

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

1. LAWRENCE TRANSIT SYSTEM BUS TOUR

Robert Nugent, Lawrence Transit General Manager gave the Topeka Metro board and management staff a tour of one of their hybrid buses.

2. ROLL CALL

PRESENT: Jim Ogle, Jim Daniel, Rodd Miller and Scott Tummons.

EXCUSED: Beverly Hall, Elsie Eisenbarth and Andy Vogel.

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

Meeting called to order at 3:27pm by Chair Jim Ogle.

3. APPROVAL OF MINUTES

Rodd Miller made a motion to accept the minutes from the June 19, 2017 meeting. Motion seconded by Jim Ogle; motion carried unanimously.

4. BOARD THANK YOU

Dr. Tiffany Anderson, Superintendent of Topeka Public Schools addressed the board and thanked them for Topeka Metro's reduced bus pass agreement, service to the USD 501 students, and service to the Topeka community. There will be a convocation in August and the board will be invited. Chair Ogle stated that the board is excited about the collaboration efforts of Topeka Public Schools with Topeka Metro.

5. EMPLOYEE SERVICE AWARDS

The following employees were recognized by the board. Certificates and service pins were presented to those employees present.

5 years: Doug Wright, Bus Operator
10 years: Chip Falldine, Chief Financial Officer
Karla Richardson, Executive Financial Assistant
15 years: Chris Guerrero, Bus Operator
Efren Mazas, Bus Operator
20 years: Terri Miller, Human Resources Director
40 years: Dave Williams, Maintenance Tech I

6. PUBLIC COMMENT – None.

7. ADMINISTRATIVE/FINANCE REPORT

a) **May Finance Report**

- May Finance Report - Chip Falldine presented the Finance Report and asked for questions. Accrued PTO was \$10K less than expected. Still awaiting actuarial response on OPEB liability. Actuarial report due the end of August. Projected revenue vs. expenses should be \$200 to \$250K in the black. Topeka Metro will be \$400-\$450K in the red for operations.

Jim Daniel made a motion to accept the administrative/finance report as presented. Motion seconded by Rodd Miller; motion carried unanimously.

- Bicycle Repair – Vendor has made a tentative informal offer to remedy the red bike paint situation. Formal offer expected within a month. Will plan to discuss further at August committee meeting.
- Corporate Resolution – CBW Bank. Money was deposited there six years ago. It is the only DBE bank in Kansas.

Jim Daniel made a motion to sign resolution for CBW Bank to allow Topeka Metro staff to sign document correspondence with CBW. Motion seconded by Scott Tummons; motion carried unanimously.

8. DEPARTMENTAL REPORTS

- a) **Ridership Report** – Adam Weigel not present. Mr. Daniel inquired of COO Denise Ensley whether the 24-hour pass has been well received. Ms. Ensley stated affirmatively overall, with a few bus operators passing along customer complaints that they were not aware of the elimination of transfers.

The board would like for Mr. Weigel to prepare a report of FY 2017 numbers indicating improved areas and what still requires work.

Ms. Duffy reported VA initiative has commenced for a November implementation of onsite VA Pass System/ID camera.

- b) **Operations Report** – Denise Ensley reported water being given to customers at QSS and bus stops during recent hot weather.

Public meetings tomorrow and Wednesday at QSS for the August Ride Guide update.

Ms. Ensley will be giving a presentation on the Freedom pass at the SWTA Mobility conference next week. Other transits are considering implementation of their own version of the Freedom pass. Keri Renner will also be presenting at the SWTA Marketing conference.

Fourth of July was a success with all passengers moved safely.

Work continues each month with REVEAL to be sure numbers are correctly reported. Capital City Taxi still does not have the tablets as KDOT would not cover the cost. Topeka Metro is working on procuring them for Capital City.

- c) **Maintenance Report** – Alan Parrish reported the retirement of the four OPUS buses has decreased maintenance costs. We are halfway through the life of our current bus fleet for suspensions, etc.
- d) **Bikeshare Report** – Karl Fundenberger reported repairs are up at the moment in the shop. Facebook campaign “Go for a Ride” has launched. TMB has a demographic of two-thirds women that have memberships. More than one-fourth of the trips in June were multi-rentals.

9. COMMITTEE REPORTS

- a) **Finance Committee** – Rodd Miller reported discussion centered around revenue and USD501. A video was viewed on electric vehicles.
- b) **Planning Committee** - Jim Ogle reported discussion of electric buses.

10. OLD BUSINESS – None.

11. NEW BUSINESS – None.

12. GENERAL MANAGER REPORT

- a) Grant Applications – Submitted to KDOT (bike \$87K; bus amenities \$1.3M). Several million dollars of grant requests submitted for the Topeka area, with 39 applications received. Awards to be announced in September.
- b) Houck Transit/Luminator Technology Group – We are working with these businesses to secure a new form of advertising on the bus with digital signs.
- c) Human Trafficking – Attorney General has a Human Trafficking Division. Truck drivers in the state were recently trained and Topeka Metro would like for our bus operators to receive similar training.
- d) KPTA Annual Conference – Conference in mid-August in Garden City. Ms. Duffy and two other staff members attending.
- e) Health Insurance Premiums – A recent visit with BCBS reveals next year’s employee premiums may increase by 25%. We will be looking at the state plan and have IMA check

into some other options as well. All employees need to have a PCP; approximately one-third do not have one. High ER utilization rate needs to be lowered.

- f) August Update/Ride Guides – Chair Ogle has reviewed the preliminary draft of the Ride Guide. He is pleased with the wording and the excellent welcome letter. Ms. Renner thanked her Graphic Designer Andrew Escandon for his efforts in developing the Ride Guide.
- g) August 21st Solar Eclipse – Solar eclipse event at QSS the afternoon of the 21st. Glasses provided for transit passenger attendees. Two Topeka Metro staff members will attend Washburn solar eclipse training.
- h) Board/Committee Meeting – Chair Ogle asked if meeting dates/times needed to be changed for FY 2018. Committee and workgroup assignments need to be discussed. Will plan to discuss all at August committee meeting.
- i) Topeka Public Schools Foundation – Chair Ogle reported TPSF is hosting their annual breakfast on September 12th. Topeka Metro will be purchasing tickets for board members to attend.

EXECUTIVE SESSION

- Jim Daniel made a motion for the board to recess into executive session at 4:37 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 5:00 PM. The motion was seconded by Rodd Miller, and the motion passed unanimously.
- At 5:00 PM the open meeting session resumed. Scott Tummons made a motion to extend the Executive Session for 15 minutes, with the open meeting session to resume at 5:15pm. The motion was seconded by Rodd Miller, and the motion passed unanimously.
- At 5:11 PM the open meeting session resumed.

13. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 5:11pm.

Respectfully submitted,

Leisa Shepherd
Topeka Metro Board Secretary