

**TEXOMA AREA PARATRANSIT SYSTEM
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
January 29, 2020**

MEMBERS PRESENT: Leon Klement, Bill Magers, Pamela Howeth, Obie Greenleaf, Kevin Hayes, and Dean Lackey

MEMBERS MISSING: JD Clark, Rick Lewis, and Mike Campbell

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

GUESTS PRESENT: Craig Price, Michelle Treschwig

The TAPS Board of Directors met at Sherman City Council Chambers, located at 220 West Mulberry St, Sherman, TX 75090 for a regular board meeting. Treasurer Pamela Howeth gave the invocation.

- I. **CALL TO ORDER:** Chairman Leon Klement welcomed guests and declared a quorum, calling the meeting to order at 2:03 pm.

- 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 the minutes from the November 20th Board meeting for approval. Vice Chairman Bill Magers made a motion to approve the board minutes as presented. Treasurer Pamela Howeth seconded the motion. The motion was passed unanimously.

- IV. **ANNUAL AUDIT REPORT:** The audit was completed, and everything went well. It will be finalized submitted upon approval by the board. It will be forwarded to TXDOT and FTA. The first report the Independent Auditors report Taps received an unmodified opinion which is the best opinion you can have a clean opinion. The second report is The Report in Accordance with Governmental Auditing standards there were no findings or issues. The final report The Report in Accordance with Uniform Guidance which is the audit on your major program that received a clean Opinion on an unmodified opinion and no findings on

that as well. Taps has finally obtained a positive net position. It is \$37,494 up from - \$109,039 which is an increase of \$146,533. Taps maintained an unmodified opinion no internal control findings. For the first time since 2012 Taps has never been a low risk auditee this year Taps became a low risk auditee. Which means that the prior 2 years we had unmodified opinions or clean opinions on financial statements and single audits, no material weaknesses and no findings.

Treasurer Pamela Howeth made a motion to approve the audit. Board member Obie Greenleaf seconded the motion. The motion passed unanimously

- V. **TITLE VI POLICY UPDATE:** Staff informs the Board that title VI has to be updated every 3 years and that mainly the update has to do with clerical information (Changing the complaint line number and moving of Administration location) no major changes. The biggest change was how to handle service changes and fare increases. This spells out what we would do if service was going to be decreased by 25% or we were to increase fares. We would get the public involved hold open meetings, run ads on the paper before we had those meetings. Vice Chairman Bill Magers made a motion to approve the Title VI updates. Councilman Greenleaf seconded the motion. The motion passed unanimously. Craig Price will approve and send to General Manager Josh Walker.
- VI. **DRUG FREE WORKPLACE POLICY:** Staff informed the board of updates to the Drug free Workplace Policy with regards to the board it states a board member will not be using, dispensing, transporting, distributing, or selling drugs or alcohol on or off Taps property. What is meant by off Taps property is while using a Taps Vehicle. Any board member convicted of a criminal violation must in the workplace must inform the Taps executive committee within 5 days in writing. Vice Chairman Bill Magers made a motion to approve the update to the Drug Free Workplace policy. Council member Obie Greenleaf seconded the motion. The motion passed unanimously.
- VII. **MONTHLY FINANCIAL UPDATE:** Finance Manager Shelly White gave the board the financial update for budget variance and monthly bank detail to the board for the months of November and December.
- VIII. **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).

Josh Walker gave the ridership reports for November and December. 3968 trips were taken in November. He also gave update that the NTD report had been submitted well ahead of schedule.

- IX. **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 3:06 pm.

At 3:27 p.m., Vice Chairman Bill Magers made a motion to reconvene the general session. Board member Obie Greenleaf seconded the motion. The motion passed unanimously.

- X. **SCHEDULE NEXT BOARD MEETING:** The next board meeting will be Wednesday, April 8, 2020 at 2:00 pm.
- XI. **COMMENTS BY TAPS BOARD OF DIRECTORS:** No comments by the Board.
- XII. **ADJOURNMENT:** Co Chairman Magers moved for adjournment the meeting. It was seconded by Board member Obie Greenleaf and meeting adjourned at 3:35 p.m.

Passed, approved and adopted at Board meeting held on April 29 2020.