

**TEXOMA AREA PARATRANSIT SYSTEM
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
September 19, 2016**

MEMBERS PRESENT: H.L. Compton, Terrence Steele, Leon Klement, Kenneth Liggett, and Bill Magers.

MEMBERS ABSENT: J.D. Clark, Rick Lewis, Spanky Carter, and Ken Brawley

STAFF PRESENT: Scott McClellan, Josh Walker, Karen Kemp, Joe Penson, and Shellie Cherry

GUESTS PRESENT: Nancy Ward, Mark J. Ewig, Bill Fox, Richard Hose, Tina Tomlinson, Katherine Watson, and Nancy Knapp.

The TAPS Board of Directors met at the TAPS Administrative offices, located at 3400 Texoma Parkway, Sherman, TX 75090 for a regular board meeting.

- I. **CALL TO ORDER:** Vice Chairman Bill Magers welcomed guests and declared a quorum, calling the meeting to order at 2:37 pm. An invocation was given by Secretary/Treasurer Terrence Steele.

- II. **PUBLIC HEARINGS:** Citizens may speak on items listed on the agenda as Public Hearings. A "Request to Speak Card" should be completed and returned to the Board Secretary before the Board considers the item listed under Public Hearings. Citizen comments on public hearings are limited to three (3) minutes. Vice Chairman Bill Magers opened the floor and called upon the individuals who submitted a Request to Speak Card.

Nancy Ward made statements to Vice Chairman Bill Magers and Secretary/Treasurer Terrence Steele regarding having not been paid yet.

Richard H. Hose stated he was speaking on behalf of the unpaid employees of TMS and TLS. Mr. Hose provided a handout to all board members with contact information of the unpaid employees and requested they call each previous employee on the list.

Tina Tomlinson, a former Call Center Supervisor of TransLogistics, complimented the Board Members on putting routines in the daily workflow that were not there before to ensure the past does not happen again. She stated that HHSC placed money into TAPS back account to pay employees and therefore TAPS should be responsible for TLS employees' payroll.

Nancy Knapp, a citizen of the community, asked if TAPS will be taking part in the Regional Coordinating Transportation Planning in Texas that will be meeting on September 29, 2016 at Austin College.

- III. **APPROVAL OF BOARD MINUTES:** Vice Chairman Bill Magers presented minutes from the August 15, 2016 Board meeting for approval. Secretary/Treasurer Terrence Steele made a motion to approve the minutes as presented. Board Member H.L Compton seconded the motion. Motion was carried unanimously.

- IV. **DRUG AND ALCOHOL POLICY:** General Manager Scott McClellan stated that FTA requires all its grantees to have a Drug and Alcohol policy. Mr. McClellan requested the Board to endorse and ratify the proposed policy. Board Member Kenneth Liggett motioned to approve the proposed policy. Secretary/Treasurer Terrence Steele seconded the motion. Motion was carried unanimously.

- V. **MAINTENANCE PLAN:** Transdev Maintenance Plan is currently being used at TAPS. FTA requires a plan to be in place to take care of the equipment that they provide capital funding for and insure that the equipment will last for the duration of its life. This plan is consistent among Transdev operations throughout the country and uses common maintenance management software which allows the regional maintenance managers to monitor performance remotely. Mr. McClellan requested the Board to endorse the Maintenance Plan as presented. Board Member H.L. Compton motioned to approve the proposed plan. Board Member Kenneth Liggett seconded the motion. Motion was carried unanimously.

- VI. **REPORT ON TRIP SCHEDULING, CANCELLATIONS, AND DENIALS:** Over the past few months, General Manager, Scott McClellan has been reporting on the numbers of

scheduled trips vs. actual trips. Operations Manager, Karen Kemp, was tasked with reviewing these statistics in detail and presented them to the Board. Ms. Kemp provided a handout to the Board that included a table with frequency of occurrences over the past three months. She stated how no shows and late cancellations are causing TAPS to deny trips that could be scheduled otherwise. Board Member Kenneth Liggett suggested Montague and Clay counties be separated on the provided table in the future. Secretary/Treasurer Terrence Steele stated that if a majority of late cancellations/no shows on a particular individual are for personal trips, such as shopping, then those trips should be denied. However, if it is a medical appointment then to schedule the trip. Ms. Kemp presented a letter to the Board that will go out to the current 77 clients that have excessive late cancellations or no shows. This letter is to serve as a reminder for these clients. Staff plans to have a policy to present to the Board for approval at October Board Meeting.

- VII. **TRANSIT SERVICES AGREEMENT:** This is a proposed agreement between TAPS and Wise County for the continued provision of transit services in the county from October 1, 2016 to September 30, 2017. With Board Member Judge J.D. Clark absent, no action was taken.

- VIII. **MONTHLY FINANCIAL AND OPERATIONAL UPDATE:** General Manager Scott McClellan presented a standard package that includes operational statistics for the month of August. This includes scheduled trips and actual trips with on time performance, which is still very strong, near 100%. Also included, bank statements for August and Transdev invoices for both July and August. Secretary/Treasurer Terrence Steele had previously asked Mr. McClellan about the administrative fee on the fuel bill. Mr. McClellan explained that each vehicle has its own fuel card and are charged a monthly administrative fee of \$4.00 each.

Mr. McClellan stated he plans for the Finance staff to produce a year-end bank reconciliation statement to close out the fiscal year. Moving forward in October, he plans to provide a more standard P&L statement to the Board each month. Board Member Kenneth Liggett asked if TAPS had received the \$215,000 that was requested for reimbursement in August and Mr. McClellan confirmed it was received. Mr. McClellan also stated that TAPS has started to get into a 'rhythm' of submitting and receiving reimbursements. Secretary/Treasurer Terrence Steele advised the Board that when he signs checks, the backup is always provided and reviewed before signing. Board Member H.L. Compton motioned to

approve monthly financial update. Secretary/Treasurer Terrence Steele seconded the motion. Motion carried unanimously.

EXECUTIVE SESSION: Pursuant to Chapter 551 of the *Texas Government Code*, to discuss the following subjects and reconvene to take any action resulting from the Executive Session (the board reserves the right to convene into executive session throughout the meeting):

Following the closed Executive Session, the Board of Directors will reconvene in open and public session and take any such action as may be desirable or necessary as a result of the closed deliberations.

Motion was made by Board Member H.L. Compton to convene in Executive Session. Secretary/Treasurer Terrence Steele seconded the motion. Motion carried unanimously and the TAPS Board of Directors entered Executive Session at 3:17 pm.

At 4:13 pm, Motion was made by Board Member H.L. Compton to reconvene in open session. Board Member Kenneth Liggett seconded the motion. Motion carried unanimously.

A motion was made by Board Member H.L. Compton to sign an amendment to the Transdev contract that was in line with the budgeted local funds. Board Member Kenneth Liggett seconded the motion. Motion was carried unanimously.

- IX. **SCHEDULE NEXT BOARD MEETING:** Vice Chairman Bill Magers announced the next Board meeting will be held on Monday, October 17, 2016 at 2:30 pm.

- X. **ADJOURNMENT:** Board Member Kenneth Liggett made a motion to adjourn the meeting. Board Member H.L. Compton seconded the motion. Motion carried unanimously and the Board meeting was adjourned at 4:15 pm.

Passed, Approved and Adopted at Board meeting held on Monday, October 31, 2016.