



**Topeka Metro  
Board of Director's Minutes  
Monday, April 19, 2021**

MEMBER'S NAME	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Rodd Miller, Chair	Topeka Metro	Present QSS
Dr. Alan Bearman, Vice-Chair	Topeka Metro	Present QSS 3:40 pm
Jim Daniel	Topeka Metro	Present via phone
Beverly Hall	Topeka Metro	Present QSS
Scott Tummons	Topeka Metro	Absent
Jim Ogle	Topeka Metro	Present via phone
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	Absent
Andy Fry, Director of Planning	Topeka Metro	Absent
Brenda Vink-Wilson, Executive Assistant	Topeka Metro	Present via Zoom
Ray Hazzard, Supervisor	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 present	Rodd Miller
<b>Minutes Approval</b>	Minutes from the March 15, 2021 were submitted for approval.	MOTION: Jim Daniel moved and Jim Ogle seconded the motion to approve the March 15, 2021 minutes as presented. The motion was unanimously approved 5-0.	Rodd Miller
<b>Public Comment</b>	None		Rodd Miller
<b>Financial Report</b>	<p>Chip Falldine submitted the financial presentation as of March 30 and a draft budget with the intentions of beginning finalization in May.</p> <p>Sixty bus stops completed and posted in fixed assets; \$400,000 in CARES Grant with one more group to receive grant reimbursement but cannot do it at this time because grant is in process getting a budget adjustment made to it; \$214,000 Federal Hi-way funds are being processed and will be transferred to the grant, when the grant reopens we can draw all the funds from the Phase 8 Grant and get it closed.</p>	MOTION: Jim Daniel moved and Beverly Hall seconded the motion to accept the financial report of March 30 as presented. The motion was unanimously approved 5-0.	Chip Falldine
<b>Request for RFB TO -21-11 Security Camera</b>	Surveillance cameras expense for QSS and 201 Admin \$70,000 through KDOT grant. Multiple bidders are expected. Jared Culbertson will coordinate site visits and inspections with vendors.	MOTION: Joe Ledbetter moved and Jim Ogle seconded the motion to submit the RFB TO-21-11 for security cameras. The motion was unanimously approved 6-0.	Chip Falldine
<b>FY 2022 Budget Draft</b>	Rodd asked for budget to be projected from last 1-1 ½ years without CARES grant. 2019 and 2020 operating deficit \$185,000 and \$241,000 without CARES; 2022 budget year without CARES projected to be \$200,000 operating deficit. Previous year funded depreciation which increased costs.		

	<p>Fare revenue for Feb-March 2021 \$71, 000; \$63,000 month budgeted for 2022.</p> <p>There has not been any communication the school district.</p> <p>Fuel \$260,00 2021 year; \$415,000 2022 budgeted based on the rising cost of fuel.</p> <p>Maintenance costs less last year; will be increasing because of aging buses; 2022 budget increased maintenance expenditures by 3-4% based on the higher years.</p> <p>Depreciation for paratransit buses 4 years; other buses 12 years or 500,000 miles. Buses 12 years or 500,00 miles become eligible for federal funding if federal participating in the purchase of buses.</p> <p>Goal is to approve 2022 budget in May. Budget has to be to the City by the end of June.</p>		
<p><b>Department Reports</b></p> <p>Operations Report</p> <p>Planning Report</p> <p>Maintenance Report</p>	<p>Operations report as submitted.</p> <p>Planning report as submitted. Ridership 70%.</p> <p>Maintenance report as submitted. Bikes/parts being sold in one lot; bike racks being sold separately.</p>		<p>Denise Ensley</p> <p>Andy Fry</p> <p>Alan Parrish</p>
<p><b>Committee Reports</b></p> <p>Finance</p> <p>Planning</p>	<p>None</p> <p>Bob Nugent continues communication with AECOM regarding a study on Topeka Metro’s budget, design and efficiency.</p>		<p>Bob Nugent</p> <p>Bob Nugent</p>
<p><b>Continuing Business</b></p>	<p>None</p>		<p>Rodd Miller</p>

<p><b>New Business</b></p>	<p>New Buses – Topeka Metro has 26 buses. A grant application for 3 electric and 7 diesel buses is being submitted. A State Grant is being sought for an additional 6 vehicles for buses that have aged out.</p> <p>Earmarks - Industries reach out to politicians for Earmarks. Jim Daniel indicated the QSS and maintenance facility came from earmarks from Senator Dole.</p> <p>QSS Roof Bids – Joe Ledbetter encouraged Topeka Metro to schedule roofing projects early because they book up quickly during this time of the year. The RFB for the QSS roof was posted today per Alan Parrish.</p>		<p>Rodd Miller</p>
<p><b>Adjourn</b></p>	<p>Rodd Miller adjourned the meeting at 3:56 pm.</p>		<p>Rodd Miller</p>

Respectfully Submitted –

Brenda Wilson, Board Secretary

