

**NOTICE OF COMMISSION ANNUAL MEETING AND AGENDA
DES MOINES AREA REGIONAL TRANSIT AUTHORITY**



ZOOM ONLY

DIAL IN - +1-312-626-6799/ACCESS CODE – 837 1296 0971/PASSCODE - 541260

JULY 8, 2025 – 12:00 PM

	<u>PAGE #</u>
1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
3. NOTICE OF MEETING	
4. APPROVAL OF JULY 8, 2025 AGENDA	
5. PUBLIC COMMENT (Limit 3 minutes)	
6. TRANSIT RIDERS ADVISORY COMMITTEE (TRAC) UPDATE <i>(written report only)</i>	2
7. CONSENT ITEMS	
A. Commission Meeting Minutes – June 3, 2025	3
B. FY 2026 Iowa Communities Assurance Pool (ICAP) Renewal	7
C. Updated DART Procurement Policy Approval	8
D. May Consolidated Financials	30
8. ACTION ITEMS	
A. FTA FY 2025 Buses and Bus Facility Grants Program Application	32
9. DISCUSSION ITEMS	
A. DART's Organizational Priorities	33
10. MONTHLY DEPARTMENTAL REPORTS (BY EXCEPTION)	
A. Operations and Planning	33
I. Operations and Maintenance Facility Monthly Update	34
B. External Affairs	39
C. Human Resources/Training/Safety/Customer Service	41
D. Chief Executive Officer	43
E. Performance Report – May 2025	44
11. FUTURE AGENDA AND COMMISSIONER ITEMS	50
12. NEXT MEETING: Regular DART Meeting - Tuesday, August 5, 2025 – 12:00 P.M.	
A. Special DART Commission Meeting (Reimagine) – Monday, October 20, 2025 – 12:00 P.M.	
13. CLOSED SESSION <i>(Pursuant to Section 21.5, Subsection (1), paragraph (i) of the Iowa Code)</i>	51
A. ACTION – Approve CEO FY 26 Compensation	52
14. ADJOURN	

Language, visual, hearing and transportation services are available at meetings upon request. For requests, please call DART at 515.283.8100 at least 48 hours in advance of the meeting.

6:	Transit Riders Advisory Committee (TRAC) Update
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Resource: *Leola Jasinski, TRAC Chair*

A hybrid meeting of the Transit Riders Advisory Committee was held on Wednesday, June 25, 2025, and a quorum was met. Included are key highlights from the meeting's discussion.

- **Reimagine DART and Budget Update:** DART Chief Operations and Planning Officer Luis Montoya provided an update to TRAC about the decisions that the DART Commission made at their June meeting. This update included directions on the network design for Reimagine DART, which will focus on ridership in most communities and coverage in Ankeny, Altoona and Clive with around a 10% reduction in service. TRAC members inquired about how DART is approaching where the 10% is going to be cut to know how it might impact their future use of the network.
- **Operations and Maintenance Facility Update:** DART Chief Operations and Planning Officer Luis Montoya shared with TRAC an update on the new Operations and Maintenance Facility and the building progress. Included was an overview of the upcoming federal grant opportunities that DART is considering applying for to fund future phases of the project and how the project has evolved in its scale and size for the facility.

The next hybrid TRAC meeting is currently scheduled for Wednesday, July 30, 2025.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES
MEETING HOSTED IN-PERSON AND VIRTUALLY
620 CHERRY STREET, DES MOINES IA 50309
June 3, 2025**



(Meeting was held in a hybrid format)

Commissioners/Alternates Present and Voting:

Dean O'Connor, Angela McKenzie (zoom), John Edwards (zoom), Connie Boesen, Paula Dierenfeld, Ross Grooters, Angela Connolly, Bridget Carberry Montgomery, Tom Hadden, Russ Trimble (partial attendance on zoom) and Lauren Campbell (left at 12.45pm)

Commissioners Absent:

Todd Shafer, Michael McCoy, Andrew Borcharding and Joseph Jones

Other Commissioners and Non-Voting Representatives Present:

Chris Coleman (zoom) and Mike Schrock

CALL TO ORDER

Chair Connie Boesen 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

Chair Connie Boesen requested a motion to approve the agenda as presented.

It was moved by Dean O'Connor and seconded by Ross Grooters to approve the June 3, 2025, agenda. The motion carried unanimously.

PUBLIC COMMENT

Thomas Washington from Des Moines shared his observations about the network redesign and asked that we consider those in mobility devices as we design the new system.

Heather Armstrong from Des Moines shared her concerns about future DART cuts.

Rosa Walker from Des Moines shared that the audio stop announcements on the buses are not frequent enough and that she would like to see the bus operators park closer to the curbs, especially to assist those who have mobility or vision problems. Additionally, it was shared that some of the bus operators cannot understand English, making it difficult for the riders. She also asked for signs to be posted on the buses stating that if people are sick they shouldn't ride.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – JUNE 3, 2025**



TRANSIT RIDERS ADVISORY COMMITTEE (TRAC) UPDATE

TRAC Chair Leola Jasinski provided an update on the TRAC Committee meeting, which took place on Wednesday, May 28. The committee was updated on the budget and Reimagine DART. It was shared that the committee appreciated what the commission are doing with difficult budget parameters, and they do have concerns for those riders that ride the bus for pleasure (going to church, the park etc.) as they do not want to see them lose their transit connection through the implementation of the new network.

CONSENT ITEMS

- 7A. Commission Meeting Minutes – May 6, 2025
- 7B. August Service Change
- 7C. Des Moines Public School Service Contract Renewal
- 7D. Financial Reserve Fund Policy Approval
- 7E. Investment Policy Approval
- 7F. Approve Resolution of Approved Depositories and Limits
- 7G. April Consolidated Financials

It was moved by Dean O'Connor and seconded by Angela Connolly to approve the consent items. The motion carried unanimously.

ACTION ITEMS

- 8A – Reimagine DART Draft Plan Priorities

Erin Hockman, Chief Strategy Officer, provided a brief background of activities to date for the Reimagine DART system redesign project, including the concepts developed for a new bus network. The concepts were identified as ridership (fewer routes, more frequency) and coverage (operation in more areas, less frequency). DART received 1,378 survey responses during public input, which identified that on average, survey respondents expressed a preference towards ridership with 49% of all respondents leaning towards ridership or strongly preferring ridership. 24% of respondents selected a hybrid of ridership and coverage, while 26% selected leaning towards coverage or strongly preferring coverage. At the May 6, 2025, Commission meeting, each Commissioner shared his or her community's preference for ridership or coverage. All but three communities expressed a preference for ridership with Altoona, Ankeny and Clive preferring coverage. The Commission approval for the balance of ridership versus coverage will be used by staff from Jarrett Walker and Associates and Transpo Group, along with DART staff and regional planners, to design a new bus network.

It was moved by Dean O'Connor and seconded by Tom Hadden to approve the preferences for the draft transit network design, specifically that the region overall leans towards a ridership prioritization with a preference for coverage in Altoona, Ankeny and Clive. The motion carried unanimously.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – JUNE 3, 2025**



8B – Reimagine DART Draft Budget Plan

Erin Hockman, Chief Strategy Officer, shared that DART staff developed several budget scenarios for the Commission to consider as it determines what level of service DART member communities can fund for the draft new network design that will take effect in fiscal year 2027. These budget scenarios were shared at a high level. Because staff anticipates the legislature will take up a property tax bill that may impact DART in future years, staff proposed an additional budget scenario to the DART Executive Committee at their May 21 meeting, which they supported bringing to the full commission for consideration. This new budget scenario is intended to: 1. Avoid having to make major budget reductions two years in a row; 2. Ensure staff have time to focus on implementing a new bus network and exploring new service models; and 3. Allow time for member communities to assess the impact of a new bus network at closer to status quo funding levels.

It was moved by Dean O'Connor and seconded by Angela Connolly to approve the two-year Minor Reduction Budget with 4% annual property tax revenue growth in FY27 and FY28 for the new bus network. This will maintain approximately 95% of existing regional service; there will also be an additional service reduction of \$1-1.5M in the City of Des Moines. The motion was approved by Angela McKenzie, John Edwards, Connie Boesen, Paula Dierenfeld, Angela Connolly, Bridget Carberry Montgomery, Tom Hadden and Lauren Campbell. Ross Grooters abstained.

DISCUSSION ITEMS:

9A – Iowa State Fair Updates

Luis Montoya, Chief Operations and Planning Officer, provided an update on planning for the upcoming 2025 Iowa State Fair.

DEPARTMENTAL MONTHLY REPORTS (BY EXCEPTION)

Chair Connie Boesen asked the Commission to refer to their packets to review the monthly and quarterly reports, with a verbal CEO report.

- 12A – Operations and Planning
- 12B – External Affairs
- 12C – Human Resources
- 12D – Chief Executive Officer
- 12E – Performance Report – April 2025
- 12F – Quarterly Financial Report
- 12G – Quarterly Safety Report

Amanda, Chief Executive Officer, thanked those Commissioners that came to drive a bus at the Roadeo. The safety team was thanked for providing transportation and shelter for a recent apartment fire and shared that DART was presented a Patriotic Employer Award for supporting Keegan Haines (DART Planner) during his recent deployments. Finally, it was shared that DART staff have been working on the FY26 Business Planning, and FY26 objectives will be presented at an upcoming Commission meeting for discussion.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – JUNE 3, 2025**



FUTURE AGENDA ITEMS

None

COMMISSIONER ITEMS

Connie Boesen, Chair, shared the status of the CEO performance review.

NEXT MEETING

Regular DART Meeting - Tuesday, July 8, 2025 – 12:00 p.m.

ADJOURN

Chair Connie Boesen adjourned the meeting at 12.54 p.m.

Chair

Clerk

Date

CONSENT ITEM



7B:	FY 2026 Iowa Communities Assurance Pool (ICAP) Renewal
Action:	Approve the renewal contracts in the amount of \$1,515,378 with Iowa Communities Assurance Pool (ICAP) for Fiscal Year 2026

Staff Resource: *Amber Dakan, Finance Director*

Background:

- Iowa Communities Assurance Pool (ICAP) is a membership-based group formed to create a self-insurance program offered solely to Iowa public entities such as DART. The group was formed in 1986 in response to a turbulent insurance market and now services more than 800 public entities in its membership in property and casualty lines.
- Bilbrey Insurance is the ICAP insurance broker who manages the ICAP program and DART's coverage.
- DART entered the ICAP risk pool on July 1, 2015. This will be DART's eleventh year of membership.
- DART began holding third-party excess cyber coverage in FY 2019 due to the increased frequency of cyber attacks. This year, ICAP began offering cyber coverage within the pool similar to the excess coverage policy. DART will replace the third-party coverage with the ICAP coverage beginning with FY 2026.
- DART's renewal coverage includes Liability (General, Automobile, Law Enforcement and Excess), Public Officials Wrongful Acts, Vehicle, Property, Equipment Breakdown, Crime and Cyber coverage.
- In addition to servicing the policy, ICAP also provides full-service incident claim processing from point-of-claim filing, all liability determinations, risk assessments, legal resources, and ongoing training for DART employees.
- This year's renewal maintains the current coverage types with increases in Vehicle and Property coverage limits due to increased values and the addition of uninsured/underinsured motorist coverage.
- The deductible remains at \$50,000 for our Fixed Route and Paratransit rolling stock and \$10,000 for our Rideshare fleet.

Costs:

- DART's renewal for existing coverage is \$1,485,989 for FY 2026. The change from the prior year is \$58,550 or a 4.1% increase.
- The cost of DART's cyber coverage is \$28,685 for FY2026. This is a decrease of \$15,708 or 35.4% from the prior year due to the transition to ICAP coverage from a third-party provider.
- Coverage for uninsured/underinsured motorists' coverage has been added to the policy with a \$40,000 limit for a total additional cost of \$704 annually.
- DART's coverage renewal amount is within the FY 26 budget for these items.

Recommendation:

- Approve the coverage renewal amount of \$1,515,378 with ICAP.

CONSENT ITEM



7C: Updated Procurement Policy

Action: Approve Updated Procurement Policy

**Staff Resource: *Michael Gulick, Interim Finance Lead, Senior Manager
Procurement & Compliance***

Background:

- DART's Procurement Policy was overhauled and approved by the DART Commission in June 2024.
- Since then, the Procurement department has continually assessed its usefulness and accuracy and has monitored the federal and state procurement regulations on which it is based.
- As a result, a handful of changes were made and now an updated Procurement Policy is being submitted to the Commission for approval.

Key Changes

- Updated references to federal governing documents:
 - FTA Master Agreement 31 was updated to FTA Master Agreement 33 (throughout)
 - FTA C4220.1F was updated to FTA C4220.1G (throughout)
- Based on updates in FTA C4220.1G:
 - Added "Public-Private Partnerships" to list of sources through which DART may procure goods and services (p. 16)
 - Better defined "best value" as it relates to Requests for Proposals (p. 15)
 - Stipulated additional requirements for the Cost-Plus Fixed Fee procurement method (p. 20)
- Better defined and explained purpose of an Independent Cost Estimate, a Price Analysis, and a Cost Analysis (pp. 6-7)
- For construction contracts:
 - Incorporated competition thresholds required per Iowa Code Chapter 26 for public improvements, to which DART is subject (p. 16)
 - Listed several types of permissible Alternative Construction Methods (ACMs) (p. 16)

Annual Review

The Procurement Department will continue to review and update the policy annually and seek Commission approval of updates as needed. This will ensure that the policy remains current and effective in supporting DART's procurement initiatives.

Recommendation:

Approve the updated Procurement Policy as outlined.

DART Procurement Policy

Scope: See "Purpose and Scope"

Responsible Department: Procurement

Effective Date: July 8, 2025

Revision Date: 6/12/2025

Approved By: DART Commission July 8, 2025

Contents

Purpose and Scope	3
Applicability and Governance	3
Who May Procure for DART?	4
General Procurement Standards	4
Standards of Conduct	4
Sources.....	5
Geographic Preferences.....	5
Competition	5
Economic Purchasing and Price Principles.....	6
Price Reasonableness and Analysis.....	6
DART's Third-Party Contract Provisions	8
Federal Third-Party Contract Provisions and Certifications.....	8
Specifications	8
Selection Procedures	9
Records / Documentation	9
Contract Period / Term	10
Resolution of Third-Party Contracting Issues.....	10
Contract Options	10
Contract Modifications.....	11
Procurement Thresholds	11
Micro-Purchases	12
Small Purchases	12
Large Purchases	13
Procurement Methods	14
Competitive Quotes	14
Competitive Sealed Bidding	14
Competitive Proposals.....	15
Specialty Procurements.....	15
Prohibited and Restricted Procurement Methods.....	20
Procurement Quick Reference	21

Purpose and Scope

- This document contains procurement policies, not procurement procedures.
- This policy:
 - Is a high-level statement that communicates DART's intentions, values, and overall approach to particular areas and issues.
 - Provides a framework for decision-making and actions at DART.
 - Is intended to set the direction, expectations, and principles that guide DART's employees', officers', agents', and Commission members' behavior and decision-making.
- This policy applies to all contractual actions by DART, with the following exceptions:
 - Transactions involving real estate
 - Joint development projects (in which DART forms a partnership with a private sector entity)
 - Purchases from government-regulated entities such as public utilities which are granted market exclusivity by the regulating agency
 - Purchases of professional subscriptions, memberships, seminars, and expenses in connection with industry meetings and conferences
 - Purchases for travel and living expenses on DART business and other similar expenditures incidental to the routine conduct of DART's business
 - Revenue contracts (contracts whose principal purpose is to generate revenue for DART) of the "open contract opportunities" sort (i.e., when a party seeks to contract with DART on an opportunity that is similarly open to any similar parties). At DART, these include Unlimited Access contracts, Caravan (vanpooling) contracts, and special event contracts.
 - Employment contracts

Applicability and Governance

- DART's procurement actions are governed by:
 - Federal regulations regarding procurements that use federal funds, including 49 U.S.C. (known as the Common Grant Rule)
 - FTA Master Agreement (FTA MA 33)
 - This procurement policy
- Guidelines for following federal regulations are provided in the following resources:
 - 2 CFR 200 (issued by the Office of Management and Budget (OMB) and commonly known as the "Uniform Guidance")
 - FTA C4220.1G (Third-Party Contracting Requirements); Note that this "applies to... regional public transportation authorities that are not a State" and allows for such an authority to "use its own procurement procedures, if those procedures conform to applicable Federal law and regulations, including the applicable Common Grant Rule."
 - Federal Acquisition Regulations (FAR)

- It's DART's policy to follow federal regulations for all procurements, even those that don't use federal funds. However, if no federal funds are used, federal provisions and certifications aren't required.

Who May Procure for DART?

Only DART employees who have received the appropriate level of training may procure goods and services for DART. All procurements over \$50,000 must be conducted by DART's Procurement Department.

Procurement Authority Levels *		
Contract Threshold**	Who May Conduct the Procurement?	Notes
Micro-Purchases (up to \$10,000)	Employees who have completed Micro Purchase training	The Procurement Department provides Micro-Purchase training
Small Purchases between \$10,001 and \$50,000	Employees who have completed Small Purchase training	The Procurement Department provides Small Purchase training
>\$50,000	Procurement Department must conduct all procurements over \$50,000	

* Procurement Authority is not the same as Signature Authority. For information about Signature Authority (i.e., who may approve/sign invoices, purchase orders, and other contracts), refer to DART's Signature Policy.

** Includes the entire life of contract, including the aggregate sum of all amendments, change orders, task orders, and renewals, of the contract

General Procurement Standards

Standards of Conduct

- The conduct of DART employees, officers, agents, and Commission members involved in procurement or contracting activities are governed by:
 - Chapter 68B of the Code of Iowa (Government Ethics and Lobbying)
 - 2 CFR 200 (issued by the Office of Management and Budget (OMB) and commonly known as the "Uniform Guidance")
 - This procurement policy
 - The Employee Code of Conduct & Ethics policy and the Conflict of Interest policy, located in the DART Handbook.

- Any person who knowingly and intentionally violates these standards is subject to disciplinary action, up to termination of employment.

Sources

To acquire property or services, DART can:

1. Use its own labor force and equipment
2. Enter into an agreement for shared use of property and services
3. Enter into Public-Private Partnerships (P3s)
4. Partner with another purchaser to complete a joint procurement
5. Use a State or local government purchasing schedule or purchasing contract
6. Use Federal excess and surplus property
7. Use a General Services Administration (GSA 70) federal supply schedule.
8. Use an existing contract that's held by another recipient (called "piggybacking")
9. Shop the open market (i.e., compare prices of vendors, solicit quotes, bids, and proposals, etc. to allow potential contractors to compete with one another)

Geographic Preferences

- With some exceptions, DART's competitive procurement decisions may not take into consideration any state or local geographic preferences, even if those preferences are imposed by state or local laws or regulations.
- Geographic location may be a selection criterion only in procurements for:
 - Architectural and engineering (A&E) services
 - State licensing requirements
 - Major disaster or emergency relief

Competition

- DART's competitive procurement transactions must be conducted in a manner that:
 - Maximizes full and open competition
 - Doesn't provide an unfair competitive advantage to any potential vendor
- Some situations considered restrictive of competition include:
 - Unreasonable business requirements for bidders or offerors
 - Unnecessary or excessive experience requirements, excessive bonding requirements, insurance, warranty, or similar requirements that affect an otherwise qualified firm's ability to compete
 - Noncompetitive pricing practices between firms or between affiliated companies.
 - Using prequalification procedures that conflict with FTA Circular 4220.1G, Chapter VI(1)(c)

- Noncompetitive awards to any person or firm on retainer contract if that award is not for the property or services specified for delivery under the retainer contract
- Specifying only a "brand name" product, without specifying that equivalent products will be accepted and without providing a description of equivalent products.
- Any arbitrary action in the procurement process
- Competitive procurement standards may be waived:
 - When purchasing fleet replacement parts and related inventory, when doing so is necessary to:
 - Ensure the timeliness of the receipt
 - Maintain compatibility and warranty
 - Control shipping costs
 - When DART accepts from a private entity a grant that has specific requirements or stipulations
- It is the policy of DART that Disadvantaged Business Enterprises (DBEs), as defined in 49 C.F.R. Part 26, shall have an opportunity to participate in awards of DART's contracts and subcontracts. DART must make good-faith efforts to ensure utilization of DBEs. Refer to [DART's DBE Policy](#) for information regarding how Procurement is involved in DART's DBE program.

Economic Purchasing and Price Principles

- Duplicative and unnecessary purchases must be avoided. DART purchases only what it needs at the time of the acquisition.
- Duplicative procurement standards may be waived for fleet maintenance purposes, when it's necessary for DART to purchase backup/duplicative supplies of fleet replacement parts and related inventory.
- Consideration should be given to consolidating or breaking out procurements to obtain more economic pricing (or to provide opportunities for disadvantaged businesses, women-owned business, minority-owned businesses, or small businesses). However, it's prohibited to consolidate or break out procurements for the purpose of circumventing competitive procurement requirements.
- Where appropriate, analysis will be made of lease versus purchase alternatives or any other appropriate methodology to determine the most economical approach.

Price Reasonableness and Analysis

- Price reasonableness should be considered for every procurement.
- (FTA Best Practices Manual 4.6) For procurement actions (including modifications) above the Simplified Acquisition Threshold (SAT) and for public improvements (construction/building work), the following are required:
 - Independent Cost Estimate (ICE), and

- Price Analysis or Cost Analysis

Independent Cost Estimate (ICE)

- The ICE is an estimate of what the product or service “should” cost based on recent competitive market prices.
- The ICE must be prepared without knowledge of the contractor’s proposed pricing (i.e., the ICE must be performed before receiving bids or proposals).
- ICE sources/resources include:
 - Past purchases
 - Published price lists
 - Historical pricing information
 - Comparable purchases by other agencies
 - Engineering estimates
 - Independent third-party estimates
- The source and date of an ICE must be documented

Price Analysis

- A Price Analysis is an evaluation of the offeror’s price relative to the prices being offered by other vendors and being paid by the general public for the same or similar items.
- Price Analyses are suitable for commercial products and services (i.e., products and services for which there is a basis of comparison in the commercial marketplace).
- The accepted forms of price analysis techniques include:
 - Adequate price competition (at least two competing bids or proposals)
 - Prices set by law or regulation
 - Established catalog prices and market prices
 - Comparison to previous purchases

Cost Analysis

- A Cost Analysis is conducted to perform an opinion on the degree to which the proposed cost, including profit, represents what the performance of the contract “should cost”, assuming reasonable economy and efficiency.
- If a reasonably sound Price Analysis cannot be determined, a Cost Analysis is required.
- Cost Analyses:
 - Are suitable for products and services that can't be evaluated against other commercially available items of similar products or services. Examples would include a procurement for professional services where no competing price proposals are submitted, as in a procurement for architectural-engineering services where only one cost proposal is solicited from the highest ranking firm, or a sole-source procurement for other types of services.

- Are required when change orders are issued to contracts requiring the contractor to do work whose cost can only be evaluated by examining the various cost elements, such as labor, materials, travel, etc.

DART's Third-Party Contract Provisions

- **General Provisions:** DART's Procurement Department maintains a library of boilerplate contract provisions, which should be used as a starting point for its third-party contracts. These provisions include, for example, language regarding contract term, contract price, contractor obligations, scope of work, project schedule, contract modifications, delays, payment, dispute resolution, and more.
- **Special Provisions:** Certain types of contracts require DART's Data Privacy and Security Standards Provisions and/or SaaS Terms and Conditions.

Federal Third-Party Contract Provisions and Certifications

- Applicable federal provisions (which flow down to subcontractors) must be included in contracts that use federal funds.
- Which provisions are required depends on what the contract is for, what the price is, and more. For example, all contracts that use federal funds require an equal employment opportunity provision, but only construction contracts over \$2,000 require an anti-kickback provision.
- Contractors must sign applicable federal certifications. Which certifications are required depends on what the contract is for, what the price is, and more. For example, contracts for transit (people-moving) services require an Alcohol and Controlled Substances Testing certification.

Specifications

- Contract specifications describe in detail the requirements surrounding the product or service DART intends to procure.
- DART solicitations must include a clear, accurate description of the technical requirements for the material, product, or service to be procured.
- Whenever practical, requirements will be described in terms of functions to be performed or level of performance required, including the range of acceptable characteristics or minimum acceptable standards.
- Specifications should be detailed enough to ensure that bidders can submit pricing on a comparable basis. However, specifications or scopes of services for negotiated procurements may be more general and accommodate the possibility of alternative solutions or products.
- Specifications shouldn't contain details that could restrict competition or be so detailed as to restrict competition.
- When it's impractical to describe all technical requirements clearly and accurately, a "brand name or equal" description may be used to define the performance. This description should set forth those salient physical, functional, or

other characteristics of the referenced product that an equal product must have in order to meet the recipient's needs. However, this method may not be used to limit competition, but rather to describe the characteristics of the product needed. The specifications must include the relevant characteristics that the product must meet and state that vendors may offer "equal" products meeting those characteristics. (If only a "brand name" or make/model is specified, without the "or equal" provision, the procurement must be processed as a sole source and is subject to justification requirements).

- Whenever practicable and economically feasible, products and services dimensioned in the metric system of measurement are acceptable.
- Whenever practicable and economically feasible, preference will be given to products and services that conserve natural resources, protect the environment, and are energy efficient.

Selection Procedures

- DART's selection procedures ensure fair, unbiased evaluation of competing offers for all types of competitive procurement transactions.
- When a purchase from a vendor exceeds the micro-purchase threshold, the vendor must be determined to be responsive and responsible. Responsibility determination must include a search of the online System for Award Management (<https://sam.gov/>) to determine that the vendor has not been debarred or suspended from federal awards.
- If there is a technical evaluation (often required in RFPs), it must be overseen by the Procurement Department to ensure it's fair, thorough, and adequately documented. A determination shall be made by the Procurement and Contracts Manager that the apparently successful offeror:
 - Is responsive (i.e., complies with all material elements of the solicitation)
 - Is responsible (i.e., possesses the technical and financial resources to successfully perform the contract, and has a satisfactory record of past performance, compliance with public policy, and integrity).
 - Is submitting a fair and reasonable price

Records / Documentation

- DART must maintain records detailing the history of a procurement in a manner consistent with its size, complexity, and cost. At a minimum, these records include:
 - **Signed/executed copy of contract**, if one exists
 - **Procurement Method:** The rationale for the method of the procurement (e.g., competitive sealed bidding, competitive negotiation, sole source, etc.)
 - **Contract Type:** The rationale for the selection of the contract type (e.g., fixed price, cost reimbursement, etc.)
 - **Contractor Selection:** The rationale for contractor selection or rejection, as well as a written responsibility determination for the successful contractor, if applicable

- **Cost or Price:** The basis for the contract price, which is typically determined using an independent cost estimate, a cost analysis, or a price analysis
- Additional records to maintain could include things like bond documentation and contractor correspondence.
- DART's:
 - Record retention policy is here: K:\Procurement\Procurement\Records Retention\Final\DART Records Management Policy - Final.
 - Procurement record retention rules are located on the specified tab in K:\Procurement\Procurement\Records Retention\Final\Exhibit A - DART Record Retention Schedule

Contract Period / Term

The appropriate contract period (term) depends on the contract type.

Contract Type	Contract Period Not to Exceed
Rolling Stock and replacement parts	5 years
Services	6 years (maximum 3-year initial term, with up to three individual 1-year renewals)
Information Technology (e.g., SaaS)	10 years (maximum 5-year initial term, with up to five individual 1-year renewals)

Base contract periods on sound business judgment, including considerations like:

- The nature of the item being purchased
- The need to give the contractor the opportunity to recapture start-up costs
- The need to give competing vendors the opportunity to do business with DART
- The relative benefit to DART of a longer or shorter contract term

Resolution of Third-Party Contracting Issues

DART is responsible for resolving all contractual and administrative issues arising out of its third-party procurements, including source evaluation and selection, protests of awards, disputes, and claims using good administrative practices and sound business judgment. All DART contracts include terms for protests, disputes, and claims/litigation.

Contract Options

- A contract option is a unilateral right in a contract by which, for a specified time, DART may elect to purchase additional equipment, supplies, or services called for by the contract, or may elect to renew a contract.

- A contract renewal is a common type of contract option. (Note that a contract renewal is different from a contract extension, which is a type of contract modification).
- Official change orders (aka amendments) must be completed when a contract option is exercised.
- There are limitations to when and how contract options can be exercised. For example, if a contract's options were not evaluated as part of the original contract award, exercising those options after contract award will result in a sole source award requiring justification.
- Exercising an option after DART has negotiated a lower or higher price will also result in a sole source award unless that price can be reasonably determined from the terms of the original contract, or that price results from Federal actions that can be reliably measured, such as changes in federal prevailing labor rates.
- DART may not exercise an option unless it has determined that the option price is better than prices available in the market, or that when it intends to exercise the option, the option is more advantageous.

Contract Modifications

- Modifications to an active contract are often desired or required. A contract modification might, for example, alter a project timeline, modify tasks that were in the original scope of work, or extend a contract.
- Each contract modification must stand on its own merit, just like an original contract. Therefore, you must have:
 - A justification / reason (requirement) for the change
 - Funds to support the change
 - Evidence that prices are fair and reasonable
 - Documentation that tells the story of the purchase
- When modifying a contract, an official change order (aka amendment) must be completed, according to the terms outlined in the original contract. If a change order adds work, the work must be within the original scope of the contract.

Procurement Thresholds

The method of procurement/degree of competition required depends in part on the dollar value and the type of contract. Purchases may not be divided to be under a dollar threshold to avoid competition or procurement standards.

Price Threshold (for life of contract, including extensions)	Procurement Level	Method of Procurement / Minimum Degree of Competition
Up to Micro-Purchase Threshold (*\$10,000)	Micro-Purchase	No competitive quotes required.
Micro-Purchase Threshold up to Simplified Acquisition Threshold (SAT) (*\$250,000)	Small Purchase	At least two competitive quotes or proposals required (three or more are preferred)
Greater than Simplified Acquisition Threshold (SAT) (*\$250,000)	Large Purchase	Competitive sealed bidding or competitive proposals are required

* As of June 2025:

- The Micro-Purchase threshold is \$10,000 (as set by the FAR at 48 CFR part 2)
- The Simplified Acquisition Threshold is \$250,000 (as set by the FAR at 48 CFR part 2)

Micro-Purchases

Micro-purchases are typically made for items sold “off-the-shelf” to the general public (e.g., pencils, hand sanitizer). They are single, discrete purchases, or “one-off” purchases, to which contract periods/length of contract considerations don’t apply.

Competition: No competition is required, but it’s encouraged when practicable.

Contract Required: No contract or Purchase Order (PO) is required for micro-purchases.

Documentation:

- Most micro-purchases don’t require documentation (with some exceptions, such as construction projects over \$2,000 that use federal funds)
- It’s recommended that you retain the following records.
 - DART’s Written Record of Procurement Micro-Purchases form
 - Quote, order form, receipt, or invoice
 - If vendor requires it, the Purchase Order (PO)

Additional Information:

- Purchases may not be split into micro-purchases to avoid a competitive solicitation process.

Small Purchases

- Small purchases are relatively simple and informal solicitations for services, supplies, or other property.
- Small purchases could involve multi-year contracts, as long as contract aggregate expenditure doesn’t exceed the SAT.
- Procurements over \$50,000 must be handled by DART’s Procurement Department.

Competition Required: Competition is required. At least two (but ideally three) quotes or proposals from qualified sources must be sought out and documented.

Contract Required: A contract or PO is required, with applicable federal clauses and certifications included if using federal funds.

Documentation Required:

- DART's Written Record of Procurement – Small Purchases form
- Invoices
- Purchase Order
- Copy of solicitation correspondence (i.e., the letter or email that was sent to vendors)
- Responses received from bidders (in email or written form), and any other bidder correspondence
- DART's Bid Quotation Form, which includes reason for award determination and details such as buyer name, date, department, funding source, budgetary estimate, vendor information, item description, unit and total costs, and comments.
- DART Commission approval for procurement, if \$100,000 or greater
- See [Records / Documentation](#)

Large Purchases

Competition Required: Competitive sealed bidding through DART's eProcurement system is required.

Contract Required: Yes, with applicable federal clauses and contractor certifications included if using federal funds.

Documentation Required:

- DART's Record of Procurement – Large Purchases form
- Determination of responsiveness and responsibility
- Solicitation, including specifications, and amendments
- Advertisement of solicitation
- Notified vendors/bid list
- ICE Summary
- Price Analysis and (if needed) Cost Analysis
- Documentation concerning rebid or proposal conferences and/or any solicitation Q&As
- Notice of Intent to Award Contract
- Rejection letters
- Public Bid opening documentation
- Best and Final Offers (BAFOs)
- Protest letters, decisions, and related documents
- Signed federal clauses and certifications
- DART Commission approval for procurement
- Contractor-submitted data and reports

- Correspondence and documentation related to complaints or contractor performance
- Documentation regarding pre-award or post-award Mistakes in Bid
- Invoices / Purchase Orders
- Additional documentation is required for some contract (e.g., construction contracts)
- See [Records / Documentation](#)

Procurement Methods

Competitive Quotes

Definition:

- A method of procurement that involves soliciting quotes (via a Request for Quote, or an RFQ, usually via emails or letters) for specified goods or services from at least two (preferably three or more) vendors
- DART determines from which vendors to solicit the quote.
- A reasonable effort should be made to solicit quotes from a range of vendors.
- The fixed-price award goes to the lowest quote. This method doesn't permit negotiations or consideration of qualitative factors, with some exceptions listed below.
- Results in a Firm Fixed Price Contract

When it's used/additional information:

- Competitive quotes are used to find vendors for micro-purchases and small purchases (although they're not required for micro-purchases).
- Occasionally negotiations are allowed during this type of procurement. For example:
 - Only a single quote was received, so DART negotiates with the vendor to ensure a fair price.
 - The lowest quote was too expensive, so DART negotiates with that vendor to obtain a price within available funds.

Competitive Sealed Bidding

Definition:

- A method of procurement that includes public notice of an Invitation for Bid (IFB) and evaluation of bids based on criteria established in the IFB.
- The fixed-price award goes to the lowest responsive and responsible bidder. This method doesn't permit bidder negotiations or consideration of qualitative factors, with some exceptions listed below.
- Results in a Firm Fixed Price Contract

When it's used/additional information:

- This is the preferred method for acquiring property, construction, and other well-defined services or goods. If a different method is used for these purposes, there must be a well-documented justification and it must be approved in advance by the Procurement Department.
- Occasionally negotiations are allowed during this type of procurement.
 - Examples:
 - Only a single responsive bid was received from a responsible bidder, so DART negotiates with the bidder to ensure a fair price.
 - The responsive bid from the lowest responsible bidder was too expensive, so DART negotiates with that bidder to obtain a contract price within available funds.
 - However, DART may not, as part of a negotiation process, alter the scope and specifications defined in the IFB in a manner that might have attracted additional bidders if it had been incorporated in the solicitation. The IFB must be canceled and started over.

Competitive Proposals

Definition:

- A method of procurement that includes the issuance of a written Request for Proposal (RFP), public notice of the RFP (if over SAT threshold), evaluation based on criteria established in the RFP, and negotiation with the top ranked Offeror.
- The negotiated award (of either a fixed price contract or a cost-reimbursement type contract) goes to the Offeror offering the "best value" to DART.
- The RFP solicitation must inform potential offerors that the award will be made on a "best value" basis and identify what factors will form the basis for award, such as technical design, technical approach, length of delivery schedules, quality of proposed personnel, past performance, and management plan.

When it's used: Competitive Negotiation is required when the Procurement and Contracts Manager has determined that all of the following conditions exist:

- A complete, adequate, and realistic specification or purchase description isn't available.
- Two or more responsible offerors are willing and able to compete effectively for the award.
- The selection of the successful offeror requires consideration of factors other than price
- Discussions with offerors are anticipated.

Specialty Procurements

Construction

Definition:

- Construction contracts are contracts for building, altering, repairing, improving, or demolishing any structure, building, or highway, and any draining, dredging, excavation, grading, or similar work upon real property.
- Requires competitive sealed bidding, except under very limited instances and with a written determination made in advance by DART's Procurement and Contracts Manager.

Special considerations:

- As an Iowa public entity that receives local taxpayer dollars, DART is subject to Iowa Code Chapter 26 for public improvements. These thresholds are more restrictive than the federal thresholds.
- Davis-Bacon prevailing wage requirements apply to federally funded construction contracts exceeding \$2,000.
- DART will use value engineering for all construction projects over \$10 million.
- In addition to using a traditional design-bid-build contracting method, DART will consider Alternate Contracting Methods (ACMs), which include:
 - Design-build
 - Progressive design-build
 - Construction manager/general contractor
 - Construction manager-at-risk
 - Public-private partnership, and
 - Other innovative methods with or without a name
- There is a separate Change Order policy for construction contracts.

Procurement Thresholds for Construction Contracts

Price Threshold (for life of contract, including extensions)	Method of Procurement / Minimum Degree of Competition
Less than \$36,000 if no federal funds being used; \$10,000 or less if federal funds are being used	No competitive quotes required
\$36,000 to \$82,000	At least two competitive quotes required (three or more are preferred)
More than \$82,000	Competitive sealed bidding is required

* Thresholds as of 1/1/2025

Architectural and Engineering (A&E) Services

- FTA requires the use of the qualifications-based procurement procedures contained in the Brooks Act to acquire A&E services, and also for program management, construction management, feasibility studies, preliminary engineering, design, architectural, engineering, surveying, mapping, and related services. (49 U.S.C. Section 5325(b)(1))
- Geographic location may be a selection criterion if an appropriate number of qualified firms are eligible to compete for the contract.

Rolling Stock

The term “rolling stock” applies to vehicles used to transport passengers and includes buses and vans. Light duty vehicles used to transport passengers are considered rolling stock. Light duty vehicles such as vans, sedans, and pick-up trucks used for administrative and maintenance purposes are considered equipment.

DART will comply with the requirements of FTA C 4220.1G, Chapter 4, Section 2.e., Rolling Stock – Special Requirements when procuring rolling stock. These requirements include accessibility, special DBE requirements, minimum service life, spare ratios, air pollution and fuel economy, pre-award and post-delivery review, bus testing, time limits on options, and lease versus purchase decisions.

Revenue

- A revenue contract is one in which DART provides access to public transportation assets to generate revenue or create business opportunities.
- There are two types of revenue contracts:
 - Limited Contract Opportunities: A contract opportunity that is not open to all similar parties due to its limited nature (e.g., there is limited space on the side of a bus for advertising). DART uses a competitive process for these to allow interested parties an equal chance to obtain that limited opportunity.
 - Open Contract Opportunities: A contract opportunity that is open to any interested party, so no competitive process is necessary. DART's open contract opportunities include Unlimited Access contracts, Caravan (vanpooling) contracts, and special events contracts.

Sole Source

Definition: A Sole Source procurement is one that has been accomplished through the solicitation and acceptance of a proposal from only one source, when normally competition would be required.

When It's Used:

- Sole Source procurements can be used only if only one source is practically available.
- Circumstances that may lead to and justify a sole source action are:
 - **Unique Capability or Availability.**
 - Unique or Innovative Concept. The offeror demonstrates a unique or innovative concept or capability not available from another source. Unique or innovative concept means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted, and is available to DART from only one source and has not in the past been available to DART from another source.

- Patent or Restricted Data Rights. Patent or data rights restrictions preclude competition.
- Substantial Duplication Costs. In the case of a follow-on contract for the continued development or production of highly specialized equipment or services and major components thereof, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition.
- **Single Bid or Proposal.** Upon receiving a single bid or proposal in response to a solicitation, the Procurement and Contracts Manager will determine if competition was adequate. This should include a review of the specifications for undue restrictiveness and might include a survey of potential sources that chose not to submit a bid or proposal.
 - Adequate Competition: Procurement and Contracts Manager acknowledges competition to be adequate when the reasons for few responses were caused by conditions beyond DART's control. Many unrelated factors beyond DART's control might cause potential sources not to submit a bid or proposal. If the competition can be determined adequate, DART's competition requirements will be fulfilled, and the procurement will qualify as a valid sole source.
 - Inadequate Competition: Procurement and Contracts Manager acknowledges competition to be inadequate when caused by conditions within DART's control. For example, if the specifications used were within DART's control and those specifications were unduly restrictive, competition will be inadequate.
- All change orders (amendments) outside the scope of the original contract are considered a sole source procurement.
- A written justification for the sole source procurement is required.

Emergency

Definition: An Emergency Procurement is one that has been made without following normal procedures and competition guidelines, due to an emergency.

When It's Used/Additional Information:

- Emergency procurements are allowed only when a delay could result in jeopardy to persons or property.
- The situation leading to the emergency should be one that could not normally be anticipated.
- In all cases of emergency purchases, solicitations should be requested from as many potential sources as is practicable under the circumstance.
- Justification for the emergency procurement and a statement of reasonableness of costs must be documented and submitted to the Procurement and Contracts

Manager for approval. This documentation must be attached to the purchase order and placed in the procurement file.

Approval: Must be approved by the Procurement and Contracts Manager. If it's above Commission threshold, it must be approved by the DART Commission at the next feasible opportunity following the emergency procurement.

State or Local Government Purchasing Schedules or Purchasing Contracts

A state or local government purchasing schedule or purchasing contract means an arrangement that a State or local government has established with multiple vendors in which those vendors agree to provide essentially an option to the State or local government, and its subordinate government entities and others it might include in its programs, to acquire specific property or services in the future at established prices.

State or local government purchasing schedule or purchasing contracts are subject to federal requirements, including, but not limited to, full and open competition, no geographic preferences, Buy America, and bus testing, and must include all FTA required clauses and certifications with its purchase orders issued under the State contract.

GSA's Cooperative Purchasing Program

- Per FTA Circular 4220.1G, DART can use the GSA's Cooperative Purchasing Program to purchase:
 - Information technology (Section 211 of the E-Government Act of 2002, 40 U.S.C. Section 502(c)(1)) and
 - Products and services to facilitate recovery from a major disaster (Section 833 of the John Warner National Defense Authorization Act for Fiscal Year 2007, Public Law 109-364, amended 40 U.S.C. Section 502(d)).
- All federal requirements, required clauses, and certifications must be properly followed and included, whether in the master contract or DART's purchase documents.

Piggybacking

DART can use contract options held by another recipient (known as "piggybacking") (per FTA C 4220.1G). When DART obtains contractual rights through assignment, it may use these rights only after determining that:

- The original contract price remains fair and reasonable
- The original contract provisions comply with all applicable Federal requirements, including the presence of an "assignability" clause
- The assigning recipient originally procured quantities necessary for their needs (i.e., they did not procure unreasonably large quantities)

- The quantities the assigning recipient acquired, together with the quantities the acquiring recipient seeks, do not exceed the amounts available under the assigning recipient's contract
- The agency with the contract complied with all FTA requirements relating to competition and performance of a cost or price analysis
- The prices it will pay are fair and reasonable (using Price Analysis or Cost Analysis)

All appropriate documentation from the original awarding agency must be obtained and retained in the procurement file for that acquisition.

Prohibited and Restricted Procurement Methods

- (Prohibited) **Cost Plus a Percentage of Cost** and **Percentage of Construction Cost:**
In these contracts, the contractor's fee automatically increases when its costs (time, materials) increase. In other words, the more the contractor spends, the higher the contractor's fee is. This incentivizes inefficiency.
- (Restricted) **Cost Plus Fixed-Fee**
 - Also known as on-call contracts, task order contracts, or Indefinite Delivery Indefinite Quantity (IDIQ) contracts.
 - These contracts don't specify a fixed quantity of services and may be used only for projects for which the requirements and costs cannot be accurately defined upfront.
 - The contractor is reimbursed for its actual costs ("Cost"), and its required fee/profit ("Fixed Fee") is set at the beginning of the contract. Fee/profit is fixed regardless of performance.
 - The initial award should include a commitment from the contractor on rates the contractor will use in pricing each individual task. These rates will be fixed for the life of the contract and applied to each task order, as applicable.
 - When this method is used, both the solicitation and the contract award should contain a minimum and maximum quantity that represent the DART's reasonably foreseeable needs.
- (Restricted) **Time and Materials**
 - In these contracts, the more time it takes the contractor to complete the work, the more it earns. This generates an open-ended contract price and offers the contractor no incentive to control costs.
 - Permitted only if:
 - No other type of contract is suitable, and
 - The contract specifies a ceiling price that the contractor may not exceed except at its own risk
 - DART must oversee these contracts to ensure the contractor is effectively controlling costs.

Procurement Quick Reference

	State/Local Government Purchasing Schedules/ Purchasing Contracts	Micro-Purchases	Small Purchase RFQ	Small Purchase RFP	Large Purchase IFB	Large Purchase RFP	Sole Source	Emergency
Amount of Contract	Any	*Up to \$10,000	*\$10,001-250,000	*\$10,001-250,000	*More than \$250,000	*More than \$250,000	Varies	Varies
Competition Requirement	Already complete (although must be verified)	At least one quote	At least two quotes	At least two proposals	At least two bids	At least two proposals	Waived	Waived
Method of Award	Already awarded	A fair and reasonable price	Lowest bid	Multiple factors in addition to price	Lowest bid	Multiple factors in addition to price	Direct negotiation	Direct negotiation
Advertising Requirement	N/A	None	None	None	Formal advertisement	Formal advertisement	None/Waived	None/Waived
Procurement Lead Time	1-2 days	1-2 days	2-3 weeks	2-3 weeks	12-18 weeks	9-12 weeks	Varies	ASAP

* As of June 2025:

- The Micro-Purchase threshold is \$10,000 (as set by the FAR at 48 CFR part 2)
- The Simplified Acquisition Threshold is \$250,000 (as set by the FAR at 48 CFR part 2)

CONSENT ITEM



7D:	May FY 2025 Consolidated Financial Report
Action:	Approve the May FY 2025 Consolidated Financial Report

Staff Resource: *Kayley Alexander, Accounting Manager*

Year-to-Date Budget Highlights:

Revenue:

- Fixed Route operating revenue is exceeding the budget by 3.6% as we near the end of the fiscal year. Other contracted services, Unlimited Access, and school funding have all already surpassed the full budgeted amount with still one month left in the fiscal year.
- Fixed Route non-operating revenue is trending ahead of budget by 7.0%. Interest income and the timing of grant revenues are still the main drivers of this trend.
- Mobility Services operating revenue exceeds budget by 9.7% year-to-date. Polk County funding for contracted trips, mobile ticketing passes, and cash fares are all exceeding budget projections. Overall operating revenue has already surpassed the full FY25 budgeted amount.
- Mobility Services non-operating revenue is exceeding budget by 4.2% year-to-date due to an increased allocation of our 5310 elderly/disabled grant funds to reimburse expenses from our overflow TNC and taxi services.
- Caravan revenues are under budget by 38.7% due to fewer vanpools in operation than anticipated. We are working to add vans back with a previous employer partner, TPI, in the coming months.

Operating Expense:

- Fixed Route operating expenses are under budget by 4.5% year-to-date. Salaries, wages, and fringes along with services are the two areas seeing the most budget savings.
- Mobility Services operating expenses are under budget by 4.1% year-to-date. The two areas with the largest budget savings year-to-date continue to be salaries, wages and fringes and equipment repairs.
- Caravan has budget savings of 36.1% so far in FY25. Fuel and lubricants along with services are seeing the most savings to date.

Recommendation:

Approve the May FY2025 Consolidated Financial Report.

**** TOTAL Un-Audited Performance of May FY 2025 Year-to-Date as Compared to Budget:**

Fixed Route	\$ 3,735,499	Reserve for Accidents (See Balance Sheet):
Mobility Services	\$ 450,173	\$221,474
<u>Caravan</u>	<u>\$ (16,236)</u>	
Total	\$ 4,169,436	

FY2025 Financials:

May 2025

FIXED ROUTE	May 2025			Year-To-Date-(11) Months Ending 5/31/2025		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	352,172	375,766	(23,594)	4,283,861	4,133,429	150,432
Non-Operating Revenue	2,541,838	2,661,339	(119,501)	31,321,524	29,274,731	2,046,793
Subtotal	2,894,010	3,037,105	(143,095)	35,605,385	33,408,160	2,197,225
Operating Expenses	2,872,626	3,109,011	236,385	32,660,846	34,199,119	1,538,273
Gain/(Loss)	21,384	(71,905)	93,289	2,944,539	(790,960)	3,735,499

MOBILITY SERVICES	May 2025			Year-To-Date-(11) Months Ending 5/31/2025		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	66,145	55,583	10,562	670,398	611,417	58,981
Non-Operating Revenue	459,228	397,767	61,461	4,560,238	4,375,433	184,805
Subtotal	525,373	453,350	72,023	5,230,636	4,986,850	243,786
Operating Expenses	450,892	453,350	2,458	4,780,463	4,986,850	206,387
Gain/(Loss)	74,481	-	74,481	450,173	-	450,173

CARAVAN	May 2025			Year-To-Date-(11) Months Ending 5/31/2025		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	27,373	39,939	(12,566)	233,984	439,331	(205,347)
Non-Operating Revenue	8,658	15,292	(6,634)	138,242	168,208	(29,966)
Subtotal	36,031	55,231	(19,200)	372,226	607,539	(235,313)
Operating Expenses	48,622	55,231	6,609	388,462	607,539	219,077
Gain/(Loss)	(12,591)	-	(12,591)	(16,236)	-	(16,236)

SUMMARY	May 2025			Year-To-Date-(11) Months Ending 5/31/2025		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	445,690	471,289	(25,599)	5,188,243	5,184,176	4,067
Non-Operating Revenue	3,009,724	3,074,398	(64,673)	36,020,004	33,818,373	2,201,632
Subtotal	3,455,414	3,545,686	(90,272)	41,208,247	39,002,549	2,205,698
Operating Expenses	3,372,140	3,617,592	245,452	37,829,771	39,793,508	1,963,737
Gain/(Loss)	83,274	(71,905)	155,179	3,378,476	(790,960)	4,169,436

ACTION ITEM



8A:	FTA Bus and Bus Facilities Grant Program Application FY2025
Action:	Approve staff to submit a grant application to the FTA Bus and Bus Facility Program to fund the second phase of construction of a new Bus Operations and Maintenance Facility

Staff Resource: *Mike Gulick, Interim Finance Lead*

Background:

- The Federal Transit Administration (FTA) administers a discretionary grant program called Bus and Bus Facilities that supports transit system's major bus and facility purchases (up to 80% funding if awarded). This is a competitive grant program that annually has far more requests than funding. The replacement of DART's Operations and Maintenance Facility is a good candidate for this funding program.
- The Bus and Bus Facilities grant program previously awarded DART \$17.275 million in 2019 toward Phase I facility construction.
- On May 14, 2025, the FTA announced the opportunity to apply for grants for the Bus and Bus Facilities Program. Available funding is approximately \$398 million. Grant applications are due on July 14, 2025.
- As required by federal transit law and subject to funding availability, funds will be awarded competitively to assist in the financing of capital projects to replace, rehabilitate, purchase or lease buses and related equipment, and to rehabilitate, purchase, construct, or lease bus-related facilities.
- Staff are requesting permission to submit a grant application requesting \$20 million for the second phase of construction of a new Bus Operations and Maintenance Facility. The funding request is tailored to the scope of the next phase of the project (Phase 2). Staff are recommending to "Go All-In" with significant overmatch and no debt service in order to fully exit DART Way.
 - 2025 Grant Application Plan to include \$23.8 million in local commitment as follows:
 - \$9.8 million base local match (already designated in Capital Reserves)
 - \$10 million proceeds from the sale of DART Way property (with a lease-back until vacated)
 - \$4 million additional local match as follows:
 - \$2 million redirected from FY2025 Savings
 - \$2 million from operating reserves (stays within policy)

Recommendation:

- Approve staff to submit a grant application to the FTA Bus and Bus Facility Grant Program to fund the second phase of construction of a new Bus Operations and Maintenance Facility that fully exits DART Way with no debt service.

DISCUSSION ITEM



9A: DART's Organizational Priorities

Staff Resource: Amanda Wanke, Chief Executive Officer

DART staff will provide an update on organizational priorities and focus for FY26.

10A: Operations and Planning Team Report – July 2025

Staff Resources: Luis Montoya, Chief Operating and Planning Officer

Transportation – Joy Crutcher, Fixed Route Manager; Skip Herbold, Mobility Services Manager

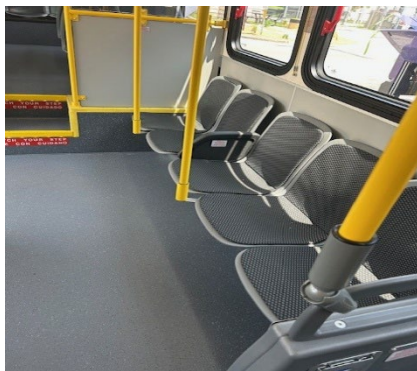
Tess Davidson's 20 Years of Service: The Operations department had the honor to celebrate Operations Supervisor Tess Davidson's 20 years of service at DART. Tess has shown her dedication by ensuring reliable and customer-focused service to our riders. In the field, Tess supports our operators by ensuring their needs are met by responding to incidents, accidents, and other situations.

Lost Child: Operations and Des Moines Police Department collaborated to ensure a lost one-year old child made it safely back to his family.

Local Hero: Fixed Route operator Rhonda Taylor was featured on KCCI and being called a hero for her quick action to help stop a residential fire. Rhonda was driving her route on the East Side of Des Moines when she noticed smoke billowing out of a car port. She stopped her bus and alerted the homeowner, who was sleeping and may not have otherwise noticed the fire until it engulfed the home.

Maintenance – Keith Welch, Fleet Manager

New Heavy-Duty Bus Build: DART has started receiving some of the 30' and 40' Gillig buses, with the complete order being 14 buses. These new buses have a new DART paint design, along with some new safety enhancements such as reflective exterior logos and additional rear taillights. The bus also has a new interior fabric color and design.



MONTHLY REPORT



**10A1: Phase I Operations and Maintenance Facility Report
3500 Vandalia Road, Des Moines, Iowa 50309**

Staff Resources: *Mike Gulick, Interim Finance Lead/Senior Manager, Procurement and Compliance*
Luis Montaya, Chief Operating and Planning Officer

Construction Activities

- **Progress Update (next 30 Days):**
 - Underground electrical (exterior) is underway
 - Interior electrical rough-ins installation in progress
 - In-floor radiant heat installation in progress
 - Interior floor installation in progress



Financial Management Update

- **Budget Status:** On-track; expended \$17,348,222 of approved \$34,789,700. See *Phase I Budget attachment in the packet for details.*
 - See the *May 2025 construction progress payments attachment for details.*
- **Change Orders:**
 - October 2024: None.
 - November 2024: None
 - December 2024: Three (3) complete
 - January 2025: None
 - February 2025: None

MONTHLY REPORT

10A1: Phase I Operations and Maintenance Facility Report

- March 2025: None
 - April 2025: Six (6) Complete
 - May 2025: None
 - June 2025: None
 - July 2025: *Expecting 3-4 changes with minimal cost impact*
- **Funding Plan:** On-Track.

Issues & Risk Management

- None

Operations and Maintenance Facility Phase I Construction Budget (as of 7/01/2025)

Project Overview:

Project Name	Phase I Maintenance & Parts
Project Location	3500 Vandalia Road, Des Moines, IA 50319
Project Description	Building 76,848 sqft / Driveway & Parking 102,500 sqft
Occupancy Date	May 2026

		Original Budget	Adjusted Budget 1.17.2024	Expenditures to Date*
Land Acquisition Costs:		\$3,918,362.00	\$3,918,362.00	\$3,871,685.00
Land Acquisition Costs		\$3,910,000.00	\$3,910,000.00	\$3,861,078.00
Land Assessment Costs		\$7,500.00	\$7,500.00	\$9,900.00
Permitting Fees		\$862.00	\$862.00	\$707.00
Architect & Engineering / Constuction Manger Costs:		\$5,665,653.61	\$5,665,653.61	\$4,125,263.97
Owner's Representation:	Sidekick Development LLC	\$380,000.00	\$380,000.00	\$280,000.00
Project Management Fees		\$380,000.00	\$380,000.00	\$280,000.00
Reimbursable Expenses				
Architect:	Substance, LLC	\$2,618,837.61	\$2,618,837.61	\$2,589,880.39
Architectural & Engineering Design Fees		\$2,618,837.61	\$2,618,837.61	\$2,589,130.01
Reimbursable Expenses				\$750.38
Construction Manager (as Agent):	DCI Group Inc	\$2,666,816.00	\$2,666,816.00	\$1,255,383.58
Construction Management Fixed Fee		\$810,000.00	\$810,000.00	\$330,150.00
General Conditions Costs		\$1,856,816.00	\$1,856,816.00	\$925,233.58
Construction Costs:	Prime Contractor	\$22,048,536.24	\$22,697,252.51	\$9,234,594.39
Tree Clearing	Wright Outdoor Solutions	\$4,896.49	\$4,896.49	\$4,896.49
Special Testing	Terracon	\$0.00	\$29,259.00	\$17,383.00
BP01 - Site demolition, Earthwork, Utilities & Landscaping	Elder Corporation	\$2,073,700.00	\$2,091,900.00	\$1,653,174.50
BP02 - Concrete & paving	Absolute Group	\$2,669,844.75	\$2,669,844.75	\$1,009,124.21
BP03 - Masonry	Forrest & Associate Inc	\$516,210.00	\$516,210.00	\$4,573.00
BP04 - Steel and precast Total	PDM Precast Inc	\$3,563,092.00	\$3,563,092.00	\$3,260,474.00
BP05 - General carpentry & finishes	Core Construction Services LLC	\$892,000.00	\$906,282.27	\$30,917.00
BP06 - Roofing	T&K Roofing Company	\$940,000.00	\$940,000.00	\$819,400.00
BP07 - Overhead & coiling doors	Adams Door Company	\$318,713.00	\$318,713.00	
BP09 - Exterior fencing	Des Moines Steet Fence Co Inc	\$224,900.00	\$224,900.00	
BP10 - Fire suppression	Elite Fire	\$296,880.00	\$296,880.00	\$20,000.00
BP11 - Electrical	Kline Electric	\$3,411,300.00	\$3,411,300.00	\$512,992.78
BP12 - Mechanical and plumbing	Baker Mechancial Inc	\$5,600,000.00	\$5,600,000.00	\$1,545,082.00
BP13 - Equipment	Seneca Companies	\$1,537,000.00	\$2,123,975.00	\$356,577.41
Allocated Contingency and Escalation:		\$1,718,838.63	\$1,550,000.00	\$0.00
Construction Contingency		\$1,218,838.63	\$1,200,000.00	
Design Contingency		\$500,000.00	\$350,000.00	
Project Soft Costs:		\$987,000.00	\$555,000.00	\$0.00
Furniture, Fixtures, and Equipment (FFE) OFOI		\$732,000.00	\$400,000.00	
Moving and Relocation Costs		\$20,000.00	\$20,000.00	
IT Infrastructure		\$200,000.00	\$100,000.00	
Training Costs/Commissoning		\$35,000.00	\$35,000.00	
Legal and Insurance:		\$60,000.00	\$50,000.00	\$45,558.90
Legal Fees		\$10,000.00	\$10,000.00	\$13,515.90
Insurance Premiums		\$50,000.00	\$40,000.00	\$32,043.00
Non-Allocated Contingency and Escalation:		\$400,341.52	\$362,464.00	\$71,120.25
Reserved fund for unexpected costs		\$400,341.52	\$362,464.00	\$71,120.25
Grand Total Construction Budget:				
Sum of all the above categories		\$34,798,732.00	\$34,798,732.12	\$17,348,222.51

Commission Approved Budget (September 5, 2023)

\$34,789,700.00

*includes retainage for Prime Contractors Construction Costs

\$460,615.73



Printed on Wed Jun 11, 2025 at 03:24 pm CDT

DCI Group, Inc.
 Job #: 23005 DART O&M Facility
 3500 Vandalia Road
 Des Moines, Iowa 50317

Contractor Monthly Invoice Summary

Report of Invoices for The Current Billing Period

Subcontractor Invoices

Group	Contract Number	Company Name	Original Contract Amount	Net Change By Change Orders	Revised Contract Amount	Billing Period End Date	Total Completed And Stored This Period	Total Completed And Stored To Date	Total Completed And Stored Percent
Project Name: DART O&M Facility									
	BP01_23-005	Elder Corporation	\$2,073,700.00	\$18,200.00	\$2,091,900.00	05/31/2025	\$10,400.00	\$1,653,174.50	79.03%
	BP02_23-005	Absolute Group	\$2,669,844.75	\$5,876.05	\$2,675,720.80	05/31/2025	\$614,592.21	\$1,009,124.21	37.71%
	BP05_23-005	Core Structural Services LLC	\$892,000.00	\$21,369.21	\$913,369.21	05/31/2025	\$6,694.00	\$30,917.00	3.38%
	BP06_23-005	T&K Roofing Company	\$940,000.00	\$0.00	\$940,000.00	05/31/2025	\$67,100.00	\$819,400.00	87.17%
	BP11_23-005	Kline Electric	\$3,411,300.00	\$32,748.00	\$3,444,048.00	05/31/2025	\$34,742.94	\$512,992.78	14.90%
	BP12_23-005	Baker Group	\$5,600,000.00	\$3,762.00	\$5,603,762.00	05/31/2025	\$184,432.00	\$1,545,082.00	27.57%

10B	External Affairs Team Report
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Staff Resources: Erin Hockman, Chief Strategy Officer

Marketing & Communications – Sarah Welch, Senior Marketing and Communications Manager

- **Website Redesign:** The Marketing & Communications Team is preparing to build a new website over the next year to launch with the new network. Several factors led us to decide now is the time to develop a new website:
 - Launched in 2014, our website has been added to over time but not significantly updated to improve the user experience. Introducing a new bus network will require the team to recreate nearly all pages related to DART services so this is a good time to take a fresh look at how it is structured and update the entire website.
 - Our contract with our current website vendor expires after this year.
 - We must meet new federal ADA requirements for users who have a disability.
 - The website should be mobile-responsive with most visitors viewing from a phone.
 - Depending on cost, there may be an opportunity to integrate features to improve how riders receive information about their bus or bus route, ideally reducing calls to customer service.

DART is preparing to issue an RFP to hire with a website developer. The cost for the new website has been budgeted for using capital funds.

- **Iowa State Fair Service Marketing:** The team has been updating and creating new marketing collateral, as well as developing a media strategy to promote this year's State Fair Park & Ride shuttle service.
 - New printed brochures will be distributed to local promotional partners.
 - We're continuing our digital advertising strategy to market the service statewide and to Omaha DMA audiences.
 - We've updated the broadcast TV ads provided by a partnership with WHO-TV.
 - A media engagement strategy will launch earlier than previous years to help communicate changes to this year's service.
- **Caravan Program Marketing:** Over the past several months, we've continued to refine our marketing approach to better support the Caravan program's growth and engagement.
 - Our winter campaign (Nov–Feb) generated solid interest through display and social media advertising, but engagement dropped on the landing page. As a result, we've redirected funding toward a new landing page experience that's more intuitive for both employers and riders, with tools like cost calculators and simplified sign-up paths.
 - A full marketing funnel was created for both employers and riders to guide messaging, deliverables, and key performance indicators across the journey—from awareness to loyalty. This has enabled the Marketing Team to prioritize high-impact materials, including pieces for a new employer partner.
 - New on-bus advertising and employer "leave-behind" flyers are now created, including templates that can be tailored to individual employers.

DART in the News

[DART begins process of drafting new network](#)
Business Record, 6/18/25

[Dangerously hot conditions expected across Iowa this weekend, extreme heat watch issued](#)
The Des Moines Register, 6/18, 25

[DART Commission Votes to Design New Des Moines Metro Bus Network](#)
WHO Radio, 6/5/25

Matt Harris - Senior Community Relations Manager

- **Reimagine DART Advisory Cabinet:** DART's cross-sector advisory cabinet of business and community leaders met on June 2 for updates on Reimagine DART as well as a facilitated discussion on several core topics. These topics included Service Design & Innovation, Financial Sustainability, and Cabinet Role & Engagement. Outcomes from this discussion will help inform future efforts to engage cross-sector leaders in implementation of DART's new service network, revenue diversification strategies, as well as business and community partnership development.

Victoria Henderson Weber – Caravan Manager

- **TPI Partnership:** Following a recent meeting with TPI, we anticipate relaunching vanpool service with them in July. TPI has completed most of their hiring, with many new employees being former riders and drivers of the Caravan program. We expect to begin service with five vans and will work to scale up based on demand, aiming to return to the previous fleet size of approximately 20 vans.

10C:	Human Resources/Training/Safety Team Report – July 2025
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Staff Resources: *Alaina Severino – Human Resources Manager*
Matt Johnson – Training Manager
Jake Comstock – Safety Manager

Employee Recognition

Employee of the Month Recognition:

We are thrilled to announce that Alex Brokaw, Human Resources Business Partner, has been selected as DART's April Employee of the Month!

Alex was nominated by multiple coworkers who praised his approachable demeanor and unwavering willingness to help. On a daily basis, Alex assists operators with a variety of questions, including payroll, UKG, Leaves of Absence, and more.

In May, Alex went above and beyond by dedicating his time and expertise to educating our staff about the upcoming Open Enrollment options. He ensured everyone's questions were addressed, demonstrating exceptional patience and commitment.

Despite a busy schedule, Alex consistently prioritizes supporting the team and exemplifies the values we strive for at DART.

Congratulations, Alex, and thank you for your outstanding contributions!



Alaina Severino – HR Manager & Alex Brokaw – HR Business Partner

Human Resources – Alaina Severino, Human Resources Manager

CBA Implementation: Human Resources has been partnering with the Operations team to present the new CBA to all operators. We participated in 10 meetings over a two-week period, informing operators of the CBA changes that will take place July 1. Some of these changes include sick time, PTO instead of vacation, leaves of absence and health care.

Iowa State Fair Drivers: Fifteen ISF Drivers have been hired and are currently being onboarded and will go through training during July.

Recruitment Update: The HR department is currently interviewing for the following openings:

- Maintenance Service Person
- Operations Dispatcher

MONTHLY REPORT

10D: Human Resources/Training/Safety Team Report

Recent Hires:

- 1 – Fixed Route Operators
- 1 – Graphic Designer
- 1 – Maintenance Co-Op Utility

Training – Matt Johnson, Training Manager

Feedback and Coaching: Training was conducted for all operational people leadership staff. These development sessions focused on how to effectively deliver feedback and coaching for frontline employees. Additionally, two staff were certified to deliver this content.

Safety – Jake Comstock, Safety Manager

Emergency Preparedness Training: DART provided a bus to assist the Iowa National Guard 71st Civil Support Team WMD with a field exercise training that they were conducting. This allows them to train with actual equipment so that they can be better prepared in the event of a real-world emergency scenario.

DART also participated in a table-top exercise with the Iowa State Fairgrounds and their emergency partners to better prepare for the State Fair in August.

Safety Committee: The DART Safety Committee met and had an educational session on the FTA advance notice of proposed rulemaking (ANPRM) regarding Transit Worker Hours of Service and Fatigue Risk Management that was issued back in October of 2023. There is an expectation that within the next few years, we may see a formalized standard set by the FTA regarding hours-of-service rules – where local public transit bus agencies are currently exempt from any rules in this area. The committee reviewed why the FTA was accepting feedback, a few incidents that had occurred at other agencies that made national headlines, and how this could potentially affect DART in the future.

10D:	Chief Executive Officer
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Staff Resource: *Amanda Wanke, Chief Executive Officer*

- **DART Executive Committee:** The DART Executive Committee met on Wednesday, June 16, 2025. Discussion items presented during the meeting included:
 - FTA FY 2025 Buses and Bus Facilities Grants Program Application
 - DART’s Organizational Priorities
- **Iowa Transportation Commission Meeting:** I attended the Iowa DOT’s transportation commission meeting on June 10th, which was held in West Des Moines. This meeting provided DART an opportunity to share about transportation matters and hear from other representatives from local government, interest groups and individuals. Other discussed was the Iowa Transportation Improvement Program, transportation policies, and highway, aviation, rail, river, bicycle, pedestrian, and public transit issues.
- **Federal Transit Authority (FTA) Triennial Review:** DART staff completed the comprehensive, system-wide assessment of our compliance with FTA regulations in June and I was so proud of the tremendous job they did committing to meeting federal requirements with no major findings, just minor tune-ups to a few processes and documentation practices. A special thank you to Mike Gulick, Interim Finance Lead and Senior Manager of Procurement and Compliance, for leading us through this process!
- **APTA Transit Board Members (TBM) and Transit Board Administrator (TBA) Seminar:** Chair Boesen, Vice Chair Montgomery Vicky and Amanda will be attending the upcoming TBM/TBA seminar which is being held in Kansas City July 19-22. This is an opportunity for transit board members and board administrators to come together for peer exchange and professional development on board governance and policymaking for public transportation agencies. The transit board members seminar topics include national and regional transit advocacy, funding and financing, safety and security, procurement practices, and building constructive board relations.
- **New Operations & Maintenance Facility Tours:** If Commissioners are interested in a tour of the new facility as it’s being built, please let Vicky or Amanda know.
- **Iowa DOGE Task Force Review:** DART was invited by members of the Iowa DOGE Task Force to submit suggestions via an online survey to improve effectiveness and efficiency in government. DART’s suggestions focused on opportunities to streamline and reduce cost of Medicaid transportation, creating a more uniform system for coordinating and consolidating public transit services throughout the state, and streamlining quarterly and annual reporting required of urban transit systems to the DOT.



10F: Performance Report – May 2025

Staff Resource: *Nate Bleadorn, Business Intelligence Manager*

Summary of May 2025 Monthly Performance:

- Total May ridership was up 8.85% compared to last May and is up 6.24% YTD.
 - Fixed Route ridership was up 9.8% compared to May of last year.
 - Paratransit ridership was down 11.55% compared to prior year.
 - DART On Demand ridership was up 6% compared to prior year.
 - Caravan ridership for May was down 8.8% from 2024 and down 8.23% YTD.
- Preventable accidents were 1.53 per 100,000 miles in May. We are at 0.99 preventable accidents YTD, just meeting our goal of 1 or fewer. Our monthly non-preventable accidents were 0.25 per 100,000 miles in May.
- On-Time Performance (OTP) was 80.59% in May. Our OTP YTD at 80.31%. This is as we aim for our goal of 85%.
- Road calls per 100,000 miles, when buses need service while in operation, were 8.55 for fixed route in May. Through May, we are at 7.74 for the fiscal year, near our goal of 7 or fewer.

dart Performance Summary -

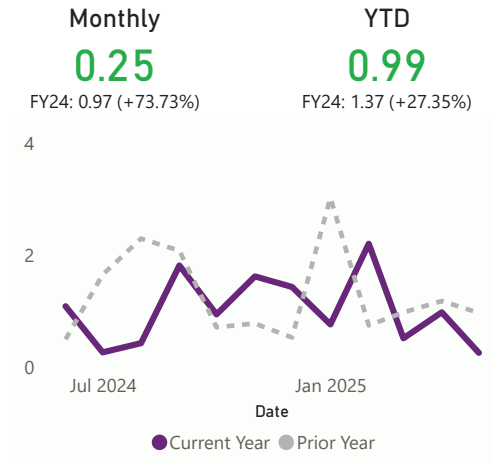
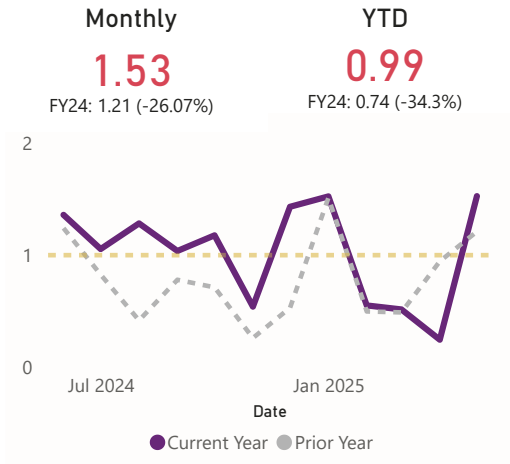
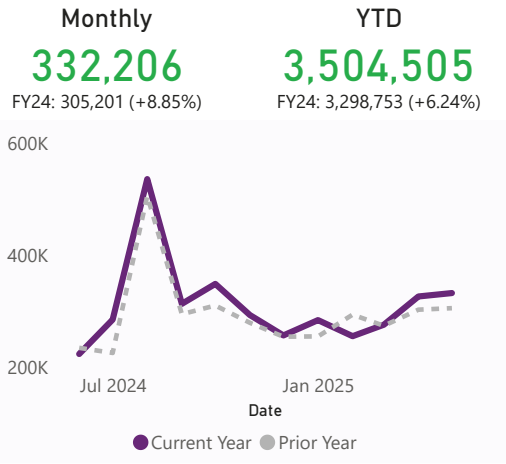
May 2025

6/1/2024 5/31/2025

Ridership

Preventable Accidents/100k Miles

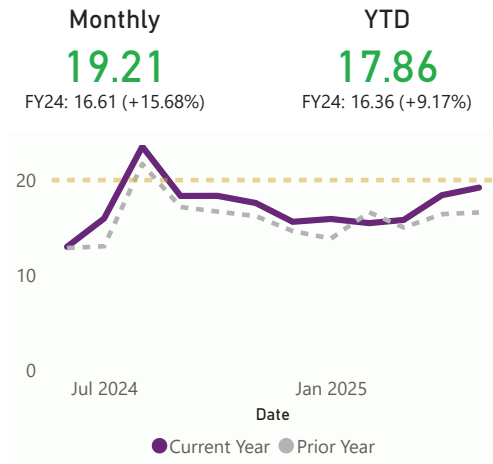
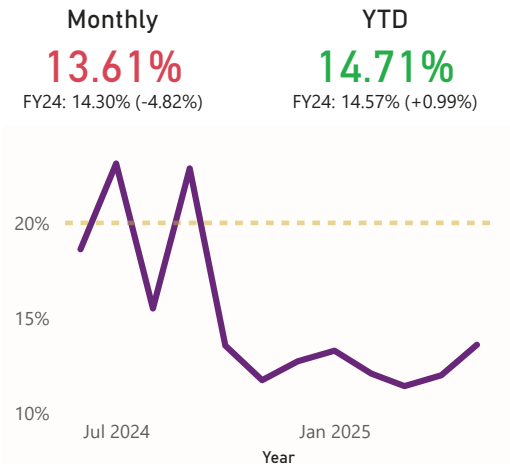
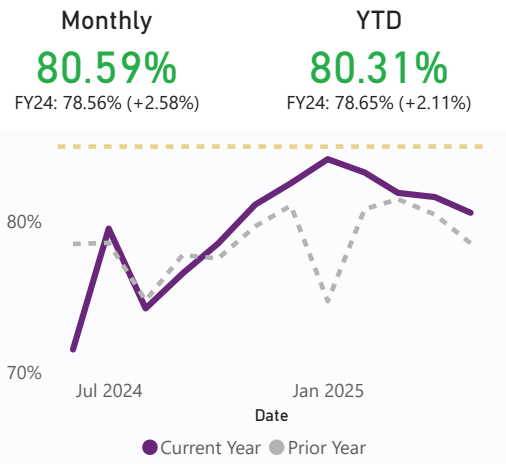
Non-Preventable Accidents/100k



On-Time Performance

Farebox Recovery Ratio

FR Passengers / Revenue Hour





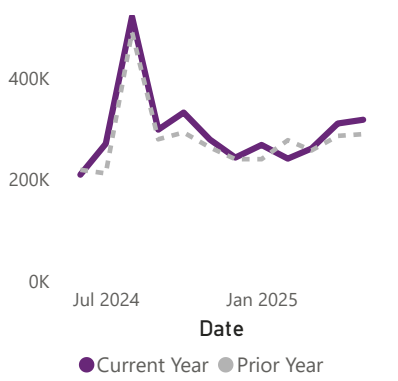
Fixed Route Performance

6/1/2024

5/31/2025

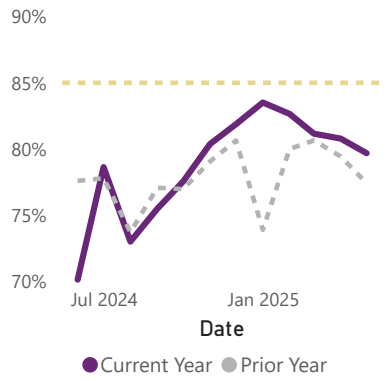
Ridership

Monthly: **318,045**
 YTD: **3,344,805**
 FY24: 289,666 (+9.8%) FY24: 3,131,337 (+6.82%)



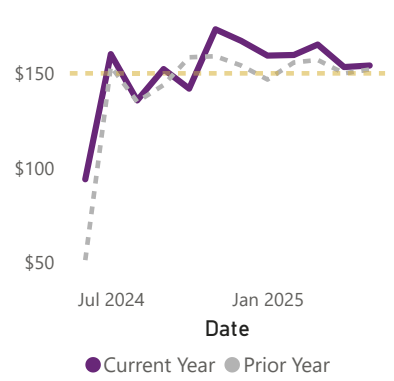
On-Time Performance

Monthly: **79.68%**
 YTD: **79.44%**
 FY24: 77.41% (+2.93%) FY24: 77.83% (+2.07%)

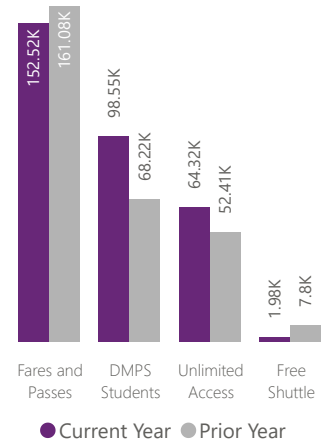


Operating Cost/Rev. Hour

Monthly: **\$154.15**
 YTD: **\$155.71**
 FY24: \$152.00 (-1.41%) FY24: \$150.95 (-3.16%)

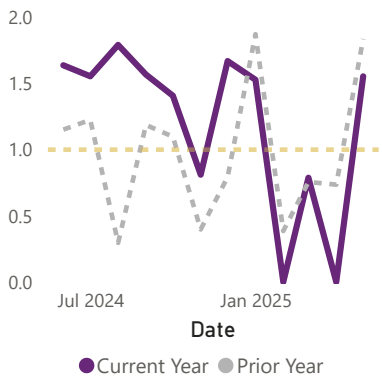


Monthly Ridership by Fare Group



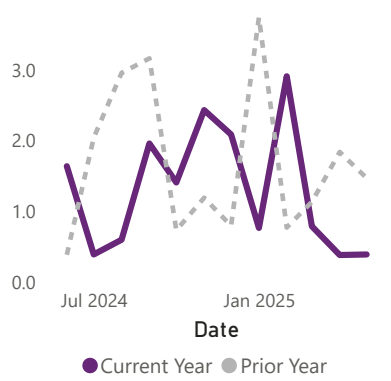
Preventable Acc./100k

Monthly: **1.55**
 YTD: **1.18**
 FY24: 1.84 (+15.43%) FY24: 0.95 (-23.71%)



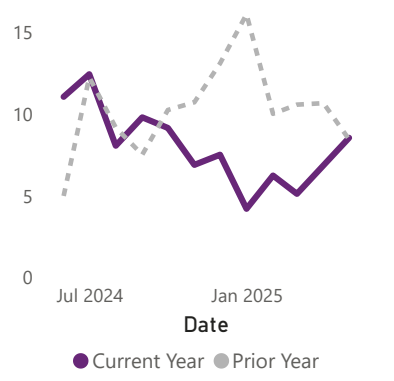
Non-Preventable Acc./100k

Monthly: **0.39**
 YTD: **1.24**
 FY24: 1.47 (+73.57%) FY24: 1.83 (+32.08%)



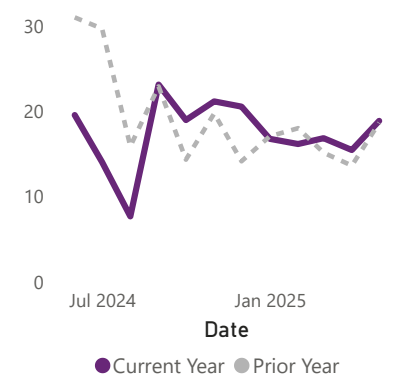
Road Calls/100k Miles

Monthly: **8.55**
 YTD: **7.74**
 FY24: 8.45 (-1.11%) FY24: 10.75 (+28.01%)



Complaints/100k Passengers

Monthly: **18.87**
 YTD: **16.59**
 FY24: 18.64 (-1.2%) FY24: 17.76 (+6.55%)



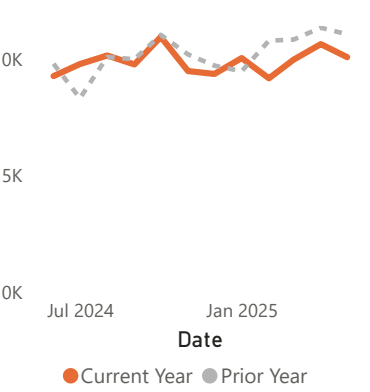


Paratransit Performance

6/1/2024 5/31/2025

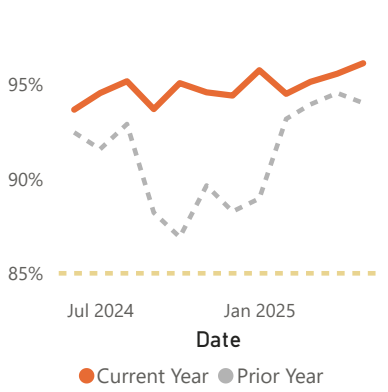
Ridership

Monthly: **8,285**
 YTD: **89,907**
 FY24: 9,367.00 (-11.55%) FY24: 93,248 (-3.58%)



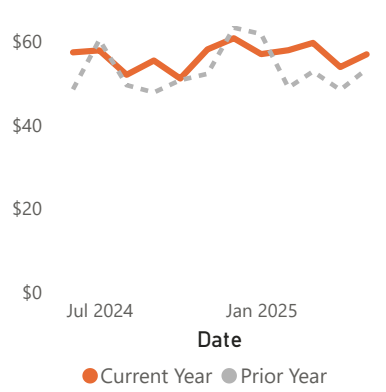
On-Time Performance

Monthly: **96.12%**
 YTD: **94.97%**
 FY24: 94.01% (+2.24%) FY24: 91.26% (+4.06%)

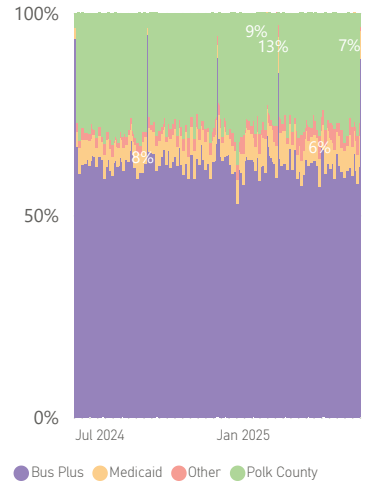


Operating Cost/Passenger

Monthly: **\$56.86**
 YTD: **\$56.25**
 FY24: \$53.30 (-6.68%) FY24: \$53.23 (-5.68%)

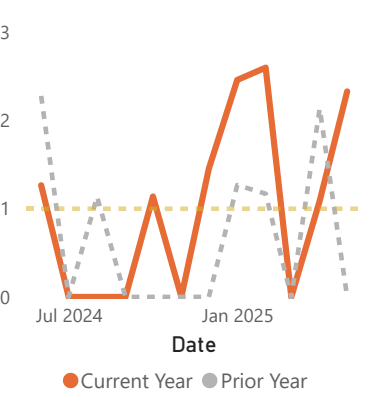


Paratransit Customer Type Breakdown



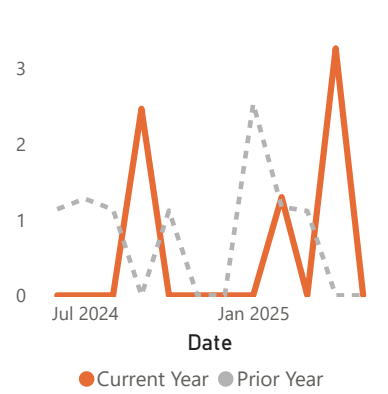
Preventable Acc./100k

Monthly: **2.33**
 YTD: **0.99**
 FY24: 0.00 FY24: 0.53 (-86.71%)



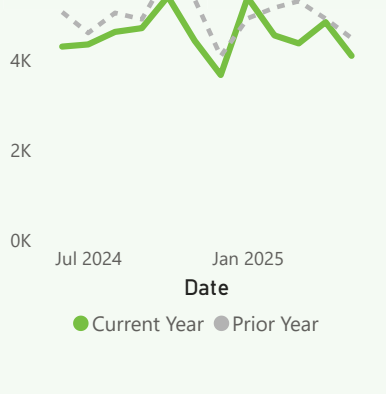
Non-Preventable Acc./100k

Monthly: **0.00**
 YTD: **0.66**
 FY24: 0.00 FY24: 0.75 (+11.09%)



RideShare - Ridership

Monthly: **4,089**
 YTD: **50,372**
 FY24: 4,482 (-8.77%) FY24: 54,643 (-7.82%)



RideShare - Op. Cost/Passenger*

Monthly: **\$19.55**
 YTD: **\$14.54**
 FY24: \$24.37 (+19.77%) FY24: \$13.24 (-9.82%)





DART On Demand Performance

Request Zone

All

Booking Type

All

6/1/2024

5/31/2025

Completed Trips

Monthly

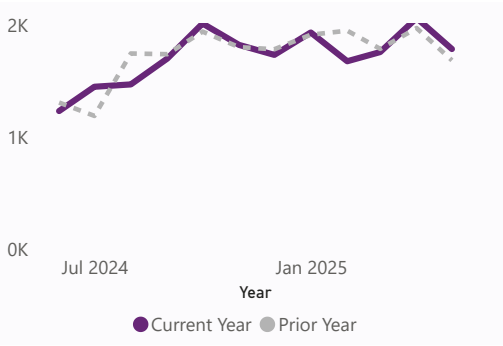
1787

FY24: 1686 (+5.99%)

YTD

19421

FY24: 19525 (-0.53%)



Avg. Wait Time (On Demand)

Monthly

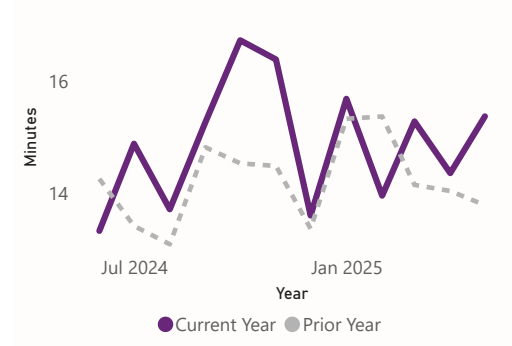
15.37

FY24: 13.79 (-11.5%)

YTD

15.01

FY24: 14.20 (-5.73%)



Mobile Booking Rate

Monthly

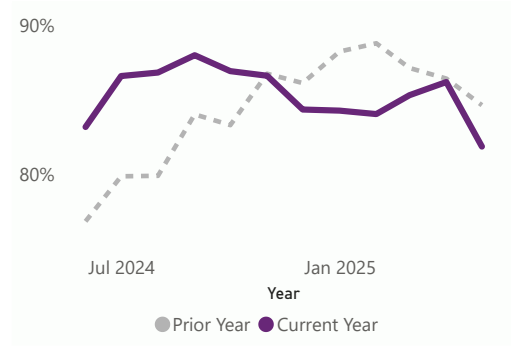
81.87%

FY24: 84.64% (-3.28%)

YTD

85.52%

FY24: 85.20% (+0.37%)



Unique Active Riders

Monthly

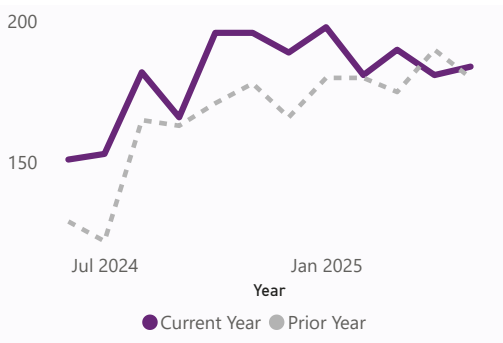
184

FY24: 180 (+2.22%)

YTD

472

FY24: 475 (-0.63%)



New Accounts Created

Monthly

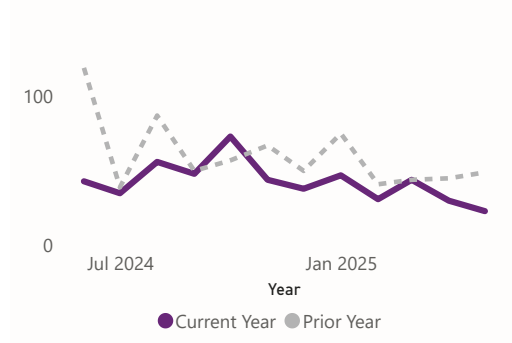
23

FY24: 49 (-53.06%)

YTD

469

FY24: 604 (-22.35%)



First Time Riders

Monthly

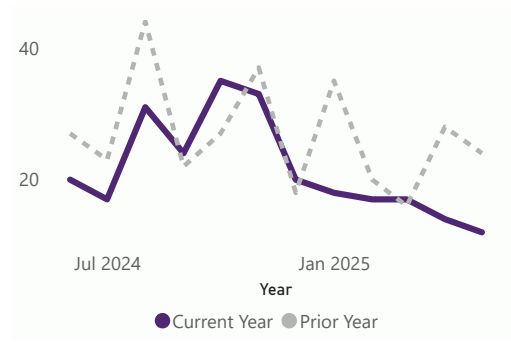
12

FY24: 24 (-50%)

YTD

258

FY24: 321 (-19.63%)





Route Details

Month

May 2025 ▼

Program	Route	Month Ridership	Month Last Year	YTD Ridership	Last Year YTD Ridership	YTD Change	YTD Change %	YTD Passengers/Revenue Hour	YTD On-Time Performance
1. Local	#1 - Fairgrounds	15,650	13,028	409,976	359,372	50,604	14.1%	29.10	61.52%
	#2 - Maury St	107	162	1,420	381	1,039	272.7%	2.80	82.82%
	#3 - University	30,388	29,295	296,745	283,921	12,824	4.5%	17.56	77.37%
	#4 - E. 14th	13,068	13,175	134,037	124,691	9,346	7.5%	14.58	82.70%
	#5 - Franklin Ave/Johnston	14,491	11,369	129,197	121,480	7,717	6.4%	11.66	79.80%
	#6 - Indianola	30,644	28,482	301,760	273,263	28,497	10.4%	25.57	88.56%
	#7 - SW 9th St.	34,341	30,354	329,332	301,697	27,635	9.2%	30.20	88.74%
	#8 - Fleur Dr.	3,011	2,567	27,279	30,041	-2,762	-9.2%	14.87	83.25%
	#10 - East University	1,396	1,611	13,811	14,198	-387	-2.7%	9.09	88.33%
	#11 - Ingersoll/Valley Junction	5,149	3,786	40,391	38,968	1,423	3.7%	20.81	70.65%
	#13 - Evergreen	7,774	5,904	57,762	52,684	5,078	9.6%	47.89	83.57%
	#14 - Beaver Ave.	17,316	15,622	158,520	153,289	5,231	3.4%	16.17	85.44%
	#15 - 6th Ave.	25,269	21,763	222,407	213,813	8,594	4.0%	25.44	77.04%
	#16 - Douglas Ave.	33,136	30,571	324,117	312,770	11,347	3.6%	19.75	77.53%
	#17 - Hubbell Ave.	26,102	22,420	236,316	230,165	6,151	2.7%	16.28	80.25%
	#50 - Euclid	6,006	6,399	61,848	64,967	-3,119	-4.8%	8.58	82.29%
	#52 - Valley West/Jordan Creek	13,646	13,213	137,577	125,235	12,342	9.9%	11.73	79.60%
	#60 - Ingersoll/University	29,411	25,235	274,204	255,000	19,204	7.5%	16.88	76.29%
	#72 - West Des Moines Loop	2,845	2,707	30,754	29,834	920	3.1%	6.33	82.76%
#74 - NW Urbandale	406	384	4,055	4,276	-221	-5.2%	2.98	83.39%	
2. Shuttle	Link Shuttle	1,326	865	10,265	9,500	765	8.1%	3.38	72.47%
	Downtown Shuttle		5,745	20,847	58,662	-37,815	-64.5%	7.47	81.72%
3. Express	#92 - Hickman	1,055	1,035	6,481	7,816	-1,335	-17.1%	5.76	72.93%
	#93 - NW 86th	1,469	729	12,450	8,518	3,932	46.2%	6.21	76.20%
	#94 - Westown	582	294	4,434	3,937	497	12.6%	6.03	82.44%
	#95 - Vista	227	262	2,342	3,088	-746	-24.2%	4.27	77.28%
	#96 - E.P. True	649	672	7,061	7,575	-514	-6.8%	6.26	79.33%
	#98 - Ankeny	2,219	1,587	21,891	20,631	1,260	6.1%	6.88	74.66%
	#99 - Altoona	356	430	4,246	3,437	809	23.5%	4.63	81.19%
5. On Call	Ankeny								
	NW Johnston / Grimes								
	Regional	11		190		190	Infinity	19.37	76.19%
6. DART On Demand	#31 - DART On Demand - Jordan Creek				17	-17	-100.0%		
	#32 - DART On Demand - River Bend		18		172	-172	-100.0%		
	DART On Demand - Ankeny	1,787	1,668	19,125	19,402	-277	-1.4%	3.43	
Cab	Paratransit: Taxi	508	622	7,531	10,272	-2,741	-26.7%	3.38	
Paratransit	Paratransit: Bus/Van	7,304	8,716	78,597	83,070	-4,473	-5.4%	1.81	94.97%
RideShare	RideShare	4,089	4,482	50,372	54,643	-4,271	-7.8%	4.96	
TNC	UZURV	473		3,131		3,131	Infinity	3.29	
Total		332,684	305,172	3,443,941	3,280,785	163,156	5.0%	13.79	80.31%

FUTURE DART COMMISSION ITEMS



Future Agenda Items:

August 5, 2025 – 12:00 P.M.	
Consent/Action Items	Information Items
<ul style="list-style-type: none"> Advertising Policy Zero Emissions Transition Plan 	<ul style="list-style-type: none"> Transit Riders Advisory Committee Update Iowa State Fair Updates NeoRide Update
September 2, 2025 – 12:00 P.M.	
Consent/Action Items	Information Items
<ul style="list-style-type: none"> Substance Inc. Contract Change Order ICAAP or STA Projects Grant Approval 	<ul style="list-style-type: none"> Transit Riders Advisory Committee Update November Service Change Funding Formula Parameters Reimagine DART Draft Network Plan Mobility Coordinator Update Quarterly Investment Report Quarterly Financial Update Quarterly Safety Report
October 7, 2025 – 12:00 P.M.	
Consent/Action Items	Information Items
<ul style="list-style-type: none"> Privacy Policy November Service Change 	<ul style="list-style-type: none"> Transit Advisory Committee Update Economic Impact Report Reimagine DART Paratransit Options Reimagine DART Public Input Results

Upcoming DART Commission Meetings:

MEETING	DATE	TIME	LOCATION
DART Executive Committee Meeting	Wednesday, July 16, 2025	12:00 P.M.	Zoom
DART Executive Committee Meeting	Wednesday, August 20, 2025	12:00 P.M.	Zoom
DART Executive Committee Meeting	Wednesday, September 17, 2025	12:00 P.M.	Zoom
Special DART Commission Meeting	Monday, October 20, 2025	12:00 P.M.	DART Central Station/Zoom

CLOSED SESSION



13: Closed Session

Action: The DART Commission meeting be recessed and reconvened in closed session pursuant to Section 21.5, Subsection (1), paragraph (i) of the Iowa Code.

Staff Resource: *Erin Clanton, Legal Representative – Brick Gentry
Amanda Wanke, Chief Executive Officer*

Background:

- In order to adjourn for a closed session, an affirmative vote must be taken of the DART Commission of either two-thirds of the members of the Commission or all of the members present at the meeting.

Procedures for Closed Session at Commission Meetings:

1. The Commission Chair asks for a motion to recess the meeting and reconvene in closed session.
2. Motion is made with following language:
"I move that the DART Commission of the Des Moines Area Regional Transit Authority go into closed session pursuant to section 21.5, subsection 1, paragraph (i) of the Iowa Code to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session."
3. Motion is seconded.
4. Roll Call Vote is taken in open session.
5. All visitors leave the room.
6. Detailed minutes and an audio recording of the closed session must be recorded and be kept by the Commission clerk for a period of at least one year from the date of the closed session, except as otherwise required by law.
7. No action may be taken in a closed session.
8. The Chair will adjourn the closed session when discussion is over, and the meeting will reconvene in open session.
9. The Chair will state for the record that no action was taken during the closed session.
10. Action may be taken in open session on any discussion made in the closed session.

Closed Session:

The DART Commission will hold a closed session pursuant to the above.

Upon Reconvening in Open Session:

The Committee will move forward with any decisions that were made during the closed session for formal action in an open session.

ACTION ITEM



13A: **Action Item**

Action: **Approve the FY 2026 CEO Compensation**

Staff Resource: ***Erin Clanton, Legal Representative – Brick Gentry***
 Amanda Wanke, Chief Executive Officer

- Approve the FY2026 CEO compensation as presented in closed session (Pursuant to Section 21.5, Subsection (1), paragraph (i) of the Iowa Code).