

**Meeting of the Board of Directors
TOPEKA METROPOLITAN TRANSIT AUTHORITY (TOPEKA METRO)
September 18, 2017 – 3:15 p.m.
Quincy Street Station - 820 SE Quincy St.**

1. ROLL CALL

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

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

Meeting called to order at 3:17pm by Chair Jim Ogle.

2. APPROVAL OF MINUTES

Jim Daniel made a motion to accept the minutes from the August 11th and August 22nd meetings. Motion seconded by Scott Tummons; motion carried unanimously.

3. PUBLIC COMMENT – None.

4. ADMINISTRATIVE/FINANCE REPORT

a) August Finance Report

- August Finance Report – Mr. Falldine reported that low income and reduced fares will be combined as both fares are now \$25.

Mr. Falldine reported that our federal grants should be available to Topeka Metro in approximately two months as they wind through the approval process.

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

Request for bid Specialty Bus Shelters – The current contract for these shelters (Washburn University, Washburn Tech and Topeka & Shawnee County Public Library) terminates November 2017. Anticipate the board to award at November board meeting.

Jim Daniel made a motion granting management approval to request bids. Motion seconded by Beverly Hall; motion carried unanimously.

5. DEPARTMENTAL REPORTS

- a) Ridership Report** – Adam Weigel not in attendance. Ms. Duffy reported ridership is up but income fare riders are greater than regular fare riders. The stoppage of transfers has no effect on the ride-throughs. It was noted that the reduced number of paratransit riders may necessitate a change in the next choose up.

- Ms. Duffy reported the drop in USD 501 ridership numbers for that second week to be correct on page 3 of the ridership report. She is meeting with principals of each school about other ways to get Topeka Metro service information to parents/students.

- b) **Operations Report** – Jim Daniel asked Ms. Ensley about the increase in chargeable accidents. There were four accidents all of which were minor.

Ms. Duffy reported on a news story about graffiti on sidewalk close to one of our bus shelter stop signs. The city has removed the graffiti.

- c) **Maintenance Report**

- d) **Bikeshare Report** – New bike order will be discussed during old business.

6. COMMITTEE REPORTS

- a) **Finance Committee** – Nothing to report.
b) **Planning Committee** – Nothing to report.

7. OLD BUSINESS

- **SOBI Contracts** – Karl Fundenberger discussed the Capitol Federal advertising contract proposal for the next three years. If our order for the one-hundred blue bikes is placed by October 1st, delivery by April 2018 for a Capitol Federal bike launch should be doable.

Regarding the fading red bike replacement, the Board agrees that SOBI should recompense Topeka Metro beyond the replacement of the red bikes. Ms. Duffy suggested giving SOBI more time to respond to our counter-offer of controllers being provided with the one-hundred bikes. If the issue is not resolved in the next few days, the bikeshare committee will convene and meet with SOBI by phone on Friday.

8. NEW BUSINESS

- **Board and Committee Meeting Dates** – December 8, 2017 will be a Planning Forward Event at an offsite location to be determined. The 2018 meeting dates will be sent to board members.

9. GENERAL MANAGER REPORT

- a) **Projects/Processes** – Ms. Duffy reported that while there are multiple projects in the works, we seem to be on track for the end of the year.
- b) **Meet & Greet** – New City Manager Brent Trout and Interim Police Chief Kris Kramer will be at QSS on November 3rd to handout donuts to passengers from 7-8:45am.

- c) Senior Centers – Ms. Duffy met with Connie Spencer of the East Topeka Senior Center. They would like for Topeka Metro to provide PM’s (preventive maintenance) and Braun Lift service for their vans.
- d) Transit Electric Rate Tariff – Ms. Duffy met with Kansas Corporation Commission Chair Apple and Commissioners Emler and Feist. They suggest Topeka Metro work with Westar and request a new rate tariff in Westar’s next rate case. A meeting was also held with CURB (Citizens’ Utility Ratepayer Board) staff.
- e) TILRC Meeting – TILRC is forming subcommittees to look at transportation issues for their clients including unavailability of cab service for the disabled.
- f) SOTO Route –\$70K is the estimated cost of the pilot SOTO route using the cab company and a discounted rate. This matter will be taken to GO Topeka in October for approval. If approved, it will go to the JEDO board in December for inclusion in the budget. The JEDO board must take a vote.
- g) Greyhound – Ms. Duffy reports Greyhound will be visiting Topeka Metro later this week.
- h) Annual Audit – The auditors were here four days. They were impressed with staff’s preparations for the audit.
- i) Kansas Roadeo – The event is next weekend with 22 participants from across the state.
- j) Defibrillator devices were purchased for QSS, maintenance and administrative facility. Mandatory employee training for use of the devices will be scheduled.
- k) Ted X Topeka – Ms. Duffy reported Karl Fundenberger will present at the November 8th event at Topeka Civic Theatre.
- l) Human Trafficking – Ms. Duffy gave an interview to WIBW earlier today regarding KPTA’s adoption of a resolution for training of all transit about human trafficking in Kansas.

10. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 4:46pm.

Respectfully submitted,

Leisa Shepherd
Topeka Metro Board Secretary