant</li> <li>• Security Services</li> <li>• Privacy Policy</li> <li>• City of Des Moines License Agreement</li> <li>• Surplus Vehicle Donation Policy</li> </ul>	<ul style="list-style-type: none"> <li>• FY 2024 Budget Update</li> <li>• Quarterly Investment Report</li> <li>• Quarterly Financial Update</li> <li>• Quarterly Safety Report</li> </ul>
December 6, 2022 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> <li>• PTASP Approval</li> <li>• 2023 Legislative Priorities</li> <li>• TRAC By-Laws</li> <li>• Updated Procurement Policy and Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Transit Riders Advisory Committee Update</li> <li>• FY 2024 DART Budget Update</li> <li>• February Service Change</li> <li>• Heavy Duty Bus Purchase</li> <li>• Paratransit ADA Path Forward</li> </ul>
January 3, 2022 – 12:00 P.M. (Date to be approved)	
Action Items	Information Items
<ul style="list-style-type: none"> <li>• Audited FY22 Financials</li> <li>• MPO/CIRTA Representation</li> <li>• Winter Service Change</li> <li>• Outdoor Signage Displays</li> </ul>	<ul style="list-style-type: none"> <li>• FY 2024 DART Budget Update</li> </ul>

### Upcoming DART Meetings:

MEETING	DATE	TIME	LOCATION
DART Executive Committee	Wednesday, October, 2022	12:00 p.m.	Zoom



## COMMISSIONER ITEM



### 11A: Nominating Committee Appointments

**Staff Resource:** *Elizabeth Presutti, Chief Executive Officer*

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#### **Rules Relating to Nominating Committee Appointment:**

- As stated in Article V, Section 2 of the 28E agreement (page 13), the Nominating Committee shall be appointed by the Chair at a regular Commission meeting held at least **three (3) months prior to the annual meeting in January**.
- As stated in Article III, Section 4 of the 28e agreement (page 10), the officers of the Commission shall be elected every year by and from the members of the Commission present at the annual meeting of the Commission for that year.
  - The Nominating Committee shall select and offer nominations for each office at the annual meeting. Nominations for the officer positions shall also be accepted from the representatives present at that annual meeting.
  - All nominees, including those offered by the Nominating Committee, must receive a second in order to be considered a candidate and voted on for said office.
- The officers of the Commission shall be the Chair, the Vice Chair and the Secretary/Treasurer, each of whom shall be elected each year by vote of the Commission at the annual meeting of the Commission for that year. Officers shall be elected for a one (1) year term, with a possible second term available. In no event shall a person hold one specific officer position for more than two (2) one-year terms. Although not required, it is anticipated that the Vice-Chair shall move into the position of the Chair, and the Secretary/Treasurer shall move into the position of Vice-Chair.

#### **Nominating Committee Appointment and Proposed Schedule:**

- The Nominating Committee shall meet and be prepared to share the proposed nominations at the December 2022 Commission meeting and take action at the January 2023 Commission meeting.



## COMMISSIONER ITEM



<b>11B:</b> <b>2023 DART Commission Meeting Dates and Times</b>
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**Staff Resource:** *Vicky Barr, Executive Coordinator & Commission Clerk*

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**The proposed 2022 DART Commission Meeting dates and times are as follows:**

- January 3, 2023 at 12:00 pm
- February 7, 2023 at 12:00 pm
- March 7, 2023 at 12:00 pm
- April 4, 2023 at 12:00 pm
- May 2, 2023 at 12:00 pm
- June 6, 2023 at 12:00 pm
- July 11, 2023 at 12:00 pm (week later due to 4<sup>th</sup> of July Holiday)
- August 1, 2023 at 12:00 pm
- September 5, 2023 at 12:00 pm
- October 3, 2023 at 12:00 pm
- November 7, 2023 at 12:00 pm (election day)
- December 5, 2023 at 12:00 pm