

## Topeka Metro Board of Director's Minutes Monday, May 17, 2021

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

Staff/Visitors	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Bob Nugent, General Manager	Topeka Metro	Present QSS
Denise Ensley, Chief Operations Officer	Topeka Metro	Present QSS
Chip Falldine, CFO	Topeka Metro	Present QSS
John Cassidy, General Counsel	Topeka Metro	Present via Zoom
Keri Renner, Director of Marketing and Communications	Topeka Metro	Present via Zoom
Jared Culbertson, Director of Information Technology	Topeka Metro	Present via Zoom
Terri Miller, Director of Human Resources	Topeka Metro	Present via Zoom
Alan Parrish, Director of Maintenance & Facilities	Topeka Metro	Present via Zoom
Mike Spadafore, Director of Mobility Management	Topeka Metro	Present via Zoom
Andy Fry, Director of Planning	Topeka Metro	Present via Zoom
Brenda Vink-Wilson, Executive Assistant	Topeka Metro	Present via Zoom
Efren Mazas, President, ATU	Topeka Metro	Present QSS
Blaise Mesa, Capital Journal	Topeka Metro	Present QSS

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
Call to Order	Chair, Rodd Miller called the meeting to order at 3:15 pm; 5 of 7 members were present.		Rodd Miller
April Minutes Approval	Minutes from the April 19, 2021 were submitted for approval.	MOTION: The vote was approved unanimously 5-0 by Acclamation.	Rodd Miller
Public Comment	Efren Mazas recognized the loss of bus operator, Steven Jenkins.  Efren noticed scooters being laid up anywhere. He has seen them on TM pads and one on the street in his way that he had to move. He does not want anyone getting hurt moving them; they are 40 lbs.  John Cassidy will look into the City's ROW controls and Metro use.		Rodd Miller
Financial Report	Chip Falldine submitted the financial presentation as of April 30. There were no questions.	MOTION: Jim Daniel moved and Jim Ogle seconded the motion to accept the financial report of April 30 as presented. The motion was unanimously approved 5–0.	Chip Falldine
RFB TO-21-08 Back-up Generator	It was recommended to award the contract to KC Electrical Contractors Natural-Gas-Powered Backup Generators. Alan Parrish stated natural gas is cleaner and easier to maintain. Alan also said it would be more convenient for fueling.	MOTION: Jim Daniel moved and Jim Ogle seconded the motion to award the back-up generator to KC Electrical Contractors Natural-Gas-Powered Backup Generators. The motion was unanimously approved 5-0.	Chip Falldine

RFB TO-21-09 Commercial Mobility Vehicles	It was recommended to award the contract for Mobility Vehicles to Creative Bus Sales 2020 Lone Star Promaster 1500. It provides a ramp with 1 wheelchair. It is a 5-year contract for up to 3 vehicles.	MOTION: Jim Ogles moved and Beverly Hall seconded the motion to award the Mobillity Vehicles to Creative Bus Sales 2020 Lone Star Promaster 1500. The motion was unanimously approved 5-0.	Chip Falldine
FY 2022 Budget Draft	The budget includes \$10,000 for sign-on (referral of bus operators). Jim Ogle questioned the validity of fare amounts. when there is a 23% decrease in ridership. Chip Falldine thinks fares will slowly increase. The budgeted \$850,000 for fares includes USD 501 student's ridership. Joe Ledbetter asked if we were for sure getting the \$200,000 USD 501 contract. Bob and Rodd said they had confirmed USD 501 would participate at that amount.  Chip said there is close to \$800,000 CARES Act left. Rodd said the ARPA of \$3 mill (will replace the CARES ACT) can be drawn out over the next 4 years.  Rodd said we need to keep depreciating the full amount for buses and is expected to be more expensive.  Rodd says \$362,00 operating reserves is not listed in the budget it is on the balance sheet, and he would like to see a footnote or item to show this.  Joe thought we should increase the sign-on to be \$15,000 as the sign-on referral bonuses will provide more flexibility with recruiting.  Rodd said we will revisit the budget more in Committee Meetings in June. The deadline is July 1, 2021.		Chip Falldine
Department Reports Operations Report	Operations report as submitted.		Denise Ensley

	Bob Nugent reported that TSA has extended their mask mandate through Sept. 13, 2021 for all transit properties. He said that we fall under the TSA mandate.		Bob Nugent
Planning Report	Planning/ridership report as submitted.		Andy Fry
Maintenance Report	Maintenance report as submitted. Joe Ledbetter said that he received a comment that the bus stops are clean and well taken care of.		Alan Parrish
Committee Reports			
Finance	None		Rodd Miller
Planning	Bob Nugent stated Service Planning Study would cost \$37,819 with 5 tasks focused on captive riders:  - Fixed route analysis; - System level analysis; - Route level analysis; - Service recommendations; and - Needs assessment.  Jim Daniel would like it done by Oct. but wouldn't mind waiting a few months so we can look at ridership.	MOTION: Jim Ogle moved and Jim Daniel seconded the motion to wait a few months to conduct the Service Planning Study so we can look at ridership. The motion was unanimously approved 5-0.	Bob Nugent
Continuing Business	None		Rodd Miller
New Business	None		Rodd Miller
Adjourn	Rodd Miller adjourned the meeting at 4:08 pm.		Rodd Miller

Respectfully Submitted –

Brenda Wilson, Board Secretary