

**Meeting of the Board of Directors
TOPEKA METROPOLITAN TRANSIT AUTHORITY (TOPEKA METRO)
October 16, 2017 – 3:15 p.m.
Quincy Street Station - 820 SE Quincy St.**

1. ROLL CALL

PRESENT: Jim Ogle, Jim Daniel, Beverly Hall, Rodd Miller and Elsie Eisenbarth.

EXCUSED: Andy Vogel and Scott Tummons.

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

Meeting called to order at 3:16pm by Chair Jim Ogle.

2. EXTENSION REQUEST – NEIGHBORHOOD REVITALIZATION PROGRAM (NRP)

Bill Fiander, City of Topeka Planning Director appeared before the board and discussed the NRP which has been in existence since 1995 and expires on December 31, 2017. The City is proposing an extension of one year with no changes to boundaries. City Council has passed the extension. All taxing entities are being asked to consider approval. If approved, Mr. Fiander will appear before the board in June of 2018 to go over new boundaries as a result of the latest data added to the health map. For every dollar rebated in the program \$9 are invested.

Jim Daniel made a motion to continue the extension for CY 2018. Motion seconded by Rodd Miller; motion carried unanimously.

Discussion surrounded the FTA TIGER grant application and the parking lot north of the jail as a potential new location for Topeka Metro administrative and maintenance buildings. The lot currently houses city vehicles.

Starting January 1, 2018, the city will offer employees bus/bike as a benefit. General Manager Susan Duffy will meet with KDOT Secretary Carlson regarding state employees utilizing the benefit also.

3. APPROVAL OF MINUTES

Jim Daniel made a motion to accept the minutes from the September 18th, September 20th and October 6th meetings. Motion seconded by Elsie Eisenbarth; motion carried unanimously.

4. PUBLIC COMMENT – None.

5. ADMINISTRATIVE/FINANCE REPORT

a) September Finance Report

- September Finance Report – Mr. Falldine asked for questions/comments on the report.

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

- Procurement Board Training – Annual update of the training provided to the board by Mr. Falldine.
- Bus Stop Concrete Pads Phase 7.2 – Nine bus stops included in this phase. Preliminary price estimate from engineer of \$54K. Joe Conroy was the only bidder at \$61K. Topeka Metro’s engineer will determine if the bid is fair and reasonable.

Jim Daniel made a motion to accept the Conroy bid contingent upon engineer giving satisfactory resolution. Motion seconded by Beverly Hall. Chair Ogle dissented; motion carried 4 to 1.

- 14 Year Financial Projection – Mr. Falldine shared a report regarding projected deposits into capital reserves.

6. DEPARTMENTAL REPORTS

a) Bikeshare Report

- Washburn University accounting students presented their data collection project to the board which utilized Topeka Metro Bikes information. The project is being submitted into national competition as a dialogue session with the objective of publication. The study looked at red vs blue bikes available at hubs and physical differences of the two types of bikes. Weather data of the trips logged was studied. Area bike holds and riders were also studied.

Ms. Duffy would like the students to present information to Jim Martin, VP Administration and Treasurer for Washburn University as Topeka Metro has a proposal pending with WU for bus/bike pass option. Ms. Eisenbarth indicated that Westar may want to see the presentation as well.

- b) Ridership Report** – Ambulatory trips for Lift and taxi revenue hours appear to be high and data will be reviewed. USD 501 student ridership is 78% higher this September vs last September.

Ms. Duffy reported KDOT has a commuter grant application due January 2018. The board did not take action at this time.

Ms. Duffy reported Greyhound declined Topeka Metro’s offer with no counter offer.

- c) Operations Report** – Ms. Ensley reported 51 Lift applications were received last month; typically, 25 a month are received.

- d) Maintenance Report** – Mr. Parrish provided his monthly written report.

7. COMMITTEE REPORTS

- a) **Finance Committee** – Nothing to report.
- b) **Planning Committee** – Discussion of the December 8th Planning Forward event to be held at Avondale East.

8. OLD BUSINESS – None.

9. NEW BUSINESS – None.

10. GENERAL MANAGER REPORT

- a) Red Cross Heroes Awards – Three Topeka Metro employees will be honored at an upcoming luncheon for their handling of the situation of a woman held at gunpoint in a parking lot near a bus stop.
- b) WiFi Free Test – Free WiFi was provided on buses last week. IT Director Culbertson provided an update. Currently working on “Where’s My Bus” app as well.
- c) American Public Transit Association (APTA) Expo – Ms. Duffy and Mr. Weigel were able to meet a new company at the Expo in Atlanta that is analyzing Topeka Metro data. Also met with the Proterra electric bus staff who were excited about the October 24th Topeka Metro event. The BYD electric bus staff was also at the Expo and they will provide a date in November for their electric bus ride. A driverless electric shuttle was at the Expo and one may be in Topeka in March for the Kansas Public Transit Association (KPTA) Statehouse exhibit.
- d) Topeka High vs Topeka West Football Game – Mr. Fundenberger and Ms. Renner distributed ride information at the football game to parents.
- e) Pink in the Rink Hockey Game – Stormont-Vail will be hosting an event this Saturday at the Expocentre for breast cancer awareness and research. They are doing ½ wrap advertisings on three buses.

11. EXECUTIVE SESSION

Jim Ogle made a motion for the board to recess into executive session at 5:25 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 5:40 PM. The motion was seconded by Rodd Miller, and the motion passed unanimously.

At 5:40 PM the open meeting session resumed.

12. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 5:41pm.

Respectfully submitted,

Leisa Shepherd
Topeka Metro Board Secretary