

**Meeting of the Board of Directors  
TOPEKA METROPOLITAN TRANSIT AUTHORITY (TOPEKA METRO)  
January 23, 2017 – 3:15 p.m.  
Quincy Street Station - 820 SE Quincy St.**

**1. ROLL CALL**

**PRESENT:** Elsie Eisenbarth, 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 and Keri Renner.

Meeting called to order at 3:16pm by Chair Elsie Eisenbarth.

**2. APPROVAL OF MINUTES**

Jim Ogle made a motion to accept the minutes from the December 19, 2016 meeting. Motion seconded by Jim Daniel; motion carried unanimously.

**3. PUBLIC COMMENT – None.**

**4. ADMINISTRATIVE/FINANCE REPORT**

**a) December Finance Report**

- December 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 Jim Daniel; motion carried unanimously.

- Bus Shelter Glass Repairs – Several Topeka Metro shelters have had glass panels shot out with what appears to be a pellet gun. Determination will be made soon regarding turning in to insurance or paying for the repairs out of pocket. Fifteen panels of glass need to be replaced. A police report is being filed. Inquiry is being made regarding city and Washburn University cameras for possible vandalism footage.
- FY 2017 Partial Appropriation – Congress approved the October through April operating funds. Grant should be ready for execution in 6-8 weeks.
- Procurements
  1. Insurance Broker Contract – Two bids received, one being a current vendor. Performing an evaluation, with recommendation for the board at the February meeting.

2. RFP for QSS Boilers – Six local firms notified of opportunity. Plan to have recommendation for the board at the March meeting. Engineer will assist once all bids received to be sure they meet specifications. Quality of equipment is the greatest factor in the bid selection process.
3. Investments RFP – Jim Daniel inquired about Topeka Metro’s investments for capital purchases (buses, etc.). Equity Bank has a \$500K CD and CBW Bank has a \$100K CD (only DBE bank in the state). The rest of the investments are handled by US Bank’s broker. The broker goes out nationally to be sure each CD is maturing every month. Each CD is under \$250K. US Bank has had the contract for three years of a five year term. Will need to put the RFP out again in two years. There is approximately a one year transition period when changing banks/brokers/investment firms. Chip to inquire with US Bank regarding the dollars in the MIP account to see if monies can be put into \$250K CDs coming due every 15 days.
4. FY 2015/FY2016 – Rodd Miller inquired as to whether FY15/16 monies were finally received. Chip reported affirmative.
5. Capital Reserve and Bikeshare – Chip reported that grant dollars for both programs were also received.
6. Grants – Chip reported the \$450K KDOT Bus Stops grant and the \$700K Bus Stops grant monies are still being held at the FTA level.
7. QSS Lot – Chip reported that tomorrow funds will release for work completed to date.

## 5. DEPARTMENTAL REPORTS

- a) **Ridership Report** – Patrick Blankenship presented a new board report format. Full fare numbers are down and reduced fare numbers are up. Patrick doesn’t believe Topeka Metro will see increased ridership unless we go to new destinations. Jim Ogle feels marketing in the areas where we have increased services will increase ridership. Ms. Duffy reported marketing to employers for employee annual passes, TMB annual passes, etc. is being considered. Patrick suggested consideration of 15 minute runs on one route for a three month test period. If rider numbers increase, permanent route could be implemented.
- b) **Bikeshare Report** – Karl Fundenberger reported on the following:
  - Bike repairs should go up by 10% next month. Karl’s crew has been out in the field.
  - Article – Presented an article on the bicycle community of Seville, Spain. The community added bikeshare and constructed bikeways. More than 70K bike trips are made each day there.
  - Local Businesses – A half dozen presentations are scheduled with local businesses.

- Bike Scattering – The experiment worked well with moving bikes around and the light ridership winter numbers.
- Potential Sponsor – Finalizing a meeting in February with a potential sponsor.

## **6. COMMITTEE REPORTS**

- a) **Finance Committee** – Rodd Miller reported the committee discussed the property tax cap. Visits with legislators need to happen. Ms. Duffy reported that Topeka Metro can visit with Tuck Duncan at the Kansas Public Transit Association (KPTA) to monitor the matter legislatively. Miss Duffy and Rodd Miller will speak with Tuck on this matter.
- b) **Planning Committee** - Jim Ogle thanked Patrick for his updated board reports. The committee looked at long range planning timeframes of 3-5yrs, 7-10yrs and 20 years. Discussion regarding assistance with URS, Tiger Grant and MTPO has grant dollars available.

Jim Ogle made a motion to authorize Susan to approach MTPO for planning funding. Motion seconded by Rodd Miller; motion carried unanimously.

**7. OLD BUSINESS** – None.

**8. NEW BUSINESS** – None.

## **9. GENERAL MANAGER REPORT**

- a) ADA Advisory Board – Ms. Duffy reported she has been appointed to the board by City Council.
- b) Grace Med Health Clinic – Site locations were recently completed for bus stops around the old Dillon’s Huntoon location. December of 2017 is the earliest that Grace Med will move into the location.
- c) Tiger Grant – Mixed signals on whether grants will continue under the Trump administration.
- d) Tulsa Transit Visit – Recent visit from Tulsa Transit. They received an energy grant for a Q-Pod system for paratransit and received retrofit monies. Ms. Duffy has been in contact with the new grant writer for the City of Topeka to assist us with grant applications.

## **EXECUTIVE SESSION**

- Jim Ogle made a motion for the board to recess into executive session at 4:58 PM for the purpose of discussing matters relating to employer-employee negotiations for purposes of ongoing discussions with ATU 1360. The open meeting session would resume at 5:20 PM. The motion was seconded by Jim Daniel, and the motion passed unanimously.
- At 5:20 PM the open meeting session resumed.

## **10. ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 5:20pm.

Respectfully submitted,

Leisa Shepherd  
Topeka Metro Board Secretary