Topeka Metro
Board of Director’s Minutes
May 20, 2019

MEMBER’S NAME | ORGANIZATION | PRESENT / ABSENT / EXCUSED
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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 | Absent (Excused)

Staff/Visitors
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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 | 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 | Present
Mike Spadafore, Director of Mobility Management | Topeka Metro | Present
Karl Fundenberger, Director of Bicycle Operations | Topeka Metro | Present
Leisa Shepherd, Board Secretary | Topeka Metro | Present

TOPIC | KEY DISCUSSION | RECOMMENDED ACTION / STATUS | PERSON RESPONSIBLE
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Call to Order | Chair Ogle called the meeting to order at 3:15pm. |  | Jim Ogle
Consent Agenda Minutes | Minutes from the April 15, 2019 and May 10, 2019 meetings | Jim Daniel moved and Elsie | Jim Ogle
<table>
<thead>
<tr>
<th><strong>Public Comment</strong></th>
<th>No public comment.</th>
<th>Eisenbarth seconded the motion to approve the consent agenda. The motion was unanimously approved.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Interim General Manager Report</strong></td>
<td></td>
<td>Denise Ensley</td>
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<tr>
<td><strong>Bus Operator Class</strong></td>
<td>Six new bus operators started training on May 13th consisting of two weeks classroom, followed by in-the-seat training.</td>
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<tr>
<td><strong>Accountant Position</strong></td>
<td>Accountant Richard Appelhanz started his position with Topeka Metro on May 13th.</td>
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<td><strong>Union Updates</strong></td>
<td>The ATU International president recently passed away, with long-term member Javier Perez slated to be the new president. The Topeka Metro union made request to start negotiations early in either October or November. The Current contract expires in May 2020. Two 2018 grievances outstanding; awaiting status update from local ATU President Efren Mazas.</td>
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<td><strong>Staff Training</strong></td>
<td>Mandatory staff training will be held June 12/13 on personal finance and professional work environment topics.</td>
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<td><strong>USD 501 Student Passes</strong></td>
<td>In preparation for the upcoming school year, Topeka Metro proposed 2,000 student passes for 2019/20. USD 501 submitted a counter-offer for 1,600 passes and payment of the approximate $6K printing costs. A finalized agreement will require USD 501 board approval at a future meeting.</td>
<td>Motion: Rodd Miller moved and Jim Daniel seconded the motion to accept the USD 501 counter-offer as presented. The motion was unanimously approved.</td>
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<td><strong>Mars Fund</strong></td>
<td>A recent article regarding Mars indicates they have a fund to assist with quality of life in the Topeka community. It may be those dollars are part of a payment agreement of which no decision has yet been made. It is thought JEDO could be contacted by the board for clarification.</td>
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<td><strong>Bio-fuel Inquiry</strong></td>
<td>The City Manager’s office received an inquiry about Topeka</td>
<td>The board approves of Topeka</td>
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<td><strong>Aquatic Shuttle</strong></td>
<td>Metro’s consideration of using biofuel in the future. Kelly Baker with the City Manager’s office recently called requesting information from Topeka Metro.</td>
<td>Metro disseminating information on this matter.</td>
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<td><strong>Promotions</strong></td>
<td>Topeka Metro will not be providing free rides this summer to the Midwest Health Aquatic Center.</td>
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<td><strong>Employee Picnic</strong></td>
<td>Upcoming/ongoing promotions include Seniors Ride Free, Kids Ride Free, Dump the Pump (June 20th), Deer Creek Reading Route (free shuttle Tuesdays during the summer).</td>
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<td><strong>Election of Board Officers</strong></td>
<td>The annual employee picnic will be held on June 23rd from noon to 4pm at the Gage Park shelter house adjacent to the Topeka Zoo.</td>
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<td><strong>Employee Service Awards</strong></td>
<td>The election for FY2020 board members will take place at the June 17th board meeting.</td>
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<td><strong>Employee Service Awards</strong></td>
<td>Employee service awards will be presented at the July 15th board meeting.</td>
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<tr>
<td><strong>Finance Report</strong></td>
<td>Employee service awards will be presented at the July 15th board meeting.</td>
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<td><strong>Finance Report</strong></td>
<td>Chip Falldine presented the April finance reports.</td>
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<td><strong>Bus RFP Contract</strong></td>
<td>Motion: Jim Daniel moved and Rodd Miller seconded the motion to accept the finance report as presented. The motion was unanimously approved.</td>
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<td><strong>Triennial Review</strong></td>
<td>Motion: Jim Daniel moved and Rodd Miller seconded the motion to accept the finance report as presented. The motion was unanimously approved.</td>
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<td><strong>Medical Transport FTA Letter</strong></td>
<td>Chip Falldine</td>
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### Approve Bus Technology RFP

Approval for the service, federal funds may not be utilized and transport vehicles must not display Topeka Metro signage. Other medical vendors could be approached about the service in the future. Due to a limited number of available vehicles the project is on hold; a letter to FTA Region 7 will be submitted to have approval process started.

Brief discussion of the RFP.

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### Award Wal-Mart Bus Stop Pad Contract

Conroy Contractors, Inc. was the sole bidder on this project. Discussion of optional items to the contract: bollards, solar light and retaining wall.

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### Departmental Reports

#### Planning/Ridership

USD 501 ridership is back up to normal counts. Freedom Pass ridership has rebounded; up 50% from March’s count. Paratransit ridership is at the highest level in over two years. Capitol City Taxi provided 55% of the total paratransit trips. Total ridership FY year-to-date is up 3.2% compared to a year ago. SOTO/NETO: 312 rides lost due to Mars termination in the SOTO program but only down 120 rides total. NETO numbers remain steady. Chair Ogle requested NETO ridership by month format so it mirrors SOTO’s report. Chair Ogle inquired about Capitol City’s capacity limits for providing rides, and asked Mobility Manager to meet with transportation partners and Capitol City Taxi in near future. The City Planning Department is considering update to the sign ordinance. Bus shelter advertising may be affected; buses are exempt. Update appears to indicate public or private right of way signs may be prohibited; all Topeka Metro benches/shelters are in right of way. General Counsel John Cassidy to research proposed

Approval, Stormont-Vail will be notified the service will start after the arrival of the new Topeka Metro General Manager.

Motion: Rodd Miller moved and Jim Daniel seconded the motion to approve the RFP as presented. The motion was unanimously approved.

Motion: Rodd Miller moved and Beverly Hall seconded the motion to award the contract to Conroy Contractors, Inc. to include the addition of a solar light base. The motion was unanimously approved.

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**Edwin Rothrock**
**Operations Maintenance Bikeshare**

- Update and provide findings to the board.
- Report as submitted.
- Report as submitted.
- Bikeshare numbers are up with the best April numbers since 2015 inception of TMB program. Twenty-five bike parking locations have been added each year totaling 200 so far. Since 2015, the City has put bikeways in place and the County has added trails. TMB is integrated into Momentum 2022. If future development of a Riverwalk should happen, parking pads could easily be constructed. Contact has been made with several transit bikeshare programs and also SOBI/UBER/JUMP to continue service to TMB bikes once the GPS/operating software is no longer supported at year’s end.

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**Committee Reports**

- **Finance**
  - Nothing to report.
  - Nothing to report.

- **Planning**
  - Nothing to report.

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**Continuing Business**

- None.

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**New Business**

- **Title VI Program Update Approval**
  - Overview of the FY2016-18 program. The civil rights program is required to be updated every three years. Topeka Metro has had no complaints during the three-year reporting period.
  - Motion: Scott Tummons moved and Elsie Eisenbarth seconded the motion to approve the Title VI program update as presented. The motion was unanimously approved.

- **Interim GM Thank You**
  - Chair Ogle asked that written record be made of him publicly thanking Denise Ensley for the excellent communication with the board during this transition period.
  - Motion: Elsie Eisenbarth moved and Jim Daniel seconded the motion to adjourn into Executive Session at 4:56pm. The motion was

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**Executive Session**

- Discuss matters of non-elected personnel in order to discuss individually identifiable employees.

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- **Committee Reports**
  - Denise Ensley
  - Alan Parrish
  - Karl Fundenberger

- **Finance**
  - Rodd Miller

- **Planning**
  - Jim Ogle

- **Continuing Business**
  - None.

- **New Business**
  - John Cassidy

- **Title VI Program Update Approval**
  - Jim Ogle

- **Interim GM Thank You**
  - Jim Ogle

- **Executive Session**
  - Jim Ogle
unanimously approved. The open meeting to resume at 5:15pm.

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<tr>
<th>Resume Open Meeting</th>
<th>Executive Session ended at 5:14pm and open meeting resumed.</th>
<th>Jim Ogle</th>
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<tr>
<td>Adjourn</td>
<td>Chair Ogle adjourned the meeting at 5:14pm.</td>
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Respectfully Submitted,

Leisa Shepherd, Board Secretary