

**TEXOMA AREA PARATRANSIT SYSTEM
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
July 10, 2017**

MEMBERS PRESENT: Kenneth Liggett, Leon Klement, Terrence Steele, Creta Carter, Bill Magers Rick Lewis, and Michael Baecht

MEMBERS ABSENT: J.D. Clark, H.L. Compton

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

GUESTS PRESENT: Craig Price, Michael Hutchins 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 2:00 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.

Mark Ewig, a local tax payer, spoke on behalf of Richard Hose, a former employee advocate, who could not be present. Mr. Ewig handed a letter to each Board Member. This letter was drafted by Mr. Hose. The letter stated that the recent single audit did not disclose that there was a lien in the amount of \$57,552.05 filed with the County Clerk's office back in August of 2015.

Vice Chairman Bill Magers and Board Member Leon Klement entered the meeting at 2:06pm.

- III. **APPROVAL OF BOARD MINUTES:** Chairman Creta Carter presented minutes from the June 5, 2017 Board meeting for approval. Board Member Rick Lewis made a motion to approve the minutes as presented. Board Member Kenneth Liggett seconded the motion. The motion was carried unanimously.
- IV. **RATIFY BOARD RESOLUTION TO EXECUTE ASSET TRANSFER:** General Manager Josh Walker made a request to the Board to ratify the attached resolution to approve the transfer of nine (9) 2012 Glaval Titan II LF buses and three (3) 2013 Glaval Titan II LF buses to the Denton County Transit Authority (DCTA). Secretary/Treasurer Terrence Steele made a motion to approve the transfer of the twelve (12) buses to DCTA. Board member Kenneth Liggett seconded the motion. Motion carried unanimously and Chairman Creta Carter signed the resolution.
- V. **DISCUSS DRAFTING FISCAL YEAR 2018 BUDGET:** General Manager Josh Walker explained the TAPS Funding Apportionments from FY 2016 through FY 2018 which does not include local match. There was a dip in the urban state funding which amounted to approximately \$26K and there was a dip in the rural state funding which amounted to approximately \$60K. An application for funding was submitted to Wise County and Mr. Walker anticipates hearing from them by the end of the month. Finance Manager Shellie White stated that in order for the FY 2018 budget to be finalized, it has to be known how much local match/contributions will be expected. Mrs. White also explained that the total funds available for FY 2018, which is \$2,745,996, will not all be expended by TAPS because of the amount of service TAPS provides and local match.
- VI. **FINANCIAL UPDATE:** Shellie White discussed the Monthly Financial Report. She stated that TXDOT reimbursed TAPS \$386K. The June invoice for Transdev was done the prior week and amounted to \$202,563. June bank reconciliations were also done the prior week and the total amount paid to Transdev was \$239,441. The MPRs (Milestone Progress Reports) and FFRs (Federal Financial Reports) are due this month.
- VII. **OPERATIONAL UPDATE:** Josh Walker discussed the Quarterly Management & Compliance Report, this includes maintenance road calls and PM inspections, drug and alcohol compliance, and safety performance and accidents. Operation Manager Karen Kemp discussed June operations which includes service hours, actual trips, trip denials and on time performance. For June, there were a total of 2,530 actual trips taken, which equals 93%. Mr. Walker stated that Karen and her team stay on top of the cancellations and no shows and are proactive. Total trip denials for the month of June are 778; 724 of those denials were urban. There were 1,616 service hours and our on time performance was at

96%. Chairman Creta Carter asked to provide a breakdown of denials in ALL counties. Secretary/Treasurer Terrence Steele asked if providing a separate route for organizations that buy tickets in advance would help with local match. Mr. Walker stated that would be considered fares therefore it could not be counted as local match revenues.

Mr. Walker stated that he received the draft triennial report and responded to the reviewer. The reviewer received the documentation on one of the findings related to planning and would respond to FTA that the proposed documentation was accepted. The final report is anticipated to be received this week.

Mr. Walker also made mention that he had met with DCTA and Span about possibly linking up passengers that need to come to our service area and vice versa. They will be meeting up again in approximately 90 days to discuss further. Also met with Wise County Meals on Wheels. They will be assisting us by collecting some information from their client base; Mr. Walker anticipates that he and Karen Kemp will begin visiting with areas in the other service counties as well.

The TXDOT Semi-annual will be held this Wednesday, July 12th and following will be a two day training course on Finance and Transit, which staff will be participating in.

- 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 Vice Chairman Bill Magers to convene in Executive Session. Board member Michael Baecht seconded the motion. Motion carried unanimously and the TAPS Board of Directors entered Executive Session at 2:34 pm.

At 3:12 pm, Motion was made by Board Member Kenneth Liggett to reconvene in open session. Board Member H.L. Compton seconded the motion. Motion carried unanimously.

- IX. **SCHEDULE NEXT BOARD MEETING:** Board Member Michael Baecht announced the next Board meeting will be held on Monday, August 21, 2017 at 2:00 pm.
- X. **COMMENTS BY TAPS BOARD OF DIRECTORS:** The Board welcomed new Board Member Denison City Councilman Michael Baecht. Vice Chairman Bill Magers commented to the Board the obvious need for local match from not only the urban areas but the rural areas as well.
- XI. **ADJOURNMENT:** Board member Leon Klement made a motion to adjourn the meeting. Board member Rick Lewis seconded the motion and the Board meeting was adjourned at 3:14 pm.

Passed, Approved and Adopted at Board meeting held on August 21, 2017.