

BOARD MINUTES

**TEXOMA AREA PARATRANSIT SYSTEM
MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
August 18, 2021**

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

MEMBERS MISSING: Leon Klement, Dean Lackey, and Kevin Benton

STAFF PRESENT: Shellie White, Karen Kemp, Scott Parten, Melissa, Matthew Magee, and Joe Penson

GUESTS PRESENT: Craig Price.

- I. **CALL TO ORDER:** Chairman Bill Magers declared a quorum, calling the meeting to order at 2:00 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:** Chairman Bill Magers presented the minutes from the May 12th Board meeting for approval. Board member Kevin Hayes made a motion to approve the board minutes as presented. Board member Obie Greenleaf seconded the motion. The motion was passed unanimously.
- IV. **TAPS 2020 TRIENNIAL REVIEW:** There were 2 deficiencies from the Triennial Review that staff is working on correcting. Treasurer Pam Howeth has been added as the authorized official for Echo draws, which will correct that deficiency. The other is the cost price analysis for purchased vehicles.
- V. **TAPS DELEGATION OF AUTHORITY:** Staff needs to update TxDOT and FTA signature authorities because of staffing changes. Chairman Bill Magers asked for a motion to approve. Board member Obie Greenleaf made a motion to approve. Board member Kevin Hayes seconded the motion. The motion was passed unanimously.

- VI. **TXDOT MASTER GRANT AGREEMENT (MGA):** TxDOT updates its MGA every 5 years. This is for September 2021 through August 2026. TAPS must have a fully executed MGA on file. Chairman Bill Magers asked for a motion to approve. Treasurer Pam Howeth made a motion to approve. Board member Kevin Hayes seconded the motion. The motion was passed unanimously.
- VII. **THIRD-PARTY OVERSIGHT DOCUMENT:** Triennial reviewer suggested that the same information given to the Board at the Quarterly Board Meetings, also be given to the Board in writing. Chairman Bill Magers asked for a motion to approve. Treasurer Pam Howeth made a motion to approve. Board member JD Clark seconded the motion. The motion was passed unanimously.
- VIII. **FY2022 TAPS BUDGET:** Staff request Board to approve FY2022 budget. This is an increase of 4% that includes a 3% increase in service hours. Chairman Bill Magers asked for a motion to approve. Treasurer Pam Howeth made a motion to approve. Board member Obie Greenleaf seconded the motion. The motion was passed unanimously.
- IX. **REVIEW AND ADOPT UPDATED TAPS FINANCIAL POLICIES AND PROCEDURES:** Staffing changes have made it necessary to change the role of Finance Manager to Grants Administrator. Chairman Bill Magers asked for a motion to approve. Board member JD Clark made a motion to approve. Board member Kevin Hayes seconded the motion. The motion was passed unanimously.
- X. **REVIEW AND ADOPT UPDATED TAPS PROCUREMENT POLICIES AND PROCEDURES:** Just as with the Financial Policies and procedures staffing changes have made it necessary to change the role of Finance Manager to Grants Administrator. Chairman Bill Magers asked for a motion to approve. Treasurer Pam Howeth made a motion to approve. Board member Obie Greenleaf seconded the motion. The motion was passed unanimously.
- XI. **FINANCIAL UPDATE:** General Manager Shellie White gave the financial update for May, June, and July. Update on capital projects, procurement of all 12 buses has been completed and disposed of all but 1 that these replaced. The covered parking project has been completed. The fixed route study is still ongoing it won't be completed until December 31st. The new building project TxDOT has applied for the grant and we should know something in November.

- XII. **OPERATIONAL UPDATE:** General Manager Shellie White gave the information for the Drug and Alcohol program, and the Maintenance Department numbers. Karen Kemp gave the Operational update for May, June, and July. In May there were 2,891 trips and 1,956 service hours. In June there were 3,022 trips and 1,928 service hours. In July there were 3,147 trips and 2,014 service hours.
- XIII. **SCHEDULE NEXT BOARD MEETING:** Next November 17, 2021, at 2:00 P.M
- XIV. **COMMENTS BY TAPS BOARD OF DIRECTORS:** None
- XV. **ADJOURNMENT:** Chairman Bill Magers adjourned the meeting at 2:31 PM.