

**TEXOMA AREA PARATRANSIT SYSTEM
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
February 26, 2018**

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

MEMBERS ABSENT: J.D. Clark and Kenneth Liggett

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

GUESTS PRESENT: Richard Hose and Craig Price

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. 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.

Secretary/Treasurer Michael Baecht arrived at 2:03 pm.

Richard Hose had an Open Records Request for Vice Chairman Bill Magers and gave Councilmember Pamela Howeth a document that contained names of unpaid employees. He wanted to catch her up to speed since she is a new member of the board.

- III. **APPROVAL OF BOARD MINUTES:** Chairman Judge Creta Carter presented minutes from the January 29th Board meeting for approval. Councilman H.L. Compton made a motion to approve the minutes as presented. Councilmember Pamela Howeth seconded the motion. The motion was carried unanimously.

IV. **DRUG AND ALCOHOL AUDIT STATUS:** Transdev General Manager Josh Walker updated the board that staff still has not received any further information from the audit that took place in October. The findings were submitted in January. Mr. Walker will keep the board updated each month until this audit is closed. Councilmember Pamela Howeth asked Mr. Walker how long it normally takes to get the information back from the reviewers. Mr. Walker stated approximately 30 days but that it may take longer since they reviewed 1/3 of the state.

V. **CONSIDER/ADOPT UPDATED TAPS DBE PLAN:** General Manager Josh Walker presented the updated DBE Plan to the board for consideration for adoption. Secretary/Treasurer Michael Baecht asked Mr. Walker if TAPS has a lot of vendors that fall under DBE. Mr. Walker confirmed that TAPS does not but that as a grantee there still has to be a plan in place. Judge Rick Lewis made a motion to adopt the DBE plan as presented. Secretary/Treasurer Michael Baecht seconded the motion. Motion was carried unanimously.

Vice Chairman Bill Magers Arrived at 2:09 pm.

VI. **FLEET STATUS UPDATE:** Josh Walker informed the board that TAPS received capital funds under a TIGER grant which has an expiration date of November 30, 2018. TXDOT asked that if TAPS has vehicles that are 133% of their useful life if they could proceed with procurement of new vehicles and to get a PO issued within 30 days so we can meet the deadline. TAPS currently has a dozen vehicles that are 133% of their useful life by mileage and/or years. One vehicle TAPS is currently running has over 200,000 miles on it. Staff estimates it will be \$70,000 per vehicle. Staff also would like to purchase some smaller vehicles. We would lose a few seats but would gain twice the gas mileage and would be cheaper to operate. Josh asked the board to authorize him to purchase the state contract that would allow staff to streamline the process. TAPS has TDC's to match the purchase built into the grant and earmarked capitol funds in the holding account. Councilman Leon Klement made a motion to authorize staff to proceed with the procurement process and issue PO. Councilmember Pamela Howeth seconded the motion. Motion was carried unanimously

VII. **MONTHLY FINANCIAL UPDATE:** Transdev Finance Manager Shellie White discussed the FY 2018 Financial Report. On February 22nd, TAPS received 170,803 from TXDOT and 48,200 from the FTA on February 8th. The turnaround time was less than 60 days. The January invoice to Transdev was submitted on February 8th in the amount of \$224,253 and it was actually paid on February 22nd. We are four months into the year and our expenses are right in line with our budget; only 1% variance. Bank reconciliations were performed on February 2nd for January. Vice Chairman Bill Magers asked Mrs. White if TAPS had received the local contributions due on time and she confirmed that we have.

- VIII. **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).

Mr. Walker also mentioned that the National Transit Database (NTD) was completed in January, has went through 2 revisions and now is in QA's hands. We will hopefully receive a closeout letter within the next month. The FY18 Certs and Assurances are released and will be brought before the board at next meeting. Josh and Shellie White have also been working on the upcoming TIP; that process is about to kick off with the local MPO and a draft will be sent to him by the end of the week.

For the month of January, TAPS had an on time performance rating of 97% which was the goal for January. There were a total of 2,962 actual trips taken and 561 trips were denied. 533 of these trips were urban. The percentage of trips taken were down because of the flu. This also caused more late cancellations and no shows. Josh Walker also made the statement that because of inclement weather, TAPS had to shut down in Wise County.

- 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 Vice Chairman Bill Magers to convene to Executive Session. Judge Rick Lewis seconded the motion. Motion carried unanimously and the TAPS Board of Directors entered Executive Session at 2:24 pm.

At 2:55 pm, Motion was made by Judge Rick Lewis to reconvene in open session. Vice Chairman Bill Magers seconded the motion. Motion carried unanimously.

Councilman H.L. Compton made a motion to ratify the settlement agreement with Texas Municipal League (TML). The motion was seconded by Secretary/Treasurer Michael Baecht. Motion was carried unanimously.

- X. **SCHEDULE NEXT BOARD MEETING:** The next board meeting is scheduled for Monday, April 9, 2018 at 2:00 pm

- XI. **COMMENTS BY TAPS BOARD OF DIRECTORS:** Vice Chairman Bill Magers stated that if you would have bet him TAPS would be buying buses this time two years ago, he definitely would not have taken that bet.

- XII. **ADJOURNMENT:** The Board meeting was adjourned at 2:56 pm.

Passed, Approved and Adopted at Board meeting held on April, 9 2018.