



**Topeka Metro
Board of Director's Minutes
June 21, 2021**

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

Staff/Visitors	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Bob Nugent, General Manager	Topeka Metro	Present
Denise Ensley, Interim General Manager/COO	Topeka Metro	Present
Chip Falldine, CFO	Topeka Metro	Present
John Cassidy, General Counsel	Topeka Metro	Present by Zoom
Andy Fry, Director of Planning	Topeka Metro	Present by Zoom
Keri Renner, Director of Marketing and Communications	Topeka Metro	Present by Zoom
Jared Culbertson, Director of Information Technology	Topeka Metro	Present by Zoom
Terri Miller, Director of Human Resources	Topeka Metro	Present by Zoom
Alan Parrish, Director of Maintenance & Facilities	Topeka Metro	Present by Zoom
Brenda Vink-Wilson, Executive Assistant	Topeka Metro	Present by Zoom
Blaise Mesa, journalist	Capital Journal	Present

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
Call to Order	Chair Miller called the meeting to order at 3:15pm.		Rodd Miller
Minutes 5.17.21	Minutes from the May 17, 2021 Board meeting were reviewed.	Motion: Jim Daniel moved and Beverly Hall seconded the motion to approve the minutes as presented. The motion was approved 5 – 0.	Rodd Miller
Public Comment	None		Rodd Miller
Finance Report Financials as of 05.31.2021 KDOT Grant Approval- Phase 8 FY2022 Budget Draft	<p>Chip Falldine presented the May finance report. Fares are at 65-70% of Pre-COVID and ridership is down 40%. Jim Daniel asked if the state could verify single day vs monthly pass purchases? He felt we needed to evaluate commuting patterns.</p> <p>Withdrawn from agenda by staff.</p> <p>Discussion regarding the FY2022 Budget Draft occurred. Any changes in the proposed budget are reflected in the motions.</p>	<p>Motion: Jim Daniel moved and Joseph Ledbetter seconded the motion to accept the May finance report as presented. The motion was unanimously approved 7-0.</p> <p>Motion: Joseph Ledbetter moved and Jim Ogle seconded the motion to add \$100,000 to the proposed budget for Early Retirement. The budget will be submitted to the City prior to July 1, 2021. The motion was unanimously approved 7-0.</p> <p>Motion: Rodd Miller moved and Dr. Alan Bearman seconded the motion to add \$100,000 of COVID Relief Funds to the proposed budget, and then approve the overall FY2022 Budget. The motion was unanimously approved 7-0.</p>	<p>Chip Falldine</p> <p>Chip Falldine</p> <p>Chip Falldine</p>

<p>Departmental Reports</p> <p>Operations</p> <p>Planning/Ridership</p> <p>Maintenance</p>	<p>Denise Ensley reported a change in the TSA requirements. Masks are still required to be worn indoors, but no longer required to be worn outside.</p> <p>Report as submitted. Jim Daniel asked if we can determine whether people are going downtown more frequent compared to the past. Andy Fry said we are only able to gauge this from Jan. 2020 so not a lot of data to compare until 2021 is complete.</p> <p>Three buses required major service. One lift engine was worked on outside of Topeka Metro and two fixed route engines were worked on internally saving \$10-12,000 in labor costs.</p>		<p>Denise Ensley</p> <p>Andy Fry</p> <p>Alan Parrish</p>
<p>Committee Reports</p> <p>Finance</p> <p>Planning</p>	<p>Forwarded the FY2022 Budget to be considered for approval during the June 21 Board meeting.</p> <p>Bob Nugent gave a brief overview of a vehicle replacement schedule. A plan for the Capital reserves and vehicle replacement will be presented at the next Committee meeting.</p> <p>Bob Nugent said that staff has met with AECOM. They are beginning to pull together data. He requested AECOM advise us early on suggestions so we can implement changes early in the stages.</p>		<p>Rodd Miller</p> <p>Bob Nugent</p>
<p>Continuing Business</p> <p>Bikeshare</p>	<p>Alan Parrish said 90% of the TMB bikes auctioned are gone from TMTA property.</p>		<p>Alan Parrish</p>

	Bob Nugent said Board Policies will be presented at the next Committee Meeting. No action will be required.		Bob Nugent
Election of Officers	It was proposed to have Dr. Alan Bearman serve as chair, and Scott Tummons serve as vice-chair. No other nominations were received.	MOTION: Jim Daniel moved and Jim Ogle seconded electing Dr. Bearman as Board chair and Scott Tummons as vice-president. The motion was unanimously approved 7-0.	Rodd Miller
Executive Session	Rodd Miller asked if the Board needed to adjourn into Executive Session at 3:50 pm. Executive Session concluded at 4:08 pm.	Motion: Dr. Alan Bearman moved to recess into Executive Session at 3:50 pm for five minutes to discuss personnel matters of nonelected personnel in order to discuss individually identifiable employees, and have an attorney-client privileged consultation to discuss confidential legal matters. Joseph Ledbetter seconded the motion and the motion was unanimously approved 7-0. Motion: Dr. Alan Bearman moved and Joseph Ledbetter seconded the motion to extend the Executive Session for ten minutes. The motion was unanimously approved 7-0.	Rodd Miller
Adjourn	Chair Miller adjourned the meeting at 4:08 pm.		Rodd Miller

Respectfully Submitted, Brenda Vink-Wilson, Board Secretary