



**Topeka Metro
Board of Directors Minutes
December 18, 2023**

MEMBER'S NAME	ORGANIZATION	PRESENT / ABSENT / EXCUSED
Scott Tummons, Chair	Topeka Metro	Present Admin Ofc.
Candis Meerpohl, Vice Chair	Topeka Metro	Present Admin Ofc.
Rodd Miller	Topeka Metro	Present Admin Ofc.
Chance Lucas	Topeka Metro	Present Admin. Ofc.
Beverly Hall	Topeka Metro	Present via ZOOM
Alan Bearman	Topeka Metro	Present via ZOOM
Fatima Perez Luthi	Topeka Metro	Absent

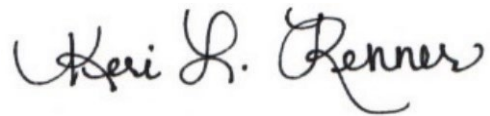
Staff/Visitors	ORGANIZATION	PRESENT / ABSENT / EXCUSED	
Bob Nugent, General Manager	Topeka Metro	Present QSS	
Richard Appelhanz, Chief Financial Officer	Topeka Metro	Present QSS	
Keri Renner, Director of Marketing and Communications	Topeka Metro	Present QSS	
John Cassidy, Legal Counsel	Topeka Metro	Present via ZOOM	
Terri Miller, Director of Human Resources	Topeka Metro	Present via ZOOM	
Denise Ensley, Chief Operations Officer	Topeka Metro	Present via ZOOM	
Jared Culbertson, Director of Information Technology	Topeka Metro	Present via ZOOM	
Alan Parrish, Director of Maintenance & Facilities	Topeka Metro	Absent	
Emily Sheldon	Berberich Trahan & Co.	Present via ZOOM	
Brett Taylor	IMA Group	Present via ZOOM	
Mark Wilkerson	IMA Group	Present via ZOOM	
TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE

Call to Order	Called the meeting to order at 4:00 p.m.	6 of 7 members present	Scott Tummons
Public Comment	No public in attendance	N/A	Scott Tummons
Meeting Minutes		MOTION: Rodd Miller moved, and Candis Meerpohl seconded the November 2023 TMTA BOD meeting minutes as presented. Approved 6-0.	Scott Tummons
TMTA 2023 Audit	Emily Sheldon, audit director from Berberich Trahan & Co., briefed the board members regarding the 2023 Audit process. She commended Topeka Metro for a job well done and having proper processes in place. She also addressed the supplemental Letter.	MOTION: Rodd Miller moved, and Alan Bearman seconded approving the TMTA 2023 Audit from Berberich Trahan & Co. Approved 6-0.	Scott Tummons
Department Reports			
Planning Report	Richard noted that he updated label types for the Ridership reports to make them more defined.		Richard Appelhanz
Operations Report	Denise had nothing to add, but it was mentioned that just this morning that another shelter had been vandalized.		Denise Ensley
Maintenance Report	Gas continues to go down. Sold some equipment on Purple Wave.		Bob Nugent (on behalf of Alan Parrish)
Finance Report	Finance report as submitted.	MOTION: Candis Meerpohl moved, and Rodd Miller seconded the motion to approve the November 30, 2023, financials as presented. Approved 6-0.	Richard Appelhanz
Continuing Business	Brett Taylor from IMA gave an executive summary of the insurance policy for Topeka Metro for the upcoming year. One Beacon has a concern knowing that TMTA has ordered electric buses & will use batteries, which can burn hot and heat up quickly. Travelers Insurance is		

<p>BOD Mtg Dates 2024</p> <p>FREEdom Passes</p>	<p>willing to take TMTA’s policy, however, may increase the premium and larger deductibles.</p> <p>Terri Miller asked Brett to briefly go over some of what is covered in our policy as we have a new board member. Mark Wilkerson shared several types of coverage, i.e. if there is an offending driver that hits a shelter who’s left the scene or has no insurance; liability for off-duty police officers, wrongful termination; computer fraud/disclosure of personal information, etc.</p> <p>Brett also went over the At-Bay Security Report done in October 2023. TMTA’s score is an 80, so suggestions offered, i.e., to better protect our computers and information with a secure e-mail gateway, strengthen Microsoft 365 security settings and implementing strong passwords to avoid unauthorized access to employee email accounts.</p> <p>Bob asked the group if they wanted to have the meetings on the same day and time on either one of the current days (Fridays starting at 8:30 AM or Mondays at 3:15 PM).</p> <p>There are 19 FREEdom Pass passengers plus one wanting to be re-instated (as of November 2023). We would like to have a public meeting and talk to those members about a variation of their pass and ending the FREEdom Pass program. So far, there is about half of the amount that had been using the program in July 2019.</p>	<p>MOTION: Rodd Miller moved, and Beverly Hall seconded the approval to renew our policy with IMA for property insurance, as well as cyber security. Approved 6-0.</p> <p>MOTION: Rodd Miller moved, and Chance Lucas seconded the approval to have the study session meetings and board meetings on the same schedule as in the past, except for July 5th moved to July 12, 2024, for the Study Session and July 15th moved to July 22, 2024, for the BOD meeting. Approved 6-0.</p> <p>MOTION: Candis Meerpohl moved, and Rodd Miller seconded the approval to hold public meetings to discuss FREEdom Passes. Approved 6-0.</p>	
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Old Business	Proterra Update: Proterra was supposed to have a decision on Dec. 11, 2024, but they have postponed it for a while. There is no issue with our electric bus grant other than having more time to talk to the FTA about switching to GILLIG electric buses. We have a joint procurement with KCATA to buy electric vehicles. We won't know what buses we will get until we learn if Proterra follows through on our bus order or not.		Bob Nugent
Executive Session	N/A		
Adjourn	Board meeting adjourned at 4:57 p.m.	MOTION: Scott Tummons moved to adjourn the board meeting. Rodd Miller seconded. The motion passed 6-0.	Scott Tummons

Respectfully Submitted –



Keri Renner, Topeka Metro Board Secretary