



**Topeka Metro  
Board of Director's Minutes  
December 17, 2018**

| MEMBER'S NAME           | ORGANIZATION | PRESENT / ABSENT / EXCUSED |
|-------------------------|--------------|----------------------------|
| Jim Ogle, Chair         | Topeka Metro | Present (via phone)        |
| Rodd Miller, Vice-Chair | Topeka Metro | Present                    |
| Jim Daniel              | Topeka Metro | Present                    |
| Elsie Eisenbarth        | Topeka Metro | Present                    |
| Beverly Hall            | Topeka Metro | Present                    |
| Scott Tummons           | Topeka Metro | Present                    |
| Dr. Alan Bearman        | Topeka Metro | Present                    |

| Staff/Visitors  | ORGANIZATION | PRESENT / ABSENT / EXCUSED |
|---|--------------|----------------------------|
| Susan Duffy, General Manager                          | Topeka Metro | Present                    |
| Chip Falldine, CFO                                    | Topeka Metro | Present                    |
| Denise Ensley, COO                                    | 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                    |
| Karl Fundenberger, Director of Bicycle Operations     | Topeka Metro | Present                    |
| Leisa Shepherd, Board Secretary                       | Topeka Metro | Present                    |

| TOPIC                         | KEY DISCUSSION   | RECOMMENDED ACTION / STATUS                        | PERSON RESPONSIBLE |
|-------------------------------|--|--|--------------------|
| <b>Call to Order</b>          | Rodd Miller, Vice-Chair, called the meeting to order at 3:15pm.        |  | Rodd Miller        |
| <b>Consent Agenda Minutes</b> | Minutes from November 26 and November 30, 2018 meetings were reviewed. | Jim Daniel moved and Elsie Eisenbarth seconded the | Rodd Miller        |

|                                 |   |  |               |
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|                                 |   | motion to approve the consent agenda. The motion was unanimously approved.   |               |
| <b>Employee Service Awards</b>  | Vice-Chair Miller and Susan Duffy presented awards to the following employees: 5 yr – Josh Bruns, Maintenance Tech 3; Deran Kokenge – Maintenance Tech 3; 10 yr – Chris Tregellas, Maintenance Tech 2; John Cassidy, General Counsel; 25 yr – Michael Glasgow, Bus Operator.  |  |               |
| <b>Public Comment</b>           | No public comment.  |  |               |
| <b>General Manager Report</b>   |   |  |               |
| QSS Coffee Handout              | Management Team was at Quincy Street Station this morning at 6:30am to handout coffee to riders and discuss the vote tomorrow at the City Council Meeting.  |  |               |
| KDOT Site Visit                 | KDOT conducted a site visit last week regarding a grant for bike racks and bus stop amenities.  |  |               |
| JEDO                            | JEDO recently approved Phase II of the SOTO route and Phase I of the NETO route. 8,930 total SOTO Phase I rides provided. NETO route started last Thursday. Several inquiry calls but no rides as of yet.   |  |               |
| Kansas Children's Discovery Ctr | Bus Operators Niles Brandstoettner, Michelle Brown and Danny Martinez read "Don't Let the Pigeon Drive the Bus" to children on December 13 <sup>th</sup> at the Kansas Children's Discovery Center where they are featuring "The Pigeon Comes to Topeka! A Mo Willems Exhibit". The children in attendance enjoyed getting to meet some of our bus operators. |  |               |
| 2018 Employee Christmas Gift    | In lieu of the Christmas bowling party, a 10 lb turkey and and chef's apron was given to each employee working 30 or more weekly hours. Santa Duffy, Denise Ensley and Terri Miller handed out the items last Sunday afternoon.   |  |               |
| <b>Finance Report</b>           |   |  |               |
| Financials as of 1130/18        | Chip Falldine presented the November financials.  | Motion: Elsie Eisenbarth moved and Scott Tummons seconded the motion to accept the finance report as presented. The motion was | Chip Falldine |

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|  |   | unanimously approved.  |   |
| <p>KDOT \$1.1M Grant</p> <p>Procurements</p> <p>Award Bus Stop 8.1 Contract</p>                                    | <p>QSS intercom bids have been received. KDOT must review the documentation prior to the Topeka Metro board awarding. Anticipate it will go before the board sometime in January.</p> <p>There are four open procurements. They are posted on the Topeka Metro website. The next one to be posted will be the safety barriers on the street side of QSS.</p> <p>Three bids received. Finance recommends awarding to lowest bidder which is Schreiner. This contract is for 25 stops to be completed by October 2019. The goal is 110-120 stops completed during CY 2019.</p>  | <p>Motion: Scott Tummons moved and Jim Daniel seconded the motion to award contract to Schreiner. The motion was unanimously approved.</p> |   |
| <p><b>Departmental Reports</b></p> <p>Planning/Ridership</p> <p>Operations</p> <p>Maintenance</p> <p>Bikeshare</p> | <p>FLEX ride numbers are up; 77 rides last month which is the 2<sup>nd</sup> highest total since inception. LRTP draft distributed for board review. Edits will be made and AECOM will be instructed to move forward once the City Council decision is determined. Planning projects: 11,200 rides for the recent Saturdays (Small Business Saturday; Shop 'til you Drop; Remember Rosa) which is a 20% increase over last year. Capitol City Taxi had 15 riders for after hours accessible ride service that uses a Topeka Metro MV-1 vehicle to transport passengers.</p> <p>Report as submitted.</p> <p>Report as submitted.</p> <p>Report as submitted.</p> |  | <p>Edwin Rothrock</p> <p>Denise Ensley</p> <p>Alan Parrish</p> <p>Karl Fundenberger</p> |
| <p><b>Committee Reports</b></p> <p>Finance</p> <p>Planning</p>   | <p>Healthcare savings was discussed.</p> <p>City Council has a rule if a measure is defeated, there is a 6-month waiting timeframe for the matter to be taken up again by City Council. Board feedback requested on either asking for City Council to vote on mill levy increase, a smaller increase or have them pull it from the agenda. Following discussion, consensus to ask them to vote on 1 mill increase.</p>  |  | <p>Rodd Miller</p> <p>Jim Ogle</p>  |
| <p><b>Continuing Business</b></p>  | <p>None</p>   |  |   |

|   |   |  |              |
|---|---|--|--------------|
| <b>New Business</b><br>KOMA/KORA Board Training | Legal Counsel John Cassidy provided KOMA/KORA training.   |  | John Cassidy |
| Case Settlement                                 | Details given of a liability case involving non-ambulatory rider that frequently uses our services. General Counsel Cassidy suggests we settle. | Motion: Beverly Hall moved and Elsie Eisenbarth seconded the motion to accept the proposed settlement amount. The motion was unanimously approved. | John Cassidy |
| <b>Executive Session</b>                        | None.   |  |              |
| <b>Adjourn</b>                                  | Vice-Chair Miller adjourned the meeting at 4:48pm.  |  |              |

Respectfully Submitted,

Leisa Shepherd, Board Secretary