

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

**1100 DART Way - Des Moines, Iowa 50309  
May 25, 2010**

**ROLL CALL**

Commissioners Present: Tom Gayman (via phone), Angela Connelly, Steve Van Oort, Ted Boesen, Bob Mahaffey, Skip Conkling, Gaye Johnson, Steve Peterson

Commissioners Absent: Steve Brody  
Alternates Present: Steve Peterson (for Steve Brody)

Staff Present: Brad Miller, General Manager; Elizabeth Presutti, Chief Development Officer; PJ Sass, Customer Service Manager; Kirstin Baer-Harding, Advertising Manager; Randy McKern, Transportation Manager; Mike Kaiser; Safety & Training Manager; Melanie Carter, Transportation Assistant; Greg Schmitt, Transportation Supervisor; Dave Allsup, Dispatcher; Teresa Cashman, Scheduling Manager; Chet Bor, Paratransit Director; Tim Slack, Transportation Supervisor; Jim Tishim, Senior Planning Director; Rebecca Lovig, RideShare Manager; Gunnar Olson, Public Information Officer; Scott Reed, Senior Maintenance Manager; Peg Hadley, Customer Service Supervisor (filling in for Suzanne Robinson, GM Assistant)

Others Present: Dylan Mullenix, MPO; JP Golinvaux, IDOT; Dana Conn, TMA; Cynthia Reynaud, Des Moines Register; Peter Hallock, IDOT Public Transit; Nolden Gentry, Legal Counsel

**CALL TO ORDER**

The meeting was called to order by Chair Angela Connolly at 5:00 p.m. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

**APPROVAL OF MINUTES**

Chair Connolly called for corrections to the April 27, 2010, minutes.

There being no comments on the minutes, it was moved by Mr. Skip Conkling and seconded by Mr. Steve Peterson that the minutes be approved. The minutes were approved as written.

**RECOGNITIONS**

General Manager Brad Miller announced a new program whereby employees who show exemplary service will be recognized at the commission meetings. Joined by Chair Connolly, he presented Melanie Carter with an award for her recent accomplishments, especially working with

transportation staff with the vast changes that occurred on April 25, 2010. He presented her with a plaque and a gift certificate for movie tickets.

Mr. Miller said we would return to awards later and moved on to the next item on the agenda.

### **PUBLIC HEARING ON \$3.5M LIMITED TAX OBLIGATION BOND ISSUANCE**

Chair Connolly called for any public input regarding this issue. There being none, Ms. Connolly closed the public hearing.

Chair Connolly called for a motion to approve the issuance of \$3.5 million in limited tax obligation bonds. Christine Hensley moved and Steve Johnson seconded the motion. Motion carried unanimously.

### **RECOGNITIONS**

Mr. Miller and Chair Connolly then returned to recognitions. Danny Townsend and Willie Richardson were called up front. Mr. Miller explained that on April 13, 2010, due to an error in scheduling, there was no dispatcher to get the fleet out to start the day. Danny and Willie took it upon themselves to get all drivers their run sheets and into buses to start the days' runs. They got the entire fleet out on time and Mr. Miller was happy to award each of them with a plaque to thank them for their efforts.

Then Teresa Cashman was called up. Mr. Miller explained that Teresa, as DART's scheduling manager, put all the schedules together to accommodate all the service reductions that went into effect April 25, 2010. She also had to quickly rearrange schedules to coordinate the changes in the school day with the fixed route schedules. She received a plaque to recognize the extraordinary job she did with some of the biggest route and schedule changes in many years.

Mr. Miller then called up Peter Hallock and J.P. Golinvaux, who will be retiring soon from the Iowa Department Of Transportation. Mr. Hallock has been the assistant director and worked there for 26 years, and Mr. Golinvaux has been the transit program administrator and worked there for 31 years. Mr. Miller outlined their accomplishments and their work with MTA and DART, and presented them with plaques of appreciation.

Chair Connolly commented that she liked the new employee recognition awards and looked forward to more in the future.

### **PUBLIC COMMENTS ON NON-PUBLIC HEARING ITEMS**

None.

### **CONSENT ITEMS**

#### **A. 2010 Health Insurance Contract**

#### **B. April 2010 Financial Report**

Mr. Miller spoke briefly about the 2010 health insurance contract. He stated that over-the-counter medications will no longer be covered on either health plan effective 1/1/11.

It was moved by Mr. Van Oort and seconded by Mr. Conkling to approve the consent items. Motion carried.

## **DISCUSSION ITEMS**

### **A. Community Withdrawal Procedures**

Mr. Miller discussed procedures for a community to withdraw from DART. Legal Counsel Nolden Gentry added comments for DART to consider if and when a community withdraws, especially as it pertains to long-term liability debt. Discussion followed to clarify the process and liabilities of a withdrawing community.

Mr. Conkling moved and Ms. Johnson seconded to accept this discussion item. Motion carried.

### **B. DART Social Media Initiatives**

Gunnar Olson, DART's public information officer, gave a presentation on various social media DART should be looking at to communicate with the public, such as social networks like Facebook, Twitter, and blogs. DART already has a presence on these networks, but it will take more staff time, etc., in order to keep it active and current. Mr. Conkling expressed concern about costs. Mr. Olson explained that most social networks are free to use, it will just be taking the staff time necessary. Ms. Presutti said that her research showed that providing more information on the internet, such as the update to the DART website that would include a trip planner, will reduce calls to DART's schedule information department.

Mr. Olson was thanked for his presentation.

### **C. Performance Reports**

No discussion.

## **MONTHLY REPORTS**

No discussion or comments on the monthly reports for Development, Transportation, Paratransit, or Maintenance.

Mr. Miller presented his report commenting that he will be joined by Commissioners Van Oort, Conkling, Hensley and Brody on a trip to Washington, DC, in three weeks.

Commissioners discussed the turn alarms that were installed on all DART buses. Mr. Miller that there was a seminar at the APTA Conference in Cleveland recently regarding safety issues, and bus alarms were discussed. The Cleveland system was using alarms similar to the ones DART uses, but received many complaints. Cleveland now uses a recorded voice to alert pedestrians when the bus makes a turn.

Mr. Miller went on to talk about the recent DART Roadeo. He explained that operators compete by driving either the 40-foot buses or the shorter paratransit vehicles through an obstacle course. DART hosts both a competition class and an open class. The top three drivers in the competition class of each division go on to Sioux City in June for the state transit roadeo. Employees

participating in the open class that any DART employee may enter (drivers do not have to have a CDL in the open class) do not compete in the state roadeo. He announced that Gunnar Olson placed 4<sup>th</sup> in the open class.

### **FUTURE AGENDA ITEMS**

Mr. Miller said that on the July commission agenda will contain an action item regarding the city of Grimes' withdrawal letter. Mr. Conkling asked when the 18-month "timer" started on the process of withdrawal. Mr. Gentry replied that the timer started upon submission of a letter of intent to withdraw.

*At this time, the phone connection with Mr. Gayman was lost.*

### **COMMISSIONER ITEMS**

Mr. Miller reminded commissioners of their re-appointment schedules and vacant alternate positions on the commission that need to be filled.

### **CLOSED SESSION**

It was moved by Mr. Mahaffey and seconded by Mr. Conkling that the Commission adjourn and reconvene in closed session pursuant to Section 21.5, Subsection 1, Paragraph C of the Iowa code.

Roll Call: Conkling yes, Connolly yes, Boesen yes, Mahaffey yes, Peterson yes, Van Oort yes, Johnson yes. The motion carried unanimously.

Chair Connolly recessed the meeting at 5:55 pm. It was moved by Mr. Boesen and seconded by Mr. Mahaffey that the closed session be adjourned.

Roll Call: Conkling yes, Connolly yes, Boesen yes, Mahaffey yes, Peterson yes, Van Oort yes, Johnson yes. The motion carried unanimously.

The closed session was adjourned at 6:09 pm. The regular Commission meeting was resumed at 6:10 pm. The Chair stated for the record that no action was taken during the closed session.

Mr. Boesen made a motion to approve the General Manager's contract for the upcoming fiscal year. Seconded by Ms. Johnson, the motion carried unanimously.

### **OTHER BUSINESS**

There was no other business to be discussed by the Commission at this time.

### **NEXT MEETING**

Chair Connolly announced that there will be a special meeting of the DART Commission regarding the bond issue on Wednesday, June 16, 2010, at 12:00 Noon at the DART offices.

The next regular DART Commission meeting will be held on Tuesday, June 29, 2010 at 5:00 p.m. at the DART offices.

**ADJOURNMENT**

There being no further business, Mr. Peterson moved to adjourn. Seconded by Mr. Van Oort, the motion carried and the meeting was adjourned at 6:13 p.m.

Date: \_\_\_\_\_

Chair: \_\_\_\_\_

Secretary: \_\_\_\_\_