

FHATA Board Meeting
5815 Marlatt Avenue
Manhattan, KS 66503
Tuesday March 3, 2020 at 4:00 PM

VOTING MEMBERS - (Board Members may elect to call in for this meeting)

Absent Derek Jackson – Kansas State University – Chairperson
Present Stephanie Peterson – Flint Hills MPO – Vice Chairperson
Present Charles Stimatze - Geary County Commission
Present Jeff Barnes – Kansas State University
Absent Jeff Underhill – Junction City Commission
Phone Aaron Eastabrook – Manhattan City Commission
Present Marvin Rodriguez – Riley County Commission
Absent Dee McKee – Pottawatomie County Commission

FHATA STAFF MEMBERS

Present Anne Smith – Executive Director
Present Merl Page-Director of Operations
Present Melanie Tuttle-Finance Director
Present Terry Umscheid McAfee – Executive Assistant
Present Mike Wilson- Mobility Manager
Present Cathy Harmes, HR Coordinator
Present Yafdaya Coleman, Transit Data Analyst
Phone Katey Cain, HR Director

NON VOTING MEMBERS - GUESTS/VISITORS – none present

Welcome & Introductions- Vice Chairperson Stephanie Peterson called the meeting to order at 4:05PM

Public Comment Opportunity – None

Action Item: Approval of December 2019, January and February 2020 minutes

Charles Stimatze moved to approve the minutes of the December 2019, January and February 2020 minutes as presented, Marvin Rodriguez seconded the motion.
Motion carried.

Executive Director's Report: Anne Smith

After approximately a 10 year run, the SafeRide service will be discontinued at the end of the 2020 spring semester.
The KDOT Safety Plan requirement is due July 22, 2020.
Building materials have been delivered and Manhattan Area Technical College is working on the Bus Shelters.

There will be some changes to the Jardine route during the spring semester due to the construction/remodel of Derby. We are working with KSU to determine peak run times. Transit Day at the Capital is March 10, 2020, everyone is welcome to attend.

Mobility Management: Mike Wilson

Attended a presentation March 26, 2020 with USD 383 Life Skills Class and Transition Coordinator to discuss a Long Term Program for 18-21 year old students with disabilities (IEP), travel training. Will also discuss with USD 475.

Multi-language CENSUS Marketing Materials are being put on buses in Manhattan Continued Meetings and Discussion w/Riley County Health Department for future Bus to assist with the following programs/events:

- Early Head Start
- Vaccines and Blood Pressure Checks in remote locations
- Community Events
- Health Education
- Everybody Counts Planning-Free Fare Day, August 1st

Director of Operations – Merl Page

We are continuing to hold interviews for drivers

The Kansas Arts Council has given a grant to a local organization, and they have approached me to start a discussion about putting Art wraps on our buses.

Treasurers Report – Melanie Tuttle

Provided a handout for the month of January and year to date financials, these reports reflect the personnel increases due to overtime and the increase in insurance premiums, with maintenance expenses leveling out.

We are waiting to wrap the four new buses we have received which will replace 3 that will be taken out of service.

In January of 2020 we transported in excess of 10,000 rides. We have experienced an overall ridership increase of 13%, following is a breakdown of the routes increases: K18/Ogden route-40%, Manhattan-23%, Junction City 8% and Park & Ride 24%.

New 5307 Grant- Anne Smith

Applying for the Federal/Urban funding, there are some questions that we need to have Shannon Graves provide information on.

Provided information for BOD to review on the 5307 apportionment, which requires a 50% local match.

New Employee Scheduling Model – Yafdaya Coleman

Presented a power point review of the newly implemented scheduling model, identified driver and scheduling issues, and provided staff trainings.

Cathy Harmes provided information on employee turnover, our recruiting processes which will focus on targeting qualified applicants recruitment opportunities. Discussion related to preparing a flyer for recruiting that could be handed out at community events.

City of Manhattan Construction Project at Kimball and College Avenue-Anne Smith

This construction project is creating some issues with a couple of our routes, and we are working with the City and Jared from the MPO to make route updates.

Meeting Adjourned at 5:11PM

Next meeting April 7, 2020 – 4:00P.M.