

**Meeting of the Board of Directors
TOPEKA METROPOLITAN TRANSIT AUTHORITY (TOPEKA METRO)
February 26, 2018 – 3:15 PM
Quincy Street Station - 820 SE Quincy St.**

1. ROLL CALL

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

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

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

2. APPROVAL OF MINUTES

Rodd Miller made a motion to accept the minutes from the January 22, 2018 meeting. Motion seconded by Elsie Eisenbarth; motion carried unanimously.

3. PUBLIC COMMENT – None.

4. ADMINISTRATIVE/FINANCE REPORT

a) January Finance Report

- Operating funds - Mr. Falldine reported \$152K under budget; FY 2018 appears on track to be under budget as planned.
- Invoice updates: USD 501 billed for 2nd half payment for school bus passes; Washburn University billed for 2nd semester.
- Grants – KDOT Transportation Alternatives Grant executed February 23, 2018 is active and open. This grant provides \$600K for Phase 9 of bus shelters; \$75K for bike infrastructure.

KDOT Grant 5339 – Bus and Bus Facilities Program. Five projects were submitted in grant application to KDOT:

- QSS
- Vehicle replacement
- Security
- Technology on buses
- Phase 10 of bus stop project
- Expiring contracts – RFB for QSS security guard services to go out to hire a security firm. Following discussion, the board wishes to continue security services with Topeka Police Department if they can continue to provide the service.

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

5. DEPARTMENTAL REPORTS

a) Ridership Report – Mr. Weigel reported on the following:

- Ridership report now subtotals full fare and student categories.
- Further discussion of utilizing Capitol City Taxi for more paratransit rides for budget savings.
- SOTO – Increase in ridership with 396 trips in January; predominantly Maximus Kancare workers.

b) Bikeshare Report – Mr. Fundenberger reported on the following:

- Improved rider response due to marketing and good weather.
- Meetings will start this week to increase rider awareness.
- First/last mile – 2K more trips; 14 more hubs. As bikes have been added to the fleet, ridership capacity has increased with more people using the hubs.

6. COMMITTEE REPORTS

- a) Finance Committee** – Did not meet at February 9, 2018 meeting; nothing to report.
- b) Planning Committee** – Jim Ogle had nothing to report other than what was discussed at the February 9, 2018 meeting.

7. OLD BUSINESS

- a) ¾ Mile corridor** – Ms. Duffy suggests the board respond to Mr. Scofield’s request on this matter in March.
- b) Charter** – Information will be shared with the board soon. The recommendation from staff at this time is to limit for public purpose. Rates will need to be determined. The board will discuss at the March committee and board meetings.

8. NEW BUSINESS

- a) May 2018 Route and system updates** – Adam Weigel shared the planned updates with the board. The 29th Street Special is recommended to be eliminated due to low ridership numbers.

Following discussion, Rodd Miller made a motion to approve the elimination of the 29th Street Special run. Motion seconded by Jim Daniel; motion carried unanimously.

9. GENERAL MANAGER REPORT

- a) Transit 101** – Ms. Duffy held an information session with new city councilmen.
- b) City Manager** – Ms. Duffy met with City Manager Brent Trout. He would like to be notified of Topeka Metro board meetings and receive materials. He may attend a board meeting in the future.

- c) Smoke free facility – Implementation is delayed.
- d) 2018 Transit Day at Statehouse – February 28th beginning at 8am. Topeka Metro will have two buses and 2 tables at the event.
- e) Yellow Cab – Ms. Duffy met to discuss potential partnership ideas.
- f) Kansas Health Institute (KHI) – KHI has purchased bus/bike passes as an employee benefit.

10. EXECUTIVE SESSION

Elsie Eisenbarth made a motion for the board to recess into executive session at 5:15 PM for the purpose of having an attorney-client privileged consultation with our attorney to discuss pending confidential legal matters. The open meeting session would resume at 5:30 PM. The motion was seconded by Jim Daniel, and the motion passed unanimously.

At 5:30 PM the open meeting session resumed. Elsie Eisenbarth made a motion to extend the Executive Session for 5 minutes, with the open meeting session to resume at 5:35PM. The motion was seconded by Jim Daniel, and the motion passed unanimously.

At 5:35 PM the open meeting session resumed.

11. BOARD ACTION

Following Executive Session, the board resumed the Open Meeting.

Elsie Eisenbarth made a motion to approve acquiring the services of a law firm. The motion was seconded by Jim Daniel, and the motion passed unanimously.

12. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 5:37 PM.

Respectfully submitted,

Terri Miller for
Leisa Shepherd
Topeka Metro Board Secretary