



**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 – 813 3516 1243/PASSCODE - 635984**  
**SEPTEMBER 3, 2024 – 12:00 PM**

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	<u>PAGE #</u>
1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
3. NOTICE OF MEETING	
4. APPROVAL OF SEPTEMBER 3, 2024, AGENDA	
5. PUBLIC COMMENT (Limit 3 minutes)	
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14. NEXT MEETING: Regular DART Meeting - <b>Tuesday, October 8, 2024 – 12:00 P.M.</b>	
A. Reimagine DART Commission Workshop #2 – <b>Tuesday, September 17, 2024 – 1:00-4:00 P.M.</b>	
B. Reimagine DART Commission Workshop #3 – <b>Monday, October 28, 2024 – 8:30 -11:30 A.M.</b>	
15. EXEMPT SESSION	51
16. 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:** *Brandon Paulson, TRAC Chair*

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A hybrid meeting of the Transit Riders Advisory Committee was held on Wednesday, August 28, 2024, and a quorum was met. Included are key highlights from the meeting's discussion.

- **Reimagine DART:** Chief Strategy Officer, Erin Hockman, provided an overview of Reimagine DART and updated the committee on the scope of the work and the recent DART Commission Workshop. TRAC provided input on what measures of success they believed were important for DART and then discussed their priorities for a system redesign.
- **TRAC Member Update:** Community Mobility Coordinator, Catlin Curry, updated TRAC on the future needs for TRAC member recruitment as there are multiple members with terms ending this calendar year and DART's plans for how to solicit applications from a diverse group of riders to be considered for future openings.

The next hybrid TRAC meeting is currently scheduled for Wednesday, September 25, 2024.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES  
MEETING HOSTED IN-PERSON AND VIRTUALLY  
620 CHERRY STREET, DES MOINES IA 50309  
August 6, 2024**



(Meeting was held in a hybrid format)

**Commissioners/Alternates Present and Voting:**

Scott Henry, Todd Shafer, Tara Cox, Srikant Mikkilineni, Connie Boesen, Suresh Reddy, Ross Grooters, Angela Connolly, Bridget Montgomery, Tom Hadden and Joseph Jones

**Commissioners Absent:**

Dean O'Connor, Andrew Borcharding, Paula Dierenfeld and Russ Trimble

**CALL TO ORDER**

Vice Chair Ross Grooters called the meeting to order at 12:00 p.m. Roll call was taken, and a quorum was present.

Notice of the meeting was duly published.

**APPROVAL OF AGENDA**

Vice Chair Ross Grooters requested a motion to approve the agenda as presented. It was moved by Todd Shafer and seconded by Bridget Montgomery to approve the August 6, 2024, agenda. The motion carried unanimously.

**PUBLIC COMMENT:**

Heather Armstrong from Des Moines shared concerns on Route #1 and had suggestions on more efficiency. DART staff will investigate efficiencies as we plan for Reimagine DART.

Garland Armstrong from Des Moines had some questions about Route 8 for people coming from the airport especially as it relates to visitors for the ISF. DART staff will update Garland on long-term plans.

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

Vice Chair Ross Grooters introduced Jeremy Guenther, Vice Chair of the TRAC Committee, who shared that the last committee meeting was on Wednesday, July 31 and unfortunately, they did not have a quorum (due to weather related events). However, it was an informal meeting with several DART staff updates including the November service changes. Guenther voiced appreciation for the thoughtful process DART staff take when implementing changes, especially as it relates to safety. Reimagine DART and a paratransit update were discussed.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES – AUGUST 6, 2024**



**CONSENT ITEMS**

7A – Commission Meeting Minutes – July 9, 2024

7B – Quarterly Investment Report

7C – Advertising Policy

7D – Phase 1 O&M Facility Construction Bids and Award Recommendation Public Hearing Date

It was moved by Connie Boesen and seconded by Todd Shafer to approve the consent items. The motion carried unanimously.

**DISCUSSION ITEMS:**

8A – Operations and Maintenance Facility Update

Mike Gulick, Procurement Manager, provided an update on the upcoming construction of Phase I of the new Operations and Maintenance Facility.

8B – Paratransit Update

Lewis Lowry, Transportation Manager, provided an update on paratransit ridership and related initiatives.

8C – November Service Change

Tony Filippini, Planning and Development Manager, provided an update on the November Service Change.

8D – Iowa State Fair Updates and Reminders

Luis Montoya, Chief Operations and Planning Officer, provided an update upcoming Iowa State Fair Park and Ride service.

8E – Business Plan Update

Amanda Wanke, Chief Executive Officer, provided an update on the FY 25 DART Business Plan.

8F - Performance Report – May 2024

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES – AUGUST 6, 2024**



Nate Bleadorn, Business Intelligence Manager, provided an update on DART performance for the last fiscal year. First “bike and board” month ridership was outlined. Then, it was shared that overall FY24 performance ridership was up 8.69% from FY23, ending the year in just over 3.5 million rides. In addition, fixed route, paratransit and DART on Demand all finished with increased ridership compared to FY23. DART achieved its FY24 goal of less than 1 preventable accident per 100,000 miles and on-time performance was a little below our FY24 goal which will be a focus of improvement for FY25, knowing that many outside factors affect this number. The road calls are continuing to be impacted by our aging fleet, which we continue to focus on.

**DEPARTMENTAL MONTHLY REPORTS (BY EXCEPTION)**

Due to time, Vice Chair Ross Grooters asked the Commission to refer to their packets to review the monthly department reports, except for the CEO report.

12A - Operations

12B – Planning

12C - External Affairs

12D – Finance/IT/Procurement

12E – Human Resources

12F – Chief Executive Officer

Amanda Wanke, Chief Executive Officer, shared that we continue to fundraise for Reimagine DART and thanked Polk County for the \$20,000 grant that they contributed. So far we have raised about \$400,000 for the project. Amanda thanked staff and Commissioners/the Community for their fundraising efforts. In addition, Amanda thanked all Commissioners and their Council members for being a part of the recent Reimagine DART interviews and reminded of the upcoming workshops and the importance of attending/having a representative from each community.

**FUTURE AGENDA ITEMS**

None

**COMMISSIONER ITEMS**

None

**NEXT MEETING:**

Regular DART Meeting - Tuesday, September 3, 2024 – 12:00 P.M.

**ADJOURN**

Vice Chair Ross Grooters adjourned the meeting at 12.58 p.m.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
COMMISSION MEETING MINUTES – AUGUST 6, 2024**



\_\_\_\_\_  
**Chair**

\_\_\_\_\_  
**Clerk**

\_\_\_\_\_  
**Date**

# CONSENT ITEM



<b>7B:</b>	<b>July FY 2025 Consolidated Financial Report</b>
<b>Action:</b>	<b>Approve the July 2024 Consolidated Financial Report</b>

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

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**Year-to-Date Budget Highlights:**

**Revenue:**

- Fixed Route operating revenue is exceeding budget by 7.1% for the first month of the fiscal year. This is a result of Polk County's annual contribution to the Ride to Thrive Program as well as Operation Downtown's contribution to the DLine service.
- Fixed Route non-operating revenue is trending ahead of budget by 7.6% due to the higher than projected interest income from favorable interest rates as well as local grant revenue contributions.
- Mobility Services operating revenue is exceeding budget by 11% for the month of July. Mobile Ticketing and Polk County funding are the two categories most exceeding budget projections.
- Mobility Services' non-operating revenue is on track with the first month's budget.
- Caravan revenues are under budget by 66% due to lower than anticipated passenger fares. Caravan is working to add additional business partners to the program in FY25 as well as implement a new user platform.

**Operating Expense:**

- Fixed Route operating expenses are seeing a 12.7% savings from projections. Salaries, Wages & Fringes, Insurance, and Services are seeing the most savings to date.
- Mobility Services operating expenses are under budget by 13.6% year-to-date. Salaries, Wages, and Fringes, Equipment Repair Parts and Insurance expense are seeing the highest budget savings levels for the month.
- Caravan has budget savings of 51.6% in operating expenses for the first month of the year. All categories are seeing savings thus far apart from Cell Phone expenses.
- The month of July was DART's first payroll in the new hosted system and therefore the Salaries, Wages and Fringes expense for all three divisions continues to be adjusted and may have changes reflected in the upcoming month.

**Recommendation:**

- Approve the July FY2024 Consolidated Financial Report.

**\*\* TOTAL Un-Audited Performance of July FY2025 Year-to-Date as Compared to Budget:**

Fixed Route	\$ 622,522	Reserve for Accidents (See Balance Sheet):
Mobility Services	\$ 66,503	\$99,070.56
Caravan	\$ (4,612)	
<u>Total</u>	\$ 684,413	

**FY2025 Financials:**

**July 2024**

<b>FIXED ROUTE</b>	<b>July 2024</b>			<b>Year-To-Date-(1) Months Ending 7/31/2024</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Operating Revenue	402,598	375,766	26,832	402,598	375,766	26,832
Non-Operating Revenue	2,864,287	2,662,777	201,511	2,864,287	2,662,777	201,511
Subtotal	3,266,885	3,038,543	228,342	3,266,885	3,038,543	228,342
Operating Expenses	2,716,269	3,110,448	394,180	2,716,269	3,110,448	394,180
Gain/(Loss)	550,617	(71,905)	622,522	550,617	(71,905)	622,522

<b>MOBILITY SERVICES</b>	<b>July 2024</b>			<b>Year-To-Date-(1) Months Ending 7/31/2024</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Operating Revenue	61,700	55,583	6,117	61,700	55,583	6,117
Non-Operating Revenue	395,883	397,133	(1,250)	395,883	397,133	(1,250)
Subtotal	457,583	452,717	4,867	457,583	452,717	4,867
Operating Expenses	391,080	452,717	61,636	391,080	452,717	61,636
Gain/(Loss)	66,503	-	66,503	66,503	-	66,503

<b>CARAVAN</b>	<b>July 2024</b>			<b>Year-To-Date-(1) Months Ending 7/31/2024</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Operating Revenue	13,587	39,939	(26,352)	13,587	39,939	(26,352)
Non-Operating Revenue	8,154	14,488	(6,333)	8,154	14,488	(6,333)
Subtotal	21,741	54,427	(32,685)	21,741	54,427	(32,685)
Operating Expenses	26,353	54,427	28,073	26,353	54,427	28,073
Gain/(Loss)	(4,612)	-	(4,612)	(4,612)	-	(4,612)

<b>SUMMARY</b>	<b>July 2024</b>			<b>Year-To-Date-(1) Months Ending 7/31/2024</b>		
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Operating Revenue	477,885	471,289	6,597	477,885	471,289	6,597
Non-Operating Revenue	3,268,325	3,074,398	193,927	3,268,325	3,074,398	193,927
Subtotal	3,746,210	3,545,686	200,524	3,746,210	3,545,686	200,524
Operating Expenses	3,133,703	3,617,592	483,889	3,133,703	3,617,592	483,889
Gain/(Loss)	612,508	(71,905)	684,413	612,508	(71,905)	684,413

**8A:**

**Public Hearing on Proposed Plans, Specifications, Form of Contracts, and Estimate of Cost for Construction of the Operations and Maintenance Facility – Phase I**

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

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**Background:**

- Per Iowa Code Chapter 26, the Regional Transit Authority must hold a public hearing to approve the proposed plans, specifications, form of contract, and estimated total cost for the constructions of the Operations and Maintenance Facility – Phase I and allow any member community or the public to provide information to the Commission prior to its decision to enter into contracts for the public improvement.
- Any written correspondence received prior to the meeting will be available for review.

**Public Hearing Procedures:**

- Any participants wishing to speak on the proposed subject should sign up in advance on the appropriate speakers list.
- DART staff will make a brief presentation regarding the subject of the hearing prior to receiving comment.
- Speakers will be asked to state their:
  - Name
  - Address
  - Affiliation (if any)
- Speakers will be asked to limit their remarks to 3 minutes.
- Written comments/emails received to date will be made available to anyone wishing to review them.

## ACTION ITEM



<b>9A:</b>	<b>Operations and Maintenance Facility Phase I Construction Contracts</b>
<b>Action:</b>	<b>Approve Operations and Maintenance Facility Phase I Construction Contracts</b>

**Staff Resource:** *Michael Gulick, Procurement & Contract Manager*

**Background:**

- On September 5, 2023, the DART Commission approved staff to proceed with Design and Construction of Phase I of a new Operations and Maintenance Facility.
  - The approved Phase I project budget and funding plan is as follows:

<b>Sept 5, 2023 Commission Approved Funding</b>	
FTA Formula Funding	\$8,268,800
2019 Bus and Bus Facilities Grant	\$17,275,000
Local Match for formula funding	\$2,068,000
Local Match for 2019 Grant	\$4,318,750
Local Capital Funding	\$2,859,150
<b>Total*</b>	<b>\$34,789,700</b>

*\*Does not include additional available funding from Federal Land Proceeds from DART Way Pond and Easement of \$560,200*

<b>Phase 1 Project Budget</b>	
Land Acquisition	\$3,918,362
A&E	\$5,665,653
Construction Costs*	<b>\$22,048,536</b>
Contingencies	\$2,119,180
Soft Costs	\$987,000
Legal & Insurance	\$60,000
<b>Total</b>	<b>\$34,798,732</b>

*\*Includes pre-construction tree clearing \$4,896*



**ACTION ITEM**

**9A: Operations and Maintenance Facility Phase I Construction Contracts**

- Public Construction Bidding
  - Publicly Advertised for Bids July 15, 2024
  - Pre-Bid Conference held July 31, 2024
  - Sealed Bids were received and publicly opened August 8, 2024
    - BP13 – Equipment did not receive any bids *(rebitting)*
- Phase I 100% Design Construction Cost Estimates = \$24,154,000 *(includes BP13 Equipment)*
- Phase I Construction Bids = \$22,043,639 *(includes BP13 Equipment Cost Estimate)*

**Phase I Construction Summary of Bid Packages:**

<b>Bid Package</b>	<b>Apparent Low Bidder</b>	<b>Base Bid</b>
01 Site Demo, Utilities, Earthwork, Landscaping	Elder Corporation	\$2,073,700.00
02 Concrete & Paving	Absolute Group	\$2,669,844.75
03 Masonry	Forrest & Associate Inc	\$516,210.00
04 Steel & Precast	PDM Precast Inc	\$3,563,092.00
05 General, Carpentry, Finishes	Core Construction Services LLC	\$892,000.00
06 Roofing	T&K Roofing Company	\$940,000.00
07 Overhead & Coiling Doors	Adams Door Company	\$318,713.00
09 Exterior Fencing	DSM Steel Fence Co Inc	\$224,900.00
10 Fire Suppression	Elite Fire	\$296,880.00
11 Electrical, Low Voltage, Security	Kline Electric	\$3,411,300.00
12 Mechanical & Plumbing	Baker Mechanical Inc	\$5,600,000.00
13 Equipment*	No Bids Received	\$1,537,000.00
<b>Phase I Construction Base Bids Total</b>		<b>\$22,043,639.75</b>

*\*Bid Package 13 – Equipment Base Bid amount is using Cost Estimate amount*



**ACTION ITEM**

**9A: Operations and Maintenance Facility Phase I Construction Contracts**

**Attachments:**

- 9A1- Detailed Bid Tabulations
- 9A2 - Phase I Project Budget

**Recommendation:**

- Award the recommended construction contracts and package awards to the vendors at the amount specified below:

○ BP01: Elder Corporation	\$2,073,700.00
○ BP02: Absolute Group	\$2,669,844.75
○ BP03: Forrest & Associate Inc	\$516,210.00
○ BP04: PDM Precast Inc	\$3,563,092.00
○ BP05: Core Construction Services LLC	\$892,000.00
○ BP06: T&K Roofing Company	\$940,000.00
○ BP07: Adams Door Company	\$318,713.00
○ BP09: Des Moines Steel Fence Co Inc	\$224,900.00
○ BP10: Elite Fire	\$296,880.00
○ BP11: Kline Electric	\$3,411,300.00
○ BP12: Baker Mechanical Inc	\$5,600,000.00

CM: DCI Group  
 Owner: DART  
 Architect: Substance  
 Owner Rep: Sidekick Development

Bid Date: 08/07/2024  
 Bid Time: 2:00 PM  
 Recorder: Michael Gulick

<b>DART O&amp;M Facility - Phase 1: Bid Summary</b>			
<b>Bid Package</b>	<b>Apparent Low Bidder</b>	<b>Cost Estimate</b>	<b>Base Bid</b>
Bid Package 01 - Site Demo, Utilities, Earthwork and Landscaping	Elder Corporation	\$ 2,084,000.00	\$ 2,073,700.00
Bid Package 02 - Concrete & Paving	Absolute Group	\$ 2,307,000.00	\$ 2,669,844.75
Bid Package 03 - Masonry	Forrest & Associate Inc.	\$ 768,000.00	\$ 516,210.00
Bid Package 04 - Steel and Precast	PDM Precast Inc.	\$ 4,056,000.00	\$ 3,563,092.00
Bid Package 05 - General, Carpentry and Finishes	Core Construction Services LLC	\$ 672,000.00	\$ 892,000.00
Bid Package 06 - Roofing	T&K Roofing	\$ 913,000.00	\$ 940,000.00
Bid Package 07 - Overhead and Coiling Doors	Adams Door	\$ 600,000.00	\$ 318,713.00
<del>Bid Package 08 - REMOVED (AD-4 08/02/24)</del>		<i>VOID</i>	<i>N/A</i>
Bid Package 09 - Exterior Fencing	DSM Steel Fence Co.	\$ 104,000.00	\$ 224,900.00
Bid Package 10 - Fire Suppression	Elite Fire	\$ 305,000.00	\$ 296,880.00
Bid Package 11 - Electrical, Low Voltage, Security	Kline Electric	\$ 4,451,000.00	\$ 3,411,300.00
Bid Package 12 - Mechanical and Plumbing	Baker Group	\$ 6,357,000.00	\$ 5,600,000.00
Bid Package 13 - Equipment	No Bids Received	\$ 1,537,000.00	No Bids

BID PACKAGE 01 Site Demo, Earthwork, Utilities, and Landscaping Budget: \$2,084,000.00								
<b>Bidder Name:</b>	Base Bid	ALT 7.01	ALT 7.02	Unit Price 01	Unit Price 02	Unit Price 03	Unit Price 04	Unit Price 06
Correll Contractors	\$2,304,000.00	-\$30,000.00	-\$38,000.00	\$400.00	\$30.00	\$50.00	\$150.00	\$2,625.00
Elder Corporation	\$2,073,700.00	-\$30,000.00	-\$38,000.00	\$34.50	\$65.50	\$76.50	\$12.75	\$2,350.00
OnTrack	\$2,655,890.00	-\$26,500.00	-\$38,520.00	\$35.00	\$66.00	\$77.00	\$13.00	\$4,000.00



BID PACKAGE 02				
Concrete and Paving				
Budget: \$2,307,000.00				
<b>Bidder Name:</b>	Base Bid	Unit Price 05	Unit Price 07	Unit Price 08
Jordison Construction Inc	\$3,200,000.00	\$750.00	\$285.00	\$300.00
Core Construction Services LLC	\$2,718,000.00	\$700.00	\$325.00	\$325.00
Jensen Builders LTD	\$3,320,000.00	\$553.00	\$405.00	\$352.00
Concrete Technologies Inc.	\$3,023,000.00	\$125.00	\$335.00	\$305.00
Graphite Construction Group	\$3,299,000.00	\$825.00	\$350.00	\$400.00
Nehring Construction Inc	\$2,906,413.00	\$1,100.00	\$275.00	\$310.00
Absolute Group	\$2,669,844.75	\$700.00	\$400.00	\$400.00

BID PACKAGE 03	
Masonry	
Budget: \$768,000.00	
<b>Bidder Name:</b>	Base Bid
Heitkamp Masonry	\$637,805.00
Forrest & Associate Inc.	\$516,210.00
Seedorff Masonry Inc	\$555,825.00

BID PACKAGE 04		
Steel and Precast		
Budget: \$4,056,000.00		
<b>Bidder Name:</b>	Base Bid	ALT 08
Core Construction	\$3,684,000.00	0
PDM Precast Inc.	\$3,563,092.00	0
TriCity Ironworks	\$3,874,950.00	0

BID PACKAGE 05	
General, Carpentry and Finishes	
Budget: \$672,000.00	
<b>Bidder Name:</b>	Base Bid
Core Construction Services, LLC	\$892,000.00

BID PACKAGE 06	
Roofing	
Budget: \$913,000.00	
<b>Bidder Name:</b>	Base Bid
Central States Roofing	\$1,215,000.00
T&K Roofing Company dba T&K Roofing & Sheet Metal Co.	\$940,000.00
ForSure Roofing & Sheet Metal LLC	\$1,280,361.00
Black Hawk Roof Company Inc	N/A - Blank
Academy Roofing & Sheet Metal Co.	\$1,169,100.00
Polyvinyl Roofing Inc.	\$1,389,997.00
Bailey Roofing Contractors	\$1,016,200.00

BID PACKAGE 07	
Overhead and Coiling Doors	
Budget: \$600,000.00	
<b>Bidder Name:</b>	Base Bid
Skold Door Company	\$478,300.00
Adams Door Company a D.H. Pace Company, Inc.	\$318,713.00
WD Door	\$398,685.00

BID PACKAGE 09			
Exterior Fencing			
Budget: \$104,000.00			
<b>Bidder Name:</b>	Base Bid	ALT 01.01	ALT 01.02
Des Moines Steel Fence Co.	\$224,900.00	-\$11,500.00	-\$33,450.00
Century Fence	\$283,245.00	\$264,225.00	\$234,160.00

BID PACKAGE 10	
Fire Suppression	
Budget: \$305,000.00	
<b>Bidder Name:</b>	Base Bid
Elite Fire Sprinkler Systems	\$296,880.00
Midwest Automatic Fire Sprinkler Co.	\$328,400.00

<b>BID PACKAGE 11</b>  Electrical, Low Voltage, Data & Security Budget: \$4,451,000.00					
	<b>Bidder Name:</b>	Base Bid	ALT 06	ALT 7.01	ALT 7.02
Van Maanen Electric	\$3,444,444.00	\$94,218.00	\$0.00	-\$800.00	-\$250.00
Baker Mechanical Inc dba Baker Group	\$3,422,680.00	\$188,200.00	\$0.00	\$0.00	\$1,080.00
TriCity Electric	\$3,448,686.00	\$97,160.00	\$250.00	\$1,036.00	\$570.00
Kline Electric	\$3,411,300.00	\$86,530.00	\$0.00	\$250.00	\$325.00
Baker Electric Inc	\$3,699,300.00	\$8,260.00	\$0.00	-\$800.00	no bid



BID PACKAGE 12					
Mechanical and Plumbing					
Budget: \$6,357,000.00					
<b>Bidder Name:</b>	Base Bid	ALT 06	ALT 7.01	ALT 7.02	ALT 09
Manning Seivert Mechanical Contractors Inc.	\$6,256,576.00	\$535,500.00			-\$9,000.00
Baker Mechanical Inc. DBA Baker Group	\$5,600,000.00	\$595,000.00	\$0.00	\$0.00	no bid
Cunningham	\$6,066,867.00	\$650,743.00		\$5,981.00	\$2,124.00
Modern Piping Inc	\$6,942,750.00	\$693,700.00	\$0.00	-\$750.00	-\$1,500.00
Central Iowa Mechanical	\$6,763,574.00	\$555,500.00	\$0.00	-\$1,995.00	-\$1,200.00

BID PACKAGE 13			
Equipment			
Budget: \$1,537,000.00			
<b>Bidder Name:</b>	Base Bid	ALT 04	ALT 05

**Operations and Maintenance Facility Phase I Construction Budget (as of 8/19/2024)**

**Project Overview:**

Project Name	Phase I Maintenance & Parts
Project Location	3500 Vandalia Road, Des Moines, IA 50319
Project Description	Building 76,848 sqft / Driveway & Parking 102,500 sqft
Project Duration	24-36 Months

		Budget	Expenditures to Date
<b>Land Acquisition Costs:</b>		<b>\$3,918,362.00</b>	<b>\$3,871,440.00</b>
Land Acquisition Costs		\$3,910,000.00	\$3,861,078.00
Land Assessment Costs		\$7,500.00	\$9,500.00
Permitting Fees		\$862.00	\$862.00
<b>Architect &amp; Engineering / Constuction Manger Costs:</b>		<b>\$5,665,653.61</b>	<b>\$2,444,641.39</b>
<b>Owner's Representation:</b>	Sidekick Development LLC	<b>\$380,000.00</b>	<b>\$126,000.00</b>
Project Management Fees		\$380,000.00	\$126,000.00
Reimbursable Expenses			
<b>Architect:</b>	Substance, LLC	<b>\$2,618,837.61</b>	<b>\$2,251,281.39</b>
Architectural & Engineering Design Fees		\$2,618,837.61	\$2,250,531.01
Reimbursable Expenses			\$750.38
<b>Construction Manager (as Agent):</b>	DCI Group Inc	<b>\$2,666,816.00</b>	<b>\$67,360.00</b>
Construction Management Fixed Fee		\$810,000.00	
General Conditions Costs		\$1,856,816.00	\$67,360.00
<b>Construction Costs:</b>	<b>Prime Contractor</b>	<b>\$22,048,536.24</b>	<b>\$0.00</b>
Tree Clearing	Wright Outdoor Solutions	\$4,896.49	
BP01 - Site demolition, Earthwork, Utilities & Landscaping	Elder Corporation	\$2,073,700.00	
BP02 - Concrete & paving	Absolute Group	\$2,669,844.75	
BP03 - Masonry	Forrest & Associate Inc	\$516,210.00	
BP04 - Steel and precast Total	PDM Precast Inc	\$3,563,092.00	
BP05 - General carpentry & finishes	Core Construction Services LLC	\$892,000.00	
BP06 - Roofing	T&K Roofing Company	\$940,000.00	
BP07 - Overhead & coiling doors	Adams Door Company	\$318,713.00	
BP09 - Exterior fencing	Des Moines Steet Fence Co Inc	\$224,900.00	
BP10 - Fire suppression	Elite Fire	\$296,880.00	
BP11 - Electrical	Kline Electric	\$3,411,300.00	
BP12 - Mechanical and plumbing	Baker Mechancial Inc	\$5,600,000.00	
BP13 - Equipment	TBD - Rebidding	\$1,537,000.00	
<b>Allocated Contingency and Escalation:</b>		<b>\$1,718,838.63</b>	<b>\$0.00</b>
Construction Contingency		\$1,218,838.63	
Design Contingency		\$500,000.00	
<b>Project Soft Costs:</b>		<b>\$987,000.00</b>	<b>\$0.00</b>
Furniture, Fixtures, and Equipment (FFE) OFOI		\$732,000.00	
Moving and Relocation Costs		\$20,000.00	
IT Infrastructure		\$200,000.00	
Training Costs/Commissoning		\$35,000.00	
<b>Legal and Insurance:</b>		<b>\$60,000.00</b>	<b>\$13,686.15</b>
Legal Fees		\$10,000.00	\$13,686.15
Insurance Premiums		\$50,000.00	
<b>Non-Allocated Contingency and Escalation:</b>		<b>\$400,341.52</b>	<b>\$0.00</b>
Reserved fund for unexpected costs		\$400,341.52	
<b>Grand Total Construction Budget:</b>			
<b>Sum of all the above categories</b>		<b>\$34,798,732.00</b>	<b>\$6,329,767.54</b>

Commission Approved Budget (September 5, 2023)

\$34,789,700.00

## ACTION ITEM



<b>9B:</b>	<b>Operations and Maintenance Facility Phase I Construction Contracts Change Order Policy</b>
<b>Action:</b>	<b>Approve Operations and Maintenance Facility Phase I Construction Contracts Change Order Policy</b>

**Staff Resource:** *Michael Gulick, Procurement & Contract Manager*

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### **Background:**

- On September 5, 2023, the DART Commission approved staff to proceed with Design and Construction of Phase I of a new Operations and Maintenance Facility.
- On September 3, 2024, DART held Public Hearing on proposed plans, forms of contracts, and estimate of cost for construction of Phase I of a new Operations and Maintenance Facility.
- Major construction projects often experience change orders due to unforeseen conditions, design modifications, scope changes, or errors and omissions in the initial plans. These factors can lead to adjustments in the project's scope, timeline, or cost, necessitating formal changes to the original contracts.
- The purpose of this policy is to establish clear guidelines and authority for approving contract change orders during Phase I construction of DART's new Operations and Maintenance Facility.
- This policy ensures fiscal responsibility, transparency, and adherence to the Commission-approved budget.

### **Policy Statement:**

- **Authority to Approve Change Orders**  
The DART Chief Executive Officer (CEO) or Chief Operating and Planning Officer (COPO) has the authority to approve contract change orders up to 5% of the contract's value or \$200,000, whichever is greater. This authority is granted provided the change order remains within the Commission-approved budget for the project.
- **Commission Approval Requirement**  
Any contract change order that:
  - Exceeds 5% of the contract's value or \$200,000, whichever is greater, or
  - Would cause the project to exceed its approved budget, must receive additional approval from the DART Commission prior to execution.
- **Documentation**  
All change orders, including minor change orders approved administratively by the CEO or COPO, will be reported and placed on the agenda for ratification by the Commission at the following month's DART Commission meeting.

### **Recommendation:**

Approve Phase I Construction Contracts Change Order Policy

# DART Phase I Construction Change Order Policy



<b>Scope:</b>	<b>Guidelines and authority for approving contract change orders during Phase I construction of the new Operations and Maintenance Facility</b>
<b>Responsible Department:</b>	<b>Procurement</b>
<b>Effective Date:</b>	<b>September 4, 2024</b>
<b>Approved by:</b>	<b>DART Commission on #/##/####</b>

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## PURPOSE

The purpose of this policy is to establish clear guidelines and authority for approving contract change orders during Phase I construction of DART's new Operations and Maintenance Facility. This policy ensures fiscal responsibility, transparency, and adherence to the Commission-approved budget.

## IMPLEMENTATION

This policy will be implemented immediately upon approval by the DART Commission and will be reviewed each phase to ensure alignment with DART's financial goals and construction project management standards.

## POLICY STATEMENT

### Authority to Approve Change Orders

The DART Chief Executive Officer (CEO) or Chief Operating and Planning Officer (COPO) has the authority to approve contract change orders up to 5% of the contract's value or \$200,000, whichever is greater. This authority is granted provided the change order remains within the Commission-approved budget for the project.

### Commission Approval Requirement

Any contract change order that:

- o Exceeds 5% of the contract's value or \$200,000, whichever is greater, or
- o Would cause the project to exceed its approved budget, must receive additional approval from the DART Commission prior to execution.

### Documentation

All change orders, including minor change orders approved administratively by the CEO or COPO, will be reported and placed on the agenda for ratification by the Commission at the following month's DART Commission meeting.

## DISCUSSION ITEM



<b>10A:                    Mobility Coordinator Update</b>
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***Staff Resource:    Catlin Curry, Community Mobility Coordinator***

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- DART staff will provide an update on FY24 Mobility Outreach and Ride to Thrive.

# MONTHLY REPORT



<b>10B: Performance Report – July 2024</b>
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**Staff Resource:** *Nate Bleadorn, Business Intelligence Manager*

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**Summary of July 2024 Monthly Performance:**

- Total July ridership was up 4.02% compared to the same month last year. We were relatively flat month-to-month, and this follows our typical annual trend of slower summer months when school is not in session.
  - Fixed route ridership was up 3.68% compared to July 2023.
  - Paratransit ridership was up 13.4% compared to July 2023. When combined with DART On Demand, mobility services ridership in July was 17.68% higher than July 2023.
  - DART On Demand ridership was up 21.85% compared to July 2023.
  - Caravan ridership for July was down 5.5% from July of 2023.
- Preventable accidents were 1.05 per 100,000 miles in July. Our monthly non-preventable accidents were 0.26 per 100,000 miles.
- On-Time Performance (OTP) was 82.6% in July. While this doesn't meet our target of 85%, this is above our OTP for FY24 as we start our new fiscal year.
- Road calls per 100,000 miles, when buses need service while in operation, were 12.44 for fixed route in July. This doesn't meet our goal of 7 and reflects DART's aging fleet.

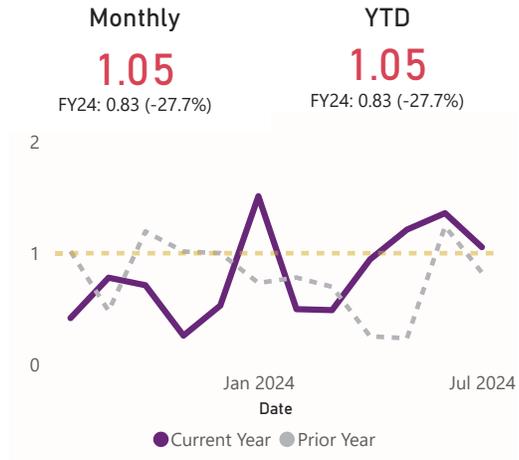
# dart Performance Summary - July 2024

8/1/2023 7/31/2024

## Ridership

## Preventable Accidents/100k Miles

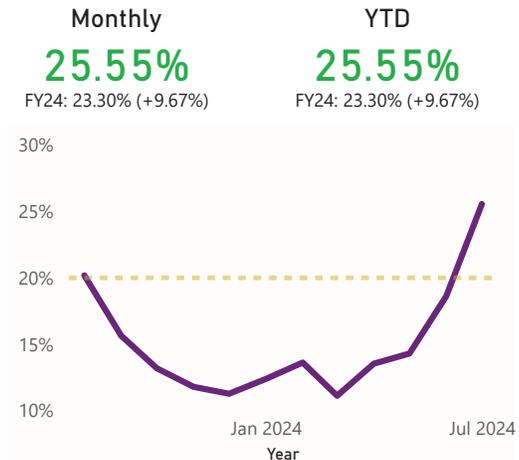
## Non-Preventable Accidents/100k



## On-Time Performance

## Farebox Recovery Ratio

## FR Passengers / Revenue Hour





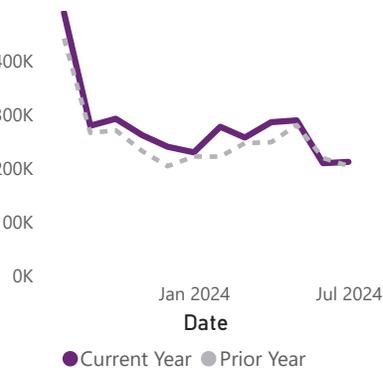
# Fixed Route Performance

8/1/2023

7/31/2024

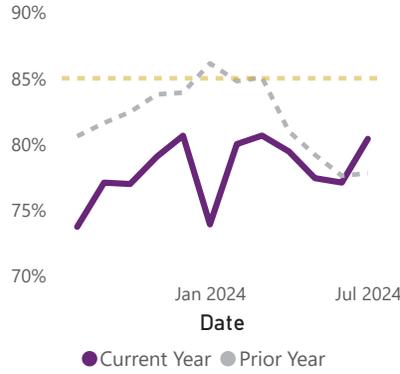
## Ridership

Monthly: **212,175**  
 YTD: **212,175**  
 FY24: 204,644 (+3.68%)



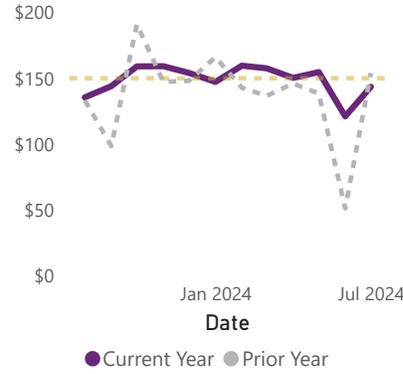
## On-Time Performance

Monthly: **80.40%**  
 YTD: **80.40%**  
 FY24: 77.79% (+3.36%)

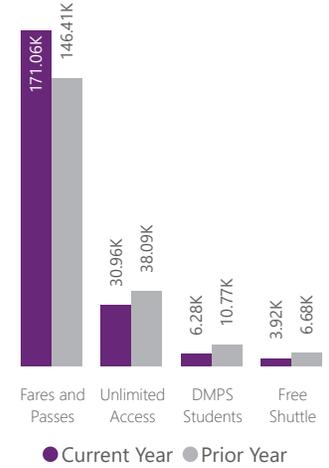


## Operating Cost/Rev. Hour

Monthly: **\$143.52**  
 YTD: **\$143.52**  
 FY24: \$154.01 (+6.81%)

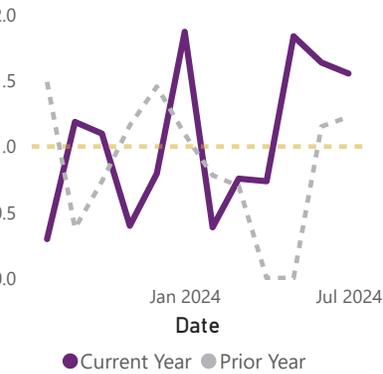


## Monthly Ridership by Fare Group



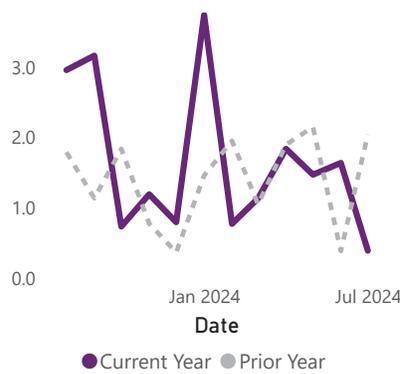
## Preventable Acc./100k

Monthly: **1.55**  
 YTD: **1.55**  
 FY24: 1.22 (-26.93%)



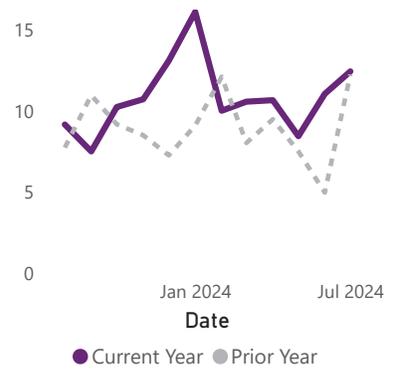
## Non-Preventable Acc./100k

Monthly: **0.39**  
 YTD: **0.39**  
 FY24: 2.04 (+80.96%)



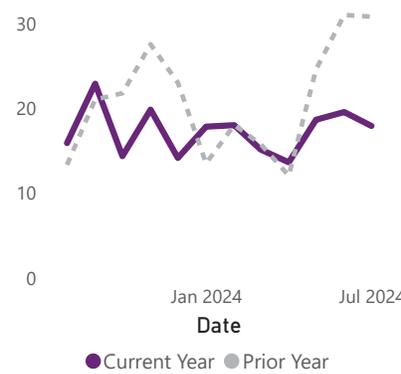
## Road Calls/100k Miles

Monthly: **12.44**  
 YTD: **12.44**  
 FY24: 12.25 (-1.54%)



## Complaints/100k Passengers

Monthly: **17.91**  
 YTD: **17.91**  
 FY24: 30.79 (+41.82%)





# Paratransit Performance

8/1/2023

7/31/2024

## Ridership

Monthly: **9,744**  
FY24: 8,280 (+17.68%)

YTD: **9,744**  
FY24: 8,280 (+17.68%)

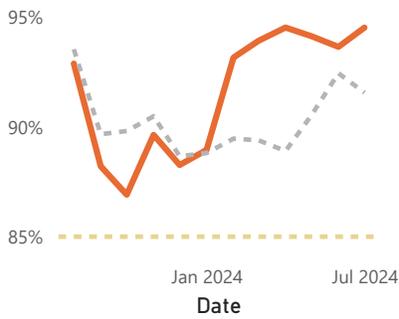


● Current Year ● Prior Year

## On-Time Performance

Monthly: **94.54%**  
FY24: 91.57% (+3.24%)

YTD: **94.54%**  
FY24: 91.57% (+3.24%)

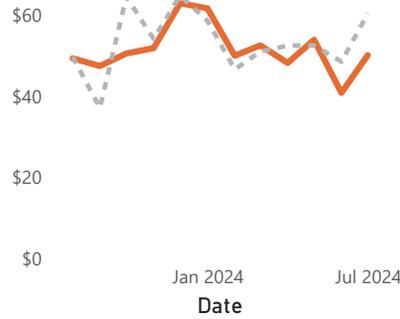


● Current Year ● Prior Year

## Operating Cost/Passenger

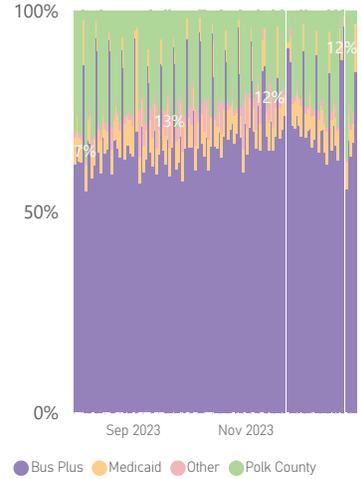
Monthly: **\$50.09**  
FY24: \$60.35 (+17.02%)

YTD: **\$50.09**  
FY24: \$60.35 (+17.02%)



● Current Year ● Prior Year

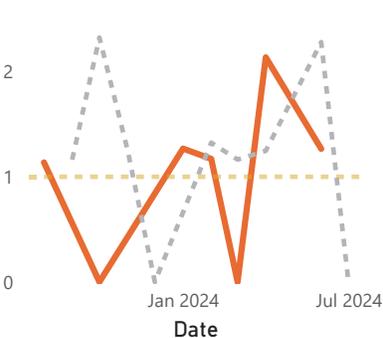
## Paratransit Customer Type Breakdown



## Preventable Acc./100k

Monthly: **0.00**  
FY24: 0.00

YTD: **(Blank)**  
FY24: 0.00

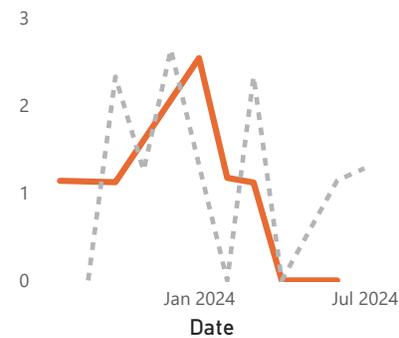


● Current Year ● Prior Year

## Non-Preventable Acc./100k

Monthly: **0.00**  
FY24: 1.28 (+100%)

YTD: **(Blank)**  
FY24: 1.28 (+100%)



● Current Year ● Prior Year

## RideShare - Ridership

Monthly: **4,342**  
FY24: 4,597 (-5.55%)

YTD: **4,342**  
FY24: 4,597 (-5.55%)



● Current Year ● Prior Year

## RideShare - Op. Cost/Passenger\*

Monthly: **\$11.32**  
FY24: \$13.23 (+14.41%)

YTD: **\$11.32**  
FY24: \$13.23 (+14.41%)



● Current Year ● Prior Year



# DART On Demand Performance

Request Zone

All

Booking Type

All

8/1/2023

7/31/2024

## Completed Trips

Monthly

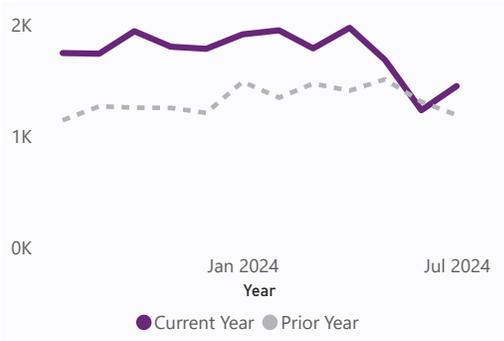
1450

FY24: 1190 (+21.85%)

YTD

1450

FY24: 1190 (+21.85%)



## Avg. Wait Time (On Demand)

Monthly

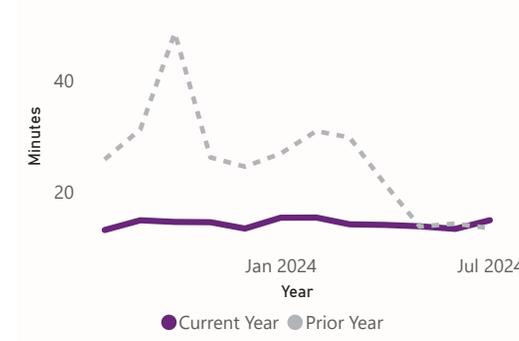
14.91

FY24: 13.46 (-10.75%)

YTD

14.91

FY24: 13.46 (-10.75%)



## Mobile Booking Rate

Monthly

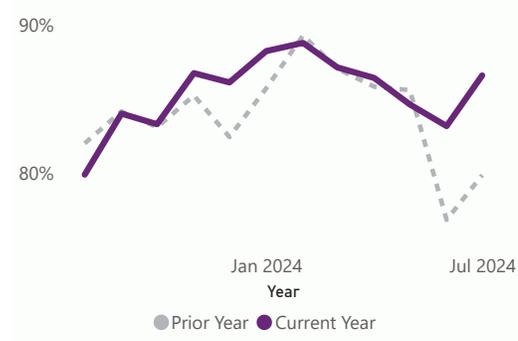
86.60%

FY24: 79.88% (+8.41%)

YTD

86.60%

FY24: 79.88% (+8.41%)



## Unique Active Riders

Monthly

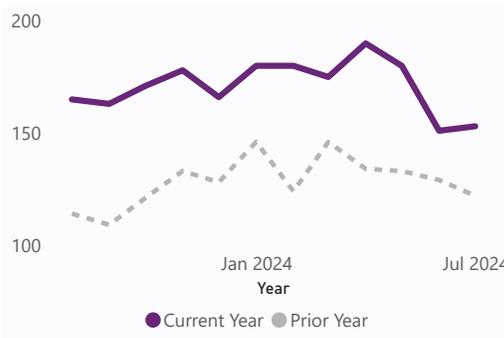
153

FY24: 122 (+25.41%)

YTD

153

FY24: 122 (+25.41%)



## New Accounts Created

Monthly

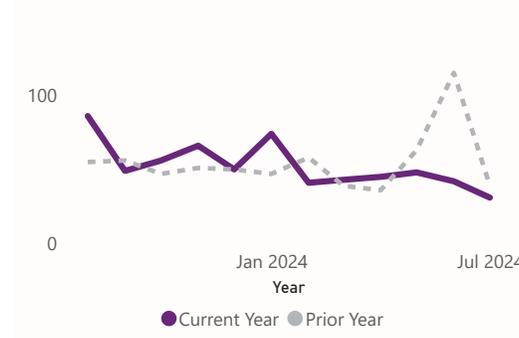
31

FY24: 39 (-20.51%)

YTD

31

FY24: 39 (-20.51%)



## First Time Riders

Monthly

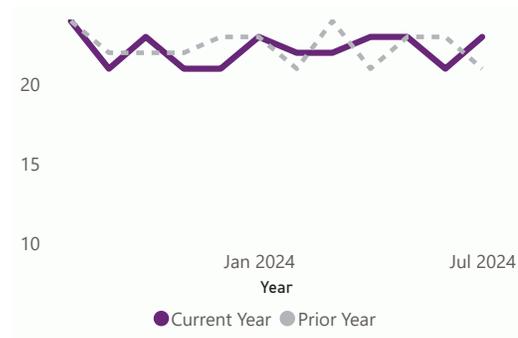
23

FY24: 21 (+9.52%)

YTD

23

FY24: 21 (+9.52%)





# Route Details

Month

July 2024 ▼

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	8,652	7,477	8,652	7,477	1,175	15.7%	10.11	66.83%
	#2 - Maury St	160		160		160	Infinity	Infinity	
	#3 - University	27,907	25,366	27,907	25,366	2,541	10.0%	17.82	78.82%
	#4 - E. 14th	11,723	10,262	11,723	10,262	1,461	14.2%	13.76	79.44%
	#5 - Franklin Ave/Johnston	7,477	7,514	7,477	7,514	-37	-0.5%	8.11	78.17%
	#6 - Indianola	17,140	14,952	17,140	14,952	2,188	14.6%	16.77	91.44%
	#7 - SW 9th St.	20,219	20,667	20,219	20,667	-448	-2.2%	20.83	94.62%
	#8 - Fleur Dr.	1,220	5,135	1,220	5,135	-3,915	-76.2%	7.98	84.80%
	#10 - East University	888	721	888	721	167	23.2%	6.13	92.35%
	#11 - Ingersoll/Valley Junction	1,762	1,713	1,762	1,713	49	2.9%	10.64	61.30%
	#13 - Evergreen	395	301	395	301	94	31.2%	6.23	79.47%
	#14 - Beaver Ave.	7,688	9,165	7,688	9,165	-1,477	-16.1%	9.01	92.72%
	#15 - 6th Ave.	12,773	12,589	12,773	12,589	184	1.5%	15.35	81.10%
	#16 - Douglas Ave.	25,997	24,375	25,997	24,375	1,622	6.7%	17.30	72.39%
	#17 - Hubbell Ave.	18,918	18,252	18,918	18,252	666	3.6%	14.34	85.18%
	#50 - Euclid	4,799	5,124	4,799	5,124	-325	-6.3%	7.00	81.36%
	#52 - Valley West/Jordan Creek	12,754	10,977	12,754	10,977	1,777	16.2%	11.53	80.93%
#60 - Ingersoll/University	18,969	16,979	18,969	16,979	1,990	11.7%	12.55	86.28%	
#72 - West Des Moines Loop	3,005	2,583	3,005	2,583	422	16.3%	6.90	85.27%	
#74 - NW Urbandale	473	393	473	393	80	20.4%	3.60	68.32%	
2. Shuttle	Link Shuttle	688	336	688	336	352	104.8%	2.38	79.88%
	Downtown Shuttle	4,264	6,117	4,264	6,117	-1,853	-30.3%	7.23	82.44%
3. Express	#92 - Hickman	365	359	365	359	6	1.7%	3.42	77.86%
	#93 - NW 86th	800	726	800	726	74	10.2%	4.08	74.65%
	#94 - Westown	380	401	380	401	-21	-5.2%	5.31	82.18%
	#95 - Vista	198	177	198	177	21	11.9%	4.23	74.45%
	#96 - E.P. True	612	519	612	519	93	17.9%	5.94	84.79%
	#98 - Ankeny	1,793	1,244	1,793	1,244	549	44.1%	5.53	83.31%
	#99 - Altoona	431	220	431	220	211	95.9%	5.41	76.92%
5. On Call	Ankeny								
	NW Johnston / Grimes								
	Regional	21		21		21	Infinity	9.09	75.00%
6. DART On Demand	#31 - DART On Demand - Jordan Creek		8		8	-8	-100.0%		
	#32 - DART On Demand - River Bend		6		6	-6	-100.0%		
	DART On Demand - Ankeny	1,154	1,184	1,154	1,184	-30	-2.5%	2.35	
Cab	Paratransit: Taxi	761	675	761	675	86	12.7%	3.41	
Paratransit	Paratransit: Bus/Van	7,533	6,638	7,533	6,638	895	13.5%	1.86	94.54%
RideShare	RideShare	4,342	4,597	4,342	4,597	-255	-5.5%	5.38	
<b>Total</b>		<b>226,261</b>	<b>217,752</b>	<b>226,261</b>	<b>217,752</b>	<b>8,509</b>	<b>3.9%</b>	<b>10.06</b>	<b>82.62%</b>

# MONTHLY REPORT



<b>11A: Operations Team Report - September 2024</b>
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**Staff Resources:** *Luis Montoya, Chief Operating and Planning Officer*

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**Maintenance – Keith Welch, Fleet Manager**

**Light Duty Buses Received:** An order placed earlier this year for 5 Frontrunner light-duty buses, has been delivered. The buses are currently being painted. 4 buses are being completed in the maintenance/ body shop at Dart Way and the ITS (integrated technology system) equipment was delivered in July, and installation has started. The goal is to have these buses in service by the end of September of 2024.

**New Heavy-Duty Bus Order:** After the Commission's approval in May 4-30' buses and 10-40' buses were ordered and are scheduled to be delivered in 2025. The pre-Production meetings are in progress.

**New Light Duty Bus Order:** 5 Frontrunner light-duty buses, have been ordered and are scheduled to be delivered in 2025. The pre-production meetings are in progress.

**Transportation – Lewis Lowry, Transportation Director; Joy Crutcher, Fixed Route Manager; Skip Herbold, Mobility Services Manager**

**Activity Bus Service for the City of Bondurant:** DART is happy to report another successful year in providing summer activity bus services for the City of Bondurant. A total of 46 rides were provided over the summer.

**Facilities – Ben Cross, Facilities Manager**

**Projects:** The facilities team is working on preventative maintenance on all entry gates. Two of the control housings will be replaced as well as the main gate, receiving a new chain and loop sensors. Facilities is also working on correcting asphalt breaks in the employee parking lot ahead of the upcoming winter season.

**Iowa State Fair Recap:**

DART provided a record 272,880 rides on its Iowa State Fair Park and Ride service. We are very grateful to the many residents and out of town visitors who rode the service, the staff who worked long hours to provide the service, and mother nature for some mostly excellent weather!

We had no major accidents, no injuries sustained as a result of our operations, and only 2 to 3 bus mechanical issues requiring changeups each day. In order to manage demand for the service, we had to use virtually every bus in our fleet, which requires us to hire additional temporary operators, and for our Maintenance and Service staff to work into the early hours of each morning repairing, fueling, cleaning and prepping buses for the next day's pullout.

11B	Planning Team Report
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**Staff Resources:** *Tony Filippini, AICP – Planning & Development Manager*

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### Department Projects

- **August Service Change:** The August service changes went into effect on August 25, 2024. Staff will be reviewing performance of the schedule changes over the coming weeks to ensure students are making it to school on time and planned connections are being made as designed.
- **Fall Service Change:** The department is preparing service updates for the fall 2024 service change. Staff is focusing on public engagement during the month of September to evaluate customer feedback on proposed changes and prepare final recommendations for the Commission. The service change will be presented to the Commission for consideration at the October 8, 2024 meeting.
- **Flex Connect Annual Renewal:** The Flex Connect program operating in Northwest Des Moines and Eastern Urbandale will be renewed for a sixth year in operation. The program currently provides around 175 trips a month on the Uber platform with an average per trip cost of \$8.50. Customers can access the program by installing a Voucher, provided by DART, into their Uber wallet. The voucher is renewed annually in September and will be renewed for another year to September 2025.
- **APTA Sustainability, Planning, Scheduling and Operations Workshop:** Planning Manager Tony Filippini attended a workshop by the American Public Transit Association in Washington, D.C. The workshop featured topics on network redesigns, strategies for scheduling for better reliability and ridership trends. The information presented will help to prepare timelines for the planning and implementation phases of Reimagine DART.

### Regional Coordination

- **Des Moines Area MPO Long Range Plan:** DART staff are reviewing chapters 1 and 2 of the long-range transportation plan being developed by the Des Moines Area MPO.

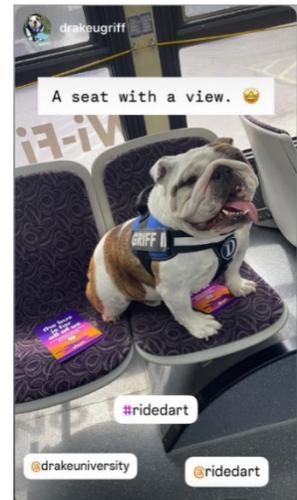
<b>11C: External Affairs Team Report</b>
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**Staff Resources:** *Erin Hockman, Chief Strategy Officer*

- **Reimagine DART:** Following a pre-proposal meeting on July 31, staff amended the Scope of Work for Reimagine DART to focus on two required deliverables: a network redesign and paratransit service area update. Optional deliverables include a peer comparison, fare policy recommendation and public input. Staff also finalized a recommendation for a Reimagine DART Cabinet and will begin extending invitation to business and community leaders in September.
- **Budget Scenarios for Network Redesign:** As part of the network redesign, staff will need to provide the consulting firm with budget parameters for a smaller network, status quo network (change in service but no change in total hours of service), and expanded network. Staff discussed high-level assumptions for these scenarios with the DART executive committee in August and will continue to refine for the September executive committee meeting and then the October Commission meeting.
- **East Polk Legislative Breakfast:** DART sponsored the East Polk Legislative Breakfast hosted by the Bondurant Chamber of Commerce. DART Commissioner Tara Cox shared brief remarks about DART.

**Marketing – Carissa Meredith, Marketing Manager**

- **Student Welcome Weeks:** Our Marketing Specialist has attended events on campuses of Unlimited Access Partner colleges during the last few weeks of August. A “blue carpet” event was held on Saturday, August 24, at Drake University, and DART set up informational tabling at DMACC Urban and DMACC Ankeny campuses in the weeks following.
- **2025 TRAC Recruitment:** A few members of DART’s TRAC will be finishing their term at the end of this year leaving three open positions on the committee. The Marketing Team is working on tactics to reach a diverse group of potential applicants to fill the openings. These efforts include onboard bus advertising to current riders, promotional materials for individual outreach, and enhancements to TRAC’s presence on our website.
- **Successes from Iowa State Fair:** Enhancements to this year’s marketing efforts have returned great campaign performance. Our State Fair service landing page saw a 47 percent increase in views from 72 percent more users when compared with 2023. Prepandemic, our shuttle typically saw growth of about one third to one half of a percentage each year relative to overall fair attendance. This year, we saw 1.33 percent growth in Iowa State Fair Park & Ride utilization from fairgoers.





**Marketing Analytics Report**

Metric	Feb. 2024	March 2024	April 2024	May 2024	June 2024	July 2024	July 2023	Year Prior
MyDART App Accounts	68,957	71,519	72,392	73,392	74,327	75,289	59,624	25%
Website Unique Visitors	23,016	18,423	20,901	23,309	20,591	24,981	30,700	-33%
Facebook Followers	6,410	6,412	6,427	6,435	6,458	6,549	6,291	3%
Twitter Followers	2,584	2,586	2,591	2,591	2,591		2,551	2%
Instagram Followers	1,803	1,806	1,818	1,828	1,837	1,851	1,683	9%
LinkedIn Followers	1,141	1,148	1,164	1,174	1,178	1,195	977	21%
Email Subscribers	4,759	4,723	6,585	6,575	6,572	6,585	14,445	-55%
Trip Plans	54,913	55,978	42,619	55,978	53,548	56,306	51,432	4%
Real-time Map	38,221	35,635	31,243	35,635	38,016	37,166	36,291	5%
Next DART Bus	540,016	557,876	558,690	557,876	528,578	577,852	421,175	26%
SMS Text Messaging	128,123	135,782	139,547	157,797	125,038	129,884	128,030	-2%

**MyDART App Report**

Metric	Feb. 2024	March 2024	April 2024	May 2024	June 2024	July 2024	TOTAL FY 2025
Downloads	1,269	1,298	1,374	1,010	1,399	1,302	1,302
iOS	296	377	547	482	425	395	395
Android	973	921	827	528	974	907	907
Accounts Created	805	801	873	1,000	935	962	962
Orders Placed	6,425	6,625	6,973	7,035	6,857	7,354	7,354
Passes Purchased	8,870	9,214	9,617	9,294	9,284	10,155	10,155
Revenue	\$36,288	\$36,723	\$38,167	\$34,846	\$35,895	\$38,504	38,504

**Communications – Sarah Welch, Communications Manager**

- **Reimagine DART:** Staff have been developing messaging and communications strategies to introduce Reimagine DART to the public, and collaborating with Marketing to develop a visual identity that aligns with DART's brand. In the coming weeks, DART will share an email with stakeholders and riders, send a press release to media, and publish a webpage about the initiative. The goal is to educate the community on why we're engaged in this initiative and what we hope to accomplish, so they are familiar with it when we begin collecting public input later this year or early next year.
- **Communications Campaigns:** DART is preparing plans and implementing communications for a variety of DART initiatives, including:
  - **November service changes:** In early September, DART will begin communicating a public input opportunity on November service changes, including the elimination of the D-Line.

**MONTHLY REPORT**  
**11C: External Affairs Team Report**



- **UZURV and Yellow Cab:** DART will also begin communicating information to DART Paratransit riders about its partnership with UZURV and Yellow Cab that will provide some trips for Paratransit customers.
- **Grimes withdrawal:** By late September, DART will begin notifying riders in Grimes of a public input opportunity related to the city’s withdrawal from DART. Riders will have a chance to share feedback on how they will be affected by removal of DART service in Grimes at a meeting in mid-October.
- **Ridership Wins:** DART celebrated the FY 2024 ridership increase as well as the record-breaking number of DART Iowa State Fair shuttle rides by sharing a press release with media outlets and recognizing the achievements on [social media](#).
- **DART Blog:** The Communications Team partnered with Kemin Industries to highlight why the company is choosing to invest in DART as an Unlimited Access member and to launch Route 2. [Read the blog](#).

**DART in the News**

[DART Delivers More Than 3.5 Million Rides in Fiscal Year 2024](#)  
*City View, 08/21/2024*

[DART sets news record for rides given during Iowa State Fair](#)  
*KCCI, 08/20/2024*

[Iowa State Fair tickets, parking and more: Your guide to 11 days of fun](#)  
*The Des Moines Register, 08/06/2024*

**Caravan – Victoria Henderson Weber, Caravan Supervisor**

- **Caravan Recovery & Data:** The entire External Affairs team is working to rebuild DART’s vanpool program. The recovery strategy includes implementing an improved technology platform, updating the fare policy, rebranding the program, and increasing awareness to attract new vanpool participants and new vanpool partners.

FY	Vanpools	Ave. Pass Per Van	Pass Miles
FY19	88	7.24	8,467,267
FY20	49	4.29	6,197,708
FY21	48	4.96	3,074,463
FY22	32	6.53	3,318,638
FY23	27	5.86	3,347,794
FY24	22	8.41	2,688,773
July 2024	22	9.18	188,288
FY25 Target	46	7.69	7,383,192

Our goal is for each vanpool to have a minimum of 7 passengers. The program currently has on average of 8+ people per vanpool, achieving the target for this key performance indicator that shows program efficiency.

Staff is focused on increasing the number of vanpools in service and have set a target to have 46 vanpools in operation by the end of FY25. Based on conversations with several large employers, staff are on track to achieve this key metric.

## MONTHLY REPORT

### 11C: External Affairs Team Report



- **Ride Matching with the DOT Update:** DART staff and the DOT are in the final stages with HBSS to create a new ride matching website to replace iowarideshare.org. This website provides accessibility for individual passengers to join vanpools. The replacement website will serve much of the same purpose as well as support connectivity with other transit agencies for commuting opportunities. The DOT is fully funding the cost of the website.
- **Pending Partnership:** DART staff have been working with Wells, Inc. to develop a vanpooling program that would replace their private shuttle service and extend vanpooling opportunities to rural NW Iowa communities. The contract is currently being negotiated. We anticipate 8-10 vanpools being established initially for this partnership with opportunity for growth.
- **Van Donation:** DART staff will begin advertising Van Donations in September. This year there are two full sized vans that meet disposal and donation requirements. Per the updated policy, recipients must be a 501(c)3 public charity or government agency located in DART's service area that is able to demonstrate the need to provide transportation to their clients/members and pay for the federal interest DART owes for the van. Organizations interested in receiving direct advertisement of the program and application can send their contact information to [caravan@ridedart.com](mailto:caravan@ridedart.com) to be added to the list.

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

- **Reimagine DART Cabinet and Community Conversations:** With feedback from the DART Executive Committee, staff adjusted its initial proposal for a Reimagine DART Community Advisory Committee to focus on a smaller group of community and business leaders who would serve on the Reimagine DART Cabinet and host community conversations with their networks to ensure we reach a broader cross section of leaders and residents throughout Greater Des Moines with information about Reimagine DART.
- **Reimagine DART Fundraising:** Grant applications are in progress for Polk County's Development grant and the Community Foundation of Greater Des Moines' leadership grant.
- **Economic Impact Study:** Staff is working with the Des Moines Area MPO to draft a proposed Request for Proposals (RFP) for a multimodal economic impact study that would include economic impact of transit. MPO staff could seek approval of the RFP later this fall.
- **Unlimited Access:** July 2024 Unlimited Access ridership continued to outpace prior year with 48% higher ridership. The top partners by total ridership include DMACC, Anawim Housing, Newbury Living, Principal, Conlin Properties, Hy-Vee Commissary and Drake University.

# MONTHLY REPORT



<b>11D:</b>	<b>Finance/Procurement/IT Team Report</b>
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**Staff Resources:** Dan Washburn, Amber Dakan, Mike Gulick, and Kyle Foster

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**Finance Department – Amber Dakan, Finance Director**

- **HRIS System Implementation:** DART's new UKG/Kronos payroll module went live with the first payroll check occurring in this system on 07/12/24. There is ongoing work underway in cleaning up outstanding items, transitioning tax and vendor payments and importing data into the ERP system.
- **Fiscal Year End Preparation:** The Finance team continues to prepare for the close out of fiscal year 2024, which includes year end physical asset inventory, grant finalization, and preparing work papers for the upcoming onsite financial audit in September.

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

- **Heavy Duty Bus Procurement:** Working through final quote and pre-award Buy America Certifications to formally place order for four 30-foot and ten 40-foot heavy duty buses. The approximate lead time is 18 to 24 months from the date of purchase order. Commission approved this purchase on May 7, 2024.
  - Purchase Order Issued
  - Estimated Delivery Lead-Time 18-24 months
- **Light Duty Bus Procurement:** Working through final quote and pre-award Buy America Certification to formally place order for five light duty buses. The approximate lead time is 10 - 12 months from the date of purchase order. Commission approved this purchase on May 7, 2024.
  - Purchase Order Issued
  - Estimated Delivery Lead-Time 10-12 months
- **Reimagine DART Procurement:** DART seeks to engage a Proposer to develop a reimagined transit service network for Greater Des Moines that charts a fresh course forward unconstrained by DART's existing service delivery model.
  - Proposals were due August 29, 2024
  - Top Proposers Interviews are targeted to take place September 19 – 20, 2024
  - Targeting October 8, 2024, Commission Action Item
- **Uniforms Procurement:** DART requires uniforms for operators, maintenance, and facilities staff. DART current contract is at its end-of-life. DART is seeking a new contract through competitive proposals.
  - Proposals have been received and Interviews have been conducted
  - Currently evaluating clothing quality and costs from Proposers
  - Targeting October 8, 2024, Commission Consent Action Item

## MONTHLY REPORT

### 11D: Finance/Procurement/IT Team Report

- **Occupational Health & Worker Compensation Services Procurement:** DART requires drug and alcohol testing, occupational health medical services, and Worker Compensation Medical Services. DART current contracts are approaching their end-of-life. DART is seeking new contracts through competitive proposals.
  - Publicly Post RFP September 16, 2024
  - Proposals Due October 9, 2024
  - Targeting November 5, 2024, Commission Consent Action Item

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

- **Technology Roadmap:** Underutilization of existing software and solutions as well as aging infrastructure equipment were two key points identified in a technology audit.
  - Systemwide upgrades of software, along with consolidation of duplicate solutions are a key focus for FY24 & FY25.
    - All major software components have been upgraded except for Trapeze OPS, which is scheduled for upgrade September 21, 2024.
    - Network storage and server hardware have been replaced.
    - Our internal network layout is currently being re-designed to simplify and plan for the new Operations and Maintenance building. Once the design is complete, we'll have a parts list needed to replace. Multiple vendors are being engaged to get budgetary quotes. This will complete the hardware refresh of all major DART systems.
- **Disaster Recovery/Incident Response:** DART IT staff are finishing a full update/re-write of our DR and Incident Response Plan. Cyber Security threats, loss of power, loss of facility, and individual system failures are all being taken into consideration to meet all critical system recovery time objectives. The plan has been completed and has been tested. IT will present this back to the leadership team and then roll this out so each department can create their own plans on what to do during an outage while IT works to restore systems. Next steps are to build out a annual tabletop testing exercise.
- **Document Management Discovery:** DART has utilized many different solutions to store documents over time, which has caused inefficiencies and challenges in finding historical documents. It was identified as a priority to establish a single solution for all document management needs. We have defined the single solution to use for document management going forward to be our hosted SharePoint environment. We have built the main page for this and have started to work with departments with immediate needs for the starting point. We have a FY25 goal to get all departments set up and utilizing this system day forward.
- **Passenger Information Displays (PIDS):** As mentioned in earlier reports, DART has selected GMV Synchronatics as our vendor to replace the platform signs at DCS.
  - A kickoff call happened on 3/27/2024.
  - A Site visit was performed by GMV on 4/24/2024 to finalize the build list.
  - The component build has been completed and onsite implementation is scheduled for September 30<sup>th</sup>.

# MONTHLY REPORT



## 11E: Human Resources/Training/Safety Team/Customer Service Report

**Staff Resources:** Kelley Burgess – Chief People Officer

**2024 State Fair** – Below are just a few of the great pictures that were taken during our 2024 season. These pictures represent employees living the DART values.

ADAPTABILITY = We are responsive to customer, community and employee needs.

TEAMWORK = We are inclusive and enjoy working together with care and respect.

EXCELLENCE = We strive to exceed the expectations of our customers, member communities, and partners.

SAFETY = We ensure safe and secure environments.

ACCOUNTABILITY = We are committed to using resources responsibly with integrity and transparency.

INNOVATION = We encourage and reward creativity and continuous improvement.

Thanks to the entire DART Team, we could not pull this event off without each one of you.



**MONTHLY REPORT**

**11E: Human Resources/Training/Safety/Customer Service Team Report**



**Human Resources – Alaina Severino, Human Resources Manager**

- **Recruitment Update:** The HR department is currently interviewing for the following openings:
  - Bus Operator (Para & Fixed)
  - Building and Grounds person
  - Bus Maintenance Technician
  - Service Person
- **Recent Hires: (State Fair)**
  - 1 – Fixed Route Operators
  - 3 – Mobility Services Operator
- **Turnover Rate:** YTD as of August 26 - 11.75%

**Training – Matt Johnson, Training Manager**

- **Fixed Route New Hire Trainees:** Training continues for two Fixed Route operators.
- **Mobility Services New Hire Trainees:** Training continues for three Mobility Services operators.
- **Fixed Route Training Graduates:** Three new operators completed all training requirements and graduated to Part-Time Fixed Route Operator.
- **Administrative Training for State Fair Service:** Training was provided in person and through DART Academy for all Administrative personnel. This training helped to prepare administrative employees to provide support functions for all state fair operations.
- **DART Operator Training for State Fair Service:** Training provided opportunities for DART operators to completed state fair familiarization training. Training was provided for procedure overview in person and through DART Academy. Numerous opportunities were available to practice route driving and familiarization as well.
- **Guest Operator Training for State Fair Service:** DART provided training for 13 guest operators that joined DART to provide support for additional operator requirements for state fair service.

## MONTHLY REPORT

### 11E: Human Resources/Training/Safety/Customer Service Team Report

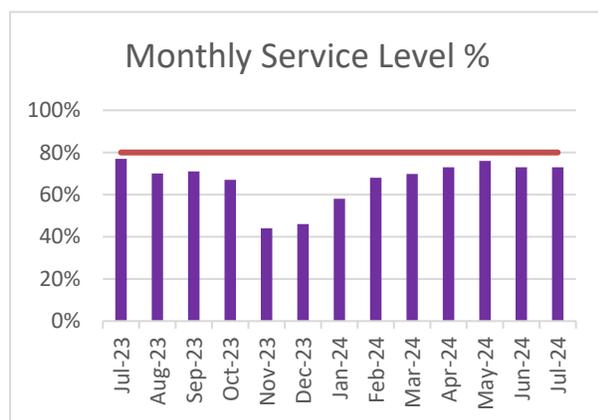
#### Safety – Pat Daly, Safety Manager

- **Iowa State Fair:** Monitored DART's Iowa State Fair operations, responded to urgent and emergent situations to assist in handling the incidents to minimize the impact on service, staff, and passengers. Continually assessed the health and well-being of DART staff. DART Iowa State Fair Service ended with no injuries to DART staff or passengers and only one minor fixed object accident.
- **Emergency Preparedness:** Continued working with the Des Moines International Airport and The Polk County Emergency Management on DART's role in their triennial emergency exercise to be held on August 29<sup>th</sup>. DART will use two buses to transport a total of 25 volunteer "patients" to Iowa Methodist, Iowa Lutheran, Broadlawns, and Methodist West hospitals. When the hospital portion of the exercise concludes, DART will transport the volunteers back to the airport. Attended a panel discussion on lessons learned from two area hospitals after experiencing two different business/workplace emergencies recently. One experienced a lockdown due to patients from a gang-related shooting being treated in the ER and the other experienced a complete loss of IT services for several hours during the workday.

#### Customer Experience – Alyson Reimers, Customer Service Supervisor:

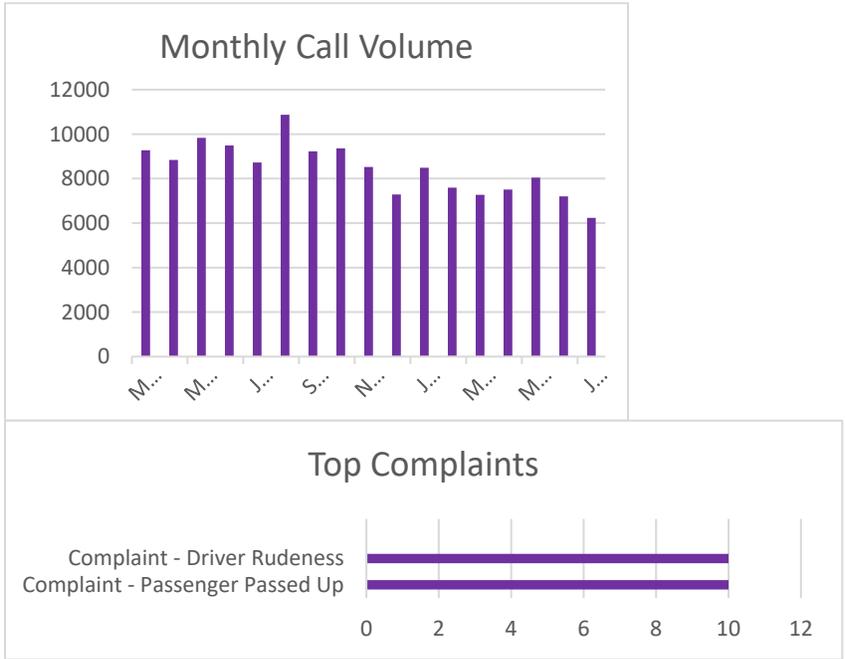
**Service Levels** – Our service level has remained consistent while we continue to train our new customer service specialists.

**Call Trends** – We have continued to see normal call trends: schedule questions, Paratransit questions/reservations, etc. We are still seeing complaints in driver rudeness and passenger passed up in July but overall, our complaints have gone down.



**MONTHLY REPORT**

**11E: Human Resources/Training/Safety/Customer Service Team Report**



<b>11F:</b>	<b>Chief Executive Officer</b>
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**Staff Resource:** *Amanda Wanke, Chief Executive Officer*

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- **Reimagine DART Workshops:** Thank you to all member community representatives who participated in the Reimagine DART workshop that occurred on August 22, 2024. It was extremely helpful to have all member communities present.

Upcoming workshops are scheduled for:

- September 17, 1-4 pm
- October 28, 8:30-11:30 am

*As a reminder, the goal is to have as many Commissioners as possible in person for these workshops, with a hybrid option available only if absolutely necessary. If a commissioner is unable to attend, it is strongly encouraged that their alternate or another local elected official attend. Participation by all member communities is necessary to ensure consensus.*

- **DART Executive Committee:** The DART Executive Committee met on Wednesday, August 21, 2024. The discussion items presented during the meeting included:
  - O&M Facility Bid
  - Reimagine DART
  - Exempt Session
- **Senator Ernst's Staff visit DART Way** – On August 5, 2024, we had the opportunity for Senator Ernst's staff to visit DART Way to see the building so they can help to support our need for a new Operations and Maintenance facility.
- **Representative Nunn** – On Monday, August 12, 2024, we had the opportunity to host Representative Nunn on our Iowa State Fair bus Capitol Park and Ride. I, along with DART Chairman Russ Trimble and Luis Montoya (COPO) joined him. This was a great opportunity for the Representative to see how our service runs and to meet some of our front-line staff.
- **Michael Crumb** – I had the opportunity to interview with Michael Crumb from the Business Record to discuss Reimagine DART key messages, which will be published in the September 6 transportation issue.

## FUTURE DART COMMISSION ITEMS



### Future Agenda Items:

<b>October 8, 2024</b>	
<b>Consent/Action Items</b>	<b>Information Items</b>
<ul style="list-style-type: none"> <li>• November Service Change/Title VI</li> <li>• Reimagine DART Network Redesign Contract</li> <li>• New Uniform Contract</li> <li>• Support Vehicle Procurement</li> </ul>	<ul style="list-style-type: none"> <li>• Transit Riders Advisory Committee Update</li> <li>• Grimes Withdrawal Update</li> <li>• Bus Procurement Update</li> <li>• Quarterly Financial Update</li> <li>• Quarterly Safety Report</li> <li>• Signature Policy</li> </ul>
<b>November 5, 2024</b>	
<b>Consent/Action Items</b>	<b>Information Items</b>
<ul style="list-style-type: none"> <li>• PTASP Approval</li> <li>• STBG Grant</li> <li>• Bus Procurement</li> <li>• Privacy Policy</li> <li>• Signature Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Transit Riders Advisory Committee Update</li> <li>• FY 26 DART Budget Update</li> <li>• Commission Nominating Committee</li> </ul>
<b>December 3, 2024 – 12:00 P.M.</b>	
<b>Consent/Action Items</b>	<b>Information Items</b>
<ul style="list-style-type: none"> <li>• Audited FY24 Financials</li> <li>• Grimes Withdrawal Approval</li> <li>• Transit Riders Advisory Committee Member Approval</li> </ul>	<ul style="list-style-type: none"> <li>• Transit Advisory Committee Update</li> </ul>

### Upcoming DART Meetings:

<b>MEETING</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
<b>Reimagine DART Commission Workshop</b>	Tuesday, September 17, 2024	1:00 p.m.	DART Central Station, (In person preferred; Hybrid available)
<b>DART Executive Committee Meeting</b>	Wednesday, September 18, 2024	12.30 p.m.	Zoom
<b>Reimagine DART Commission Workshop</b>	Monday, October 28, 2024	8:30 a.m.	DART Central Station, (In person preferred; Hybrid available)

## COMMISSIONER ITEM

<b>13A: 2025 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 2025 DART Commission Meeting dates and times are as follows:**

- January 21, 2025 at 12:00 pm (2 hours long)
- February DATE TBD, 2025 – DART Commission and City Manager Budget Workshop – NO COMMISSION MEETING IN FEBRUARY
- March 4, 2025, at 12:00 pm
- April 1, 2025, at 12:00 pm
- May 6, 2025, at 12:00 pm
- June 3, 2025, at 12:00 pm
- July 8, 2025, at 12:00 pm (*week later due to 4<sup>th</sup> of July Holiday*)
- August 5, 2025, at 12:00 pm
- September 2, 2025, at 12:00 pm
- October 7, 2025, at 12:00 pm
- November 4, 2025, at 12:00 pm (election day)
- December 2, 2025, at 12:00 pm

Note – above dates were presented and discussed at the July 24 Executive Committee meeting.

## EXEMPT SESSION



**15: Exempt Session**

**Action: The DART Commission meeting be recessed and reconvened in exempt session pursuant to Section 21.9 of the Iowa Code.**

**Staff Resource: Kelley Burgess, Chief People Officer  
Erin Clanton, DART Legal Counsel**

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### **Background:**

Iowa Code section 21.9 exempt session is a meeting to discuss strategy relating to employment conditions of employees of a governmental body who are not covered by a collective bargaining agreement under Iowa Code Chapter 20. "Employment conditions" means areas included in the scope of negotiations and include wages, hours, vacations, insurance, holidays, leaves of absence, shift differentials, overtime compensation, supplemental pay, seniority, transfer procedures, job classifications, health and safety matters, evaluation procedures, procedures for staff reduction, in-service training, and grievance procedures.

### **Procedures for Exempt Session:**

1. The Commission Chair asks for a motion to recess the meeting and reconvene in exempt session.
2. The Commission Chair announces that:  
"The Des Moines Area Regional Transit Authority will go into exempt session pursuant to section 21.9 of the Iowa Code to discuss strategy regarding employment conditions for non-union employees."
3. All visitors leave the meeting.
4. No action may be taken in an exempt session. There shall be no conversation regarding individual employees, but rather employment conditions as a whole.
5. The Commission Chair asks for a motion to close the Exempt session and reconvene into open session.
6. If any action is necessary following the exempt session, it will be placed as an action item at a subsequent open meeting.

### **Exempt Session:**

The Commission will hold an exempt session pursuant to the above.

### **Upon Reconvening in Open Session:**

- The Commission will discuss Chief Executive Officer performance and consider approving a compensation level adjustment for the Chief Executive Officer.