



**Topeka Metro
Board of Director's Minutes
April 15, 2019**

MEMBER'S NAME	ORGANIZATION	PRESENT / ABSENT / EXCUSED
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	Present

Staff/Visitors	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Susan Duffy, General Manager	Topeka Metro	Present
Chip Falldine, CFO	Topeka Metro	Present
Denise Ensley, COO	Topeka Metro	Absent (Excused)
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	Absent (Excused)
Karl Fundenberger, Director of Bicycle Operations	Topeka Metro	Present
Leisa Shepherd, Board Secretary	Topeka Metro	Present
Andy Fry, Special Project Engineer	Topeka Metro	Present

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
Call to Order	Chair Ogle called the meeting to order at 3:15pm.		Jim Ogle
Consent Agenda Minutes	Minutes from the March 18, 2019 and April 2, 2019 meetings were reviewed.	Jim Daniel moved and Elsie Eisenbarth seconded the	Jim Ogle

		motion to approve the consent agenda. The motion was unanimously approved.	
Public Comment	No public comment.		
General Manager Report			Susan Duffy
Ribbon Cutting – Downtown Community Police Office	There will be a ribbon cutting ceremony on April 18 th to unveil the Downtown Community Police Office at the Topeka Metro Quincy Street Station. Officer Wilson will be the officer in charge of the community police office.		
TMB Four Year Anniversary	Topeka Metro Bikes is celebrating its four-year anniversary. TMB has a monthly subscription with SOBI/Uber. Recently notified by SOBI/Uber that they will no longer be supporting TMB bicycles starting January 2022 as they are transitioning to 5G, and our current bikes are 3G. There will be no connectivity due to the different networks. Karl Fundenberger, Bikeshare Director is checking with other transits in the same situation regarding their future plans for existing bikes. The TMB contract with Capitol Federal expires December 31, 2021.		
Finance Report Financials as of 3/31/19	Chip Falldine presented the March finance reports.	Motion: Rodd Miller moved and Elsie Eisenbarth seconded the motion to accept the finance reports as presented. The motion was unanimously approved.	Chip Falldine
Grants Update	Federal Operating Grant FY19 just sent to Washington, DC. Should hear back soon. Started today on the bus technology bid document. This project must be advertised nationally since it is over \$250K. Will publish on May 20 th . Additional grant projects will commence over the course of the next two weeks. The procurement calendar will be updated soon to reflect activity.		
FY 2020 Budget	Four budget scenarios will be ready for board review later this week. City Manager will be contacted regarding Topeka Metro mill levy matter appearing on May 7 th agenda.		
Award Phase 8.4 Bus	Single bid received for this contract. Determined that single	Motion: Rodd Miller moved	

Stop Pads Contract	bidder Ben J. Schreiner Construction, LLC was responsive, responsible and reasonable in the submitted bid. Recommendation to award to single bidder.	and Jim Daniel seconded the motion to award Phase 8.4 bus stop pads contract to Ben J. Schreiner Construction, LLC. The motion was unanimously approved.	
QSS Roof Replacement Contract	KDOT made an exception and allowed 2 submitted bids for consideration instead of the required 3 bids. Recommendation to award bid to Triad as their bid is lowest and they provided good commercial references.	Motion: Elsie Eisenbarth moved and Scott Tummons seconded the motion to award QSS roof replacement contract to Triad. The motion was unanimously approved.	
Departmental Reports Planning/Ridership	USD 501 ridership low due to spring break. Flex rides down from February level but still above the FY monthly average of 65. Freedom Pass riders remain low, likely due to continued winter weather. Paratransit usage is flat. Capitol City Taxi rides continue to be low due to a lack of available drivers. Total FY YTD ridership is up 2.3% compared to a year ago. Final version of the Long Range Transit Plan was approved by MTPO on March 28 th and is posted on the Topeka Metro website. Topeka Metro should surpass 1.35M rides during FY 2019. SOTO numbers will be going down approximately 300 rides per month with the loss of Mars employees. Mars recently had a meeting for their employees letting them know it was the decision of Mars to cancel employee service in the SOTO route.		Edwin Rothrock
Operations Maintenance Bikeshare	Report as submitted. Report as submitted. TMB celebrating 4-year anniversary. 62K individual bike trips since April of 2015. 124K miles ridden, 6K members joined and almost 5M calories burned since inception of TMB program.		Denise Ensley Alan Parrish Karl Fundenberger
Committee Reports Finance	FY 2020 budget must be approved at June board meeting and is due to City of Topeka by first part of July.		Rodd Miller
Planning	Nothing to report.		Jim Ogle
Continuing Business Review of CY 2018 Bus Stop Pad Projects	Special Project Engineer Andy Fry presented information regarding bus stop pad projects for CY 2018. Topeka Metro's		Andy Fry

	goal was to have 100% accessible bus stops by 2020. Though good progress has been made, Topeka Metro may be unable to meet that goal but will continue to pursue grant funding for the remaining stops.		
New Business Employee Policy Review	Code of Ethics and Conduct, Shared Sick Leave Program and Social Media policies had recently been transmitted to the board electronically.		John Cassidy
Board Governance Training	Board Governance training was provided by legal counsel John Cassidy.		John Cassidy
Adjourn	Chair Ogle adjourned the meeting at 5:25pm.		

Respectfully Submitted,

Leisa Shepherd, Board Secretary