



Regular Scheduled Board Meeting  
Tuesday, December 17, 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 December 17, 2019, in the training room of STAR Transit Operations Center under the Texas Governmental Code, CH. 551.

Five (5) Primary Members and Two (2) Alternate Members of STAR Transit were present, those being:

Roy Ferrell – Place 1  
Jerry Dittman – Place 2  
Carlton Tidwell – Place 4  
Carrie Gordon – Place 5  
Dana Macalik – Place 7

**Members with Excused Absences:**

David Magness – Place 3  
Bobby Aga – Alt. Place 1  
Bennie Daniels – Alt. Place 7

Warren Kettelman – Alt. Place 4  
Tartisha Hill – Alt. Place 5  
Kimberly Garduno – Alt. Place 6

STAR Transit personnel present:

Tommy Henricks – STAR Transit Executive Director  
Aaron Reece – STAR Transit Chief Operations Officer  
Kim Britton – STAR Transit VP, Planning and Development  
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 2:01 p.m. noting a quorum was present.

**2. INVOCATION**

Meeting opened with prayer by Carrie Gordon.

**3. PUBLIC COMMENT**

No Public Comments.

**4. SPECIAL RECOGNITIONS**

Mr. Henricks recognized Employee of the Quarter Winner – Teresa Elliott, Driver of the Quarter Winner– Wynette Blackburn. 5 Years of Service – Lisa Stuart and Shelby Ward.

**5. CONSENT AGENDA**

- a. Consider Approval of November 19, 2019 Board Meeting Minutes

Mr. Tidwell made motion to accept the Consent Agenda as presented. Mr. Dittman seconded. None opposed, motion carried.

## 6. BUSINESS AGENDA

### a. CONSIDER APPROVAL OF NOVEMBER 2019 FINANCIAL STATEMENT

Mr. Henricks reviewed and discussed the November 2019 Financial Statement with highlights. After discussion and all questions answered satisfactorily. Mr. Dittman made motion to accept November 2019 Financials as presented. Mrs. Macalik seconded. None opposed, motion carried.

### b. ANNUAL ELECTION OF BOARD OFFICERS

The current Board Officers are Roy Ferrell-Chairman, David Magness-Vice-Chairman and Carlton Tidwell-Secretary. After discussion, Mrs. Macalik made motion to accept officer position as Secretary, Mr. Tidwell seconded. None opposed, motioned carried. Mr. Dittman expressed is agreeance to except an officer position. Mrs. Gordon made motion to nominate Mr. Dittman as Vice-Chairman. Mr. Ferrell seconded. None opposed, motion carried. Mr. Dittman made motion for Mr. Ferrell to continue as Chairman. Mrs. Gordon seconded. None opposed, motion carried.

### c. CONSIDER APPROVAL OF THE REMOVAL OF CURRENT ALTERNATE MEMBER PLACE 3

Mr. Henricks stated that Ms. Garrett resigned from the Board due to job change that caused her to be ineligible to be a member of the Board per STAR Transit Bylaws. Mr. Tidwell made motion to remove current Alternate Member Place 3. Mrs. Macalik seconded. None opposed, motion carried.

### d. CONSIDER APPROVAL OF BORDERS & LONG FUEL CONTRACT

Mr. Dittman made motion to table this item until further review and revisions made. Mr. Ferrell seconded. None opposed, motion carried.

## 7. INFORMATION AND ANNOUNCEMENTS

### a. DISCUSS PARTNERSHIP PROGRAMS

Mrs. Britton did a brief update on partnership programs.

### b. DISCUSS RIDERSHIP REPORTS

Mrs. Britton reviewed November 2019 Ridership Reports. Total Trips increased 2% over prior year with efficiency decreased 2% Passengers per Hour, this was due to days of service.

### c. NOTICE OF INTENT TO AWARD CONSULTING STUDIES

Mr. Henricks notified the Board of two upcoming studies. Comprehensive Transit Study and Feasibility Study both are TXDOT grant funded.

### d. FY 2020 1<sup>ST</sup> QUARTER SAFETY REPORT

Mr. Reece reviewed with the Board the FY2020 1<sup>st</sup> Quarter Safety Report that showed nine at-fault accidents and two not at fault. After Mr. Dittman questioned corrective action, Mr. Reece reported that re-training always takes place and disciplinary action is based on the accident and the Safety Committee reviews all accidents.

### e. FY 2020 1<sup>ST</sup> QUARTER COMPLAINT RESOLUTION REPORT

Mr. Reece reviewed with the Board the FY2020 1<sup>st</sup> Quarter Complaint Resolution Report that showed forty-eight total Service Complaints with twenty-two of them valid. There was 60,179 trips during the quarter. There were six complaints that were resolved with Policies and/or Standard Operating Procedures, two compliments, one comment/suggestion and fourteen internal comments/complaints.

### f. FY 2020 1<sup>ST</sup> QUARTER EMPLOYEE TURNOVER/RETENTION REPORT

Mr. Henricks reviewed with the Board the FY2020 1<sup>st</sup> Quarter Employee Turnover/Retention Report.

### g. FY 2020 1<sup>ST</sup> QUARTER EMPLOYEE TRAINING REPORT

Mr. Henricks reviewed with the Board the FY2020 1<sup>st</sup> Quarter Employee Training Report that showed 926 total training hours.

h. DECEMBER 2019 NEWSLETTER

For informational purposes only.

i. 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

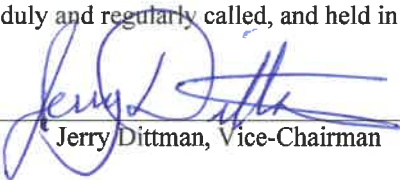
1. CONSIDER ANY OFFICIAL ACTION ON THE EXECUTIVE SESSION CLOSED MEETING ITEMS:

No Action needed.

Meeting adjourned at 2:52 p.m.

I, Jerry Dittman, Vice-Chairman 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 17<sup>th</sup> day of December 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:

  
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Jerry Dittman, Vice-Chairman