

**TEXOMA AREA PARATRANSIT SYSTEM
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
November 13, 2017**

MEMBERS PRESENT: Terrence Steele, Bill Magers, H.L. Compton, Michael Baecht, Creta Carter, Leon Klement and Rick Lewis

MEMBERS ABSENT: J.D. Clark, Kenneth Liggett

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

GUESTS PRESENT: Richard Hose, Mark Ewig, Craig Price 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:** Chairman Creta Carter welcomed guests and declared a quorum, calling the meeting to order at 2:05 pm.
- 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 spoke about the second anniversary of former TMS/TLS employees not being paid.

Secretary/Treasurer Terrence Steele gave the invocation.

- III. **APPROVAL OF BOARD MINUTES:** Chairman Creta Carter presented minutes from the October 2nd 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 discussed an attached letter provided by the FTA that states all four (4) findings from the FY2017 triennial review have been officially closed out.

- V. **MONTHLY FINANCIAL UPDATE** – Finance Manager Shellie White discussed the end of FY17 report (this is not the final report). The final report will come after the single audit which will take place in December. Mrs. White then discussed the FY18 budget variance report and FY18 financial report. Vice Chairman Magers asked Mrs. White if TAPS has received all the local contributions. Mrs. White states we have not received a check from Grayson County. Mrs. White also explained that the financial report shows we have a net income of \$10,448. TAPS is a non-profit organization therefore it does not earn income. This amount is from the local contributions and will even out over the next few months. The RFRs (Request for Reimbursements) were sent to TXDOT on 9/12 for the July Transdev Invoice and received on 9/29 and the RFRs sent to TXDOT on 10/12 for the August Transdev invoice were received on 10/29.

Mr. Hose asked Chairman Carter if when someone is speaking they can stand at the podium so he can hear them better.

- VI. **OPERATIONAL UPDATE** – Josh Walker 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 September were completed at 94% and on time performance was at 95%; there were 476 trip denials. October trips were also completed at 94% and the on time performance was at 93%; there were 631 trip denials.

Josh Walker and Shellie White recently met with the Grand Central Station Soup Kitchen staff exploring their potential transportation needs for the people they serve. A survey was provided for them to have their visitors take to get a better idea of how we could possibly help.

TXDOT came out and performed their drug and alcohol review on 10/31. Mr. Walker felt that overall it went well; he also thanked Shellie Cherry for her hard work on keeping TAPS compliant and the succession of the TAPS drug and alcohol program. The reviewer had stated that there would be a few minor findings between us and the clinic but nothing major. Mr. Walker will begin to review the TAPS DBE plan, which has not been reviewed in a few years, update any changes that need to take place under the new model and seek feedback from the Board. Vice Chairman Magers asked Mr. Walker about the meeting coming up in Austin that TCOG will be administering. This meeting in Austin is scheduled for 11/30 and focuses on a planning grant for the Texoma region. This grant would cover the overall transportation planning for Cooke, Grayson and Fannin Counties. Josh Walker and the SDMPO Clay Barnett will be in attendance. The amount of this grant is between \$20K and \$25K. Mr. Walker will keep the board updated.

- VII. **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 Judge Rick Lewis to convene in Executive Session. Councilman H.L. Compton seconded the motion. Motion carried unanimously and the TAPS Board of Directors entered Executive Session at 2:45 pm.

At 3:04 pm, Motion was made by Judge Rick Lewis to reconvene in open session. Vice Chairman Bill Magers seconded the motion. Motion carried unanimously. No action was taken in executive session.

- VIII. **CONSIDER EXECUTIVE OFFICER ELECTIONS FOR TAPS BOARD OF DIRECTORS:** Currently, Judge Creta Carter serves as Chair, Judge Bill Magers serves as Vice Chair and Councilman Terrence Steele serves as Secretary/Treasurer. This is Councilman Steele's last day to serve on the board. Councilman Steele nominated to keep the current Executive Committee as is- Judge Creta Carter as Chair and Judge Bill Magers as Vice Chair- and nominate Councilman Michael Baecht as new Secretary/Treasurer of TAPS board. Councilman H.L. Compton made a motion to accept the Executive Committee nominations. Judge Rick Lewis seconded the motion. Motion carried unanimously.
- IX. **CONSIDER/ADOPT BOARD RESOLUTION 06-2017:** Staff seeks consideration/adoption of board resolution pertaining to TAPS bank signature authority based on the outcome of the Executive Officer Elections. Vice Chairman Bill Magers made a motion to adopt the board resolution. Judge Rick Lewis seconded the motion. Motion carried unanimously.
- X. **SCHEDULE NEXT BOARD MEETING:** The next board meeting is scheduled for Monday, December 18, 2017 at 2:00 pm.
- XI. **COMMENTS BY TAPS BOARD OF DIRECTORS:** To thank Councilman Steele for his hard work and dedication on the board, Chairman Carter and Vice Chairman Magers presented him with a TAPS plaque.
- XII. **ADJOURNMENT:** The Board meeting was adjourned at 3:12 pm.

Passed, Approved and Adopted at Board meeting held on December 18, 2017.