

**Meeting of the Board of Directors
TOPEKA METROPOLITAN TRANSIT AUTHORITY (TOPEKA METRO)
August 22, 2017 – 3:15 p.m.
Quincy Street Station - 820 SE Quincy St.**

1. ROLL CALL

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

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

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

2. APPROVAL OF MINUTES

Jim Daniel made a motion to accept the minutes from the July 17, 2017 meeting. Motion seconded by Andy Vogel; motion carried unanimously.

3. 2017 NATIONAL SAFETY COUNCIL SAFE DRIVER OF THE YEAR

Reggie Moore, Bus Operator was presented a certificate for the award, a plaque and a gift card from Topeka Metro for his nomination for the prestigious award. Reggie is a longtime Topeka Metro employee and has 15 consecutive years without a chargeable accident.

4. PUBLIC COMMENT – None.

5. ADMINISTRATIVE/FINANCE REPORT

a) July Finance Report

- July Finance Report - Chip Falldine presented the Finance Report and asked for questions. FY 2017 statements are in progress. The actuarial study is not yet complete. Auditors will be onsite September 5-7th.

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

- Procurement Phase 7.2 Bus Stops – Ready for the bid process and is estimated at \$50K. Forty-four projects are currently in progress.

6. DEPARTMENTAL REPORTS

a) Ridership Report – Adam Weigel reported high absenteeism for Saturdays in July.

- Format of the Ridership report – Adam will develop a monthly reporting format.

- Public outreach - Ms. Duffy has made inquiry with outgoing City Manager Doug Gerber regarding using the city's Survey Monkey to do outreach with the public.

b) Operations Report

- USD 501 – Denise Ensley reported the new contract has necessitated additional activity to be ready for the start of school. Each supervisor was assigned to a high school. Topeka Metro staff was at all enrollment and freshmen orientations for how to ride demonstrations. Gatorade will be handed out to students in September. Additional buses have been added in the am/pm schedules to accommodate students. Banners were created for each high school and a How-to-Ride video was developed. Student passes are in and were delivered before the first day of school. The deadline for showing a pass has been extended to September 3rd to ensure distribution to students.
- Accidents – Hit and run at 8th and Lane. Have not received an update from Topeka Police Department.

c) Maintenance Report

d) Bikeshare Report – Karl Fundenberger reported 300 riders at the Glow Ride on August 11th. Twenty-seven Japanese summer Washburn University students took 2001 trips in the month of July.

- SOBI proposal – SOBI has proposed providing Topeka Metro 100 new production bikes in exchange for the paint damaged bikes. Bike design is different and includes flat panels for advertising. Warranty would be the same.

Topeka Metro will provide a counter offer. Topeka Metro's sponsor is interested in adding 100 more blue bikes. September 30th is the deadline to have replacements by March/April 2018.

Jim Ogle made a motion to further negotiate the proposal with the vendor. Motion seconded by Jim Daniel; motion carried unanimously.

- Sponsor contract for bike advertising – Currently in year two of a three year contract. Sponsor proposed \$90K per year for three years beginning in April 2018. One hundred more bikes will be ordered.

7. COMMITTEE REPORTS

- a) **Finance Committee** – IMA will be at the September 8th committee meeting for a 45-minute briefing on health insurance issues.
- b) **Planning Committee** – Discussion on formats for board reports and changing the meeting time for committees.

8. OLD BUSINESS

- Board/Committee meetings – Leisa Shepherd will poll the board for their preference of board/committee meetings that need to be moved for holiday observance.

9. NEW BUSINESS

- Tax status letter – John Cassidy shared a letter from the IRS concerning tax status for governmental units. Topeka Metro is tax exempt and donations made to Topeka Metro are considered charitable contributions and are tax deductible. Jim Ogle inquired if other transit authorities have created a foundation for receiving grants and donations. Mr. Cassidy indicated this option could be explored.

12. GENERAL MANAGER REPORT

- a) FY 2018 Board Committees/Workgroups – An assignment listing was shared with the board.
- b) Human Trafficking – A proclamation was adopted at the Kansas Public Transit Association (KPTA) annual meeting. A photo op will be scheduled with the Attorney General.
- c) Electric Rate Structure – The KPTA adopted a proposal at the annual meeting for Topeka Metro to request on behalf of all transits in the state a separate electric rate structure with the Kansas Corporation Commission for electric vehicles.

13. LITIGATION

Discussion of the litigation against Topeka Metro by Freddie and George Glover.

Elsie Eisenbarth made a motion to pay \$12K to settle the claim and lawsuit. Motion seconded by Beverly Hall; motion carried unanimously.

14. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 5:12pm.

Respectfully submitted,

Leisa Shepherd
Topeka Metro Board Secretary