



**Topeka Metro
Board of Director's Minutes
May 18, 2020, 3:15 pm**

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	Present via phone
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 Operating 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	Present via phone
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
Doug Wright, Union Vice President	Topeka Metro	Present QSS

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
Call to Order	Chair Ogle called the meeting to order at 3:15 pm.		Jim Ogle
BOD Secretary Resolution	A resolution was passed appointing Brenda Vink-Wilson as the new Board secretary for Topeka Metro.	Joseph Ledbetter moved and Rodd Miller seconded the motion to approve the resolution appointing Brenda Vink-Wilson as the new Board of Directors secretary for Topeka Metro. The motion was unanimously approved.	Jim Ogle
Minutes Approval	Mr. Nugent requested the “Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019” document addressing free fare for paratransit services be entered into the April 20 minutes.	Jim Daniels moved and Joseph Ledbetter seconded the motion to enter the “Frequently Asked Questions from FTA Grantees” document regarding free fare for paratransit services into the April 20, 2020 minutes and to accept the April 20 and May 8, 2020 minutes. The motion was unanimously approved.	Jim Ogle
Public Comments	Union officers commented on items related to safety shields for operators, public masks, air flow, and hazard pay. Further information is to be presented.		Jim Ogle
General Manager Report	<p>Mr. Nugent discussed meetings including the:</p> <ul style="list-style-type: none"> • Bicycle Task Force; • NETO/SOTO partnership; • Topeka Core Recovery Task Force comprised of city/county emergency personnel examining the re-opening of businesses; 		Bob Nugent

	<ul style="list-style-type: none"> • KDOT assisting with creating a Federally mandated safety plan by the end of the year; • COVID-19 Partnership and Response Group with social services providers partnering to address such issues as food delivery and distribution. 		
Finance Report	<p>Financial Report – submitted Mr. Falldine will send a budget draft by June 1 to the BOD.</p> <p>Bus Stop Pads 8.6 RFB</p> <p>Transit Bus Tire Lease RFB</p>	<p>Rodd Miller moved and Joseph Ledbetter seconded the motion to accept the Finance Report. The motion was unanimously approved.</p> <p>Rodd Miller moved and Jim Daniel seconded the motion to award Joe Schreiner the bid of \$150,000 for 17 Bus Stop pads. The motion was unanimously approved.</p> <p>Jim Daniel moved and Beverly Hall seconded the motion to award Goodyear the bid of \$164,483 for the Transit Bus Tire Lease for a 5 year term. The motion was approved 6 in favor and 1 abstention.</p>	Chip Falldine
Department Reports			
Ridership Report	As submitted.		Edwin Rothrock
Operations Report	Topeka Metro hired two temporary ambussador positions to work through June. Their purpose is to provide safety information for passengers either waiting for or riding the bus. They also assist in wiping down touchable surfaces when		Denise Ensley

<p>Maintenance Report NETO/SOTO Report</p>	<p>a bus is stopped at the bus station or another inbound location.</p> <p>Barriers and safety chains have been installed in all fixed route buses to create distance between drivers and passengers. Sanitizing wipes are also available for passengers on buses.</p> <p>Signs have been posted at the Quincy Station and 201 Administrative Office requiring employees to wear masks in breakrooms, dispatch, restrooms, securing a mobility aid, and any other area where a 6-foot social distance cannot be maintained. Masks are not mandatory of drivers otherwise.</p> <p>As submitted. As submitted.</p>		<p>Alan Parrish Mike Spadafore</p>
<p>Committee Reports</p>	<p>Chair Ogle wanted to include on the June 5 Committee agenda the June fiscal year budget, health benefits, and early retirement. He also wants to allow 15 minutes to discuss the evaluating review process of General Manager, Bob Nugent.</p>		<p>Jim Ogle</p>
<p>Continuing Business Free Fare/Rear Loading Extension Fuel Lock</p>	<p>Bob Nugent recommended extended the free fare and rear loading through the end of June.</p> <p>Bob Nugent was directed to pursue a fuel lock price not to exceed \$2 per gallon at 1, 2, and 3 years to be approved by the BOD.</p>	<p>Joseph Ledbetter moved and Rodd Miller seconded the motion to extend the free fare for fixed buses and paratransit vehicles, and rear loading for fixed buses through the end of June. The motion was unanimously approved.</p> <p>Jim Daniel moved and Rodd Miller seconded the motion to direct Bob Nugent to pursue a</p>	<p>Bob Nugent Bob Nugent</p>

		fuel lock price not to exceed \$2 per gallon at 1, 2, and 3 years and to set an immediate BOD meeting for approval. The motion was unanimously approved.	
New Business	Employee smoking policy was reviewed by the BOD.		John Cassidy
Executive Session	Motion to recess into an Executive Session.	Jim Ogle moved and Rodd Miller seconded the motion to have the Board recess into an Executive session at 4:35 pm to discuss personnel matters of non-elected personnel in discussing individually identifiable employees until 4:45 pm. The motion was unanimously approved.	
Board Meeting Resumes	4:45 pm		Jim Ogle
Adjourn	Chair Ogle adjourned the BOD meeting at 4:45 pm.		Jim Ogle

Respectfully Submitted,

Brenda Wilson, Board Secretary