



**Topeka Metro
Board of Director's Minutes
September 17, 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

Staff/Visitors	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Susan Duffy, General Manager	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
Leisa Shepherd, Board Secretary	Topeka Metro	Present
Jim Meyer	AECOM	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 August 20, 2018 meeting were reviewed.	Motion: Rodd Miller noted a correction to the minutes as follows: <i>Executive Session - At 5:10pm the open meeting</i>	Jim Ogle

		<p><i>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 seconded by Elsie Eisenbarth, and the motion passed unanimously. Jim Ogle moved and Scott Tummons seconded the motion to approve the consent agenda with the correction to the minutes. The motion was unanimously approved.</i></p>	
Public Comment	No visitors wishing to give public comment.		
Presentation Long Range Transit Plan (LRTP) Phase I	Jim Meyer, AECOM presented on: 1)LRTP schedule. 2) Phone survey results. 3) MetroQuest Phase II survey. 4) What we are hearing. 5) Next steps. Final draft report should be ready in December with wrap-up and final plan adoption in January. The LRTP steering committee will meet tomorrow to perform technical analysis of survey results, discuss mobility issues/challenges and strategize ways to get the public to participate in the MetroQuest Phase II survey.		
Finance Report Financials as of 8/30/18	Chip Falldine reported: 1)Auditors started annual audit today. 2)Other Post-Employment Benefits (OPEB) report received. 3)FY 2018 financials in final draft; once audit is completed books will be closed out and final financials will be distributed to board. 4)KDOT Notice to Proceed for grant has been received, with the first bid document for intercom system at Quincy Street Station already submitted. 6)Statement of revenues/expenditures – LIFT service. \$13K of that is actually JEDO/SOTO. 5)Chair Ogle requested the depreciation deficit number be added to the board monthly finance report.	Motion: Jim Daniel moved and Scott Tummons seconded the motion to approve the finance report. The motion was unanimously approved.	Chip Falldine

Bike Racks Request for Bid	Staff evaluation committee recommends awarding bike racks contract to Dero and BikeKeeper. The bid prices are based on the purchase of 300 racks over 5 years.	Motion: Jim Daniel moved and Rodd Miller seconded the motion to award contract to Dero and BikeKeeper companies. The motion was unanimously approved.	
Departmental Reports Planning/Ridership	Edwin Rothrock reported: 1)SOTO riders are not counted in Topeka Metro ridership as they do not meet FTA criteria. 2)FLEX numbers are low and as it is considered a coverage service, not a failure. It is a virtual service; demand response. Three other FLEX areas being considered – Southwest, North and Avondale East. FLEX will be under review for continuation. 3)Nighttime ADA taxi service – 2 rides over the weekend. Very early stages of the service process. Information on Topeka Metro website, Community Resources Council and all nonprofits received a flyer about the service. 4)Revenue hours and revenue miles reporting is required by FTA. Rodd Miller requested MPH be added to the monthly board report. Following discussion, the revenue hours and revenue miles will continue to be monitored/reported for FTA purposes but removed from the monthly board report. 5)Largest ridership month in the last 7 years for service was the month of August 2018.		Edwin Rothrock
Operations	Report as submitted.		Denise Ensley
Maintenance	Report as submitted.		Alan Parrish
Bikeshare	Report as submitted.		Karl Fundenberger
Committee Reports Finance Planning	None to report. None to report.		Rodd Miller Jim Ogle
Continuing Business	None		
New Business CY 2019 Board/committee meeting dates	Proposed meeting dates for the upcoming year previously distributed to the board.	Motion: Rodd Miller moved and Jim Daniel seconded the motion to accept the CY 2019 meeting dates. The motion	Jim Ogle

Employee policy updates	Legal Counsel John Cassidy briefly discussed 3 employee policies: 1)Key fob. 2)Professional appearance. 3)Jury, court, witness attendance.	was unanimously approved.	John Cassidy
General Manager Report Staff thanks VA/Community Action Topeka JUMP Joint Legislative Transportation Task Force Stormont-Vail Bus wrap Topeka Capital Journal Flood damage update Medicare/Medicaid	Several “behind the scenes” examples of recent projects underway/completed for Topeka Metro where existing staff is being utilized. Everyone is very busy and Susan appreciates their extra efforts. The Mobile ID ribbon cutting ceremony was well attended. This public service to our veterans is a wonderful addition to the community. Recent meeting where the unfortunate news of no additional funding was shared for the SOTO route. Susan testified at the recent hearing in Kansas City. Limited funds available for multimodal transportation. Focus mostly on rural transit and highways. Provided information to them on Topeka Metro Bikes, SOTO and night taxi service. Six bus stop amenities they are considering. It will be taken to their Executive Committee for decision. They are considering Logisticare. Recent meeting with Sarah Fizell of ARTSConnect. Brown v. Board of Education recent mural could be put on a bus wrap with sponsors assisting in the cost. Recent unsolicited editorial praising Topeka Metro’s contributions to the community. The movers will arrive on Thursday to move items back in from the storage container. Plan for folks to be back in their areas by next week. Meeting scheduled later this week with Logisticare. Susan		Susan Duffy

services	reaching out to University of Kansas, St. Francis Campus about this also; Nancy Burkhardt, PIO.		
Executive Session	Discuss matters of nonelected personnel in order to discuss individually identifiable employees.	Motion: Jim Daniel moved and Rodd Miller seconded the motion to adjourn into Executive Session at 5:08pm. The motion was unanimously approved. The open meeting to resume at 5:30pm.	Jim Ogle
Resume open meeting	Executive Session ended at 5:23pm and open meeting resumed.		Jim Ogle
Adjourn	Jim Ogle adjourned the meeting at 5:23pm.		

Respectfully Submitted,

Leisa Shepherd, Board Secretary