

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

**MEMBERS PRESENT:** Leon Klement, Pamela Howeth, Obie Greenleaf, Dean Lackey, J.D. Clark, Kevin Benton and Mike Campbell

**MEMBERS ABSENT:** Bill Magers

**STAFF PRESENT:** Josh Walker, Shellie Cherry, Karen Kemp, Scott Parten, and Shellie White (Zoom)

**GUESTS PRESENT:** Craig Price and Ibrahima Toure

The TAPS Board of Directors met through Zoom for a regular Board Meeting due to Covid-19 pandemic. Treasurer Pamela Howeth gave the invocation.

- I. **CALL TO ORDER:** Chairman Leon Klement 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 April 29<sup>th</sup> Board meeting for approval. Board member Obie Greenleaf made a motion to approve the board minutes as presented. Treasurer Pamela Howeth seconded the motion. The motion was passed unanimously.
  
- IV. **PUBLIC TRANSIT AGENCY SAFETY PLAN (PTASP):** This is a plan in which the State has hired a consultant to assist its agencies. They assisted in drafting a plan that would suit each particular agency. It is required by the FTA and it was due earlier this month. This was explained to the Executive Committee and the decision was made to have

the resolution signed to adopt the plan by the Board Chairman. The board needs to vote to ratify the plan so that it can be logged in the minutes.

Board member Dean Lackey made a motion to approve the plan. Board member Obie Greenleaf seconded the motion. The motion was passed unanimously.

J.D Clark and Kevin Benton joined the meeting at 2:06 pm.

- V. **REVIEW/DISCUSSION of CAPITAL PROJECTS:** The State, with the push down of the Cares Act funding, still wants us to utilize our rural apportionments. What they have asked each agency to do is convert those to Capital funds and they will provide the toll development credits to act as match for those projects. We have identified various projects we can do such as rehab of the maintenance facility, purchase of decontamination equipment for the vehicles, an additional staff vehicle, and some parking lot maintenance. Also, a large portion will be used to replace fleet.

The state is offering a new grant called a Technical Service grant for one of the three areas they offer assistance in to develop a sight plan. If TAPS wants to build a building in the future it is completely funded by the state. The state hires the consultant, TAPS applies and then wait in the pipeline for the consultant to become available.

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

Staff released an RFP for a fixed route study to support the tri-county plan. TCOG had funds for planning that needed to be expended by the end of the fiscal year and they wanted to help fund the project. It was also done in partnership with the Sherman/Denison MPO. Staff received a lot of questions about how much it would cost, but there is no way to know without a plan.

Board member Obi Greenleaf made a motion to approve the plan. Board member Mike Campbell seconded the motion. The motion was passed unanimously.

- VI. **FY 2021 TAPS BUDGET:** This is a draft based on previous years previous local matches. Shellie White went through all the expenses and projected those as well as the projected operating revenues that we would anticipate using during that year.

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

- VII. **MONTHLY FINANCIAL UPDATE:** Finance Manager Shellie White gave the board the financial update for budget variance and monthly bank detail to the board for the months of April, May, and June.
- VIII. **COVID-19 UPDATE:** The staff is asking that, for the next 90 days, fare suspension be continued. The buses are being sanitized each day and the drivers are wiping the buses down several times a day. We are not denying rides to anyone not wearing a mask but, we are encouraging everyone to wear a mask and the drivers have mask to offer someone that does not have a mask.

Board member Obi Greenleaf made a motion to approve the plan. Board member Dean Lackey seconded the motion. The motion was passed unanimously.

- IX. **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 also explained the new Transdev Connect app for the employees.

Karen Kemp gave the ridership reports for April we had 3,024 riders and 1,561 service hours, for May we had 3,349 riders and 1,536 service hours, and for June we had 3,945 and 1,690 service hours. We are doing meal delivery we have delivered 3,263 meals and serviced 1,129 individuals.

- X. **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.

The board voted to enter Executive Session. The board entered Executive Session at 2:35

The board exited Executive Session at 2:44. Board member Obi Greenleaf made a motion to exit Executive Session. Board member Dean Lackey seconded the motion. The motion was passed unanimously.

- XI. **REVIEW/DISCUSSION of the 8<sup>th</sup> AMMENDMENT REGARDING EXTENSION of the 7<sup>th</sup> AMMENDMENT to TRANSDEV CONTRACT:** Board member Obie Greenleaf made a motion to approve the 8<sup>th</sup> Amendment. Treasurer Pamela Howeth seconded the motion. The motion was passed unanimously.
- XII. **SCHEDULE NEXT BOARD MEETING:** The next board meeting will be Wednesday, September 23, 2020 at 2:00 pm.
- XIII. **COMMENTS BY TAPS BOARD OF DIRECTORS:** Board member Mike Campbell commended staff on increase in Clay county trips. Board member Dean Lackey asked about trips from Bonham to Grayson for Dialysis trips.
- XIV. **ADJOURNMENT:** Treasurer Pamela Howeth moved for adjournment of the meeting. It was seconded by Board member Obie Greenleaf and meeting adjourned at 2:51 p.m.

Passed, approved and adopted at Board meeting held on September 23, 2020.

Approved and adopted at Board Meeting on September 23, 2020