



**Topeka Metro  
Board of Director's Minutes  
December 16, 2019**

| <b>MEMBER'S NAME</b>    | <b>ORGANIZATION</b> | <b>PRESENT / ABSENT / EXCUSED</b> |
|-------------------------|---------------------|-----------------------------------|
| Jim Ogle, Chair         | Topeka Metro        | Present                           |
| Rodd Miller, Vice-Chair | Topeka Metro        | Present                           |
| Jim Daniel              | Topeka Metro        | Present                           |
| Beverly Hall            | Topeka Metro        | Present                           |
| Scott Tummons           | Topeka Metro        | Absent (Excused)                  |
| Dr. Alan Bearman        | Topeka Metro        | Present                           |
| Joseph Ledbetter        | Topeka Metro        | Present                           |

| <b>Staff/Visitors</b>                                 | <b>ORGANIZATION</b> | <b>PRESENT / ABSENT / EXCUSED</b> |
|---|---------------------|-----------------------------------|
| Bob Nugent, General Manager                           | Topeka Metro        | Present                           |
| Denise Ensley, COO                                    | Topeka Metro        | Present                           |
| Chip Falldine, CFO                                    | Topeka Metro        | Present                           |
| John Cassidy, General Counsel                         | Topeka Metro        | Present                           |
| Edwin Rothrock, Director of Planning                  | Topeka Metro        | Present                           |
| Keri Renner, Director of Marketing and Communications | Topeka Metro        | Present                           |
| Jared Culbertson, Director of Information Technology  | Topeka Metro        | Absent (Excused)                  |
| Terri Miller, Director of Human Resources             | Topeka Metro        | Present                           |
| Alan Parrish, Director of Maintenance & Facilities    | Topeka Metro        | Absent (Excused)                  |
| Mike Spadafore, Director of Mobility Management       | Topeka Metro        | Absent (Excused)                  |
| Lloyd Becker  | Topeka Jump         | Present                           |
| Anton Ahrens  | Topeka Jump         | Present                           |
| Fred Wiens  | Topeka Jump         | Present                           |
| Lenora Kinzie   | Topeka Jump         | Present                           |

| TOPIC  | KEY DISCUSSION  | RECOMMENDED ACTION / STATUS   | PERSON RESPONSIBLE         |
|--|---|---|----------------------------|
| <b>Call to Order</b>                               | Chair Ogle called the meeting to order at 3:15pm.   |   | Jim Ogle                   |
| <b>Board Resolution No.20-04</b>                   | A board resolution was presented to appoint Terri Miller as board secretary.  | Dr. Bearman moved and Beverly Hall seconded the motion to approve Terri Miller as the board secretary. The motion was unanimously approved. | Jim Ogle                   |
| <b>Consent Agenda Minutes</b>                      | Minutes from the November 18, 2019 meetings were reviewed.  | Jim Daniel moved and Beverly Hall seconded the motion to approve the minutes as presented. The motion was unanimously approved.             | Jim Ogle                   |
| <b>Public Comment</b>                              | Anton Ahrens spoke on behalf of Topeka Jump.  |   | Jim Ogle                   |
| <b>Employee Service Awards</b>                     | Chair Ogle and Denise Ensley presented awards to the following bus operators in recognition of their five (5) years of service: Benjiman Walton, Jeff Finney, and Bradley Hudson.   |   | Jim Ogle/<br>Denise Ensley |
| <b>General Manager Report</b>                      | <p>Mr. Nugent reported:</p> <ul style="list-style-type: none"> <li>• He recently met with Greater Topeka and Topeka Jump to discuss SOTO and NETO.</li> <li>• The agency is in the process of looking for a replacement for the Executive Assistant position.</li> <li>• The tentative date for Transit Day at the KS State Capitol is set for March 10, 2020.</li> <li>• The findings from the electric vehicle analysis should be ready to discuss at next month's meeting.</li> <li>• He has been discussing bikeshare with Zagster and should soon have a general proposal on the bikeshare program.</li> </ul> |   | Bob Nugent                 |
| <b>Finance Report</b><br>Financials as of 11/30/19 | Chip Falldine presented the November finance report.  | Motion: Rodd Miller moved and Beverly Hall seconded the motion to accept the November finance report as                                     | Chip Falldine              |

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| <p>FY 2019 Financial Audit Report</p> <p>Approve Audit Services RFB</p> | <p>Stacey Hammond, Berberich Trahan, presented the FY 2019 financial audit report at the December 6<sup>th</sup> committee meeting.</p> <p>Audit services need to be put out to bid since this was the last year of the five (5) year contract with Berberich Trahan.</p>  | <p>presented. The motion was unanimously approved.</p> <p>Motion: Rodd Miller moved and Beverly Hall seconded the motion to accept the FY 2019 financial audit as presented at the December 6<sup>th</sup> committee meeting. The motion was unanimously approved.</p> <p>Motion: Rodd Miller moved and Beverly Hall seconded the motion to approve the audit services RFB. The motion was unanimously approved.</p> | <p>Chip Falldine</p> <p>Chip Falldine</p> |
| <p><b>Departmental Reports</b><br/>Planning/Ridership</p>               | <p>Edwin Rothrock reported:</p> <ul style="list-style-type: none"> <li>• Promotion rides are down from past years despite the “Vet Rides Free” in November.</li> <li>• The other non-revenue ridership count includes the 4,577 free rides that were given on election day.</li> <li>• Fixed-route ridership for FY 2020 YTD is up about 1.9% over last year.</li> <li>• Wheelchair trips continue to rise. Total YTD FY 2020 is 9,627, up 19% from FY 2019.</li> <li>• USD 501 pass usage YTD FY 2020 is 54,357, down 8% from FY 2019.</li> </ul> |  | <p>Edwin Rothrock</p>                     |

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| <p>Operations<br/>Maintenance<br/>Bikeshare</p> | <ul style="list-style-type: none"> <li>Total fixed route and paratransit trips provided in CY 2019 are projected to exceed 1,300,000, up from 1,280,600 in CY 2018.</li> <li>The new bus technology has been installed on the buses and onboard testing is now being done. The Wi-Fi is functional on the buses and will soon be shared with the public. The next phases include the DoubleMap bus tracker and Interactive Response feature.</li> </ul> <p>Report as submitted.<br/>Report as submitted.<br/>Report as submitted.</p> |  | <p>Denise Ensley<br/>Alan Parrish<br/>Chip Falldine</p> |
| <p><b>Committee Reports</b><br/>Finance</p>     | Nothing to report.  |  | Rodd Miller   |
| <p>Planning</p>                                 | Nothing to report.  |  | Jim Ogle  |
| <p><b>Continuing Business</b></p>               | None.   |  |   |
| <p><b>New Business</b></p>                      | None.   |  |   |
| <p><b>Executive Session</b></p>                 | None.   |  |   |
| <p><b>Adjourn</b></p>                           | Chair Ogle adjourned the meeting at 3:48 pm.  |  | Jim Ogle  |

Respectfully Submitted,

Terri Miller, Board Secretary