



**Topeka Metro  
Board of Director's Minutes  
August 17, 2020**

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

<b>Staff/Visitors</b>	<b>ORGANIZATION</b>	<b>PRESENT / ABSENT / EXCUSED</b>
Bob Nugent, General Manager	Topeka Metro	Present via phone
Denise Ensley, COO	Topeka Metro	Absent
Chip Falldine, CFO	Topeka Metro	Present via phone
John Cassidy, General Counsel	Topeka Metro	Present via phone
Edwin Rothrock, Director of Planning	Topeka Metro	Absent
Keri Renner, Director of Marketing and Communications	Topeka Metro	Present via phone
Jared Culbertson, Director of Information Technology	Topeka Metro	Present via phone
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
Andy Fry, Special Projects	Topeka Metro	Present via phone
Brenda Vink-Wilson, Executive Assistant	Topeka Metro	Present via phone
Tom Baumgartner, Safety & Security Officer	Topeka Metro	Present via phone QSS
Brett Martin, Topeka Bike Task Force/United Way	Topeka Metro	Present via phone
Efren Mazas, Union President	Topeka Metro	Present via phone QSS
Doug Wright, Union Vice-president	Topeka Metro	Present via phone QSS

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
<b>Call to Order</b>	Chair Miller called the meeting to order at 3:15pm.		Rodd Miller
<b>Minute Approval</b>	Minutes from the July 20 and August 7, 2020 Board meetings were submitted for approval.	Motion: Jim Daniel moved and Jim Ogle seconded the motion to approve the July 20 and August 7, 2020 minutes as presented. The motion was unanimously approved.	Rodd Miller
<b>Public Comment</b>	Brett Martin from the Topeka Bike Task Force/United Way inquired about the status of the bikes. Bob Nugent stated he had met with Capitol Federal Bank. A questionnaire has been sent to those expressing an interest in the bikes. A decision will be made after they receive the responses.		Brett Martin
<b>Employee Service Recognition Awards</b>	Chair Miller recognized the employees with a brief narrative of their years of service and contribution to Topeka Metro. They have received pins and a certificate in appreciation of their dedication and services.		Rodd Miller
<b>Topeka Public Schools Foundation Community Breakfast</b>	Jim Ogle has not received any update on the status of the Sept. 8 annual event.		Jim Ogle
<b>Finance Report</b> Financials	<p>Chip Falldine presented the July 31 finance report. He indicated the amount of money to transfer to the capital reserve this year needs to be determined.</p> <p>Mr. Falldine stated the preparation for the audit scheduled for September 8-11 is nearly complete. He was directed to reach out to the Berberich Trahan and ask if they advise a different audit team to perform the audit next year.</p>	Motion: Jim Daniel moved and Scott Tummons seconded the motion to accept the July 31, 2020 finance report as presented. The motion was unanimously approved.	Chip Falldine

<b>Departmental Reports</b>			
Planning/Ridership	Fixed Route ridership for July is down 37% from 2019.		Edwin Rothrock (absent)
Operations	Report accepted as submitted.		Denise Ensley (absent)
Maintenance	Report accepted as submitted.		Alan Parrish
NETO/SOTO	Report accepted as submitted noting ridership is down.		Mike Spadafore
<b>Continuing Business</b>			
Extend Free Fare/Back Loading	Discussion occurred following the motion. Bob Nugent recommended extending the free fare and back loading until the end of September to allow time to develop a safe and adequate plan to transition back to fares and front loading.	Jim Ogle moved and Beverly Hall seconded the motion to extend the free fare and back loading until the end of September. The motion was unanimously approved.	Bob Nugent
<b>Safety Plan</b>	The FTA has made it mandatory for States to require public transit facilities to establish a safety plan. Topeka Metro already has one in place. After reviewing Topeka Metro's plan, the State will be using Topeka Metro's Safety Plan as the standard for other entities within the State. Tom Baumgartner, Safety and Security Officer, was commended for his development of the Topeka Metro Safety Plan.		Bob Nugent
<b>New Business</b>			
<b>Executive Session</b>			
<b>Resume Open Meeting</b>			
<b>Adjourn</b>	Chair Miller adjourned the meeting at 4:00 pm.		Rodd Miller

Respectfully Submitted,

Brenda Wilson, Board Secretary