



Regular Scheduled Board Meeting
Tuesday, April 16, 2019

STAR Transit Operations Center

500 Industrial Blvd.

Terrell, Texas 75160

A regular meeting of the Board of Directors of STAR Transit was held at 2:00 p.m. on April 16, 2019, in the training room of STAR Transit Operations Center under the Texas Governmental Code, CH. 551.

Four (4) Primary Members and Three (3) Alternate Members of STAR Transit were present, those being:

Roy Ferrell – Place 1
David Magness – Place 3
Carrie Gordon – Place 5
Stan Pickett – Place 6

Members with Excused Absences:

Carlton Tidwell – Place 4
Dana Macalik – Place 7
Kevin Fowler – Alternate Member Place 7

Bobby Aga – Alt. Place 2
Warren Ketteman – Alt. Place 4
Tartisha Hill – Alt. Place 5 (entered @ 2:14 p.m.)

STAR Transit personnel present:

Omega Hawkins – STAR Transit Executive Director
Mike Sims – STAR Transit Deputy Executive Director
Tommy Henricks – STAR Transit Chief Financial Officer
Aaron Reece – STAR Transit Chief Operations Officer
Kim Britton – STAR Transit Chief Communications Officer
Lisa Stuart – STAR Transit Human Resource Director
Teresa Elliott – STAR Transit Executive Assistant serving as Recording Secretary

1. CALL TO ORDER

The meeting was called to order by the Chairman, Roy Ferrell; at 2:08 p.m. noting a quorum was present.

2. INVOCATION

Meeting opened with prayer by David Magness.

3. PUBLIC COMMENT

No Public Comments.

4. CONSENT AGENDA

- a. Consider Approval of March 19, 2019 Board Meeting Minutes
- b. Consider Approval of Revised Policy # 88 Policy on Public Participation Plan
- c. Consider Approval of Revised Policy # 98 Language Assistance Policy
- d. Consider Approval of Revised Policy # 119 Title VI Program

Mr. Magness made motion to accept the Consent Agenda as presented. Mr. Pickett seconded. No dissenting votes.

5. BUSINESS AGENDA

a. CONSIDER APPROVAL OF MARCH 2019 FINANCIAL STATEMENT

Mr. Henricks reviewed and discussed the March 2019 Financial Statement with highlights. After discussion and all questions answered satisfactorily. Mr. Pickett made motion to accept the March 2019 Financial Statement as presented. Ms. Gordon seconded. No dissenting votes.

b. CONSIDER APPROVAL OF RECOMMENDATION FROM NOMINATIONS COMMITTEE REGARDING PLACE 2 UNEXPIRED TERM ENDING AUGUST 2020

Mr. Sims reviewed with the Board the nominations received for Primary Member At-Large Place 2. The Nominations Committee Recommendation was for Jerry Dittman to serve in Primary Member At-Large Place 2. After discussion, Mr. Pickett made motion to accept the recommendation for Primary Member At-Large Place 2 Unexpired Term Ending August 2020. Mr. Ketteman seconded. No dissenting votes.

c. CONSIDER APPROVAL TO MOVE ALTERNATE MEMBER PLACE 2 TO ALTERNATE MEMBER PLACE 1

Mr. Sims stated that the Chairman had requested to move Alternate Member Place 2 to Alternate Member Place 1. The Nominations Committee reviewed and agreed because it will allow the new Primary Member At-Large Place 2 to nominate an Alternate Member. After discussion, Mr. Ferrell made motion to approve the move of Alternate Member Place 2 to Alternate Member Place 1. Mr. Magness seconded. No dissenting votes.

d. DISCUSS FISCAL YEAR 2020 COST OF SERVICE

Mr. Henricks discussed with the Board major impacts on FY2020 Cost of Service, how the Cost of Service is calculated and rate history. The next step for the FY2020 Cost of Service is to seek consideration of approval from the Board in May 2019.

e. CONSIDER APPROVAL OF STAR TRANSIT'S 5 YEAR GOALS AND 12 MONTH OBJECTIVES

Mr. Sims reviewed and discussed with the Board the new 5 Year Goals and 12 Month Objectives from the March 2019 Board Meeting and that there were no edits or additions requested prior to this meeting. After review and discussion, all questions answered satisfactorily. Mr. Ketteman made motion to accept the 5 Year Goals and 12 Month Objectives as presented. Ms. Gordon seconded. No dissenting votes.

f. DISCUSS AND CONSIDER RESOLUTION 19-001

Mr. Sims discussed Resolution 19-001 a Resolution of the STAR Transit Board of Directors, Authorizing an Agreement to Construct a Refueling Station at STAR Transit. Staff is now completing final approval steps with the Texas Department of Transportation for a single contract with Petroleum Solutions, Inc. covering construction of base refueling station. The Resolution authorizes the Executive Director to negotiate and execute a TxDOT approved Construction Contract with Petroleum Solutions Inc. in an amount not to exceed \$435,650.07 and to negotiate and execute a TxDOT approve Construction Management Contract with LCA Environmental not to exceed \$39,208.51. After discussion and questions answered satisfactorily, Mr. Pickett made motion to approve and adopt 19-001 A Resolution of the STAR Transit Board of Directors, Authorizing an Agreement to Construct a Refueling Station at STAR Transit. Ms. Gordon seconded. No dissenting votes.

6. INFORMATION AND ANNOUNCEMENTS

a. DISCUSS PARTNERSHIP PROGRAMS

Mr. Sims stated there were no updates at this time.

b. DISCUSS RIDERSHIP REPORTS

Mr. Henricks reviewed March 2019 Ridership Reports. Demand Response trips decreased 9% from prior year with efficiency increasing 27% Passengers per Hour (1.7 from 1.3). Fixed Routes increased 18% over prior year with efficiency increasing 48% Passengers per Hour (2.9 from 2.0) and Total Trips increasing 4% over prior year with efficiency increasing 39% Passengers per Hour (2.5 from 1.8).

c. ACTIVE SHOOTER DRILL

For informational purposes only.

d. APRIL 2019 NEWSLETTER

For informational purposes only.

e. BOARD ATTENDANCE

For informational purposes only.

Mr. Magness made motion to enter into Executive Session. Ms. Gordon seconded. No dissenting votes.

EXECUTIVE SESSION

Entered into Executive Session at 3:16 p.m.

STAR TRANSIT WILL HOLD A CLOSED EXECUTIVE SESSION PURSUANT TO CHAPTER 551, GOVERNMENT CODE V.T.C.A. (OPEN MEETINGS LAW), IN ACCORDANCE WITH THE AUTHORITY CONTAINED IN TEX. GOV'T CODE SECTION 551.074 PERSONNEL MATTERS, 551.077 AGENCY FINANCED BY FEDERAL GOVERNMENT.

551.074 PERSONNEL MATTERS

ANY FINAL ACTION, DECISION, OR VOTE ON A MATTER DELIBERATED IN EXECUTIVE SESSION MEETING OR ON INFORMATION RECEIVED IN A CONFERENCE WITH EMPLOYEES WILL ONLY BE TAKEN IN AN OPEN MEETING THAT IS HELD IN COMPLIANCE WITH TEX. GOV'T CODE CH. 551. THE STAR TRANSIT BOARD OF DIRECTORS, RESERVE THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION AS AUTHORIZED BY TEX. GOV'T CODE SEC. 551.001, ET SEQ. (TEXAS OPEN MEETINGS ACT) ON ANY ITEM ON ITS OPEN MEETING AGENDA OR TO RECONVENE IN A CONTINUATION OF EXECUTIVE SESSION ON THE EXECUTIVE SESSION MEETING ITEMS NOTED ABOVE, WITHOUT LIMITATION, SECTIONS 551.072 – 551.085 OF THE OPEN MEETINGS ACT.

END OF EXECUTIVE SESSION

Exited Executive Session and meeting adjourned at 3:33 p.m.

1. CONSIDER ANY OFFICIAL ACTION ON THE EXECUTIVE SESSION CLOSED MEETING ITEMS:

No Action Needed

Roy Ferrell Chairman 202
I, ~~Carlton Tidwell, Secretary~~ of the STAR Transit Board of Directors, do hereby certify that the above and foregoing minutes are the true record of the regular meeting of the Board of Directors of STAR Transit, held on the 16th day of April 2019, wherein a quorum was present. The meeting was duly and regularly called, and held in accordance with the articles and bylaws of the Agency.

APPROVED:

Roy Ferrell

Carlton Tidwell, Secretary
Roy Ferrell, Chairman 202