

**TEXOMA AREA PARATRANSIT SYSTEM
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
June 5, 2017**

MEMBERS PRESENT: H.L. Compton, Kenneth Liggett, Leon Klement, Terrence Steele, Creta Carter and Rick Lewis

MEMBERS ABSENT: J.D. Clark, Bill Magers

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

GUESTS PRESENT: Craig Price, Michael Hutchins, 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 2:01 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, wished to deliver an open records request to Vice Chairman Bill Magers, the Public Information Officer for TAPS. Since Judge Magers was absent, Chairman Creta Carter asked Mr. Hose to hand his open records request to Assistant District Attorney Craig Price.

- III. **APPROVAL OF BOARD MINUTES:** Chairman Creta Carter presented minutes from the April 24, 2017 Board meeting for approval. Secretary/Treasurer Terrence Steele made a motion to approve the minutes as presented. Board member Kenneth Liggett seconded the motion. The motion was carried unanimously.

- IV. **ADOPTION/EXECUTION OF INTERLOCAL AGREEMENT WITH SDMPO:** General Manager Josh Walker discussed how TAPS relies on the Sherman/Denison MPO for public participation involvement and the updating of TIP (Transportation Improvement Plan). This involvement requires a signed written agreement between TAPS and the SDMPO. This agreement specifically relates to FTA funding, for example the 5307 grant for the urbanized area. One of the four findings from the Triennial was that TAPS lacked a formal agreement. The MPO board passed the ILA last Wednesday, May 31st. Board Member Kenneth Liggett asked Mr. Walker about an agreement with the Wichita Falls MPO (Nortex), which we do not have because we do not receive urbanized funding from Wichita Falls. Mr. Walker stated that he would look into this further. Board Member Kenneth Liggett made a motion to adopt the agreement as presented. Board Member Rick Lewis seconded the motion. Motion was carried unanimously.
- V. **TAPS OPEN RECORDS POLICY:** General Manager Josh Walker explained this policy as a standardized policy to help alleviate any confusion when requesting open records. It will be posted on the website along with a standardized request form. Board Member Leon Klement made a motion to adopt the policy as presented. Board Member H.L. Compton seconded the motion. Motion was carried unanimously.
- VI. **TAPS ADA COMPLAINT POLICY:** This policy is required by FTA and was one of the four findings TAPS had from the Triennial. It is a straight forward policy with specific procedures to follow that will be posted to the TAPS website along with a complaint form that will be in English and Spanish. Motion to adopt the proposed policy was made by Secretary/Treasurer Terrence Steele. Board Member Rick Lewis seconded the motion. Motion was carried unanimously.
- VII. **TAPS TITLE VI POLICY:** Mr. Walker explained that TAPS previous Title VI policy has expired. It was considered out of date due to not reflecting the services TAPS currently provides. This is also one of the four findings TAPS had from the Triennial. Board Member Kenneth Liggett made a motion to adopt the proposed policy. Board member H.L. Compton seconded the motion. Motion was carried unanimously.
- VIII. **ASSET TRANSFER AGREEMENT:** At previous Board meeting, Mr. Walker advised to Board of a grantee that was interested in some surplus vehicles that TAPS no longer utilizes. This includes twelve (12) buses that are more suitable to operate in the urbanized environment than the rural. The DCTA Board has passed a resolution for a grantee to grantee transfer of these vehicles. If the TAPS Board approves of the transfer, it will then be passed to FTA for approval. Board Member H.L. Compton made a motion to approve execution of the transfer and enter ILA. Board Member Rick Lewis seconded the motion. Motion was carried unanimously.

- IX. **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. Board member Rick Lewis seconded the motion. Motion carried unanimously and the TAPS Board of Directors entered Executive Session at 2:15 pm.

At 2:31 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.

- X. **MONTHLY FINANCIAL AND OPERATIONAL UPDATE:**

Finance Manager Shellie White presented the financials portion. The March Transdev invoice has been paid. In April, TAPS received \$126,603 from TXDOT and \$43,800 in local contributions. In May, TAPS received \$204,678 from TXDOT \$1,075 from vehicle sales and \$50.00 in local contributions. Both April and May bank reconciliations have been done.

General Manager Josh Walker discussed the third quarter of the management and compliance report which consists of maintenance, drug and alcohol and safety information. He also discussed the on time performance which was 92% in April and 93% in May. Also, the trip denials have went down significantly from 905 in April to 797 in May.

Board member Kenneth Liggett made a request for the financial and operational updates to be separate agenda items. Board member Kenneth Liggett made a motion to approve the financial portion. Board member H.L. Compton seconded the motion. Motion was carried unanimously.

- XI. **SCHEDULE NEXT BOARD MEETING:** Chairman Creta Carter announced the next Board meeting will be held on Monday, July 10, 2017 at 2:00 pm.

- XII. **COMMENTS BY TAPS BOARD OF DIRECTORS:** Board Member H.L Compton states how proud he continues to be of TAPS progress and Board Member Kenneth Liggett states

to Shellie White that the budget variance report is exactly how he wanted it. Secretary/Treasurer Terrence Steele discusses the triennial review and how out of the four findings TAPS had, two of those finding will be able to be closed before the final report is released. He complimented Josh Walker and staff for the great job they have done. Chairman Creta Carter agrees with Mr. Steele.

XIII. **ADJOURNMENT:** Board meeting was adjourned at 2:42 pm.

Passed, Approved and Adopted at Board meeting held on July 10, 2017.