

**Meeting of the Board of Directors
TOPEKA METROPOLITAN TRANSIT AUTHORITY (TOPEKA METRO)
June 18, 2018 – 3:15 PM
Quincy Street Station, 820 SE Quincy**

1. ROLL CALL

PRESENT: Chair Jim Ogle, Jim Daniel, Rodd Miller, Elsie Eisenbarth, Scott Tummons and Beverly Hall.

STAFF: Susan Duffy, Chip Falldine, John Cassidy and Adam Weigel.

Meeting called to order at 3:15 PM by Chair Ogle.

2. APPROVAL OF MINUTES

Jim Daniel made a motion to accept the minutes from the May 21, 2018 meeting. Motion seconded by Rodd Miller; motion carried unanimously.

3. PUBLIC COMMENT - None.

4. ADMINISTRATIVE/FINANCE REPORT

a) May Finance Report

- Finance Department is ready for the upcoming audit. List of required items should be received from the audit lead the first week of July.
- Balance sheet - \$1M from FTA received on the FY18 operating grant for October through mid-March. As of the end of May we are \$254K under budget on YTD expenses. New bike expense will be recorded in June.

Jim Daniel made a motion to accept the finance report as presented. Motion seconded by Beverly Hall; motion carried unanimously.

- RFB Topeka Metro Bikes – Bike racks. Adding sentence that award may go to more than one company should designs from more than one vendor be desired.

Jim Daniel made a motion to move forward with the RFB with the proposed change. Motion seconded by Rodd Miller; motion carried unanimously.

- Award Bus Stop Pad Contract – Phase 7 will be done in two groups. Engineer's estimate is \$157K. Conroy Contractors was the only bidder with a bid of \$153,500 (will have to use subcontractor(s) due to the 75-day timeframe). Contract stipulates 75 days to complete 20 bus stops with early finish bonus and late finish penalty.

Elsie Eisenbarth made a motion to award the Phase 7 bus stop contract to Conroy Contractors. Motion seconded by Beverly Hall; motion carried unanimously.

- Revised Procurement Policy – The policy was updated to comply with FTA guidelines.
- FY2019 Budget – Chair Ogle reported meeting with City Council members, the Mayor, Deputy Mayor and the city’s finance person. Explanations of Topeka Metro’s budget process, operations, etc. were given to them. All expressed positive comments concerning Topeka Metro’s need for additional revenue.

Topeka Metro will operate with a deficit budget for FY2019 without reductions in service, but will not be able to do so in future years without increases in revenue. With increased funding, solutions to expand service hours and initiate test routes in additional locations could be explored.

- FY2019 Budget Approval – Two proposed budgets were discussed. Chair Ogle reported possibility of moving TMB to Shawnee CO Parks & Rec.

Jim Daniel made a motion to accept Budget A: Add \$100K corporate fare revenue. Motion seconded by Rodd Miller; motion carried unanimously.

5. DEPARTMENTAL REPORTS

a) Ridership Report

- Indiana Route #5 – Slight extension to serve an area formerly served by the 29th Special.
- Ridership is up over 2% for this last month of the fiscal year.
- Mr. Weigel has accepted a planning position in Virginia and will be leaving Topeka Metro on June 29th. The board and Ms. Duffy thanked him for his work and dedication during his internship and subsequent management role.

6. COMMITTEE REPORTS

a) **Finance Committee** – Rodd Miller had nothing to report.

b) **Planning Committee** – Jim Ogle had nothing to report.

7. OLD BUSINESS

a) **Board Governance Training** – John Cassidy was to give training to the board on APTA job description of board member duties. Due to meeting time constraints, the board will receive written training via email, and Mr. Cassidy can address any questions at the July board meeting.

Jim Daniel requested permission for Mr. Cassidy to contact Kristen Joyner with SWTA for a board self-evaluation tool that Topeka Metro board can utilize.

8. NEW BUSINESS

- a) FY2019 Board Officer Elections – Andy Vogel has asked to be released from the board due to time constraints with his doctorate program and work commitments. Jim Ogle will stay on as board chair. Rodd Miller will serve as Vice-Chair. Treasurer (Chip Falldine) and Secretary (Leisa Shepherd) were reappointed to their positions.

Jim Daniel made a motion to accept the FY2019 officer slate. Motion seconded by Beverly Hall; motion carried unanimously.

- b) Employee Policy Updates – John Cassidy reported on the policies recently updated/changed as follows:

- Change of personal information
- Discipline
- Employee, retiree and family bus passes
- Outside employment
- Personnel files
- Probationary period

Policies are reviewed every three years.

9. GENERAL MANAGER REPORT

- a) Flood update – Contractors have been in to review damage and no bids received so far.

10. ADJOURNMENT

With no further business to discuss, motion a motion was made by Rodd Miller to adjourn the meeting. Motion seconded by Beverly Hall; motion carried unanimously. Meeting adjourned at 4:54 PM.

Respectfully submitted,

Leisa Shepherd
Topeka Metro Board Secretary