



**Topeka Metro
Board of Directors Minutes
July 22, 2024**

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

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
Shawn Auten, Transit Route Scheduler	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

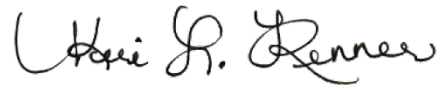
TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
Call to Order	<p>Called the meeting to order at 4:00 p.m.</p> <p>Board member Rodd Miller took a moment to acknowledge the passing of fellow board member, Chance Lucas, on Sunday, July 21, 2024. Chance had been on the board since October 2024.</p>	6 of 7 members present	Scott Tummons
Public Comment	<p>Mike Evans, a Topeka Metro bus passenger, was banned from riding for a month following an April 2024 incident where he complained about passengers occupying seats with their belongings. He also raised concerns about smoking violations at the QSS lot and requested reimbursement for the missed month of service. The board told him no, as he could have faced assault charges for his behavior.</p> <p>Cassie Martin, a Washburn University graduate student, had a list of needs for Topeka Metro to put into place which included the following: Reduced fares; operating from 5 a.m. to 11 p.m.; having materials in Spanish language; have buses running every 30 minutes; add north to south route to existing system; and provide Sunday service.</p> <p>Mia, a Topeka Metro passenger since moving from Florida in 2021, relies on the bus as her main transportation. Previously, she walked a mile to catch the #21 bus to work two jobs on Wanamaker, sometimes using Uber for a \$15 ride. She purchases a \$50, 31-ride card monthly, totaling \$1,800 spent. With her current job extending to 11 p.m., she faces transportation issues due to limited bus service hours. This restriction affects her access to groceries, shopping, medical care, and the laundromat, significantly impacting her quality of life.</p>		Scott Tummons

Meeting Minutes	June 17, 2024, meeting minutes submitted.	MOTION: Rodd Miller moved, and Candis Stiles seconded to accept the June 17, 2024, TMTA BOD meeting minutes as presented. Motion approved 6-0.	Scott Tummons
Department Reports			
Introduction to new Transit Route Scheduler	Bob introduced Shawn Auten to the board—today is the first day. Shawn was a bus operator and in August, he will have 14 years at Topeka Metro. He knows the routes well.		Bob Nugent
Planning Report	Ridership is down from May 2024, because of in-service days.		Richard Appelhanz
Operations Report	<p>MOD is up & down. June was an up month. That was the highest ridership since February. Wait time went down. The number of registered accounts continues to rise & active users is stagnant, and Dillons and Walmart dominate for the pick-up and drop-off locations.</p> <p>We started training two new bus operators on July 8th, who are now in their third week and already hold CDLs. We also began training two additional operators today: one full-time and one part-time, the latter of whom is juggling training with time off from a full-time job. This is our first instance of training two groups simultaneously. Currently, we have 38 full-time and one part-time operator, and we aim to hire more, targeting a total of 42–43 operators. We recently lost a valuable driver, Shawn Auten, who has transitioned to the scheduler role, but we value his 14 years of experience on the administrative side. Recent months have seen terminations due to performance issues and some voluntary departures. We have not had this many operators since early 2020.</p> <p>Additionally, bus operator Anne demonstrated initiative on June 27, 2024, by helping a lost little girl stay safe.</p>		Denise Ensley

Maintenance Report	Nothing to add.		Alan Parrish
Finance Report	Nothing to add.		Richard Appelhanz
	For the HVAC, we're issuing two RFBs which include the HVAC system as well as the HVAC control upgrades at Quincy. The current system & controls were installed in 2003 and are exceeding their useful life, and it is a high priority. We will come back with a recommendation and have the board award a contract.	<p>MOTION: Rodd Miller moved, and Alan Bearman seconded the motion to approve the June 30, 2024, financial report as presented. Motion approved 6-0.</p> <p>MOTION: Rodd Miller moved that we approve the issuance of two RFBs for HVAC system and HVAC control upgrades, and Alan Bearman seconded the motion. Motion approved 6-0.</p>	
Route Performance	Bob said that there were no dramatic increases or decreases in any of the routes. Not a lot of changes with the exception of MOD.		Bob Nugent
City Council	The City Budget Manager has asked Topeka Metro to produce a 5–7-minute presentation on our mill levy & budget, etc. at either the August 13 th or August 20 th City Council meeting We need to decide who will represent Topeka Metro—it will be Bob, Richard and a board member or two. August 20 th is the preferred date to present at Topeka City Council.		Richard Appelhanz
Audit/Berberich Trahan & Co. letters	Keri sent out the communications to the board from Berberich Trahan & Co. regarding the upcoming audit, which is scheduled for September 30, 2024. These letters are standard language.		Richard Appelhanz
Executive Session		<p>MOTION: Candis Stiles moved that the board recess for an executive session so that we may discuss personnel matters of nonelected personnel in order to discuss individually</p>	Candis Stiles

		identifiable employees and Rodd Miller seconded. Motion carried 6-0. The executive session will begin at 5 p.m. and end at 5:15 p.m. The board may take action after the executive session.	
Adjourn	The meeting adjourned at 5:15 p.m.		Scott Tummons

Respectfully Submitted –



Keri Renner, Topeka Metro Board Secretary