

# MONONGALIA COUNTY URBAN MASS

## TRANSPORTATION AUTHORITY

### BOARD OF DIRECTOR'S MEETING

**February 13, 2008**

**Authority Members Present:**

Bob Roberts  
Jenny Dinsmore  
James Manilla  
Asel Kennedy  
David Flynn

**Other Personnel Present:**

David Bruffy  
Wayne Pifer  
Heather Lemansky  
Sheila M. Wolfe

**Call to Order:**

**The Transit Authority Board Meeting for February 13, 2008 was called to order at 6:00 P.M.**

**Reading and Approval of Minutes (January 09, 2008)**

**David Flynn Made a Motion to accept the January 09, 2008 Board Meeting Minutes as presented. James Manilla seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**Presentations:**

**A. January 2008 Driver of the Month**

The Board announced the Authority's January 2008 Driver of the Month, Mr. Jake Cress. The Board also recognized Tom Jones, Terry Lewis, Mary Rogers, and Jim Huffman for their outstanding performance during the month of January 2008.

**Opportunity for Public Comments:**

**Colin Kemp** of the Morgantown Area Youth Commission asked if Mountain Line Transit could provide a bus to shuttle from for a job fair to be held sometime in April 2008.

**The General Manager** requested that when the date and location has been set send the information to Mountain Line Transit.

**Monthly Data Summaries/Correspondence:**

**The General Manager** stated that for the first time in twenty-six months there has been a decline in passenger trips, the passenger trips for January 2008 were 69,145 and were

down 5% compared to January of 2007, and were down 5 % for total passenger trips for the calendar year 2008 compared to calendar year 2007. Disabled passenger trips were up 52%, senior passenger trips were up 9% and West Virginia University "Ride with I.D." was down 12% compared to January 2007. During January 2008, the Transit Authority traveled 88,793 miles, and answered 2,613 phone calls. The Grey Line passenger trips for January 2008 averaged 23 trips per day compared to 19.8 per day in January 2007.

**The General Manager** reviewed the farebox reports with the Transit Authority Board.

**The General Manager** stated that the personnel changes for the month of January 2008 were Donna Dillow, full-time driver completed her six-month probation, Michael Cress was hired as a full-time mechanic, and Butch Willard was hired as a part-time grounds maintenance laborer through Preston County Senior Center under the Title V program. Mountain Line Transit has hired five Interns for the semester: Michelle Poland and Dan Spriggs, Finance and Human Resources, Callie Eden, Lauren Mariano, and Patrick Isennock, Marketing and Business Administration.

### **Financial Business:**

#### **A. January 2008 Financial Report**

**The General Manager** reviewed the financial report for January 2008 with the Board Members.

**David Flynn Made a Motion to accept for audit the Financial Report as presented for January 2008. James Manilla seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

#### **B. Budget Amendments (+\$188,665)**

**The General Manager** stated that Mountain Line Transit has received funding from Federal Transit Administration section 5307 STIC supplemental transit appropriations because our service exceeded the national urban average in two categories. The additional funding for each STIC was \$125,348.00. There was also an allocation from the West Virginia Division of Transportation for Cumberland's apportionment of the Urbanized Federal Grant in the amount of \$6,985.00, because Cumberland has no bus system this apportionment was split up per capita with other transit systems in the state. There was a new Federal apportionment of about \$32,000.00 due to growth in Monongalia County. The total additional funding added to the 5307 is \$188,665.00. The General Manager asked the Transit Authority Board to amend the budget to reflect \$906,665.00 received from 5307 funding.

The General Manager stated that the Sterling Ridge service contract never materialized so that \$51,000.00 that was claimed in revenue needs to be removed from the budget.

**Asel Kennedy Made a Motion to amend the General Fund budget with the additional funding from the 5307 Federal Grant in the net amount of \$188,665.00 as recommended by the General Manager. James Manilla seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**Old Business:**

**A. Master Plan Update**

**The General Manager** stated that there is a Steering Committee meeting on February 14, 2008 at 1:00 PM at the Mountain Line Transit facility. The first thing that they will be looking at is options for Park & Ride locations.

**B. New Freedom Grant Application (Amount Changed to \$50K)**

**The General Manager** stated that the New Freedom Grant Application has been cut from \$125,000.00 to \$ 50,000.00 due to an error in the West Virginia Division of Public Transit's Grant Announcement.

**C. WVU Intermodal Facility Time-line**

**The General Manager** stated that the time line for WVU Intermodal Facility has been set. The start date was January 09, 2008 with the substantial completion date being July 01, 2009. The General Manager will be attending meetings concerned with this project and will keep Mountain Line Transit involved with the Intermodal Facility Design.

**New Business:**

**A. Authorization establishing a Line of Credit**

**The General Manager** requested that the Transit Authority Board consider establishing a line of credit to assist the Authority in better managing its cash-flow. Heather Lemansky, Finance Officer and Wayne Pifer, Assistant Manager have spoke with Huntington Bank about establishing a Line of Credit and the bank has agreed to establish a \$200,000.00 line of credit with no fees unless the line is activated.

**James Manilla Made a Motion to establish a \$200,000.00 Line of Credit at Huntington Bank. David Flynn seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**Asel Kennedy Made a Motion that to activate the \$200,000.00 Line of Credit there must be approval from the President, Vice President, and Treasure of the Mountain Line Transit Board. David Flynn seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**Adjournment:**

**Jenny Dinsmore Made a Motion to adjourn at 6:55 P.M.**