

**Meeting of the Board of Directors
TOPEKA METROPOLITAN TRANSIT AUTHORITY (TOPEKA METRO)
March 19, 2018 – 3:15 PM
Ryan Administrative Building, 201 N Kansas Ave**

1. ROLL CALL

PRESENT: Jim Ogle, Jim Daniel, Rodd Miller, Scott Tummons, Elsie Eisenbarth, Andy Vogel and Beverly Hall.

STAFF: Susan Duffy, Chip Falldine, John Cassidy and Adam Weigel.

Meeting called to order at 3:20 PM by Chair Jim Ogle.

2. APPROVAL OF MINUTES

Jim Daniel made a motion to accept the minutes from the February 26 and March 9, 2018 meetings. Motion seconded by Beverly Hall; motion carried unanimously.

3. PUBLIC COMMENT – None.

4. ADMINISTRATIVE/FINANCE REPORT

a) February Finance Report

Mr. Falldine reported on the following:

- The only change to the finance numbers from report shared at the finance committee meeting was a final monthly bill from Capitol City.
- Quincy Street Station cabinet project is underway and will take longer to complete than anticipated.
- A candidate for the accounting clerk position has been sent for a background check.
- FY 2019 budget preparation has begun.
- Received the continuing federal appropriation today for 5 months of the fiscal year (approximately 45%).
- Operating statement review – Approximately \$250K under budget so far. Topeka Metro still will receive a bill this fiscal year for \$187K for bikes purchase.
- Procurement calendar discussion – The farebox equipment RFP is scheduled to be completed May 7th, with plans for board approval at the July board meeting. Basic shelter bus RFB expires in August. Benefit broker contract expires in September; plan to award in August.
- Ms. Duffy reported having a recent discussion on part-time security assistance with the Sheriff's department. The RFB for security personnel for QSS is written, but will be put on hold as we continue to have discussions with the TPD and Sheriff.

Elsie Eisenbarth made a motion to accept the finance report as presented. Motion seconded by Andy Vogel; motion carried unanimously.

5. DEPARTMENTAL REPORTS

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

- Mr. Weigel discussed his report including approximately 100 rides for City employees during the month of February under their new employee benefit program.
- Andy Vogel inquired if Washburn University's lower enrollment numbers might account for the lower student rider numbers for February.
- Discussion of the extension of evening hours ride trends. Ms. Duffy shared SOTO information with the City Council, the Mayor and Barbara Stapleton with GO Topeka. She has received calls asking for similar service to be provided for PTMW and Reser's.
- AECOMM will call in during April committee meeting to discuss upcoming Interactive Public Workshop on April 10 at the Topeka & Shawnee County Public Library.
- Interactive Public Workshop steering committee and details discussion.
- Andy Vogel asked about the ability to provide service to the Midwest Health Aquatic Center on Urish Road.

6. COMMITTEE REPORTS

- a) **Finance Committee** – Rodd Miller reported having a discussion with the owner of the old Southwestern Bell Telephone Building property across from QSS that is for sale.
- b) **Planning Committee** – Jim Ogle had nothing to report other than what was discussed at the March 9, 2018 meeting.

7. OLD BUSINESS – None.

8. NEW BUSINESS

- a) Title VI Training – Mr. Cassidy provided training to the board.
- b) Revised MTPO Cooperative agreement – The revised agreement will be signed by the City, Topeka Metro and KDOT.

Andy Vogel made a motion for Chair Ogle to execute the revised agreement. Motion seconded by Elsie Eisenbarth; motion carried unanimously.

9. GENERAL MANAGER REPORT

- a) New Supervisor – Ms. Duffy introduced the board to Ray Hazzard, new Operations Supervisor. Ray replaces Pam Reeder who is leaving to become a Topeka Police Officer. Ray was previously a bus operator.
- b) National Bus Operator Appreciation Day – Fruit, pizza and key fobs were given to the bus operators for this annual event.
- c) Media alerts – Topeka Housing Authority (THA) will coordinate a media event for the new bus amenities.
- d) Kansas Public Transit Association (KPTA) won the South West Transit Association (SWTA) award for human trafficking awareness.

- e) Annual Transit Day at the Statehouse was a success again this year.
- f) Attended the recent ACATS meeting. KDOT was in attendance. A survey on usage and disabilities was given. The statewide disability coordinator was present, as well as reps from Valeo, TARC and the senior centers.
- g) Staff is pulling together information for the upcoming Interactive Public Workshop on 4/10.

10. EXECUTIVE SESSION

Elsie Eisenbarth made a motion for the board to recess into executive session at 4:45 PM for the purpose of having an attorney-client privileged consultation with our attorney to discuss pending confidential legal matters and to discuss matters relating to employer-employee negotiations for purposes of ongoing discussions with ATU 1360. 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. Elsie Eisenbarth made a motion to extend the Executive Session for 10 minutes, with the open meeting session to resume at 5:05PM. The motion was seconded by Rodd Miller, and the motion passed unanimously.

At 5:05 PM the open meeting session resumed.

11. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 5:05 PM.

Respectfully submitted,

Leisa Shepherd
Topeka Metro Board Secretary