

**Meeting of the Board of Directors
TOPEKA METROPOLITAN TRANSIT AUTHORITY (TOPEKA METRO)
April 16, 2018 – 3:15 PM
Ryan Administrative Building, 201 N Kansas Ave**

1. ROLL CALL

PRESENT: Chair Jim Ogle (via telephone), Jim Daniel, Rodd Miller, Elsie Eisenbarth and Beverly Hall.

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

Guest: Brent Trout, City Manager – City of Topeka

Meeting called to order at 3:15 PM by Rodd Miller.

2. APPROVAL OF MINUTES

Jim Daniel made a motion to accept the minutes from the March 19, 2018 meeting. Motion seconded by Elsie Eisenbarth; motion carried unanimously.

- 3. PUBLIC COMMENT** – City Manager Brent Trout addressed the board. Transit was a part of his duties the past 20 years in his previous City Manager roles, and he would like to stay connected and involved by attending Topeka Metro board meetings as his schedule will allow. He feels that transit is a vital part of the Topeka community.

Ms. Duffy announced that due to illness, General Counsel John Cassidy will not be able to provide scheduled board governance training. Training will take place at the May board meeting.

4. ADMINISTRATIVE/FINANCE REPORT

a) March Finance Report

Mr. Falldine reported on the following:

- Quincy Street Station boardroom project is finished. Passow to fix the countertops in the customer service area.
- Accounting clerk Sam Hicks started on April 9th and is doing well with training.
- FY 2019 budget proposal is underway. Draft will be ready for May board committee meeting; with approval at the June board meeting. Final tax numbers should be ready to go to the city in late June/early July. May need to go before Policy/Finance committee regarding the Mill Levy Cap.
- Preliminary work is underway for Triennial Review. Notification will be in the fall of the scheduled site visit in the spring of 2019.
- \$600K operating loss – \$231K under budgeted expense but have the large bike purchase next month. Bikes were not budgeted, nor listed as assets.

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

RFP Fare Collection Equipment – The current contract with Genfare expires in September. RFP will be published May 7. Entered into current contract 4 ½ years ago at which time ticket vending machines (TVM's) and smart fareboxes were purchased from Genfare. Unsure if other contractor software will work with these devices. Mr. Falldine will contact Des Moines Area Regional Transit Authority (DART) for review of their new fare collection equipment vendor, as they have Genfare equipment also.

Jim Daniel made a motion to approve the RFP for Fare Collection Equipment as presented. Motion seconded by Beverly Hall; motion carried unanimously.

5. DEPARTMENTAL REPORTS

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

- Report Line 19 – Up 14K rides/not quite as high as last year.
- Report Line 21 – Paratransit ambulatory trips by our vehicles numbers down from last year, as well as total trips operated. Medical providers indicate a decline in paratransit rides this year, and some previous riders may now be utilizing our Freedom Pass program. Kansas City just started their own Freedom Pass program after shadowing ours.
- Topeka Metro Bus Stop Guidelines document – URS created the guidelines approximately 3 years ago. Edwin Rothrick, Topeka Metro Planning Intern edited the guidelines and tailored them to Topeka Metro. Other transits have asked to use the document to assist with their bus stop needs.

Jim Ogle requested once the guideline document is finalized, it be adopted by the board and then shared with the city of Topeka staff. Further discussion on this matter is planned for the May board committee meeting.

- AECOM online survey – 360 responses received within 3 weeks. Survey will remain open another 4 weeks.
- Interactive Public Meeting – Ms. Duffy thanked Chair Ogle and board member Rodd Miller for their assistance with the meeting. Rides were provided home from the meeting to attendees on a paratransit bus.

b) Bikeshare Report – Ms. Duffy reported on the following:

- Karl Fundenberger will provide a cost estimate at the May board committee meeting to motorize the bikes in the bikeshare program.

- Finalizing a Saturday in June for the Capitol Federal bike launch.
- There are several upcoming events where TMB will offer memberships and attempt to increase ridership.
- Rodd Miller stated he would like to see the bikeshare success with the Washburn University area replicated in other parts of the city.

6. COMMITTEE REPORTS

- Finance Committee** – Rodd Miller had nothing to report outside of matters discussed during this meeting.
- Planning Committee** – Jim Ogle had nothing to report outside of matters discussed during this meeting.

7. OLD BUSINESS

- Charter discussion – Ms. Duffy reported a cost estimate brochure will be ready for board approval next week. The information has already been approved by the FTA. A handout for the public good will be ready for board approval next week also.
- Paratransit premium service – A white paper of Topeka Metro’s recommendation to the board is being created. The paper will address the premium \$15 charge that encompasses the $\frac{3}{4}$ mile area.

8. NEW BUSINESS

- Long Range Transit Plan survey – Chair Ogle will be scheduling meetings with each City Council member to discuss results. He requested board members to assist in this endeavor by contacting City Council members as well.

9. GENERAL MANAGER REPORT

- Arbitration – Ms. Duffy reported management team is in the middle of preparation and dates are being considered to meet.
- Transit electric rate request – Ms. Duffy and Andy Fry met with KCC staff member Bob Glass at the Kansas Corporation Commission.
- ADA taxi ride – Ms. Duffy met with Kevin Moten of Capitol City Taxi (CCT). The 24/7 ride program is almost underway. Topeka Independent Living Resource Center and other social service organizations will be notified prior to the general public of the program. Regular city taxi rates will apply. Topeka Metro will lease a vehicle to CCT for this program.

- d) JEDO – Topeka Metro will not be appearing at the May JEDO meeting with SOTO information. We have been asked to wait until the September JEDO meeting to make an appearance.
- e) Topeka JUMP –The next meeting is April 30th which is an annual action assembly and will be held at Most Pure Heart church. Close to one thousand people are expected to attend. The SOTO route is a topic.
- f) USD 501 – A proposal is being prepared for their May board meeting for student services for school year 2018-19. Approximately two thousand passes will be proposed and USD 501 can purchase extras in quantities of 250.
- g) Pass Request – Michaela Saunders with Visit Topeka/Greater Topeka Partnership has requested a 4 day pass be put in the goody bags given out at conventions with attendance over 250.
- h) TIGER grant – Ms. Duffy met with Deputy City Manager Doug Gerber, City Planning Director Bill Fiander and Public Works Director Jason Peek to discuss TIGER grant applications as a collaborative effort. Minimum of \$12.5M. The city is contemplating the Polk viaduct and KTA interchange on 29th Street projects.

Discussion of going before MPO for funds for a site study for Topeka Metro administrative/maintenance relocation. AECOM would conduct the study.

- i) Ride Guide – New ride guides effective May 6 will be distributed starting this week. The back cover showcases the Momentum 2022 initiative.
- j) Pools, Parks and Paths – Ms. Duffy, Keri Renner, Adam Weigel, Karl Fundenberger and Andy Fry met with Shawnee County Parks & Rec folks for preliminary plans on the spring/summer ride guide for 2019. A possible aquatic park shuttle is being discussed for this year.

10. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 4:50 PM.

Respectfully submitted,

Leisa Shepherd
Topeka Metro Board Secretary