



**Topeka Metro  
Board of Director's Minutes  
August 19, 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
Beverly Hall	Topeka Metro	Present
Scott Tummons	Topeka Metro	Present
Dr. Alan Bearman	Topeka Metro	Present

<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	Present
Jared Culbertson, Director of Information Technology	Topeka Metro	Present
Terri Miller, Director of Human Resources	Topeka Metro	Present
Alan Parrish, Director of Maintenance & Facilities	Topeka Metro	Present
Mike Spadafore, Director of Mobility Management	Topeka Metro	Present
Leisa Shepherd, Board Secretary	Topeka Metro	Present
Andy Fry, Special Projects Engineer	Topeka Metro	Present
Bob Nugent		Present
Paul Darr, Topeka Metro Fixed Route Passenger		Present
Brett Martin	United Way	Present
Brent Trout, City Manager	City of Topeka	Present
Walter Gill, Topeka Metro Lift Passenger		Present
Liz Gragg	Topeka JUMP	Present



<p>Paul Darr, Topeka Metro Passenger</p>	<p>work programs. JUMP recently met with Shawnee County Commissioners. Commissioner Cook has agreed to ask GO Topeka to fund the SOTO program in their 2020 budget. JUMP requests that SOTO &amp; NETO are sustained in the Topeka Metro budget and sustained with JEDO funding long-term. Requested a working meeting with Topeka Metro board/management staff after October 17 to be held with JUMP and GO Topeka. Chair Ogle thanked JUMP for their advocacy and indicated the requests will be considered in the upcoming weeks as Topeka Metro transitions to their new General Manager.</p> <p>Mr. Darr addressed the board indicating that on Saturday, August 10<sup>th</sup> he was dropped at the 10<sup>th</sup> &amp; Tyler location due to a detour and was forced to walk five blocks home.</p>	<p>Chair Ogle assured Mr. Darr the matter would be investigated with appropriate follow-up.</p>	
<p><b>Finance Report</b> Financials as of 7/31/19</p> <p>Award Environmental Services Contract</p> <p>Award Phase 8.5 Bus Stop Pad</p>	<p>Chip Falldine presented the July finance report. He then presented the preliminary FY 2019 finance report.</p> <p>Four vendors submitted bids. The evaluation committee recommends awarding the contract to Environmental Energy as their bid met all specifications and they had the lowest bid price.</p> <p>Two vendors submitted bids. The evaluation committee recommends awarding the contract to Joe Schreiner as his bid</p>	<p>Motion: Rodd Miller moved and Scott Tummons seconded the motion to accept the July finance report as presented. The motion was unanimously approved. Motion: Rodd Miller moved and Beverly Hall seconded the motion to accept the preliminary FY 2019 finance report as presented.</p> <p>Motion: Rodd Miller moved and Beverly Hall seconded the motion to award the environmental services contract to Environmental Energy. The motion was unanimously approved.</p> <p>Motion: Rodd Miller moved and Beverly Hall seconded the</p>	<p>Chip Falldine</p>

<p>Contract</p> <p>Award QSS Boiler Replacement (Ice Melt System) Contract</p> <p>Award Uniform &amp; Linen Service Contract</p> <p>Approve Bus Wash RFB</p> <p>Approve Bikeshare Connectivity RFB</p> <p>Approve On-call HR Consulting RFB</p>	<p>met all specifications and he had the lowest bid price.</p> <p>Four vendors submitted bids. The evaluation committee recommends awarding the contract to American Boiler as their bid met all specifications and they had the lowest bid price.</p> <p>Five vendors submitted bids. Current vendor is Aramark. There have been numerous issues with service, responsiveness and invoicing during the recent 5-year contract with Aramark. Ameripride was the lowest bidder, but they are owned by Aramark and bid did not meet all specifications. The evaluation committee recommends awarding the contract to Unifirst as their bid met all specifications, they had the highest ranking and they had the second-lowest bid price.</p> <p>There are dollars available from FTA to assist with replacement cost. There are a couple of types of bus wash systems that bids could be received on for the replacement.</p> <p>The current fleet of 300 bikes in the bikeshare program need to be upgraded from the current 3G controllers to 4G or 5G cellular connectivity to be able to function in the future.</p> <p>On-call human resources consulting services are needed to support Topeka Metro's Human Resources Director, General Manager and Board of Directors.</p>	<p>motion to award the Phase 8.5 bus stop pad contract to Joe Schreiner. The motion was unanimously approved.</p> <p>Motion: Rodd Miller moved and Beverly Hall seconded the motion to award the boiler ice melt contract to American Boiler. The motion was unanimously approved.</p> <p>Motion: Rodd Miller moved and Beverly Hall seconded the motion to award the uniform and linen service contract to Unifirst. The motion was unanimously approved.</p> <p>Motion: Jim Daniel moved and Beverly Hall seconded the motion to approve the bus wash RFB. The motion was unanimously approved.</p> <p>Motion: Jim Daniel moved and Beverly Hall seconded the motion to approve the bikeshare connectivity RFB. The motion was unanimously approved.</p> <p>Motion: Jim Daniel moved and Rodd Miller seconded the motion to approve the on-call HR consulting RFB. The motion was unanimously</p>	
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		approved.	
<b>Winter Service Change</b> Public Meetings	Open-house format public meetings were held on August 1, 7 & 10 allowing members of the public to view presentation boards of proposed changes and ask questions of Topeka Metro staff. The meetings were well attended and included Lift passengers, Freedom Pass riders, staff from area agencies, City Council candidates, the City Manager and Topeka JUMP members. Public input was received through August 12, and a summary of all meetings and comments was provided to the board for review one week in advance. Chair Ogle thanked staff for their efforts in the process.		Denise Ensley
Fare Increases	Chair Ogle led discussion regarding proposed fare increases.	Motion: Jim Ogle moved and Jim Daniel seconded the motion to rescind all proposed fare increases. Discussion followed. The motion passed 5 to 1. Motion Amendment: Rod Miller moved and Beverly Hall seconded the motion to rescind all proposed fare increases except the 31-day reduced pass which will increase from \$25 to \$35 on December 1 <sup>st</sup> . Discussion followed. The amended motion was unanimously approved.	
Service Reductions	1. Chair Ogle led discussion regarding peak service reductions.	Motion: Rodd Miller moved and Beverly Hall seconded the motion to approve the proposed peak service trip reductions. The motion was unanimously approved.	

Bikeshare	<p>2. Chair Ogle led discussion regarding elimination of the last hour of all fixed route and Lift service. Other transportation options discussed for covering the last hour of service to transport riders. Staff tasked with exploring options and having information for board to vote on at September committee meeting.</p> <p>Chair Ogle led discussion regarding bikeshare continuation solution possibilities. Should the program continue under Topeka Metro authority after December 1, it will be necessary to increase fees.</p>	<p>Motion: Jim Daniel moved and Rodd Miller seconded the motion to rescind the last hour of service effective December 1st. The motion was unanimously approved.</p> <p>Motion: Jim Ogle moved and Jim Daniel seconded the motion to double all Topeka Metro Bikes fees (daily, hourly, annual) effective December 1. The motion was unanimously approved.</p>	
<b>4:30pm</b>	Chair Ogle and board member Scott Tummons had to leave the meeting.	Vice-Chair Miller led the meeting.	Rodd Miller
<b>Committee Reports</b>			
Finance	Nothing to report.		Rodd Miller
Planning	Andy Fry made a presentation to the board on electric bus procurement criteria.		Andy Fry
<b>Interim General Manager Report</b>			Denise Ensley
Triennial Review	Triennial review on July 25/26 was a success. There were only three minor findings – two in procurement and one in DBE.		
Zero/Low Emission Bus Grant	Topeka Metro awarded a grant for over \$1.7M for the purchase of three zero or low emission buses. Senator Moran’s office sent out a press release on July 25 announcing the award.		
Proclamation - National Night Out	On August 2, Governor Kelly signed a Proclamation for the National Night Out event. Operations Supervisor Ray Hazzard represented Topeka Metro at the event. At this year’s event, Topeka Metro had one VIP tour bus and seven stationary neighborhood “stuff-the-bus” vehicles.		

SOTO/NETO Happenings	Home Depot has opted out of the SOTO program effective August 4. Meanwhile, US Foods has expressed interest in joining the NETO program effective September 1.		
SWAT Training Exercise	On August 9, TPD's SWAT unit performed a training exercise using one of Topeka Metro buses performing active shooter and hostage crisis scenarios.		
USD 501 Student Passes	Passes arrived on time, were tested and then delivered on August 5. Operations supervisors and staff provided how to ride training for all freshmen on their first day of classes on August 13. Supervisors will also have an information table at the school's open house. It was not necessary to extend the Kids Ride Free promo since the passes arrived on time this year.		
Wichita Technical Institute	Ms. Ensley and Topeka Metro staff provided two hands-on how to ride sessions for Wichita Tech students on August 15. Topeka Metro now has an MOU with Wichita Tech for their students to ride bus and bike for one year.		
Promos & Events	Kids Ride Free ended August 15. Secretary of Transportation Julie Lorenz will be at the Capitol Plaza Hotel on Aug 26. All Topeka Metro services and facilities will be closed on Labor Day September 2. Midwest Transit Conference is in Kansas City September 11-13. Kansas Bus Roadeo is September 29 in Lawrence and Topeka Metro has three operators registered.		
<b>Continuing Business</b>	None.		
<b>New Business</b> Wichita Transit - Proterra	Vice-Chair Miller reported that Wichita Transit is scheduled to receive four Proterra electric buses in October. It would be beneficial to see the buses in operation and obtain information about the process from Wichita Transit staff.	Vice-Chair Miller requested Ms. Ensley arrange a Wichita site visit in the near future. A couple Topeka Metro board members and appropriate staff will attend.	Rodd Miller
<b>Departmental Reports</b> Planning/Ridership	Edwin Rothrock reported full-fare rides for July 2019 were below July 2018 full-fare rides by 1% and above July 2017 full-fare rides by 3%. Fixed-route ridership is the highest for July in		Edwin Rothrock/ Mike Spadafore

<p>Operations Maintenance Bikeshare</p>	<p>the last 10 years. July 2019 paratransit ridership is up 14% over July 2018. Wheelchair trips continue to rise. Six-month average has risen 21% since July 2018. Wheelchair trips as percentage of Lift trips: 2019-88%, 2018-84%, 2017-81%. Kids Ride Free total this summer – 35,207; up 11% from 2018. The Paratransit work group needs to schedule a meeting in the near future to discuss purchasing new paratransit vehicles.</p> <p>Report as submitted. Report as submitted. Report as submitted.</p>		<p>Denise Ensley Alan Parrish Chip Falldine</p>
<p><b>Adjourn</b></p>	<p>Vice-Chair Miller adjourned the meeting at 4:50 pm.</p>		

Respectfully Submitted,

Leisa Shepherd, Board Secretary