

**Meeting of the Board of Directors
TOPEKA METROPOLITAN TRANSIT AUTHORITY (TOPEKA METRO)
May 15, 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 Beverly Hall.
EXCUSED: Scott Tummons.

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

Meeting called to order at 3:16pm by Chair Elsie Eisenbarth.

2. APPROVAL OF MINUTES

Jim Ogle made a motion to accept the minutes from the April 17, 2017 meeting. Motion seconded by Jim Daniel; motion carried unanimously.

3. PUBLIC COMMENT – None.

4. ADMINISTRATIVE/FINANCE REPORT

a) April Finance Report

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

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

- Mr. Falldine introduced the board to Curtis Cox, Staff Accountant.
- FY 2018 Budget – Mr. Falldine reported final draft of the budget will be ready to view at the June board committee meeting with approval at the June board meeting.
- Grant Status – Appropriation notification should be received in the next couple of weeks for grant federal funds. Bus stop project - \$713K that KDOT awarded last year. Most of the funding except for FFY 2018 has been transferred to FTA. We are waiting for them to locate the funds so that we can start the application process.
- QSS HVAC Maintenance Contract RFB – Five year contract at approximately \$75K.

Rodd Miller made a motion to move forward with the RFB. Motion seconded by Jim Daniel; motion carried unanimously.

- KDOT Transportation Alternatives (TA) Workshop – Mr. Falldine attended this morning and provided a general overview. Funding request applications will be due by July 1st. Topeka Metro will be submitting two applications.

5. DEPARTMENTAL REPORTS

- a) **Ridership Report** – Adam Weigel discussed the snapshot report. Fixed route monthly pass usage numbers are up as riders are converting from paying cash to the utilizing the 24-hour passes. Work will begin on an annual pass promotion to increase interest.

REVEAL

- The goal is to have all the Capital City Taxi drivers using the REVEAL tablet system by the end of July.
 - Lift passenger per service hour numbers increased.
 - The number of “no show” lift passenger trips increased significantly; most likely due to the 30-minute time window imposed by the REVEAL system. Adam will monitor the IBR portion of REVEAL for the Kansas City Transit System to see how successful they are when Lift passengers are notified 10 minutes prior to pick up.
 - REVEAL poster presentation to KDOT Secretary Richard Carlson is scheduled for May 19.
- b) **Operations Report** – COO Denise Ensley reported REVEAL processes going well. There were a couple instances of not being able to connect to REVEAL server in the early am hours. REVEAL was able to correct the problem quickly.

There were five chargeable accidents in April. Four were new operators hitting their mirrors on objects. All were minimal damage costs and with no injuries.

Topeka Metro partnered with Topeka Housing Authority (THA) in April and visited the various Tower Apartment complexes to explain fare changes, REVEAL, etc. Plaza West will be visited next week. Most housing complex residents indicated they would like to have a bus shelter on-site. Ride Guides were distributed to all the multi-housing units. There were lots of positive comments on the 24-hour passes and the new look of the Ride Guides.

The Designated Smoking Area Policy took effect on May 1.

- c) **Maintenance Report** – Alan Parrish reported the four Opus buses and old equipment have been sold to Purple Wave. An Opus Bus Retirement Party will be held on May 24 with a hotdog cookout for staff.
- d) **Bikeshare Report** – Karl Fundenberger reported that the Bikeshare Workgroup held a conference call recently to discuss strategies for dealing with the vendor on the red paint issue.

Recent Activity – Last Friday was the Robinson Middle School bike ride. Last Saturday, the last two sets of bike racks were installed at Topeka High and Hope Street Academy. On Sunday, TMB cleared 4K sign ups since launch. Next week is Bike to Work Week with a day designated for coffee and donuts on the Shunga Trail.

6. COMMITTEE REPORTS

- a) **Finance Committee** – Rodd Miller was absent. The group held a FY 2018 budget discussion.
- b) **Planning Committee** - Jim Ogle reported dates are set to go to the Transit Authority of River City (TARC) in Louisville, KY. The group will tour/visit on June 8/9. The main interest will be the electric buses, with discussion also of the workforce route they have with FedEx.

7. OLD BUSINESS – None.

8. NEW BUSINESS

- a) Smoking policy – Took effect May 1.

Rodd Miller made a motion to adopt the policy as it applies to all employees and customers. Motion seconded by Beverly Hall; motion carried unanimously.

- b) South Topeka Workforce Route (SOTO) – Adam Weigel has been working on this project since November 2016. He has reached out to the Kanza Fire Development businesses that were previously polled in 2012. The shift work and working hours of employees at the SOTO businesses is not consistent. An all-day transit service to the area would be costly for Topeka Metro.

WU Leadership Class students assisted Adam in compiling the data and putting together documentation for the project. Providing service 6-9am and 2-6pm is estimated at \$156K annually; utilizing contracted taxi service to fill in the gaps. There are three thousand people working in the SOTO.

Other options include Zip car and TMB bikeshare. Ms. Duffy and Mr. Weigel will have a meeting soon with GO Topeka Workforce Development to discuss further options.

- c) FY 2018 Officer Nominations – Jim Ogle will be the new board chair effective July 1.

10. GENERAL MANAGER REPORT

- a) Grant Proposal – Submitting the 2017 Low/No Emissions proposal to FTA. URS will assist. Will make the ask for one electric bus with 85-90% funding. Buses cost \$800K. Ms. Duffy will visit with Springfield and Columbia, MO transits regarding their two electric buses. More will be learned during the Louisville trip. Topeka Metro will look for partners in the electric bus endeavor.
- b) Fire Chief – Ms. Duffy met with the new fire chief Craig Duke. Chief Duke wants to continue to partner with Topeka Metro. We are considering defibrillators for QSS and the administrative office.

- c) TILRC – Ms. Duffy and Ms. Ensley met with the Topeka Independent Living Resource Center about partnering with them this summer for a Transportation Celebration.
- d) Shawnee County Area Advisory on Aging – Ms. Duffy met recently regarding multiple customers and providing dispatch service to them now that we have the REVEAL software system up and running. Plans are to meet again in July. The Jayhawk Area Agency in Aging and KDOT are both aware of this potential venture.
- e) Freedom Pass – Ms. Duffy reported Kansas City Transit followed our lead by implementing a Freedom Pass. Their rollout received notice in a national magazine.
- f) Kids Ride Free – Kids Ride Free started today and runs through August 15. The program is celebrating its 5th anniversary.
- g) IT Director – Ms. Duffy reported the interviews went well and several good candidates were considered. An offer of employment has been made, with the candidate undergoing background check. This position will be a member of management team.
- h) Bus Amenities – 21st and Chelsea and 17th and Wanamaker locations had concrete poured last week.

EXECUTIVE SESSION

- Jim Ogle made a motion for the board to recess into executive session at 4:43 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.

10. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 5:15pm.

Respectfully submitted,

Leisa Shepherd
Topeka Metro Board Secretary