



**Topeka Metro
Board of Director's Minutes
September 20, 2022**

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

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
Terri Miller, Director of Human Resources	Topeka Metro	Present via ZOOM
Alan Parrish, Director of Maintenance & Facilities	Topeka Metro	Present via ZOOM
Denise Ensley, Chief Operations	Topeka Metro	Present via ZOOM

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
Call to Order	Chair, Dr. Alan Bearman called the meeting to order at 4 p.m.	6of 6 members present New TMTA board member, Candis Meerpohl, joined the group today.	Dr. Alan Bearman
TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE

Minutes Approval	Minutes from the August 15, 2022, board meeting submitted for approval.	MOTION: Rodd Miller moved, and Joe Ledbetter seconded the motion to approve the August 15, 2022, minutes as presented. The motion was unanimously approved 6-0.	
Public Comment	No public in attendance.		
Department Reports			
Planning Report	Planning report as submitted.		Andy Fry
Operations Report	Operations report as submitted. Kids Ride Free question from Rodd re: How did we do this year? Denise said we had 12,696 for 2022. How did numbers compare in the past? Denise looked up and said 15,000 last year and in 2018, we had 41,085. Some years TMTA extended the time period for students to ride past the Aug. 15 deadline date. Scott Tummons asked about bus operator openings. We've had four new recently. Denise would like to have two to three more bus operators hired.		Denise Ensley
Maintenance Report	Maintenance and Facilities report as submitted.		Alan Parrish
Finance Report	Finance report as submitted.	MOTION: Scott Tummons moved, and Rodd Miller seconded the motion to accept the financial report of August 15, 2022, as presented. The motion was unanimously approved 6-0.	Richard Appelhanz
Action Items	Richard Appelhanz went over recommendations of three awards for approval. 1. Janitorial Services for QSS, Admin. 201 & Maintenance	MOTION: Scott Tummons moved, and Rodd Miller	Dr. Alan Bearman

	<p>2. Lift System Contract</p> <p>3. Microtransit Software Contract</p>	<p>seconded to award the contract to Southwest Janitorial. The motion was unanimously approved, 6-0.</p> <p>MOTION: Rodd Miller moved, and Joseph Ledbetter seconded to award the contract to Myers Brothers of Kansas City. The motion was unanimously approved, 6-0.</p> <p>MOTION: Scott Tummons moved, and Beverly Hall seconded to award the contract to Spare Labs. The motion was unanimously approved, 6-0.</p>	
Continuing Business	<p>1. Strategic Planning Process Review -Bob reviewed what all we've covered so far. Still have some areas to discuss.</p> <p>2. Outreach for USD TPS 10 Special service. Had a phone call shortly after school began and will have another 9/20/22. The Superintendent understands and have done outreach to student passengers to let them know how to catch their bus. At THS, the bus will hold until 3:05 p.m. If there are transfer requests, operators will hold up to 2 minutes.</p>		Bob Nugent
New Business	<p>Bob discussed issues with Proterra and upcharges they want to charge up to production date that were not included in contract. Bob & Richard spoke with FTA and will let the board know what actions will be taken to resolve.</p> <p>Rod Miller asked if AECOMM is going work for us It was noted that the QSS Board room would be undergoing renovations so that a room is available for IT storage/usage.</p>		Bob Nugent

	Hallway will be built-in to room. Scott asked about the Revenue Neutral from the FY2023 Budget to City of Topeka.		
Executive Session	N/A		
Adjourn	Dr. Bearman adjourned the meeting at 4:22 p.m.		Dr. Alan Bearman

Respectfully Submitted –

Keri Renner, Topeka Metro Board Secretary