

**Meeting of the Board of Directors
TOPEKA METROPOLITAN TRANSIT AUTHORITY (TOPEKA METRO)
January 22, 2018 – 3:15 PM
Quincy Street Station - 820 SE Quincy St.**

1. ROLL CALL

PRESENT: Jim Ogle, Jim Daniel, Rodd Miller, Elsie Eisenbarth, and Beverly Hall.

STAFF: Susan Duffy, Denise Ensley, Chip Falldine, Karl Fundenberger, John Cassidy, Terri Miller, Keri Renner 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 December 20, 2017 and January 5, 2018 meetings. Motion seconded by Elsie Eisenbarth; motion carried unanimously.

3. PUBLIC COMMENT

Robert Scofield, Premium ADA Service Request – Mr. Scofield addressed the board with a proposal for Topeka Metro on behalf of citizens with disabilities. Mr. Scofield has a blind family member who uses public transit and lives $\frac{3}{4}$ mile away from the bus line. Topeka Metro can provide service to her at \$15 per trip beyond the $\frac{3}{4}$ mile zone. However, Mr. Scofield believes the trip should be at a lower cost of \$5 like the SOTO route and available to all disabled individuals as many are on a fixed income.

4. ADMINISTRATIVE/FINANCE REPORT

a) December Finance Report

- Mr. Falldine reported Topeka Metro has spent 48% of the budget halfway through the year. Topeka Metro has received 17% of budgeted revenues and this cycle is normal. He anticipates being on budget for non-farebox revenue. Topeka Metro should be receiving the first mill levy payment soon.
- QSS cabinets and countertops – Work will commence in 4-5 weeks.
- SOBI – 50% deposit was sent for the new bike order. Once bikes are delivered and the final payment made the bikes will be expensed. Bikes are expected to arrive late April or early May.
- Bus stops – Work continued on bus stops in December.
- FTA – The new FTA website has not allowed Topeka Metro to accept its grant award; FTA is looking into the matter.

- Operating funds – All of the scheduled procurements were completed.

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

To allow bus stop construction to continue throughout the year in a timely manner, Mr. Falldine requested the board allow General Manager Duffy to award all future bus stop concrete pad contracts for the remaining 3 years of the grant project.

Following discussion, Rodd Miller made a motion to allow General Manager to award concrete pad contracts for a period of 3 years for amounts less than \$100,001.00. Motion seconded by Elsie Eisenbarth; motion carried unanimously.

Jim Ogle requested a review of bus stop projects from January 1, 2018 to December 31, 2018 be placed on the January 2019 board meeting agenda.

5. DEPARTMENTAL REPORTS

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

- Board requested report format be changed to reflect the breakout of the 24-hour and annual pass numbers from the full fare numbers.
- USD 501 students – Ridership remains steady and increased from previous year.
- Discussion of utilizing Capitol City Taxi for more paratransit rides for budget savings.
- SOTO – Maximus is utilizing 60% of all trips. Topeka Metro will target other businesses to attempt to increase their ridership. Topeka Metro will report to Go Topeka at the February and May meetings, and to JEDO at the June meeting.

b) **Bikeshare Report** – Mr. Fundenberger reported on the following:

- Annual numbers compiled indicating 2K more trips in CY 2017 than CY 2016 and are mostly annual riders and Washburn University riders.
- February committee meeting will be a bikeshare planning forward event.

6. COMMITTEE REPORTS

a) **Finance Committee** – Did not meet at January 5, 2018 meeting; nothing to report.

b) **Planning Committee** – Jim Ogle had nothing to report other than what was discussed at the January 5, 2018 meeting.

7. OLD BUSINESS

- a) KCC and Westar – Discussion of a letter under Jim Ogle’s signature to be sent to KCC requesting the establishment of a preferred electric rate for all public transit vehicles (revenue/nonrevenue) in the Westar territory.

Rodd Miller made a motion to authorize Jim Ogle to send letters to KCC and Westar requesting the establishment of a preferred electric rate for all public transit vehicles in the Westar territory. Motion seconded by Jim Daniel; motion carried unanimously.

8. NEW BUSINESS

- a) Legacy resolutions review – General Counsel John Cassidy brought Resolution No. 92-0427 Separate Employee Benefits Fund and Resolution No. 890517 Underground Storage Tank Liability Fund before the board. These resolutions are no longer necessary as Topeka Metro does not have a separate employee benefits fund or underground storage tanks.

Jim Daniel made a motion to rescind the two resolutions. Motion seconded by Rodd Miller; motion carried unanimously.

9. GENERAL MANAGER REPORT

- a) Papan’s Landing – Ms. Duffy recently met with Debbie Lake, Executive Director of Papan’s Landing Senior Center. Topeka Metro is reviewing performing preventive maintenance for Papan’s transport vehicles by July 2018. The goal is to provide similar services for the other senior centers in Topeka.
- b) Icy roads – There were no major accidents during the recent icy weather; three worker compensation injuries related to the ice occurred.
- c) Employee evaluation process – Ms. Duffy is working with HR Partners and evaluation procedure training will be provided to management team in the near future.
- d) Danielle Norwood Show – Ms. Duffy was a recent guest and will be returning for another segment in the near future.
- e) Wal-Mart West – A temporary bus shelter site is in place during Wal-Mart’s remodel. A recent meeting with General Manager Nick went well with Topeka Metro’s proposed plans for a West Walmart Transit Transfer Station to be sent up to corporate. Topeka Metro has requested Wal-Mart to pay for the proposed amenities.
- f) MPO UPWD update – Although \$185K was awarded to Topeka Metro in November, only \$60K is available as CY17 was a “clawback” year. Topeka Metro will apply for the balance in a KDOT grant offering this spring.
- g) Transit survey – Ms. Duffy, Mr. Weigel and Mr. Ogle met with Jim Deines of ASA Marketing Group recently to begin preparation for a transit survey.

10. EXECUTIVE SESSION

Beverly Hall made a motion for the board to recess into executive session at 4:40 PM for the purpose of having an attorney-client privileged consultation with our attorney to discuss pending confidential legal matters. The open meeting session would resume at 4:55 PM. The motion was seconded by Rodd Miller, and the motion passed unanimously.

At 4:55 PM the open meeting session resumed.

11. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 4:55 PM.

Respectfully submitted,

Terri Miller for
Leisa Shepherd
Topeka Metro Board Secretary