

**Meeting of the Board of Directors  
TOPEKA METROPOLITAN TRANSIT AUTHORITY (TOPEKA METRO)  
November 20, 2017 – 3:15 PM  
Quincy Street Station - 820 SE Quincy St.**

**1. ROLL CALL**

PRESENT: Jim Ogle, Jim Daniel, Andy Vogel, Rodd Miller and Elsie Eisenbarth.

EXCUSED: Scott Tummons and Beverly Hall.

STAFF: Susan Duffy, Denise Ensley, Chip Falldine and Adam Weigel.

Meeting called to order at 3:15 PM by Chair Jim Ogle.

**2. APPROVAL OF MINUTES**

Rodd Miller made a motion to accept the minutes from the October 16, 2017 meeting. Motion seconded by Jim Daniel; motion carried unanimously.

**3. PUBLIC COMMENT – None.**

**4. ADMINISTRATIVE/FINANCE REPORT**

**a) October Finance Report**

- Single Audit Final Report – Cynthia Darting with Berberich Trahan & Co. P.A. presented the auditor's final report to the board for FY 2017. Ms. Darting thanked Mr. Falldine, General Manager Duffy, the finance team and specifically Karla Richardson, Executive Financial Assistant for the thorough preparation, transparency and assistance during the audit. Ms. Darting noted that exceptional staff and preparedness for the audit as exemplified by Topeka Metro goes above and beyond what her firm sees with other businesses during audits.
- Insurance Renewals (all policies) – Tracey Nash with IMA reported property/casualty policy premiums will be 9% less than last year. Topeka Metro will be switching from Travelers to IMU Property to achieve the cost savings. Workman's Compensation policy rating has declined from 1.14 to .198. The decrease is a signal that very few worker compensation issues are active. Ms. Nash thanked Topeka Metro for the five- year renewal agreement with IMA and the continued business relationship.
- October Finance Report – Mr. Falldine presented the monthly financials and also reported on the following:
  - One bid has been received for the QSS countertops/cabinets. The bid is under \$50K. Plan to bifurcate the work and renovate the front countertops.
  - All dollars have been received for May-September operating funds from FTA.

- Slight increase was built into the revenues for the FY 2018 budget related to the mill levy. This year \$4.8M.
- Last year's depreciation of noncash expense totaled \$1.6M. The operating deficit was deducted from that amount, with capital purchases made from the operating fund also included.

Jim Daniel made a motion to reduce the insurance reserve fund by \$500K and transfer those funds into the capital reserve account. Motion seconded by Rodd Miller; motion carried unanimously.

Rodd Miller made a motion to accept the finance report as presented. Motion seconded by Jim Daniel; motion carried unanimously.

- TIGER Grant – Jim Daniel discussed having the city partner with Topeka Metro on the grant for moving Topeka Metro's administrative and maintenance facilities.
- Award Bus Shelter Contract – Mr. Falldine discussed the contract award. No minimum quantities and no threshold dollar amount are required.

Elsie Eisenbarth made a motion to approve the contract as presented. Motion seconded by Andy Vogel; motion carried unanimously.

## **5. DEPARTMENTAL REPORTS**

a) **Ridership Report** – Mr. Weigel reported on the following:

- Paratransit ambulatory numbers up significantly this month from prior fiscal year.
- USD 501 students – Ms. Duffy will contact Deputy Superintendent Larry Robbins to report to the Topeka Metro board in January or February.
- Reser's plant at 6<sup>th</sup> & Croco set to open in February 2018. The plant and subsequent change in the route will be included in the January choose-up but the route change will not occur until February 1. Reser's plans to hire 80 new employees at this site.
- SOTO (South Topeka workforce route) soft launch has been moved to December.
- Mr. Culbertson will provide bids from three WiFi vendors at the December planning forward event.
- A bikeshare plan for the next 6 months will be shared with the board upon completion by the bikeshare workgroup.

## **6. COMMITTEE REPORTS**

a) **Finance Committee** – Rodd Miller reported ongoing discussions regarding operating expenses. The first hour of the December 8<sup>th</sup> planning forward event will be devoted to

Finance discussion.

b) **Planning Committee** – Jim Ogle reported on the following:

- Discussions of route benchmarks and metrics is ongoing.
- Topeka Metro FY2017 Annual Report will be presented to City Council on December 5<sup>th</sup>. A Topeka Metro bus and TMB will be outside the meeting to chat with folks as they enter the meeting.

**7. OLD BUSINESS** – None.

**8. NEW BUSINESS** – None.

**9. GENERAL MANAGER REPORT**

- a) Washburn University Accounting Students Update – The WU students that analyzed TMB data won their recent competition in Chicago with their TMB project.
- b) Union – The union voted 32-2 to decline Topeka Metro’s contract offer. The union voted 34-0 to go to arbitration for contract negotiations.
- c) Heroes Awards – Ms. Duffy thanked Chair Ogle for attending the recent Red Cross Heroes Awards ceremony.
- d) Human Trafficking Training – Training will be held on December 11/12 for all Topeka Metro staff. A photo op with Attorney General Derek Schmidt recently took place with the Kansas Public Transit Association (KPTA) as the KPTA presented their proclamation.
- e) KDOT bus grant – Topeka Metro considering applying for the following: WiFi, roof replacement, updates to QSS signage (outside and kiosk). The grant would be an 80/20 share.

**10. EXECUTIVE SESSION**

Jim Daniel made a motion for the board to recess into executive session at 5:22 PM for the purpose of discussing personnel matters of nonelected personnel in order to discuss individually identifiable employees; and to discuss matters relating to employer-employee negotiations for purposes of ongoing discussions with ATU 1360. The open meeting session would resume at 5:45 PM. The motion was seconded by Rodd Miller, and the motion passed unanimously.

At 5:45 PM the open meeting session resumed. Jim Daniel made a motion to extend the Executive Session for 5 minutes, with the open meeting session to resume at 5:50pm. The motion was seconded by Rodd Miller, and the motion passed unanimously.

At 5:50 PM the open meeting session resumed.

## **12. ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 5:50 PM.

Respectfully submitted,

Leisa Shepherd  
Topeka Metro Board Secretary