



**CONCHO VALLEY TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING**

Wednesday, January 12, 2022 at 2:30 p.m.
Concho Valley Transit Annex
506 N. Chadbourne, San Angelo, Texas 76903 and via Teleconference

The meeting place is accessible to persons with disabilities. If assistance is needed to observe or comment, please call the CVCOG office at 325-944-9666 at least 24 hours prior to the meeting.

Join By Zoom Teleconference - <https://us06web.zoom.us/j/85938987962>

***Meeting ID: 859 3898 7962 *Passcode: 385812**

833 548 0276 US Toll-free 833 548 0282 US Toll-free
877 853 5247 US Toll-free 888 788 0099 US Toll-free

BUSINESS

1. DETERMINATION OF QUORUM AND CALL TO ORDER
2. INVOCATION & PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENT
4. APPROVAL of the Minutes from the December 8, 2021 Meeting.
5. APPROVAL of Checks in excess of \$2000 for November 2021.
6. CONSIDERATION & APPROVAL for the Executive Director to enter into a contact for Janitorial Services for the Link Road facility with an amount not to exceed \$140,000/year.
7. REPORT from the Director of Transportation – Jeff York.
8. OTHER discussion items or future agenda items.
9. ADJOURNMENT

Posted in accordance with the Texas Government Code, Title V, Chapter 551, Section .053 this Friday, January 7, 2022.

A handwritten signature in blue ink, appearing to read "John Stokes", is written over a horizontal line. Below the line, the name "John Austin Stokes, Executive Director" is printed in a bold, black font.

John Austin Stokes, Executive Director



**BOARD OF DIRECTORS MEETING MINUTES
Wednesday, December 8, 2021**

The Concho Valley Transit District Board of Directors met on Wednesday, December 8, 2021 at 506 N. Chadbourne, San Angelo, Texas 76903 and via Zoom Teleconference.

Members present were:

Steve Floyd, Chairman Tom Green County Judge
Harry Thomas, Vice-Chairman, COSA Council Member, District 3
Charlie Bradley, Schleicher County Judge
Brandon Corbin, Menard County Judge
Molly Criner, Irion County Judge
Fred Deaton, Crockett County Judge
David Dillard, Concho County Judge
Rachel Duran, Sutton County Judge
Lucy Gonzales, COSA Council Member District 4
Larry Miller, COSA Council Member District 6
Jim O'Bryan, Reagan County Judge
Delbert Roberts, Kimble County Judge
Hal Spain, Coke County Judge
Frank Trull, McCulloch County Judge

Members absent were:

Deborah Horwood, Sterling City Judge

BUSINESS

Chairman, Judge Steve Floyd announced the presence of a quorum and called the meeting to order at 2:45 p.m.

Judge Steve Floyd gave the invocation and led the Pledge of Allegiance.

There was no public comment.

APPROVAL of the Minutes

Judge Charlie Bradley made a motion to approve the Meeting Minutes from November 10, 2021. Judge Delbert Roberts seconded the motion. No questions or discussion. The motion passed unanimously.

APPROVAL of Checks

Audrey Aguirre, Finance Manager, presented the checks in excess of \$2,000 written for September 2021. Judge David Dillard made a motion to approve the checks as presented. Judge Charlie Bradley seconded the motion. No questions or discussion. The motion passed unanimously.

REVIEW of the Financial Reports and Balance Sheet

Audrey Aguirre, Finance Manager, presented the Balance Sheets and Financial Reports for August 2021 (Item 6 on the agenda) and September 2021 (Item 7 on the agenda), respectively. There were no issues or areas of concern. This is an information only item. There were no questions or discussion. No further action is needed.

AUTHORIZATION to for ED to Enter into a Contract with an A/E Firm

Jeff York – Director of Transportation is seeking approval for the Executive Director to enter into a contract with an Architecture and Engineering Firm regarding the maintenance facility with an amount not to exceed \$909,931.00, as quoted by the firm. He stated that not all funds have been secured, but is seeking approval to solidify the firm to begin the process. Mr. York also stated that the funds are available through different funding agencies for this type of project, and that his team will work diligently to secure these funds. There was Board discussion and hesitation regarding the approval of the entire amount when all the funds had not been secured. After this discussion, Harry Thomas made a motion to approve the request as presented. However, at the request of the Board, the terms of the contract should be presented in phases by task and cost amount. A notice to proceed shall go before the Board after the initial phase and continue through the notice to proceed for construction. Judge Delbert Roberts seconded the motion. There was no further discussion. The motion passed unanimously.

REPORT from the Director of Transportation

Jeff York, Director of Transportation, reported on urban and rural ridership, on time performance, fixed route trends, and paratransit services. Mr. York also reported on CVT's safety metrics and the recent topics of their safety meetings. He gave mention to charter services and plugged the cost and availability of those services especially during the holiday season. Lastly, Mr. York outlined their Regional Coordination efforts throughout the region and was pretty proud of this impact they had made in the month of November. There is no action to take, as this is an informational item only.

ADJOURNMENT

There being no other items to discuss, Judge Floyd made a motion to adjourn the meeting. Judge David Dillard seconded the motion. Motion passed unanimously. Judge Steve Floyd adjourned the meeting at 3:10 p.m.

Duly adopted at the meeting of the Concho Valley Transit District Board of the Concho Valley Council of Governments on this 12th day of January 2022.

Judge Steve Floyd, Chairman

Councilman Harry Thomas, Vice-Chair

CVTD
Check/Voucher Register
From 11/1/2021 Through 11/30/2021

Document Number	Document Date	Name	Transaction Description	Document Am...
23348	11/2/2021	Bruton Trailer Sales, Inc.	CVT; trailer with folding ramp gate	7,983.00
23364	11/17/2021	ECOLANE USA, INC.	CVT; annl mntnnc 9/1/21-8/31/22 Mnthly IVR ct 9/1/21-8/31/22	60,427.80
23367	11/17/2021	ENGINE PRO MACHINE LLC	CVT; 1505 PM oil change D	2,860.00
23368	11/17/2021	G&G AUTOMOTIVE	CVT; 1309 repair AC	2,592.84
23371	11/17/2021	INTREPID ELECTRIC, INC	CVT; Retrofit/replace interior and exterior lights with LED	2,025.00
23372	11/17/2021	JC Roberts Construction Co., Inc.	CVT: applctin & certfctn fr wrk dn @Link Rd 9/1/21-9/30/21	223,234.25
23376	11/17/2021	WEX BANK	CVT; October fuel bill 09/24/21 - 10/23/21	16,773.79
23377	11/17/2021	SKG ENGINEERING, LLC	CVT; structural layout/dsgn for bollards at 510 N Chadbourne	2,500.00
23379	11/17/2021	TML INTERGOVERNMENTAL RISK POOL	CVT; 10/2021 auto liabltly, errrs & omission, general liabltly	10,502.51
23389	11/23/2021	Boys and Girls Club of San Angelo, Inc.	CVT; refund check due to overpay on 10/01/21 & 10/15/21	2,125.00
23391	11/23/2021	CITY OF SAN ANGELO-ACCOUNTS RECEIVABLE	CVT; October fuel bill 10/01/21 - 10/31/21	21,306.27
23395	11/23/2021	ENER-TEL SERVICES INC	Link; fire panel installation	2,590.00
23397	11/23/2021	ENGINE PRO MACHINE LLC	CVT; 1469 PM oil change B & front brake job w/pads	2,110.89
	11/23/2021	ENGINE PRO MACHINE LLC	CVT; 1308 PM oil change A & rear brake job	2,214.04
	11/23/2021	ENGINE PRO MACHINE LLC	CVT; 1868 PM oil change A, front & rear brake job w/pads	2,737.92
	11/23/2021	ENGINE PRO MACHINE LLC	CVT; 1511 remove & replace transmission	5,055.67
23401	11/23/2021	HOUSE OF CHEMICALS	CVT; sanitizers & nitrile gloves	4,938.25
23403	11/23/2021	JC Roberts Construction Co., Inc.	CVT: applctin & certfctn fr wrk dn @Link Rd 10/1/21-10/31/21	254,347.11
23405	11/23/2021	LYTX, INC	CVT; drive-cam & fleet tracking services 10/01/21 - 10/31/21	2,381.21
	11/23/2021	LYTX, INC	CVT; drive-cam & fleet tracking services 11/01/21 - 11/30/21	2,381.21
23410	11/23/2021	Urban Transportation Associates, Inc	CVT; bike rack monitoring sensors/3yr UTA APC sftwr/tring	42,418.00
23411	11/23/2021	WEST TEXAS FIRE EXTINGUISHER INC	CVT; tilt ppr, cps, linrs, urnl scrns, dsnfcting wips & can	2,643.24
Report Total				676,148.00



Memo

To: CVTD Board of Directors

From: CVTD Admin

Date: 1/12/2022

Re: Approval to execute a contract

Agenda Item 6 - CONSIDERATION & APPROVAL for the Executive Director to enter into a contact for Janitorial Services for the Link Road facility with an amount not to exceed \$140,000/year.