



**Topeka Metro  
Board of Director's Minutes  
October 21, 2019**

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

<b>Staff/Visitors</b>	<b>ORGANIZATION</b>	<b>PRESENT / ABSENT / EXCUSED</b>
Bob Nugent, General Manager	Topeka Metro	Present
Denise Ensley, Interim General Manager/COO	Topeka Metro	Absent (Excused)
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 Maintenance & Facilities	Topeka Metro	Absent (Excused)
Mike Spadafore, Director of Mobility Management	Topeka Metro	Absent (Excused)
Leisa Shepherd, Board Secretary	Topeka Metro	Present
Beverly Schoonover, Topeka Metro Fixed Route Passenger		Present
Paul Darr, Topeka Metro Fixed Route Passenger		Present
Kristen Whitney, Nephrology Social Worker	DaVita Dialysis	Present
Donna Villalobos, Dialysis Patient		Present

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
<b>Call to Order</b>	Vice-Chair Miller called the meeting to order at 3:15pm.		Rodd Miller
<b>Consent Agenda Minutes</b>	Minutes from the September 16 and October 11, 2019 meetings were reviewed.	Jim Daniel moved and Beverly Hall seconded the motion to approve the minutes as presented. The motion was unanimously approved.	Rodd Miller
<b>Public Comment</b>  Paul Darr, Topeka Metro Passenger  Beverly Schoonover, Topeka Metro Passenger	Mr. Darr addressed the board stating he has issues with the 6:45am and 7:15am trips of the W 10th having so many students that he cannot ride and must wait for the 7:45am bus. The students are also standing which is a problem for Mr. Darr. He sometimes boards at QSS and some drivers will not let him continue riding past the outermost stop (Wal-Mart), while some drivers do. He reminded the board that he has asked on more than one occasion to have the W 6 <sup>th</sup> and Huntoon loop. He saw the media coverage of the La Colonia shelter ribbon cutting and praised Topeka Metro for the shelter at that location. He brought up the matter again of his payor being given information to get his reduced passes before the price increase on December 1.  Ms. Schoonover addressed the board contradicting Mr. Darr's statement about the 6:45am and 7:15am trips of the W 10 <sup>th</sup> . She indicated she has not had difficulty on those routes/trips. She reported the bus stops get cold in the winter and asked if some sort of heaters could be installed in the shelters. She also asked for consideration of enclosing the shelters completely. Last Thursday, she tried to board the W 10 <sup>th</sup> at Kansas Ave and the driver would not let her board, saying the bus was for kids only.		

<p>Kristin Whitney, Nephrology Social Worker for DaVita Dialysis</p> <p>Donna Villalobos, DaVita Dialysis Patient</p>	<p>Ms. Whitney addressed the board asking Topeka Metro to run south to the dialysis center at 3711 SW Wanamaker, less than one mile south of existing route(s). Currently, a dialysis patient’s cheapest transportation alternative costs \$15 per trip or up to \$90/week for the 3X per week treatments some patients need. Jim Daniel politely stated that DaVita chose the location on Wanamaker and knew it was not near a bus route. He also politely stated he is aware of DaVita’s earnings and feels the company can afford to subsidize the transportation of their patients. Ms. Whitney brought Donna Villalobos, a current dialysis patient with her to the board meeting. Ms. Whitney stated Ms. Villalobos and four additional patients at the Wanamaker location are affected by the transportation situation.</p> <p>Ms. Villalobos addressed the board indicating she will have to change treatment centers and providers due to the cost if Topeka Metro is not able to accommodate the request.</p>	<p>Jim Daniel stated Topeka Metro staff will review the matter in detail so that the board may make a determination on the request.</p>	
<p><b>General Manager Report</b></p>	<p>Mr. Nugent reported:</p> <ol style="list-style-type: none"> <li>1)Sixteen individual meet &amp; greet meetings held with staff;</li> <li>2)Attended the second monthly meeting of the bikeshare taskforce;</li> <li>3)Met with Chair Ogle and the funding partner at Capitol Federal. They wish to continue funding the bikeshare program and are hopeful that a solution can be found to allow the program to continue;</li> <li>4)Last week, attended the Intergovernmental Cooperation Council (ICC) meeting which had a presentation on “adultism” that showcased how adults setup rules that restrict youth from having access to things, which in turn leaves youth out of the loop. As a society, focus needs to be on engaging youths, not alienating them;</li> <li>5)Last week, attended the Urban Coordinated Council meeting;</li> <li>6)The La Colonia shelter ribbon cutting on October 15 was well attended including the Mayor and City Council member Sylvia Ortiz;</li> <li>7)Last Friday’s annual employee BBQ was another success. Denise Ensley and Elizabeth Manson did a wonderful job and everyone enjoyed the food.</li> </ol>		<p>Bob Nugent</p>

<p><b>Finance Report</b> Financials as of 9/30/19</p> <p>TrAMS Access for Bob Nugent</p> <p>HR Services Contract</p> <p>Approve Bus Stop Engineer RFQ</p>	<p>Chip Falldine presented the September finance report. Still no KPERS OPEB yet. Jim Daniel inquired if electric mid-size (airport sized) buses are available as an option to stretch our \$7M capital dollars for bus replacement. Joseph Ledbetter inquired if smaller, diesel fixed-route buses could be considered in the future for a cost savings.</p> <p>Board resolution for General Manager Bob Nugent to have access to federal website TrAMS for grant application submissions and to accept awards.</p> <p>Five bids were received, with 2 bidders excluded that did not requirements. Recommendation to award contract to HR Partners (they have served Topeka Metro the past 5 years). Their experience and quality of work are the most important factors.</p> <p>Current contract with CFS Engineering expires in March; hope to have something by January. There was only one bidder last time. The Engineer will receive \$50K for his work which is 7-8% of the total cost.</p>	<p>Motion: Jim Daniel moved and Joseph Ledbetter seconded the motion to accept the September finance report as presented. The motion was unanimously approved.</p> <p>Motion: Jim Daniel moved and Beverly Hall seconded the motion to accept the board resolution as presented. The motion was unanimously approved.</p> <p>Motion: Beverly Hall moved and Alan Bearman seconded the motion to award the HR services contract to HR Partners. The motion was unanimously approved.</p> <p>Motion: Beverly Hall moved and Jim Daniel seconded the motion to approve the bus stop engineer RFQ. The motion was unanimously approved.</p>	<p>Chip Falldine</p>
<p><b>Departmental Reports</b> Planning/Ridership</p>	<p>Edwin Rothrock reported the last three months have been the highest three ever for Freedom pass rides, each 1,000+. Fixed-route ridership for YTD FY 2020 is up 2.7% over last year. YTD FY 2020 paratransit ridership continues to trend 9% over FY 2019. Wheelchair trips continue to rise. Total YTD FY 2020 is 5,644, up 22% from FY 2019. USD 501 pass usage from July-September is 25,871, down 7% from FY 2019. Jim Daniel requested Lift schedulers make note over the next month</p>		<p>Edwin Rothrock</p>

<p>Operations Maintenance Bikeshare</p>	<p>what types of trips are being scheduled in an effort to discern what is driving up the increase in numbers of paratransit rides. Are trips medical, work-related or other? Alan Bearman requested that USD 501 principals be contacted in the spring of 2020 so that student pass information can be shared with parents/students in person at activities before the end of the school year. This is necessary to educate them since enrollment is now online and Topek Metro is no longer able to have a table at enrollment. Rodd Miller asked if Topeka Metro has adequate funds for SOTO/NETO routes through the end of the current contract period (December 11). There is adequate funding. The next JEDO meeting on December 11 will hopefully address the next phase of NETO. Bob Nugent will discuss the matter with Barbara Stapleton of GO Topeka.</p> <p>Report as submitted. Report as submitted. Report as submitted.</p>		<p>Denise Ensley Alan Parrish Chip Falldine</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> Employee Policy Review  KOMA/KORA Board Training  Risk Management Settlement  Wi-Fi on buses</p>	<p>Mr. Cassidy discussed recently updated policies: 1) Use of Information Technology; 2) FMLA.</p> <p>Mr. Cassidy provided brief KOMA/KORA training to the board.</p> <p>Mr. Cassidy reported the Topeka Metro offer was tentatively accepted but subject to Bankruptcy Trustee approval.</p> <p>Joseph Ledbetter inquired about a pilot project of Wi-Fi on a bus or two.</p>		<p>John Cassidy  John Cassidy  John Cassidy  Joseph Ledbetter</p>

<b>Adjourn</b>	Vice-Chair Miller adjourned the meeting at 4:37pm.		Rodd Miller
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Respectfully Submitted,

Leisa Shepherd, Board Secretary