

**Meeting of the Board of Directors
TOPEKA METROPOLITAN TRANSIT AUTHORITY (TOPEKA METRO)
July 16, 2018 – 3:15 PM
Quincy Street Station, 820 SE Quincy**

1. ROLL CALL

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

STAFF: Susan Duffy, Chip Falldine, Denise Ensley, John Cassidy and Edwin Rothrock.

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

2. APPROVAL OF MINUTES

Jim Daniel noted two corrections to the June 18, 2018 minutes:

- 1) The finance report was approved twice.
- 2) The “budget SOBI refund of \$40K” should not have been included in the motion by Jim Daniel, second by Rodd Miller to accept FY 2019 Budget A.

Jim Daniel made a motion to accept the minutes for the June 18, 2018 meeting as amended with the changes noted. Motion seconded by Rodd Miller; motion carried unanimously.

3. EMPLOYEE SERVICE AWARDS

Five-year awardees were recognized for their years of service – Brad Abrahams, Operations Supervisor; Kris Luber, Mobility Outreach Coordinator and Julia Walker, Custodian.

4. PUBLIC COMMENT - None.

5. AECOM Update on Topeka Metro Long Range Transit Plan (LRTP)

Jim Meyer with AECOM reported the LRTP steering committee met successfully earlier in the day with many good ideas generated.

Jim Meyer reported a short summary of the steering committee meeting will be compiled by AECOM and should be shared with committee members prior to the September 18th meeting to spark discussion.

The committee plans to meet again on September 18th and November 27th. There will be a LRTP public open house on the night of September 18th.

The steering committee will provide direction and guidance and support the vision and implementation of the LRTP. During the steering committee meeting it was noted:

1. The public feels comfortable with their children riding Topeka Metro.
2. City Council members need to review the survey results in depth.
3. Three part marketing series – Here is what we do....This is what sets Topeka Metro apart.

In mid-August the second Metro Quest survey will begin and run through September.

The upcoming Metro Quest survey will drill down on the questions from the initial survey and will be quick, interactive and educational. There will be a hypothetical dollar funding scenario, tradeoff questions (Which is more important to you?), and an interactive slider that will allow participants to “slide” (choose) for an extra hour of service, Sunday service, etc. with a certain pool of dollars. This second survey will again ask the question “When did you last ride Topeka Metro?”

Draft report should be available end of October/early November. Anticipating at least 600 survey participants.

The initial LRTP survey indicated significant support for public transit in Topeka, with this public wish list for Topeka Metro:

1. Expand service hours
2. Increase route frequency
3. Connect to jobs/services
4. Faster travel time
5. Improve bus stop amenities
6. Enhance technology
7. Transit oriented development

Elsie Eisenbarth inquired if the board should reorganize board work groups to better focus LRTP efforts, i.e. SOTO work group.

At 4:00pm, Chair Ogle left the room to receive a phone call. Vice-Chair Rodd Miller announced to proceed to the Finance Report.

6. ADMINISTRATIVE/FINANCE REPORT

a) June Finance Report

- Award Fare Collection Contract - Genfare pricing came in lower than expected and all requirements met with federal and state regulations for single source bid.

At 4:05 pm, Chair Ogle returned to the meeting.

Rodd Miller made a motion to award the fare collection contract to Genfare. Motion seconded by Jim Daniel; motion carried unanimously.

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

- Approve Solar Light RFP – The RFP is for solar light placement and does not include bus shelters. The solar lights go on Topeka Metro bus stops.

Elsie Eisenbarth made a motion to approve the solar light RFP. Motion seconded by Rodd Miller; motion carried unanimously.

7. DEPARTMENTAL REPORTS

a) Ridership Report

- Line 19 of the ridership table – Exceeded FY 2017 figures by 2% in FY 2018.
- Route 5 extension goes into effect on August 12th. Extending to an area that the 29 Special previously covered. Flyers/emails will be distributed to area residents.
- 761 SOTO trips in June. This is the first month since inception that did not post an increase in the number of rides.
- Forty-three property owners gave approval for bus stop upgrades.
- NOTO July numbers slightly down from June.

b) Bikeshare Report

Ms. Duffy reported TMB staff are keeping her apprised of happenings during Director Karl Funderberger's vacation absence. From July 2-15th there were 856 trips, mostly at Lake Shawnee and Gage Park areas.

8. COMMITTEE REPORTS

a) Finance Committee – Rodd Miller had nothing to report.

b) Planning Committee – Chair Ogle suggested for the next board planning session discussion surrounding Shawnee County Parks & Rec assuming authority over bikeshare. Bikeshare does not work successfully as a transit solution but should be successful as a recreation solution. He also would like to explore Ms. Eisenbarth's idea of reorganizing the board work groups.

9. OLD BUSINESS

Flood Update – Ms. Duffy reported no repairs to date. Mr. Falldine is scheduling with insurance adjuster to return for further evaluation/adjustment so that a contractor may be chosen and the work scheduled.

10. NEW BUSINESS

- a) Employee Policy Updates – John Cassidy reported on the policies recently updated/changed as follows:
- Rehire
 - Searches on employer property
 - Bereavement leave
 - Sleep apnea reimbursement
 - Paid holidays
 - PTO policy
 - Aggressive behavior and assault mitigation

Policies are reviewed every three years.

Jim Daniel asked what the aggressive behavior policy was modeled after. Safety/Security Supervisor Tom Baumgartner received a majority of the language from Jim Green, Emergency Preparedness Coordinator for City of Topeka.

- b) Andy Vogel Resolution – Chair Ogle shared a framed resolution honoring board member Andy Vogel for his years of dedicated service.

Chair Ogle made a motion to approve the resolution. Motion seconded by Rodd Miller; motion carried unanimously.

11. GENERAL MANAGER REPORT

- a) TPD Chief Cochran Request – The Chief is proposing a program of Saturday service that would transport kids to Washburn University games, activities, etc. He would like to make this one of his initiatives for Topeka citizens.
- b) Southwest Kiwanis/South Topeka Rotary – Recent meetings with the groups at their request to provide detailed information of Topeka Metro services. The South Rotary Group had approximately 80 members in attendance.
- c) Bus Shelter Ribbon Cutting – Recent ceremony to honor anonymous donor that paid for three ADA bus stops and their amenities. A challenge was issued to the public from the donor, with emphasis on legal community to donate funds for additional bus stop amenities. Topeka Metro has been fielding inquiry calls of possible donors as a result.
- d) Stormont Vail Meeting – Recently met with CEO who indicates they would like to close a street permanently and would affect Route 7.

12. EXECUTIVE SESSION

Elsie Eisenbarth made a motion for the board to recess into executive session at 4:45 PM for the purpose of discussing personnel matters of nonelected personnel in order to discuss individually identifiable employees and matters relating to employer-employee negotiations for purposes of ongoing discussions with ATU 1360. The open meeting session would resume at 5:00 PM. The motion was seconded by Rodd Miller, and the motion passed unanimously.

At 5:00 PM the open meeting session resumed.

13. ADJOURNMENT

With no further business to discuss, meeting adjourned at 5:00 PM.

Respectfully submitted,

Leisa Shepherd
Topeka Metro Board Secretary