

**Meeting of the Board of Directors  
TOPEKA METROPOLITAN TRANSIT AUTHORITY (TOPEKA METRO)  
December 19, 2016 – 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, Patrick Blankenship, Terri Miller and Keri Renner.

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 November 21, 2016 meeting. Motion seconded by Rodd Miller; motion carried unanimously.

**3. PUBLIC COMMENT – None.**

**4. ADMINISTRATIVE/FINANCE REPORT**

**a) November Finance Report**

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

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

- QSS Boilers RFB – Two of the attic boilers at Quincy Street Station must be replaced. The two boilers have been repaired previously and are now past the point of repair. \$60K was budgeted for repairs. However, the engineer's estimate is \$90-\$100K for equipment, installation and removal of old boilers. Director of Maintenance Alan Parrish indicated the life expectancy of the new boilers should be 25 years, with a one year warranty for labor and five year warranty for parts.

Jim Daniel made a motion to publish the RFB as presented. Motion seconded by Rodd Miller; motion carried unanimously.

**5. DEPARTMENTAL REPORTS**

**a) Bikeshare Report – Bikeshare Director Karl Fundenberger reported on several matters:**

- Wheelie Good Christmas Time – Topeka Metro Bikes (TMB) will cohost the event tomorrow night with other bicycle organizations in town. The ride will start at the

Topeka & Shawnee County Public Library, with riders traveling to the Potwin area to enjoy the Christmas lights of homes in that neighborhood.

- Monthly Bikeshare Departmental Report – Thanks to the board for feedback during the recent board committee meeting on the proposed updates to the report.
- Map of Topeka Bike Racks – Planner Adam Weigel created a map depicting the existing TMB bicycle racks and stations in the city. The map will be used to assist in the planning of new bike stations around Topeka, and give potential TMB sponsors insight into the program.
- TMB bike trips – There were more annual trips and Washburn University annual trips in November of 2016 than November of 2015. There were more new annual members in November of 2016 than November of 2015. Washburn University annual members are making the majority of trips. Four hundred and seventy-five users had at least one trip during the September to November timeframe.
- Phone Call Surveys – Part-time bikeshare field coordinator Maci Hagelgantz is calling former TMB members to ask if they would consider activating their membership again. A coupon will be available as incentive for those who agree to renew.
- Fundraising projects – Groupon opportunities for TMB are being explored. Also, discussions are underway with local businesses to offer TMB passes to their employees as part of an employee appreciation initiative.

b) **Ridership Report** – Planning Director Patrick Blankenship reported that in the last four months Topeka Metro has had ridership numbers over the 100K threshold. This level of ridership activity has not occurred since the end of 2014. Following discussion, Mr. Blankenship will look at his data again. Rider information statistics by route will be broken down starting with the January 2017 report.

Ms. Duffy reported during CY 2017, Topeka Metro will need to do the onboard rider surveys. Mr. Falldine has developed a random survey tool that can be utilized. Surveys will be done three trips per week, one-hour ride per trip on weekdays and Saturdays for all of 2017. These surveys are required to be done every three years.

Ms. Duffy reported COO Denise Ensley and her staff were at Topeka Housing Authority (THA) last week to assist in installing the camera that will be used by THA to register all of the THA residents to obtain the Topeka Metro Income Pass photo id, and also purchase the discounted fare media at THA. THA also provided Topeka Metro with a “wish list” of bus stops and amenities they would like to see implemented in Topeka and, in review, it is very similar to the list developed by Topeka Metro.

Ms. Duffy reported Topeka Metro will be closed on Monday, December 26<sup>th</sup> (Christmas holiday observance) and Monday, January 2<sup>nd</sup> (New Year’s Day holiday observance).

Marketing and Communications Director Keri Renner will post information on the Topeka Metro website, social media and signage about the holiday schedule.

Mr. Daniel inquired as to when the QSS parking lot will be finished. Mr. Parrish indicated he is awaiting the results from the engineer of the PSI test. Once clearance is given by the engineer, everyone will be notified. The awnings that were in place have been taken down due to snowy weather conditions. The awning company graciously left them up past the agreed date at no extra charge to Topeka Metro as a courtesy.

## **6. COMMITTEE REPORTS**

- a) **Finance Committee** – Rodd Miller reported the committee discussed the mill levy cap and how it will affect us operationally. It is going to be challenging in relation to the budget. Jim Ogle and Rodd Miller have reached out to legislators about this matter which may go before the legislature during the 2017 legislative session.
- b) **Planning Committee** - Jim Ogle reported the committee discussed the bikeshare departmental monthly report suggestions and reformatting. The January 6, 2017 committee meeting will be a mini retreat from 10am to 2pm at CRC/Avondale East.

## **7. OLD BUSINESS**

- a) **Public Meetings** - Ms. Duffy recommended an annual bus/bike pass be offered for \$300.00. There will be two separate cards – an RFID and a chip enabled bus pass. Other recommendations include: 1) 24 hour bus pass – unlimited rides from the date/time of the first ride - \$4.00 adult; \$2.00 reduced; \$1.00 student; \$2.00 agencies that buy in bulk quantities.; 2) Transfers will be eliminated. This new fare media and elimination of transfers should go live in March 2017.

Jim Daniel made a motion to move forward with the proposed fare options. Motion seconded by Jim Ogle. Jim Daniel amended the motion to include 24 hour pass and annual pass proposed fare options. Jim Ogle further amended the motion to move forward with the package of fare media changes of 24 hour adult/student/reduced pass, annual bike/bus pass and the elimination of transfers. Motion seconded by Rodd Miller; motion carried unanimously.

## **8. NEW BUSINESS** – None.

## **9. GENERAL MANAGER REPORT**

- a) **TPD Chief James Brown Retirement** – Ms. Duffy attended the retirement reception. She was able to meet with Major Kris Kramer who is filling in as interim Chief and he is well versed on Topeka Metro.

- b) Senior Centers – Ms. Duffy reported a brief meeting was held with area senior centers regarding the maintenance of their fleet. Topeka Metro needs the fleet repair history to see what might be entailed.
- c) Recent Inclement Weather – Ms. Duffy extended compliments to Topeka Metro staff for safe driving and no accidents during the bad weather on last Saturday. There was one passenger slip/fall, but no medical attention was required. There will be pizza next Saturday for bus operators that worked during the storm. Thanks to the bus operators, Supervisor Pam Reeder, Maintenance Director Alan Parrish and his maintenance staff for keeping everyone safe.
- d) January Choose Up –Ms. Duffy reported the choose up schedule for the bus operators to choose their routes for January is ready.
- e) Sidewalk Near 17<sup>th</sup> & Fairlawn – Ms. Duffy gave kudos to the city for placing a sidewalk from Supercuts to the bus shelter.
- f) Public Meetings – Staff recently attended the meeting regarding the Reser’s plant expansion. Staff also recently attended the meeting for the Arvonnia area (proposed to take place in 2018).
- g) WU Tech Graduation – Ms. Duffy reported that Topeka Metro provided shuttle service during the recent graduation. Board Member Scott Tummons thanked Topeka Metro for the wonderful service provided.

## **10. ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 4:10pm.

Respectfully submitted,

Leisa Shepherd  
Topeka Metro Board Secretary