



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY  
NOTICE OF TRANSIT RIDERS ADVISORY COMMITTEE MEETING AND  
AGENDA**

December 2, 2009 – 11:45 a.m.  
Partnership 2<sup>nd</sup> Floor Conference Room, 700 Locust Street

1. CALL TO ORDER
2. ROLL CALL AND ESTABLISHMENT OF QUORUM
3. APPROVAL OF SEPTEMBER 9, 2009 MINUTES
4. ACTION ITEMS
  - A. TRAC By-Laws
5. DISCUSSION ITEMS
  - A. 2010 Goals
  - B. DART FY 2011 Budget
6. PUBLIC COMMENT
7. FUTURE AGENDA ITEMS
8. OTHER – Communications
  - A. Next DART Commission Meeting: December 15, 2009, 5:00 p.m.
  - B. Review of 2010 TRAC Meeting Schedule

TRAC Meeting Minutes  
September 9, 2009, 11:30am

**Members in Attendance:**

Paul Bice  
Helen Boles  
Eileen Bradley  
Jinsong Chen  
Crystal Estabrook  
Kelly Henry  
Jade Howser  
Mary McGee  
Sarah Riley  
Linda Urias  
Gini Wolf  
Audra Zimmerman

**Others Present:**

Kirstin Baer-Harding  
Rebecca Lovig  
Brad Miller  
Michelle Orfield  
Elizabeth Presutti

1. Roll Call
2. Approval of 7/8/09 minutes – motion to approve and seconded
3. Approval of May minutes – motion to approve and seconded
4. Motion to amend 9/9/09 agenda – Action Item, new vice-chair nomination
  - a. currently in internal process
  - b. motion to approve and seconded
  - c. vote by raise of hands to approve Jade Howser for vice chair; no objections
  - d. T. Anthony Welch objects to lack of disabled representation on committee and seeks to join committee. Will be tabled until next meeting

5. Gini brought up public hearing on 9/16 sponsored by Iowa DOT, Brad Miller said that it is included in his presentation.
6. Presentation by General Manager Brad Miller
  - a. DART is an independent government – separate entity that is a regional transit authority (only one in Iowa) created by 2005 state legislation. Replaced Des Moines MTA.
  - b. 28E = organization where cities get together for a purpose (ex. CIETC)
  - c. DART v. MTA = DART has the ability to levy a property tax, all of PoCo is taxed for public transit.
  - d. Daily ridership has increased to about 16,000 riders per day.
  - e. Below average ridership because it is focused on commuter riders – not as much service during the day as during rush hours.
  - f. Operating expenses – majority is for wages/benefits to bus drivers and mechanics, followed by fuel, and maintenance
  - g. majority of capital expenses are for bus replacements
  - h. Old buses are going to be auctioned off.
  - i. Ability to replace buses affects operations because older buses cost more per year to operate and maintain.
  - j. Buses replaced every 17 years (recommended replacements every 12 years)
  - k. Liability expenses – several pedestrian accidents over last three years.
    - i. Eliminating left hand turns downtown and honking horn when turning
    - ii. Temporary measures modeled on Cleveland, Champaign-Urbana, San Francisco, and Los Angeles.
  - l. Discussed completed initiatives to reduce liability and claims.

- m. New approach for liability payments – got \$3 million loan from bank to continue emphasis on reducing future accidents.
- n. Revenues – raising fares is not recommended because of loss of ridership and because DART has contracts with local companies and schools that allow employees/students to ride for free.
  - i. 40% of budget comes from federal dollars, used for operating expenses to keep property taxes lower
  - ii. other states transit and light rail is not funded by property tax and is instead funded by sales tax or other taxes
  - iii. DART changed the way that subsidies are allocated to different cities – suburban communities now pay more than people in the city
  - iv. MTA subsidy was based on miles per city
  - v. MTA system did not promote growth of the organization
  - vi. new way doesn't have the emphasis on jurisdictional borders
  - vii. Mary asked: why not have a double goal for commuters and those who are unable to drive and rely on DART. Brad's response: Have not been able to increase local bus service until recently. Before, the city of Des Moines was not willing to pay for it. Now, there is an emphasis on regional transit and the cost is spread across the county instead of just the city. As a result, we'll be able to make improvements in service to both demographics.
  - viii. There is limited funding from the state and DOT – most funding goes toward rural riders
- o. Most people attending public input meetings are pro-transit

- p. Iowa DOT – Public Transit Funding Study Hearing, DSM Library, Wednesday, 9/16, 5:30pm – 7pm, can submit written statements to [www.iride21.com](http://www.iride21.com).
- q. T. Anthony Welch recommended that legislators and other decision-makers ride the bus in a wheelchair.
- r. Mary McGee – is Smith system training going on now? Brad's answer – yes.
- s. Eileen wants to challenge the rule that doesn't allow bus drivers to stop at routes other than their designated route, specifically the #8 – downtown that shouldn't matter. Brad agreed and said that we need to check it out.
- t. Mary asked about enforcing no parking laws. Buses can't stop to let people off because there are cars parked where they aren't supposed to be. Elizabeth answered that there is no ordinance that restricts parking near bus stops. Example – on university, they tried to move bus stops, but they received complaints from riders. Mary says that she can look into municipal code and also talk with the city advisory board about restricting parking in those areas. Gary Fox is the transportation director for the city of Des Moines.
- u. John Halsband asked about adding placards to buses to increase visibility of bus numbers. The colored cards in the corner window were removed because it created a blind spot. Brad explained how the technology has changed from flip lights to LED-lighted signs.
- v. Crystal asked if there is marketing to get larger corporations to invest in bus-riding plans. Answer – there is some marketing, but there could be more. There isn't a system in place for smaller companies that don't take up an entire building.

- w. Future agenda items – possible updates on bus service in West Des Moines (bus service to new hospital, Jordan creek), possibly info from DOT public input meeting.
- x. Next commission meeting is 9/29/09 at 5pm; Next TRAC meeting 11/11/09, 11:30.
- y. Motion to adjourn and seconded.



## **TRANSIT RIDERS ADVISORY COMMITTEE BY-LAWS**

**Date Approved: December 2, 2009**

### **ARTICLE I**

#### *NAME*

The name of the advisory group shall be the Des Moines Area Regional Transit Authority (DART) Transit Riders Advisory Committee, and may be referred to as "TRAC".

### **ARTICLE II**

#### *MISSION*

#### **MISSION STATEMENT:**

The mission of TRAC is to be a conduit of public input, to better inform DART Staff and DART Commission Members on issues and policies that impact both current and future new DART customers, and to encourage responsiveness to customers.

#### **GOALS:**

The goals of TRAC are as follows:

- Be a conduit for riders to make their voices heard.
- To have open and collaborative meetings that work towards clearly articulating all riders' needs and concerns.
- Suggest and support improvements in service.
- Increase the amount of public input that riders and non-riders alike have within DART decision making processes.
- Become advocates for expanding regional public transit in Central Iowa.
- Maintain regular ridership of DART's services during TRAC membership.

#### **RESPONSIBILITIES:**

TRAC shall serve in an advisory capacity to the DART Commission and may work with staff to:

- Study, analyze, investigate and make recommendations to the DART Commission and staff on transit issues, projects and policies that impact riders;
- Become familiar with the DART system, policies and fare structure;
- Establish annual goals for TRAC;
- Review, analyze and prepare recommendations on issues that relate to transit in the Greater Des Moines communities.
- Assist in seeking community input;



**COMMUNICATION WITH BOARD AND STAFF:**

TRAC shall submit written recommendations on transit related projects, policies and issues as requested by the Commission as well as provide monthly updates on TRAC Discussions at the corresponding DART Commission Meeting.

The DART Commission will give careful and due consideration to TRAC's recommendations before making any final action, TRAC recommendations shall be considered only advisory in nature.

TRAC does not have authority to act or obligate the DART Commission, its officials, or DART Staff.

The DART Chief Development Officer and other designated DART staff members will be the primary staff contacts for TRAC and be responsible for coordination between TRAC and the Commission.

**ARTICLE III**

*MEMBERSHIP PRIVILEGES*

**COMPOSITION:**

TRAC shall be composed of up to thirteen (13) members, seven (7) of which shall consist of one (1) member from each of the senate districts in the DART service area, two (2) of which shall be users of RideShare, two (2) of which shall be users of Paratransit or may have a disability and use fixed route services, and two (2) of which shall be appointed by the General Manager. All thirteen (13) members must reflect a broad representation of people from different geographic locations of the DART service area and not any particular advocacy group. Membership shall reflect a broad array of age, gender, race, culture and disabilities so as to best reflect the concerns of riders.

DART employees, family members and elected officials are not eligible for membership on TRAC.

**SELECTION PROCESS FOR MEMBERS:**

Applications will be solicited on an annual basis, corresponding to the expiration of service terms. If all members are re-elected for the second term, the solicitation process will be postponed until there is a vacancy to fill. All applications are valid for one year.

Upon the resignation of a Committee member, the DART Chief Development Officer shall notify the appropriate DART Commission Member and the General Manager to request a replacement member be appointed from the eligible applicant pool.

After the application deadline has passed, DART Commissioners from Regions 1 – 7 will make a recommendation from the applicant pool. The Commissioners from Polk County will make a recommendation for the two (2) RideShare and Paratransit seats, and the General Manager will recommend two (2) applicants.



**TRAC MEMBER REQUIREMENTS:**

In order to be considered for TRAC, and to remain an active TRAC member, riders must:

- Be a regular user of DART provided services, including local and express routes, vanpools, and paratransit services. Frequent use of the system is encouraged to keep a strong connection to fellow riders and the system.
- Be able to attend  $\frac{3}{4}$  of the scheduled TRAC meetings, and notify DART staff if unable to attend.

**TERM OF OFFICE:**

1. The term for each member shall be two (2) years or until replaced by the appointment of a new member by the Commission.
2. Terms shall follow the calendar year and commence in January after action by the Commission, and shall expire on the later of December 31.
3. Members are eligible to serve two terms, or (4) four years in total, if re-elected by the Commission.

**ARTICLE IV**

*PROCEDURES*

**ELECTED LEADERSHIP:**

The Chair and Vice-Chair shall be nominated by another TRAC member or may be self-nominated. Nominations shall occur at the second to last meeting of the calendar year prior to an expiring term. A paper ballot will be prepared containing all eligible nominees, and a vote will be conducted at the last meeting of the calendar year. The Chair must win the vote by a fifty percent (50%) majority. The Vice – Chair may be a separate vote or may be the next highest vote receiver in the election for Chair.

The term of service for both Chair and Vice Chair is a maximum of two years.

**MEETING PROCEDURE:**

Call to Order	Means EVERYONE is QUIET then the meeting can begin.
Quorum	Must have 2/3 of voting members present in a meeting before any motions can be voted on. The Vice-Chair will conduct roll call.
Minutes	The committee will be asked to announce any errors or omissions. Following this, the minutes will be adopted.



**TRANSIT RIDERS ADVISORY COMMITTEE BY-LAWS  
DECEMBER 2, 2009**

Agenda	Additions to the agenda should be emailed to DART Staff no later than the day before the meeting (Tuesday) as to allow enough time for DART Staff to have a current agenda available for the meeting on Wednesday.
Action items	After presentation/discussion of each item, the committee will take action to approve, deny, or table to a later date.
Discussion Items	Each item will be presented by the Chair, staff, or external speakers and will be followed by discussion by the group.
Public Comment	Each person present to speak should keep their comments to a minimum, and should not exceed five (5) minutes. Topics discussed should be relevant to agenda items, or may be recommended for future agenda topics. The public is restricted to speak only during the designated time period as noted on the agenda.
Future Items	TRAC members may recommend topics to discuss at future meetings.
Other	The next TRAC meeting date/time/location is confirmed with every member present, in addition to the next DART Commission meeting.
Motion to Adjourn	This motion will officially close the meeting.

**MEETING RULES:**

Attendance	Attendance is required unless there is an acceptable and reasonable cause for missing meetings. DART staff should be notified prior to the meeting if a member is unable to attend. Members shall make a concerted effort to be present for $\frac{3}{4}$ of meetings per year.
Obtaining the Floor	Every member present at meetings shall have the opportunity to have their say. When a member would like to speak, they must raise their hand until the Chair recognizes them. In order to make sure everyone gets a chance to speak; the speaker will raise their hand in order to be recognized. Once they have been recognized, each person with their hand raised will get a chance to speak BEFORE going back to a speaker for the second time.
Motions	Motions are made when an issue relevant to TRAC requires TRAC approval. Every motion requires a mover and most require a seconded before it can be discussed. Some motions are non-debatable (for example: adjournments, recesses, tabling). Motions should be relevant to the meeting or organization concerned; they should be affirmative or positive with regard to doing something; they should not be argumentative but capable of a conclusion; and they should not be offensive or contain improper language.



**TRANSIT RIDERS ADVISORY COMMITTEE BY-LAWS  
DECEMBER 2, 2009**

**Table** To table a motion means to put it on hold until it is brought back from the table. Both a motion to table and a motion to bring back from the table require a seconded and a simple majority.

**Call to Questions** When any member feels like the discussion has gone far enough, he/she may call to question. At this point TRAC votes on whether to end the discussion (must have 2/3 majority). If the discussion ends, the motion is reread and a vote on the motion is taken.

**Voting** Voting will be done by a show of hands, unless it is motioned that a vote be done by secret ballot. If a member chooses to abstain from voting, that member will be asked if he/she wants to be noted. This means that he/she will appear in the minutes that he/she has abstained.

**Discussion procedures:**

- No one may speak longer than five (5) minutes without permission of the chair.
- No member shall interrupt another member; criticism is aimed at an idea, not a person.
- When discussion becomes repetitive, call to question is initiated or the chair can call an end of discussion and voting will take place.