

**TEXOMA AREA PARATRANSIT SYSTEM
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
April 24, 2017**

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

MEMBERS ABSENT: J.D. Clark, Leon Klement

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

GUESTS PRESENT: Frank Tobey, Craig Price, Richard Hose and Mark Ewig

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:** Chairman Creta Carter welcomed guests and declared a quorum, calling the meeting to order at 2:02 pm. An invocation was given by 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.

Richard Hose, a citizen of the community, handed Vice Chairman Bill Magers an Open Records Request and stated that he never received information that he requested the previous month. He also stated that Treasurer Terrence Steele refused to respond. Treasurer Steele clarified he did not refuse to respond but that Vice Chairman Bill Magers was chosen by the Board to be the Public Information Officer, and all requests are to go through him. Vice Chairman Bill Magers stated to Mr. Hose that this was the first time he had seen this Open Records Request. Mr. Hose confirmed that this was a new Open Records Request. Mr. Hose stated that he still had not received a response from the Open Records Request he submitted the previous month. Vice Chairman Magers stated to Mr. Hose that Assistant District Attorney Craig Price responded to his request via email, within

ten (10) days from the request date, and copied him (Judge Magers) in as well. Mr. Hose then stated that he recently changed email addresses and that may be why he never received the response. Vice Chairman Magers thanked him for clarifying this for the public.

Local Tax Payer, Mark Ewig, had a question about the address that was listed under the Protests section of the Procurement Policy, which is the mailing address. Shellie Cherry clarified that the mailing address and physical address are different. Mr. Ewig also stated he spoke to drivers that currently work for Transdev and feel they should get paid for the hours they worked back in January 2016, before the TAPS shutdown, because they have “stuck it out” with their loyalty.

Vice Chairman Bill Magers asked Richard Hose to clarify his email address. Mr. Hose states his new email address is rh4141@gmail.com. The email address Vice Chairman Magers had for Mr. Hose was rhose@aol.com, which is where the information requested was originally sent on April 3rd at 4:52pm. Vice Chairman Magers forwarded this email to Mr. Hose’s new email address.

- III. **APPROVAL OF BOARD MINUTES:** Chairman Creta Carter presented minutes from the March 20, 2017 Board meeting for approval. Board member Kenneth Liggett made a motion to approve the minutes as presented. Board member H.L. Compton seconded the motion. The motion was carried unanimously.
- IV. **TAPS PROCUREMENT POLICY:** General Manager Josh Walker presented the revised Procurement Policy for the Board’s review and consideration for adoption, which was tabled at previous Board meeting. Board member Rick Lewis made a motion to adopt the proposed policy. Treasurer Terrence Steele seconded the motion. Motion was carried unanimously.
- V. **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 Kenneth Liggett to convene in Executive Session. Board member Ken Brawley seconded the motion. Motion carried unanimously and the TAPS Board of Directors entered Executive Session at 2:16 pm.

At 2:58 pm, Motion was made by Vice Chairman Bill Magers to reconvene in open session. Board Member Kenneth Liggett seconded the motion. Motion carried unanimously.

Vice Chairman Bill Magers made a motion to amend the partnership agreement between TAPS and Transdev to reflect that the current monthly fee will remain the same until the end of the fiscal year. Board member Rick Lewis seconded the motion. Motion carried unanimously.

- VI. **MONTHLY FINANCIAL AND OPERATIONAL UPDATE:** General Manager Josh Walker discussed the second quarter of the management and compliance report which consists of maintenance, drug and alcohol and safety information. Under maintenance there were 4 roadcalls and 22 preventative maintenance inspections; under drug and alcohol there was one random drug screen performed and 28 employees in the random pool; and finally under safety there was one preventable accident in the month of March. Mr. Walker then discussed the monthly ridership statistics, which is broken down by urban and rural. Of all scheduled trips for the month of March, 91% were taken and the on-time performance was also at 91%. There were 902 trips denied, mostly in Grayson County. This is because of ensuring the trips stay within the funding range (65% rural, 35% urban).

Mr. Walker shared with the Board that the FY2016 NTD report has been submitted and that staff is still going back and forth with the NTD Analyst and QA Specialist. Also, the Triennial is set for May 11th and 12th and Mr. Walker encourages any Board members that would like to attend to do so. Staff is working diligently on gathering all information requested by the Auditor.

The Regional Safety Director for Transdev, Lou Young, visited April 21st and 22nd to help prepare staff for the drug and alcohol portion of the triennial and to share the safety compliance portion required of Transdev. He is expecting to do an internal audit within the next few months.

Finance Manager Shellie White presented the financials portion. TAPS was able to pay Transdev \$418,000 in March and \$209,000 in April which brings the total payment to \$627,000 paid within a month. In March, TAPS received \$291,000 from the FTA and \$126,000 in April from TXDOT. Staff is expecting to receive another \$204,000 from TXDOT that was just requested the previous week. As soon as these funds are received, the \$211,000 owed for the Transdev March invoice will be paid.

- VII. **DISCUSS ASSET TRANSFER:** General Manager Josh Walker discusses the opportunity to minimize the TAPS' fleet and to transfer vehicles that still have useful life to other interested grantees in the area. Staff is also exploring options to transfer the simulator to another interested grantee in the state of Texas.

- VIII. **SCHEDULE NEXT BOARD MEETING:** Chairman Creta Carter announced the next Board meeting will be held on Monday, June 5, 2017 at 2:00 pm.
- IX. **COMMENTS BY TAPS BOARD OF DIRECTORS:** Board member Ken Brawley shares that this is his last Board meeting. It is still under discussion who will be taking his place. The Board told Board member Brawley how much he will be missed. Board member H.L. Compton discussed how pleased he is with the progression of TAPS' service and the Board.
- X. **ADJOURNMENT:** Board meeting was adjourned at 3:16 pm.

Passed, Approved and Adopted at Board meeting held on June 5, 2017.