

**TEXOMA AREA PARATRANSIT SYSTEM
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
June 12, 2019**

MEMBERS PRESENT: Rick Lewis, Leon Klement, Pamela Howeth, Bill Magers, Mike Campbell, Mike Hayes and Obie Greenleaf

MEMBERS ABSENT: J.D. Clark and Dean Lackey

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

GUESTS PRESENT: None

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 2:03 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.

Judge Mike Campbell arrived at 2:05 pm

- III. **APPROVAL OF BOARD MINUTES:** Chairman Leon Klement presented minutes from the April 10th Board meeting for approval. Vice Chairman Bill Magers made a motion to approve the minutes as presented. Judge Rick Lewis seconded the motion. The motion was carried unanimously.

- IV. **CAPITAL UPDATE:** General Manager Josh Walker updated the board on procurement of revenue vehicles and maintenance project site. Last board meeting the board chairman ratified the motion to issue a PO for paving the south parking lot of the shop. The RFP was issued and recommended an award to TXDOT which was approved. The maintenance

project (paving the south parking lot for brake testing and training) started on Monday 6/10 and should be completed Friday 6/14. Vice Chairman Bill Magers made a motion to ratify this RFP and Judge Rick Lewis seconded the motion.

Staff is working with TXDOT and has obtained \$133,000 so TAPS can continue to update the fleet. A PO has not been issued but staff would like to add three (3) more vehicles to the TAPS fleet. The TAPS fleet currently consists of approximately thirty-eight (38) vehicles. Staff also needs to purchase a platform ladder that will cost approximately \$3,000 - \$4,000 including freight.

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 April and May. Josh Walker discussed the FY 2020 Operating Budget and presented a draft with approximately a 3% increase from FY 2019.

VI. **MONTHLY OPERATIONAL UPDATE:** Josh Walker discussed the Quarterly Management & Compliance Report which consists of monthly maintenance information (roadcalls, fleet miles, PM inspections, etc) and 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). Staff has gone 143 days without any preventable accidents. Mr. Walker discussed the PTASP plan that is required to be in place by July 2020. A TXDOT consultant will be coming in over the next few months to assist with this.

Josh has been working with a representative from SPAN to see about starting a pilot program to help them transport veterans from Denton to the Bonham VA.

Operations Manager Karen Kemp discussed the operational reports for April and May. TAPS ran at 98% OTP in April and at a 99% OTP for May. Karen will also begin more outreach in Clay County to increase the ridership in that area.

VII. **SCHEDULE NEXT BOARD MEETING:** The next board meeting will be Wednesday, August 14, 2019 at 2:00 pm.

VIII. **COMMENTS BY TAPS BOARD OF DIRECTORS:** Chairman Leon Klement welcomes Mr. Greenleaf to the Board. Vice Chairman Bill Magers discusses that Josh Walker and himself will be asking for contributions from the Grayson County United Way.

IX. **ADJOURNMENT:** Judge Rick Lewis made a motion to adjourn the board meeting at 2:49 pm. Secretary/Treasurer Pamela Howeth seconded the motion. Motion carried unanimously and meeting was adjourned.

Passed, Approved and Adopted at Board meeting held on August 14, 2019.