



**Topeka Metro  
Board of Director's Minutes  
March 18, 2019**

<b>MEMBER'S NAME</b>	<b>ORGANIZATION</b>	<b>PRESENT / ABSENT / EXCUSED</b>
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	Present

<b>Staff/Visitors</b>	<b>ORGANIZATION</b>	<b>PRESENT / ABSENT / EXCUSED</b>
Susan Duffy, General Manager	Topeka Metro	Present
Chip Falldine, CFO	Topeka Metro	Present
Denise Ensley, COO	Topeka Metro	Absent (Excused)
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	Absent (Excused)
Karl Fundenberger, Director of Bicycle Operations	Topeka Metro	Absent (Excused)
Leisa Shepherd, Board Secretary	Topeka Metro	Present
Andy Fry, Special Project Engineer	Topeka Metro	Present

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
<b>Call to Order</b>	Chair Ogle called the meeting to order at 3:15pm.		Jim Ogle
<b>Consent Agenda Minutes</b>	Minutes from the January 22, 2019 and February 19, 2019 meetings were reviewed.	Jim Daniel moved and Beverly Hall seconded the motion to approve the consent agenda. The motion was unanimously approved.	Jim Ogle
<b>Public Comment</b>	No public comment.		
<b>General Manager Report</b>  Kansas Corporation Commission appointment  Bus Operator Appreciation Day  SWTA Legislator of the Year  Transit Day at the Statehouse  NIA Meetings  Safe Driving Awards	<p>Ms. Duffy reported she has been appointed by Governor Kelly to serve as a commissioner for the Kansas Corporation Commission. The position is a four-year term and requires senate confirmation.</p> <p>To celebrate bus operator appreciation day, all Topeka Metro employees were provided lunch. The sack lunch included sandwiches from the Holiday Café whose owner, Tony Barajas, is a part-time customer service specialist for Topeka Metro.</p> <p>South West Transit Association (SWTA) will present Senator Jerry Moran with the 2019 Legislator of the Year Award at the Bullfeathers restaurant in Washington, DC tomorrow morning. Senator Moran is on spring break, so Lauren Orndorff of his staff will accept on his behalf.</p> <p>The recent 2019 Transit Day at the Statehouse was a success.</p> <p>Neighborhood Improvement Association (NIA) North Topeka chapter met recently and Topeka Metro had a presence there. Will also attend the upcoming meeting at Community Resources Council (CRC) formerly Avondale East Elementary.</p> <p>Bus operators Efren Mazas and Reggie Moore were recognized</p>		Susan Duffy

<p>Topeka Relations Committee</p> <p>KDOT Operating Grant</p> <p>Topeka Metro Cameras</p> <p>LRTP Final Report</p>	<p>at the March 12<sup>th</sup> City Council meeting for 15 years of safe driving.</p> <p>Ms. Duffy was asked to attend the “IMPACT KCK” meeting/discussion. Kansas City, KS has cut their homeless student population in half as a result of this program. Topeka is looking to replicate their program.</p> <p>Topeka Metro has received \$80K more in grant funds this fiscal year than anticipated through KDOT operating grant.</p> <p>Topeka Metro staff recently met with TPD officers Burger and Beightel about future camera plans and having them pair with the TPD camera system, allowing the inside of Quincy Street Station to be visible to TPD at all times.</p> <p>Jim Meyer with AECOM will present the Long Range Transit Plan to the MTPO at their March 28<sup>th</sup> meeting.</p>		
<p><b>Finance Report</b> Financials as of 1/31/19 &amp; 2/28/19</p>	<p>Chip Falldine presented the January and February finance reports.</p>	<p>Motion: Scott Tummons moved and Elsie Eisenbarth seconded the motion to accept the finance reports as presented. The motion was unanimously approved.</p>	<p>Chip Falldine</p>
<p>KDOT Operating Grant</p> <p>Accountant Position</p> <p>FY 2019 Projection</p> <p>HR Consulting Contract RFP</p>	<p>Clarification to Ms. Duffy’s earlier statement about \$80K grant funds. Those funds are earmarked for FY 2020, not FY 2019.</p> <p>Accounting Clerk Sam Hicks has resigned due to relocation to Chicago. A notice will go out soon advertising for an Accountant to fill the vacancy.</p> <p>Anticipated grant funds should be approximately \$430K with operating deficit approximately \$350K. Should be able to transfer \$850K into Capital Reserves at end of fiscal year.</p> <p>The current 5-year contract with HR Partners expires April 30<sup>th</sup>, 2019. Following discussion of RFP contract term, decision to request HR Partners to assist in search for General Manager</p>		

<p>QSS Roof Contract</p>	<p>replacement. The RFP will be revisited in near future.</p> <p>This contract is not ready for board approval. The project is partially funded by a KDOT grant. Three bids needed and only two received. Have requested KDOT make an exception and are awaiting a response.</p>		
<p><b>Departmental Reports</b>          Planning/Ridership</p> <p>Operations          Maintenance          Bikeshare</p>	<p>USD 501 student ridership low due to multiple snow days. FLEX rides continue on a strong trend with 101 rides in December. Overall paratransit growth continues. Capital City Taxi rides were lower due to a lack of available drivers. NETO numbers continue to increase. Mars is withdrawing from the SOTO program and will announce decision to their employees. Chair Ogle made a request for additional SOTO/NETO numbers.</p> <p>Report as submitted.          Report as submitted.          Report as submitted.</p>		<p>Edwin Rothrock</p> <p>Denise Ensley          Alan Parrish          Karl Fundenberger</p>
<p><b>Committee Reports</b>          Finance          Planning</p>	<p>Nothing to report.</p> <p>Board Resolutions:</p> <ol style="list-style-type: none"> <li>1. Resolution to "Consider Fare Increase"</li>   <li>2. Resolution of "Cooperation with Staffing Study"</li> </ol>	<p>Motion: Jim Ogle moved and Jim Daniel seconded the motion to adopt the "Consider Fare Increase" resolution with discussed changes. The motion was unanimously approved. The mill levy increase matter is slated for the May 7<sup>th</sup> City Council agenda.</p> <p>Motion: Jim Ogle moved and Jim Daniel seconded the motion to adopt the "Cooperation with Staffing Study" resolution. The motion was unanimously approved.</p>	<p>Rodd Miller          Jim Ogle</p>
<p><b>Continuing Business</b>          Review of CY 2018 Bus</p>		<p>Deferred to April meeting due</p>	<p>Andy Fry</p>

Stop Pad Projects Title VI Board Training		to time constraints. Training will be transmitted to board electronically due to time constraints.	John Cassidy
<b>New Business</b> Employee Policy Review	Travel & Business Expenses and Open Flame policies had recently been transmitted to the board electronically.	This topic was not discussed due to time constraints. Will discuss at April Committee meeting.	John Cassidy
<b>Executive Session</b>	Discuss matters of nonelected personnel in order to discuss individually identifiable employees. Had an attorney-client privileged consultation with Topeka Metro General Counsel to discuss pending confidential legal matters.	Motion: Elsie Eisenbarth moved and Rodd Miller seconded the motion to adjourn into Executive Session at 4:57pm. The motion was unanimously approved. The open meeting to resume at 5:30pm.	Jim Ogle
<b>Resume Open Meeting</b>	Executive Session ended at 5:30pm and open meeting resumed.		Jim Ogle
<b>Legal Claim</b>	Bose family claim settlement.	Motion: Rodd Miller moved and Scott Tummons seconded the motion to authorize settlement of the claim in the amount of \$16,500. The motion was unanimously approved.	
<b>Adjourn</b>	Chair Ogle adjourned the meeting at 5:35pm.		

Respectfully Submitted,

Leisa Shepherd, Board Secretary