

BOARD MINUTES

**TEXOMA AREA PARATRANSIT SYSTEM
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
May 12, 2021**

MEMBERS PRESENT: Bill Magers, Leon Klement, Obie Greenleaf, Dean Lackey, Kevin Hayes, JD Clark, and Mike Campbell

MEMBERS MISSING: Pam Howeth and Kevin Benton

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

GUESTS PRESENT: Josh Walker and Craig Price

- I. **CALL TO ORDER:** Vice-Chairman Leon Klement declared a quorum, calling the meeting to order at 2:01 PM. Board member JD 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:** Vice-Chairman Leon Klement presented the minutes from the March 24th Board meeting for approval. Chairman Bill Magers made a motion to approve the board minutes as presented. Board member Obie Greenleaf seconded the motion. The motion was passed unanimously.
- IV. **TECHNICAL ASSISTANCE PROGRAM UPDATE:** Staff updated the board on increase in size and cost of the building project. It will increase in size from 9,050 sq.ft. to 11,452 sq.ft. This does bring the cost up to \$3.8 million but the overall project is FTA eligible. Vice Chairman Leon Klement asked for a motion to approve the changes. Vice Chairman Leon Klement made a motion to approve. Board member Obie Greenleaf seconded the motion. The motion passed unanimously.

- V. **FIXED ROUTE STUDY:** Alliance Transportation Group is working on the 5-year transportations plan for TCOG. They want to extend ours so that they can use the same resources, this would extend ours from September 30, 2021, to December 31, 2021. Vice-Chairman Leon Klement asked for a motion to approve this extension. Vice-Chairman Leon Klement made a motion to approve. Board member JD Clark seconded the motion. The motion passed unanimously.
- VI. **APPLICATION/RESOLUTION REGARDING TEXAS PROVIDER IDENTIFICATION NUMBER:** Staff is asking for Board approval to apply for a Texas Provider Identification Number. Vice-Chairman Leon Klement asked for a motion to approve. Board member Obie Greenleaf made a motion to approve. Judge Cambell seconded the motion. The motion passed unanimously.
- VII. **SOCIAL MEDIA:** Staff is requesting Board approval to create a Facebook page. Vice-Chairman Leon Klement asked for a motion to approve. Board member JD Clark made a motion to approve. Board member Obie Greenleaf seconded the motion. The motion passed unanimously.
- VIII. **MONTHLY FINANCIAL UPDATE:** General Manager Shellie White gave the Financial update for March and April. The replacement for Shellie Whites' job title will change from Finance Manager to Grants Administrator. This is a better description for this position.
- 2:22 P.M. JD Clark left the meeting
- IX. **CAPITAL PROJECTS:** Shellie White informed the board that the covered parking was near completion overhead construction was nearing completion and only the electrical work left to be done. Also, that 8 new buses would be arriving any day and the other 4 before the end of June.
- X. **OPERATIONAL UPDATE:** Karen Kemp gave the operational update for March and April. In March there were 3,373 trips and 2,002 service hours. In April there were 2,922 trips and 1,824 service hours.
- XI. **TAPS DELEGATION OF AUTHORITY:** Since Josh Walker has moved on, delegation of signature authority for TX DOT has passed to Treasurer Pam Howeth. Vice-Chairman Leon Klement asked for a motion to approve. Board member Obie Greenleaf made a motion to approve. Vice-Chairman Leon Klement seconded the motion. The motion passed unanimously.

- XII. **SCHEDULE NEXT BOARD MEETING:** The next board meeting will be open.
- XIII. **COMMENTS BY TAPS BOARD OF DIRECTORS:** No comments by the Board.
2:30 P.M. JD Clark returned to the meeting
- XIV. **ADJOURNMENT:** Vice-Chairman Leon Klement asked for a motion to adjourn the meeting. Board member Obie Greenleaf made a motion to approve. Board member JD Clark seconded the motion. The motion passed unanimously. Meeting adjourned at 2:30 P.M.