



**Topeka Metro
Board of Directors Minutes
December 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
Fátima Pérez Luthi	Topeka Metro	Present QSS
Alan Bearman	Topeka Metro	Present via Zoom
Rodd Miller	Topeka Metro	Present via Zoom
Beverly Hall	Topeka Metro	Absent

Staff/Visitors	ORGANIZATION	PRESENT / ABSENT / EXCUSED	
Bob Nugent, General Manager	Topeka Metro	Present QSS	
Keri Renner, Director of Marketing and Communications/Board Secretary	Topeka Metro	Present QSS	
Richard Appelhanz, Chief Financial Officer	Topeka Metro	Present QSS	
John Cassidy, Legal Counsel	Topeka Metro	Present via Zoom	
Terri Miller, Director of Human Resources	Topeka Metro	Present via Zoom	
Jessica Moberly, Director of Planning	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	
Shawn Auten, Scheduler	Topeka Metro	Present via Zoom	
Alex Springer	IMA Corp.	Present via Zoom	
Mark Wilkerson	IMA Corp.	Present via Zoom	
TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE

Call to Order	The meeting was called to order at 4:00 p.m.	5 of 6 members present	Scott Tummons
Meeting Minutes	November 18, 2024, meeting minutes submitted.	MOTION: Fátima Pérez Luthi moved, and Candis Stiles seconded, to accept the November meeting minutes. Motion approved 5-0.	Scott Tummons
Public Comment	No general public comment.		Scott Tummons
Department Reports	<p>Planning Report - Jessica had nothing to add to the planning report or general planning activities. Rodd Miller asked why we were down significantly on the taxi ridership. It's about 3,000 rides difference for year-to-date. Bob asked Denise if she knew. Denise said that we have the same number of runs and if our demand isn't up there then we fill our runs before we send them to the contractors. Bob said he recalled earlier in the year that our contractor had issues not having enough drivers so we had to perform some additional trips and that may account for the reduction in their ridership. Per Denise, the number of days could have affected it. Bob said that we would look into it closer. Fatima asked if it is a contract cost, or do we get a set fee? Bob said we get a set fee. Bids will go out later in 2025.</p> <p>Operations Report - Denise shared that our full-time security officer started and has been a wonderful addition. He is based at Quincy Street Station, but he could go to other locations or even public meetings that we hold at the station. Bob said there is a marked improvement having our own security officer vs. having a contractor.</p>		<p>Jessica Moberly</p> <p>Denise Ensley</p>

	<p>Maintenance Report - Alan had nothing to add to the maintenance report.</p> <p>Finance Report - Richard had nothing to add to the finance report.</p>	<p>Bob mentioned that we are finishing up the backup generator installation. Now we have a backup generator at Quincy Street Station and at 201.</p> <p>Alan shared that there was a water main break in front of the administrative office west of the parking lot. We didn't have water for 5-6 hours on Tuesday of last week. It was on their side, not ours.</p> <p>Fatima asked if there is something contributing to the maintenance costs going down from this year to last year? Alan said we had a bad month at that time last year on maintenance costs and he thought it was an accident for one of the buses that was \$78,000. When you have big costs the year before in that month, that's why it's so much less.</p> <p>MOTION: Rodd Miller moved, and Fátima Pérez Luthi seconded to accept the November 30, 2024, finance report.</p>	<p>Alan Parrish</p> <p>Richard Appelhanz</p>
<p>New Business</p>	<p>IMA Corp. - Mark Wilkerson and Alex Springer met with the leadership team and reviewed insurance.</p>	<p>Mark met with the TMTA leadership team last week. They chose renewal with Traveler's Insurance and then cyber and law enforcement liability. Mark went over Page 5 of the handout.</p>	<p>Terri Miller/Mark Wilkerson (IMA)</p>

		<p>MOTION: Fátima Pérez Luthi moved, and Candis Stiles seconded, to add an additional \$1,800 for sexual abuse coverage. Motion accepted 5-0.</p> <p>MOTION: Candis Stiles moved, and Fátima Pérez Luthi seconded to keep our renewal for At-Bay with a \$5,000 deductible for cyber protection coverage. Motion accepted 5-0.</p> <p>MOTION: Candis Stiles moved, and Fátima Pérez Luthi seconded to approve the entire insurance package via IMA for 2025-26 as well as previous additions that we already passed. Motion approved 5-0.</p>	
	<p>Berberich & Trahan Co. – Emily Sheldon presenting the Audit from September 2024.</p> <p>RFB for new roof at 200 Crane</p>	<p>MOTION: Candis Stiles moved, and Fátima Pérez Luthi seconded, to accept the TMTA 2024 Audit from BT&Co. as presented by Emily. Motion accepted 5-0.</p> <p>The roof at the maintenance building is over 20 years old, it is a flat roof, it has suffered wind damage and tears and has been leaking. Our architect, Theodore Demonchaux, with Civium Architecture has estimated the cost of \$87,000. There is no grant for this project, although we included it in the maintenance budget this year. We want to put out a bid, not award a contract.</p>	<p>Richard Appelhanz</p> <p>Richard Appelhanz</p>

<p>Adjourn</p>	<p>RFB for replacement to the north wall for the garage at 201 N. Kansas</p> <p>Annual Schedule of TMTA 2025 study sessions and board meetings.</p> <p>The Bylaws will be brought back to you in January in depth. We will also discuss the MOD service. Bob has talked to other agencies who use Microtransit.</p>	<p>The existing wall is damaged, has rusted wall panels, lets in cold air, and needs to be replaced. The rust accumulated because the previous bus wash was in close proximity to this wall. Our architect, Theodore Demonchaux, with Civium Architecture, has estimated the cost of \$40,000. No grant funds for this project, but we increased the maintenance budget to include this.</p> <p>MOTION: Rodd Miller moved, and Alan Bearman seconded to issue Request for Bids for the roof for the maintenance building and also replacement to the north wall for the bus barn at 201 N. Kansas. Motion accepted 5-0.</p> <p>MOTION: Alan Bearman moved, and Fátima Pérez Luthi seconded to approve the TMTA 2025 Study Sessions and Board meetings.</p> <p>The meeting adjourned at 4:54 p.m.</p>	<p>Richard Appelhanz</p> <p>Scott Tummons</p> <p>Bob Nugent</p> <p>Scott Tummons</p>
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Respectfully Submitted –

Keri G. Renner

Keri Renner, Topeka Metro Board Secretary