



**Topeka Metro
Board of Director's Minutes
December 21, 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
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	Present via phone
Andy Fry, Special Projects	Topeka Metro	Present via phone
Brenda Vink-Wilson, Executive Assistant	Topeka Metro	Present via phone
Ray Hazzard, Operations Supervisor	Topeka Metro	Present via phone QSS
Efren Mazas, Union President	Topeka Metro	Present via phone QSS
Chris Guerrero, Financial Secretary	Topeka Metro	Present via phone QSS
Jeremy Holloway, Union Vice President	Topeka Metro	Present via phone QSS
Brett Taylor	IMA	Present via phone
Mark Wilkerson	IMA	Present via phone

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
Call to Order	Chair Miller called the meeting to order at 3:15pm.		
Minute Approval	Minutes from the November 16, 2020 meeting were submitted for approval.	Motion: Jim Daniel moved and Joseph Ledbetter seconded the motion to approve the November 16, 2020 minutes. The motion was unanimously approved 6-0.	Rodd Miller
Public Comment	<p>Union President, Efren Mazas, made the following statements:</p> <p>1-A poll of a majority of operators agreed to front board boarding.</p> <p>2-Operators were agreeable to extending the barrier shield in the future.</p> <p>3-Operators wanted in writing that no person would be laid off if a reduction in service.</p> <p>4-Jeremy Holloway had just informed him of the vent install to circulate the air. He will take up with management in a future discussion.</p>		Rodd Miller
IMA – Health Insurance	Brett Taylor and Mark Wilkerson, from IMA, presented on Topeka Metro property and auto insurance renewal. It will result in an overall 5% increase in premium.	Motion: Jim Ogle moved and Scott Tummons seconded the motion to accept the IMA renewal proposal for Topeka Metro. The motion was unanimously approved 6-0.	Brett Taylor Mark Wilkerson IMA
Finance Report	<p>Financials as of 11/30/2020 accepted.</p> <p>Joe Ledbetter requested Management and the Union to provide concrete ways to cut costs to reduce the deficit. He stated almost 10 percent of our budget is from health insurance and requested staff suggestions on how to control</p>	Motion: Scott Tummons moved and Joe Ledbetter seconded the motion to accept the November 30, 2020 financial report. The motion	Chip Falldine

	that cost. It was noted a large portion of the deficit was from depreciation, however, if Topeka Metro acquires needed replacement buses it will reduce the depreciation deficit. Chip Falldine stated the CARES Act should last until June 2021 and July 2021 for full reimbursement of lost revenue.	was unanimously approved 6-0.	
2021 BOD Meetings	The slate of proposed Board meeting dates for 2021 was proposed. January 8, 2021 Committee Meeting geared toward financial planning followed by an additional meeting to discuss strategic planning for the future. Anticipate a 2 hour meeting.	The Board of Directors accepted the proposed 2021 Board meeting dates by acclamation.	Bob Nugent
Departmental Reports Planning/Ridership Operations Maintenance NETO/SOTO	Ridership accepted as submitted. Bikes should begin to be moved from Topeka Metro property. Report accepted as submitted. Report accepted as submitted. Report accepted as submitted.		Andy Fry Denise Ensley Alan Parrish Andy Fry
Committee Reports Finance Planning	No report. No report.		Rodd Miller
Continuing Business Front Boarding/Fares	Board recommended beginning Feb. 1, 2021 to reinstate front boarding and bus fares. This should allow ample time to notify the public.	Motion: Jim Ogle moved and Joe Ledbetter seconded the motion to reinstate front boarding and bus fares February 1, 2021. The motion passed unanimously 6-0.	Rodd Miller

New Business Temporary Service Reduction due to COVID		The Board proposed to hold meetings with the public to discuss temporarily reducing services effective February 1, 2021. Notice will be sent out to the public immediately regarding time and location for the meetings.	Rodd Miller
Executive Session	Motion to recess into Executive Session.	Motion: Dr. Bearman moved and Jim Daniel seconded to recess into Executive Session at 4:58 pm to discuss attorney-client privileged information and acquisition of real property relating to a parcel of land until 5:30 pm. The motion was unanimously approved 6-0.	Rodd Miller
Resume Open Meeting	After resuming the open meeting at 5:07 pm, the Board voted to approve settlement of a risk management claim.	Motion: Jim Daniel moved and Dr. Bearman seconded to approve settlement of a risk management claim. The motion was approved 5-0.	Rodd Miller
Adjourn	Chair Miller adjourned the meeting at 5:10 pm.		Rodd Miller

Respectfully Submitted,

Brenda Wilson, Board Secretary