



**Topeka Metro  
Board of Director's Minutes  
September 16, 2019**

<b>MEMBER'S NAME</b>	<b>ORGANIZATION</b>	<b>PRESENT / ABSENT / EXCUSED</b>
Jim Ogle, Chair	Topeka Metro	Present
Rodd Miller, Vice-Chair	Topeka Metro	Present
Jim Daniel	Topeka Metro	Present
Beverly Hall	Topeka Metro	Present
Scott Tummons	Topeka Metro	Absent (Excused)
Dr. Alan Bearman	Topeka Metro	Present

<b>Staff/Visitors</b>	<b>ORGANIZATION</b>	<b>PRESENT / ABSENT / EXCUSED</b>
Denise Ensley, Interim General Manager/COO	Topeka Metro	Present
Chip Falldine, CFO	Topeka Metro	Present
John Cassidy, General Counsel	Topeka Metro	Present
Edwin Rothrock, Director of Planning	Topeka Metro	Present
Keri Renner, Director of Marketing and Communications	Topeka Metro	Present
Jared Culbertson, Director of Information Technology	Topeka Metro	Absent (Excused)
Terri Miller, Director of Human Resources	Topeka Metro	Present
Alan Parrish, Director of Maintenance & Facilities	Topeka Metro	Present
Mike Spadafore, Director of Mobility Management	Topeka Metro	Absent (Excused)
Leisa Shepherd, Board Secretary	Topeka Metro	Present
Beverly Schoonover, Topeka Metro Fixed Route Passenger		Present
Paul Darr, Topeka Metro Fixed Route Passenger		Present
Walter Gill, Topeka Metro Lift Passenger		Present

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
<b>Call to Order</b>	Chair Ogle called the meeting to order at 3:15pm.		Jim Ogle
<b>Consent Agenda</b> Minutes	Minutes from the August 19 and September 6, 2019 meetings were reviewed.	Jim Daniel moved and Beverly Hall seconded the motion to approve the minutes as presented. The motion was unanimously approved.	Jim Ogle
<b>Public Comment</b>  Beverly Schoonover, Topeka Metro Passenger   Paul Darr, Topeka Metro Passenger     Walter Gill, Topeka Metro Passenger	<p>Ms. Schoonover addressed the board stating she believes our bus operators are doing a good job. She feels changes to the bus route schedule can be difficult. She also reported bees are a problem at the shelter at the library, and inquired if the bushes there could be trimmed back to help with the problem.</p> <p>Mr. Darr addressed the board with a question on the route where the West 6<sup>th</sup> becomes Huntoon. He reported Topeka Metro signs having been removed from the southeast Wal-Mart shelter. He discussed his recent problems with USD 501 student riders refusing to give up seats to the elderly riders when buses are full. He also reported the trash dumpster at the California shelter is full and needs to be emptied regularly. He asked when his caseworker would be able to get the rate updates for the 31-day reduced passes that will go to \$35.</p> <p>Mr. Gill reported to Ms. Ensley who then shared with the board that the elimination of last hour of service will greatly affect his ability to get around town in the evenings (Mr. Gill is a Lift passenger). He would like to have Topeka Metro contract service with a provider with accessible vehicles to accommodate last hour of service.</p>		
<b>National Night Out Employee Recognition</b>	Chair Ogle recognized Operations Supervisor Ray Hazzard and Bus Operator Michael Grigsby for their outstanding customer service during the recent National Night Out event. Chair Ogle has hosted the event for the last eight years. During the course		Jim Ogle

	of driving dignitaries to neighborhood events, there was an emergency call at one of the apartment buildings that caused Operator Grigsby to travel in reverse in the dark for a significant distance. Both employees were presented with certificates recognizing their outstanding stewardship for Topeka Metro.		
<b>Finance &amp; Bikeshare Reports</b> Financials as of 8/30/19  DVR Replacement  Bikeshare  On-Demand Last Hour of Service	<p>Chip Falldine presented the August finance report. There was one typo – there were no shuttles in August. No changes since committee meeting. Still waiting on KPERS to make the final entry to closeout FY 2019.</p> <p>Software videos are still being reviewed. Bids received from five companies. Need to check proposed software.</p> <p>Chip Falldine presented the August bikeshare report (he has assumed reporting responsibility). \$17K should be added to YTD for expense last year for agreement we made for kiosks. SOBI is billing us \$3500/month connectivity fees; agreement states they are to bill \$8500/month. The TMB website indicates 5,629 members. Mr. Parrish indicates we have lost approximately five bikes that have been runover and aren't usable. Ms. Ensley reported recently attending the first meeting of the Bikeshare Taskforce. Topeka Metro provided TMB numbers, timeline of events, service changes, program description and connectivity and sustainability concerns to those in attendance. The group is meeting the 2<sup>nd</sup> Friday of each month.</p> <p>Mr. Falldine reported the RFB is in draft form and could be published as early as a week from today. Chair Ogle requested that respondents note if there is any benefit to going longer than an hour for the last hour of service. Mr. Falldine will incorporate that language into the specs, asking respondents to provide quotes using both scenarios. Mr. Rothrock reported he had spoken with John Moore at KDOT who feels accessible service needs to be offered for the last hour that is being</p>	<p>Motion: Jim Daniel moved and Beverly Hall seconded the motion to accept the August finance report as presented. The motion was unanimously approved.</p> <p>Following discussion, Jim Daniel requested that Mr. Falldine provide two sets of bikeshare financials; one denoting cash and the other denoting accruals. Mr. Falldine will also conduct research to provide a more accurate number of riders, and redo the bikeshare number totals to more accurately reflect bikes on the road.</p> <p>Following discussion, Chair Ogle requested Mr. Falldine find the cost for a used MV1-type vehicle. Mr. Falldine was given approval to proceed with publication of the RFB.</p>	Chip Falldine

	eliminated. The MV1 vehicle would meet this requirement, however, a second accessible vehicle would need to be available should the MV1 breakdown or be involved in an accident.		
<b>Departmental Reports</b> Planning/Ridership	Edwin Rothrock reported YTD FY 2020 promotions are down 59% from FY 2019. This trend will probably continue with new guidelines. Fixed route ridership for YTD FY 2020 is up despite a weak August. YTD FY 2020 paratransit ridership is up 9% over FY 2019, all attributable to the increase in wheelchair trips. Wheelchair trips continue to rise. Total paratransit YTD FY 2020 is 3,894, up 25% from FY 2019. Kids Ride Free total for the 2019 summer: 42,800, up 4% from 2018.		Edwin Rothrock
Operations Maintenance Bikeshare	Chair Ogle reported having a recent meeting with Ms. Ensley, Topeka JUMP and Barbara Stapleton with Greater Topeka Partnership. JUMP is requesting that SOTO Phase III be funded (mid-December). They are also requesting NETO Phase II (December 2019-December 2020) be taken to JEDO. Their concern is when the programs reach Phase III status that employers may opt out instead of fully funding. Topeka Metro is unable to absorb the cost. Mr. Rothrock believes we have adequate funding until the end of the grant year (December 13). Mike Spadafore, Director of Mobility Management will contact Barbara Stapleton should the funds run out.  Report as submitted. Report as submitted. Previously discussed during Finance Report.		Denise Ensley Alan Parrish Chip Falldine
<b>Committee Reports</b> Finance	Ms. Miller indicates the employee health insurance proposals should be received in October and be ready for board vote at the November board meeting. The Union VP has requested to be involved in the review process.		Rodd Miller
Planning	All 2020 board and committee meetings have been scheduled.		Jim Ogle

<b>Interim General Manager Report</b>			Denise Ensley
Kansas Gas Service Tour	A facilities tour was conducted by Ms. Ensley on August 22 with two KGS representatives. They were interested in the layout of the facilities for CNG infrastructure.		
Bus Shelter Damage	One glass panel broken at the 6 <sup>th</sup> & Swygart location on August 26 <sup>th</sup> . Police report has been filed.		
NETO	US Foods joined the NETO program on September 1.		
Annual Financial Audit	The annual financial audit took place September 3-6 with another successful outcome. A draft report will be presented at the November committee meeting followed by the final report at the November board meeting.		
Unifirst	Unifirst was onsite Sept 4, 5 & 12 to size operators for uniforms. It will take several weeks to get all uniforms in stock, so the Aramark contract was extended for a temporary period.		
Wal-Mart Transfer Station	Transfer station reopened on September 5. The cement will need to cure for three weeks before permanent amenities can be installed.		
Bus Bench Damage	A traffic accident on September 8 <sup>th</sup> left the bus bench at 21 <sup>st</sup> & Westport damaged beyond repair. Vehicles involved in the accident remained on scene and a police report was filed.		
City Reconstruction – Bus Stops	Edwin Rothrock met with City of Topeka Engineer Brian Faust on September 11 regarding construction of bus stops that are moved or destroyed during construction being done by city crews or city-contracted crews. Topeka Metro and the city have differing views of the wording and implications of the current agreement. Amenities are depreciated over a 10-year cycle. Topeka Metro is unable to use grant dollars or get a grant to capture the expense.	Following discussion, Chair Ogle directed Mr. Falldine to get information on these item expenses, and contact FTA or KDOT to get their take on it. This entire matter will be discussed again at committee meeting.	
Triennial Review	FY 2019 Triennial Review final report was received and		

<p>KPTA Annual Midwest Transit Conference</p> <p>New Board Member</p> <p>La Colonia Shelter Ribbon Cutting</p> <p>Kansas Bus Rodeo</p> <p>Washburn University Bus Request</p>	<p>forwarded to the board on September 12.</p> <p>Several managers attended the conference on September 12-13. Topeka Metro received the Award of Excellence for the highest increase in ridership among urban transit providers in Kansas for 2017-18.</p> <p>On September 12, Topeka Metro was notified that Joseph Ledbetter has been nominated for appointment to the board to replace Elsie Eisenbarth. His nomination will be up for approval at the October 8 city council meeting.</p> <p>A ribbon cutting ceremony will be held on October 15 at 10am for the new shelter at the La Colonia Apartments and Cottages.</p> <p>The Kansas Bus Rodeo, which was scheduled for September 29 has been postponed until the spring.</p> <p>WU has asked Topeka Metro to provide a bus in their upcoming homecoming parade as we have done in year's past.</p>	<p>Following discussion, the board granted their approval to the request.</p>	
<p><b>Continuing Business</b></p>	<p>None.</p>		
<p><b>New Business</b></p> <p>Employee Policy Review</p>	<p>Mr. Cassidy discussed recently updated policies: 1) EAP; 2) Job Abandonment; 3) On-the-Job Injuries; and 4) Workplace Violence.</p>		<p>John Cassidy</p>
<p>Risk Management Claim</p>	<p>Mr. Cassidy brought forth the settlement claim offer of \$35K in the Scott Twidwell case.</p>	<p>Jim Daniel moved and Beverly Hall seconded the motion to approve the claim settlement amount. The motion was unanimously approved.</p>	
<p><b>Executive Session</b></p>	<p>Have an attorney-client privileged consultation with Topeka Metro General Counsel to discuss pending legal matters.</p>	<p>Motion: Rodd Miller moved and Jim Daniel seconded the motion to adjourn into Executive Session at 4:30pm. The motion was unanimously</p>	<p>Jim Ogle</p>

		approved. The open meeting to resume at 4:45pm.	
<b>Resume Open Meeting</b>	Executive Session ended at 4:38pm and open meeting resumed.		Jim Ogle
<b>Adjourn</b>	Chair Ogle adjourned the meeting at 4:38pm.		

Respectfully Submitted,

Leisa Shepherd, Board Secretary