



**Topeka Metro
Board of Directors Minutes
June 23, 2025**

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
Fátima Pérez-Luthi	Topeka Metro	Present QSS
Beverly Hall	Topeka Metro	Present via Zoom
Alan Bearman	Topeka Metro	Absent

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 & Communications/Board Secretary	Topeka Metro	Present QSS
Denise Ensley, Chief Operations Officer	Topeka Metro	Present QSS
Jessica Moberly, Director of Planning	Topeka Metro	Present QSS
Terri Miller, Director of Human Resources	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
Shawn Auten, Transit Route Scheduler	Topeka Metro	Present via Zoom
John Cassidy, Legal Counsel	Topeka Metro	Present via Zoom

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
Call to Order	Meeting called to order at 4:00 p.m.	5 of 6 members present	Candis Stiles
Public Comment	Dalila (Dayday) Ames Victoria Cassell, WIBW Rick Felsburg, WIBW Bill Cochran, USD 501	Ms. Ames requested that the MOD service area be bigger. Scott Tummons addressed her comment regarding making the size of the service area larger. He told her that it's a financial issue and that is why the board proposed a smaller service area.	Candis Stiles
Meeting Minutes		MOTION: Rodd Miller moved, and Candis Stiles seconded to accept the May 19, 2025, TMTA BOD meeting minutes as presented. Motion passed 5-0.	Candis Stiles
Department Reports			
Planning Report	Jessica said the ridership has similar numbers to last month's. The Fixed Route is slowly gaining more ridership. Rodd asked about the 990 active users on MOD. Jessica said MOD averages about 100 riders per month. Candis asked about the MOD app and the announcement for public meetings. Keri put the public meeting on the MOD app for passengers.		Jessica Moberly
Operations Report	Denise mentioned Kids Ride FREE! began Thursday, May 1 st and will end on Saturday, August 30 th . All children 18 and under will be able to ride free during that time. We changed the dates to help the schools and parents at the beginning of the year in case students do not have their student ID yet. After August 30 th , any high school student who does not have a valid student ID will need to pay fare.		Denise Ensley

	<p>Denise said that the TSA performed two surprise visits. They were on-site for their first vehicle pre-trip inspection assessment (known as SETA) on 4-16-25. They provided the results of the inspection at our April mandatory employee safety training on 4-22-25. (All bags were found). They then performed a follow-up assessment on 5-14-25. (All but 1 bag found). TSA was pleased by the operators' pre-trip inspections.</p> <p>Denise shared that the hiring fairs that were conducted at the QSS boardroom had a low turnout. We also hosted a job fair at the Topeka Workforce Center and spoke to three good prospects who are going through background checks. We hope to have our next bus operator training class July 7th. Right now, we have some vacancies—a dispatcher clerk and a part-time security guard, and of course bus operators. Our goal is to have 40 to 42 bus operators.</p>		
Maintenance Report	Alan did not have anything to add to his report.		Alan Parrish
Finance Report	Richard had nothing to add to the finance report.	MOTION: Rodd Miller moved, and Fátima Pérez-Luthi seconded to approve the May 31, 2025. Motion passed 5-0.	Richard Appelhanz
Action Items	Richard requested the board approve the Fiscal Year 2026 budget.	<p>MOTION: Rodd Miller moved, and Candis Stiles seconded to approve the FY2026 budget. Motion passed 5-0.</p> <p>MOTION: Rodd Miller moved, and Fátima Pérez-Luthi seconded to award Capital City</p>	<p>Richard Appelhanz</p> <p>Richard Appelhanz</p>

	<p>Richard requested the board award the Demand Response service project for Capital City Taxi.</p> <p>Richard requested the board approve to put out an RFB for janitorial services for Quincy Street Station, 201 N. Kansas Administrative building and the maintenance building for a 3-year contract.</p> <p>Bob requested approval of changes to the Lift/Paratransit service.</p> <p>We have had a Safety Plan since 2020. On page 23 is a listing of all training. We are using a Risk Assessment Matrix. The training specialist oversees safety & security meetings, and we have online training (which helps operators work around their shifts). A large share of the training is for operations, but we also include other employees at times.</p> <p>Bob requested approval of the Topeka Metro Annual Safety Plan.</p>	<p>Taxi for the Demand Response service. Motion passed 5-0.</p> <p>MOTION: Candis Stiles moved, and Fátima Pérez-Luthi seconded to approve the RFB for janitorial services for a 3-year contract. Motion passed 5-0.</p> <p>MOTION: Rodd moved to make the changes to the premium Lift service area and Topeka Metro will a notification letter to all Lift service passengers, and Fátima Pérez-Luthi seconded. Motion passed 5-0.</p> <p>MOTION: Rodd Miller moved, and Candis Stiles seconded to approve the Annual Safety Plan. Motion passed 5-0.</p>	<p>Richard Appelhanz</p> <p>Bob Nugent</p>
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	<p>Bob presented a summary of proposed changes to MOD. Information was distributed to MOD riders about the changes to the MOD service.</p> <p>We now know:</p> <ul style="list-style-type: none"> • MOD is expensive to operate. • We have been experiencing some capacity constraints. • We have ridership in the SE 29th & Croco area where we previously had Flex service. • We propose MOD fare would be increased to \$6. • The current MOD service covers a 7-square mile area, we propose to decrease it to 4 square miles. • We propose that passengers taking a trip to or from the SE 29th & Croco area will pay a premium fare of \$15 for a one-way trip. <p>Bob requested the board approve the changes to the MOD (Metro On-Demand) service that will go into effect on August 3, 2025.</p>	<p>MOTION: Candis Stiles moved, and Rodd Miller seconded to approve the changes to the MOD service that will go into effect August 3, 2025. Motion passed 5-0.</p>	
Old Business	<p>Bob introduced our guest, Bill Cochran, USD 501 General Director of Transportation & Campus Police.</p> <p>Bob reported on the partnership with USD 501 to address truancy. Previously, Topeka Metro issued physical student passes, but delays in distribution and limited access led to a month-long wait for students. Over time, the district ordered fewer passes each year. We know</p>		Bob Nugent/Bill Cochran

	<p>that a number of USD 501 students ride the bus. Hope Street students, Topeka West students as well as Topeka High students. Since the City provides TMTA funding, in addition to Topeka Public Schools, last year we opened free rides to high schoolers which include other area students.</p> <p>Bill Cochran shared that he informed Highland Park High School principals that students need to obtain their student IDs earlier if those students want to ride Topeka Metro buses during the school year. Acknowledging families' economic challenges, 501 is working to support student access to schools. To address truancy, a van has been purchased to transport Avondale Academy (formerly Linn, now virtual) students to the bus station, with efforts to prevent loitering. A designated pick-up/drop-off sign is being installed in the QSS bike lane (west side).</p> <p>Starting in August, student bus pick-up/drop-off at Topeka High will move from SW 10th Street to SW Western due to safety concerns, overcrowding, and improper parking in the bus lane.</p>		
Executive Session	N/A		
Adjourn	Board meeting adjourned at 4:55 p.m.		Candis Stiles

Respectfully Submitted –



Keri Renner, Topeka Metro Board Secretary