



**Topeka Metro
Board of Director's Minutes
September 20, 2021**

MEMBER'S NAME	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Jim Ogle	Topeka Metro	Present
Rodd Miller	Topeka Metro	Present
Jim Daniel	Topeka Metro	By Zoom
Beverly Hall	Topeka Metro	By Zoom
Scott Tummons, Vice-Chair	Topeka Metro	Present
Dr. Alan Bearman, Chair	Topeka Metro	By Zoom
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	Absent
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
No public attendees		

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
Call to Order	Vice-Chair Tummons called the meeting to order at 3:15pm.		Scott Tummons
Minutes 8.16.21	Minutes from the August 16, 2021 Board meeting were reviewed.	Motion: Jim Daniel moved and Jim Ogle seconded the motion to approve the minutes as presented. The motion was approved 7-0.	Scott Tummons
Public Comment	None		Scott Tummons
Finance Committee Report	No issues required for discussion.		Rodd Miller
Departmental Reports			
Operations	Accepted as presented.		Ray Hazzard
Planning/Ridership	Andy Fry noted full fare collections in 2021 is approximately 80% of what it was in 2019, while reduced fare are less than 30%. WU student ridership is up M-T-D and Y-T-D compared to 2019.		Andy Fry
Maintenance	Alan Parrish reported paratransit buses still have not arrived. The vehicles did not pass the Altoona bus testing due to frame failure. Based on the time factor it may warrant another RFP being issued.		Alan Parrish
Finance as of Aug. 30	Accepted as presented.		Chip Falldine
Action Items	Houck Transit Advertising proposed revenue of \$75,000 in 2022 vs. \$65,000 generated this year from bus advertising. It was agreed, as Jim Ogle noted, a diversity improvement in their advertising. Houck is responsible for all labor in securing the actual advertisements on the buses.	Motion: Rodd Miller moved and Scott Tummons seconded the motion to award the Bus Advertising Contract to Houck Transit Advertising. The motion was approved 7-0.	Bob Nugent
Continuing Business	None		Dr. Alan Bearman

<p>New Business</p>	<p>Bob Nugent announced Topeka Metro won the KTPA Innovation Award at the State Meeting for the Bus Operator Recruitment Video created by Keri Renner, TMTA Marketing/Communication Director.</p> <p>In relation to the CARES funding, Mr. Nugent stated staff had recently worked with FTA on a fund drawn down review. No results at this time.</p>		<p>Bob Nugent</p> <p>Bob Nugent</p>
<p>Executive Session</p>	<p>Rodd Miller requested an Executive Session.</p> <p>Open Meeting resumed and a motion to extend the Executive Session was made.</p>	<p>Motion: Rodd Miller moved and Jim Ogle seconded to recess into Executive Session at 4:20 pm for ten minutes to discuss personnel matters of nonelected personnel in order to discuss individually identifiable employees. The motion was unanimously approved 7-0.</p> <p>Motion: Rodd Miller moved and Jim Ogle seconded the motion to extend the Executive Session for ten minutes. The motion was unanimously approved 7-0.</p>	<p>Mr. Alan Bearman</p>
<p>Adjourn</p>	<p>Executive Session ended and Chair Bearman adjourned the Meeting at 4:40pm.</p>		<p>Rodd Miller</p>

Respectfully Submitted,

Brenda Vink-Wilson, Board Secretary