



**Topeka Metro
Board of Directors Minutes
February 21, 2023**

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

Staff/Visitors	ORGANIZATION	PRESENT / ABSENT / EXCUSED	
Bob Nugent, General Manager	Topeka Metro	Present QSS	
Richard Appelhanz, CFO Officer	Topeka Metro	Absent	
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	
TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
Call to Order	Called the meeting to order at 4:01 p.m.	5 of 7 members present	Dr. Alan Bearman

TOPIC	KEY DISCUSSION	RECOMMENDED ACTION / STATUS	PERSON RESPONSIBLE
Minutes Approval	Minutes from the January 17, 2023, board meeting submitted for approval.	MOTION: Rodd Miller moved, and Beverly Hall seconded the motion to approve the December 19, 2022, minutes as presented. The motion passed 5-0.	Dr. Alan Bearman
Public Comment	No public in attendance.		
Department Reports			
Planning Report	Planning report as submitted. Dealing with farebox probing issue. Bob mentioned that GFI fareboxes possibly lost 1-2 months of ridership data. Hope to have actual numbers next month.	MOTION: Rodd Miller moved, and Joe Ledbetter seconded the motion to accept the financial report for December 31, 2022, as presented. The motion was unanimously approved 5-0.	Andy Fry
Operations Report	Operations report as submitted. Denise also was missing information due to GFI reporting.		Denise Ensley
Maintenance Report	Maintenance and Facilities report as submitted.		Alan Parrish
Finance Report	Finance report as submitted on behalf of Richard Appelhanz.		Bob Nugent for Richard Appelhanz
Action Items	<p>Electric Vehicle Transitional Study from IBI Group Board members were given the copy of the study to review. Bob asked the board to accept the study. Mackenzie and Seth only stayed on ZOOM until after the board voted on the study.</p> <p>Purchase of Six Gillig 35' diesel buses</p>	<p>MOTION: Joe Ledbetter moved, and Candis Meerpohl seconded the motion to accept the electric vehicle study from IBI. The motion was unanimously approved 5-0.</p> <p>MOTION: Joe Ledbetter moved to accept the request to purchase six diesel buses and</p>	<p>Bob Nugent</p> <p>Bob Nugent</p>

	<p>Bob requested that the board approve the purchase of six (6) 35' Gillig diesel heavy duty buses under the KCATA contract at \$633,858 per unit—the total cost is \$3,803,148. FTA would pay \$2,738,904 and Topeka Metro would pay \$1,064,244. This would replace 6 additional buses that are sunsetting this month.</p>	<p>Rodd Miller seconded. The motion was approved 5-0.</p>	
<p>Continuing Business</p>	<p>MOD Microtransit Operating since January 30, 2023. We have one individual who lives up by Croco and going to 12th street and use a bicycle to the TSCPL. Wednesday seems to be the heaviest day of use. The program has ability to use heat maps, so we can see some of the areas that are being used. Already had a breakdown with one vehicle on a weekend. Bob and Andy connected with the Mayor, The City Manager, Planning director and some council members. A presentation will be made to the Topeka City Council in March. We would like to invite them to ride the MOD, even if it is not in their constituency. A reminder to think about what we want to put in that presentation. Remind them that there is a balanced approach to the electric and diesel buses.</p> <p>At this time, 54% are using the mobile app; Ten percent are booking on the web site; 30% of the staff are booking rides for passengers.</p> <p>We have had requests from businesses to help get clients to workplaces. We will probably follow up on that once we get debit/credit cards going.</p> <p>More marketing & outreach So far, we've printed business cards, handouts, flyers and social media.</p> <p>Having MOD bus operators in down time driving around to advertise the service as our bus is roving billboard.</p>		<p>Andy Fry</p> <p>Andy Fry</p>

	<p>Electric Redundancy Project Update Coming along, adding another electrical connection for when the electric buses do get here it ups our availability to have power for the buses (a back-up to charge them). They are boring under the street on SW Crane.</p>		
New Business	<p>Low-No Grant Opportunity –What are we going to look for? Electric Vehicles—Do we try to get electric vans or service-type vehicles for driver relief, etc. We need to do some pricing and look at different vehicles.</p> <p>Mid-April is the deadline to submit a grant application.</p> <p>Future Transfer Location Planning firm start discussion on the west side for a transfer location. Start looking at purchasing some property & start that process. Have them talk to us about a transfer point—Wanamaker, Fairlawn...Let’s talk internally and then get with them.</p>	<p>MOTION: Rodd Miller moved, and Candis Meerpohl seconded the motion to move forward with TranSystems in the amount of \$26,102.03 for a grant narrative for development and submittal as assigned of the Lo-No program in their replacement of diesel fuel vehicles and electric fueled vehicles, not including buses and bus facilities. The motion was unanimously approved 4–0. (Joe L. left earlier).</p>	<p>Bob Nugent Bob Nugent/Andy Fry</p>
Executive Session	N/A	No executive session	Dr. Alan Bearman
Adjourn	Dr. Bearman adjourned the meeting at 4:58 p.m.		Dr. Alan Bearman

Respectfully Submitted –

Keri Renner, Topeka Metro Board Secretary