



**Topeka Metro
Board of Director's Minutes
October 19, 2020**

MEMBER'S NAME	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Rodd Miller, Chair	Topeka Metro	Present via phone
Dr. Alan Bearman, Vice-chair	Topeka Metro	Present via phone
Jim Daniel	Topeka Metro	Present via phone
Beverly Hall	Topeka Metro	Present via phone
Joseph Ledbetter	Topeka Metro	Present via phone
Jim Ogle	Topeka Metro	Present via phone
Scott Tummons	Topeka Metro	Present via phone

Staff/Visitors	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Bob Nugent, General Manager	Topeka Metro	Present via phone
Denise Ensley, COO	Topeka Metro	Present via phone
Chip Falldine, CFO	Topeka Metro	Present via phone
John Cassidy, General Counsel	Topeka Metro	Present via phone
Edwin Rothrock, Director of Planning	Topeka Metro	Present via phone
Keri Renner, Director of Marketing and Communications	Topeka Metro	Present via phone
Jared Culbertson, Director of Information Technology	Topeka Metro	Present via phone
Terri Miller, Director of Human Resources	Topeka Metro	Present via phone
Alan Parrish, Director of Maintenance & Facilities	Topeka Metro	Present via phone
Mike Spadafore, Director of Mobility Management	Topeka Metro	Absent
Andy Fry, Special Projects	Topeka Metro	Present via phone
Brenda Vink-Wilson, Executive Assistant	Topeka Metro	Present via phone
Tom Baumgartner, Safety & Security Officer	Topeka Metro	Present via phone QSS
Efren Mazas, Union President	Topeka Metro	Present via phone QSS
Chris Guerrero, Union Representative	Topeka Metro	Present via phone QSS

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

Minute Approval	Minutes from the September 21, 2020 and amended August 17, 2020 Board meetings were submitted for approval. The August 17 minutes amendment pertained to the approval of the Topeka Metro Safety Plan moved by Jim Daniel and seconded by Beverly Hall and unanimously passed that was omitted.	Motion: Jim Daniel moved and Beverly Hall seconded the motion to approve the September 21 and amended August 17, 2020 minutes to include the approval of the Topeka Metro Safety Plan. The motion was unanimously approved.	Rodd Miller
Public Comment	<p>Union President, Efren Mazas, made the following statement: Requested that rear boarding and free fare until the end of the year. Barriers will not cover the fare box and need extended. Extended barriers do not work due to reflection and the inability to overcome that issue. Many operators were receptive to wearing masks during boarding and with current barrier. Consistent wearing of masks create safety issues due to fogging of glasses. Direct fans to blow back toward passenger area may help with air flow. There is no room for the farebox by the rear loading door nor can payment be monitored.</p> <p>Discussion by the Board: Free fare can be sustained financially for approximately two more months before it may be necessary to consider cutting services and/or reducing operators. Chip will study financials more thoroughly and Topeka Metro will research what other transit properties are doing.</p>		Rodd Miller
Finance Report	Plans to close out fiscal year June 30, 2020 is this week. An annual adjustment to fund balance accounts will be done. Auditors had no adjustments. The million transfer to Capital Fund will be recorded.	Jim Daniel moved and Beverly Hall seconded the motion to accept the September 2020 financial report. The motion was unanimously approved.	Chip Falldine
Para Buses RFP Update	The Review Committee members were in favor of utilizing Creative Bus Sales for the paratransit bus purchases. There were 7 bids. Three had hydraulic lifts which the committee		Chip Falldine

	<p>declined. They focused on the 24' and 25' long low-floor ramps. These are less expensive to maintain. KDOT approved. Alan stated Topeka Metro risks having to wait if Topeka Metro did not commit to the purchase and these buses were sold. It would mean Topeka Metro would have to continue to incur costs of maintenance of current buses.</p> <p>Jim Ogle recommended waiting until November Board Meeting to make a determination due to the lateness of the RFP report prior to meeting. He asked that Chip Falldine share with the BOD the regulation statute concerning the BOD's involvement in procurement.</p>		
<p>Departmental Reports</p> <p>Planning/Ridership</p> <p>Operations</p> <p>Maintenance</p> <p>NETO/SOTO</p>	<p>Paratransit transports have slightly moved upward from the previous month. The Shuttle between Topeka Rescue Mission and Quincy has been discontinued.</p> <p>Report accepted as submitted.</p> <p>Report accepted as submitted.</p> <p>Report accepted as submitted. Bob Nugent stated JEDO continues to seek employers' needs to see if Topeka has a problem with workforce transportation and if so how it can be supported.</p>		<p>Edwin Rothrock (</p> <p>Denise Ensley</p> <p>Alan Parrish</p> <p>Edwin Rothrock</p>
<p>Committee Reports</p> <p>Finance</p> <p>Planning</p>	<p>No report.</p> <p>It is requested to provide information at the next Committee Meeting regarding the December retreat.</p> <p>Bob Nugent said a select number of operators should possible test drive a vehicle with an extended barrier. An extended barrier prototype has been provided but it created so much glare Alan Parrish did not consider it safe. Scott Tummons suggested using a 'swinging door' to be place on the barrier so it can be secured when passengers board and can be opened when driving to avoid glare. Alan Parrish said the operator</p>		<p>Rodd Miller</p>

	would have to leave their seat to latch and unlatch the door. Dr. Bearman would like to have information on air barrier by the next meeting. Alan Parrish and Bob Nugent will research air curtains and booster fans.		
Continuing Business Extend Free Fare/Back Loading	It was recommended to extend the free fare and back loading until the end of November.	Jim Daniel moved and Scott Tummons seconded the motion to extend the free fare and back loading until the end of November. The motion was unanimously approved.	Rodd Miller
New Business	Terri Miller requested health insurance renewal information from AETNA and other companies to be included on the next Committee and Board Meeting agendas.		Terri Miller
Executive Session			
Resume Open Meeting			
Adjourn	Chair Miller adjourned the meeting at 4:25 pm.		Rodd Miller

Respectfully Submitted,

Brenda Wilson, Board Secretary