

SOUTHWEST AREA REGIONAL TRANSIT DISTRICT

Board Meeting

Wednesday, September 2, 2020

713 East Main Street, Uvalde, Texas

10:30 A. M.

I. Call to Order

The meeting was called to order at 10:45 A.M.

II. Roll Call

Roll call was taken, and quorum was established with the following members present:

Judge Souli A. Shanklin-TEAMS

Judge Bella A. Rubio - TEAMS

Judge Lupe Valerio for Judge Joe Luna – TEAMS

Judge Tully Shahan - TEAMS

Christine Cardona-Guerrero for Judge Francisco Ponce – TEAMS

III. Public Comment

There was no public comment

IV. Minutes

- a. Discussion and approval of the May 20, 2020 Board of Directors Meeting Minutes. Christine Cardona-Guerrero made a motion to approve the minutes as presented and Judge Bella A. Rubio seconded the motion. The motion was carried unanimously.

V. New Business

A. Texas Transit Association Presentation

Sarah informed the board that SWART was awarded the 2020 Texas Transit Rural Transportation System of the Year. This prestigious award was presented to SWART by the Texas Transit Association Executive Director, Allen Hunter. Sarah also announced that SWART is honored to report that Cynthia Rodriguez, Assistant General Manager, was awarded the 2020 Texas State Transit Agency Staff Member of the Year. This is an honored recognition for Cynthia that is well deserved for all she does and means to SWART.

B. Discussion and Possible Action on Employee Incentives

Sarah informed the board that she wanted to give the employees a \$100.00 dollars incentive for winning the recognition award. She said that we have 34 (thirty-four) employees at \$100.00 dollars, it would be a total of \$3,400.00, something we can afford. Judge Bella A. Rubio made the motion to approve the incentives as presented and Christine Cardona-Guerrero seconded the motion. The motion was carried unanimously.

C. Board Officer Elections

Judge Souli Shanklin made a motion to nominate Bella A. Rubio as Chairman and Judge Tully Shahan as Vice Chair, and Maggie Del Toro staying as Secretary/Treasurer. There were no other nominations. Judge Lupe Valerio made a motion to approve the nominations as presented and Christine Cardona-Guerrero seconded the motion. The motion was carried unanimously.

- D. Internal Control Training for Board Members**
Sarah informed the board that they were going to view a video pertaining to Fraud, waste, and abuse that was required on an annual basis.
- E. Executive Session- Legal Matters Pertaining to Former Employee**
The board conducted in executive session at 10:55 a.m.
- F. Reconvene from Executive Session- Discussion and possible action**
Executive session was adjourned at 10:59 a.m. there was no official action conducted.
- G. Discussion and Possible Action on the Shop Truck Purchase**
Cynthia Rodriguez, Assistant General Manager informed the board that we had received several bids from vendors that are part of the state Co-op and that it was easier to purchase the truck from the co-op instead of going out for procurement. "The truck will be for the mechanics, and we have \$150,000.00 for the purchase of the truck," said Cynthia. Judge Bella A. Rubio made the motion to approve the purchase of the truck as presented and Christine Cardona-Guerrero seconded the motion. The motion was carried unanimously.
- H. Discussion and Possible Action on Vehicle Purchase Barriers Purchase**
Sarah informed the board that the vehicle protection barriers were to meet COVID-19 security standards. They are to separate the driver from the passengers. The cost was awarded by TxDOT in the cares budget. The estimated amount is \$24,240.00. Judge Bella A. Rubio made the motion to approve the purchase of the vehicle barriers as presented and Christine Cardona-Guerrero seconded the motion. The motion was carried unanimously.
- I. Discussion and Possible Action on Find My Ride App**
Sarah informed the board that we needed to procure for a module application to our Shah Software Transit Manager Scheduling Software. The application is for rider-use in which they will be able to track their schedule ride to determine the estimated time of arrival, check their fare card balances, and request a ride through an email application. This activity was applied through the FY2021 5310 Grant Program application. The estimated cost is \$58,000.00. Judge Bella A. Rubio made the motion to approve the purchase of the find my ride app as presented and Christine Cardona-Guerrero seconded the motion. The motion was carried unanimously.
- J. Discussion and Possible Action on FY 2020 Federal Amendment Activities**
Sarah informed the board that the Federal funding that was left over for the remainder of the year would be used for state of good repair. Some of the activities that we will be performing, is enhancing the building. We will be adding canopies to the rest of the parking lot, adding LED lighting, installing security doors, repaving the vehicle maintenance shop area, replacing our HAVC systems, landscaping, and fixing our sprinkler system. The total estimated cost for the activities is \$451,963.00. Christine Cardona-Guerrero made the motion to approve the federal amended activities as presented and Judge Bella A. Rubio seconded the motion. The motion was carried unanimously.
- K. Discussion and Possible Action on FY2021 State Funding Application**
Sarah informed the board that she had submitted the FY2021 state application for funding. Judge Tully Shahan made a motion to approve the submission of the FY2021 state application for

funding and Christine Cardona-Guerrero seconded the motion. The motion was carried unanimously.

L. Report on Non-Emergency Medical Transportation Sub-Contract Services

Sarah informed the board that we had signed a contract with negotiate agreeable rates with AMR so we can start providing transportation to their clients.

M. Discussion and Possible Action on Hazard Pay

Sarah informed the board that she would like to give the employees an additional amount for hazard pay. She said that other systems are doing it and that it is allowable reimbursement from TxDOT. She also mentioned that she had calculated from \$1.00 to \$5.00 an hour to see what would be feasible. Judge Shanklin agreed that if we had enough in the budget for \$5.00 an hour so that should be the amount if its within budget. Judge Bella A. Rubio made the motion to approve the hazard pay options as presented and Judge Tully Shahan seconded the motion. The motion was carried unanimously.

N. SWART Financials

Anna Diaz, Chief Financial officer presented a report on account balances as a handout and informed the board of the current balances in the bank. Anna also presented the board with an updated cash flow analysis. Anna presented the FY2020 Federal State of Good Repair 405, FY2021 Regional Planning 515, FY2021 Elderly & Disabled Program 525, FY2021 5339-D 530, FY2021 5339-R 539, FY 2021 RTAP 508. Judge Bella A. Rubio made a motion to approve the financials as presented and Judge Tully Shahan seconded the motion. The motion was carried unanimously.

Anna presented the revised budgets, FY2020 CARES 500, FY2020 Federal Program 505, FY2020 HOGG Foundation 507, FY2020 Transit Support 510, FY2020 Regional Planning Program 515, FY2020 Elderly & Disabled Program 525. Judge Bella A. Rubio made the motion to approve the revised budgets as presented and Judge Tully Shahan seconded the motion. The motion was carried unanimously.

Anna presented the revenue and expense reports ending June 2020, FY2020 CARES Relief Funds 500, the FY2020 Federal Section 5311 Program 505, FY2020 State Program 506, FY2020 State Hogg Foundation 507, FY2020 Transit Support (TRS) Program 510, FY2020 Regional Planning Program 515, FY2020 ED Section 5310 Program 525, Bus & Bus FACILITY 5339 FY2020. Judge Bella A. Rubio made a motion to approve the revenue and expense reports as presented and Judge Tully Shahan seconded the motion. The motion was carried unanimously.

Anna presented to the board the check registers for May 2020, June 2020, and July 2020. Judge Christine Cardona-Guerrero made the motion to approve the check registers as presented and Judge Lupe Valerio seconded the motion. The motion was carried unanimously.

Anna presented to the board the bank reconciliations for the Employee Savings account for May thru July 2020, for the operating account March 2020 thru July 2020. Bank reconciliations were approved as presented.

VI. Discussion and Possible Action on General Manager's Report

A handout was distributed as Sarah read over her report. Sarah mentioned the activities planned for the next few months and the conferences and training SWART staff will be attending. Judge Bella Rubio made a motion to approve the general manager's report as presented and Judge Tully Shahan seconded the motion. The motion was carried unanimously.

VII. ADJOURN

A motion was made to adjourn from Judge Tully Shahan and Judge Bella Rubio seconded the motion. The motion carried unanimously. The meeting adjourned at 12:20 p.m.


Maggie Del Toro, Board Secretary/Treasurer

SOUTHWEST AREA REGIONAL TRANSIT DISTRICT

Board Meeting

Wednesday, October 21, 2020

713 East Main Street, Uvalde, Texas

10:30 A. M.

I. Call to Order

The meeting was called to order at 10:37 A.M.

II. Roll Call

Roll call was taken, and quorum was established with the following members present:

Judge Souli A. Shanklin

Judge Bella A. Rubio

Judge Tully Shahan

Christine Cardona-Guerrero for Judge Francisco Ponce

III. Public Comment

There was no public comment

IV. Minutes

- a. Discussion and approval of the September 2, 2020 Board of Directors Meeting Minutes. Christine Cardona-Guerrero made a motion to approve the minutes as presented and Judge Souli A. Shanklin seconded the motion. The motion was carried unanimously.

V. New Business

A. Discussion and Possible Action on Various Procurements of Federal State of Good Repair activities:

1. A/C Units for Uvalde and Crystal City

Sarah informed the board that there were 2 bids submitted, one from R&D A/C and Heating and from Rio Grande Heating & Cooling. "Even though the lowest bid was from Rio Grande, they failed to include the cost of additional vents in the Crystal City office that was part of the procurement, our recommendation was to go with the R&D A/C and Heating bid", said Sarah. Judge Souli A. Shanklin made a motion to approve the recommendation to award the bid to R&D A/C and Heating as presented and Judge Tully Shahan seconded the motion. The motion was carried unanimously.

2. Canopy Installation for Uvalde

Sarah informed the board that there was only one bid submitted and it was the same company that had installed the previous canopies in the parking lot. Judge Souli A. Shanklin made a motion to approve the recommendation to award the bid to Tensoshade as presented and Judge Tully Shahan seconded the motion. The motion was carried unanimously.

3. Pavement for Uvalde

Sarah informed the board that there was only one bid submitted for the pavement. "We are paving the back area, in front of the Mechanic shop, it is much needed" said Sarah. Judge Tully Shahan made a motion to approve the recommendation to award the bid to Asphalt Patching & Driveways as presented and Christine Cardona-Guerrero seconded the motion. The motion was carried unanimously.

4. Security Lighting for Uvalde

Sarah informed the Board that there were 2 bids submitted and that we were recommending going with the lowest bid which was Electrician Service for the \$11,873.00, to install LED lights in the bus parking lot. Judge Tully Shahan made a motion to approve the recommendation to award the bid to Electrician Services as presented and Judge Souli A. Shanklin seconded the motion. The motion was carried unanimously.

5. Irrigation Systems Repair & Landscaping for Uvalde

Sarah informed the Board that there were 2 bids submitted, one for RKW Irrigation & Landscaping and the other for Sanford Irrigation & Landscaping. "we recommend that we go with Sanford Irrigation & Landscaping, due to the fact that, RKW did not disclose all costs affiliated with the project, they did not include the how much extra it would be break down the concrete, therefore our recommendation is to go with Sanford", said Sarah. Judge Tully Shahan made a motion to approve the recommendation to award the bid to Sanford Irrigation & Landscaping Christine Cardona-Guerrero seconded the motion. The motion was carried unanimously.

6. Dome Canopy Repair for Uvalde

Sarah informed the board that there was only one bid submitted for the repair of the Dome Canopy Area. "My recommendation is that we go with the only bid submitted which is R. Ramirez Construction," said Sarah. Christine Cardona-Guerrero made a motion to accept the recommendation to award the Dome canopy repair to R. Ramirez Construction as presented and Judge Souli Shanklin seconded the motion. The motion was carried unanimously.

7. Security Door Installation

Sarah informed the board that there was only one bid submitted from Ener-Tel Services, LLC, to install security doors. "My recommendation is to go with the sole bid", said Sarah. Judge Tully Shahan made a motion to approve the recommendation to award the bid to Ener-Tel Services, LLC. as presented and Judge Souli A. Shanklin seconded the motion. The motion was carried unanimously.

B. Discussion and Possible Action on Policy Revisions

Sarah informed the board that we were doing a revision to our Personnel Policy and Safety policy to include "Due to the nature of public and medical transportation operations, employees may be required to work on holidays". said Sarah. Judge Souli A. Shanklin made a motion to approve the revisions to the policies as presented and Judge Tully Shahan seconded the motion. The motion was carried unanimously.

C. Discussion and Possible Action on the Line of Credit with First State Bank of Uvalde

Sarah informed the board that we had asked Hondo National Bank to increase the line of credit. "We have given them all the financials that they have asked for, but if they don't approve the increase, then we will have the bank resolution ready to proceed with First State Bank of Uvalde", said Sarah. Judge Tully Shahan made a motion to approve the resolution as presented and Judge Souli Shanklin seconded the motion. The motion was carried unanimously.

D. SWART Financials

- I. Anna Diaz, Chief Financial officer presented a report on account balances as a handout and informed the board of the current balances in the bank.
- II. Anna also presented the board with an updated cash flow analysis.
- III. Discussion and Possible Action of Grant Year New Budgets
Anna presented the Grant Year and New Budgets for GY2021 Transit Support Budget 510. Judge Souli Shanklin made a motion to approve the new budgets as presented and Judge Tully Shahan seconded the motion. The motion was carried unanimously.

Anna presented the GY 2021 Rural Discretionary Program Eagle Pass Fixed Route. Judge Souli Shanklin made a motion to approve the new budget as presented and Christine Cardona-Guerrero seconded the motion. The motion was carried unanimously.

- IV. Discussion and Possible Action on Revised Grant Year Budgets
Anna presented the GY2020 CARES 500. Judge Souli Shanklin made a motion to approve the new budgets as presented and Judge Tully Shahan seconded the motion. The motion was carried unanimously.

Anna presented the GY2021 Elderly & Disabled 5310 Program. Judge Tully Shahan made a motion to approve the new budgets as presented and Christine Cardona-Guerrero seconded the motion. The motion was carried unanimously.

- V. Discussion and Possible Action on Budget Closeouts FY2020
Anna presented the FY2020 Elderly & Disabled Program. Judge Souli Shanklin made a motion to approve the budget closeout as presented and Christine Cardona-Guerrero seconded the motion. The motion was carried unanimously.

Anna presented the FY2020 Regional Planning 515. Judge Tully Shahan made a motion to approve the budget closeout as presented and Christine Cardona-Guerrero seconded the motion. The motion was carried unanimously.

Anna presented the FY2020 Hogg Foundation 507. Christine Cardona-Guerrero made a motion to approve the budget closeout as presented and Souli Shanklin seconded the motion. The motion was carried unanimously.

Anna presented the revenue and expense reports ending September 2020, FY2020 CARES Relief Funds 500, the FY2020 Federal Section 5311 Program 405, GY2020 Transit Support (TRS) Program 510, GY2021 Regional Planning Program 515, GY2021 ED Section 5310 Program 525, GY2020 Bus & Bus FACILITY 5339-D Program 530, GY2020 Bus & Bus Facility Section 5339-R Program 539, GY2021 Bus & Bus Facility Section 5339-D Program 530. Judge Souli Shanklin made a motion to approve the revenue and expense reports as presented and Christine Cardona-Guerrero seconded the motion. The motion was carried unanimously.

Anna presented to the board the check registers for August and September 2020. Christine Cardona-Guerrero made the motion to approve the check registers as presented and Judge Tully Shahan seconded the motion. The motion was carried unanimously.

Anna presented to the board the Employee Savings account for August 2020 and the bank reconciliations for the operating account for August 2020. Bank reconciliations were approved as presented.

VI. Discussion and Possible Action on General Manager's Report

A handout was distributed as Sarah read over her report. Sarah mentioned the activities planned for the next few months and the conferences and training SWART staff will be attending. Christine-Cardona Guerrero made a motion to approve the general manager's report as presented and Judge Tully Shahan seconded the motion. The motion was carried unanimously.

VII. ADJOURN

A motion was made to adjourn from Judge Souli A. Shanklin and Christine-Cardona Guerrero seconded the motion. The motion carried unanimously. The meeting adjourned at 12:19 p.m.


Maggie Del Toro, Board Secretary/Treasurer

SOUTHWEST AREA REGIONAL TRANSIT DISTRICT

Board Meeting

Wednesday, January 20, 2021

713 East Main Street, Uvalde, Texas

10:30 A. M.

I. Call to Order

The meeting was called to order at 10:33 A.M.

II. Roll Call

Roll call was taken, and quorum was established with the following members present:

Judge Souli A. Shanklin

Judge Bella A. Rubio

Judge Lupe Valerio for Judge Joe Luna – TEAMS

Judge Tully Shahan – TEAMS

Christine Cardona-Guerrero for Judge Francisco Ponce – TEAMS

III. Public Comment

There was no public comment

IV. Minutes

- a. Discussion and approval of the October 21, 2020 Board of Directors Meeting Minutes. Judge Souli Shanklin made a motion to approve the minutes as presented and Christine Cardona-Guerrero seconded the motion. The motion was carried unanimously.

V. New Business

A. Discussion and Possible Action on Automatic Bus Washer Procurement for Eagle Pass

Sarah informed the board that we had extra funding left over from a grant that we purchased the shop truck, and we were seeking to purchase a bus washer for Eagle Pass with the leftover funds. She mentioned that we had received two (2) quotes and her recommendation was to go with the lowest bid. The lowest bid was Bitimec with \$30,100. Shanklin made a motion to approve the lowest bid for the purchase of the bus washer as presented and Christine Cardona-Guerrero seconded the motion. The motion was carried unanimously.

B. SWART Financials

Sarah H. Cook, General Manager informed the board of the current balances in the bank. Anna Diaz, presented the board with an updated FY2021 cash flow analysis.

a. Discussion and Possible Action of Grant Year New Budgets

Anna presented the GY2021 Federal 5311 Program-505, GY2021 State Rural Program-506. Christine Cardona-Guerrero made a motion to approve the financials as presented and Judge Lupe Valerio seconded the motion. The motion was carried unanimously.

the purchase of the vehicles as presented and Judge Tully Shahan seconded the motion. The motion carried unanimously.

e. Discussion and Possible Action on 5310 Grant Application

Sarah informed the board that we had applied for the following funding under the 5310 Elderly and Disabled Program FY2022 and FY2023. The first year will be a proposed cost of \$286,000 and the second year will be a proposed cost of \$457,800.00, the cost include hardware requisition, mobility management, graphics, preventative maintenance, replace vehicles, and software annual maintenance. Judge Tully Shahan made a motion to approve the 5310 grant application as presented and Judge Bella Rubio seconded the motion. The motion carried unanimously.

IV. Financials

a. Discussion and Possible Action on CARES 2021 New Budget

Sarah informed the board that we had received additional funds and they were allocated to operations. She presented the new CARES budget to reflect the changes. Judge Tully Shahan made a motion to approve the CARES budget as presented and Judge Bella Rubio seconded the motion. The motion carried unanimously.

b. Discussion and Possible Action on Hazard Pay

Sarah informed the board that administration had met and agreed to pay hazard pay from January through May 31, 2021. "We will only pay up to 80 hours worked per pay period," said Sarah. Judge Tully Shahan made a motion to approve the hazard pay as presented and Judge Bella Rubio seconded the motion. The motion carried unanimously.

V. Adjourn

A motion was made to adjourn from Judge Bella Rubio and Judge Tully Shahan seconded the motion. The motion carried unanimously. The meeting adjourned at 11:06 A.M.



Maggie Del Toro, Board Secretary/Treasurer

SOUTHWEST AREA REGIONAL TRANSIT DISTRICT

Executive Committee Meeting

Friday, February 26, 2021

713 East Main Street, Uvalde, Texas

10:30 A. M.

I. Call to Order

The meeting was called to order at 10:37 A.M.

II. Roll Call

Roll call was taken and quorum was established with the following members present:

Judge Bella Rubio - TEAMS

Judge Tully Shahan - TEAMS

III. New Business

a. Discussion and Possible Action on Automatic My-Ride App Procurement

Sarah informed the board that the My-ride app, would allow riders to track the estimated time of arrival, request rides, and track their fare card balance. The app is \$49,000.00 and its through Shah Software, it would be purchased through the Elderly and Disabled Program FY 2021. Judge Bella Rubio made a motion to approve the My-ride app as presented and Judge Tully Shahan seconded the motion. The motion carried unanimously.

b. Discussion and Possible Action on Regional Planning Consultant Procurement

Sarah informed the board that we had received four (4) different bids for a consultant to perform our 5-year regional plan. The consultants presented to the Regional Committee and SWART staff and after gathering everyone's feedback, the highest score was Hendrickson Group, with a proposed cost of \$98,340.00. "We believe that the Hendrickson Group will fit a lot better with our cultural," said Sarah. Judge Tully Shahan made a motion to approve the consultant as presented and Judge Bella Rubio seconded the motion. The motion carried unanimously.

c. Discussion and Possible Action on Main Office Restroom Rehabilitation Procurement

Cynthia informed the board that we had advertised to get bids for the rehabilitation of the restrooms in the front on the main office building. We only received one bid which was from Ramirez construction in the amount of \$37,900.00. The work will consist of gutting out both women's and men's restrooms and reconstruct them. They are old and have been here since the inception building. Judge Tully Shahan made a motion to approve the sole bid as presented and Judge Bella Rubio seconded the motion. The motion carried unanimously.

d. Discussion and Possible Action on Bus Procurements

Cynthia informed the board that we had applied for 6 different vehicles to be purchased under the following grants; ED- low floor Minivan for \$57,197.00, DIS-2 medium Arbocs and a Pro-master for \$320,043.00, and RUR-DIS-2 Type III Arbocs for \$360,000.00. "These vehicles will be covered in full through these grants," said Cynthia. Judge Bella Rubio made a motion to approve

b. Discussion and Possible Action on Budget Closeouts FY2020

Anna presented the FY2020 State -506 closeout. Shanklin made a motion to approve the State 506 as presented and Christine Cardona-Guerrero seconded the motion. The motion was carried unanimously.

Anna presented the FY2020 Transit Support Budget -510 closeout. Christine Cardona-Guerrero made the motion to approve the Transit Support closeout -510 as presented and Judge Tully Shahan seconded the motion. The motion was carried unanimously.

c. Discussion and Possible Action of Grant Year Revenue & Expense Reports Ending November 2020

Anna reported on the new format to the board. She also presented the GY2020 Federal Section 5311 Program -405, the GY2020 CARES Relief Funds-500, GY2021 RTAP-508, GY2021 Transit Support (TRS) Program – 510, GY2021 Rural Discretionary – EP Route – 513, GY2021 Regional Planning Program – 515, GY2021 ED Section 5310 Program-525, GY2020 Bus & Bus Facility Section 5339-D Program – 530, GY2021 Bus & Bus Facility Section 5339-D Program -530, GY 2020 Bus & Bus Facility Section 5339-R Program -539. Judge Souli A. Shanklin made a motion to approve the revenue and expense reports as presented and Judge Tully Shahan seconded the motion. The motion was carried unanimously.

d. Discussion and Possible Action on Check Registers

Anna presented to the board the check registers for October 2020, November 2020, and December 2020. Judge Tully Shahan made the motion to approve the check registers as presented and Christine Cardona-Guerrero seconded the motion. The motion was carried unanimously.

e. Report on Bank Reconciliations

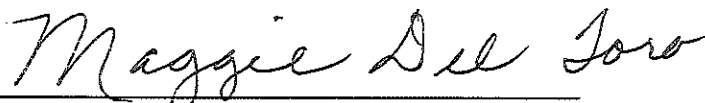
Anna presented to the board the bank reconciliations for the Employee Savings account for September 2020, October 2020, and November 2020, for the operating account September 2020, October 2020, and November 2020. Bank reconciliations were approved as presented.

VI. Discussion and Possible Action on General Manager's Report

Sarah H. Cook read over the General Managers report. Sarah mentioned the activities planned for the next few months and training SWART staff will be attending. Judge Souli Shanklin made a motion to approve the general manager's report as presented and Judge Tully Shahan seconded the motion. The motion was carried unanimously.

VII. ADJOURN

A motion was made to adjourn from Christine Cardona-Guerrero and Judge Tully Shahan seconded the motion. The motion carried unanimously. The meeting adjourned at 11:14 a.m.



Maggie Del Toro, Board Secretary/Treasurer

SOUTHWEST AREA REGIONAL TRANSIT DISTRICT

Board Meeting

Thursday, August 19, 2021

713 East Main Street, Uvalde, Texas

10:30 A. M.

I. Call to Order

The meeting was called to order at 10:35 A.M.

II. Roll Call

Roll call was taken, and quorum was established with the following members present:

Judge Bella A. Rubio - TEAMS

Judge Souli Shanklin - TEAMS

Judge Lupe Valerio for Judge Joe Luna – TEAMS

Judge Tully Shahan – TEAMS

Christine Cardona-Guerrero for Judge Francisco Ponce – TEAMS

Maggie Del Toro for Judge Bill Mitchell

III. Public Comment

There was no public comment

IV. Minutes

- a. Discussion and approval of the May 19, 2021 Board of Directors Meeting Minutes. Judge Souli Shanklin made a motion to approve the minutes as presented and Christine Cardona-Guerrero seconded the motion. The motion was carried unanimously.

V. New Business

- A. FY 2022 American Relief Program (ARP) application** – Sarah Cook, General Manager, informed the board that SWART had submitted the American Relief Program grant application directly to TxDOT based on the allocation of \$88,667 for the grant period. Judge Souli Shanklin made a motion to approve the minutes as presented and Christine Cardona-Guerrero seconded the motion. The motion was carried unanimously.

B. Discussion and Possible Action on SWART Para-transit Plan/Policy

Sarah H. Cook, General Manager, informed the board of directors that this plan was a federal mandate to provide complimentary para-transit services in Eagle Pass due to the transition of the flex route into a fixed route. She also stated that a public townhall meeting had been held on August 11th to inform the public of the fixed route stops and the implementation of the para-transit plan. Judge Souli Shanklin made a motion to accept the plan with any revisions deemed necessary after TxDOT's review so SWART would be able to implement the final plan without having to bring the plan back to the board of directors again for review and approval. Christine Cardona-Guerrero seconded the motion which carried unanimously.

C. Discussion and Possible Action on the Board Resolution to Revise Signature Authority

Sarah H. Cook, General Manager, informed the board that due to title and position changes within the finance department, it was necessary to revise signature authority so that Laura Herrera, Chief

Financial Manager, would have access to TxDOT's E-Grant System. Judge Tully Shahan made a motion to approve the resolution while Maggie Del Toro seconded the motion. The motion was carried unanimously.

D. SWART Financials

a. Report on Bank Account Balances - handout

Sarah H. Cook, General Manager, presented a report on account balances as a handout and informed the board of the current balances in the bank.

b. Report on FY2021 Cash Flow Analysis

Laura Herrera, Chief Finance Manager, presented the board with an updated FY2021 cash flow analysis.

c. Discussion and Possible Action on New GY 2021 Budgets - Laura Herrera, Chief Finance Manager, presented FY202 Elderly & Disable 5310-525 budget with a total amount of \$320,000 for various capital expenses. She also presented the FY 2022 American Relief Program (ARP) – 518 budget in the amount of \$88,667. Maggie Del Toro made the motion to approve the two new budgets as presented and Christine Cardona-Guerrero seconded the motion. The motion was carried unanimously.

d. Discussion and Possible Action on GY 2021 Budget Amendments – Laura Herrera, Chief Financial Manager, also presented the GY CARES 2– 500, GY Federal Program – 505, and the GY Rural Discretionary EP Fixed Route – 513 budget amendments. Judge Souli Shanklin made the motion to approve the three budget amendments as presented and Maggie Del Toro seconded the motion. The motion was carried unanimously.

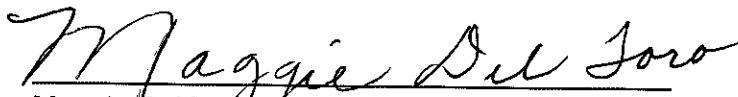
e. Discussion and Possible Action on Budget Closeouts FY2020- Laura Herrera, Chief Financial Manager, presented the GY2020 Federal A-505 budget close out, the GY 2021 Federal B Budget close out, the GY 2021 RTAP-508 budget close out, and the GY 2019 5339-D -530 budget close out. All 4 budgets were entirely expended. Judge Tully Shahan made the motion to approve the budget closeout as presented and Judge Souli Shanklin seconded the motion which carried unanimously.

f. Discussion and Possible Action of Grant Year Revenue & Expense Reports Ending June 2021 - Laura Herrera, Chief Financial Manager, reported on GY 2021 Federal State of Good Repair Funds 405, GY 2021 CARES 2 Funds-500, GY2021 Federal Program 505, GY2021 State Program – 506, GY2021RTAP-508, GY2021Transit Support (TRS) Program – 510, GY2021 Rural Discretionary – EP Route – 513, GY2021 Regional Planning Program – 515, GY2021 ED Section 5310 Program-525, GY2021 Bus & Bus Facility Section 5339-D Program -530, GY 2020 Bus & Bus Facility Section 5339-R Program -539. Judge Souli Shanklin made the motion to approve the revenue and expense reports as presented and Maggie Del Toro seconded the motion which carried unanimously.

g. Discussion and Possible Action on Check Registers - Laura Herrera, Chief Financial Manager, presented to the board the check registers for April 2021, May 2021, and June 2021. Judge Souli Shanklin made the motion to approve the check registers as presented and Judge Tully Shahan seconded the motion. The motion was carried unanimously.

h. Report on Bank Reconciliations - Laura Herrera, Chief Finance Manager, presented to the board the bank reconciliations for the Employee Savings account for April 2021, May 2021, and June 2021. She also reported on the April 2021, May 2021, and June 2021 operating bank reconciliation report. It was noted that the bank reconciliations were reported as required.

- E. Discussion and Possible Action on General Manager's Report** - Sarah H. Cook read over the General Managers report. Sarah mentioned the most recent activities performed by SWART, reporting deadlines, structural issues with the Avance lease space, and upcoming staff training and travel. She also included the Eagle Pass Route Analysis conducted by the KFH Group contracted by TxDOT. Judge Tully Shahan made a motion to approve the general manager's report as presented and Maggie Del Toro seconded the motion. The motion was carried unanimously.
- F. Executive Session – General Manager's Evaluation** – the board of directors convened in executive session to discuss the General Manager's annual evaluation.
- G. Discussion and Possible Action on the General Manager's Evaluation** – the board reconvened into open session. The board reported that the General Manager's evaluation had been conducted and it was the decision of the board to reward Sarah H. Cook a 5% merit increase effective the next payroll period. Judge Tully Shahan made a motion to approve the General Manager's evaluation and merit increase. Judge Souli Shanklin seconded the motion which carried unanimously.
- H. Adjourn** – Judge Tully Shahan made a motion to adjourn while Judge Souli Shanklin seconded the motion. The motion carried unanimously in which the meeting ended at 11:38 AM.


Maggie Del Toro, Board Secretary/Treasurer