

**TEXOMA AREA PARATRANSIT SYSTEM
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
August 21, 2017**

MEMBERS PRESENT: Terrence Steele, Creta Carter, Bill Magers, Rick Lewis, and Michael Baecht

MEMBERS ABSENT: J.D. Clark, H.L. Compton, Kenneth Liggett, and Leon Klement

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

GUESTS PRESENT: Sunil John, Richard Hose, Craig Price, Michael Hutchins, Mark Ewig, and Katrina Heineking

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.

Richard Hose, a local taxpayer, stated he was glad to see that TAPS had paid the \$57,000 lien and that he was surprised that no one originally knew about the lien. He also mentioned that about one year ago he stood before the Board with a list of unpaid employees from 2015 that equals approximately \$36k. He asks the Board to please get these people paid.

- III. **APPROVAL OF BOARD MINUTES:** Chairman Creta Carter presented minutes from the July 10th 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** – General Manager Josh Walker updated the Board on the final report received from the FTA for the 2017 triennial review that took place in May. TAPS only had three (3) findings. There were originally four (4) findings in the draft but subsequent to the site visit, TAPS was able to provide a corrective action response to address the deficiency noted in the Planning/POP section of the report. The three (3) final findings were 1.) Insufficient ADA complaint process; 2.) Title VI program expired; 3.) Failure to comply with property disposal requirements. TAPS had ADA and Title VI corrected subsequent to the site visit, but because they are a part of Civil Rights, they cannot be removed from the final report. Josh Walker and Finance Manager Shellie White are planning a meeting with FTA Region VI to discuss the property disposal. Mr. Walker stated that he will update the Board at each meeting until all the findings are resolved.

- V. **UPDATE BOARD ON ASSET TRANSFER / ASSET STATUS** – Josh Walker updated the Board on the recent asset transfer to Denton County Transit Authority (DCTA). A representative with the McKinney Urbanized District reached out to Mr. Walker to acquire about two vehicles that were funded by the McKinney Urbanized Funding that TAPS had previously purchased under a capital grant. These are two Titan buses TAPS currently has in service. They would like to perform a grantee to grantee transfer on these two buses since they recently started service. As we near the end of our fiscal year, staff will be performing an inventory of assets and TXDOT will be doing an inventory of vehicles. We currently have approximately sixty-four (64) vehicles and only need approximately thirty (30).

- VI. **DISCUSS DRAFT FY 2018 BUDGET** – Josh Walker mentioned the TXDOT transit finance training that took place in July and how beneficial it was to staff, especially with the upcoming budget. Finance Manager Shellie White updated the Board on the grant allocations and projected local revenues. Vice Chairman Bill Magers asked if in-kind donations were considered local match; Mrs. White confirmed this. TAPS did receive a 5% increase from Sherman, Denison and Grayson County. TAPS missed the application deadline for United Way in Cooke County for the FY 2018. Transdev RVP Katrina Heineking mentioned that Transdev supports United Way on several different levels. Mrs. White stated that TAPS will need \$287K in local match for the 2018 fiscal year and they are currently at \$211K. There is still potential for other non-profits in the community to provide local match.

- VII. **FINANCE UPDATE** – Shellie White updated the Board on current financials. TAPS received \$203,208 in TXDOT reimbursements, \$3,112 in fares and \$43,800 in local match. The current outstanding balance owed to Transdev is \$382,578. Requests for Reimbursements were sent to TXDOT on August 7th for the June invoice and we received that on August 18th; completed reconciliations on August 10th and the General Manager (Josh Walker) approved them on August 11th. The July invoice in the amount of \$208,565 for Transdev was submitted on August 8th. Staff will begin preparing for a fiscal asset count the first of next month. Staff will also work with Transdev management to get an auditor engaged.
- VIII. **OPERATIONAL UPDATE** – Josh Walker updated the Board on 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). Secretary/Treasurer Terrence Steele made mention of the extremely tall bushes/trees growing in front of the TAPS shop. Staff confirms they will take care of the overgrowth. Mr. Walker mentions the third party representative that TXDOT will be sending in to conduct a thorough drug and alcohol audit by the end of the calendar year. Operations Manager Karen Kemp updated the Board on current operations. In the month of July, TAPS performed 2,632 actual trips and had an on time performance of 96%. There were 237 trips denied.
- 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 Rick Lewis to convene in Executive Session. Vice Chairman Bill Magers seconded the motion. Motion carried unanimously and the TAPS Board of Directors entered Executive Session at 2:42 pm.
- At 3:10 pm, Motion was made by Board Member Rick Lewis to reconvene in open session. Vice Chairman Bill Magers seconded the motion. Motion carried unanimously.

- X. **SCHEDULE NEXT BOARD MEETING:** Chairman Creta Carter announced the next Board meeting will be held on Monday, September 25, 2017 at 2:00 pm.

- XI. **COMMENTS BY TAPS BOARD OF DIRECTORS:** Secretary/Treasurer Terrence Steele made the comment we aren't out of the woods but anyone can see the 100% effort that is being given. He thanked Mr. Walker and his staff for all the hard work

- XII. **ADJOURNMENT:** The Board meeting was adjourned at 3:12 pm.

Passed, Approved and Adopted at Board meeting held on October 2, 2017.