

**TEXOMA AREA PARATRANSIT SYSTEM
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
April 9, 2018**

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

MEMBERS ABSENT: J.D. Clark, Kenneth Liggett and Creta Carter

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

GUESTS PRESENT: None

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 Judge Bill Magers welcomed guests and declared a quorum, calling the meeting to order at 2:00 pm. Councilmember Pam Howeth 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.

There were no speakers.

- III. **APPROVAL OF BOARD MINUTES:** Vice Chairman Judge Bill Magers presented minutes from the February 26th Board meeting for approval. Judge Rick Lewis made a motion to approve the minutes as presented. Councilman H.L. Compton 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 a closeout letter from RLS (the third party reviewer) but that he received an email stating the letter was forthcoming.

- V. **FTA FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES:** The FTA requires grantees to execute an agreement providing Certifications and Assurances to program requirements prior to awarding grant funds. General Manager Josh Walker made the recommendation to check the top selection which states 'The Applicant agrees to comply with applicable provisions of Categories 01-21.' Judge Rick Lewis made a motion to accept this recommendation and adopt this agreement as presented. Councilmember Pam Howeth seconded the motion. Motion carried unanimously.
- VI. **FLEET PROCUREMENT UPDATE:** Josh Walker informed the board that TAPS has begun the procurement process of the state funded vehicles. Staff originally budgeted more per unit so therefore TAPS was able to add an additional vehicle to the fleet, going with the smaller, more economical vehicle. Vice Chairman Bill Magers confirmed with Mr. Walker that the smaller vehicles are more applicable to our market than the larger buses. Getting these smaller vehicles will save approximately 50% in fuel costs. There will be 10 vehicles total; eight (8) of the smaller vehicles known as type II's and two (2) type III's which are larger. Vice Chairman Magers asked about the shape of the current fleet. Mr. Walker explained that some fleet is getting close to the end of their useful life and some are past their useful life at over 200,000 miles. In the next few months staff will be looking to submit paperwork on ten (10) vehicles to FTA and TXDOT and have them disposed of. Vice Chairman Magers asked Mr. Walker if TAPS will be able to get new vehicles annually. Mr. Walker explained that money will be available each year to hopefully replace a retired vehicle when needed. Other programs, like this TIGER grant, may come along where we can make a purchase of several vehicles at once to replace old fleet.
- VII. **MONTHLY FINANCIAL UPDATE:** Transdev Finance Manager Shellie White discussed the FY 2018 Financial Report for both February and March. The February Transdev invoice was completed on March 7th in the amount of \$211,963 and paid to Transdev on March 27th. We expect reimbursement on this invoice in the amount of \$203,197. The RFRs (Request for Reimbursements) have not been submitted yet due to a 30 day wait period. The March Transdev invoice was completed on April 4th in the amount of \$215,299. On the variance report under revenues we show a 10% over budget and 0% under expenses. This puts us right within our budget. Reimbursements for February from TXDOT was \$170,803 and from \$48,032 from FTA. Reimbursements for March from TXDOT were \$179,478 and \$36,077 from FTA. Mrs. White also mentioned that TAPS received \$10,000 from the Oliver Dewey Mayor Foundation and that is to be used for local match. Vice Chairman Magers asked staff to draft a thank you letter for the Board to sign.
- VIII. **OPERATIONAL UPDATE:** Operations Manager Karen Kemp presented the operational reports. For the month of February, TAPS had an on time performance rating of 97%.

There were a total of 2,697 actual trips taken and 499 trips were denied. 433 of these trips were urban. The percentage of trips taken were down because of the weather. This also caused more late cancellations and no shows. For March there were a total of 3,175 actual trips taken and 409 trips were denied. 321 of these trips were urban. The on time performance for March was 94%. This was because of the heavy rain days. Vice Chairman Bill Magers asked about the rural denials being higher than usual. Ms. Kemp stated this was because there is more demand in the rural areas.

- 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 Councilman H.L. Compton to convene to Executive Session. Councilmember Pam Howeth seconded the motion. Motion carried unanimously and the TAPS Board of Directors entered Executive Session at 2:20 pm.

At 2:38 pm, Motion was made by Councilmember Pam Howeth to reconvene in open session. Secretary/Treasurer Michael Baecht seconded the motion. Motion carried unanimously.

Councilman H.L. Compton made a motion to authorize attorney to enter into negotiations to settle the dispute with Texas Municipal League Intergovernmental Employee Pool (TMLIEB) concerning full release of liability. 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, June 4, 2018 at 2:00 pm. Now that TAPS has become healthier, the Board has decided to do Board meetings every other month.
- XI. **COMMENTS BY TAPS BOARD OF DIRECTORS:** Commissioner Leon Klement stated that things look better and better each time the Board meets.
- XII. **ADJOURNMENT:** Judge Rick Lewis made a motion to adjourn. Secretary/Treasurer Michael Baecht seconded the motion. The Board meeting was adjourned at 2:43 pm.

Passed, Approved and Adopted at Board meeting held on June 4, 2018.