



**Topeka Metro
Board of Director's Minutes
April 20, 2020**

MEMBER'S NAME	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Jim Ogle, Chair	Topeka Metro	Present via phone
Rodd Miller, Vice-Chair	Topeka Metro	Present via phone
Jim Daniel	Topeka Metro	Present via phone
Beverly Hall	Topeka Metro	Present via phone
Scott Tummons	Topeka Metro	Present via phone
Dr. Alan Bearman	Topeka Metro	Present via phone
Joseph Ledbetter	Topeka Metro	Present via phone

Staff/Visitors	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Bob Nugent, General Manager	Topeka Metro	Present via phone
Denise Ensley, Chief Operations Officer	Topeka Metro	Present via phone
Chip Falldine, CFO	Topeka Metro	Present via phone
John Cassidy, General Counsel	Topeka Metro	Present via phone
Edwin Rothrock, Director of Planning	Topeka Metro	Present via phone
Keri Renner, Director of Marketing and Communications	Topeka Metro	Present via Phone
Jared Culbertson, Director of Information Technology	Topeka Metro	Present QSS
Terri Miller, Director of Human Resources	Topeka Metro	Present via phone
Alan Parrish, Director of Maintenance & Facilities	Topeka Metro	Present via phone
Mike Spadafore, Director of Mobility Management	Topeka Metro	Present via phone
Brenda Vink-Wilson, Executive Assistant	Topeka Metro	Present via phone
Tom Baumgartner, Safety & Security Supervisor	Topeka Metro	Present QSS
Efren Mazas, Union President	Topeka Metro	Present QSS
Doug Wright, Union Vice President	Topeka Metro	Present QSS
Chris Guerrero, Bus Operator	Topeka Metro	Present QSS

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
Call to Order	Chair Ogle called the meeting to order at 3:15 pm.		Jim Ogle
Consent Agenda Minutes	Minutes from the March 24, 2020 and March 30, 2020 BOD meetings were reviewed.	Motion: Jim Daniel moved and Beverly Hall seconded the motion to approve the March 24, 2020 and March 30, 2020 minutes as circulated. The motion was unanimously approved.	Jim Ogle
General Manager Report	<p>Mr. Nugent reported that Public Transit Associations from Kansas, Missouri, Iowa, and Nebraska have participated in group meetings over the last few weeks to discuss COVID-19 issues.</p> <p>Mr. Nugent reported he met with the COVID-19 Partner Response & Coordination Group's food distribution group to discuss their needs.</p>		Robert Nugent
<p>Finance Report Financials as of 3/31/2020</p> <p>COVID-19 Expenses</p>	<p>Mr. Falldine presented the March financial report. The \$63,000 Digital Video Recorder Project came in slightly under budget. He will be asking for grant reimbursement from KDOT.</p> <p>Mr. Falldine will create a new 160 account for COVID-19 expenses on the financial report. This will allow the COVID-19 impact on revenue shortfall and expenses to be identified in the budget. YTD COVID expenses are approximately \$4,200 for laptops for staff to work remotely, and supplies such as wipes, gloves, masks, and cleaning supplies. TMTA will be reimbursed one hundred percent under the CARES Act Grant.</p>		<p>Chip Falldine</p> <p>Chip Falldine</p>

<p>Capitol City Taxi Contract</p>	<p>Employee wages of three individuals who have qualified for COVID-19 emergency paid sick leave are not included in the \$4,200. Those wages are being processed today and will be reimbursed one hundred percent under the Family First Act Grant. Mr. Miller requested that personnel COVID costs be separated out. Mr. Falldine agreed.</p> <p>Mr. Falldine will add two lines under non-operating revenue on page 1 of the financial summary information, department 160 expenses YTD - one for Family First Act Grant and one for CARES Act Grant so reimbursement can be identified separately.</p> <p>Mr. Falldine will create a list of revenue shortfalls and expenses to illustrate the impact COVID-19 has had on the overall budget. It will include how many people TMTA has had out and missed hours of the work lost.</p> <p>Mr. Nugent said it will be difficult to budget fare revenues for next year not knowing how long TMTA will be without revenue from passenger fares.</p> <p>Mr. Falldine stated the 5-year Capitol City Taxi contract expires in September. TMTA is looking at publishing an ad by May 10, 2020. Ms. Ensley said the only changes from last year's proposal was to require the respondent to have an accessible vehicle. Last time Capitol City Taxi was the only one to respond to the bid request.</p>	<p>Jim Daniels moved and Scott Tummons seconded the motion to accept the financial report. The motion was unanimously approved.</p> <p>Rodd Miller moved and Joe Ledbetter seconded the motion to submit the taxi RFP as presented. The motion was unanimously approved.</p>	<p>Chip Falldine Denise Ensley</p>
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<p>Department Reports Ridership Report</p> <p>Operations Report Maintenance Report Mobility Report</p>	<p>Mr. Rothrock stated the fixed routes ridership is down 55-60% from a year ago. Paratransit ridership is down 85% since the end of February. TARC is back open so it is expected that ridership will go up.</p> <p>Ridership is still being recorded by operators during the free fare. The effect on student ridership based on school closings cannot be identified because passes are not being run through the fare box.</p> <p>Ms. Ensley said there was an extra bus sweeper route between the Topeka Rescue Mission and Let's Help to help with the 10 or less for social distancing. TMTA changed that to a 'round robin' sweeper bus specific for the Mission and Let's Help. Lift operators were available to shuttle every 15-20 minutes. It is definitely helping with overcrowding on Route 2. The sweeper bus transported on average 100 passengers during the weekdays and 80 on Saturday which is about 40% of Route 2 ridership. Mr. Falldine will get with Mr. Rothrock to determine the additional costs and lost revenue so it is reflected in the COVID-19 expense report.</p> <p>As Submitted. As Submitted. As Submitted.</p>		<p>Edwin Rothrock Denise Ensley</p> <p>Denise Ensley Alan Parrish Mike Spadafore</p>
<p>Committee Reports Finance Planning</p>	<p>None presented.</p> <p>Chair Ogle stated Mr. Nugent's first year evaluation will begin at the May Committee Meeting during an executive session in order to complete in time for the adoption and vote of the budget to take place in June BOD meeting.</p>		<p>Rodd Miller</p> <p>Jim Ogle</p>

<p>Continuing Business Extending Free Fare</p>	<p>Mr. Nugent stated the free fare motion indicated April 30, 2020 as the deadline. He is concerned that if the ‘shelter in place’ order is lifted TMTA may get hit hard with ridership and the interaction between passengers and the operators at the fare box. Barriers will be put in place by then, but will that provide enough safety for the operator? Mr. Nugent recommended extending it until the end of May.</p>	<p>Jim Daniel moved and Joe Ledbetter seconded to extend the rear passenger loading and free fare for fixed routes, and to include the paratransit buses until the end of May. The motion was unanimously approved.</p>	<p>Bob Nugent</p>
<p>Free fare Extended to Paratransit Buses</p>	<p>Ms. Ensley and Mr. Cassidy learned as of today that FTA Regulations stipulate that if fixed bus route fares are suspended for COVID-19 purposes so must paratransit buses. Mr. Ledbetter requested Mr. Cassidy provide documentation of the FTA regulation to be entered into the minutes.</p> <p>Capitol City Taxi will be reimbursed by TMTA for free fare transportation based on the contract. Mr. Falldine said he will double check that it is a reimbursable expense through the CARES Act Grant.</p>		<p>Denise Ensley John Cassidy</p>
<p>USD 501 Contract</p>	<p>Mr. Nugent said he is waiting on a meeting. Nothing to report.</p>		<p>Bob Nugent</p>
<p>CARES Act</p>	<p>Mr. Nugent said there were no changes with the exception of the lift service free fare. TMTA is continuing with completion of the application for the CARES Act Grant. There are no details of when TMTA can draw funds.</p>		<p>Bob Nugent</p>
<p>Driver Shields</p>	<p>Mr. Nugent stated that TMTA is taking an emergency approach and has acquired a contractor to place temporary driver shields on the buses. The quote is \$600 x 26 buses totaling \$14-15,000. Mr. Parrish and his crew will help with install. Mr. Parrish said Binswanger, the contractor, is manufacturing a prototype beginning at the end of the week. It is a short- term fix consisting of ½” polycarbonate, a clear shield that is less apt to scratch. Mr. Nugent said it will give</p>		<p>Bob Nugent</p>

	<p>the operators a chance to experience what a barrier would be like.</p> <p>Mr. Miller said we can still go after a grant for permanent barriers. Ms. Ensley said TMTA applied for a grant July 2018 for barriers for increased security of operators.</p>		
<p>New Business</p> <p>WIFI for Buses</p> <p>ZOOM meeting requirements per Open Records Act</p> <p>Cloth Masks</p>	<p>Mr. Ledbetter suggested TMTA park a bus with WIFI access in areas for students who lack the internet. He specifically identified Avondale East. Dr. Bearman said 501 and other districts were already parking school buses in school parking lots so students could access WIFI including Avondale. Dr. Bearman said he had a map he could send where WIFI services are available. Chair Ogle requested Mr. Nugent inquire about WIFI in his next meeting with 501.</p> <p>Discussion concerning the application of Open Meetings and Open Records laws using Zoom technology occurred. Staff were instructed to ask for guidance from the Attorney General if necessary.</p> <p>Ms. Ensley said TMTA has been provided with cloth masks from a staff family member and local church. The correctional facility is also going to provide a supply so all TMTA personnel can have 2-3 masks. To wear masks is voluntary and not mandatory by CDC at this time. Bus operators will have first priority, but there will be enough to supply all TMTA personnel.</p>		<p>Joe Ledbetter</p> <p>Jim Ogle John Cassidy</p> <p>Denise Ensley</p>
Adjourn	Chair Ogle adjourned the meeting at 4:25 pm.		Jim Ogle

