

**TEXOMA AREA PARATRANSIT SYSTEM
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
October 24, 2018**

MEMBERS PRESENT: Bill Magers, Michael Baecht, Creta Carter, Rick Lewis, Leon Klement, Pamela Howeth, and Kevin Hayes

MEMBERS ABSENT: Kenneth Liggett and J.D. Clark

STAFF PRESENT: Josh Walker, Shellie White, Karen Kemp and Shellie Cherry

GUESTS PRESENT: Dean Lackey

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 2:00 pm. Secretary/Treasurer Michael Baecht 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 August 20th Board meeting for approval. Judge Rick Lewis made a motion to approve the minutes as presented. Commissioner Leon Klement seconded the motion. The motion was carried unanimously.

- IV. **FLEET DISPOSALS:** Transdev General Manager Josh Walker presented a handout with all the vehicles that have been approved for disposal. Any monies received from fleet disposals that is sold for over \$5,000 (9 vehicles) must be used for future capital expenses, which has been been put in a side account for future projects. Three vehicles were sold for under \$5,000 which can be put into general funds and used as local match. There are four other vehicles on the list that Mr. Walker is requesting disposal of. A motion was made by Council Member Pamela Howeth to dispose of the additional four vehicles to

be disposed of. Secretary/Treasurer Michael Baecht seconded the motion. Motion was carried unanimously.

- V. **TAPS EXTERIOR BUS ADVERTISING RATES AND POLICY:** The exterior bus advertising rates were tabled at previous board meeting until a policy could be presented. Mr Walker presented the board with a current TAPS Exterior Bus Advertising Rates and Policy. Judge Rick Lewis approved the policy as presented. Secretary/Treasurer Michael Baecht seconded to approve the policy. Motion was carried unanimously.
- VI. **PROCUREMENT UPDATE:** Mr. Walker updated the board on current procurements. TAPS has accepted nine (9) of the ten (10) vehicles that were delivered. TXDOT has deposited reimbursement for these vehicles. The reimbursement was for eight (8) of the ten (10) vehicles. Staff is still waiting on paperwork for the ninth vehicle which is being held up at the manufacturer. Unfortunately the tenth vehicle was involved in a collision during the delivery process from the vendor. It is currently at a body shop. Rear axle will have to be replaced on vehicle. Once the vehicle is repaired, staff will not accept delivery unless 100% satisfied with repairs. Staff is currently in the procurement process for the new service truck that was discussed at the August board meeting.
- Staff got approval to purchase new laptops and multi-function copiers as employees are currently using outdated equipment that was inherited from TAPS previously. The monies to purchase this equipment is available in the TAPS side account to make this capital purchase. Motion was made by Vice Chairman Bill Magers to approve staff receiving new laptops and multi-functioning copiers as needed to perform their duties. Commissioner Leon Klement seconded the motion. Motion was carried unanimously.
- VII. **CONSIDER/ADOPT 2019 BUDGET:** Finance Manager Shellie White updated the Board on grant allocations and projected local revenues for FY19 budget. Judge Rick Lewis made a motion to approve the FY19 budget. Council Member Pamela Howeth seconded the motion. Motion was carried unanimously.
- VIII. **MONTHLY FINANCIAL UPDATE:** Shellie White gave the financial update for the FY2018 financial report, budget variance report and monthly bank detail to the board for the months of August and September. Our Audit with Kushner LaGraize is set to take place soon. Our auditor Michelle Treschwig will be here 12/3 and 12/4 for planning.

- IX. **MONTHLY 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 discussed the operational reports for August and September.

- X. **EXECUTIVE OFFICER ELECTIONS FOR TAPS BOARD OF DIRECTORS:** Vice Chairman Bill Magers made a motion to nominate Commissioner Leon Klement as the new Chairman of the Board. Council Member Pamela Howeth seconded the motion. Motion carried unanimously and Commissioner Leon Klement is now the new Chairman of the Board.

Current Chairman Judge Creta Carter made a motion to nominate Vice Chairman Bill Magers to remain as Vice Chair of the Board. Secretary/Treasurer Michael Baecht seconded the motion. Motion was carried unanimously and Judge Bill Magers remains Vice Chairman of the Board.

Current Secretary/Treasurer Michael Baecht asked to not be nominated for a second term as Secretary/Treasurer due to his possibility of not running for Council in 2019. Current Chairman Judge Creta Carter made a motion to elect Council Member Pamela Howeth as the new Secretary/Treasurer of the Board. Current Secretary/Treasurer Michael Baecht seconded the motion. Motion carried unanimously and Council Member Pamela Howeth is now the new Secretary/Treasurer of the Board.

Chairman Judge Creta Carter and Judge Kenneth Liggett will be leaving the Board. Judge Creta Carter was presented by the board with a recognition award. Judge Kenneth Liggett was not present but Josh Walker will be taking his plaque to him.

Vice Chairman Bill Magers left the meeting at 3:02pm

- XI. **CONSIDER/ADOPT BOARD RESOLUTION 10-2018:** Staff to seek Board adoption of resolution pertaining to TAPS bank account signature authority based on the outcome of Executive Office elections. Motion was made by current Secretary/Treasurer Michael Baecht to adopt the board resolution. Councilman Kevin Hayes seconded the motion. Motion was carried unanimously.

- XII. **SCHEDULE NEXT BOARD MEETING:** The next board meeting is scheduled for November 28, 2018 at 2:00 pm.
- XIII. **COMMENTS BY TAPS BOARD OF DIRECTORS:** No comments
- XIV. **ADJOURNMENT:** The Board meeting was adjourned at 3:05 pm.

Passed, Approved and Adopted at Board meeting held on November 28, 2018.