



Regular Scheduled Board Meeting  
Tuesday, October 22, 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 October 22, 2019, in the training room of STAR Transit Operations Center under the Texas Governmental Code, CH. 551.

Four (4) Primary Members and Two (2) Alternate Members of STAR Transit were present, those being:

Roy Ferrell – Place 1  
Jerry Dittman – Place 2  
Stan Pickett – Place 6 (exited @ 3:19 pm)  
Dana Macalik – Place 7 (exited @ 3:16 pm)

Warren Kettelman – Alt. Place 4  
Kimberly Garduno – Alt. Place 6

**Members with Excused Absences:**

David Magness – Place 3  
Carlton Tidwell – Place 4  
Carrie Gordon – Place 5  
Bobby Aga – Alt. Place 1  
Shelley Garrett – Alt. Place 3  
Tartisha Hill – Alt. Place 5  
Bennie Daniels – Alt. Place 7

STAR Transit personnel present:

Tommy Henricks – STAR Transit Executive Director  
Omega Hawkins – STAR Transit Deputy Executive Director  
Aaron Reece – STAR Transit Chief Operations Officer  
Kim Britton – STAR Transit VP, Planning and Development  
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 2:04 p.m. noting a quorum was present.

**2. INVOCATION**

Meeting opened with prayer by Roy Ferrell.

**3. PUBLIC COMMENT**

No Public Comments.

**4. SPECIAL RECOGNITIONS**

Mr. Henricks recognized Valerie Ashurst for 10 Years of Service in September, presented Johnny Dorsey with a 10 Year Service Award and Certificate and acknowledged Thomas Roquemore for 10 Years of service both in October. Mr. Henricks also recognized all the employees at 5 years of service in September and October.

**5. CONSENT AGENDA**

- a. Consider Approval of July 16, 2019 Certified Agenda of Executive Session
- b. Consider Approval of August 20, 2019 Board Meeting Minutes
- c. Consider Approval of Revised Policy # 8 Employee Grievance



- e. Consider Approval of Revised Policy # 95 Issued Property
- f. Consider Approval of Obsolete Policy # 58 Code of Ethics and Conflict of Interest
- g. Consider Approval of Obsolete Policy # 67 Employee Conflict of Interest
- h. Consider Approval of Obsolete Policy # 69 Recovery of Pre-Employment Expenses
- i. Consider Approval of Obsolete Policy # 70 Volunteer Rate

Mrs. Macalik made motion to accept the Consent Agenda as presented. Mr. Pickett seconded. None opposed, motion carried.

## **6. BUSINESS AGENDA**

### **a. CONSIDER APPROVAL OF AUGUST 2019 FINANCIAL STATEMENT**

Mr. Henricks discussed this item with Agenda item 6b.

### **b. CONSIDER APPROVAL OF SEPTEMBER 2019 FINANCIAL STATEMENT**

Mr. Henricks reviewed and discussed the September 2019 Financial Statement with highlights. After discussion and all questions answered satisfactorily. Mr. Dittman made motion to accept August and September Financials, items a and b as presented. Mr. Kettman seconded. None opposed, motion carried.

### **c. CONSIDER APPROVAL OF RESOLUTION 20-001 SUPPORTING THE KAUFMAN COUNTY TRANSPORTATION BOND PROGRAM AND THE KAUFMAN COUNTY FACILITIES BOND PROGRAM**

Mrs. Britton reviewed with the Board Resolution 20-001 that displays Board of Director support of STAR Transit to declare its support for both the Transportation Bond and the Facilities Bond in Kaufman County. For STAR Transit to express its appreciation to the County Judge and the Commissioners Court for their support of STAR Transit, and encourage riders, its employee team and all registered voters in Kaufman County to vote "For" both Proposition A and Proposition B on November 5, 2019. Mr. Pickett made motion to approve Resolution 20-001 as presented. Mrs. Macalik seconded. None opposed, motion carried.

### **d. DISCUSS AND CONSIDER AUTHORIZING NEW BANK SIGNATURES**

Mr. Henricks stated that American National Bank requires documentation of action taken by the Board to add or remove any signers to/from signature card. The current signers are Omega Hawkins; Former Executive Director/Current Deputy Executive Director, Roy Ferrell; Board Chairman and Carlton Tidwell; Board Secretary. Mr. Henricks asked Board to consider adding him as signer. This will put a forth signer on card, listed as the following: Tommy Henricks; Executive Director, Omega Hawkins; Deputy Executive Director, Roy Ferrell; Board Chairman and Carlton Tidwell; Board Secretary. After discussion, the Board asked staff to bring back an updated policy and a corporate resolution to make all checks require two signatures and listing the positions that are authorized for bank signatures. Mr. Dittman made motion to authorize Tommy Henricks to become a bank signer. Mr. Pickett seconded. None opposed, motion carried.

### **e. INTERNAL COMPLIANCE PROGRAM & CODE OF CONDUCT ANNUAL TRAINING**

Ms. Elliott conducted the Annual Internal Compliance Program & Code of Conduct Training as required.

## **7. INFORMATION AND ANNOUNCEMENTS**

### **a. DISCUSS PARTNERSHIP PROGRAMS**

Mrs. Britton did a brief update on partnership programs.

### **b. DISCUSS RIDERSHIP REPORTS**

Mrs. Britton reviewed September 2019 Ridership Reports. Demand Response trips decreased 3% from prior year with efficiency increasing to 1.9% Passengers per Hour. Fixed Routes decreased 10% over prior year with efficiency increasing 11% Passengers per Hour and Total Trips increasing 8% over prior year with efficiency increasing 28% Passengers per Hour.

c. FY 2019 4<sup>TH</sup> QUARTER SAFETY REPORT

Mr. Reece reviewed FY 2019 4<sup>th</sup> Quarter Safety Report showing zero at fault accidents and three not at fault accidents. There were thirteen at fault accidents and thirteen not at fault accident for the year.

d. FY 2019 4<sup>TH</sup> QUARTER COMPLAINT RESOLUTION REPORT

Mr. Reece reviewed the FY 2019 4<sup>th</sup> Quarter Complaint Resolution Report. The report showed forty-one total service complaints with fifteen valid. For the year, one hundred fifty-six service complaints with sixty-three valid.

e. FY 2019 4<sup>TH</sup> QUARTER EMPLOYEE TURNOVER/RETENTION REPORT

Mrs. Stuart reviewed September 2019 Turnover and Retention Report, showing 1.98% involuntary turnover and 1.98% voluntary turnover. Mrs. Stuart also reviewed retention showing 15 0-1 year, 25 1-3 years, 32 3-5 years, 22 5-10 years 7 10-15 years and 1 16 and up.

f. OCTOBER 2019 NEWSLETTER

For informational purposes only.

g. BOARD ATTENDANCE

For informational purposes only.

8. 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:  
No Action needed.

Meeting adjourned at 3:32 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 22<sup>nd</sup> day of October 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