

**Meeting of the Board of Directors
TOPEKA METROPOLITAN TRANSIT AUTHORITY (TOPEKA METRO)
April 17, 2017 – 3:15 p.m.
Quincy Street Station - 820 SE Quincy St.**

1. ROLL CALL

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

EXCUSED: Beverly Hall.

STAFF: Susan Duffy, Denise Ensley, Karl Fundenberger, Chip Falldine, John Cassidy, Alan Parrish, Keri Renner and Adam Weigel.

Meeting called to order at 3:17pm by Chair Elsie Eisenbarth.

2. APPROVAL OF MINUTES

Jim Ogle made a motion to accept the minutes from the March 27, 2017 meeting. Motion seconded by Jim Daniel; motion carried unanimously.

3. PUBLIC COMMENT – None.

4. ADMINISTRATIVE/FINANCE REPORT

a) March Finance Report

- March Finance Report - Chip Falldine presented the Finance Report and asked for questions.

Jim Ogle made a motion to accept the administrative/finance report as presented. Motion seconded by Andy Vogel; motion carried unanimously.

- FY 2017 Budget – Mr. Falldine reported that preliminary work has started on the budget. Topeka Metro should break even prior to OPEB and KPERS benefits.
- Planning Contract RFP – The current contract with URS (AECOM) expires July 1, 2017. The upcoming contract will be for a five-year period. Topeka Metro anticipates receiving a number of bids. General Manager Susan Duffy believes Topeka Metro will need a planning partner even with a full-time planner. The planning partner will be on a retainer basis and paid by the hour.

Rodd Miller made a motion to move forward with the Planning Contract RFP as presented. Motion seconded by Jim Daniel; motion carried unanimously.

- QSS HVAC Maintenance Contract RFP – Mr. Falldine reported the RFP should be ready for discussion at the May board meeting.

5. DEPARTMENTAL REPORTS

- a) **Ridership Report** – Adam Weigel discussed the snapshot report. There was discussion concerning USD 501 utilizing Topeka Metro for student transportation. Topeka Metro has submitted a proposal to USD 501 to provide all high school students access to the bus for the year. A chip enabled card could be used as a student ID/bus pass and potentially a TSCPL library card.

Jim Daniel noted that the March Fixed Route Service hours increased significantly, even more so than in year's past.

Ms. Duffy reported this week Topeka Metro is offering another operator/maintenance employee vacation buyback opportunity in single days and five-day blocks of time.

During the first quarter of this year, twelve bus operators and five maintenance employees availed themselves of the sick leave bonus. The operators will be offered the same bonus opportunity in the second quarter.

- b) **Operations Report** – COO Denise Ensley reported that last week a few of the REVEAL tablets went down. Remote assistance from REVEAL got everything back up and running. Scheduling staff are having some issues with customers and the explanation of the 30-minute LIFT time window. Ms. Ensley anticipates a busy month while everyone is still on a learning curve. She will be completing the first set of REVEAL reports later this month. The full REVEAL system will be introduced to the Capital City Taxi drivers with training in the near future.
- c) **Maintenance Report** – Alan Parrish reported Topeka Metro is awaiting the titles from KDOT for the four OPUS buses. Once the title work is completed, the buses and additional parts for them will be taken to auction.
- d) **Bikeshare Report** – Karl Fundenberger reported invoices have been sent out to sponsors.

SOBI has been given a deadline of Fri, April 21st regarding their vendor fixing the paint issue with the red bikes. If they aren't able to do so, Topeka Metro will have them fixed and submit a bill to SOBI for the cost.

Sponsor expansion – There has not yet been an answer regarding expansion of additional bikes. The TMB proposal is still being considered.

Missing person – A person with cognitive issues was reported missing with witnesses indicating it appeared he was riding one of the TMB red bikes. Two of the TMB field coordinators tracked the bike, were able to find the man and see that he was returned safely to caretakers. It appears he was using the TMB membership of a friend.

6. COMMITTEE REPORTS

- a) **Finance Committee** – Rodd Miller reported staff has determined Topeka Metro is not interested in the lot on 21st Street to build a shelter and the seller will be notified. As Topeka Metro develops the amenities for Route 7, there was some discussion of a small piece of property on Washburn & Lane. City code dictates adherence to setbacks and this location will be studied further.
- b) **Planning Committee** - Jim Ogle reported he had a listening session with Union President Efren Mazas and Union Vice-President Doug Wright per their request.

The transit visit to Louisville, KY will take place no sooner than the week of June 5th. It will be a two-day visit. Questions and topics to be discussed will need to be compiled and sent to TARC in advance of the visit. GM Duffy will make contact this week to get the dates scheduled.

7. OLD BUSINESS – None.

8. NEW BUSINESS – None.

10. GENERAL MANAGER REPORT

- a) Director of Service Planning – Ms. Duffy reported that Adam Weigel has been promoted to Director of Service Planning effective with Patrick’s departure.
- b) Topeka JUMP – Ms. Duffy reported she has been asked to appear at the April 25th JUMP meeting. Topic will be the South Topeka Workforce route.
- c) KHI Grant – Ms. Duffy reported she in talks with KHI on developing a grant and USD 501.
- d) REVEAL – Ms. Duffy reported she has reached out to Luke Ranker with The Topeka Capital Journal about doing a story on REVEAL. He indicated he would like to be contacted about it at a later date. KSNT is currently working on a story and our staff utilizing REVEAL.

REVEAL tablet and software, in the near future, will be part of fixed routes. Adam Weigel will be a key player in the successful implementation, as will the new IT Systems Manager once they are one board.

- e) National Initiative to Combat Hunger – Topeka Metro’s “Kids Ride Free” campaign is listed as part of the initiative.
- f) Grace Med’s Bare Bones Tour – Ms. Duffy attended the event at the old Huntoon Dillon’s location. Grace Med is in the fundraising stage, and anticipates it taking 1-1 ½ years to complete fundraising and remodel the space before they can move in.

- g) Marian Clinic – The Marian Clinic has requested a bus shelter at their location. The staff of Marian Clinic are excited to have this amenity for their clients.
- h) City of Character Awards – Ms. Duffy reported the awards ceremony was well attended, with good media coverage including twitter “Mass Transit”. Melissa Baumgartner stood in for Vicki Powers to accept her award. All three attendees were treated to lunch after the ceremony.
- i) Harvester’s Buses – Harvesters has taken two retired buses and recycled them into mobile stores (35ft Gillig and a paratransit bus). The larger bus will service the three senior centers; the smaller bus will provide food for students after school and on weekends. An event is planned for May 23rd with further details to follow.

EXECUTIVE SESSION

- Jim Ogle made a motion for the board to recess into executive session at 4:30 PM for the purpose of having an attorney-client privileged consultation with our attorney to discuss 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 5:15 PM. The motion was seconded by Jim Daniel, and the motion passed unanimously.
- At 5:15 PM the open meeting session resumed. Scott Tummons made a motion to extend the Executive Session for 5 minutes, with the open meeting session to resume at 5:20pm. The motion was seconded by Jim Ogle, and the motion passed unanimously.
- At 5:20 PM the open meeting session resumed.

10. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 5:20pm.

Respectfully submitted,

Leisa Shepherd
Topeka Metro Board Secretary