

**TEXOMA AREA PARATRANSIT SYSTEM
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
September 25, 2019**

MEMBERS PRESENT: Rick Lewis, Leon Klement, Pamela Howeth, Bill Magers, Dean Lackey, Mike Hayes, Obie Greenleaf, J.D. Clark, and Mike Campbell(Skype)

STAFF PRESENT: Josh Walker, Shellie White, Karen Kemp, Shellie Cherry, Scott Parten, Bill Null, Melissa Frank 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 2:00 pm. 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 August 14th Board meeting for approval. Vice Chairman Bill Magers made a motion to approve the minutes as presented. Board member Obie Greenleaf seconded the motion. The motion was passed unanimously.

- IV. **ASSET UPDATE:** General Manager Josh Walker presented the board with a list of vehicles that had met useful life and informed them that these buses were to be auctioned off. Also that we have 3 buses on order to replace some of the buses that are being taken out of fleet. Vice Chairman Bill Magers made a motion to approve the sale of the vehicles. Judge Lewis seconded the motion. The motion was passed unanimously.

- V. **MOU with TCOG:** Josh Walker informed the board that TCOG is requesting a formal MOU (Memorandum of Understanding) that says we will help them with referrals and when we

can, we will transport people if need be to TCOG. This is what we are already doing, but this will just formalize the cooperation. Council member Pamela Howeth made a motion to accept the MOU with TCOG. Motion was seconded by Council member Obie Greenleaf. Motion was passed unanimously.

- VI. **MONTHLY FINANCIAL UPDATE:** Shellie White gave the financial update for budget variance and monthly bank detail to the board for the month of August. Year to date we are right where we should be within 4% on revenue and 2% on expenses.
- VII. **MONTHLY OPERATIONAL UPDATE:** Josh Walker discussed the Quarterly Management & Compliance Report which consists of monthly maintenance information (road calls, 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 248 days without any preventable accidents.

The board was also shown what the new website will look like when it goes live, at the beginning of the year.

Karen Kemp gave the ridership report for August, we completed 4,053 passengers and 2,059 service hours and our on time performance was 96%.

- 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 action as may be desirable or necessary as a result of the closed deliberations.

Motion was made by Vice Chairman Bill Magers to convene to Executive Session. Board member Obie Greenleaf seconded the motion. Motion passed unanimously and the Taps Board of Directors entered Executive Session at 2:25 pm.

At 2:40 p.m., Judge Lewis made a motion to reconvene the general session. Vice Chairman Magers seconded the motion. The motion passed unanimously.

Judge Magers motioned that Taps request for Transdev to give notice to the Landlord at 3400 Texoma Pkwy that we will be moving to another location. Also, that Transdev enter into contract with Dean Gilbert to move to 2100 Skyline Dr Suite A Sherman Tx. Council member Obie Greenleaf seconded the motion. The motion passed unanimously.

- IX. **FY 2020 TAPS BUDGET:** Josh Walker informed the board of a slight adjustment in the Budget that was passed in the last meeting. Judge Clark made a motion to accept the change in the budget. Judge Lewis seconded the motion. The motion passed unanimously.

- X. **SCHEDULE NEXT BOARD MEETING:** The next board meeting will be Wednesday, November 20, 2019 at 2:00 pm.

- XI. **COMMENTS BY TAPS BOARD OF DIRECTORS:** Council member Pamela Howeth said she had checked on the board meeting being held at 220 W Mulberry St Sherman Tx. She will verify that we can hold the board meeting at that location.

- XII. **ADJOURNMENT:** Chairman Klement adjourned the meeting at 2:54 p.m.

Passed, approved and adopted at Board meeting held on November 20 2019.