

**TEXOMA AREA PARATRANSIT SYSTEM**  
**MINUTES OF THE BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**December 12, 2016**

**MEMBERS PRESENT:** H.L. Compton, Leon Klement, Kenneth Liggett, Bill Magers, Terrence Steele, Ken Brawley, Spanky Carter, and Rick Lewis

**MEMBERS ABSENT:** J.D. Clark

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

**GUESTS PRESENT:** Frank Tobey, Nancy Knapp, Mark Ewig and Richard Hose

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:** Board Chairman Spanky Carter welcomed guests and declared a quorum, calling the meeting to order at 2:00 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.  
  
There were no public comments.
  
- III. **APPROVAL OF BOARD MINUTES:** Board Chairman Judge Spanky Carter presented minutes from the October 31, 2016 Board meeting for approval. Board Member Rick Lewis made a motion to approve the minutes as presented. Board Member H.L Compton seconded the motion. The motion was carried unanimously.

- IV. **RECEIVE PUBLIC COMMENT RELATED TO PROPOSED POLICY ON LATE CANCELLATION, NO SHOW AND CLIENT CONDUCT:** Assistant General Manager Josh Walker discussed how up until this point, no public comments have been made. A copy of the draft policy has been given to the drivers to hand out but no feedback from the public has been received. Mr. Walker suggested two options; asking the Board to either adopt the policy as is or to give staff more time to solicit public comment since this new policy will effect certain individuals. Staff would like to send out letters to those that will be effected. Board Chairman Spanky Carter suggested to propose adoption of the policy again at the January Board meeting to give staff more time to send letters to the individuals that will be effected. Secretary/Treasurer Terrence Steele requested TAPS' staff to send the letters by certified mail so the effected individuals cannot come back later stating they did not receive the letter. All Board member agree for the TAPS operations staff to send out the letters by certified mail.
- V. **ASSET TRANSFER AGREEMENT TO STAR TRANSIT:** Attached in the Board packet is a proposed agreement between TAPS and STAR Transit for the transfer of two surplus vehicles. Staff have worked with TXDOT to identify assets that can be disposed of. Assistant General Manager Josh Walker discussed how TXDOT has identified an agency, STAR Transit, hat was in need of the two vehicles. Board Member H.L. Compton made a motion to approve the agreement as presented. Board Member Kenneth Liggett seconded the motion. The motion was carried unanimously.
- VI. **REQUEST FOR ASSET DISPOSAL:** Assistant General Manager Josh Walker provided a memorandum that requests the Board's authorization to dispose of twenty eight surplus vehicles that have been approved for disposal by TXDOT. There are twenty four vehicles to be sold via govdeals.com. The other four vehicles were not suited to be auctioned off so TAPS staff will reach out to local salvage yards to be sold as scrapped. This is a procedure that TAPS has followed in the past and is a part of the policy. Board Member Rick Lewis made a motion to approve the disposal of these vehicles. Board Member Kenneth Brawley seconded the motion. The motion was carried unanimously.
- VII. **MONTHLY FINANCIAL AND OPERATIONAL UPDATE:** General Manager Scott McClellan, Assistant General Manager Josh Walker and Finance Manager Shellie White recently went to Fayetteville, Arkansas for a FTA Triennial Review Workshop which was to help staff prepare for the FY 2017 Triennial Review. Staff has worked diligently to meet the deadline for the Grantee information, which is due by end of day on Friday, December 16<sup>th</sup>. The review consists of over two hundred questions, in seventeen different areas. Mr. Walker anticipates there will be several policy revisions in the near future.

On December 6<sup>th</sup>, the Regional HR Director, Greg Wagoner, gave an Ethics training class that consisted of twelve employees. This class was very informative and enjoyable. Recently, TAPS proposed TIP amendment with the MPO (Metro Planning Organizer) as part of the public planning process for the Sherman/Denison area for 5307 funds. This item was tabled at the recent MPO meeting. Neither the MPO nor Mr. Walker were aware the doors where the public meeting was held automatically locked at 5:00pm. They decided to tentatively hold another meeting on Tuesday, January 10<sup>th</sup>, 2017 so no one is unfairly excluded from participating.

Mr. Walker discussed the standard documents included in the Board packet which consists of operational statistics and financials for the months of October and November. In November, there were less trips performed and 85% of these trips were completed. This is a 2% increase in late cancellations and/or no shows. Overall on time performance was at 91%. A new Quarterly Management & Compliance Report was reported this month. It is divided into three categories: Maintenance, Drug & Alcohol and Safety. It shows the Board Fleet information, drug & alcohol testing rates and any accidents or injuries TAPS may have had.

Finance Manager Shellie White presented a new Financial Report that shows TAPS revenues, expenses, budgets and actuals. It currently shows TAPS outstanding debt at \$4,769,460.80. This includes TAPS outstanding debt to Transdev which is \$754,776.37. Board Member Kenneth Liggett suggests to Mrs. White to add another column that shows the percentage TAPS is at for each month.

- VIII. **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 Leon Clement to convene in Executive Session. Board Member H.L. Compton seconded the motion. Motion carried unanimously and the TAPS Board of Directors entered Executive Session at 2:27 pm.

At 2:46 pm, Motion was made by Board Member Leon Clement to reconvene in open session. Board Member Rick Lewis seconded the motion. Motion carried unanimously.

Vice Chairman Bill Magers arrived at 2:47 pm.

Board Chairman Spanky Carter announced to the Board that General Manager Scott McClellan's last day would be on December 20<sup>th</sup>. Mr. McClellan stated he will be starting a new project as the General Manager for NC State.

- IX. **SCHEDULE NEXT BOARD MEETING:** Chairman Spanky Carter announced the next Board meeting will be held on Monday, January 23, 2016 at 2:00 pm.
  
- X. **ADJOURNMENT:** Board Member Leon Klement made a motion to adjourn the meeting. Board Member Rick Lewis seconded the motion. Motion carried unanimously and the Board meeting was adjourned at 2:48 pm.

Passed, Approved and Adopted at Board meeting held on February 6, 2017.