

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

**1100 DART Way – Des Moines, IA 50309  
October 27, 2012**

**ROLL CALL**

Commissioners Present: Skip Conkling, Angela Connolly, Tom Gayman, Christine Hensley, Gaye Johnson, Bob Mahaffey, Steve Van Oort

Commissioner Absent: Steve Brody

Alternates Present: Steve Peterson

Staff Present: Elizabeth Presutti, General Manager; Jamie Schug, Chief Financial Officer; Chet Bor, Paratransit Manager; Kirstin Baer-Harding, Advertising Manager; Gunnar Olson, Public Information Officer; Tom Reynolds, Chief Operating Officer; Jim Tishim, Planning Director; Randy McKern, Transportation Manager; Randy Ross, HR Director; John Clark, Customer Service Supervisor; Debra Meyer, Capital Grants Manager; PJ Sass, Customer Service Manager; Jennifer Long, RideShare Program Coordinator; Georgia Parkey, Paratransit Operations Manager; Mark Burkman, Purchasing Manager; Amber Dakan, Staff Accountant; Tony Filippini, Transit Planner; Cheryl Wolfe, Operator/ATU; Jack Beminio, Operator; Neil Hampton, Operations Supervisor; Katie Dale, Marketing Assistant; Ellye Kovner, RideShare Program Specialist; Brad Deaton, Operations Supervisor; Nolden Gentry, Attorney, Brick Gentry, P.C.

Others Present: Mark Trost, TDS, LLC; Matt Rodekamp, Substance Architecture; Todd Garner, Substance Architecture; Nathan Goldberg, MPO;

**CALL TO ORDER**

The meeting was called to order by Steve Van Oort at 12:01pm. 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 October 30, 2012 meeting agenda.

It was moved by Ms. Hensley and seconded by Mr. Mahaffey that the agenda be approved. The motion carried unanimously.

## **PUBLIC COMMENT**

No public comments.

## **EMPLOYEE RECOGNITION**

Jack Beminio, Paratransit Operator was recognized for his 28 years of service to DART. Mr. Van Oort and Ms. Presutti presented Jack with a gift card and a plaque.

## **CONSENT ITEMS**

### **7-A – September 25, 31 2012 Minutes**

### **7-B – September 2012 Financial Report**

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

## **ACTION ITEMS**

### **Action Item 8A – DART Central Station Meeting Room Policy**

Elizabeth Presutti, General Manager presented to the Commission a revised DART Central Station Meeting Room Policy. Staff has revised the policy and has recommended that DART have a list of approved caterers for groups to choose from with the appropriate food and beverage permits.

It was moved by Mr. Peterson and seconded by Ms. Hensley that the Commission approve the revised DART Central Station Meeting Room Policy. The motion carried unanimously.

## **DISCUSSION ITEMS**

### **9A – DART Central Station Change Project Update**

Mr. Trost gave the Commission an update on the project to date:

- Art wall should be done by mid-November
- Air conditioning is working
- Mostly IT related items left
- There are a few credits for the last change order that will come in November
- One sandwich/coffee group looking at the vendor space
- Trying to schedule a meeting with a previous group to take a second look

### **9B – November 2012 Service Change Update**

Gunnar Olson, Public Information Officer gave a presentation to the Commission on the upcoming service change and the preparations that are being made. Commissioners were also provided a draft version of the Service Booklet that will be made available at the Public Informational Sessions that begin on November 7<sup>th</sup>.

### **9C – Quarterly Safety Report**

Chet Bor, Paratransit Director provided the Commission an update on the 1<sup>st</sup> quarter safety report.

### **9D – September 2012 Performance Report**

Elizabeth Presutti, General Manager reviewed the Performance Report with the Commission and made some clarifying points on ridership based on the number of weekdays in the previous month and previous fiscal year.

## **MONTHLY REPORTS**

### **Operations Report**

Tom Reynolds, Chief Operating Officer updated the Commission regarding the Stratagen Software and the action items from last month's meeting.

The Paratransit No-Show or Cancellation Policy will be brought to the Commission for approval at next month's meeting.

### **Marketing Report**

No update

### **Planning Report**

Jim Tishim, Planning Director introduced Tony Filippini, DART's new Transit Planner.

Mr. Tishim also updated the Commission that DART has four new Park & Ride locations that will take effect with the new service change in November.

### **General Manager**

Elizabeth Presutti, General Manager updated the Commission on the attendance at the Ribbon Cutting, the Employee Open House and the Public Open House. Both open house events were very well attended with over 300 attendees each day.

## **FUTURE AGENDA ITEMS**

The November 27<sup>th</sup> meeting will be held at DART Central Station at Noon.

## **COMMISSIONER ITEMS**

### **13A - Meeting Dates and Times**

Mr. Van Oort opened the discussion with the Commission regarding future Commission meeting dates and times. It was decided that a survey would be sent out to see what works best for the Commission.

Mr. Van Oort updated the Commission on his recent trip to Seattle, WA for the Annual APTA Conference. He also updated that they have 6 BRT lines in the city and all attendees were given a bus card to use during the conference. Ms. Hensley asked if Mr. Van Oort could work with Gunnar Olson, Public Information Officer to create a guest editorial piece regarding his trip and experience on their BRT lines.

### **13B - Legislative Committee**

Elizabeth Presutti discussed with the Commission that in the past few years DART has had a Legislative Committee that has worked with staff to develop legislative priorities. Ms. Presutti asked to have the Committee established and to hold a meeting with our state lobbyist Bill Wimmer in early November. DART would also like to host a breakfast on December 7<sup>th</sup> for state representatives.

Legislative Committee Members are: Christine Hensley, Steve Van Oort, Skip Conkling and Angela Connolly.

**OTHER – Communications**

**ADJOURNMENT**

A motion by Mr. Conkling and second by Mr. Brody to adjourn the regular Commission Meeting was made at 12:42pm. The motion carried unanimously.

**Next Meeting**

November 27, 2012 at 12:00pm

2012 Meeting Dates

Apr 24, May 22, Jun 26, Jul 31, Aug 28,  
Sep 25, Oct 30, Nov 27, Dec 18

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Chair

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Clerk

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Date