

**TEXOMA AREA PARATRANSIT SYSTEM
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
October 2, 2017**

MEMBERS PRESENT: Terrence Steele, Bill Magers, H.L. Compton, Kenneth Liggett and Michael Baecht

MEMBERS ABSENT: J.D. Clark, Rick Lewis, Creta Carter, and Leon Klement

STAFF PRESENT: Josh Walker, Karen Kemp and Shellie Cherry

GUESTS PRESENT: Lou Young, Craig Price, Anthony Cao, Richard Hose, and Michael Hutchins

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 2:00 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.

There were no public speakers.

- III. **APPROVAL OF BOARD MINUTES:** Vice Chairman Bill Magers presented minutes from the August 21st Board meeting for approval. Secretary/Treasurer Terrence Steele made a motion to approve the minutes as presented. Board Member Michael Baecht seconded the motion. The motion was carried unanimously.
- IV. **TAPS 2017 TRIENNIAL REVIEW** – Before discussing this topic, General Manager Josh Walker introduced Transdev's Southwest Regional Safety Director Lou Young to the Board. Lou Young is at the TAPS location all week to do a base review. Mr. Young told the Board what a great staff they have at the TAPS location and he anticipates a very favorable review.

Back to discussion of the Triennial review, Josh Walker announced to the Board that he was told by the FTA Region VI Civil Rights Officer that two of the four findings were closed out. One finding was related to inadequate advertising of the ADA Complaint policy and the second finding was not having an updated Title VI policy. TAPS still has one finding that is yet to be closed out. This finding is regarding the excess fleet and inventory. Mr. Walker and Finance Manager Shellie White will be going to the Region VI location in Ft. Worth next week to meet with the FTA staff and get this matter resolved.

- V. **ASSET TRANSFER PROPOSAL** – Josh Walker explained to the Board that the City of McKinney has recently established themselves as an urban transit district which makes them an eligible grantee for the transfer of the two assets mentioned in the Board resolution provided. Mr. Walker explained how TAPS did not need the mentioned two assets as they are a part of the excess fleet. These two buses were originally purchased with the McKinney urbanized funding so it is fitting to seek approval for this transfer from the Board and a final concurrence from FTA. The McKinney Urbanized Transit District has passed the resolution on their end to accept the assets. Judge Kenneth Liggett made a motion to adopt the Board resolution as presented. Secretary/Treasurer Terrence Steele seconded the motion. Motion was carried unanimously.

- VI. **MONTHLY FINANCIAL UPDATE** – Vice Chairman Bill Magers stated to the Board that he asked Josh to keep this Board meeting brief due to the year end. The Board meeting was originally scheduled for September 25th but there was not a quorum due to a County Judge Conference that took place and Judge Magers felt it was crucial to get the 2018 budget approved at the beginning of the fiscal year. Josh Walker briefly discussed the August Budget Variance Report and Board report with the Board. The July Transdev Invoice was paid in August and a reimbursement has been submitted to TXDOT. The year-end closeout is underway and TAPS inventory will be conducted this week. The September financials will be presented at the November Board meeting..

- VII. **OPERATIONAL UPDATE** – Josh Walker briefly discussed the Quarterly Management & Compliance Report which consists of monthly maintenance information (roadcalls, fleet miles, PM inspections, etc), drug and alcohol information (pre-employments, randoms, post accidents, etc), safety information including accidents and injuries, and any Civil Rights complaints (Americans with Disabilities Act (ADA) and Title VI). Trips taken in August were at 93% and the on time performance was at 95%. Trip denials were up quite a bit from 237 in July to 610 in August. Vice Chairman Bill Magers mentioned that he would be making time to sit down with United Way of Grayson County and see what they can do to help with local match.

- 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 Councilman H.L. Compton to convene in Executive Session. Judge Kenneth Liggett seconded the motion. Motion carried unanimously and the TAPS Board of Directors entered Executive Session at 2:11 pm.

At 2:31 pm, Motion was made by Councilman H.L. Compton to reconvene in open session. Judge Kenneth Liggett seconded the motion. Motion carried unanimously. No action was taken in executive session.

- IX. **CONSIDER/ADOPT FY 2018 BUDGET:** Josh Walker updated the Board on grant allocations and projected local revenues for the FY 2018 budget. Mr. Walker foresees additional amendments throughout the year due to grant applications that have been submitted. Vice Chairman Magers stated that the future amendments will be considered a positive since the Board has been given the opportunity to be involved in getting out there and increasing the local match for TAPS throughout the year. Judge Kenneth Liggett asked Mr. Walker if fares could be considered local match. Mr. Walker confirmed that fares are used to reduce your operating expense thus cannot be used as local match. Judge Kenneth Liggett made a motion to approve the FY 2018 budget as presented. Councilman H.L. Compton seconded the motion. Motion was carried unanimously.
- X. **SCHEDULE NEXT BOARD MEETING:** The next TAPS Board meeting will be held on Monday, November 13th 2017 at 2:00 pm.
- XI. **COMMENTS BY TAPS BOARD OF DIRECTORS:** Secretary/Treasurer Terrence Steele stated that he received a very complimentary remark on Operations Manager Karen Kemp. Kudos to Karen! Vice Chairman Bill Magers stated that TAPS still has a long way to go and that the road has been uphill and rocky, but it's becoming less rocky and easier to walk on.
- XII. **ADJOURNMENT:** Councilman H.L. Compton made a motion to adjourn. Councilman Michael Baecht seconded the motion. The Board meeting was adjourned at 2:37 pm.

Passed, Approved and Adopted at Board meeting held on November 13, 2017.