

Mountain Express Board of Directors Meeting

A G E N D A

Thursday, January 19, 2012

9:00 a.m. Mt. Crested Butte Town Hall

- I. Roll Call
- II. Reading and Approval of the Minutes of Monday December 5, 2011 Meeting
- III. Transit Manager's Operational and Financial Report
 - A. Operations Report
 - B. Financial Report
- IV. Unfinished Business
- V. New Business
- VI. Unscheduled Business
- VII. Adjournment

**MOUNTAIN EXPRESS
BOARD MEETING MINUTES
DECEMBER 5, 2011, 9:00 A.M.
MT. CRESTED BUTTE TOWN HALL**

I. ROLL CALL

Call to Order: 9:04 AM

PRESENT

Gary Keiser, Chair
Roland Mason, Secretary
Danny D'Aquila
Chris Kopf

ABSENT

OTHERS PRESENT: Chris Larsen, Mgr; Tricia Seeberg, Admin Assistant; Joe Fitzpatrick, Mt CB; Lois Rozman, CB; Glenn Michel, member-elect to the Board of Directors of Mountain Express

II. READING AND APPROVAL OF THE NOVEMBER 3, 2011 MEETING MINUTES

A spelling error was pointed out in the Minutes, which will be corrected for signature.

MOTION: Motion was made to approve the minutes of the November 3 meeting with the spelling error corrected. Motion was seconded. Motion passed unanimously.

III. TRANSIT MANAGER'S OPERATIONAL AND FINANCIAL REPORT

A. Operational Report

MX welcomes Glenn Michel as the newest board member, replacing outgoing Vice Chair Leah Williams. Glenn will be a representative of the Town of Crested Butte, but since he has not yet been appointed by the Town Council, he cannot vote at this meeting. He can be reached at (970) 349-1151 or glennamichel@yahoo.com.

B. Financial Report

No new information.

IV) UNFINISHED BUSINESS

No unfinished business

V) NEW BUSINESS

A. Election of New Officers

The Vice Chair position was vacated with Leah William's resignation from the board.

NOMINATIONS: Chris K nominated Roland M for the position of Vice Chair, currently Secretary of the Board. Danny D nominated Chris K to be Secretary. Roland M seconded both nominations. Both nominations passed unanimously.

B. Public Hearing: 2012 Mountain Express Budget and 2012 Mountain Express Capital Plan

Gary K opened the floor for public comments. None were taken. Gary K closed the public hearing.

C. Board Adoption of 2012 Mountain Express Budget

There was clarification that the Wages included the \$17,000 bonus. Chris L confirmed that that MX has still not received reimbursement from the federal grant for the purchase of the Supervisor Vehicle and the bus lift. There is no estimated time to reimbursement.

MOTION: Roland M moved to approve the draft budget for 2012. Chris K seconded. Motion passed unanimously.

D. Board Adoption of 2012 Mountain Express Capital Plan

Danny D moved to approve the capital plan as written. Chris K seconded. Motion passed unanimously.

E. Audit Committee Recommendation for 2011 Audit

The audit committee (Gary K and Leah W) had a phone conference with last year's auditors—Chadwick, Steinkirchner, Davis & Co.—to discuss the 2011 audit. Chadwick et al. submitted a bid for \$4,500 to perform the audit and will begin March 19, 2012.

MOTION: Gary K moved to hire Chadwick, Steinkirchner, Davis & Co. to perform Mountain Express' 2011 audit for \$4,500. Roland M seconded. Motion passed unanimously

ACTION: Roland M volunteered to be on the audit committee.

ACTION: Audit committee members will meet with the auditor in March 2012.

F. Review and Possible Approval of Grant Consultant Contract

Gary K signed the contract with RAE Consultants in accordance with approval at the last meeting.

G. Authorization of Board Chairman to Sign FFY2013 Letter of Agreement with CASTA

MOTION: Chris K moved to approve the authorization of the Board Chairman signing the LOA with CASTA. Danny D seconded. Motion passed unanimously.

VI) UNSCHEDULED BUSINESS

A. Mountain Express Annual Report to Town of Crested Butte and Town of Mt. Crested Butte

MOTION: Danny D moved to approve the Annual Report. Roland M seconded. Motion passed unanimously

B. Employee Issue

Discussion about an employee who is being disciplined for a repeat offense of taking time off over the Christmas holiday without prior approval from the Transit Manager as required in the employee manual. Such discipline included 5 unpaid scheduled shifts after the holiday season.

ACTION: Staff to get some advice from MSEC.

VII) ADJOURNMENT

Next meeting: Thursday, January 19, 9:00 a.m.

MOTION: Danny D moved to adjourn regular meeting. Roland M seconded. Motion passed unanimously.

Meeting adjourned at 9:53 a.m.

Gary Keiser, Chairman

Roland Mason, Secretary

Unscheduled Business: