



**Topeka Metro
Board of Director's Minutes
August 20, 2018**

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
Elsie Eisenbarth	Topeka Metro	Present
Beverly Hall	Topeka Metro	Present
Scott Tummons	Topeka Metro	Present

Staff/Visitors	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Susan Duffy, General Manager	Topeka Metro	Present
Chip Falldine, CFO	Topeka Metro	Present
Denise Ensley, COO	Topeka Metro	Present
Edwin Rothrock, Director of Planning	Topeka Metro	Present
Leisa Shepherd, Board Secretary	Topeka Metro	Present

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
Call to Order	Jim Ogle, Chair, called the meeting to order at 3:15pm.		Jim Ogle
Consent Agenda Minutes	Minutes from July 16, August 6 and August 10, 2018 meetings were reviewed.	Motion: Jim Daniel moved and Scott Tummons seconded the motion to approve the consent agenda. The motion was unanimously approved.	Jim Ogle

Public Comment	No visitors wishing to give public comment.		
Finance Report Financials as of 7/31/18	Chip Falldine reported: 1)Auditors to perform audit the week of Sept. 17. 2)FY2018 accounting should be finalized the first week of September; awaiting an OPEB entry from the actuary. 3)Interest we receive on the capital reserve funds is increasing. 4)Solar light procurement RFP on September 17 agenda. 5) KDOT has not completed the grant application to the FTA and as a result Topeka Metro not able to proceed with allocated funds. 6)Roof replacement in spring 2019 anticipated. 7)Capital reserves transfer documentation distributed.	Motion: Jim Daniel moved and Scott Tummons seconded the motion to approve the finance report. The motion was unanimously approved.	Chip Falldine
Award Bus Shelter Contract	Staff evaluation committee recommends awarding bus shelter contract to Handi-Hut. Their shelters are very similar to existing shelters and good reports from their references.	Motion: Rodd Miller moved and Elsie Eisenbarth seconded the motion to award contract to Handi-Hut. The motion was unanimously approved.	
Departmental Reports Ridership/Planning	Edwin Rothrock reported: 1)Route extension began last Monday with positive feedback from several riders. 2)Long Range Transit Plan (LRTP) second Metro Quest survey live today. September 18 LRTP steering committee meeting and public open house at the Topeka & Shawnee County Public Library. AECOM will support both events and the September 17 board meeting. 3)Bus stop amenities discussions with Pioneer Group, BCBS and Knights of Columbus.		Edwin Rothrock
Operations	Denise Ensley reported two minor chargeable accidents for July.		Denise Ensley
Maintenance	Report as submitted.		Alan Parrish
Bikeshare	Report as submitted.		Karl Fundenberger
Committee Reports Finance	None to report.		Rodd Miller

Planning	Jim Ogle proposed moving November committee meeting date from Nov. 9 to Nov. 16.	All members in favor of the date change.	Jim Ogle
Old Business	None		
New Business			
Employee policy updates	Legal Counsel John Cassidy not present.	Agenda item for Sept. 17	John Cassidy
Board procurement Training	Chip Falldine provided procurement training. All purchases must be made at a fair/reasonable price with open competition with no perceived conflict of interest. FTA guidelines: up to \$10K micro purchase limit; up to \$250K small purchase limit. KDOT guidelines: up to \$5K micro purchase limit; \$50K small purchase limit.		Chip Falldine
General Manager Report			Susan Duffy
Shelter damages	Pictures distributed for recent damage to 10 th & Wanamaker and 21 st Street (Target) shelter. First was a driver medical issue and second was a hit and run in a stolen vehicle. Target shelter will be replaced. A Topeka Metro bike was destroyed.	A small, medium and large shelter will be ordered to have "on hand" for any future damaged sites.	
Union contract	Able to resolve remaining issues and the contract has been signed.	Contract will be printed/bound with the union sharing in the cost.	
Flood damage repair	Movers coming tomorrow, with construction commencing on Wednesday. Anticipate at least four weeks for repair construction.		
Executive Session	Discuss matters of nonelected personnel in order to discuss individually identifiable employees.	Motion: Rodd Miller moved and Elsie Eisenbarth seconded the motion to adjourn into Executive Session at 4:40pm. The motion was unanimously approved. The open meeting to resume at 5:10pm. At 5:10pm the open meeting session resumed. Rodd Miller made a motion to extend the Executive Session for 10 minutes, with the open meeting session to resume at 5:20PM. The motion was	Jim Ogle

		seconded by Elsie Eisenbarth, and the motion passed unanimously.	
Resume open meeting	Executive Session ended at 5:20pm and open meeting resumed.		Jim Ogle
Adjourn	Jim Ogle adjourned the meeting at 5:20pm.		

Respectfully Submitted,

Leisa Shepherd, Board Secretary