Minutes of January 17th ,2019 Board Meeting

Board Present Staff Present Other

Bentley Bender Jimmy Leadingham Bill Jung

Jim LeBeau Hannah Jones Anna Guetersloh

Susan Metcalf Casey Gunderson

Frank Byrd

**Approval of December Minutes**

-The motion to approve the December minutes was made by Susan Metcalf and seconded by Jim LeBeau. The motion carried.

**Presentation of FY18 Final Audited Financial Statements**

-Anna Guetersloh from Kerber, Eck & Braeckel presents the Final Audited Financial Statements. Anna explains this audit is a clean opinion or unmodified opinion on the financial statements and that it is ultimately up to management to manage and maintain internal controls. Anna did state that she was granted full access to all files and had good communication with management.

-Anna states JCMTD should consider adjusting sick time at year end to match policy.

-On the Statements of Revenues, Expenses and Changes in Net Position JCMTD ‘s General revenue and operating expenses were up from last year and capital grants were also up due to the purchases of the tablets.

-On the Statements of Cash Flows, net cash provided by (used in) operating activities was $140,685 in 2018 vs ($18,864) in 2017. Cash at end of the year was $86,049 for 2018 vs. $36,386 in 2017.

-On the Statements of Net Position cash was up from last year but accounts receivable were down. Capital assets were down even though JCMTD purchased new tablets we had more depreciate. JCMTD’s line of credit at year end was paid off.

-Anna suggests a few shop keeping items. Kerber, Eck & Braeckel recommends management perform a review of records and inventory of all assets to ensure a complete, accurate, and up to date fixed asset listing that can be agreed to the general ledger. They also observed that the Finance Manager is responsible for printing checks and is also responsible for sending them out after being signed. They recommend a different individual be responsible for sending out the signed checks.

**Communications**

1. Public Comments

No members of the public were present.

**Managing Director Report**

-Bill Jung (Interim Director) delivered the Managing Director report.

Bill said his report was short and sweet we had an uneventful December.

-Bentley inquired about the search for a new managing director. Bill said he has received about 45 applications that they would go through in executive session.

-Bentley suggest making a hiring committee, to weed out applicants before they are presented in front of the entire board, made up of two members and one alternate. These members being Frank Byrd, Bentley Bender, and Rich Whitney.

**Operations and Financial Reports**

1. Operation Report

-Jimmy Leadingham delivered the operations report. Jimmy reports we are comparing apples to apples with both last December and this December having 20 working days. For the month of December invoice revenue, fares collected, and total revenue were all up, service miles were down while total passenger trips were up, meaning we are running more efficiently.

-Jimmy tells the board that he had went to the Finance Committee meeting to explain the recent influx of overtime. This was a two-part problem between dispatch and drivers. However, Jimmy gladly reports that there has been a reduction in overtime of 45.29 hours.

-Jimmy also reports that we had hired one new driver who quit after two days but we do have 2 applicants awaiting pre-employment testing.

-Jimmy mentions that the security cameras for the buses are in and that we will begin to install them.

1. Financial Report

-Casey Gunderson delivered the financial report. Casey reports the third quarter DOP payment has been received but the 5311 is being held due to the government shut down. Casey points out an increase in equipment due to the security cameras purchased for the buses.

-Casey mentions that local income is down due to a $1300 MCO write off from the transition in medical billing earlier this year.

-Jim LeBeau makes a motion to approve Operations and Financial reports Frank Byrd seconds. The motion carried.

C. YTD Budget vs. Actual

- Casey Gunderson presents the YTD Budget vs, Actual department totals for July through December. Casey points out that Operator’s Salaries has 51.03% left for the year while Dispatcher’s Salaries only has 37.04% left. However, Administrative Salaries has 71.67% left mainly due to the lack of a Managing Director.

- Bill Jung (Interim Director) points out that JCMTD only has 30.20% left in Utilities but he feels the budget for utilities was under projected.

- Casey reports overall, we have 53.24% left of the budget.

**Old Business**

A. Employee Handbook

-Hannah Jones presents the Board with a draft of an Employee Handbook. Hannah walks through with some changes that have been made and any additions that have been added.

-Bentley Bender points out a few typos and requests an electronic copy be sent to all Board members for further review. If no major issues are found, the Handbook can be up for approval at the February Board meeting.

B. Spending Limits

-Casey Gunderson explains that the previously approved spending limits were $3000 for Operations Manager and $300 for Finance and Assistant Operations Manager. The proposal is for the Finance Manger to be raised to $3000 also in case the Operations Manager isn’t present.

-Susan Metcalf makes the motion to increase the Finance Manger’s spending limit from $300 to $3000. Frank Byrd seconds. The motion carries.

**New Business**

A.2020 Budget Preliminary

-Bill Jung and Casey Gunderson presents to the board a draft proposal for a 2020 budget. Bill specifies that the board has 30 days to review and will revisit at the next Board meeting to finalize.

-Bentley Bender asks to be sent a copy of last years budget for a comparison and a break down of the salary increases. Casey agrees to send that information to all board members.

**Executive Session**

-Jim LeBeau moved to enter executive session at 19:15, Bentley Bender seconds. The motion carried.

-Jim LeBeau moved to exit executive session at 19:52, Frank Byrd seconds. The motion carried.

**Adjourn**

With no other business Jim LeBeau moved to adjourn meeting at 19:53, Frank Byrd seconded. The motion carried.