



**Topeka Metro
Board of Directors Minutes
January 17, 2023**

MEMBER'S NAME	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Dr. Alan Bearman, Chair	Topeka Metro	Absent
Scott Tummons, Vice-Chair	Topeka Metro	Present QSS
Joseph Ledbetter	Topeka Metro	Present QSS
Rodd Miller	Topeka Metro	Present QSS
Candis Meerpohl	Topeka Metro	Present QSS
Fatima Perez-Luthi	Topeka Metro	Present via ZOOM
Beverly Hall	Topeka Metro	Absent

Staff/Visitors	ORGANIZATION	PRESENT / ABSENT / EXCUSED	
Bob Nugent, General Manager	Topeka Metro	Present QSS	
Richard Appelhanz, CFO Officer	Topeka Metro	Present QSS	
Keri Renner, Director of Marketing and Communications	Topeka Metro	Present QSS	
Andy Fry, Director of Planning	Topeka Metro	Present QSS	
John Cassidy, Legal Counsel	Topeka Metro	Present via ZOOM	
Jared Culbertson, Director of Information Technology	Topeka Metro	Present via ZOOM	
Denise Ensley, Chief Financial Officer	Topeka Metro	Present via ZOOM	
Alan Parrish, Director of Maintenance & Facilities	Topeka Metro	Present via ZOOM	
Terri Miller, Director of Human Resources	Topeka Metro	Absent	
TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
Call to Order	Called the meeting to order at 4:00 p.m.	5 of 7 members present	

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
Minutes Approval	Minutes from the December 19, 2022, board meeting submitted for approval.	MOTION: Rodd Miller moved, and Candis Meerpohl seconded the motion to approve the December 19, 2022, minutes as presented. The motion passed 5-0.	Scott Tummons
Public Comment	No public in attendance.		
Department Reports			
Planning Report	Planning report as submitted. Been working on Microtransit last several months; F/R ridership going down; seven riders on the Flex (Thee regularly, per Denise).		Andy Fry
Operations Report	Operations report as submitted.		Denise Ensley
Maintenance Report	Maintenance and Facilities report as submitted.		Alan Parrish
Finance Report	Finance report as submitted.	MOTION: Rodd Miller moved, and Joe Ledbetter seconded the motion to accept the financial report for December 31, 2022, as presented. The motion was unanimously approved 6-0.	Richard Appelhanz
Action Items	Implementation of Microtransit (MOD) Service Denise presented a summary of the Microtransit service that will begin on Monday, January 30, 2023. Items included initially having weekly meetings with MOD team as well as weekly Spare meetings (mobile app vendor). Also setting up public & NIA informative meetings, creating an interactive map, power point presentation, flyers, handouts and how-to cards, app production, policies and procedures, website design, determining a price point and training	MOTION: Rodd Miller moved at the recommendation of staff that the termination of the Flex route would be in effect as of Monday, January 30, 2023, and to proceed with the MOD On-Demand service beginning Monday, January 30, 2023.	Denise Ensley

	<p>for staff and bus operators. At meetings, we gathered input from attendees and originally had two zones set up and narrowed to just one. Pop-up events with selected partners in the MOD zone will take place in the future to continue promoting the service. Denise read the staff recommendation.</p> <p>Fixed Route Service Standards and Policies – Bob initially went over this document at the last study session. As of this meeting, it has been updated. Four points to XXX:</p> <ol style="list-style-type: none"> 1) Define Urban area 2) Fare Returns (Pg. 11) 3) Passenger Fares 4) Go over standards and policies twice per year <p>Award a contract for concrete pads and conduits – Richard shared with the board an RFB award for concrete pads & conduits. He recommended McElroy Electric as they had the lowest price and had the best proposal.</p>	<p>Candis Meerpohl seconded the motion. The motion was approved 5–0.</p> <p>MOTION: Candis Meerpohl moved to accept the Fixed Route Service Standards and Policies as presented and that have been edited, and Rodd Miller seconded. The motion was approved 5-0.</p> <p>MOTION: Rodd Miller moved to award the bid for concrete pads and conduits to McElroy Electric, and Joe Ledbetter seconded. The motion was approved 5-0.</p>	<p>Bob Nugent</p> <p>Richard Appelhanz</p>
<p>New Business</p>	<p>Triennial Review – Bob shared that there was a 2-day workshop webinar to go over Triennial information. He explained that Triennial review has occurred every three years, but due to COVID-19, it’s been five years. The FTA representative typically comes on site and asks for data information such as policies and procedures, Title VI, website and documentation, and asks questions. This year, Triennial will be online, not in-person. Triennial is the opportunity to get “graded,” so an agency knows what needs improvement. February 3, 2023, is the due date to turn in electronic documentation.</p> <p>National Transit Data (NTD) - Every year submit information about our ridership and service to the FTA. This is used to allocate funds for transit agencies. Topeka Metro is a Small Urban transit agency – based on population density and ridership usage. Bob, Richard and Andy have been working on the report. It should be approved in April, May or perhaps June.</p>		<p>Bob Nugent</p> <p>Bob Nugent</p>

	<p>Upcoming Board Meetings and Study Sessions – Bob said that the February Study Session will cover the Electric Vehicle Study and future bus purchases. Also, self-insurance will be discussed and will go over that in March, possibly.</p> <p>Riverfront Development – This has been an ongoing discussion due to the city and other entities interested in Topeka Metro property at 201 N. Kansas and Crane. Engineers want to do on-site study on our property. Bob wanted input from the Board how to handle the situation. He suggested that perhaps one of our Study Sessions can be at 201 N. Kansas and we can take everyone through a tour of the facilities.</p> <p>City Council Presentation – Tuesday, March 7, 2023, Topeka Metro will be on the agenda to present an update to the Mayor and City Council what Topeka Metro has been doing. The new MOD service will be a primary topic.</p>		
Continuing Business	Self-Insurance discussion will take place on March 10 th at Board Study Session. Bukaty Companies will be presenting information.		
Executive Session	N/A		
Adjourn	Scott Tummons adjourned the meeting at 4:42 p.m.		

Respectfully Submitted –

Keri Renner, Topeka Metro Board Secretary