



**Topeka Metro  
Board of Director's Minutes  
September 21, 2020**

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

<b>Staff/Visitors</b>	<b>ORGANIZATION</b>	<b>PRESENT / ABSENT / EXCUSED</b>
Bob Nugent, General Manager	Topeka Metro	Present via phone
Denise Ensley, COO	Topeka Metro	Present via phone
Chip Falldine, CFO	Topeka Metro	Present via phone
John Cassidy, General Counsel	Topeka Metro	Present via phone
Edwin Rothrock, Director of Planning	Topeka Metro	Present via phone
Keri Renner, Director of Marketing and Communications	Topeka Metro	Absent
Jared Culbertson, Director of Information Technology	Topeka Metro	Present via phone
Terri Miller, Director of Human Resources	Topeka Metro	Present via phone
Alan Parrish, Director of Maintenance & Facilities	Topeka Metro	Present via phone
Mike Spadafore, Director of Mobility Management	Topeka Metro	Absent
Andy Fry, Special Projects	Topeka Metro	Present via phone
Brenda Vink-Wilson, Executive Assistant	Topeka Metro	Present via phone
Tom Baumgartner, Safety & Security Officer	Topeka Metro	Present via phone QSS

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
<b>Call to Order</b>	Chair Miller called the meeting to order at 3:15pm.		Rodd Miller
<b>Minute Approval</b>	Minutes from the August 17, 2020 Board meeting were submitted for approval.	Motion: Jim Daniel moved and Jim Ogle seconded the motion to approve the August 17, 2020 minutes as presented. The motion was unanimously approved.	Rodd Miller
<b>Public Comment</b>	No Comments		
<b>Financials as of 8/30/2020</b>	Chip Falldine presented the August 30 financial report. He cited accounts receivables dropped because of operating grant reimbursements in month of August; construction retention of \$6,000 was the result of one of the contractors deducting it from the invoice of the Bus Stop Project; \$23,000 current liabilities is the amount John Cassidy estimated for self-insurance claims that occurred in 2020; operating cash is generally negative but it is \$400,000 positive because of the operating grant reimbursements; we are \$33,000 over budget due to loyalty bonuses; paratransit contract not ready to be awarded until all 3 buses have been viewed. There have not been any follow-up questions from the auditors at this time.	Jim Ogle moved and Jim Daniel seconded the motion to approve the finance report. The motion was unanimously approved.	Chip Falldine
<b>Capital Reserve Transfer</b>	Two million will be transferred to the capital reserve account. \$1 million remains in the investment pool. This can be revisited it in future months.	Dr. Alan Bearman moved and Scott Tummons seconded the motion to approve the Capital Reserve account. The motion passed unanimously.	Chip Falldine

<p><b>Department Reports</b></p> <p>Ridership/Planning</p> <p>NETO/SOTO</p> <p>Maintenance Report</p> <p>Operations Report</p>	<p>Edwin Rothrock explained paratransit ridership was gradually increasing. He said since students are not attending in person class that ridership is not as much as last year.</p> <p>Bob Nugent said JEDO had approved \$100,000 to assure transportation for employment. (This is not intended to subsidize TMTA NETO/SOTO.) He said JEDO had created a Task Force to include Topeka Metro and to examined options such as van pooling; taxi cab providers, and management associations to address high employment areas and to develop transportation ideas that would be beneficial to everyone.</p> <p>Report accepted as submitted.</p> <p>Report accepted as submitted. Discussion concerning barriers separating the bus operators from the public occurred. Picture illustrating the barriers is located within the operation report.</p>		<p>Edwin Rothrock</p> <p>Bob Nugent</p> <p>Alan Parrish</p> <p>Denise Ensley</p>
<p><b>Continuing Business</b></p> <p>Fare Collections Discussion</p>	<p>The biggest issue is the reflection off the extended barriers. The longer the barrier the more reflection. Bus manufacturers have not come up with a solution.</p> <p>It was suggested to proceed with front boarding using the shorter barrier. To do this might dictate driver's wearing masks. However, wearing masks may cause fogging for those using glasses. Someone also suggested a product that would possibly help with the fogging issue. The Board will leave it up to the Topeka Metro staff to report back with recommendations.</p>	<p>Jim Daniel moved and Joseph Ledbetter seconded the motion to continue through October with rear boarding and free fare. The motion pass unanimously.</p>	<p>Bob Nugent</p>
<p><b>New Business</b></p>			
<p><b>Executive Session</b></p>			

<b>Adjourn</b>	Chair Miller adjourned the meeting at 4:20 pm.		Rodd Miller
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Respectfully Submitted,

Brenda Wilson, Board Secretary