



**Topeka Metro
Board of Director's Minutes
October 15, 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	Absent - Excused
Dr. Alan Bearman	Topeka Metro	Absent - Excused

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

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
Call to Order	Jim Ogle, Chair, called the meeting to order at 3:17pm.		Jim Ogle
Consent Agenda Minutes	Minutes from September 17, 2018 meeting were reviewed.	Jim Daniel moved and Elsie Eisenbarth seconded the motion to approve the consent agenda. The motion was unanimously approved.	Jim Ogle
Public Comment	No visitors wishing to give public comment.		

<p>General Manager Report</p> <p>Trump Rally</p> <p>Bikefest</p> <p>Long Range Transit Plan</p> <p>REVEAL</p> <p>JEDO</p> <p>League of Municipalities</p> <p>Capitol City Taxi</p> <p>Knights of Columbus</p> <p>FTA Director Visit</p>	<p>Topeka Metro was only requested to provide transportation for law enforcement should the need arise. Attendee street parking near the event created significant detours.</p> <p>Event was successful. Board report to follow from Topeka Metro Bikes Director Fundenberger. The event utilized a Complete Streets format, however most of the green paint used washed away with the rainy weather. Media coverage was good and 15 new members signed up for annual memberships. There were 400 participants in the Glow Ride.</p> <p>Approximately 600 surveys completed. Andy Fry and John Cassidy attended the Latino business owners after-hours event and the Black business owners after-hours event encouraging attendees to take the survey. These events were sponsored by the Greater Topeka Partnership.</p> <p>Working with REVEAL to better understand their role should Topeka Metro partner with Logisticare for a February implementation goal.</p> <p>GO Topeka presented second phase of SOTO. JEDO approved an additional \$7,800 to complete CY 2018. JEDO will vote at the December meeting on the funding for Phase II SOTO and NETO (North and East Topeka) Phase I. If approved, NETO would start December 13th. The funding is for one calendar year. Six thousand SOTO trips to date.</p> <p>Recent bus tour of downtown area.</p> <p>Capitol City taxi driver involved in a non-injury accident. MVI repair timeframe will be approximately 2 weeks. Insurance will cover. Flyers will be distributed to senior centers and TILRC on the accessible taxi service.</p> <p>Sponsoring a shelter in Oakland.</p> <p>Invited to an upcoming meeting at Region VII office for a meet</p>		
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	and greet with Director K. Jane Williams.		
Finance Report Financials as of 9/30/18 Solar Lights for Bus Stops	Chip Falldine reported: 1) Final KPERS Post-Employment Benefits (OPEB) entry made last week. 2) FY 2018 and July and August financials are completed. 3) Working on required annual reporting to National Transit Database (NTD) that is due by month's end. 4) Notice to proceed from KDOT on grants (paratransit vehicles; QSS roof replacement; security projects; service vehicles and QSS boilers and signs). 5) Scheduling underway of KDOT grant projects which should commence in the spring. 6) RFB for HVAC controllers has been started with board approval anticipated in two months. Chair Ogle noted that there is \$3.25M deficit in capital funding. Only two bids received. Committee recommends awarding contract to Urban Solar based on evaluation process scoring and good reports from references.	Motion: Elsie Eisenbarth moved and Beverly Hall seconded the motion to approve the finance report. The motion was unanimously approved. Motion: Rodd Miller moved and Beverly Hall seconded the motion to award contract to Urban Solar. The motion was unanimously approved.	Chip Falldine
Committee Reports Finance Planning	None to report. Chair Ogle commended staff on the number of LRTP survey participants and appreciates the extra work that went into the project. Ms. Duffy reported a recent meeting with Jim Meyer of AECOM. He will address Planning Committee at the November 16 th meeting.		Rodd Miller Jim Ogle
Departmental Reports Planning/Ridership	Edwin Rothrock reported: 1) Washburn University numbers continue to decrease. Enrollment numbers and international students numbers are down. 2) FLEX rides reflect the highest numbers since November of last year. 3) Ambulatory LIFT rides continue to decrease. 4) SOTO – 758 September trips. Mars, Maximus and KanCare account for 49% of the rides for August and		Edwin Rothrock

	<p>September. 5)On Bus technologies – Meetings being held with potential vendors for AVL, APC , WiFi and dispatch solutions.</p> <p>6)LRTP – MetroQuest survey Phase 2 zip code distribution should be available next week. 7)950K YTD rides up from 2017. 41K Kids Ride Free rides this summer. 1,120 rides on the aquatic shuttles this summer. 131 total rides on the NOTO shuttle.</p> <p>Ms. Duffy reported the Kansas Children’s Discovery Center is selling the trolley donated to them in 2011. Unsure of the entity/person that purchased.</p>		
Operations	Report as submitted.		Denise Ensley
Maintenance	Report as submitted.		Alan Parrish
Bikeshare	Report as submitted.		Karl Fundenberger
Continuing Business	None		
New Business			
Employee policy update	Legal Counsel John Cassidy briefly discussed the Anti-Bullying policy.		John Cassidy
Planning Forward Meeting	The next board Planning Forward Event will be on January 11, 2019 from 8:30am to 2pm, location TBD.		Susan Duffy
Board Training	KOMA/KORA will be deferred to the December 17 th board meeting.		John Cassidy
Executive Session	None.		
Adjourn	Jim Ogle adjourned the meeting at 4:42pm.		

Respectfully Submitted,

Leisa Shepherd, Board Secretary