



Regular Scheduled Board Meeting
Tuesday, February 18, 2020

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 February 18, 2020, in the training room of STAR Transit Operations Center under the Texas Governmental Code, CH. 551.

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

Jerry Dittman – Place 2 (Served as Chairman)
David Magness – Place 3
Carlton Tidwell – Place 4
Carrie Gordon – Place 5

Members with Excused Absences:

Roy Ferrell – Place 1
Dana Macalik – Place 7
Warren Ketteman – Alt. Place 4

Bobby Aga – Alt. Place 1 (Seated for Roy Ferrell)
Tartisha Hill – Alt. Place 5 (Entered @ 2:37 pm)
Kimberly Garduno – Alt. Place 6 (Seated for Place 6)
Bennie Daniels – Alt. Place 7 (Seated for Dana Macalik)

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
Teresa Elliott – STAR Transit Executive Assistant serving as Recording Secretary

Guests present:

Brian Thomas – Yeldell, Wilson, Wood & Reeve, P.C.

1. CALL TO ORDER

The meeting was called to order by the Chairman, Jerry Dittman; at 2:03 p.m. noting a quorum was present.

2. INVOCATION

Meeting opened with prayer by Jerry Dittman.

3. PUBLIC COMMENT

No Public Comments.

4. SPECIAL RECOGNITIONS

Mr. Henricks recognized Antonio Harris, Transportation Manager for 11 years of service and Jim Carey for a milestone of 5 service years.

5. CONSENT AGENDA

- a. Consider Approval of December 17, 2019 Board Meeting Minutes
- b. Consider Approval of Revised Policy # 62 ADA Transportation
- c. Consider Approval of Revised Policy # 77 Complaint Resolution Policy
- d. Consider Approval of Revised Policy # 90 Preventative Maintenance
- e. Consider Approval of Revised Policy # 97 Wheelchair Securement
- f. Consider Approval of Revised Policy # 104 ADA Paratransit
- g. Consider Approval of Revised Policy # 107 Internal Ethics and Compliance
- h. Consider Approval of Policy # 126 Surveillance Equipment

Mr. Dittman stated that the Consent Agenda would be broken up into three sections (5a, 5b-5g and 5h.). Mr. Tidwell made motion to approve item 5a. Mrs. Gordon seconded. None opposed, motion passed. Consent Agenda items 5b – 5g were discussed by Mr. Henricks. After discussion and questions answered satisfactorily. Mr. Tidwell made motion to approve 5b – 5g as written. Mrs. Garduno seconded. None opposed, motion passed. Mr. Henricks reviewed the reasons for the new Policy # 126 Surveillance Equipment. After discussion, there were items that the Board wanted more information on (Digital Record Retention, HIPPA Regulations and Statue of Limitations). Mr. Dittman requested the Policy be tabled to a future meeting. Mrs. Gordon made motion to table Policy 126 for additional research on the digital records retention of video footage and HIPPA Regulations. Mr. Tidwell seconded. None opposed, motion passed.

6. BUSINESS AGENDA

- a. **PRESENT AND CONSIDER STAR TRANSIT FY 2019 AUDIT**
Brian Thomas with Yeldell, Wilson, Wood & Reeve, presented STAR Transit's FY 2019 Audit. The Audit showed no significant deficiencies relating to the audit of financial statements. No instances of non-compliance material to the financial statements. No significant deficiencies related to the audit of the major federal awards. Programs tested as a major program were 20.507 Federal Transit – Formula Grants. STAR Transit did qualify as a low-risk auditee. There were no findings in the Financial Statements Audit and there were no findings in the Findings and Questioned Cost in the Major Federal Programs Audit. Mr. Tidwell made motion to accept the auditor's report as presented. Mrs. Garduno seconded. None opposed. Motion passed.
- b. **CONSIDER APPROVAL OF DECEMBER 2019 FINANCIAL STATEMENT**
This item was reviewed with Business Agenda Item 6c.
- c. **CONSIDER APPROVAL OF JANUARY 2020 FINANCIAL STATEMENT**
Mr. Henricks reviewed and discussed the January 2020 Financial Statement with highlights. After Discussion and all questions answered satisfactorily on both December 2019 and January 2020 Financial Statements. Mr. Magness made motion to approved December 2019 and January 2020, items 6b and 6c. Mr. Aga seconded. None opposed. Motion passed.
- d. **DISCUSS AND CONSIDER AMENDMENT TO FY 2020 CAPITAL AND OPERATING BUDGETS**
Mr. Henricks reviewed the line item amendments with revenue to now total \$5,772,849 and expenses \$5,772,437. After Discussion and all questions answered satisfactorily. Mr. Tidwell made motion to approve the Budget Amendments as presented. Mr. Magness seconded. None opposed. Motion passed.
- e. **CONSIDER APPROVAL OF THE REMOVAL OF CURRENT PRIMARY BOARD MEMBER PLACE 6**
Mr. Henricks stated that the removal of current Primary Board Member Place 6. The request complies with the current Bylaws after a member has missed without reasonable excuse two consecutive regular meetings of the Board of Directors. Mrs. Gordon made motion to approve the removal of current Primary Board Member Place 6. Mr. Aga seconded. None opposed. Motion passed.

7. INFORMATION AND ANNOUNCEMENTS

a. DISCUSS PARTNERSHIP PROGRAMS

Mrs. Britton did a brief update on partnership programs.

b. DISCUSS RIDERSHIP REPORTS

Mrs. Britton reviewed January 2020 Ridership Reports. The Y-T-D trips were up 12% from prior year.

c. DISCUSS FY 2020 12 MONTH OBJECTIVES PROGRESS REPORT

Mr. Henricks updated the Board on progress status on each of the 12 Month Objectives there were set by the Board for FY 2020.

d. TXDOT TRAINING OPPORTUNITIES

For informational purposes only.

e. TTA 2020 CONFERENCE, EXPO & STATE ROADEO

For informational purposes only.

f. FEBRUARY 2020 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.

Mr. Tidwell made motion to adjourn. Mr. Aga seconded. None opposed. Meeting adjourned at 3:04 p.m.

I, Dana Macalik, 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 18th day of February 2020, 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:


Dana K Macalik (Apr 27, 2020)

Dana Macalik, Secretary

4.21.20 Minutes_e_Signature

Final Audit Report

2020-04-28

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