**MEETING HOSTED IN-PERSON AND VIRTUALLY**

**620 CHERRY STREET, DES MOINES IA 50309**

**OCTOBER 3, 2023**

**(Meeting was held in a hybrid format)**

**Commissioners/Alternates Present and Voting:**

Vern Willey, Tara Cox, Michael McCoy (arrived at 11.04am), Josh Mandelbaum, Andrew Borcherding, Paula Dierenfeld, Ross Grooters, Bridget Montgomery, and Joseph Jones

**Commissioners Absent:**

Kelly Stearns, Srikant Mikkilineni, Steve Van Oort and Russ Trimble

**CALL TO ORDER**

Vice Chair Josh Mandelbaum 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 Josh Mandelbaum requested a motion to approve the agenda as presented.

It was moved by Vern Willey and seconded by Tara Cox to approve the October 3, 2023, agenda. The motion carried unanimously.

**PUBLIC COMMENT:**

Heather Armstrong from Des Moines shared concerns on express routes with little ridership and provided some suggestions for efficiency on DART routes. DART staff provided some comments on what is being worked on.

Garland Armstrong from Des Moines shared his concerns on the potential FY26 budget and service cuts. Hopes that we will include the ADA in future discussions.

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

Brandon Paulsen, TRAC Chair, provided an update on the last TRAC meeting which took place on Wednesday, October 25. The Committee was provided updates on the November Service Change and the nominating process for new TRAC members. Additionally, the committee was provided with an update on the Budget and Service Planning, which they found very helpful and potentially impactful to current committee members. Their concerns regarding the potential cuts were shared with the DART Commission, and Brandon advised the Commission that TRAC would like to be involved in public outreach as DART staff feel is appropriate.

**CONSENT ITEMS**

7A – Commission Meeting Minutes – September 5, 2023

7B – June FY2023 Consolidated Financials

7C - August FY2024 Consolidated Financials

It was moved by Ross Grooters and seconded by Vern Willey to approve the consent items. The motion carried unanimously.

# ACTION ITEMS

8A – Contract Amendment with Sidekick Development

Luis Montoya, Chief Planning Officer, provided background on the initial and current contract with Sidekick Development, which outlined the services and approval of funds used throughout the work done on the project so far. It was identified what services will be needed as the project goes through the construction phases including the design, construction and close. The procurement process, which was completed in 2021, was shared as well as the evaluation summary for why Sidekick was selected. Sidekick has maintained their fee in proportion to the size of the project compared to what was originally approved. These fees are included in the approved project budget and will be paid using federal grant funds and the associated local match.

It was moved by Vern Willey and seconded by Tara Cox to approve a contract amendment with Sidekick Development for Owner’s Representative Services to authorize Phase 1 activities, including the 1-year post construction warranty period. The motion carried unanimously.

8B – Construction Manager Agent (CMa) for New Operations and Maintenance Facility

Luis Montoya, Chief Planning Officer, provided a background of DART Commission approval for the CMa and the purpose of having a CMa for this project. DCI was selected through an RFP process in which four (4) qualified proposals were received.Following Commission approval in February 2023, DART staff negotiated and executed a contract for pre-approval activities. Cost and funding were identified sharing that the CMa is contained in DART’s most recent O & M facility budget under the “construction” line item and will be paid for using Federal Grants and the associated local match.

It was moved by Bridget Montgomery and seconded by Vern Willey to approve DART staff to execute a contract amendment with DCI Group for Construction Manager Agent (CMa) services for the design and construction phases of the new Operations and Maintenance Facility for a negotiated General Conditions and CMa Fee. The motion carried unanimously.

8C – Human Resources Information System (HRIS) Contract Approval

Mike Gulick, Procurement and Contract Administration Manage,r shared that DART is seeking to provide a Human Resource Information System (HRIS) including software and subscription, implementation, data conversion, integrations, training, hardware, and other additional services. This will replace seven (7) error prone fragmented systems that cause frequent and significant challenges processing each payroll cycle. The procurement process was shared, sharing that Ten (10) Firms were actively solicited multiple times in addition to public posting and three (3) Proposals were received – two (2) were deemed non-responsive. After consulting with the Executive Committee on March 22, 2023, staff conducted product demonstration with the one (1) responsive firm (Kronos SaaShr, Inc./UKG). It was identified that all new future integration of this system will be funded by the DART operating budget.

It was moved by Vern Willey and seconded by Ross Grooters to approve a contract with Kronos SaaShr, Inc. to provide a Human Resource Information System (HRIS) solution with a five-year initial term plus five (5) one (1) year optional renewals with a not-to-exceed amount of $1,250,000, without prior Commission approval. The motion carried unanimously.

**DISCUSSION ITEMS:**

9A – FY 25 Service and Budget Planning Workshop Update

Amanda Wanke, Chief Executive Officer and Luis Montoya, Chief Planning Officer provided an update of the budget and service planning that was shared at the September 26 Commission workshop. DART Commissioners shared a variety of input on the various scenarios and options but were generally affirmative around the idea of funding the structural deficit for FY25 while a suburban redesign is considered.

9B – Performance Report – August 2023

Nate Bleadorn, Business Intelligence Manager, shared the August performance report, sharing that it was up by 10% compared to August of 2022 and reminding the Commission that August is largely impacted by our State Fair service which was the 2nd highest ridership of all time. Preventable accidents were 0.48 per 100,000 miles and our on-time performance for the month was 74.5%. American Benchmarking Bus Group (ABBG) safety statistics and goal were shared and compared to DART data.

**DEPARTMENTAL MONTHLY REPORTS (BY EXCEPTION)**

10A - Operations

None

10B – Planning

None

10C - External Affairs

None

10D – Finance/IT/Procurement

None

10E – Human Resources

None

10F – Chief Executive Officer

Amanda Wanke, Chief Executive Officer, thanked those member communities that she has met with so far for their time and informative sessions and shared she has a few more cities to meet with. The meetings were very good discussions as we plan how DART moves forward.

**FUTURE AGENDA ITEMS**

None

**COMMISSIONER ITEMS**

12A – Nominating Committee Appointments

Vice Chair Josh Mandelbaum shared the nominating committee process on behalf of Chair Russ Trimble and advised on his behalf who Trimble has advised to serve on the nominating committee. Commissioners appointed were Commissioner Dierenfeld (Chair), Commissioner Willey and Commissioner Mikkilineni. All have agreed to serve on the committee.

Amanda Wanke, Chief Executive Officer, shared that the timing for the nominating committee as it states in the 28e make it hard for member cities and the DART Commission to have a confirmed slate at the early January meeting. DART staff are working with Brick Gentry to see if a later meeting in January is possible to help accommodate the timeline challenges outlined on the 28e. The long-term plan is to amend the 28e to give us more flexibility on the timing of the nomination process.

12B – 2024 Commission Meeting Dates and Times

Vice Chair Josh Mandelbaum shared that we have heard from several Commission members that the current date/time (first Tuesday of the month at noon) isn’t ideal for their schedules so in order for us to recognize this and do our due diligence, Amanda has sent out a survey with date options for the Commission to complete so we may identify the best time/day for the 2024 DART Commission meetings. This will be discussed at the next Executive Committee meeting to bring back to the November meeting.

**NEXT MEETING:**

Regular DART Meeting - Tuesday, November 7, 2023 – 12:00 P.M.

# CLOSED SESSION

It was moved by Bridget Montgomery and seconded by Michael McCoy that the Commission adjourn the regular session and reconvene in closed to discuss strategy to evaluate the professional competency of an individual whose appointment, hiring, performance of discharge is being considered when necessary to prevent needless and irreparable injury to that individual’s reputation and that individual requests a closed session.

Roll Call: Willey - Yea, Whiting – Nay, Cox – Yea, Mikkilineni – Nay, McCoy – Yea, Mandelbaum – Yea, Borcherding - Nay, Dierenfeld - Yea, Grooters - Yea, Van Oort – Nay, Montgomery – Yea, Trimble – Nay, Jones – Yea.

Vice Chair Josh Mandelbaum recessed the regular meeting at 1.44pm.

No action was taken during the closed session.

At 1.51pm, a voice vote was taken for the closed session to be adjourned and the regular session be reconvened.

No action was taken in the open session.

**ADJOURN**

Vice Chair Josh Mandelbaum adjourned the meeting at 1:52 p.m.

**Chair Clerk**

**Date**