



**Topeka Metro
Board of Directors Minutes
September 16, 2024**

BOARD MEMBER'S NAME	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Scott Tummons, Chair	Topeka Metro	Present QSS
Candis Stiles, Vice Chair	Topeka Metro	Present QSS
Fatima Perez Luthi	Topeka Metro	Present QSS
Beverly Hall	Topeka Metro	Present via Zoom
Alan Bearman	Topeka Metro	Present via Zoom
Rodd Miller	Topeka Metro	Absent

Staff/Visitors	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Bob Nugent, General Manager	Topeka Metro	Present QSS
Richard Appelhanz, Chief Financial Officer	Topeka Metro	Present QSS
Keri Renner, Director of Marketing and Communications/Board Secretary	Topeka Metro	Present QSS
Jessica Moberly, Director of Planning	Topeka Metro	Present QSS
John Cassidy, Legal Counsel	Topeka Metro	Present via Zoom
Jared Culbertson, Director of Information Technology	Topeka Metro	Present via Zoom
Alan Parrish, Director of Maintenance & Facilities	Topeka Metro	Present via Zoom
Denise Ensley, Chief Operations Officer	Topeka Metro	Present via Zoom
Terri Miller, Director of Human Resources	Topeka Metro	Present via Zoom

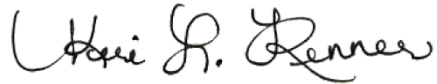
TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
Call to Order	The meeting was called to order at 4:05 p.m.	5 of 6 members present	Scott Tummons
Public Comment	August 19, 2024, meeting minutes submitted.	MOTION: Alan Bearman moved, and Candis Stiles seconded to approve the August 19, 2024 meeting minutes as accepted. Motion approved 5-0.	Scott Tummons
Meeting Minutes	Mike Evans, a TMTA passenger, spoke regarding his ban April 16, 2024, and he was upset about other passengers breaking the rules by putting items on additional seats. He suggested taking away bus privileges for a week if they are caught smoking in areas that are not designated. The board acknowledged his concerns.		Scott Tummons
Department Reports Planning Report	<p>Ridership numbers – we’re still not where the results are apples to apples from the prior year—should be a compatible comparison in October. Ridership numbers are shown for August.</p> <p>MOD numbers –MOD appears to be gaining riders but there are fluctuations from month-to-month. The total number of account registrations continues to rise and also total number of users—we’ve hit a high for the last nine months. We would like to see more using the technology instead of calling in. Still half of the ridership is paying in cash. Walmart has been has risen to the top of the pick-up and drop-off list.</p> <p>Bob shared with the board that there was a person who was riding MOD and abusing the system, so they were suspended. They started using their</p>		<p>Richard Appelhanz</p> <p>Richard Appelhanz</p> <p>Bob Nugent</p>

	<p>boyfriend’s name, scheduling trips and being picked up. Then they used their mother’s name. Bob praised the staff for recognizing the abuse. We confirmed the abuse using video. When we realized the rider was being fraudulent, we requested an in-person meeting, and the person did not show up. We also had one of our supervisors waiting at the destination to speak with this person that their account was permanently suspended.</p>		
Operations Report	Nothing to add to report.		Denise Ensley
Maintenance Report	Alan added to the discussion that Bob talked about regarding the new electric vehicles that we would like to order. All of the vehicles are Ford Transit vans and are “original equipment manufacturer (EOM).		Alan Parrish
Finance Report	Nothing further to add, unless there are questions. Richard requested that the board approve the August 2024 finance report.	MOTION: Candis Stiles moved, and Alan Bearman seconded to accept the financial reports for August 31, 2024. Motion approved 5-0.	Richard Appelhanz
Asphalt Project	As shared at the finance meeting, TMTA recommends hiring Bettis Asphalt for the milling & overlay for the maintenance property as well as 201 and under the Kansas Avenue Bridge. Their bid was \$197,000 & they were the low bidder.	MOTION Candis Stiles moved, and Alan Bearman seconded the approval to award Bettis Asphalt the contract. Motion approved 5-0.	Richard Appelhanz
Replace HVAC Controls	We had an engineer draw up some plans which totaled \$195,000. Bids came in well below the estimate. TMTA recommend hiring Automated Control Systems.	MOTION: Alan Bearman moved that we award the bid to replace the HVAC Controls at QSS to Automated Control Systems, and Candis Stiles seconded the motion. Motion approved 5-0.	Richard Appelhanz

Upgrade for HVAC Equipment	We would like to upgrade HVAC equipment, and our engineer drew up plans which totaled \$160,000. We received two bids for this project. McElroy's was below our independent cost estimate at \$155,000. TMTA recommends awarding this project to McElroy's.	MOTION: Fatima Perez Luthi moved that we approve McElroy's to do the work for the HVAC upgrade and Alan Bearman seconded the motion. Motion approved 5-0.	Richard Appelhanz
Purchase Electric Vehicles	We would like to order seven electric vans (Ford Transit EOM) vans. TMTA has a 2023 Low-No grant that would fund the purchase of these vans which 85% is paid by the FTA. We had the opportunity to purchase the seven vans through the State of Oklahoma contract, which means we would not have to put this project out to bid. The grant states each vehicle could be up to \$300,00 per vehicle. However, the vehicle with the options that we need should not exceed \$125,000.	MOTION: Alan Bearman moved, and Fatima Perez Luthi seconded the purchase of seven (7) electric vans, not to exceed \$125,000. Motion approved 5-0.	Richard Appelhanz
Strategic Mapping	Bob explained that Strategic Mapping has been working to integrate the previous software that DoubleMap had used for the real-time bus tracking software. Strategic Mapping wanted to wait until it was installed & then have training, which caused a delay. Bob wanted to make sure that our employees learn to use it and understand it to then train other employees and the passengers. With DoubleMap, it was driven by an app on your phone, but My Transit Ride is a downloaded link that is bookmarked or pinned to your phone. We created a QR code to make it easier for passengers to find it.		Bob Nugent

<p>Study Session for Employee Benefits</p>	<p>Terri Miller reminded the board members that on Friday, October 11th, we will have representatives from Bukaty Companies recommend what choices are the best for our employee benefits (Health, dental, eye, and short-term disability). Terri said she would like the board to vote on October 21st so she can start the process of paperwork for employees. Candis Stiles asked to recuse herself because of a conflict of interest. We need the rest of the board to be present for the October 21, 2024 vote on benefits.</p>		<p>Terri Miller</p>
<p>Adjourn</p>	<p>The meeting adjourned at 4:39 p.m.</p>		<p>Scott Tummons</p>

Respectfully Submitted –



Keri Renner, Topeka Metro Board Secretary