



**Topeka Metro
Board of Directors Minutes
August 19, 2024**

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


TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
Call to Order	Called the meeting to order at 4:00 p.m.	4 of 6 members present	Candis Stiles
Public Comment	Cassie Martin thanked Dr. Bearman and Bob Nugent for meeting with her after the July board meeting.		Candis Stiles
Meeting Minutes	July 22, 2024, meeting minutes submitted.	MOTION: If there are no deletions or corrections to the July 22, 2024, BOD meeting as accepted, Rodd Miller moved and Fatima Luthi seconded. Motion approved 4-0.	Candis Stiles
Department Reports Introduction to new Director of Planning Planning Report	Bob introduced Jessica Moberly to the board. She started on Monday, August 12, 2024. Richard said until we get to October’s report, the ridership comparison won’t be comparable. MOD continues to be up & down. Rides and number of completed rides down from June, as well as average number of passengers went down. The median wait time went up. Average request per riders down. Total number of registered users continues to climb & active users stayed about the same. The rides requested via the smartphone app continue to be around the 70% mark. Percentage of rides requested via the MOD app continues to be low and passenger calls into scheduling—we’d like to see that decrease and see more people scheduling through the app. Paying with cash continues to be high—we’d like to see more people paying with a card, but we realize people may not be able to pay that way, so it may stay above 50%. The most popular destinations are Walmart East & Dillons East and		Bob Nugent Richard Appelhanz

	sometimes Walmart South. We have residents who are probably getting a ride to and from work.		
Operations Report	Denise had nothing to add to report.		Denise Ensley
Maintenance Report	Alan had nothing to add to report.		Alan Parrish
Finance Report	Richard had nothing additional from the finance report.	MOTION: Rodd Miller moved that the finance committee report be accepted as presented, and Fatima Luthi seconded the motion to approve the July 31, 2024, financial report. Motion approved 4-0.	Richard Appelhanz
RFB for Uniforms/Linen Services	Richard said this was discussed during the finance meeting, but one other thing he would add is what we are currently paying—We now pay \$344.22/week for uniform & linen services which comes out to be \$17,900/year & we’re looking to have a five year contract and at the rate we are currently paying, in five years that totals \$89,500, so it is important that we get this right. Bob mentioned if any of the board members had suggestions for what the uniforms look like, etc. Rodd said in the past that shorts were part of the uniform, no longer have hats. He leaves it up to your best judgement what is appropriate for an operator. Fatima asked if the cost of uniforms would go up. Bob said that this is an extremely competitive procurement and there could be price increases. Richard said that the vendor is required to let us know what the top cost would be so they can’t exceed the rates they list if they expect to raise prices during the contract.	MOTION: Rodd Miller moved that we approve the issuance of an RFB for Uniforms/Linen service, and Beverly Hall seconded the motion. Motion approved 4-0.	Richard Appelhanz
Board Vacancy	Bob mentioned that we have a board vacancy. There has been a number of ways to recruit. The last appointment was a recommendation by a board member. If we want to have a subgroup of the board to look, or Bob has done		Bob Nugent

<p>USD 501</p>	<p>research to find someone. He'll leave that to the board to decide. Fatima said that she knows someone who is in Forge (young professionals in Topeka) and they just started Forge on Board and they will be partnering those professionals with other boards in the community. Fatima volunteered to follow-up with Forge.</p> <p>Bob met with 501's director of transportation & security, Bill Cochran, he came in to discuss transportation for the middle schools. Riding for free is a big deal. They will be sending Topeka Metro a letter requesting to have middle school students ride for free. In the past, the issue is that the middle schools either don't have IDs for students or just some do. USD 501 has bought some TMTA bus passes to help middle school students.</p>		<p>Bob Nugent</p>
<p>Strategic Mapping, Inc.</p>	<p>We are still in the process of rolling the service out. We are about ¾ of the way in training staff. Customer service have not been trained in it yet.</p> <p>During the integration they loaded the DoubleMap data into the new service and there have been some "bugs" that both sides are working on. We will probably be pushing out in the next week or so. This service does not have an app, so anyone who has a smart phone has to add a bookmark of the web link in order to access it each time. People have varied brands of phones—Android, iPhone, etc. as well as what web browser the passenger uses such as Chrome, Firefox, Microsoft, etc. We will have to guide people through this process. Our staff needs to have a full understanding of this new bus-tracking system before we start getting questions.</p>		<p>Bob Nugent</p>

July's Executive Session	Rodd said that they did not take action on the discussion of the general manager's compensation.	MOTION: Rodd Miller moved that retroactively to July 1, 2024, our general manager receive a 5% raise and from the previous year, give him a one-time \$5,000 bonus. Fatima Luthi seconded the motion. Motion approved 4-0.	Rodd Miller
Adjourn	The meeting adjourned at 4:31 p.m.	MOTION: Candis Stiles moved to adjourn, and Fatima seconded it. Motion approved 4-0.	Candis Stiles

Respectfully Submitted –



Keri Renner, Topeka Metro Board Secretary