



Regular Scheduled Board Meeting
Tuesday, May 21, 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 May 21, 2019, in the training room of STAR Transit Operations Center under the Texas Governmental Code, CH. 551.

Five (5) Primary Members and One (1) Alternate Members of STAR Transit were present, those being:

Roy Ferrell – Place 1
Jerry Dittman – Place 2
Carrie Gordon – Place 5
Stan Pickett – Place 6
Dana Macalik – Place 7

Members with Excused Absences:

Carlton Tidwell – Place 4
Bobby Aga – Alternate Member Place 1
Warren Ketteman – Alternate Member Place 4
Kevin Fowler – Alternate Member Place 7

Tartisha Hill – Alt. Place 5 (entered @ 2:18 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 2:05 p.m. noting a quorum was present.

2. INVOCATION

Meeting opened with prayer by Stan Pickett.

3. PUBLIC COMMENT

No Public Comments.

4. CONSENT AGENDA

- a. Consider Approval of April 16, 2019 Board Meeting Minutes
- b. Consider Approval of April 16, 2019 Certified Agenda of Executive Session
- c. Consider Approval of Revised Policy # 14 Paid Time Off
- d. Consider Approval of Revised Policy # 35 Vacation

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

5. BUSINESS AGENDA

a. CONSIDER APPROVAL OF APRIL 2019 FINANCIAL STATEMENT

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

b. CONSIDER APPROVAL OF FY 2019 BUDGET AMENDMENT

Mr. Henricks presented to the Board service changes that cause need for amendment to the FY19 Budget. Contract extensions were requested from Lakepoint Church (February – July), Terrell State Hospital (April – July) and the City of Balch Springs (February – August). Mr. Henricks asked Board to consider amending expenses with increase of \$29,680 for February 2019 – August 2019 and a Net Increase in revenue of \$12,779 for February 2019 – August 2019. In addition, to remove DeSoto Taxi Voucher Program with Revenue of \$79,200 and Expenses of \$79,200 showing a zero dollar impact to Net Income. After discussion, all questions answered satisfactorily. Mr. Dittman made motion to approved FY19 Budget Amendment as presented. Mrs. Macalik seconded. No dissenting votes.

c. CONSIDER APPROVAL OF RESOLUTION 19-002 SUCCESSION PLAN

Mr. Sims reviewed with the Board Resolution 19-002 A Resolution of the STAR Transit Board of Directors, Adopting and Implementing a Succession Plan. The Succession Plan shows the current Executive Director, Omega Hawkins' desire to reduce her role with agency effective September 1, 2019 and that current Executive Directors acceptance of resignation from current Deputy Executive Director, Mike Sims effective September 30, 2019. Both Executive Director and Deputy Executive Director have held discussions with the Board regarding managing this transition for the benefit of STAR Transit with the Board of Directors. The Board of Directors primary function is to oversee Leadership transition amongst executive personnel and secure an employment contract with a designated Executive Director. After review, staff asked the Board to approve and adopt the 2019 Succession Plan with a New Leadership Structure effective September 1, 2019 Executive Director/CFO, Tommy Henricks, Deputy Executive Director (Part-Time), Omega Hawkins. The Chairman of the Board is assigned the task of negotiating an employment contract with the proposed new Executive Director, such contract subject to final approval by the Board of Directors. The Chief Financial Officer is hereby assigned the task of developing updates to the financial policies of the Board of Directors and the incoming Executive Director is hereby assigned the task of proposing as part of the pending Fiscal Year 2019-2020 Budget a professional development and training program for the new Leadership Team. After discussion, all questions answered satisfactorily, Mr. Pickett made motion to approve and adopt Resolution 19-002 Succession Plan. Ms. Gordon seconded. No dissenting votes.

d. CONSIDER APPROVAL OF RESOLUTION 19-003 FY 2020 COST OF SERVICE

Mr. Henricks reviewed with the Board Resolution 19-003, A Resolution of the STAR Transit Board of Directors, Approving a Cost per Service Hour and Contract Policies for Fiscal Year 2019-2020. The hourly operating cost for FY20 is estimated at \$49.95, exclusive of any capital needs, depreciation or revenue off-sets, the depreciation of vehicles is estimated at \$12.00 per hour for FY20 and reimbursements, capital grants and other financial and in-kind contributions from various federal, state, regional, local and other sources support varying portions of capital and operating expenses throughout the STAR Transit system, dependent upon eligibility rules, service type and public versus private designations. Staff is asked for consideration of adoption for the following policies, effective for service contracts in Fiscal Year 2019-2020. 1) Charter Service: The on-call hoc service charter rate is established at \$87.00. 2) Non-Emergency Medical Service: Service for Non-emergency medical services under a fee per trip is established at \$26.00 for trips in the same county and \$36.00 for trips outside of the same county. High volume non-emergency medical services may be charged on a fee per mile or fee per hour basis equivalent to the employer service hourly rate. 3) Employer Service: Regularly occurring service exclusive to an employment destination is established at \$61.95 per hour for weekday service and \$69.95 per hour for weekend service. 4) Public Partnership Service: Regularly occurring service under a public partnership program shall be established at \$49.95 per hour for weekday service and \$57.95 per hour for weekend service. This policy is effective immediately for services commencing after September 30, 2019. After discussion, all questions answered satisfactorily. Mr. Dittman

made motion to approve and adopt Resolution 19-003 FY2020 Cost of Service Hours. Mrs. Macalik seconded. No dissenting votes.

6. INFORMATION AND ANNOUNCEMENTS

a. DISCUSS PARTNERSHIP PROGRAMS

Mrs. Britton updated the Board Partnership Programs. STAR Transit joined a partnership with Best Southwest in April 2019. March 1, 2019, four stops were added to Balch Springs Midtown Express 102 Route. Staff has been in meeting with DeSoto, Mesquite and Wilmer on FY2020 budgets.

b. DISCUSS RIDERSHIP REPORTS

Mr. Henricks reviewed April 2019 Ridership Reports. Demand Response trips decreased 12% from prior year with efficiency increasing 17% Passengers per Hour (1.6 from 1.3). Fixed Routes increased 7% over prior year with efficiency increasing 20% Passengers per Hour (3.2 from 2.6) and Total Trips increasing 4% over prior year with efficiency increasing 49% Passengers per Hour (2.6 from 1.9).

c. MAY 2019 NEWSLETTER

For informational purposes only.

d. BOARD ATTENDANCE

For informational purposes only.

EXECUTIVE SESSION

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.

NO EXECUTIVE SESSION

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.

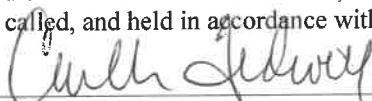
END OF EXECUTIVE SESSION

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

Meeting adjourned at 2:50 p.m.

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 21st day of May 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:



Carlton Tidwell, Secretary