



**Topeka Metro
Board of Director's Minutes
November 15, 2021**

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

Staff/Visitors	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Bob Nugent, General Manager	Topeka Metro	Present
Denise Ensley, COO	Topeka Metro	Present
Richard Appelhanz, Accountant	Topeka Metro	Present
John Cassidy, General Counsel	Topeka Metro	Present
Andy Fry, Director of Planning	Topeka Metro	Absent
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
Shelly Lillibridge, IMA Representative	IMA	Present by Zoom
No public attendees		

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
Call to Order	Chairman Bearman called the meeting to order at 3:15pm.		Dr. Alan Bearman
Minutes 10.18.21	Minutes from the October 18, 2021 Board meeting were reviewed.	Motion: Rodd Miller moved and Jim Daniel seconded the motion to approve the October 18, 2021 minutes as presented. The motion was unanimously approved.	Dr. Alan Bearman
Public Comment	No public present.		Dr. Alan Bearman
Finance Committee Report	No issues to present at this time.		Rodd Miller
Financial Report Operations Report Planning/Ridership Report Maintenance Report	<p>An abbreviated financial report consisting of the Balance Sheet with upcoming procurements was presented. Accounts receivables are down because USD 501 passes were paid immediately. Fuel and accrued payables from October have not been posted.</p> <p>Accepted as presented.</p> <p>Ridership is down 41%. WU continues to be up compared to 2019 pre-Covid.</p> <p>Alan reported contractors have begun applying asphalt shingles to the roof in the center island of QSS. Joe stated that he has received positive comments about the cleanliness of the bus shelters and asked Alan to share it with the personnel who maintain the shelters.</p>	<p>Motion: Rodd Miller moved and Scott Tummons seconded the motion to approve the October 31, 2021 financial report. The motion was unanimously approved.</p>	<p>Richard Appelhanz</p> <p>Denise Ensley</p> <p>Andy Fry (absent)</p> <p>Alan Parrish</p>

Skid Loader RFB Request	Richard requested approval to submit an RFB for a Skid Loader for snow removal etc. Cost is \$60,000; \$44,000 in grant funds available.	Joseph Ledbetter moved and Scott Tummons seconded the motion to submit an RFB for a skid loader. The motion passed unanimously.	Richard Appelhanz
Electric Vehicle Study RFB Request	<p>Richard requested approval to submit an RFB for an Electric Vehicle Study. Anticipated cost is approximately \$150,000; \$120,000 in grant funds available. It includes charging stations.</p> <p>Joe felt it was premature if changing/cutting routes. If we would cap the amount Bob thought it may lead them to bid at that amount. Bid formula would be 80%/20% grant. Needs to be posted by Dec. 10 with a bid deadline of Jan. 20, 2022.</p> <p>Electric vehicles are thought to increase by 33% next year. Rodd stated that we don't <i>have</i> to do the study but there are a lot of unknown items that would be valuable in the decision-making process. Bob said it would be done in increments if proceeded with purchases. Joe requested more lead time for items of this nature.</p>	Rodd Miller moved and Scott Tummons seconded the motion to submit an Electric Vehicle Study RFB. The motion passed unanimously.	Richard Appelhanz
Insurance Broker Renewal RFB Request	No grant funds are available, but TMTA is required to submit an RFB on Insurance Brokers every 5 years. TMTA pays \$17,000 annually and estimated \$20,000 going forward.	Joseph Ledbetter moved and Scott Tummons seconded the motion to submit an RFB for the Insurance Broker Renewal. The motion passed unanimously.	Richard Appelhanz
Investment Account Signers	The Municipal Investment Pool account balance is approximately \$10 million. Denise is currently the only authorized signer for changes. TMTA requested to add Robert Nugent and Richard Appelhanz as signers. The appropriate documents to initiate the resolution process were available. Only one signer is required.	Jim Ogle moved and Rodd Miller seconded the motion to add Robert Nugent and Richard Appelhanz as authorized signers. The motion passed unanimously.	Richard Appelhanz
Continuing Business IMA	IMA documents provided by Shelly Lillibridge presented the variance in proposals from numerous insurance carriers	Rodd Miller moved and Scott Tummons seconded the	Dr. Alan Bearman

AECOM	<p>i.e. BCBS, Aetna, CIGNA, United Health Care, Hartford, Metlife, Principal, Standard. TMTA budgeted 15% increase in healthcare expense which is in line with the BCBS proposal.</p> <p>Bob and Andy will help guide AECOM in the next Study Session with BOD questions and concerns. TMTA would be the second in the state to implement microtransit if discovered to be beneficial to TMTA and the community it serves.</p>	<p>motion to award BCBS the TMTA health insurance renewal contract for 2022. The motion passed unanimously.</p>	<p>Bob Nugent</p>
<p>New Business Neighborhood Revitalization Plan</p> <p>Claim</p> <p>Email Security</p>	<p>The Neighborhood Revitalization Plan needed to be approved. The letter presented ask taxing entities to sign off on the intra-local agreement which allows them to share in the tax rebate.</p> <p>TMTA insurance paid \$7500 in liability and medical costs when a bike fell off the front of a bus.</p> <p>Jared Culbertson, IT Director, implemented a new email security system. He will provide directions for board members, who also have TMTA email as part of their personal accounts.</p>	<p>Rodd Miller moved and Joseph Ledbetter seconded the motion to approve the Neighborhood Revitalization Plan agreement. The motion passed unanimously.</p>	<p>John Cassidy</p> <p>John Cassidy</p> <p>Jared Culbertson</p>
Executive Session	N/A		Dr. Alan Bearman
Adjourn	The meeting adjourned at 4:39 pm.		Dr. Alan Bearman

Respectfully Submitted,

Brenda Wilson, Board Secretary