

**TEXOMA AREA PARATRANSIT SYSTEM
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
December 18, 2017**

MEMBERS PRESENT: Bill Magers, H.L. Compton, Michael Baecht, Creta Carter, Leon Klement, Rick Lewis, Kenneth Liggett and Pamela Howeth

MEMBERS ABSENT: J.D. Clark

STAFF PRESENT: Josh Walker, 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 2:03 pm. Councilman H.L. Compton gave the invocation.
- 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 and Mark Ewig both spoke about the second anniversary of former TMS/TLS employees not being paid.

Vice Chairman Bill Magers arrived at 2:07pm.

- III. **APPROVAL OF BOARD MINUTES:** Chairman Creta Carter presented minutes from the November 13th Board meeting for approval. Judge Rick Lewis made a motion to approve the minutes as presented. Secretary/Treasurer Michael Baecht seconded the motion. The motion was carried unanimously.
- IV. **DISADVANTAGED BUSINESS ENTERPRISE PLAN REVIEW:** General Manager Josh Walker presented a draft of the DBE plan that is required to be updated and submitted to the Region VI Civil Rights Officer. Mr. Walker plans to have this plan ready for review at the January Board meeting.

V. **MONTHLY FINANCIAL UPDATE** – Finance Manager Shellie White discussed the FY 2018 financial report which shows the FY 2018 budget and the actual YTD revenues and expenses on an accrual basis. Judge Kenneth Liggett mentioned that there was a discrepancy in the variance formula and Shellie stated she would make sure it was fixed. The November invoice to Transdev was \$217,375. A payment in the amount of \$165,000 was received from TXDOT and \$66,788 was received from FTA. Two RFRs (Requests for Reimbursement) were made – one in the amount of \$34,000 to FTA and one in the amount of \$171,000 to TXDOT. Mrs. White updated the Board on a grant application to Cooke County United Way that TAPS is in the process of applying for.

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).

For the month of November, TAPS had an on time performance rating of 95%; there were a total of 2,996 actual trips taken and 510 trips were denied. 462 of these trips were urban. Councilmember Pamela Howeth asked if the denials were so high in the urban area because the community was not aware of how the TAPS service was used. Vice Chairman Bill Magers explained that it is because there is more demand than service.

Josh Walker also mentioned that there were some corrective actions from the TXDOT drug and alcohol review that took place on 10/31/17 but overall the review was a success. The Transdev Regional Safety Director is reviewing the corrective actions that were drafted and they are due to the Reviewer (RLS & Assoc.) by 1/18/18. There were also a few corrective actions with the clinic and they have been very cooperative and great to work with. There is also a USDOT rule change effective January 1st and the Regional Safety Director is getting that rule change added to the D&A policy.

Mr. Walker recently went to a TCOG workshop in Austin with the Sherman/Denison MPO. The TXDOT semi-annual meeting will be held on January 25th and they are hosting a Board training on January 25th.

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 Vice Chairman Bill Magers to convene in Executive Session. Councilman Rick Lewis seconded the motion. Motion carried unanimously and the TAPS Board of Directors entered Executive Session at 2:28 pm.

At 3:00 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. **SCHEDULE NEXT BOARD MEETING:** The next board meeting is scheduled for Monday, January 26, 2018 at 2:00 pm

- IX. **COMMENTS BY TAPS BOARD OF DIRECTORS:** New board member Councilmember Pamela Howeth stated that she was excited to be a member of the TAPS Board. Secretary/Treasurer Michael Baecht wanted to thank the Transdev staff for being such a pleasure to work with.

- X. **ADJOURNMENT:** The Board meeting was adjourned at 3:02 pm.

Passed, Approved and Adopted at Board meeting held on January 29, 2018.