

**TEXOMA AREA PARATRANSIT SYSTEM
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
February 13, 2019**

MEMBERS PRESENT: Rick Lewis, Leon Klement, Mike Campbell, Pamela Howeth and Mike Hayes

MEMBERS ABSENT: Bill Magers, J.D. Clark and Dean Lackey

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

GUESTS PRESENT: Ibrahima Toure, Michelle Treschwig, Ernie Gelpi

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 pm. Councilman 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 Leon Klement presented minutes from the November 28th Board meeting for approval. Secretary/Treasurer Pamela Howeth made a motion to approve the minutes as presented. Judge Rick Lewis seconded the motion. The motion was carried unanimously.

Councilman Mike Hayes arrived at 2:07 pm.

- IV. **ANNUAL AUDIT REPORT:** TAPS has completed the required annual Single Audit for FY 2018. Michelle Treshwig presented the audit report. TAPS received an unmodified opinion, a clean opinion, on the financial statements. There was a decrease in the operating deficit from \$861,000 in 2017 to \$365,402 in 2018. This is due in part to a reduction in depreciation due to the retirement and sale of some of the aging fleet. Mrs. Treschwig

commended TAPS' board and Transdev staff for their ongoing efforts since the financial crisis in 2015. This is the second year in a row that TAPS has had an unmodified opinion. Judge Rick Lewis made a motion to accept the single audit report as presented. Councilman Michael Baecht seconded the motion. Motion carried unanimously.

V. **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 the months of November, December and January.

VI. **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 November, December and January.

Mr. Walker stated he will be out of town for transit leadership training for TAPS and SWTA convention for Transdev in El Paso 2/27-3/6.

VII. **PROCUREMENT UPDATE:** Josh Walker updated the board on the delivery of the last new bus and the purchase of a new service truck.

VIII. **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 Secretary/Treasurer Pamela Howeth to convene to Executive Session. Councilman Michael Baecht seconded the motion. Motion carried unanimously and the TAPS Board of Directors entered Executive Session at 2:28 pm.

At 3:05 pm, Motion was made by Judge Rick Lewis to reconvene in open session. Councilman Michael Baecht seconded the motion. Motion carried unanimously.

- IX. **SCHEDULE NEXT BOARD MEETING:** The next board meeting will be April 10, 2019 at 2:00 pm.
- X. **COMMENTS BY TAPS BOARD OF DIRECTORS:** Councilman Michael Baecht that his term will be up in May and he will not be running for another term.
- XI. **ADJOURNMENT:** Judge Rick Lewis made a motion to adjourn the board meeting at 3:09 pm. Judge Mike Campbell seconded the motion. Motion carried unanimously and meeting was adjourned.

Passed, Approved and Adopted at Board meeting held on Wednesday, April 10, 2019.