



**Topeka Metro  
Board of Director's Minutes  
May 20, 2019**

<b>MEMBER'S NAME</b>	<b>ORGANIZATION</b>	<b>PRESENT / ABSENT / EXCUSED</b>
Jim Ogle, Chair	Topeka Metro	Present
Rodd Miller, Vice-Chair	Topeka Metro	Present
Jim Daniel	Topeka Metro	Present
Elsie Eisenbarth	Topeka Metro	Present
Beverly Hall	Topeka Metro	Present
Scott Tummons	Topeka Metro	Present
Dr. Alan Bearman	Topeka Metro	Absent (Excused)

<b>Staff/Visitors</b>	<b>ORGANIZATION</b>	<b>PRESENT / ABSENT / EXCUSED</b>
Denise Ensley, Interim General Manager/COO	Topeka Metro	Present
Chip Falldine, CFO	Topeka Metro	Present
John Cassidy, General Counsel	Topeka Metro	Present
Edwin Rothrock, Director of Planning	Topeka Metro	Present
Keri Renner, Director of Marketing and Communications	Topeka Metro	Absent (Excused)
Jared Culbertson, Director of Information Technology	Topeka Metro	Absent (Excused)
Terri Miller, Director of Human Resources	Topeka Metro	Absent (Excused)
Alan Parrish, Director of Facilities & Maintenance	Topeka Metro	Present
Mike Spadafore, Director of Mobility Management	Topeka Metro	Present
Karl Fundenberger, Director of Bicycle Operations	Topeka Metro	Present
Leisa Shepherd, Board Secretary	Topeka Metro	Present

<b>TOPIC</b>	<b>KEY DISCUSSION</b>	<b>RECOMMENDED ACTION / STATUS</b>	<b>PERSON RESPONSIBLE</b>
<b>Call to Order</b>	Chair Ogle called the meeting to order at 3:15pm.		Jim Ogle
<b>Consent Agenda Minutes</b>	Minutes from the April 15, 2019 and May 10, 2019 meetings	Jim Daniel moved and Elsie	Jim Ogle

	were reviewed.	Eisenbarth seconded the motion to approve the consent agenda. The motion was unanimously approved.	
<b>Public Comment</b>	No public comment.		
<b>Interim General Manager Report</b>			Denise Ensley
Bus Operator Class	Six new bus operators started training on May 13 <sup>th</sup> consisting of two weeks classroom, followed by in-the-seat training.		
Accountant Position	Accountant Richard Appelhanz started his position with Topeka Metro on May 13th.		
Union Updates	The ATU International president recently passed away, with long-term member Javier Perez slated to be the new president. The Topeka Metro union made request to start negotiations early in either October or November. The Current contract expires in May 2020. Two 2018 grievances outstanding; awaiting status update from local ATU President Efren Mazas.		
Staff Training	Mandatory staff training will be held June 12/13 on personal finance and professional work environment topics.		
USD 501 Student Passes	In preparation for the upcoming school year, Topeka Metro proposed 2,000 student passes for 2019/20. USD 501 submitted a counter-offer for 1,600 passes and payment of the approximate \$6K printing costs. A finalized agreement will require USD 501 board approval at a future meeting.	Motion: Rodd Miller moved and Jim Daniel seconded the motion to accept the USD 501 counter-offer as presented. The motion was unanimously approved.	
Mars Fund	A recent article regarding Mars indicates they have a fund to assist with quality of life in the Topeka community. It may be those dollars are part of a payment agreement of which no decision has yet been made. It is thought JEDO could be contacted by the board for clarification.		
Bio-fuel Inquiry	The City Manager's office received an inquiry about Topeka	The board approves of Topeka	

<p>Aquatic Shuttle</p> <p>Promotions</p> <p>Employee Picnic</p> <p>Election of Board Officers</p> <p>Employee Service Awards</p>	<p>Metro’s consideration of using biofuel in the future. Kelly Baker with the City Manager’s office recently called requesting information from Topeka Metro.</p> <p>Topeka Metro will not be providing free rides this summer to the Midwest Health Aquatic Center.</p> <p>Upcoming/ongoing promotions include Seniors Ride Free, Kids Ride Free, Dump the Pump (June 20<sup>th</sup>), Deer Creek Reading Route (free shuttle Tuesdays during the summer).</p> <p>The annual employee picnic will be held on June 23<sup>rd</sup> from noon to 4pm at the Gage Park shelter house adjacent to the Topeka Zoo.</p> <p>The election for FY2020 board members will take place at the June 17<sup>th</sup> board meeting.</p> <p>Employee service awards will be presented at the July 15<sup>th</sup> board meeting.</p>	<p>Metro disseminating information on this matter.</p>	
<p><b>Finance Report</b> Financials as of 4/30/19</p> <p>Bus RFP Contract</p> <p>Triennial Review</p> <p>Medical Transport FTA Letter</p>	<p>Chip Falldine presented the April finance reports.</p> <p>Plan to award the Bus RFP contract at the July 15<sup>th</sup> board meeting. RFP was posted on the Topeka Metro website today.</p> <p>Triennial review is scheduled for July 25/26.</p> <p>Recent discussions were held with Stormont-Vail to be the first medical vendor in the for-profit health-care provider (HCP) medical transportation service. Topeka Metro will transport patients released from the hospital or a medical procedure that do not have a safe, reliable way to get home. Should FTA grant</p>	<p>Motion: Jim Daniel moved and Rodd Miller seconded the motion to accept the finance report as presented. The motion was unanimously approved.</p> <p>Request will be made for anticipated patient utilization numbers from Stormont-Vail to assist with manpower preparation. Upon final FTA</p>	<p>Chip Falldine</p>

<p>Approve Bus Technology RFP</p> <p>Award Wal-Mart Bus Stop Pad Contract</p>	<p>approval for the service, federal funds may not be utilized and transport vehicles must not display Topeka Metro signage. Other medical vendors could be approached about the service in the future. Due to a limited number of available vehicles the project is on hold; a letter to FTA Region 7 will be submitted to have approval process started.</p> <p>Brief discussion of the RFP.</p> <p>Conroy Contractors, Inc. was the sole bidder on this project. Discussion of optional items to the contract: bollards, solar light and retaining wall.</p>	<p>approval, Stormont-Vail will be notified the service will start after the arrival of the new Topeka Metro General Manager.</p> <p>Motion: Rodd Miller moved and Jim Daniel seconded the motion to approve the RFP as presented. The motion was unanimously approved.</p> <p>Motion: Rodd Miller moved and Beverly Hall seconded the motion to award the contract to Conroy Contractors, Inc. to include the addition of a solar light base. The motion was unanimously approved.</p>	
<p><b>Departmental Reports</b> Planning/Ridership</p>	<p>USD 501 ridership is back up to normal counts. Freedom Pass ridership has rebounded; up 50% from March's count. Paratransit ridership is at the highest level in over two years. Capitol City Taxi provided 55% of the total paratransit trips. Total ridership FY year-to-date is up 3.2% compared to a year ago. SOTO/NETO: 312 rides lost due to Mars termination in the SOTO program but only down 120 rides total. NETO numbers remain steady. Chair Ogle requested NETO ridership by month format so it mirrors SOTO's report. Chair Ogle inquired about Capitol City's capacity limits for providing rides, and asked Mobility Manager to meet with transportation partners and Capitol City Taxi in near future. The City Planning Department is considering update to the sign ordinance. Bus shelter advertising may be affected; buses are exempt. Update appears to indicate public or private right of way signs may be prohibited; all Topeka Metro benches/shelters are in right of way. General Counsel John Cassidy to research proposed</p>		<p>Edwin Rothrock</p>

<p>Operations Maintenance Bikeshare</p>	<p>update and provide findings to the board.</p> <p>Report as submitted. Report as submitted. Bikeshare numbers are up with the best April numbers since 2015 inception of TMB program. Twenty-five bike parking locations have been added each year totaling 200 so far. Since 2015, the City has put bikeways in place and the County has added trails. TMB is integrated into Momentum 2022. If future development of a Riverwalk should happen, parking pads could easily be constructed. Contact has been made with several transit bikeshare programs and also SOBI/UBER/JUMP to continue service to TMB bikes once the GPS/operating software is no longer supported at year's end.</p>		<p>Denise Ensley Alan Parrish Karl Fundenberger</p>
<p><b>Committee Reports</b> Finance Planning</p>	<p>Nothing to report. Nothing to report.</p>		<p>Rodd Miller Jim Ogle</p>
<p><b>Continuing Business</b></p>	<p>None.</p>		
<p><b>New Business</b> Title VI Program Update Approval</p> <p>Interim GM Thank You</p>	<p>Overview of the FY2016-18 program. The civil rights program is required to be updated every three years. Topeka Metro has had no complaints during the three-year reporting period.</p> <p>Chair Ogle asked that written record be made of him publicly thanking Denise Ensley for the excellent communication with the board during this transition period.</p>	<p>Motion: Scott Tummons moved and Elsie Eisenbarth seconded the motion to approve the Title VI program update as presented. The motion was unanimously approved.</p>	<p>John Cassidy</p> <p>Jim Ogle</p>
<p><b>Executive Session</b></p>	<p>Discuss matters of non-elected personnel in order to discuss individually identifiable employees.</p>	<p>Motion: Elsie Eisenbarth moved and Jim Daniel seconded the motion to adjourn into Executive Session at 4:56pm. The motion was</p>	<p>Jim Ogle</p>

		unanimously approved. The open meeting to resume at 5:15pm.	
<b>Resume Open Meeting</b>	Executive Session ended at 5:14pm and open meeting resumed.		Jim Ogle
<b>Adjourn</b>	Chair Ogle adjourned the meeting at 5:14pm.		

Respectfully Submitted,

Leisa Shepherd, Board Secretary