



**Topeka Metro  
Board of Director's Minutes  
November 16, 2020**

<b>MEMBER'S NAME</b>	<b>ORGANIZATION</b>	<b>PRESENT / ABSENT / EXCUSED</b>
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

<b>Staff/Visitors</b>	<b>ORGANIZATION</b>	<b>PRESENT / ABSENT / EXCUSED</b>
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
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
Al Bradley, QSS Supervisor	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
Stacey Hammond	BT & Co	Present via phone
Shelley Lillibridge	IMA	Present via phone

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	
<b>Call to Order</b>	Chair Miller called the meeting to order at 3:15pm.		<b>PERSON RESPONSIBLE</b>
<b>Minute Approval</b>	Minutes from the October 19, 2020 were submitted for approval.	Motion: Jim Daniel moved and Jim Ogle seconded the motion to approve the October 19, 2020 minutes. The motion was approved 6-0.	Rodd Miller
<b>Public Comment</b>	Union President, Efren Mazas, made the following statement: Requested that rear boarding and free fare continue since Shawnee County Covid is in the red. Three operators and one in management tested positive and two in quarantine for COVID in November. He thinks operators feel unsafe to go back to front board loading at this time.		Rodd Miller
<b>Audit</b>	<p>Results of Topeka Metro June 30, 2020 financial statements formed the basis of the BTU &amp; Co. certified public accountant's audit presentation. Topeka Metro received an 'unmodified' audit opinion from BTU &amp; Co. which is the best auditing opinion a company can receive. There were no audit adjustments which is unusual in most audit reports. Topeka Metro management was very well prepared and transparent per BTU &amp; Co.. The representation letter from BTU &amp; Co. needs signed by Topeka Metro to complete the audit.</p> <p>The Board of Directors praised the financial team for their presentation to the auditors and Chip Falldine and Bob Nugent for their leadership.</p>	Motion: Dr. Alan Bearman moved and Jim Ogle seconded the motion to accept the audit report from BTU & Co. certified public accountants. The motion was approved 7-0.	Stacey Hammond BTU & Co.
<b>IMA – Health Insurance</b>	Topeka Metro budgeted 15% health insurance renewal. AETNA, the current health insurance plan, renewal rate was a 40% increase. BCBS came back to Topeka Metro with a 14.4% increase. Unlike AETNA, BCBS has a reporting system of how the plan is running including claims etc. This is the same BCBS	Motion: Jim Daniel moved and Joe Ledbetter seconded the motion to switch the Topeka Metro health insurance plan from AETNA to BCBS. The motion was approved 7-0.	Shelly Lillibridge Sarah IMA

	plan Topeka Metro previously had prior to switching to AETNA. Premiums will remain the same from AETNA as Topeka Metro returns to BCBS. Delta Dental, EyeMed, and Guardian premiums will also remain the same for the next year.	Motion: Jim Daniel moved and Scott Tummons seconded the motion to extend Delta Dental, EyeMed, and Guardian for another year. The motion was approved 7-0.	
<b>Finance Report</b>	Financials as of 10/31/2020.	Motion: Beverly Hall moved and Dr. Alan Bearman seconded the motion to accept the 10/31/2020 financial report. Motion passed 7-0.	Chip Falldine
<b>Bus Stop Amenities Install RFP</b>	The 5 year contract expires in a few months. Topeka Metro would like to put it out to bid. There was one bid last time.	Motion: Dr. Alan Bearman moved and Scott Tummons seconded the motion to submit the 5 year contract out for bid for the bus stop RFP amenities install. The motion passed 7-0.	Chip Falldine
<b>Paratransit Bus Contract</b>	Topeka Metro recommends the paratransit bus contract be awarded to Creative Bus Sales. It had the lowest price and the highest evaluation scores. Topeka Metro will purchase 4 or 5 of the low floor buses on a 5 year contract to gain experience vs an entire fleet. The 'lift' vehicles have a tendency to have more mechanical problems.	Motion: Scott Tummons moved and Dr. Alan Bearman seconded the motion to purchase 4-5 low floor buses from Creative Bus Sales. The motion passed 7-0.	Chip Falldine
<b>Departmental Reports</b> Planning/Ridership  Operations  Maintenance	Ridership is down 30% per Andy Fry.  Report accepted as submitted.  Report accepted as submitted. No firm basis as to why 25-30% less spent this year.		Andy Fry  Denise Ensley  Alan Parrish

NETO/SOTO	<p>Andy Fry corrected the Neto ridership trips to date from 15,950 to 15,049.</p> <p>Bob Nugent stated JEDO had made no decision in participating. Bob had spoke with Upper Management at Resers, Human Resources at US Food, and Human Resources/Upper Management with Smuckers. They did not speak as if transportation for employees was an issue. Bob expressed a willingness to help pursue transportation through van pooling, management associations, and uber assistance if needed.</p>		Andy Fry
<p><b>Committee Reports</b></p> <p>Finance</p> <p>Planning</p>	<p>No report.</p> <p>No report.</p>		
<p><b>Continuing Business</b></p> <p><b>Extend Free Fare/Back Loading</b></p> <p><b>Operators Wear Masks</b></p> <p><b>Complete SWAT Analysis Planning by Committee Meeting Dec. 11, 2020</b></p>	<p>Board recommended extending rear boarding and no fare through December 31, 2020.</p> <p>It is recommended that all Operators wear masks per the Board of Directors. Management will address the issue.</p> <p>All Board Members and Management Team are to complete the SWAT Analysis Planning Survey by time of the Meeting Dec. 11, 2020. The Retreat Meeting will be Friday 8:30 –2:00 by Zoom.</p>	<p>Motion: Jim Daniel moved and Scott Tummons seconded the motion to extend the free fare and back loading until the end of December. The motion was approved 5-0.</p>	Rodd Miller

<b>New Business</b>			
<b>Executive Session</b>			
<b>Resume Open Meeting</b>			
<b>Adjourn</b>	Chair Miller adjourned the meeting at 4:20 pm.		Rodd Miller

Respectfully Submitted,

Brenda Wilson, Board Secretary