



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

MEMBER'S NAME	ORGANIZATION	PRESENT / ABSENT / EXCUSED
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	Absent
Joseph Ledbetter	Topeka Metro	Present via phone
Jim Ogle	Topeka Metro	Present via phone
Scott Tummons	Topeka Metro	Present via phone

Staff/Visitors	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Bob Nugent, General Manager	Topeka Metro	Present via phone
Denise Ensley, COO	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	Absent
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
Alan Thompson, Bus Operator	Topeka Metro	Present via phone QSS
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
Call to Order	Chair Miller called the meeting to order at 3:15pm.		Rodd Miller
Minute Approval	Minutes from the June 29 and July 10, 2020 Board meetings were submitted for approval.	Motion: Jim Daniel moved and Scott Tummons seconded the motion to approve the June 29 and July 10, 2020 minutes as presented. The motion was unanimously approved.	Rodd Miller
Public Comment	Bus Operator, Alan Thompson, stated he would like to continue the rear-entry for another month.		Alan Thompson
Finance Report Financials Award Demand Response Service RFP (Taxi) Contract	Chip Falldine presented the June 30 finance report. He confirmed the 2020-2021 fiscal year budget had been submitted to the City. He said the City generally accepts the budget as presented with no feedback. Discussion regarding the decision to select Capital City Taxi vs. Speedy Taxi occurred. Capital City Taxi had demonstrated their ability to fulfill the Federal demands of the COVID-19 and ADA regulations, along with the demand of services and trip and fees associated. Speedy Taxi and Yellow Cab will be considered as a backup to Capital City on a trip by trip basis.	Motion: Jim Ogle moved and Jim Daniel seconded the motion to accept the June 30, 2020 finance report as presented. The motion was unanimously approved. Motion: Jim Daniel moved and Scott Tummons seconded the motion to award the contract to Capital City Taxi. The motion was unanimously approved.	Chip Falldine Chip Falldine
Departmental Reports Planning/Ridership	Fixed Route ridership for June is down 28% from 2019 and up 20% from May 2020. Paratransit ridership down 39% compared to 2019 and up 78% from May 2020.		Edwin Rothrock

Operations	Denise Ensley stated all ambulatory services are being sent to Capital City Taxi. If there is a plexiglass barrier, bus operators are not required to wear a facemask. Dispatch has plexiglass in front of their window to reduce contact with operators, and digital overhead signs and posted signage on the bus indicates facemasks required. Edwin Rothrock said he can add to the route announcement inside and outside that masks are required.		Denise Ensley
Maintenance	Accepted as submitted with continued frequent sanitizing.		Alan Parrish
Committee Reports			
Finance	No information provided.		
Planning –Contingency Plan	Edwin Rothrock presented four different scenarios in the event Topeka Metro had a reduction in available drivers, due to the COVID-19, and had to reduce frequency of services. The span of service based on demand and equity in service to all community members will be taken into consideration upon any finalization. Attached.		Edwin Rothrock Bob Nugent
Bike Share	Bob Nugent stated approximately 100 bikes remain in the community while others have been stored on Topeka Metro property. Numerous local proposals have been received for the disposal of the bikes. Capital Federal logo will have to be removed and the construction of the bike requires special tools to assemble/disassemble parts i.e. tires, chains.		Bob Nugent
NETO-SOTO Report	Mike Spadafore reported ridership is down and SOTO only has 2 employers who utilize the service. Outstanding invoices from employers last month have decreased from \$19,000 to \$7000.		Mike Spadafore
New Business	Bob Nugent recommended the Board continue rear-end loading and free fare through the month of August.	Motion: Jim Daniels moved and Jim Ogle seconded the motion to continue rear-end	Rodd Miller

		loading and free fare through the month of August. The motion was unanimously approved.	
Executive Session		<p>Motion: Dr. Alan Bearman moved and Joseph Ledbetter seconded the motion to adjourn into Executive Session at 4:30 pm until 5:00 pm to discuss matters relating to employer-employee negotiations for purposes of ongoing discussion with ATU 1360, and for the preliminary discussion relating to the acquisition of real property for possible acquisition of an identifiable parcel of land. The motion was unanimously approved.</p> <p>Motion: Dr. Alan Bearman moved and Scott Tummons seconded to extend the Executive Session by 15 minutes. The motion was unanimously approved.</p>	Rodd Miller
Resume Open Meeting	Executive Session ended at 5:15 pm and the open meeting resumed.		Rodd Miller
Adjourn	Chair Miller adjourned the meeting at 5:15 pm.		Rodd Miller

Respectfully Submitted,

Brenda Wilson, Board Secretary