

**TEXOMA AREA PARATRANSIT SYSTEM
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
November 28, 2018**

MEMBERS PRESENT: Rick Lewis, Leon Klement, Kevin Hayes, J.D Clark and Dean Lackey

MEMBERS ABSENT: Pamela Howeth, Bill Magers and Michael Baecht

STAFF PRESENT: Josh Walker, Shellie White, Karen Kemp, Shellie Cherry, Joe Penson and Bill Null

GUESTS PRESENT: Lou Young, Mike Campbell

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 Leon Klement welcomed guests and declared a quorum, calling the meeting to order at 2:14 pm. Judge J.D. Clark 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 Leon Klement presented minutes from the October 24th Board meeting for approval. Judge Rick Lewis made a motion to approve the minutes as presented. Commissioner Dean Lackey seconded the motion. The motion was carried unanimously.

- IV. **PROCUREMENT UPDATE:** General Manager Josh Walker updated the Board on the current procurements. Our new vehicle procurement is finally wrapping up. One of the new vehicles was in an accident on the way to be delivered and is in the shop. Mr. Walker and the Maintenance Manager Joe Penson are planning to meet the sales rep at the shop in the next couple of weeks. The state really wants to get these last two vehicles left to be paid and closed out. The crashed vehicle should be fixed and released to TAPS in the next couple of weeks, as long as it meets standards.

Other procured items are the office equipment such as the multi-function printers, computers for dispatch and laptops for some of the office employees. They will be ordered and in our hands by the end of the month, with the exception of the dispatch computers which are being set up completely by corporate IT.

V. **CONSIDER/ADOPT AMENDED DRUG AND ALCOHOL POLICY:** A revised policy due to federal DOT changes was presented to the Board for approval. Due to the use of marijuana becoming such an issue with having so many positive drug tests, the FTA has changed the random drug testing from 25% to 50%. A letter from the Safety Director Lou Young was attached with the new policy stating that Transdev will comply with FTA regulations. Judge Rick Lewis made a motion to approve the amended policy. Judge J.D. Clark seconded the motion. Motion carried unanimously.

VI. **MONTHLY FINANCIAL UPDATE:** Shellie White gave the financial update for the FY2019 financial report, budget variance report and monthly bank detail to the board for October.

Michelle with Kushner and LaGraize will be here next week to start the onsite planning for TAPS audit.

VII. **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).

The annual PTN reporting that is required by the state was submitted on time and has officially been closed out.

Operations Manager Karen Kemp discussed the operational reports for October. TAPS had the best ridership month since the restart of service in 4/2016.

Chairman Klement asked Mr. Walker about the discussion they had previously concerning the Veteran's Affairs Office in Cooke County wanting to figure a way for TAPS to help with transportation to the CBOC (Veteran's clinic) in Denton. Mr. Walker stated that he had met with Tim Cortez a few times and TAPS agreed to assist with this. So far there hasn't been any inquiries. Mr. Walker will be meeting with the Dallas VA Mobility Manager to see about optimizing trips in Fannin County. Commissioner Dean Lackey asked about a service TAPS provided at one time in Fannin County for transporting school kids. Mr. Walker stated that

falls under a 'School Tripper' service which requires certain regulations. This is not a service TAPS can provide at this time but possibly in the future.

- VIII. **SCHEDULE NEXT BOARD MEETING:** The next board meeting is scheduled for February 13, 2019 at 2:00 pm.
- IX. **COMMENTS BY TAPS BOARD OF DIRECTORS:** Judge Rick Lewis introduced Judge Elect for Clay County, Mike Campbell, who will be replacing Judge Kenneth Liggett on the board effective January 2019.
- X. **ADJOURNMENT:** Judge Lewis made a motion to adjourn the board meeting at 2:45pm. Judge J.D. Clark seconded the motion. Motion carried unanimously and meeting was adjourned.

Passed, Approved and Adopted at Board meeting held on February 13, 2019.