



**Topeka Metro  
Board of Director's Minutes  
Monday, May 17, 2021**

MEMBER'S NAME	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Rodd Miller, Chair	Topeka Metro	Present QSS
Dr. Alan Bearman, Vice-Chair	Topeka Metro	Absent
Jim Daniel	Topeka Metro	Present via Zoom
Beverly Hall	Topeka Metro	Present via Zoom
Scott Tummons	Topeka Metro	Absent
Jim Ogle	Topeka Metro	Present via Zoom
Joseph Ledbetter	Topeka Metro	Present QSS

Staff/Visitors	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Bob Nugent, General Manager	Topeka Metro	Present QSS
Denise Ensley, Chief Operations Officer	Topeka Metro	Present QSS
Chip Falldine, CFO	Topeka Metro	Present QSS
John Cassidy, General Counsel	Topeka Metro	Present via Zoom
Keri Renner, Director of Marketing and Communications	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
Mike Spadafore, Director of Mobility Management	Topeka Metro	Present via Zoom
Andy Fry, Director of Planning	Topeka Metro	Present via Zoom
Brenda Vink-Wilson, Executive Assistant	Topeka Metro	Present via Zoom
Efren Mazas, President, ATU	Topeka Metro	Present QSS
Blaise Mesa, Capital Journal	Topeka Metro	Present QSS

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
<b>Call to Order</b>	Chair, Rodd Miller called the meeting to order at 3:15 pm; 5 of 7 members were present.		Rodd Miller
<b>April Minutes Approval</b>	Minutes from the April 19, 2021 were submitted for approval.	MOTION: The vote was approved unanimously 5-0 by Acclamation.	Rodd Miller
<b>Public Comment</b>	<p>Efren Mazas recognized the loss of bus operator, Steven Jenkins.</p> <p>Efren noticed scooters being laid up anywhere. He has seen them on TM pads and one on the street in his way that he had to move. He does not want anyone getting hurt moving them; they are 40 lbs.</p> <p>John Cassidy will look into the City's ROW controls and Metro use.</p>		Rodd Miller
<b>Financial Report</b>	Chip Falldine submitted the financial presentation as of April 30. There were no questions.	MOTION: Jim Daniel moved and Jim Ogle seconded the motion to accept the financial report of April 30 as presented. The motion was unanimously approved 5-0.	Chip Falldine
<b>RFB TO-21-08 Back-up Generator</b>	It was recommended to award the contract to KC Electrical Contractors Natural-Gas-Powered Backup Generators. Alan Parrish stated natural gas is cleaner and easier to maintain. Alan also said it would be more convenient for fueling.	MOTION: Jim Daniel moved and Jim Ogle seconded the motion to award the back-up generator to KC Electrical Contractors Natural-Gas-Powered Backup Generators. The motion was unanimously approved 5-0.	Chip Falldine



Planning Report	Bob Nugent reported that TSA has extended their mask mandate through Sept. 13, 2021 for all transit properties. He said that we fall under the TSA mandate.		Bob Nugent
Maintenance Report	Planning/ridership report as submitted.		Andy Fry
	Maintenance report as submitted. Joe Ledbetter said that he received a comment that the bus stops are clean and well taken care of.		Alan Parrish
<b>Committee Reports</b>			
Finance	None		Rodd Miller
Planning	<p>Bob Nugent stated Service Planning Study would cost \$37,819 with 5 tasks focused on captive riders:</p> <ul style="list-style-type: none"> <li>- Fixed route analysis;</li> <li>- System level analysis;</li> <li>- Route level analysis;</li> <li>- Service recommendations; and</li> <li>- Needs assessment.</li> </ul> <p>Jim Daniel would like it done by Oct. but wouldn't mind waiting a few months so we can look at ridership.</p>	MOTION: Jim Ogle moved and Jim Daniel seconded the motion to wait a few months to conduct the Service Planning Study so we can look at ridership. The motion was unanimously approved 5-0.	Bob Nugent
<b>Continuing Business</b>	None		Rodd Miller
<b>New Business</b>	None		Rodd Miller
<b>Adjourn</b>	Rodd Miller adjourned the meeting at 4:08 pm.		Rodd Miller

Respectfully Submitted –

Brenda Wilson, Board Secretary

