



**Topeka Metro
Board of Directors Minutes
October 21, 2024**

BOARD MEMBER'S NAME	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Scott Tummons, Chair	Topeka Metro	Present QSS
Candis Stiles, Vice Chair	Topeka Metro	Present QSS
Rodd Miller	Topeka Metro	Present QSS
Fatima Perez Luthi	Topeka Metro	Present via Zoom
Beverly Hall	Topeka Metro	Present via Zoom
Alan Bearman	Topeka Metro	Present via Zoom

Staff/Visitors		ORGANIZATION	PRESENT / ABSENT / EXCUSED
Bob Nugent, General Manager		Topeka Metro	Present QSS
Richard Appelhanz, Chief Financial Officer		Topeka Metro	Present QSS
Keri Renner, Director of Marketing and Communications/Board Secretary		Topeka Metro	Present QSS
John Cassidy, Legal Counsel		Topeka Metro	Present QSS
Terri Miller, Director of Human Resources		Topeka Metro	Present QSS
Jessica Moberly, Director of Planning		Topeka Metro	Present via Zoom
Jared Culbertson, Director of Information Technology		Topeka Metro	Present via Zoom
Alan Parrish, Director of Maintenance & Facilities		Topeka Metro	Present via Zoom
Denise Ensley, Chief Operations Officer		Topeka Metro	Present via Zoom
TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE

Call to Order	The meeting was called to order at 4:00 p.m.	6 of 6 members present	Scott Tummons
Meeting Minutes	September 16, 2024, meeting minutes submitted.	MOTION: Candis Stiles moved, and Fatima Perez Luthi seconded, to accept the September meeting minutes. Motion approved 6-0.	Scott Tummons
Public Comment	Mia Garcia, a regular bus passenger, addressed the board with ongoing concerns she’s had with her 10-ride card jamming in the farebox or it did not stamp the date so there was no proof of her ride. She said that she has seen passengers on other transits using a phone or a plastic card to tap, which she thinks would work better than the paper. Her other complaint was when she got on the bus and sat in a seat that had urine in it.	General Manager Bob Nugent asked Mia if she had talked to any management or customer service about these issues and she said she had only talked to bus operators. Bob suggested in the future to talk to someone in management because we don’t know if there is a problem unless we’re aware of it.	Scott Tummons
Department Reports			
Planning Report	<p>Jessica worked with Richard to help her with her first Planning report. She didn’t have anything to add.</p> <p>Board member Alan Bearman asked about Washburn ridership going down. Richard Appelhanz explained that up until October 2024, the numbers we’ve had for the past year were different types and from this month forward the information should be accurate.</p>		<p>Jessica Moberly</p> <p>Richard Appelhanz</p>
Operations Report	Denise had nothing to add to the report. She did share that two new bus operators started training today. She said that we are at 40 full-time bus operators and one part-time right now. The plan is to have another training class after the first of the year.		Denise Ensley

Maintenance Report	<p>Rodd Miller asked about any retirements or medical issues. Denise said no one has shared that they are retiring, and we do have a few who have medical issues. The goal is to have 42-43 bus operators, and right now we are at 40.</p> <p>Denise explained that training takes about 6 weeks, and we plan ahead for them to get their CDLs and endorsements when they are ready to go out on their own.</p> <p>Fatima asked about the one compliment that was submitted in September. Denise said it was for the professionalism of a MOD bus operator.</p> <p>Alan had nothing to add to his report. Bob asked Alan to talk about the chargers we received today. These are for the FORD-E Transits/electric vans. They were part of a Low-No grant and carbon emissions funding.</p>		Alan Parrish
Finance Report	<p>Richard had nothing to add for the finance report.</p> <p>Richard requested that the board vote on the Disposal & Recycling Services that will expire December 1, 2024. We recommend Waste Management in Kansas City. It is a five-year contract.</p>	<p>MOTION: Rodd Miller moved, and Candis Stiles seconded to accept the financial reports for September 30, 2024. Motion approved 6-0.</p> <p>MOTION: Rodd Miller moved, and Alan Bearman seconded, the approval to award the RFB to Waste Management. Motion approved 5-0.</p>	Richard Appelhanz
Employee Benefits		<p>MOTION: Alan Bearman moved, and Rodd Miller seconded the</p>	Richard Appelhanz
			Terri Miller

<p>Bylaws</p>	<p>Terri Miller had Emily Ahlvers from Bukaty Companies present a slideshow to review comparisons of benefits. The recommendations for employee benefits are as follows:</p> <p><u>Healthcare & prescriptions:</u> Blue Cross <u>Dental:</u> Delta Dental via Bukaty pooling <u>Vision:</u> EyeMed <u>Short-Term Disability:</u> MetLife <u>Voluntary benefits:</u> Guardian and Nue Synergy FSA</p>	<p>approval of recommended employee benefits for 2025. Motion approved 5-0, and Candis Stiles abstained.</p>	<p>Bob Nugent</p>
<p>Candidates for open board position</p>	<p>Rodd Miller suggested we might elect board positions bi-annually instead of annually and Candis mentioned implementing in the bylaws the 3-minute time limit for the public to speak at board meetings.</p> <p>Bob said that we can discuss it at a study session & then vote on it at the subsequent board meeting. It requires two-thirds majority to change by-laws.</p>		<p>Bob Nugent</p>
<p>South West Transit Association Conference</p>	<p>Bob said that there are several ways we can come up with a candidate. Someone may suggest a person or we can ask the Mayor for a suggestion. Rodd suggested maybe putting an ad in the electronic magazine of the Kanas Society of CPAs or check with the accounting department at Washburn University. Bob asked if anyone would be willing to be on a subcommittee to find someone.</p> <p>The SWTA Annual Conference & Expo is coming up February 18 – 21, 2025 in Tucson, Arizona. www.swta.org</p> <p>Bob mentioned other transit associations that are possibilities to attend in the future:</p>		<p>Bob Nugent</p>

<p>Adjourn</p>	<p>APTA – American Public Transportation Association (Washington, DC) www.apta.com</p> <p>CTAA-Community Transportation Association of America (Washington, DC) – www.ctaa.org</p> <p>SUN-Small Urban Network (part of CTAA) – www.ctaa.org/sun</p> <p>The meeting adjourned at 4:45 p.m.</p>		<p>Scott Tummons</p>
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Respectfully Submitted –



Keri Renner, Topeka Metro Board Secretary