

**TEXOMA AREA PARATRANSIT SYSTEM
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
June 4, 2018**

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

MEMBERS ABSENT: J.D. Clark and Pamela Howeth

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

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:** Chairman Judge Creta Carter welcomed guests and declared a quorum, calling the meeting to order at 2:01 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.

There were no speakers.

Vice Chairman Bill Magers requested the board to convene into executive session early due to needing to leave early.

- III. **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 Judge 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 2:04 pm.

At 2:15 pm, Motion was made by Vice Chairman Bill Magers to reconvene in open session. Secretary/Treasurer Michael Baecht seconded the motion. Motion carried unanimously.

Commissioner Leon Klement arrived at 2:15 pm.

Motion was made by Judge Lewis to ratify agreement with TMLIEBP, motion was seconded by Secretary/Treasurer Baecht. Motion was carried unanimously.

Vice Chairman Magers left the meeting at 2:16 pm.

- IV. **APPROVAL OF BOARD MINUTES:** Chairman Judge Creta Carter presented minutes from the April 9th 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.
- V. **DRUG AND ALCOHOL AUDIT STATUS:** Transdev General Manager Josh Walker updated the board that staff has officially received a closeout letter from RLS (the third party reviewer).
- VI. **PROCUREMENT UPDATE:** Mr. Walker updated the board on the procurement of the new fleet. Staff originally requested a delivery date of 10/1/2018 but now it appears to be the latter part of October before delivery which will still be within the funding guidelines. There was a delay with four (4) of the vehicles' chassis'. Mr. Walker also presented a handout letter requesting board approval for two (2) capital items needed at the shop; a Fall Arrest System and the replacement of worn overhead doors. The estimated cost to replace the overhead doors is budgeted at \$10,000 total project cost. The new doors are necessary as the existing doors are worn and subject to leaks. The Fall Arrest System is budgeted at \$20,000 and is necessary to ensure maintenance staff can safely and effectively perform maintenance on the vehicle A/C systems. Staff will utilize the 5339 Capital funds that are available to TAPS. Judge Kenneth Liggett made a motion to approve the purchase of the two capital items. Secretary/Treasurer Michael Baecht seconded the motion. Motion was carried unanimously.
- VII. **MONTHLY FINANCIAL UPDATE:** Transdev Finance Manager Shellie White discussed the FY 2018 Financial Report for April. The April Transdev invoice was completed on May 7th in the amount of \$213,890. We expect reimbursement on this invoice from TXDOT in the amount of \$156,872 and \$33,259 from FTA. April reconciliations were completed on May 3rd. Mrs. White provided a projection of the 2019 budget. Staff is predicting a 5% increase

in service hours for 2019 as well. Final budget will be available for board approval by next board meeting.

- 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 informed the board that he is participating in various Regional planning committees.

Operations Manager Karen Kemp presented the operational reports. For the month of April, TAPS had an on time performance rating of 95%. There were a total of 3,338 actual trips taken and 187 trips were denied. 121 of these trips were urban.

- IX. **SCHEDULE NEXT BOARD MEETING:** The next board meeting is scheduled for Monday, August 20, 2018 at 2:00 pm.
- X. **COMMENTS BY TAPS BOARD OF DIRECTORS:** Secretary/Treasurer Baecht stated how accommodating Transdev staff is with working around his busy schedule when checks need to be signed.
- XI. **ADJOURNMENT:** The Board meeting was adjourned at 2:29 pm.

Passed, Approved and Adopted at Board meeting held on August 20, 2018.