



**Topeka Metro
Board of Director's Minutes
March 30, 2020**

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

Staff/Visitors	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Bob Nugent, General Manager	Topeka Metro	Present via phone
Denise Ensley, Chief Operations Officer	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	Absent
Jared Culbertson, Director of Information Technology	Topeka Metro	Present QSS
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	Present via phone
Brenda Vink-Wilson, Executive Assistant	Topeka Metro	Present via phone
Tom Baumgartner, Safety & Security Supervisor	Topeka Metro	Present QSS
Efren Mazas, Union President	Topeka Metro	Present QSS
Chris Guerrero, Bus Operator	Topeka Metro	Present QSS
David Adams, Bus Operator	Topeka Metro	Present QSS

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
Call to Order	Chair Ogle called the meeting to order at 3:15pm.		Jim Ogle
Consent Agenda Minutes	Minutes from the February 18, 2020 meeting were reviewed.	Motion: Jim Daniel moved and Rodd Miller seconded the motion to approve the minutes as presented. The motion was unanimously approved.	Jim Ogle
General Manager Report	Mr. Nugent reported on the bikeshare program. He met with Capitol Federal Savings Bank last week concerning the bikeshare program. It is dependent upon whether Capitol Federal accepts the white/with blue bike design. Mr. Nugent has not received a response.		Robert Nugent
Finance Report Financials as of 2/29/2020 9.3 Bus Stop Contract Tire Lease RFP	Mr. Falldine presented the February finance report. The 9.3 bus stop contract to complete with a \$190,000 budget proposal was bid by Conroy at \$174,000 and Joe Schreiner Concrete at \$153,000. Mr. Falldine reported the tire lease RFP will be issued. The response time expires 6/30/20. The cost estimate annually is on average \$45,000.	Motion: Rodd Miller moved and Jim Daniel seconded the motion to accept the February 29, 2020 finance report as presented. The motion was unanimously approved. Motion: Rodd Miller moved and Jim Daniel seconded the motion to accept the \$153,000 bid from Joe Schreiner Concrete. The motion was unanimously approved. Motion: Jim Daniel moved and Joseph Ledbetter seconded the motion to submit the tire lease RFB. The motion was unanimously approved.	Chip Falldine Chip Falldine Chip Falldine

Paratransit Vehicle RFP	The paratransit vehicle RFP purchase specifically for cutaways and not vans will be submitted.	Motion: Jim Daniel moved and Scott Tummons seconded the motion to submit the paratransit vehicle RFP. The motion was unanimously approved.	Chip Faldine
Ridership Report	<p>Mr. Rothrock presented examples of alternate options to modify services in case of significant loss of operators. The goal is to maintain maximum service with available operators and scale the service in a way that maintains critical connectivity for employment and medical needs. He mentioned ridership on fixed buses is down 50%. He stated reducing services too much could create passenger overloads. Information attached.</p> <p>Mr. Miller voiced concern about the public idle riding and continuing to put bus operators and others at risk. Mr. Ledbetter suggested staff return to the BOD when the staffing problem arises and then hold a special board meeting to help find a solution.</p> <p>Ms. Ensley informed the BOD that she previously called the Topeka Mission to advise them of the overloaded bus dilemma. She has not seen a difference. She wants to avoid operators confronting passengers concerning idle riding. Every time someone is on the bus that does not need to be it puts others at risk. A significant portion of overload comes from the Rescue Mission and Let's Help route.</p> <p>The BOD discussed the need for security to politely enforce the idle riding. Peak times of when this occurs cannot be identified. The presence and/or questioning from security may deter idle riding passengers. Suggestions included floating security personnel, utilizing officers who could issue a ticket, seeking off duty police or sheriffs, or Guardian security</p>		<p>Edwin Rothrock</p> <p>BOD Members Robert Nugent Denise Ensley</p>

<p>Paratransit / Capitol City</p>	<p>personnel. Chair Ogle stated the BOD can spend money on anything that the BOD authorizes to spend money on, but there isn't a contingency fund for security per se. Mr. Daniel added that Topeka Metro can access capital reserve funds, but any money used from the account would need to be put back in at some time.</p> <p>Denise reminded them there are three part-time security officers at QSS that can help monitor prior to passengers loading. Mr. Miller and Mr. Ledbetter suggested reaching out to the TPD and Sheriff's office. Mr. Nugent and Ms. Ensley discussed speaking to the Topeka police chief and Mayor for recommendations and funding options.</p> <p>Chair Ogle requested an update on the Paratransit. Ms. Ensley stated the Topeka Metro website now includes information on the riding rules and screening of passengers. Mr. Rothrock stated paratransit has dropped by 75%.</p> <p>There was much discussion concerning the need to keep Capitol City Taxi operational. Mr. Nugent stated while Topeka Metro is continuing to practice efficiency it has been making every effort to maximize the use of Capitol City services while needing to provide social distancing. BOD members reiterated the standard for social distancing to be a priority and maintaining Capitol City's operational assistance. Topeka Metro services and staff could be utilized in several capacities.</p>	<p>Motion: Joseph Ledbetter moved and Jim Daniel seconded the motion to authorize staff to allocate up to \$50,000 for enhanced security on our buses. This will allow staff to hire individuals in uniform with a badge, to work with operators and passengers to address idle riding and enforce the stay at home order. The motion was unanimously approved.</p>	<p>BOD Members Robert Nugent Denise Ensley</p>
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	Mr. Nugent emphasized that Topeka Metro needs to be prepared for special meetings as necessary to make quick needed decisions.	Motion: Rodd Miller moved and Jim Daniel seconded to give the General Manager, in consultation with the BOD Chair, authorization to change routes and operating hours until the end of the Governor's stay at home order. The motion was unanimously approved.	
Federal Reimbursement	Chair Ogle inquired about the Emergency Relief Act and whether transit services would receive funding for reimbursement based on COVID-19. Mr. Falldine responded there is a \$25 billion allowance for transit, but how to apply or how it is to be disbursed has not been stipulated.		Jim Ogle Chip Falldine
Operations Report Maintenance Report	Submitted. Submitted.		Denise Ensley Alan Parrish
Committee Reports	Chair Ogle reminded the BOD the Committee Meeting will be via Zoom Technology Thurs., April 9. Details are forthcoming.		Jim Ogle
Finance Planning	Mr. Miller stated the only financial decline was from fare revenue. None presented.		Rodd Miller
Continuing Business	None.		
New Business	None.		

Employee policy review	Mr. Cassidy presented the FMLA policy for review.		John Cassidy
Adjourn	Chair Ogle adjourned the meeting at 5:53 pm.		Jim Ogle

Respectfully Submitted,

Terri Miller, Board Secretary

Brenda Wilson, Executive Assistant