

**Meeting of the Board of Directors  
TOPEKA METROPOLITAN TRANSIT AUTHORITY (TOPEKA METRO)  
May 21, 2018 – 3:15 PM  
Quincy Street Station, 820 SE Quincy**

**1. ROLL CALL**

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

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

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

**2. APPROVAL OF MINUTES**

Scott Tummons made a motion to accept the minutes from the April 16, 2018 meeting. Motion seconded by Beverly Hall; motion carried unanimously.

**3. PUBLIC COMMENT - None.**

**4. ADMINISTRATIVE/FINANCE REPORT**

**a) April Finance Report**

Mr. Falldine reported the addition of two action items to the agenda:

- 1) Solar light contract
- 2) Bus shelter bid document

- Mr. Falldine introduced Accounting clerk Sam Hicks to the board.
- FY 2019 budget proposal – The June Finance committee meeting will consist entirely of budget discussion, with budget approval at the June board meeting.
- QSS countertop fixes are underway and should be completed by month's end. Contractor's final bill will be paid upon completion.
- YTD expenses - \$250K under budget but \$181K due on new bikes which should be here this week.
- Met with KDOT last week regarding \$1.1M grant for projects. We may receive notice to proceed within a month.
- Interest revenue up substantially this fiscal year due to rising interest rates.
- Budget reductions were made in all departments this fiscal year totaling \$162,000.
- Ms. Duffy reported Washburn University was notified their bus wrap will be removed in August if they do not pay advertising fee by July 1.

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

RFP for bus shelters – The current shelter contract with Brasco Co. expires September 24.

Elsie Eisenbarth made a motion to approve placing the RFP for bus shelters as presented. Motion seconded by Beverly Hall; motion carried unanimously.

RFP for solar light kits for bus shelters – The current contract is with Urban Solar and was put out to bid. Three bids were received. The recommendation is to not award to the lowest bidder. Cost difference between the two bidders is \$31 per unit. Solar Illumination is the low bidder but would not provide references. Staff recommends awarding the contract for the next five years to Urban Solar.

Jim Daniel made a motion to approve continuance with Urban Solar. Motion seconded by Rodd Miller; motion carried unanimously.

## 5. DEPARTMENTAL REPORTS

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

- It has been 13 months since the 24-hour passes went into effect and comparisons from last year are available. Total ridership is up approximately 2% over last year. USD 501 increased ridership due to doubling the number of student riders.
- Transfers will no longer be tracked as of next month's report.
- The MV1 will be leased to Yellow Cab for paratransit starting July 1. Topeka Metro will book runs for daytime rides.
- Bus operator vacation season starting. Up to 11% of the operator workforce will be off at anytime during the summer months which will necessitate overtime. Some operators may work 60 hours a week.
- Preliminary Metro questionnaire survey numbers were shared with the board. 621 individuals completed the survey. Paper surveys were also completed at QSS by bus operators. Expansion of hours of operation was the #1 ranking. Further analysis of survey data will be ready for board review within a couple of months.
- SOTO – Route still increasing in monthly numbers. The funding may be exhausted in September/October of this year.
- Bus Stop Guideline document update – The original document was edited as follows:
  - Page 7 – ADA compliance stops were added.
  - Page 8 – Language sharing that ADA improvements in all areas of the city have been completed.
  - Page 12 – Map of boarding stops. Clarification of lighting as a stop necessity considered for future.

Rodd Miller made a motion to adopt the Bus Stop Guidelines document as presented with edits. Motion seconded by Jim Daniel; motion carried unanimously.

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

- June 29 is scheduled for the Capitol Federal new bike launch. Two locations/times: 11am-1pm at Visit Topeka and 2-4pm at TSCPL. These will be pop-up/photo booth type events.
- The new bikes will be integrated into the field in small sets.
- Washburn University accounting students – Taking scrubbed TMB data and will be making a presentation/report.
- Bike Week - The Mayor hosted a ride; Zoo event with several people. Friday is Bike to Work Day – 4-hour event on the Shunga Trail.

## 6. COMMITTEE REPORTS

- a) **Finance Committee** – Rodd Miller stated significant work will occur at the June Finance meeting.
- b) **Planning Committee** – Jim Ogle had nothing to report.

## 7. OLD BUSINESS – None.

## 8. NEW BUSINESS

- a) TMB data analytics – Rodd Miller discussed data analytics. The three largest zip codes for rides where the trips started are 66621 (Washburn University), 66605 (Lake Shawnee) and 66604 (central/west side of Topeka).

Ms. Duffy reported she recently attended a KDOT meeting with MPO about the Manhattan Bike Project. Donated bikes will be used for their bikeshare. They have tried this program two previous times and all bikes were stolen. This time they will be putting two bikes in every block with the goal of over-saturation to deter theft. Also discussed at the meeting was the topic of KU allowing bikes on their buses.

- b) Employee policy review – John Cassidy reported on the policies recently updated/changed as follows:
  - ADA – No substantive changes.
  - DUI for CDL employees – Reporting of CDL employee traffic violations - No substantive changes.
  - Nepotism – Simplified a great deal.

Policies are reviewed every three years.

- c) Scott Tummons reappointment – Board member Tummons was recently reappointed by the City Council to the board for another four-year term. He took his oath for this term.

Discussion followed regarding board member oaths being signed for those recently reappointed. Rodd Miller and Beverly Hall will take their oaths at the July board meeting

upon their reappointment at an upcoming June City Council Meeting. The conflict of interest form will be signed by each board member every year at the January board meeting.

- d) Governance training for board – Jim Daniel inquired if the board would be interested in doing a self-evaluation as part of their governance training. He would like to come up with a confidential survey each member could take. This would require John Cassidy providing assistance if the board agrees to do this. Mr. Daniel will research a viable survey option and report back to the board.

## **9. GENERAL MANAGER REPORT**

- a) Paratransit service outside mandated  $\frac{3}{4}$  mile area – A white paper was completed illustrating four options. Topeka Metro staff recommendation is to keep current policy. Board will discuss further if necessary. Ms. Duffy suggests the use of white papers going forward with other matters as it is a helpful tool.
- b) Aquatic park shuttle – Chair Ogle went before the Shawnee County Commission. One day of the Deer Creek summer reading route was taken out of rotation to accommodate this shuttle service. A donor is paying the aquatic park admittance fee for the shuttle riders.
- c) Charter report – A report was created of shuttles provided in the last year. It is too late to charge Shawnee County for the Spirit of Kansas service this July. Several events were considered as service for the public good vs charter service that would be charged.
- d) Arbitration update – A two-day session is scheduled for August 21/22.

## **10. ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 4:57 PM.

Respectfully submitted,

Leisa Shepherd  
Topeka Metro Board Secretary