

**TEXOMA AREA PARATRANSIT SYSTEM
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
September 23, 2020**

MEMBERS PRESENT: Bill Magers, Pamela Howeth, Obie Greenleaf, Dean Lackey, and Mike Campbell

MEMBERS ABSENT: Leon Klement, JD Clark, and Kevin Benton

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

GUESTS PRESENT: none

The TAPS Board of Directors met through Zoom for a regular Board Meeting due to Covid-19 pandemic. Board member Obie Greenleaf gave the invocation.

- I. **CALL TO ORDER:** Vice Chairman Bill Magers declared a quorum, calling the meeting to order at 2:09 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:** Vice Chairman Bill Magers presented the minutes from the July 29th Board meeting for approval. Treasurer Pamela Howeth made a motion to approve the board minutes as presented. Board member Obie Greenleaf seconded the motion. The motion was passed unanimously.

- IV. **APPLICATION/RESOLUTION REGARDING TEXAS SMART BUY MEMBERSHIP:** This is a purchasing program through the State Comptroller’s office where staff can order items such as vehicles, office supplies, and furniture items that staff would normally have to procure. If they seem to have good deals then it also streamlines the procurement process. It does require a board resolution and a \$100.00 membership. Treasurer Pam Howeth

motioned to approve, and Board member Obie Greenleaf seconded the motion. The motion passed unanimously.

- V. **MONTHLY FINANCIAL UPDATE:** Finance Manager Shellie White gave the board the financial update for financial report, budget variance and monthly bank detail to the board for the months of July and August

 - VI. **COVID UPDATE:** Fare box collection is still suspended; Josh Walker asked the board to continue fare suspension after the end of September and revisit at each board meeting. The board decided to have staff research what the cost would be to retrofit the fleet with fare boxes and then revisit at the next board meeting.

 - VII. **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).
- Karen Kemp gave the ridership reports for July we had 3,742 riders and 1,697 service hours and for August we had 3,982 riders and 1,651 service hours. We are still doing meal deliveries and we have delivered 4,728 meals.
- VIII. **SCHEDULE NEXT BOARD MEETING:** Open

 - IX. **COMMENTS BY TAPS BOARD OF DIRECTORS:** Vice Chairman Bill Magers wanted to let the board know he was going to reach out to TXDOT about moving forward with the new building project.

 - X. **ADJOURNMENT:** Board member Obie Greenleaf moved for adjournment of the meeting. It was seconded by Treasurer Pamela Howeth, Vice Chairman Bill Magers adjourned meeting at 2:43 p.m.

Passed, approved and adopted at Board meeting held on Wednesday November 18, 2020.

