

BOARD MINUTES

**TEXOMA AREA PARATRANSIT SYSTEM
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
February 24, 2021**

MEMBERS PRESENT: Bill Magers, Leon Klement, Pam Howeth, Kevin Hayes, Mike Cambell, Obie Greenleaf, and JD Clark

MEMBERS ABSENT: Dean Lackey and Kevin Benton

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

GUESTS PRESENT: Michelle Treschwig and Craig Price

The TAPS Board of Directors met through Zoom for a regular Board Meeting due to Covid-19 pandemic.

- I. **CALL TO ORDER:** Chairman Bill Magers declared a quorum, calling the meeting to order at 14:01 PM. Treasurer Pam 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.

- III. **APPROVAL OF BOARD MINUTES:** Chairman Bill Magers presented the minutes from the November 18th Board meeting for approval. Vice Chairman Leon Klement made a motion to approve the board minutes as presented. Board member Kevin Hayes seconded the motion. The motion was passed unanimously.
- IV. **TAPS FINANCIAL AUDIT REPORT:** Michelle Treschwig presented the financial audit TAPS ended a clean opinion again, which is the best opinion you can have, for the year ending September 30, 2020. TAPS saw its first positive change in net position. The report in accordance with uniform guidance which in for the grant program. TAPS received an unmodified opinion with no internal control issues. The report in accordance with

governmental audit standards there were no findings on financial reporting or compliance with other matters. TAPS remained a low risk auditee, which means there were no issues with financial statements or grant programs for the prior 2 years.

Obie Greenleaf joined the meeting 2:10 PM.

Chairman Bill Magers asked for a motion to approve the audit. Treasurer Pam Howeth made a motion to approve the audit. Vice Chairman Leon Klement seconded the motion. The motion was passed unanimously.

- V. **FTA FISCAL YEAR 2021 CERTIFICATIONS AND ASSURANCES:** The board must execute the certification and assurances every year. The Board Chairman and Attorney must sign off that TAPS is following all rules that apply to TAPS. Vice Chairman Leon Klement made a motion to allow the Chairman to sign the Certification and Assurances' agreement. Treasurer Pam Howeth seconded the motion. The motion was passed unanimously.
- VI. **ASSET UPDATE:** This is a list of vehicles that has been reviewed by staff and determined to be beyond useful life. Some have already been identified by TXDOT for disposal, so this will help to trim down the fleet and prepare TAPS to accept new fleet. Chairman Bill Magers asked a motion to approve. Vice Chairman Leon Klement made a motion to approve the disposal of vehicles. Board member Obie Greenleaf seconded the motion. The motion was passed unanimously.
- VII. **CAPITAL PROJECTS:** Josh Walker updated the board that the covered parking project is moving forward. The other item is the draft memo from the TXDOT consultant that came out to begin a draft document for the technical proposal for the building. It has all the different areas in it, and it allows for growth. The board had no comment. Chairman Bill Magers asked for a motion to approve the technical draft building plan from the Technical Assistance Program. Chairman Bill Magers made a motion to approve the technical draft building plan from the Technical Assistance Program. Vice Chairman Leon Klement seconded the motion. The motion was passed unanimously.
- VIII. **MOU WITH TCOG:** This MOU informs TCOG that TAPS will pay if they are in compliance with Federal and State regulations. TAPS is only reimbursing for the part of the plan update that the consultants do as it pertains to the urbanized area. Chairman Bill Magers asked a

motion to approve. Judge Cambell made a motion to approve the MOU with TCOG. Treasurer Pam Howeth seconded the motion. The motion was passed unanimously.

- IX. **MONTHLY FINANCIAL UPDATE:** Finance Manager Shellie White gave the board the financial update all bank statements have been reconciled through January 2021
 - X. **COVID-19 UPDATE:** Josh Walker informed the board that staff has begun collecting fares again. All cleaning and sanitizing are still being done on all vehicles
 - XI. **OPERATIONAL UPDATE:** Karen Kemp gave the Operational update for November we completed 3,568 trips we had 1,898 service hours no trips were denied and on time performance was 94% for. The month of December we completed 3,987 and had 2,003 service hours did not deny any trips, our on-time performance was 92%. For the month of January, we completed 2,948 we had 1,776 service hours and denied 123 trips and our on-time performance was 88%. We had drivers retire and that is what contributed to the on-time performance. The decline in trip numbers was caused by the discontinuation of Meals on Wheels.
- JD Clark joined the meeting at 2:47 PM.
- XII. **TRANSITION UPDATE:** Shellie White has formerly assumed the role of interim General Manager. Transdev has posted the position and will be interviewing for the permanent position.
 - XIII. **SCHEDULE NEXT BOARD MEETING:** Open
 - XIV. **COMMENTS BY TAPS BOARD OF DIRECTORS:** The board members expressed their appreciation to Josh Walker for the job he has done at TAPS, as he moves to his new position.
 - XV. **ADJOURNMENT:** The board meeting adjourned at 2:58 pm.