

**Meeting of the Board of Directors
TOPEKA METROPOLITAN TRANSIT AUTHORITY (TOPEKA METRO)
February 27, 2017 – 3:15 p.m.
Quincy Street Station - 820 SE Quincy St.**

1. ROLL CALL

PRESENT: Jim Ogle, Jim Daniel, Rodd Miller, Andy Vogel, Beverly Hall and Scott Tummons.

STAFF: Susan Duffy, Denise Ensley, Karl Fundenberger, Chip Falldine, John Cassidy, Alan Parrish, Patrick Blankenship, Terri Miller and Keri Renner.

Meeting called to order at 3:15pm by Vice-Chair Jim Ogle.

2. APPROVAL OF MINUTES

Rodd Miller made a motion to accept the minutes from the January 23, 2017 meeting. Motion seconded by Beverly Hall; motion carried unanimously.

- 3. PUBLIC COMMENT** – Local 1360 union representatives. Mr. Wright thanked the board for agreeing to meet with the union to hear their concerns. A resolution adopted by the union in opposition to any increase in the mill levy was presented to the board.

4. ADMINISTRATIVE/FINANCE REPORT

a) January Finance Report

- January Finance Report - Chip Falldine presented the Finance Report and asked for questions.

Rodd Miller made a motion to accept the administrative/finance report as presented. Motion seconded by Andy Vogel; motion carried unanimously.

- Insurance Broker Contract – The current five-year vendor is IMA. The upcoming contract period will also be five years. Recommendation to award to IMA as they are the best candidate from information submitted.

Jim Daniel made a motion to award the contract to IMA. Motion seconded by Beverly Hall; motion carried unanimously.

- Contracted Service/Outside Vendor RFI – Fixed route and paratransit services may be considered for outside management. An RFI from another property was used as a guide. General Manager Susan Duffy indicated that the RFI put together by Mr. Falldine is adequate after speaking with several sources. Mr. Falldine will need approximately 45 days to develop an RFP. The RFP will then take approximately 4-6 weeks for vendor submission/decision making process. The RFP could possibly be published the first of May if we receive RFI responses as planned during April. The board will need to discuss responses at the April board meeting.

Rodd Miller made a motion to move forward with publishing the RFI. Motion seconded by Andy Vogel; motion carried unanimously.

5. DEPARTMENTAL REPORTS

- a) **Ridership Report** – Patrick Blankenship discussed his board report. One early Ride trajectory appears to be at 1.2 million or a little higher. Pass usage is up to almost fifty percent. Full vs reduced fare – Mr. Blankenship stated the reduced fare increase is tapering off and full fare decrease is tapering off to come close to creating equilibrium. Standby hours for January were 228; the goal is 150. Three FTE attritions occurred. Five-day work week and vacations/sick leave factor into this. Absenteeism/vacations average 15% per day during January/February as not a lot of vacations are taken.
- b) **Operations Report** – Denise Ensley discussed her board report. Two chargeable accidents for January; both were minor. Fewer operating days for January due to holidays. Ice storm on the 14th resulted in no accidents and everyone was transported safely. Freedom pass user numbers are increasing. Outreach and Mobility Specialist Kris Luber searches the Trapeze software and reaches out to passengers to offer the Freedom Pass program. Ms. Luber will be featured in the upcoming March issue of the Rider’s Digest.
- c) **Maintenance Report** – Alan Parrish reported the annual mileage on the paratransit fleet is 85K miles per bus. Ms. Duffy believes the fleet is in good mechanical shape and suggests Topeka Metro continue to use them past the minimum FTA disposal.
- d) **Bikeshare Report** – Karl Fundenberger presented the board with a bikeshare calendar of upcoming presentations, events and rides. Some highlights include:
- Sunrise Optimist presentation – Tomorrow at 6:30am.
 - St. Patrick’s Day Parade – Saturday, March 11th.
 - Bike School with USD 501 (Field Day) – Friday, May 12th
 - Cyclovia Series
 - 1) Crestview – April 30th
 - 2) Chesney Park – May 28th
 - 3) East Topeka – July 16th
 - 4) Downtown – Glow Ride – August 11th; Bike Corral/Slow Race – August 12th
 - Sponsor meeting was held last week which included a discussion on expansion. A deadline for a decision was given to the sponsor.

6. COMMITTEE REPORTS

- a) **Finance Committee** – Rodd Miller reported the committee went over finances, the mill levy dollar cap and fixed rate/paratransit rates.

- b) **Planning Committee** - Jim Ogle reported the committee questioned whether an external operator could be helpful in assisting Topeka Metro with running operations.

7. OLD BUSINESS – None.

8. NEW BUSINESS – None.

9. GENERAL MANAGER REPORT

- a) URS Contract – Ms. Duffy reported the current contract with URS expires on July 1st. The RFP for the next contract period will be an agenda item for the April board meeting.
- b) Public Meetings – New fare media and the elimination of transfers will be presented at upcoming meetings on March 10th, 13th and 15th. New fare media changes are effective April 3rd.
- c) Designated Smoking Areas – Areas will be assigned effective May 1st. Quincy Street Station will have two areas to accommodate the public.
- d) Resers New Facility – Ms. Duffy met recently with City of Topeka Planning Department regarding a bus stop.
- e) New Accountant – Curtis Cox started with Topeka Metro on February 20th as the new accountant.
- f) Shelter Vandalism – Two individuals have been arrested. No further damages reported since the arrests. Lawrence Transit also had vandalism of this nature during the November to mid-January timeframe.
- g) WU Leadership Institute Students – The students are working with Mr. Blankenship and planner Adam Weigel for a route for Kanza Park.
- h) Shelter Updates – Phase 6 shelter completed. Phase 7 shelter grant awaiting final FTA and KDOT processing of the funds. These shelters are 80% funded via grants.
- i) MPO Funds – Request has been given to Carlton Scroggins for planning funds to assist with short-term planning.
- j) 2017 Kansas Roadeo – Sunday, September 24th is the date and Topeka Metro is the host. The event will take place in the Judicial Building parking lot.

- k) SWTA Annual Conference – Miss Duffy attended the recent conference in Baton Rouge. Ideas shared: making buses safer including audible beeping if an operator gets too close to a vehicle; backup cameras, and “locking” of a paratransit vehicle while the driver is out of the vehicle.
- l) Designated Stops – As of February 20th, Topeka Metro is a fully designated stop transit system.

EXECUTIVE SESSION

- Jim Daniel made a motion for the board to recess into executive session at 4:20 PM for the purpose of having an attorney-client privileged consultation with our attorney to discuss confidential legal matters, to discuss matters relating to employer-employee negotiations for purposes of ongoing discussions with ATU 1360. The open meeting session would resume at 4:45 PM. The motion was seconded by Andy Vogel, and the motion passed unanimously.
- At 4:45 PM 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 4:55pm. The motion was seconded by Jim Daniel, and the motion passed unanimously.
- At 4:55 PM the open meeting session resumed.

10. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 4:55pm.

Respectfully submitted,

Leisa Shepherd
Topeka Metro Board Secretary