Minutes of February 21st ,2019 Board Meeting

Board Present Staff Present Other

Bentley Bender Jimmy Leadingham Adam Lach

Jim LeBeau Hannah Jones

Susan Metcalf Casey Gunderson

Frank Byrd

Rich Whitney

**Approval of January Minutes**

-The motion to approve the January minutes was made by Susan Metcalf and seconded by Frank Byrd. The motion carried.

**Communications**

1. Public Comments

No members of the public were present.

**Managing Director Report**

-Adam Lach delivered the Managing Director’s Report. Adam reports that the final revision of the NTD Annual Report FY19 has been submitted. Adam informs the board we are in grant season, all grants being due April 1st, the process has been started and he is confident we will be done before the due date.

-Adam thanks the hiring committee made up of board members Bentley Bender, Rich Whitney and Frank Byrd and mentions they will discuss interviews in Executive session.

-Adam also informs the board that JCMTD had a major accident to report and Jimmy Leadingham, Operations Manager, would go further into detail in his report.

**Operations and Financial Reports**

1. Operation Report

-Jimmy Leadingham goes into further detail about the previously mentioned accident. Jimmy first reports the good news that nobody was hurt in the accident. The driver hit three cars in the west bound lane on main street in front of Midwest Cash while the driver was moving east. Two of the vehicles were fender benders but the third vehicle a Servpro van was totaled. JCMTD’s driver was given a City Ordinance ticket for improper lane usages. The driver was immediately taken for a drug test and passed. The driver now will go through a DOT Physical before it can be decided if he can return to work.

-Jimmy moves forward with the Operation report. Jimmy reports that invoice revenue was down, however fares collected and total revenue are up also adding that operating expenses and total expenses were significantly down from last year. Jimmy also reports that service miles and hours are down while total passenger trip are up proving that JCMTD is operating more efficiently. Jimmy Leadingham says JCMTD is moving more people in less time and less mileage.

-Jimmy also informs the board that two new full-time drivers have been hired.

1. Financial Report

-Casey Gunderson delivered the financial report. Casey reports that on the balance sheet as of January 31,2019 that cash looks really good. Casey also shows the board the January Actuals, pointing out that she is presenting fares more accurate by itemizing them between fares and bus passes purchased. Casey reports the second payment from the 5311of $68407.31 should be received by the end of the month.

-Rich Whitney made a motion to approve the Operation and Financial report, Jim LeBeau seconded. The motion carried.

**Old Business**

1. FY2020 Budget

-Casey presents to the board the proposed FY 2020 budget verses the FY2019 budget. Casey points out that the projected budget is only 14% more than the previous years budget, but items have been reclassified and organized.

-Frank Byrd made a motion to approve the FY2020 budget Jim LeBeau seconded. The motion carried.

1. Employee Handbook

-Hannah Jones presents the board with the 2019 Employee handbook with the correction requested by the board members Bentley Bender and Rich Whitney.

-A motion was made by Susan Metcalf to approve the 2019 Employee Handbook as amended, Frank Byrd seconded. The motion carried.

**New Business**

1. Grant Applications

-Adam Lach explains to the board that their vote to approve the resolutions of the four grants (items A-D on the agenda) allows JCMTD to fill out application for the grants to receive funds.

-Bentley Bender made a motion to approve the grant resolutions A-D, Frank Byrd seconded. The motion carried.

**Executive Session**

-Jim LeBeau moved to enter executive session at 18:23, Bentley Bender seconds. The motion carried.

-Executive session ended at 19:22

-Rich Whitney moves that the board asks RMTD to submit a proposed contract for continued provision of interim managerial services. Frank Byrd seconded. The motion carried.

**Adjourn**

Susan Metcalf moves to adjourn at 19:25, Rich Whitney seconded. The motion carried.