



**Topeka Metro  
Board of Directors Minutes  
June 17, 2024**

BOARD MEMBER'S NAME	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Scott Tummons, Chair	Topeka Metro	Present QSS
Rodd Miller	Topeka Metro	Present QSS
Chance Lucas	Topeka Metro	Present QSS
Candis Stiles, Vice Chair	Topeka Metro	Present via Zoom
Alan Bearman	Topeka Metro	Present via Zoom
Beverly Hall	Topeka Metro	Present via Zoom
Fatima Perez Luthi	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 and Communications/Board Secretary	Topeka Metro	Present QSS
John Cassidy, Legal Counsel	Topeka Metro	Present QSS
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	Absent
Terri Miller, Director of Human Resources	Topeka Metro	Absent

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
<b>Call to Order</b>	Called the meeting to order at 4:00 p.m.	6 of 7 members present	Scott Tummons
<b>Public Comment</b>	Cassie Martin, Washburn University Masters student addressed the board. Her friend is a Topeka Metro rider & lives in an apartment in historic Holiday Park. She has a mile walk to catch the bus, whereas at Cassie’s location, there are bus stops right outside her door. She emphasized that she realized with income-base and location that there is more disparity to get to a bus. She said those “better routes” are in higher income areas & would take time to investigate comparison locations. Cassie was glad to learn that Topeka Metro has some Spanish translated materials & mentioned that it makes Topeka Metro more accessible. She intends to do some research on other regional transportation providers and organize more public notice around these meetings to look at what lines up for her vision of what is hoped for Topeka Metro. She plans to have people attend a future board meeting to share their stories about public transportation and how it affects them.	Dr. Bearman said that he has tried to reach out to Cassie multiple times since March 21, 2024, and asked her group to come meet with him and the WU student government to talk about Topeka Metro and they have never taken him up on it. He said he would reach out to them again and with their social work instructor.	Scott Tummons
<b>Meeting Minutes</b>	May 20, 2024, meeting minutes submitted.	<b>MOTION:</b> Rodd Miller moved, and Chance Lucas seconded the May 20, 2024, TMTA BOD meeting minutes as presented. Motion approved 6-0.	Scott Tummons
<b>Department Reports</b>  Planning Report	The report includes key metrics and MOD Ridership numbers. Regarding MOD, from April to May saw a little bit of a decline in the number of rides, account sign-ups continue to rise, active users are back up, but smart phone users can’t seem to get above the 70% mark, and two-thirds of users pay with cash and one-third use a credit/debit card. Two top destinations are Walmart East and Dillons East.		Richard Appelhanz

<p>Operations Report</p> <p>Maintenance Report</p> <p>Finance Report</p>	<p>Bob Nugent stated that MOD is leveling out. We’ve talked about the service area, so if the board wants us to start looking at possible adjustments, we will begin working on it. January of 2025 will be the second year of the service.</p> <p>Report as submitted. Bob mentioned that there has been an upward turn in interviews. There will be two operator training classes in July including CDL, and interviews will continue.</p> <p>Rodd Miller asked about legal cases. John Cassidy working on risk management closeouts—many of them are unsubstantial but need documentation. Hoping by the next meeting there will be a report.</p> <p>Report as submitted. We are saving a lot on fuel, but that could change at any time. Diesel was at \$2.28.</p> <p>May 2024 Finance Report as submitted.</p>	<p><b>MOTION:</b> Rodd Miller moved, and Candis Stiles seconded the motion to approve the May 31, 2024, financials as presented. Motion approved 6-0.</p>	<p>Bob Nugent for Denise Ensley</p> <p>Alan Parrish</p> <p>Richard Appelhanz</p>
<p><b>Action Items</b></p>	<p>Fiscal Year 2025 Budget</p> <p>Revenue Neutral Rate</p> <p>Asphalt Paving Project to allow for RFP: Entails all of the fenced-in perimeter around maintenance and administration lots as well as under the</p>	<p><b>MOTION:</b> Rodd Miller moved, and Alan Bearman seconded the motion to approve the FY2025 budget with a deficit of \$103,666. as presented. Motion approved 6-0.</p> <p><b>MOTION:</b> Rodd Miller moved, and Alan Bearman seconded to exceed the Revenue Neutral Rate in excess of a mill levy of 4.2 mills. Motion approved 6-0.</p> <p><b>MOTION:</b> Rodd Miller moved, and Chance Lucas seconded approval for RFP for the overlayment of the</p>	<p>Richard Appelhanz</p> <p>Richard Appelhanz</p> <p>Richard Appelhanz</p>

	<p>Kansas Avenue bridge. Also, Bob recommended milled blacktop be put in our western side of the maintenance building. Total cost is \$229,000.</p> <p>Updating Agency Safety Plan: Process &amp; Procedure for Agency Safety Plan. Entails major updates, and advanced safety processes. Much more emphasis is on frontline involvement of employees, de-escalation training, monitoring of operators and risk management. A safety management training webinar has been sent to administrative staff and supervisors. In order to be safe in the workplace, everyone needs to know the process, procedures and protocols from top to bottom. Worked with MPO to reach performance number targets.</p> <p>The Agency Safety Plan needs to be approved by the TMTA Board Chair and the General Manager. Our performance measures must be forwarded to the MPO at the state.</p>	<p>parking lot 201 N. Crane and 201 N. Kansas. Motion approved 6-0.</p> <p><b>MOTION:</b> Rodd Miller moved, and Chance Lucas seconded to accept the Agency Safety Plan. Motion approved 6-0.</p>	<p>Bob Nugent</p>
<b>Old Business</b>	<p>Proterra: Charging infrastructure discussion called Camber. We have a meeting with them tomorrow, 6/18/24. Chargers are in place, just need to be commissioned, and get the reels commissioned.</p> <p>Study Sessions in the future: Looks like we'll be discussing the MOD. Does anyone have any other topics?</p> <p>We made a few route changes in 2023 – do we need to look at anything else?</p> <p>Candis Stiles asked about fare changes.</p>		<p>Bob Nugent</p> <p>Bob Nugent</p>
<b>Executive Session</b>	<p>Begins at 4:55 p.m.</p>	<p><b>MOTION:</b> Rodd Miller moved to recess for executive session so that we can discuss personnel matters of</p>	<p>Scott Tummons</p>

		non-elected personnel in order to discuss individually identifiable employees, and Chance Lucas seconded. The executive session begins at 4:55 p.m. and the open session resumes at 5:03 p.m. The motion carried 6-0.	
<b>Adjourn</b>	The meeting adjourned for Executive Session and no further action was taken, and adjournment was at 5:03 p.m.		Scott Tummons

Respectfully Submitted –



Keri Renner, Topeka Metro Board Secretary