

**TEXOMA AREA PARATRANSIT SYSTEM
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
August 20, 2018**

MEMBERS PRESENT: Bill Magers, Michael Baecht, Creta Carter, Rick Lewis, Leon Klement, Kenneth Liggett, Pamela Howeth, J.D. Clark and Kevin Hayes

MEMBERS ABSENT: none

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

GUESTS PRESENT: Katrina Heineking 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 Judge Creta Carter welcomed guests and declared a quorum, calling the meeting to order at 2:03 pm. Judge Kenneth Liggett 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:** Chairman Judge Creta Carter presented minutes from the June 4th Board meeting for approval. Judge Rick Lewis made a motion to approve the minutes as presented. Councilmember Pamela Howeth seconded the motion. The motion was carried unanimously.

- IV. **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 J.D. Clark to convene to Executive Session. Secretary/Treasurer Michael Baecht seconded the motion. Motion carried unanimously and the TAPS Board of Directors entered Executive Session at 2:05 pm.

At 2:19 pm, Motion was made by Judge Rick Lewis to reconvene in open session. Secretary/Treasurer Michael Baecht seconded the motion. Motion carried unanimously.

Chairman Creta Carter left meeting during Executive Session.

- V. **FLEET DISPOSALS:** Transdev General Manager Josh Walker has been working with TXDOT to slim down the fleet inventory as the fleet meets their useful life. There are currently twelve (12) vehicles that meet the useful life criteria which were listed on a spreadsheet provided. Judge J.D. Clark made a motion to allow staff to dispose of the twelve vehicles presented. Councilmember Pamela Howeth seconded the motion. Motion carried unanimously.

- VI. **TAPS EXTERIOR BUS ADVERTISING RATES:** Mr. Walker proposed various bus advertising rates for possible bus wrapping in the near future. The rates included advertising for full sides, rear full, large banners and small banners. The advertisement is also considered local match. No action was taken.

- VII. **PROCUREMENT UPDATE:** Mr. Walker updated the board on current procurements. The ten (10) procured vehicles are on schedule and some could be delivered as early as next week. TAPS requirement was to have the buses on the road by the end of October 2018 and we are well within that date range.

TAPS has received the fall arrest system for the shop that was procured and reimbursement from the state has been requested.

TAPS had to procure two (2) port-a-coolers for the shop due to extreme weather conditions

Staff has now identified a need to replace a service truck for TAPS Maintenance. TAPS has a service vehicle fleet consisting of two heavy duty trucks that are used to perform road calls and service repairs. Both vehicles have exceeded useful life. The motor in one of these vehicles has malfunctioned causing the vehicle to be removed from service. Rather than repairing or replacing the engine, staff feel the vehicle should be replaced. Staff has

identified capital grant funding to replace the truck. Judge Kenneth Liggett made a motion to approve the purchase of a new service truck. Secretary/Treasurer Michael Baecht seconded the motion. Motion was carried unanimously.

VIII. **CONSIDER/ADOPT 2019 BUDGET:** Finance Manager Shellie White updated the Board on grant allocations and projected local revenues for FY19 budget. The information and projections were provided in the Board packet. Staff is being conservative with expenses provided. Motion to adopt budget was made by Secretary/Treasurer Michael Baecht. Motion was seconded by Judge J.D. Clark. Motion carried unanimously.

IX. **TAPS BYLAWS:** There was a round table discussion with the board members concerning Article IV, Section 1B of the bylaws about the quorum of a board meeting and who officially makes up the board. No action was taken to make any changes to the bylaws and it was decided that all nine (9) board members present officially made up the Board.

X. **BOARD MEETING SCHEDULE:** Board members discussed which days of each month/week worked best for board meetings. Meetings are currently held once every two months and the board decided to start with Wednesdays.

XI. **MONTHLY FINANCIAL UPDATE:** Transdev Finance Manager Shellie White discussed the FY 2018 Financial Report for May, June and July. Financials and Board reports were provided in board packet.

XII. **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).

Operations Manager Karen Kemp presented the operational reports for May, June and July. On time performance for May was 92%; June was 91% and July was 94%.

Staff has reached out to Tim Cortez, a Veteran's Officer in Cooke County. Mr. Cortez has identified a group of riders that need to get to Denton. There is discussion of linking services.

XIII. **SCHEDULE NEXT BOARD MEETING:** The next board meeting is scheduled for October 24, 2018 at 2:00 pm.

- XIV. **COMMENTS BY TAPS BOARD OF DIRECTORS:** Transdev's Regional VP Katrina Heineking stated how much she truly appreciated the TAPS board and their leadership.
- XV. **ADJOURNMENT:** The Board meeting was adjourned at 3:04 pm.

Passed, Approved and Adopted at Board meeting held on October 24, 2018.