

**TEXOMA AREA PARATRANSIT SYSTEM  
MINUTES OF THE BOARD OF DIRECTORS  
REGULAR MEETING  
April 10, 2019**

**MEMBERS PRESENT:** Rick Lewis, Leon Klement, Pamela Howeth, Bill Magers and Mike Hayes

**MEMBERS ABSENT:** Mike Campbell, J.D. Clark and Dean Lackey

**STAFF PRESENT:** Shellie White, Karen Kemp, Shellie Cherry, Melissa Frank, Bill Null and Joe Penson

**GUESTS PRESENT:** 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 Leon Klement welcomed guests and declared a quorum, calling the meeting to order at 2 pm. Councilmember Pamela Howeth 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 February 13<sup>th</sup> 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.
  
- IV. **FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES:** The Federal Transit Administration requires grantees to execute and agreement providing Certifications and Assurances to program requirements prior to awarding grant funds. Vice Chairman Bill Magers made a motion to execute the required agreement as presented. Secretary/Treasurer Pamela Howeth seconded the motion. Motion was carried unanimously and approved.

V. **CAPITAL PROCUREMENT:** Finance Manager Shellie White discussed the capital funds available to procure revenue vehicles. Staff is working with a local vendor to use a state contract so that a RFP (Request For Proposal) is not required. The purchase and delivery is expected before August 31, 2019. There are also capital funds available at the maintenance facility. Staff is currently working on an RFP to replace pavement in front of the maintenance facility building. This is important because maintenance staff uses this lot for brake checks on the vehicles and because of the pot holes this makes it impossible. Staff is working with TXDOT on this RFP. They will review to make sure staff has all the correct clauses in place. This RFP must be approved by the board. Vice Chairman Bill Magers asked Chairman Leon Klement if it would be possible for the board to agree to Chairman Klement approving this contract. Assistant DA Craig Price agreed that the board could approve to Chairman Leon Klement's discretion and the board ratify at the next board meeting. Vice Chairman Bill Magers made a motion to approve that Chairman Leon Klement make the decision to approve these projects and the board will ratify at the next board meeting. Secretary/Treasurer Pamela Howeth 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 the months of February and March.

VII. **MONTHLY OPERATIONAL UPDATE:** Shellie White discussed the Quarterly Management & Compliance Report which consists of monthly maintenance information (roadcalls, fleet miles, PM inspections, etc) and Shellie Cherry discussed the 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 February and March. TAPS ran at 97% OTP in February and at a 99% OTP for March.

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 Judge Rick Lewis to convene to Executive Session. Vice Chairman Bill Magers seconded the motion. Motion carried unanimously and the TAPS Board of Directors entered Executive Session at 2:16 pm.

At 2:36 pm, Motion was made by Judge Rick Lewis to reconvene in open session. Secretary/Treasurer Pamela Howeth seconded the motion. Motion carried unanimously.

- IX. **SCHEDULE NEXT BOARD MEETING:** The next board meeting will be Wednesday June 12, 2019 at 2:00 pm.
- X. **COMMENTS BY TAPS BOARD OF DIRECTORS:** No comments were made.
- XI. **ADJOURNMENT:** Vice Chairman Bill Magers made a motion to adjourn the board meeting at 2:38 pm. Judge Rick Lewis seconded the motion. Motion carried unanimously and meeting was adjourned.

Passed, Approved and Adopted at Board meeting held on June 12, 2019.