



Regular Scheduled Board Meeting
Tuesday, September 19, 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 September 19, 2023 at 500 Industrial Blvd., Terrell, TX and virtually via Zoom under the Texas Governmental Code, CH. 551.

Five (5) Primary Members and Four (4) Alternate Members of STAR Transit were present, those being:

Jerry Dittman – Place 2
Carlton Tidwell – Place 4
Carrie Gordon – Place 5
Debbie Anderson – Place 6
Dana Macalik – Place 7
Tartisha Hill – Alt. Place 1
Esther Williams – Alt. Place 3 (Active Member as of 6.a.)
Darrell Turner – Alt. Place 5 (entered @ 2:05pm)
Mark Kerby – Alt. Place 6

STAR Transit personnel present:

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

Present members of the public:
None

1. CALL TO ORDER

This meeting was called to order by the Chairman, Jerry Dittman; at 2:02 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

No presentations.

5. CONSENT AGENDA

- a. CONSIDER APPROVAL OF AUGUST 15, 2023 BOARD MEETING MINUTES
- b. CONSIDER APPROVAL OF ANNUAL UPDATE TO THE PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)
- c. CONSIDER APPROVAL OF FY 2024 12-MONTH OBJECTIVES
- d. CONSIDER APPROVAL OF THE RENEWAL OF PRIMARY MEMBER PLACE 4
- e. CONSIDER APPROVAL OF THE RENEWAL OF PRIMARY MEMBER PLACE 5
- f. CONSIDER APPROVAL OF NOMINATION FOR ALTERNATE MEMBER PLACE 3

There were no items requested to be removed from the Consent Agenda. Mr. Dittman asked for a motion to accept the Consent Agenda items 5a. – 5f as presented. Mrs. Anderson made motion as stated. Mr. Tidwell seconded. None opposed. Motion passed unanimously.

6. BUSINESS AGENDA

- a. CONSIDER APPROVAL OF AUGUST 2023 FINANCIAL STATEMENT
Mr. Henricks reviewed and discussed the August 2023 Financial Statements with highlights. After discussion and all questions answered satisfactorily. Mr. Dittman asked for a motion to approve the August 2023 Financial Statement as presented. Mr. Tidwell made the motion as stated. Mrs. Gordon seconded. None opposed. Motion carried.
- b. CONSIDER APPROVAL OF RESOLUTION 24-001 AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH BORDERS & LONG OIL, INC. FOR BULK FUEL SERVICES
Mr. Henricks discussed with the Board STAR Transit's desire to enter into an agreement with Borders & Long Oil, Inc. for the purchase and delivery of regular unleaded gasoline to the On-Site Fueling Station. STAR Transit received three proposals from the Request for Proposals released August 1, 2023. After evaluations of all three proposals received, the Technical Evaluation Committee deemed Borders & Long Oil, Inc. to be the most complete, responsive, and reasonable offeror. Mr. Dittman asked for a motion to approve Resolution 24-001 Authorizing the Executive Director to execute an Agreement with Borders & Long Oil, Inc. Mrs. Hill made motion as stated. Mrs. Macalik seconded. None opposed. Motion carried unanimously.

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
Mr. Henricks gave a brief update on Turnover and Training for FY2023 4th Quarter reports. Ms. Elliott gave brief update on Safety and Complaint Resolution FY2023 4th Quarter reports.
- d. OUTREACH CALENDAR
For informational purposes only.
- e. SPECIAL RECOGNITION
Mr. Henricks recognized Gary Williams as Employee of the 3rd Quarter and Donna Harwood as Driver of the 3rd Quarter.
- f. FUTURE BOARD AGENDA ITEMS
For informational purposes only.

g. SEPTEMBER 2023 NEWSLETTER

For informational purposes only.

h. 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

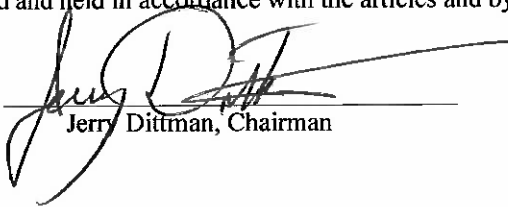
ANY FINAL ACTION, DECISION, OR VOTE ON A MATTER OF DELIBERATED IN EXECUTIVE SESSION MEETING OR ON INFORMATION RECEIVED IN A CONFERENCE WITH EMPLOYEES WILL ONLY BE TAKEN IN AN OPEN MEETING THAT IS HELD IN COMPLIANCE WITH TEX. GOV'T CODE CH. 551.

END OF EXECUTIVE SESSION

Mrs. Gordon made motion to adjourn meeting. Mrs. Anderson seconded. None opposed. Meeting adjourned at 2:45 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 19th day of September 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