



**Topeka Metro
Board of Director's Minutes
January 22, 2019**

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

Staff/Visitors	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Susan Duffy, General Manager	Topeka Metro	Present
Chip Falldine, CFO	Topeka Metro	Present
Denise Ensley, COO	Topeka Metro	Absent (Excused)
John Cassidy, General Counsel	Topeka Metro	Absent (Excused)
Edwin Rothrock, Director of Planning	Topeka Metro	Present
Keri Renner, Director of Marketing and Communications	Topeka Metro	Absent (Excused)
Jared Culbertson, Director of Information Technology	Topeka Metro	Absent (Excused)
Terri Miller, Director of Human Resources	Topeka Metro	Absent (Excused)
Alan Parrish, Director of Facilities & Maintenance	Topeka Metro	Absent (Excused)
Karl Fundenberger, Director of Bicycle Operations	Topeka Metro	Present
Leisa Shepherd, Board Secretary	Topeka Metro	Present

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
Call to Order	Chair Ogle called the meeting to order at 3:15pm.		Jim Ogle
Consent Agenda Minutes	Minutes from the December 17, 2018 meeting were reviewed.	Jim Daniel moved and Rodd	Jim Ogle

		Miller seconded the motion to approve the consent agenda. The motion was unanimously approved.	
2019 Board Member Signatures	Code of Conduct and Conflict of Interest forms were given to board members for signature for 2019 calendar year.		
Public Comment	No public comment.		
General Manager Report Shelter vandalism Weather related injury	Two more shelters were reported shot out today with what appears to be a pellet gun, adding to the total of recently damaged shelters. There have also been reports of parked car windows shot out in different parts of the city; unsure if incidents are related. A Topeka Metro employee fell on the ice at QSS today and had to be transported to hospital via AMR. Awaiting further details of employee condition.		Susan Duffy
Finance Report Financials as of 12/31/18	Chip Falldine presented the December financials.	Motion: Rodd Miller moved and Jim Daniel seconded the motion to accept the finance report as presented. The motion was unanimously approved.	Chip Falldine
QSS Intercom System Ryan Building HVAC Controller	Finance recommends awarding contract to Cytek who is the second highest bidder. The lowest bidder was not able to meet all the specifications. Finance recommends awarding contract to Samco who is the lowest bidder. Engineer verified Samco qualified to perform the work and the required timeline should not be compromised by Samco's other scheduled work.	Motion: Elsie Eisenbarth moved and Scott Tummonds seconded the motion to award the bid to Cytek. The motion was unanimously approved. Motion: Rodd Miller moved and Beverly Hall seconded the motion to award the bid to Samco. The motion was unanimously approved.	

Bus Stop 8.3 Contract	Four bids received. Engineer attempting to verify bidder references. If able to award to second lowest bidder, GM Duffy will be able to approve. If it becomes necessary to use the third lowest bidder, the board will approve at the February board meeting.		
Maintenance Vehicle Contract	The procurement is for 3 vehicles, 2 pickup trucks and 1 van with the total over \$50K. Only one bid received. Plan is to split into three separate procurements to allow for more bid interest. The separate bid process will start next week if KDOT approves.		
Departmental Reports Planning/Ridership	The FLEX ridership report the board requested will be ready for the February 8 th board planning retreat. Upon further review, NETO route has not started as strongly as the SOTO route did at inception as previously stated.		Edwin Rothrock
Operations	Report as submitted.		Denise Ensley
Maintenance	Report as submitted.		Alan Parrish
Bikeshare	Report as submitted.		Karl Fundenberger
Committee Reports Finance Planning	Nothing to report. City Council will vote on the mill levy increase on February 5 th . Encouraged all board members to reach out to Council members. Ms. Duffy reported there has been significant behind-the-scenes work from other organizations on this matter that was not solicited by Topeka Metro.		Rodd Miller Jim Ogle
Continuing Business	None		
New Business Review of CY 2018 Bus Stop Pad Projects	Deferred to February board meeting due to inclement weather.		Andy Fry
Executive Session	None.		
Adjourn	Chair Ogle adjourned the meeting at 3:35pm.		

Respectfully Submitted,

Leisa Shepherd, Board Secretary