



**Topeka Metro  
Board of Director's Minutes  
July 22, 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
Beverly Hall	Topeka Metro	Present
Scott Tummons	Topeka Metro	Absent (Excused)
Dr. Alan Bearman	Topeka Metro	Absent (Excused)

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	Absent (Excused)
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
Paul Darr, Topeka Metro Fixed Route Passenger		Present
Taylor Moore, Independent Living Advocate	TILRC	Present
Zach Snethen, Bikeshare Rider		Present
Kristina Dietrick, President	HR Partners	Present

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
<b>Call to Order</b>	Chair Ogle called the meeting to order at 3:15pm.		Jim Ogle
<b>Consent Agenda Minutes</b>	Minutes from the June 17, June 26, June 27, June 28 and July 12, 2019 meetings were reviewed.	Jim Daniel moved and Beverly Hall seconded the motion to approve the minutes as presented. The motion was unanimously approved.	Jim Ogle
<b>Employee Service Awards</b>	Chair Ogle and Denise Ensley presented awards to the following employees: 10 year – Jennifer Tafoya, Operations Staff Lead; 20 year – Al Bradley, QSS Station Manager/Lead Supervisor.		Jim Ogle/ Denise Ensley
<b>Public Comment</b>  Paul Darr, Topeka Metro Passenger  Zach Snethen, Bikeshare Rider	Mr. Darr addressed the board with questions about fare increases and service reduction. He specifically inquired about the proposed increase to the reduced fare 31-day pass and the May Seniors Ride Free promotion.  Mr. Snethen addressed the board urging their continued support of the bikeshare program and continued thought in keeping it, stating it is a critical Topeka community component and part of the vision of Momentum 2022.		Jim Ogle
<b>Executive Session</b>	Discuss personnel matters of nonelected personnel and to have an attorney-client privileged consultation with Topeka Metro General Counsel to discuss pending legal matters.	Motion: Beverly Hall moved and Jim Daniel seconded the motion to adjourn into Executive Session at 3:26pm. The motion was unanimously approved. The open meeting to resume at 4:00pm.	Jim Ogle
<b>Resume Open Meeting</b>	Executive Session ended at 4:00pm and open meeting resumed.		Jim Ogle

<b>Interim General Manager Report</b>			Denise Ensley
Triennial Review	Triennial review will take place later this week. Several management team members will be involved in the review. Documents that were requested in advance were sent to the reviewer by his deadline.		
USD 501 Student Passes	The USD 501 Board approved the 1,600 student pass purchase at their board meeting on July 18th. The passes have shipped and will arrive in a few days. Topeka Metro supervisors will attend freshmen orientations on August 13 <sup>th</sup> and school open houses shortly after that.		
Public Meetings	Press release regarding the FY 2020 service changes distributed on July 15 <sup>th</sup> . There will be three public meetings in August. Staff is preparing documentation for the upcoming meetings.		
KDOT Grant	Received notification from KDOT on June 27 <sup>th</sup> that a \$1.3M grant was awarded to Topeka Metro for safety improvements, equipment updates, and bus stop upgrades. Topeka Metro distributed a press release on July 9th.		
Bus Shelter Damage	Additional bus shelters were damaged on June 27 <sup>th</sup> , July 1 <sup>st</sup> and July 9th. TPD is investigating.		
Independence Day	Topeka Metro was closed for the holiday but provided shuttle service for the Spirit of Kansas event. Four-hundred thirty-five one-way trips were provided.		
Recent Meetings	1) The Advisory Committee on Accessible Transportation Services (ACATS) held their bi-monthly meeting on July 10th. Upcoming Topeka Metro changes were shared with attendees. 2) The quarterly oversight meeting with Capitol City Taxi was held on July 19 <sup>th</sup> with possible expansion being one of the topics of discussion.		
Employee Picnic	The employee picnic held on June 23 <sup>rd</sup> was a success with 114		

<p>ADA Anniversary</p> <p>Bus Operator Choose-up</p>	<p>participants.</p> <p>The Americans with Disabilities Act (ADA) is celebrating its 29th anniversary on July 26th. Topeka Independent Living Resource Center (TILRC) is celebrating with an art show.</p> <p>The next choose-up goes into effect August 11<sup>th</sup>.</p>		
<p><b>Finance Report</b> Financials as of 6/30/19</p> <p>Award Bus Technology Contract</p> <p>Approve DVR Replacement RFB</p>	<p>Chip Falldine presented the June finance reports. Most revenues have been recorded for FY2019 and the net deficit is down to approximately \$227K, with the final deficit anticipated to be \$300-\$350K. Anticipated transfer to capital reserves is \$1M (target was \$1.3M).</p> <p>Six vendors submitted bids. The evaluation committee recommends awarding the contract to DoubleMap as they are the lowest bidder and ranked highest according to the total scoring of the committee. The contract will be written with a total equipment/installation cost not to exceed \$284,400.</p> <p>DVR replacement contract shared with board.</p>	<p>Motion: Rodd Miller moved and Jim Daniel seconded the motion to accept the finance report as presented. The motion was unanimously approved.</p> <p>Motion: Rodd Miller moved and Jim Daniel seconded the motion to award the bus technology contract not to exceed \$284,400 to DoubleMap. The motion was unanimously approved.</p> <p>Motion: Beverly Hall moved and Jim Daniel seconded the motion to approve the DVR replacement RFB as presented. The motion was unanimously approved.</p>	<p>Chip Falldine</p>
<p><b>Departmental Reports</b> Planning/Ridership</p> <p>Operations</p> <p>Maintenance</p> <p>Bikeshare</p>	<p>Report as submitted.</p> <p>Report as submitted.</p> <p>Report as submitted.</p> <p>Karl Fundenberger reported this is his last board meeting as he is leaving Topeka Metro in early August for other employment. The board thanked him for his years of service and dedication to the bikeshare program. He stated the Topeka Metro Bikes</p>	<p>Motion: Jim Daniel moved and Rodd Miller seconded the motion to allow staff to investigate creating a</p>	<p>Edwin Rothrock/ Mike Spadafore Denise Ensley Alan Parrish Karl Fundenberger</p>

	bikeshare program is the most affordable and equitable in the Midwest, and that he has heard from several community members that Topeka needs to find a way to keep the bikeshare program. He asked for permission to form a community bikeshare group to educate the public on all the issues facing the program, search for funding and look at all options of salvaging the program. Jim Daniel shared his desire to have community stakeholders involved in the process and asked for consideration of allocated funds to assist with leadership and meeting expenses. As long as the cost was less than \$10K, the project would not have to go out to bid.	community group to understand the issues with the continuation of Topeka Metro Bikes, and allocate up to \$9,999.99 in that effort for leadership and meeting space. The motion was unanimously approved.	
<b>Committee Reports</b>			
Finance	Rodd Miller inquired about the recent meeting with Capitol City Taxi and topic of expansion vehicles.		Rodd Miller
Planning	Nothing to report.		Jim Ogle
<b>Continuing Business</b>	None.		
<b>New Business</b>			
FY 2020 Board Member Oath of Office	Forms were distributed to board members present for signature/notarization.		Denise Ensley
Procurement Board Training	Mr. Falldine provided procurement training.		Chip Falldine
<b>Adjourn</b>	Chair Ogle adjourned the meeting at 4:47pm.		

Respectfully Submitted,

Leisa Shepherd, Board Secretary`