

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

**620 Cherry Street – Des Moines, IA 50309
February 5, 2013**

ROLL CALL

Commissioners Present: Steve Brody, Skip Conkling, Angela Connolly, Tom Gayman, Gaye Johnson (Arrived 4:04pm) , Bob Mahaffey, Steve Van Oort

Commissioner Absent: Christine Hensley

Alternates Present: Larry Hulse (Arrived 4:19pm)

Staff Present: Elizabeth Presutti, General Manager; Jamie Schug, Chief Financial Officer; Gunnar Olson, Public Information Officer; Tom Reynolds, Chief Operating Officer; Jim Tishim, Planning Director; Randy Ross, HR Director; PJ Sass, Customer Service Manager; Mark Burkman, Purchasing Manager; Amber Dakan, Staff Accountant; Greg Schmitt, Training Manager; Kirstin Baer-Harding, Marketing Director; Mike Kaiser, Service Management Manager; Randy McKern, Transportation Manager; Tony Filippini, Transit Planner; Michael Chapman, Maintenance Supervisor; Kyle McCann, Attorney, Brick Gentry, P.C.

Others Present: Barb Andersen, TMA; Jennifer Roberts, Mobility Manager (Polk County); Jerry Patton, DART Customer; John Halsband, DART Customer

CALL TO ORDER

The meeting was called to order by Chair, Steve Van Oort at 4:00pm. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF AGENDA

Mr. Van Oort called for approval of the February 5, 2013 meeting agenda.

It was moved by Mr. Mahaffey and seconded by Mr. Gayman to approve the February 5, 2013 agenda. The motion carried unanimously.

PUBLIC COMMENT

No Comments

TRAC

Rod Van Genderen, the new DART TRAC Chair gave an update to the Commission regarding their first meeting:

- Welcomed 7 new members this year
- Elected officers for this year
- Discussed 2013 goals and will vote on those at the next meeting
- Had presentation from the farebox vendor

Gaye Johnson arrived at 4:04pm.

CONSENT ITEMS

7-A - January 8, 2013 Minutes

7-B - Microsoft Dynamics GP Upgrade

7-C - FY 2014 ICAAP Applications

It was moved by Mr. Conkling and seconded by Mr. Mahaffey that the consent items be approved. The motion carried unanimously.

ACTION ITEMS

Action Item 8A - December 2012 Financials

Jamie Schug, Chief Financial Officer gave a presentation to the Commission regarding the December financials.

It was moved by Ms. Connolly and seconded by Mr. Mahaffey that the Commission approve the December 2012 Financials. The motion carried unanimously.

Action Item 8B - FY 2014 Budget Public Hearing

Ms. Schug gave a presentation to the Commission on the FY 2014 Budget. The Commission was asked to set the public hearing date today.

It was moved by Mr. Brody and seconded by Mr. Mahaffey that the Commission approve a Public Hearing on the FY 2014 Budget set for Tuesday, March 5, 2013 at 4:00pm. The motion carried unanimously.

DISCUSSION ITEMS

9A - Upcoming Marketing Plans

Kirstin Baer-Harding, Marketing Director provided a presentation to the Commission on upcoming Marketing Plans. Plans include:

- Building DART's Brand and promoting "Ride for a Reason"
- RideShare will have a Spring "Reason to Ride" campaign and will be directed to new riders
- Free rides for Route 60 for the month of April, along with expanding the weekend hours on Friday and Saturday nights
- Get Social Campaign with local businesses and coffee shops along Route 60
- Meeting with the local chambers and neighborhood associations
- Promoting Route 52 to West Des Moines, Clive and Windsor Heights
- Promoting Route 98 all day service in Ankeny
- Promoting DART services for the NCAA Wrestling Tournament March 21-23

Larry Hulse arrived at 4:19pm

9B – Farebox System Replacement

Ms. Schug gave the Commission an update on the Farebox System Replacement. The project will take 12-18 months to implement. Staff will bring recommendations to the March and April Commission meetings for discussion and will ask to make decisions on the fare policy at that time.

9C – Quarterly Safety Report

Greg Schmitt, Training Manager gave an update to the Commission on the 2nd Quarter Safety Report for FY 2013. Currently our Operators are due for Smith System Training for defensive driving. This training will occur in March.

9D – December 2012 Performance Report

Elizabeth Presutti, General Manager updated that we will probably not get good ridership numbers until March. The recent weather was an issue, along with the holidays and Des Moines Public Schools being off.

MONTHLY REPORTS

Operations Report

Tom Reynolds, Chief Operating Officer introduced Mike Chapman, DART's new PM Dispatcher for Operations. Mike was a Paratransit Operator in the late 80's, and then again most recently came back and is currently in training as a Dispatcher.

Marketing Report

No update

Planning Report

Jim Tishim, Planning Director is working with Quick Trip at 6th and University on their new site plans to coordinate a bus station on the site. This area was part of the Bus Rapid Transit (BRT) Plan for one of the bus stations for the project.

General Manager

Elizabeth Presutti, General Manager thanked Mr. Van Oort and Ms. Hensley for attending the IPTA Legislative Breakfast on January 31st.

Ms. Presutti and Mr. Van Oort will be traveling to Washington, DC March 9th – 12th to attend the APTA Legislative Conference.

Staff will look into the possibility of Mr. Skip Conkling attending the Legislative Conference as well.

FUTURE AGENDA ITEMS

No update

COMMISSIONER ITEMS

Mr. Van Oort thanked staff for messages that were provided on the recent news articles and asked that they be shared with the rest of the Commission.

OTHER – Communications

No update

ADJOURNMENT

The regular Commission Meeting was adjourned at 4:40pm. It was moved by Ms. Connolly and seconded by Mr. Mahaffey. The motion carried unanimously.

Next Meeting

March 5, 2013 at 4:00pm

Future 2013 Meeting Dates

Feb 5, Mar 5, Apr 2, May 7, Jun 4, Jul 2, Aug 6, Sep 3, Oct 1, Nov 5, Dec 3

Chair

Clerk

Date