



**Topeka Metro
Board of Director's Minutes
November 18, 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
Beverly Hall	Topeka Metro	Present
Scott Tummons	Topeka Metro	Present
Dr. Alan Bearman	Topeka Metro	Present
Joseph Ledbetter	Topeka Metro	Present

Staff/Visitors	ORGANIZATION	PRESENT / ABSENT / EXCUSED
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	Present
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
Paul Darr, Topeka Metro Fixed Route Passenger		Present
Bill Fiander, Planning & Development Director	City of Topeka	Present
Doug Gerber, Deputy City Manager	City of Topeka	Present
Mark Wilkerson	IMA	Present
Shelly Lillibridge	IMA	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 October 21, 2019 meetings were reviewed.	Jim Daniel moved and Joseph Ledbetter seconded the motion to approve the minutes as presented. The motion was unanimously approved.	Jim Ogle
Riverfront Project	Bill Fiander, City of Topeka Planning & Development Director and Doug Gerber, Deputy City Manager provided an update on the Riverfront (RF) Project. Topeka Metro is a stakeholder in the project and its maintenance and administrative buildings are in the River South District of the project. Mayor De La Isla has created a Riverfront Advisory Council and they are the steering committee for the RF Project. Mr. Fiander encouraged the board to meet with the advisory council in the near future to be part of the process and fully engaged.		
Public Comment Paul Darr, Topeka Metro Passenger	Mr. Darr addressed the board stating he is not allowed to take a rolling tub on the bus that is longer than 2 feet in length. Current policy prohibits items longer than 2 feet from being put in the aiseways of the bus. He asked about the upcoming route changes effective December 1 and was told there is a posting in the Quincy Street Station lobby of the changes. He again mentioned school kids not letting him have a seat on the buses he rides.	Jim Daniel asked Mr. Darr to bring these concerns to the attention of Operations supervisors so they are aware and can assist him in a timely manner.	
Insurance Renewals all Policies	Mark Wilkerson with IMA presented policy renewal information to the board for all policies that Topeka Metro has in place. Workman's Compensation rating is 12% better than peer transit organizations in the Midwest which is excellent. Carriers provided favorable renewal rates so that it was not necessary to go out into the market place for rates.	Jim Daniel moved and Joseph Ledbetter seconded the motion to accept proposed premiums for all policies. The motion was unanimously approved.	

<p>2020 Employee Health Insurance Plan</p>	<p>Shelly Lillibridge with IMA presented the proposed health insurance plan information. Joseph Ledbetter requested that the board have a future discussion regarding an employee wellness component for health insurance benefits.</p>	<p>Rodd Miller moved and Alan Bearman seconded the motion to accept the proposed health insurance premiums. The motion was unanimously approved.</p>	
<p>General Manager Report</p>	<p>Mr. Nugent reported: 1)He has been riding bus routes. Management team will be doing this also in the near future; 2)Has attended several meet and greets the last two weeks with community stakeholders; 3)Recently attended the Homeless Task Force meeting; 4)Recently attended the second bikeshare taskforce meeting where solutions are continuing to be explored for the program. He has been in contact with vendors and has asked Washburn University's School of Business to look at the bikeshare data. The Taskforce will meet again the week of December 9th; 5)The Double Map technology was recently installed in the buses and training for operations staff will start on Saturday of this week. Full implementation of the program will start in 2020. A users group for the technology is being created; 6)Seven bus shelters have been shot out recently. Legal is working with TPD.</p>		<p>Bob Nugent</p>
<p>Finance Report Financials as of 10/31/19</p> <p>Award Bus Wash Replacement Contract</p>	<p>Chip Falldine presented the October finance report.</p> <p>The present bus wash system is 35 years old. Recommendation to award contract to Westmatic Corporation.</p>	<p>Motion: Jim Daniel moved and Beverly Hall seconded the motion to accept the October finance report as presented. The motion was unanimously approved.</p> <p>Motion: Rodd Miller moved and Alan Bearman seconded the motion to award the bus wash replacement contract to Westmatic Corporation. The motion was unanimously</p>	<p>Chip Falldine</p>

<p>Award Bus DVR Replacement Contract</p> <p>Approve Bus Bench RFB</p>	<p>Five bids received. Recommendation to award contract to Safety Vision, LLC.</p> <p>Topeka Metro needs to purchase a maximum of 150 benches over the next 5 years.</p>	<p>approved.</p> <p>Motion: Rodd Miller moved and Jim Daniel seconded the motion to award the bus DVR replacement contract to Safety Vision, LLC. The motion was unanimously approved.</p> <p>Motion: Scott Tummons moved and Beverly Hall seconded the motion to approve the bus bench RFB as presented. The motion was unanimously approved.</p>	
<p>Board Member Exit</p>	<p>At 4:46pm, Dr. Alan Bearman had to leave the meeting for another commitment.</p>		
<p>Departmental Reports</p> <p>Planning/Ridership</p> <p>Operations</p> <p>Maintenance</p> <p>Bikeshare</p>	<p>Edwin Rothrock reported monthly Freedom Pass rides are averaging over 1,000 in FY 2020, up over 22% from FY 2019. Ride-throughs account for 79% of other non-revenue rides in FY 2020. Fixed-route ridership for YTD FY 2020 is up 2.3% over last year. Wheelchair trips continue to rise. Total YTD FY 2020 is 7,797, up 21% from FY 2019. USD 501 pass usage YTD FY 2020 is 41,556, down 7.9% from FY 2019. A map of CY 2019 bus stop improvements was presented to the board.</p> <p>Report as submitted.</p> <p>Report as submitted.</p> <p>Report as submitted.</p>		<p>Edwin Rothrock</p> <p>Denise Ensley</p> <p>Alan Parrish</p> <p>Chip Falldine</p>
<p>Committee Reports</p> <p>Finance</p> <p>Planning</p>	<p>Nothing to report.</p> <p>Board Planning Retreat on December 6th at Topeka Civic Theatre.</p>		<p>Rodd Miller</p> <p>Jim Ogle</p>

Continuing Business	None.		
New Business Dissolution of Security Benefit 457 Deferred Compensation Plan	Mr. Cassidy requested that the Security Benefit 457 deferred compensation plan be dissolved as there are no longer any participants in the plan.	Motion: Rodd Miller moved and Joseph Ledbetter seconded the motion to dissolve the plan. The motion was unanimously approved.	John Cassidy
Board Policy Review	Mr. Cassidy presented updated Notice of Public Meetings and Public Attendance & Comment at Board Meetings policies.	Motion: Jim Daniel moved and Scott Tummons seconded the motion to accept the updated policies as presented. The motion was unanimously approved.	John Cassidy
Risk Management Settlement	Mr. Cassidy reported the Topeka Metro offer was approved by the Bankruptcy Trustee on the Rosa L. case.	Motion: Joseph Ledbetter moved and Jim Daniel seconded the motion to move forward with the risk management settlement. The motion was unanimously approved.	John Cassidy
Executive Session	Have an attorney-client privileged consultation with Topeka Metro General Counsel to discuss pending legal matters and to discuss matters relating to employer-employee negotiations for purposes of possible discussions with ATU 1360.	Motion: Rodd Miller moved and Joseph Ledbetter seconded the motion to adjourn into Executive Session at 5:05pm. The motion was unanimously approved. The open meeting to resume at 5:15pm. At 5:15pm the open meeting session resumed. Rodd Miller made a motion to extend the Executive Session for 10 minutes, with the open	Jim Ogle

		meeting session to resume at 5:25PM. The motion was seconded by Jim Daniel, and the motion passed unanimously.	
Resume Open Meeting	Executive Session ended at 5:25pm and open meeting resumed.		Jim Ogle
Adjourn	Chair Ogle adjourned the meeting at 5:25pm.		Jim Ogle

Respectfully Submitted,

Leisa Shepherd, Board Secretary