 **Topeka Metro**

**Board of Directors Minutes**

**January 24, 2025 (Rescheduled from January 21, 2025)**

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| **MEMBER’S NAME** | **ORGANIZATION** | **PRESENT / ABSENT / EXCUSED** |
| Scott Tummons, Chair | Topeka Metro | Present QSS |
| Rodd Miller | Topeka Metro | Present QSS |
| Alan Bearman | Topeka Metro | Present via Zoom |
| Candis Meerpohl, Vice Chair | Topeka Metro | Present via Zoom |
| Beverly Hall | Topeka Metro | Present via Zoom |
| Fatima Perez Luthi | Topeka Metro | Present via Zoom |

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| **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 |
| John Cassidy, Legal Counsel | | Topeka Metro | Present via Zoom |
| Jessica Moberly, Director of Planning | | Topeka Metro | Present via Zoom |
| Terri Miller, Director of Human Resources | | Topeka Metro | Present via Zoom |
| Denise Ensley, Chief Operations Officer | | 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 |
| Shawn Auten, Transit Route Scheduler | | Topeka Metro | Present via Zoom |
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| **TOPIC** | **KEY DISCUSSION** | **RECOMMENDED ACTION / STATUS** | **PERSON RESPONSIBLE** | |
| **Call to Order** | Meeting called to order at 8:30 a.m. | 6 of 6 members present | Scott Tummons | |
| **Public Comment** | No public in attendance | N/A | Scott Tummons | |
| **Meeting Minutes**  **Department Reports**  Planning Report  Operations Report  Maintenance Report  Finance Report | In response to a question from the last meeting, Jessica explained it was due to an additional 8-hour run that was added in December 2023. This was due to CCT experiencing staffing issues which created issues with getting the rides booked and people transported.    Nothing to add to report.  Question about whether there was any damage to buses from ice/snowstorm. Bob said there was some slight damage. This damage was due to the mounds of snow and the operators were trying to get close enough for passengers to board. KSNT & WIBW contacted us about the snow at the shelters & stops. Due to the lack of manpower and equipment, and the amount of snow we received, we were not able to clear almost 600 stops. The bus operators were instructed to look for passengers who were near a bus stop & wanted to ride. We’ve seen people throughout the city walking in the road because some sidewalks had not been cleared. Rodd asked about preparation for clearing off stops next time. Bob said that we do have a Bobcat but taking that to almost 600 stops (with 151 shelters) wasn’t feasible. Contractors are going to be hard to get because other entities are also hiring them. May consider volunteers as an option.  Richard briefly touched on the financial statements. December was a quiet month. Updates on the grant status report FTA- 5339 and electric bus purchase – we had sent a budget revision in November of $115,000 from the purchase of buses to the purchase of HVAC for equipment and controls at QSS. It was finally approved in early January. We recently sent an amendment to shift $409,000 in Federal funding in that grant from the purchase of electric buses to the purchase of the electric charging infrastructure. We also requested to reduce the number of electric buses in this grant from three down to two, and we asked if we could remove “Proterra” in the grant. The FTA is still reviewing – we’re trying to make this grant work for us.  Bob shared information on a potential KDOT grant for low carbon emissions. We need to expand our building so that we can house & charge more vehicles.  The current administration is not focusing on electric vehicles, so we will see what happens with future grants.  Richard discussed the backup generator at QSS. It has been installed and working on a privacy fence/screen around it because of its location to make sure it’s properly secured. We made a change order for the screen to seal off the generator. We didn’t think we would be using all the grant money, but because of the security screen, we were able to utilize the money.  Richard shared information from the procurement calendar. We had two bids for the Electric Van Charging Infrastructure project, TO-25-06. Lesser Electric was the low bidder. The charging station will be in the old section of the garage | **MOTION:** Rodd Miller moved, and Alan Bearman seconded the December 16, 2024, TMTA BOD meeting minutes as presented. Approved 6-0.    **MOTION:** Rodd Miller moved, and Fatima Perez Luthi seconded to approve the December finance report. Approved 6-0.  **MOTION:** Rodd Miller moved, and Fatima Perez Luthi seconded the RFB TO-25-06 to Lesser Electric for the Electric Van Charging Infrastructure project. Approved 6-0. | Scott Tummons    Jessica Moberly  Denise Ensley  Alan Parrish  Richard Appelhanz | |
| **Old Business** | Alan Bearman mentioned that the Washburn Student Government Association would like to discuss MOD at a future meeting. |  | Bob Nugent | |
| **Executive Session** | N/A |  |  | |
| **Adjourn** | Board meeting adjourned at 9 a.m. |  | Scott Tummons | |

Respectfully Submitted –

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Keri Renner, Topeka Metro Board Secretary