



Regular Scheduled Board Meeting  
Tuesday, March 21, 2023

Zoom Meeting

500 Industrial Blvd.

Terrell, Texas 75160

A Regular Meeting of Board of Directors of STAR Transit was held at 2:00 p.m. on March 21, 2023 at 500 Industrial Blvd., Terrell, TX and virtually via Zoom under the Texas Governmental Code, CH. 551.

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

Omega Hawkins – Place 1 (entered at 2:02 pm)  
Jerry Dittman – Place 2  
Carlton Tidwell – Place 4  
Debbie Anderson – Place 6  
Tartisha Hill – Alt. Place 5  
Mark Kerby – Alt. Place 6

STAR Transit personnel present:

Tommy Henricks – STAR Transit Executive Director  
Kim Britton – STAR Transit Deputy Executive Director  
Teresa Elliott – STAR Transit Project Manager/Executive Assistant (Serving as Recording Secretary)  
Johnny Dorsey – STAR Transit Fleet Assistant (Serving as Chaplain)

Presenting Guest:

Bryan Thomas – Auditor with YWRD, P.C.

Present members of the public:

Hayden Horton – NCTCOG (entered at 2:02 pm)

**1. CALL TO ORDER**

This meeting was called to order by the Chairman, Jerry Dittman; at 2:00 p.m. noting a quorum was present.

**2. INVOCATION**

Meeting opened with prayer by Johnny Dorsey, STAR Transit's Chaplain.

**3. PUBLIC COMMENT**

No public comments.

**4. PRESENTATIONS**

- a. STAR TRANSIT FY2022 FINANCIAL AUDIT – YWRD, P.C.  
Bryan Thomas reviewed and discussed STAR Transit's FY2022 Financial Audit.

## 5. CONSENT AGENDA

- a. CONSIDER APPROVAL OF JANUARY 17, 2023 BOARD MEETING MINUTES
- b. CONSIDER APPROVAL OF REVISED POLICY # 43 ATTENDANCE
- c. CONSIDER APPROVAL OF REVISED POLICY # 90 PREVENTATIVE MAINTENANCE
- d. CONSIDER APPROVAL OF REVISED POLICY # 98 LIMITED ENGLISH PROFICIENCY PROGRAM
- e. CONSIDER APPROVAL OF REVISED POLICY # 119 TITLE VI PROGRAM  
Mrs. Anderson made motion to accept the Consent Agenda as presented. Mr. Tidwell seconded. None opposed. Motion carried.

## 6. BUSINESS AGENDA

- a. CONSIDER APPROVAL OF FY2022 FINANCIAL STATEMENT AUDIT  
All questions were answered satisfactorily during presentation. Mr. Dittman asked for a motion to approve the FY2022 Financial Statement Audit. Mr. Tidwell made motion as stated. Mrs. Anderson seconded. None opposed. Motion approved unanimously.
- b. CONSIDER APPROVAL OF JANUARY 2023 FINANCIAL STATEMENT  
Discussed and considered with item 6c.
- c. CONSIDER APPROVAL OF FEBRUARY 2023 FINANCIAL STATEMENT  
Mr. Henricks reviewed and discussed the January and February 2023 Financial Statements with highlights. After discussion and all questions answered satisfactorily. Mr. Dittman asked for a motion to approve items 6b and 6c, January and February 2023 Financial Statements as presented. Mrs. Anderson made the motion as stated. Mrs. Hill seconded. None opposed. Motion carried.
- d. CONSIDER APPROVAL OF FY2023 BUDGET AMENDMENT  
Mr. Henricks reviewed highlights on the budget amendment that increase total expenses of \$462,218 or 6.9%. Increase in revenue of \$464,724 or 6.9%. All questions answered satisfactorily. Mr. Dittman asked for a motion to approve the FY2023 Budget Amendment as presented. Mrs. Hill made motion as stated. Mr. Tidwell seconded. None opposed. Motion carried.
- e. CONSIDER APPROVAL OF NOMINATION FOR PRIMARY BOARD MEMBER PLACE 7  
The Nominations Committee recommended Dana Macalik to serve as Primary Member Place 7. Mr. Dittman asked for a motion to approve the Nomination for Dana Macalik to serve as Primary Board Member Place 7. Mrs. Hill made motion as stated. Mr. Tidwell seconded. None opposed. Motion carried.
- f. CONSIDER APPROVAL OF NOMINATION FOR ALTERNATE BOARD MEMBER PLACE 4  
The Nominations Committee recommended Mayrani Velazquez to serve as Alternate Member Place 4. Mr. Dittman asked for a motion to approve the Nomination for Mayrani Velazquez to serve as Alternate Board Member Place 4. Mr. Tidwell made motion as stated. Mrs. Hill seconded. None opposed. Motion carried.

## 7. INFORMATION AND ANNOUNCEMENTS

- a. PARTNERSHIP PROGRAM UPDATE  
Mrs. Britton gave a brief update on the most current information on our Partnership Program.
- b. RIDERSHIP REPORTS  
Mrs. Britton gave a brief update on ridership.
- c. QUARTERLY REPORTS  
For informational purposes only.

- d. OUTREACH OPPORTUNITIES  
For informational purposes only.
- e. SPECIAL RECOGNITION  
Recognized Driver of Quarter – 1<sup>st</sup> Quarter: Don Flowers, 2<sup>nd</sup> Quarter: Kristina Riley and Employee of the Quarter 1<sup>st</sup> Quarter: Jasmine Wynn, 2<sup>nd</sup> Quarter: Teresa Elliott
- f. FUTURE BOARD AGENDA ITEMS  
For informational purposes only.
- g. ALTERNATE BOARD MEMBERS  
Mr. Dittman advised the Primary Board Members to start seeking an Alternate for their place if they do not already have one, to ensure quorums at each meeting.
- h. MARCH 2023 NEWSLETTER  
For informational purposes only.
- i. BOARD ATTENDANCE  
For informational purposes only.

**8. EXECUTIVE SESSION**

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, WITHOUT LIMITATION, SECTIONS 551.072 – 551.085 OF THE OPENS MEETING ACT.

***No Executive Session***

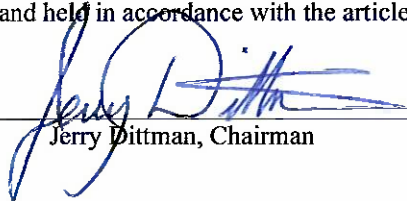
ANY FINAL ACTION, DECISION, OR VOTE ON A MATTER OF DELIBERATED IN EXECUTIVE SESSION MEETING OR ON INFORMATION RECEIVED IN A CONVERENCE WITH EMPLOYEES WILL ONLY BE TAKEN IN AN OPEN MEETING THAT IS HELD IN COMPLIANCE WITH TEX. GOV'T CODE CH. 551.

**END OF EXECUTIVE SESSION**

Mrs. Hill made motion to adjourn meeting. Mrs. Anderson seconded. None opposed. Meeting adjourned at 2:53 p.m.

I, Jerry Dittman of the STAR Transit Board of Directors, do hereby certify that the above and foregoing minutes are the true record of the STAR Transit Board Meeting, held on the 21<sup>st</sup> day of March 2023, 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: \_\_\_\_\_

  
Jerry Dittman, Chairman