**Minutes of October 18th, 2018 Board Meeting**

Present Staff Present Other

Frank Byrd Jimmy Leadingham Adam Lach

Jim Lebeau Casey Gunderson Gene Turk

Richard Whitney Hannah Jones

Bentley Bender

Susan Metcalf

**Approval of September Minutes**

The motion to approve the September minutes was made by Jim Lebeau, seconded by Richard Whitney. The motion carried.

**Communications**

1. No Public Present

**Managing Director Report**

Adam Lach delivered the Managing Director’s Report.

Adam shared that Annual NTD report is due the end of October. Everything is on track to be completed on time.

Adam also mentioned JCMTD had to resubmit some FTA files due to a switch in representatives.

**Operations and Financial Report**

Jimmy Leadingham delivered the Operations Report.

Jimmy mentions we had one less service day this September verse last September.

Invoice revenue was down for September due to the change in MCOs and the decrease in the monthly rate we charge START.

Operating Expenses and Total Expenses were up due to gas prices and over time. Jimmy mentions JCMTD is at a point where they can hire a new full-time driver, cut over time, and save money.

Casey Gunderson delivered the Financial Report.

Casey Gunderson noted the following:

 -We received $446000.00 from the State for our DOAP grant.

 - Paid off Line of Credit balance of $100,000.00

 -Requesting $98,179.00 from our 5307 grant.

 - Requesting $69,927.00 from our 5311 grant.

- Purchasing a new copier and 3 computers for the dispatch department using the procurement process

Bentley will sign for line of credit at the Bank of Carbondale

Jim LeBeau moved to approve Operations and Financial Reports, Richard Whitney seconds. The motion carried.

**Old Business**

1. Managing director job description
	1. Board member to review job descriptions sent to them previously and vote on at next board meeting.

**New Business**

1. Bus Camera Procurement
	* + Jimmy Leadingham went through the scores of all the companies that put in a bid for the on-bus camera systems.
		+ Gatekeeper was the winning company, coming in with the lowest bid of $1465.51 per vehicle
		+ Richard Whitney moves to approve awarding Gatekeeper, Jim LeBeau seconds. Motion carries.
2. Fuel Procurement
	* + Adam Lach goes over the fuel procurements. Proposing we utilize both the City of Carbondale and Southern FS.
		+ Southern FS is cheaper but only has tanks in Murphysboro, but can be used by drivers in Murphysboro, with a possibility of having tanks being put in Carbondale in the future. While Carbondale driver us City of Carbondale.
		+ Rich Whitney moves to approve utilizing both Southern FS and City of Carbondale, Frank Byrd seconds. Motion carried.

**Exceptive Session**

 Bentley Bender moves to move into executive session at 18:24, Jim Lebeau seconds. Motion carried.

 Frank Byrd moves to end executive session at 18:56, Bentley Bender seconds. Motion carried.

**Adjourn**

 Bentley Bender moved to adjourn the meeting at 18:56 , Frank Byrd seconded. The motion was carried.