



**Topeka Metro  
Board of Directors Minutes  
December 19, 2022**

MEMBER'S NAME	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Dr. Alan Bearman, Chair	Topeka Metro	Present QSS
Scott Tummons, Vice-Chair	Topeka Metro	Present QSS
Joseph Ledbetter	Topeka Metro	Present QSS
Rodd Miller	Topeka Metro	Present QSS
Beverly Hall	Topeka Metro	Present via ZOOM
Fatima Perez-Luthi	Topeka Metro	Present via ZOOM
Candis Meerpohl	Topeka Metro	Absent

Staff/Visitors	ORGANIZATION	PRESENT / ABSENT / EXCUSED	
Bob Nugent, General Manager	Topeka Metro	Present QSS	
Richard Appelhanz, CFO Officer	Topeka Metro	Present QSS	
Keri Renner, Director of Marketing and Communications	Topeka Metro	Present QSS	
Andy Fry, 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	
Denise Ensley, Chief Financial Officer	Topeka Metro	Present via ZOOM	
Alan Parrish, Director of Maintenance & Facilities	Topeka Metro	Present via ZOOM	
Terri Miller, Director of Human Resources	Topeka Metro	Absent	
Kyle George	Berberich & Trahan	Present via ZOOM (Finance Mtg)	
Brett Taylor	IMA Group	Present via ZOOM (Finance Mtg)	
Mark Wilkerson	IMA Group	Present via Zoom (Finance Mtg)	
TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE

<b>Call to Order</b>	Chair, Dr. Alan Bearman called the meeting to order at 4:00 p.m.	6 of 7 members present	Dr. Alan Bearman
<b>TOPIC</b>	<b>KEY DISCUSSION</b>	<b>RECOMMENDED ACTION / STATUS</b>	<b>PERSON RESPONSIBLE</b>
<b>Minutes Approval</b>	Minutes from the November 21, 2022, board meeting submitted for approval.	<b>MOTION:</b> Rodd Miller moved, and Scott Tummons seconded the motion to approve the November 21, 2022 minutes as presented. The motion passed 6-0.	Dr. Alan Bearman
<b>Public Comment</b>	No public in attendance.		
<b>Department Reports</b>			
Planning Report	Planning report as submitted.		Andy Fry
Operations Report	Operations report as submitted.		Denise Ensley
Maintenance Report	Maintenance and Facilities report as submitted.		Alan Parrish
Finance Report	Finance report as submitted.	<b>MOTION:</b> Rodd Miller moved, and Joe Ledbetter seconded the motion to accept the financial report for November 30, 2022, as presented. The motion was unanimously approved 6-0.	Richard Appelhanz
<b>Action Items</b>	Audit Report from Berberich & Trahan Co.	<b>MOTION:</b> Rodd moved, and Scott Tummons seconded to accept the audit report. The motion was unanimously approved 6-0.	Dr. Alan Bearman
	IMA Property and Casualty Insurance Proposal	<b>MOTION:</b> Joe Ledbetter moved, and Rodd Miller seconded to approve insurance for 2023 unanimously 6-0.	Dr. Alan Bearman

<b>New Business</b>	<p>2023 Board and Study Session Dates</p> <p>South West Transit Association (SWTA) board training coming up in February 22-25, 2023 in Aurora, Colorado as part of the 2023 SWTA Annual Conference &amp; Expo.</p>	<p><b>MOTION:</b> Rodd Miller moved, and Scott Tummons seconded to approve the proposed meeting dates for BOD meetings and study sessions. Unanimously approved 6-0.</p> <p>Rodd wanted to encourage board members to consider attending SWTA's annual conference with board training sessions. Bob added that there are a few other agencies such as Community Transit Association of America (CTAA) American Public Transportation Association (APTA) and Small Urban Network (SUN). APTA includes bus, paratransit, light rail, commuter rail, subways, waterborne services, and intercity and high-speed passenger rail and is expensive for membership and conferences. SUN is more for rural transits. Missouri Public Transit Association has an annual 4-state conference as well. States include Kansas, Nebraska, Iowa and Missouri.</p>	<p>Dr. Alan Bearman</p> <p>Rodd Miller</p>
<b>Continuing Business</b>	Microtransit	The launch date has been set for Monday, January 30, 2023. The MOD team has been	Denise Ensley

	<p>Update on Service Standards and Policies for service efficiency and effectiveness</p> <p>Special Service Requests</p>	<p>meeting internally weekly and having online meetings with Spare Labs weekly to plan the MOD app software.</p> <p>Staff has been going through training and then will have second round as well. Public meetings have been taking place and another round will occur in January before we go live. Discussed concept of \$2 cash fare. Bob mentioned we will start out with cash only to keep it simple and possibly expand fare options in the future.</p> <p>We will continue to add to this document and come back to it in January. Includes passengers per hour, passengers per mile, and some has to do with Title VI, equity in service. We'll revisit it every two years.</p> <p>Different organizations have asked us to run service for their event, etc. We cannot comply with these special requests to use our buses due to at times not having enough bus operators.</p>	<p>Bob Nugent</p> <p>Bob Nugent</p>
<b>Executive Session</b>	N/A		Dr. Alan Bearman
<b>Adjourn</b>	Dr. Bearman adjourned the meeting at 4:40 p.m.		Dr. Alan Bearman

Respectfully Submitted –

Keri Renner, Topeka Metro Board Secretary