



**Topeka Metro  
Board of Director's Minutes  
June 17, 2019**

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	Absent (Excused)
Beverly Hall	Topeka Metro	Present
Scott Tummons	Topeka Metro	Absent (Excused)
Dr. Alan Bearman	Topeka Metro	Present

Staff/Visitors	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Denise Ensley, Interim General Manager/COO	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
Jared Culbertson, Director of Information Technology	Topeka Metro	Present
Terri Miller, Director of Human Resources	Topeka Metro	Present
Alan Parrish, Director of Maintenance & Facilities	Topeka Metro	Present
Mike Spadafore, Director of Mobility Management	Topeka Metro	Present
Karl Fundenberger, Director of Bicycle Operations	Topeka Metro	Present
Leisa Shepherd, Board Secretary	Topeka Metro	Present

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
Call to Order	Chair Ogle called the meeting to order at 3:15pm.		Jim Ogle

<p><b>Consent Agenda</b> Minutes</p>	<p>Minutes from the May 20, 2019 and June 7, 2019 meetings were reviewed.</p>	<p>Jim Daniel moved and Rodd Miller seconded the motion to approve the consent agenda. The motion was unanimously approved.</p>	<p>Jim Ogle</p>
<p><b>Public Comment</b></p>	<p>No public comment.</p>		
<p><b>Interim General Manager Report</b></p> <p>Capitol City Taxi</p> <p>Bus Stop Pad - 2600 Seward</p> <p>Shelter Vandalism</p> <p>KDOT Summer Tour</p> <p>New Bus Operators</p> <p>Topeka Metro Budget</p>	<p>Recently met with CCT manager Kevin Moten regarding driver staffing and capacity.</p> <p>Mayor’s office reported a constituent concern regarding the condition of a communications pole in the construction zone of our bus stop pad at 2600 Seward. AT&amp;T replaced the damaged pole today and the project will continue.</p> <p>Interim GM Ensley and Safety/Security Supervisor Tom Baumgartner recently met with TPD Chief Cochran regarding recent shelter vandalism. Chief asked that TPD be called immediately when further damage is discovered as a lead detective has been assigned to investigate. The local businesses that participate in the See Topeka program will be contacted should any of them have video surveillance systems near our shelters.</p> <p>KDOT Transportation Secretary Julie Lorenz is traveling across the state sharing transportation stories with various communities. Topeka Metro’s bus stops and shelters project will be reported on the tour at KDOT’s request.</p> <p>Two operators have graduated from training, with the other four to do so next week.</p> <p>A statement was read to attendees of last week’s all staff training regarding the lack of funding, potential service</p>		<p>Denise Ensley</p>

<p>Triennial Review Workshp</p> <p>Upcoming Events</p>	<p>cuts/eliminations/fare increase and staff reductions. Staff were told that the board would be discussing and voting on the FY 2020 budget at today's board meeting.</p> <p>There is a two-day triennial review workshop in Kansas City next week. Four members of the management team will be in attendance.</p> <p>Thursday, June 20<sup>th</sup> is Dump the Pump day. Sunday, June 23<sup>rd</sup> is the Employee Picnic. Approximately ½ the employees have signed up to attend with their families. Topeka Metro is closed on Thursday, July 4<sup>th</sup> for Independence holiday.</p>		
<p><b>Finance Report</b></p> <p>Financials as of 5/31/19</p> <p>New Maintenance Truck</p> <p>Transfer Station – Bus Wash Grant</p> <p>Workers Compensation Refund</p> <p>Spirit of Kansas &amp; National Night Out Shuttles</p> <p>FY 2020 Budget</p>	<p>Chip Falldine presented the May finance reports.</p> <p>The new half-ton truck was picked up today for maintenance.</p> <p>The grant for the transfer station – bus wash is active and awarded.</p> <p>\$13K refund recently received as a result of the annual work comp audit.</p> <p>Topeka Metro will honor the commitment to provide shuttle service for Spirit of Kansas and National Night Out this year. Following this, all shuttles will be at Topeka Metro charter rates. The board has final discretion regarding shuttles/charter service.</p> <p>FY 2020 proposed budget discussion. Facing a significant budget deficit, the board used an interactive budget tool to look at several scenarios including fare increases, program reductions/eliminations, expenditure cuts, revenue increases,</p>	<p>Motion: Rodd Miller moved and Beverly Hall seconded the motion to accept the finance report as presented. The motion was unanimously approved.</p> <p>Motion: Following significant discussion, Rodd Miller moved and Beverly Hall seconded the motion to accept the</p>	<p>Chip Falldine</p>

	bus route modifications and staffing reductions.	proposed budget with agreed changes. The motion was unanimously approved.	
<b>Departmental Reports</b> Planning/Ridership	Full-fare rides YTD are off 2018 levels by 5.5% but above 2017 levels. Student ridership YTD is off 2018 levels by 7.3%. Paratransit ridership continues the upward trend. May 2019 is the highest since March 2016. The combined wheelchair total of 2,039 is the highest since May 2014. Total ridership FY YTD is 1,204,161; up 3.1% compared to a year ago. Forecast total for FY2019 ridership is over 1.3M rides vs. FY2018 total of 1,270,633 – up 3.3% with no significant service changes. SOTO ridership numbers have stabilized even with the Mars exit from the program. NETO ridership mostly consists of JM Smucker employees.		Edwin Rothrock/ Mike Spadafore
Operations Maintenance Bikeshare	Report as submitted. Report as submitted. Report as submitted.		Denise Ensley Alan Parrish Karl Fundenberger
<b>Committee Reports</b> Finance	Rodd Miller requested that a long-range planning discussion take place in the upcoming months. A planning forward board retreat will be scheduled in the fall once the new GM is in place.		Rodd Miller
Planning	Nothing to report.		Jim Ogle
<b>Continuing Business</b>	None.		
<b>New Business</b> July Committee & Board Meeting Dates	Discussion of alternate dates for July meetings due to Independence Day holiday.	Motion: Rodd Miller moved and Beverly Hall seconded the motion to move committee meeting to July 12 <sup>th</sup> and board meeting to July 22 <sup>nd</sup> . The motion was unanimously approved.	Jim Ogle
FY2020 Board Officer Election	Board member Elsie Eisenbarth's term expires July 1st. She will not seek reappointment. Discussion concerning that upcoming	Motion: Rodd Miller moved and Beverly Hall seconded the	Jim Ogle

MOU – City of Topeka Employee Annual Bus/Bike Passes  Non-Elected Personnel	vacancy and officers for upcoming FY. FY2020 officers: Jim Ogle, Board Chair; Rodd Miller, Board Vice-Chair; Chip Falldine, Board Treasurer; Leisa Shepherd, Board Secretary.  Review of the annual agreement between Topeka Metro and City of Topeka.  Brief discussion of non-elected personnel matters.	motion for current officers to remain unchanged for FY2020. The motion was unanimously approved.	  John Cassidy   Jim Ogle
<b>Adjourn</b>	Chair Ogle adjourned the meeting at 5:13pm.		

Respectfully Submitted,

Leisa Shepherd, Board Secretary