**AppalCART Board Meeting Minutes**

**September 17, 2018**

Board Members:

**Chair**-Quint David **Vice Chair**-Barry Sauls

Angie Boitnotte, Kedith England, Paul Forte, Jimmy Hodges & Connie Ulmer

The AppalCART Board held a regularly scheduled meeting September 17, 2018 at 3:00 in the afternoon, in the conference room of the AppalCART building Boone, North Carolina.

**Present were:**

**Board Members:**  **AppalCART Staff:**

Barry Sauls Director Craig Hughes

Jimmy Hodges Finance Officer Judy Arwood

Quint David Administrative Assistant Emily Beach

Kedith England

Angie Boitnotte John Eckman, ASU

David Graham, COG

1. **Call to Order**

At 3:10 p.m., Quint David, Chair, called the meeting to order.

1. **Approval of September 17, 2018 AppalCART Board Agenda**

Barry Sauls moved for the agenda to be approved. Angie Boitnotte seconded. Motion passed 5-0.

1. **Public Comment**

There was no public comment.

1. **Consent Agenda Approval**

After a brief discussion regarding the contents of the Consent Agenda and choosing December 10th as the date for the November/ December combined Board meeting, Barry Sauls made a motion to adopt Consent Agenda. Jimmy Hodges provided the second. The motion passed 5-0.

1. **Board Matters for Action**

1. Budget amendment for Cleaning Services, Maintenance Management, and Landscaping

Craig Hughes discussed his request for a budget amendment to reclassify the facilities maintainer position to a full time driver and to seek contracts for the cleaning, maintaining and landscaping of AppalCART’s facility. Angie Boitnotte mad a motion to accept the budget amendment for the request of $15, 000 and Kedith England provided the second. Motion passes with a 5-0 vote.

1. 3% salary increase (COLA) for Exempt Employees (Assistant Director, Finance Officer, and Director)

Craig Hughes began the discussion by reminding the board that the raise had already been approved by the budget, but that no implementation date had been set. After discussing the budget process in regards to raises for exempt employees, the Board decided that no action was needed, and that the raises should have gone into effect without a Board vote. Discussion also included progress on the Salary Survey, and the necessity of getting 3 quotes.

1. **Staff & Committee Updates**
2. July 2018 Financial Summary and Statement Update

Judy Arwood, finance officer, gave the financial update to the board. There are no accounts payable issues and accounts receivable is at $502,418 through 8/31/2018; this does not include August grants. August grants are submitted but not booked yet. Total operating expenses are below target at 14.79% (16% target). Total Administrative expenses are above target at 33.69% (16% target) due to lump sum payment of commercial and workers comp insurance. Cash is at $725,515 and Investments with NCCMT are $2,042,856. A draft of the financial statements will be coming out this week.

1. Ridership Data

The ridership as of 9/12/2018 for FY 2018 was 257,730 passengers. Ridership the previous year was 273,857. Discussion included the new issues from the revised routes and schedules and a solution summary. Some solutions can be implemented immediately, and other are not possible until additional drivers and vehicles are available.

1. Complaints

There were several complaints to be discussed this month regarding the new routes. Discussion included those effected by route changes and possible solutions.

1. Accidents

There were two accidents to be discussed this month.

1. **New Business**

1. John Dinkins Appreciation Letter

Craig Hughes presented to the Board a thank you letter for the donation to The Lions Club in his memory.

1. Vacancy Position on the Board

Letters have been sent to potential candidates and the position is being advertised.

1. **Adjournment**

Jimmy Hodges made a motion to adjourn the meeting. Angie Boitnotte provided the second motion. Vote passed to adjourn meeting 5-0.

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Quint David, Board Chair Date

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Emily Beach, Secretary to the Board Date