



**Topeka Metro
Board of Director's Minutes
November 26, 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 | Absent - Excused |
| Beverly Hall | Topeka Metro | Present |
| Scott Tummons | Topeka Metro | Present |
| Dr. Alan Bearman | Topeka Metro | Present |

| Staff/Visitors | ORGANIZATION | PRESENT / ABSENT / EXCUSED |
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| Susan Duffy, General Manager | Topeka Metro | Present |
| Chip Falldine, CFO | Topeka Metro | Present |
| Denise Ensley, COO | 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 |
| Karl Fundenberger, Director of Bicycle Operations | 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 |
| Welcome New Board Member | Chair Ogle welcomed Dr. Alan Bearman to the board. | | Jim Ogle |
| Consent Agenda | | | Jim Ogle |

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| Minutes | Minutes from October 15, 2018 meeting were reviewed. | Jim Daniel moved and Beverly Hall seconded the motion to approve the consent agenda. The motion was unanimously approved. | |
| Final Audit FY 2018 | Stacey Hammond of Berberich Trahan distributed the final FY 2018 audit reports to the board. Topeka Metro adopted the new accounting procedure GASB 75 this year. Everything went well with the audit procedures and management was transparent throughout the entire process. Special thanks to Chip Falldine and his finance staff for their excellent preparation and cooperation. | Jim Daniel moved and Alan Bearman seconded the motion to accept the FY 2018 final audit report as presented. The motion was unanimously approved. | |
| 2019 Insurance Coverage Review | Mark Wilkerson and Tracey Nash of IMA addressed the board via phone. Generally, proposed rates for the various insurance policies either remain the same or have slight reductions for 2019. Workers compensation has a 4% increase. | Rodd Miller moved and Beverly Hall seconded the motion to approval the insurance policy renewals as proposed by IMA. The motion was unanimously approved. | |
| Public Comment | No visitors wishing to give public comment. | | |
| General Manager Report | | | |
| Snow Storm | Shelters and Quincy Street Station snow removal started late yesterday afternoon. Coffee was provided to passengers today. Street safety has been an issue in key locations on major streets. Dr. Peek, Public Works Director for City of Topeka has been notified of areas. Topeka Metro met with City officials last month regarding snow/ice procedures. No accidents today. Operators and key staff were provided sandwich lunches today; maintenance staff will have theirs tomorrow. | | |
| Zero Chargeable Accidents | Topeka Metro has had three months in CY 2018 with no accidents. This credits Topeka Metro's safety rating. | | |
| ICS Training | All staff participated and completed the Incident Command System (ICS) training which included an online test. | | |
| Bird Scooters | Bird Scooters will be coming to Topeka soon. There is no state law for rented scooters. Information on Bird was shared with Washburn University and all school districts. | | |

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| <p>Safety Glass Film</p> <p>SOTO/NETO</p> <p>State Employee Annual Bus/Bike Passes</p> <p>Free Bus Rides</p> | <p>Bullet resistant film was installed in the administrative office reception area and General Manager’s office as a safety measure. Federal grant dollars covered 80% of the cost.</p> <p>On December 12th, Topeka Metro will go before JEDO to request funding for Phase 2 SOTO and Phase 1 NETO routes. Meetings were held with HR departments of the companies for both routes. A press release is drafted should the funding be approved.</p> <p>Met with Secretary Shipman of the Kansas Department of Administration. The state is reviewing the offer of an annual pass to state employees with an effective date of July 1st, 2019.</p> <p>Free fixed route bus rides offered last Saturday for Small Business Saturday and this Saturday for Remember Rosa. On a related note, Topeka Metro hopes to achieve 1.3M rides before year’s end.</p> | | |
| <p>Finance Report Financials as of 10/31/18</p> <p>Approve QSS Roof RFB</p> <p>Approve Ryan Building HVAC RFB</p> | <p>Chip Falldine presented the October financials.</p> <p>The Request for Bids (RFB) document for QSS roof replacement was discussed. The 50 year warranty timeframe for asphalt shingles was discussed.</p> <p>This RFB will publish in one week with bids due by January 10, 2019. The replacement should be able to be done before winter’s end.</p> | <p>Motion: Rodd Miller moved and Jim Daniel seconded the motion to accept the finance report as presented. The motion was unanimously approved.</p> <p>Motion: Rodd Miller moved and Beverly Hall seconded the motion to approve the QSS Roof RFB with the asphalt shingle 50 year warranty to be verified. The motion was unanimously approved.</p> <p>Motion: Scott Tummons moved and Alan Bearman seconded the motion to</p> | <p>Chip Falldine</p> <p>Chip Falldine</p> <p>Chip Falldine</p> |

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| Approve Maintenance Vehicle RFB | Approved by KDOT and will publish in three weeks. | approve the Ryan HVAC RFB document. The motion was unanimously approved. Motion: Jim Daniel moved and Scott Tummons seconded the motion to approve the maintenance vehicle RFB document. The motion was unanimously approved. | Chip Falldine |
| Approve 2019 Health Insurance | Medical insurance proposals from Blue Cross Blue Shield, Aetna and United Healthcare were discussed. The Aetna 50/50 coinsurance option would save Topeka Metro approximately \$135K annually with minimal changes to current employee coverage. Dental insurance proposals from Met Life and Delta Dental of Kansas were discussed. | Motion: Rodd Miller moved and Jim Ogle seconded the motion to proceed with the Aetna 50/50 coinsurance option. The motion was unanimously approved. Motion: Jim Daniel moved and Rodd Miller seconded the motion to proceed with the Delta Dental of Kansas option. The motion was unanimously approved. | Terri Miller Terri Miller |
| Departmental Reports Planning/Ridership Operations Maintenance Bikeshare | Report as submitted. Report as submitted. Report as submitted. Report as submitted. | | Edwin Rothrock Denise Ensley Alan Parrish Karl Fundenberger |
| Committee Reports Finance Planning | None to report. Long Range Transit Planning (LRTP) document was revised prior to tomorrow's LRTP steering committee meeting. | | Rodd Miller Jim Ogle |
| Continuing Business | None | | |
| New Business Approve Board Policy - Use of Topeka Metro Property | Legal Counsel John Cassidy briefly discussed the Use of Topeka Metro Property policy. | Motion: Jim Daniel moved and Beverly Hall seconded the motion to adopt the proposed policy. The motion was | John Cassidy |

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| | | unanimously approved. | |
| L RTP Update | In the interest of time, the scheduled board call with Jim Meyer with AECOM was deferred. | | |
| Executive Session | None. | | |
| Adjourn | Chair Ogle adjourned the meeting at 5:11pm. | | |

Respectfully Submitted,

Leisa Shepherd, Board Secretary