

**MONONGALIA COUNTY URBAN MASS**

**TRANSPORTATION AUTHORITY**

**BOARD OF DIRECTOR'S MEETING**

**September 20, 2006**

**Authority Members Present:**

Larry Calemine  
Jenny Dinsmore  
David Flynn  
James Manilla

**Authority Members Not Present:**

Bob Roberts  
Asel Kennedy  
Kevin Buckley

**Other Personnel Present:**

David Bruffy  
Wayne Pifer  
Sheila M. Wolfe

**Call to Order:**

**The Transit Authority Board Meeting for September 20, 2006 was called to order at 6:00 P.M.**

**Reading and Approval of Minutes (August 09, 2006):**

**David Flynn made a Motion to accept the August 09, 2006 Board Meeting minutes. Jim Manilla seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**Presentations:**

**A. August 2006 Driver of the Month**

The Board announced the Authority's August 2006 Driver of the Month, Mr. Bob Lee. The Board also recognized Jake Cress, Tom Bennett, Mary Rogers, and Tom Jones for their outstanding performance during the month of August 2006.

**Opportunity for Public Comments:**

There were no comments offered by the Public.

**Monthly Data Summaries/Correspondence:**

**The General Manager** stated that the Authority has received David Flynn's re-appointment to the Transit Authority Board.

**The General Manager** stated that Erick Evanto has requested to use a driver and a Mountain Line Transit bus in a movie that he is making.

James Manillia suggested that the Board leave the decision about the movie, at the discretion of the General Manager.

**The Transit Authority Board agreed by consensus to let the General Manager review the film and make the decision if it is something that Mountain Line Transit should be involved with.**

**The General Manager** stated that the passenger trips for August 2006 were 52,529 and were up 34% compared to August of 2005, and were up 28 % for total passenger trips for the calendar year 2006 compared to calendar year 2005. Disabled passenger trips were up 64 %, senior passenger trips were flat and West Virginia University "Ride with I.D." was up 74 % compared to August 2005. During the month of August the Transit Authority traveled 78,891 miles, made 26,325 schedules, and answered 194 Rail Trail questions, answered over 3,404 phone calls.

**The General Manager** stated that the personnel changes during August include Anne Cramer, Scott Slagle, as Full-time Drivers and Michael Phillippi, and Bill Harris as Part-time drivers. Drivers Nathanael Palm, Robert Hickman, James Tennant, Debra Smith, and Martin Hall completed their six-month probation.

**Financial Business:**

**A. July 2006 Financial Report**

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

**Jenny Dinsmore Made a Motion to accept for audit the Financial Report as presented for July 2006. David Flynn seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**B. August 2006 Financial Report**

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

**David Flynn Made a Motion to accept for audit the Financial Report as presented for August 2006. Jenny Dinsmore seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**C. Fiscal Year 2006-2007 Operating Budget Amendment**

**The General Manager** reviewed all of the amendments needed to increase the operating budget such as parts, uniforms, phone, printing and copying, insurance, office supplies, gas, oil, fuel, increase in pay for Finance Officer position, all employee benefit lines will be increased, contracted services and \$ 30,000.00 transferred to the general fund.

**The General Manager** stated that the Transit Authority has contracted with Tetrick and Bartlett to advertise and screen the applications for the position of Finance Officer.

**James Manilla Made a Motion to accept the fiscal year 2006-2007 Operating Budget Amendment as presented by the General Manager. David Flynn seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**D. Fiscal Year 2006-2007 Capital Escrow Budget Amendment**

**The General** reviewed all of the additional funding being added to the capital escrow budget.

**David Flynn Made a Motion to accept fiscal year 2006-2007 Capital Escrow Budget Amendment as presented by the General Manager. James Manilla seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**Old Business:**

**A. TANF Grant Proposal Update**

**The General Manager** stated that the West Virginia Bureau of Families with Children, which is a subsidiary of the Department of Human Resources, received three proposals for transportation services and denied them all. They have requested a meeting to discuss other alternatives.

**B. Westover Park & Ride Progress Report**

**The General Manager** stated that he had received blue prints for the proposed Westover Park & Ride from Pat Gallagher of CTL. The General Manager reviewed the blue prints with the Transit Board and discussed possible designs and uses for the Park & Ride area. There will be a shuttle for users of the park and ride to the downtown area. The General Manager discussed possible routes that could be developed.

**New Business:**

**A. Green Line Route Change Proposal**

8/09/2006

Initials\_\_\_\_\_

**The General Manager** reviewed the proposed Green Line change in service to go to Wal-Mart starting October 18, 2006. There will be a mass mailing to passengers and schedules made for drivers to hand out to passengers. The public hearing will be on October 5, 2006 at 1:00 PM at the Westover Facility. The General Manager reviewed the changes that will be made to the Green Line, Blue Line, and Grafton Fairmont Road routes.

**David Flynn Made a Motion to approve the proposed changes as presented by the General Manager. James Manilla seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

#### **B. Audit Review Committee Appointment**

**Larry Calemine** stated that the Audit Review Committee would consist of himself, Asel Kennedy, and David Flynn.

**James Manilla Made a Motion that Larry Calemine, Asel Kennedy, and David Flynn serve on the Audit Review Committee. Jenny Dinsmore seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

#### **C. MPO Agreement**

**The General Manager** stated that the Transit Authority needs to enter into an agreement with the Morgantown Planning Organization to work cooperatively together.

**Jenny Dinsmore Made a Motion to allow the General Manager to enter into agreement with the Morgantown Planning Organization. James Manilla seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

#### **D. Multiphasic and PSA \$35.00 and \$15.00 (\$1,500 total)**

**The General Manager** stated that the employees have been survey and most of the employees wanted the Multiphasic and PSA it would be \$ 35.00 and \$15.00. He asked the Transit Authority Board to authorize the use of \$1,500.00 to provide this for the employees.

**Jenny Dinsmore Made a Motion that the Mountain Line Transit Authority pick up the cost for employees to have Multiphasic and PSA at the cost of \$35.00 and \$15.00 for a total of \$1,500.00 David Flynn seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

#### **E. Federal Transit Administration Triennial Review Preliminary Report**

**The General Manager** stated that there were six potential findings and he has sent them information that will possibly clear three of the findings. There are twenty three areas that that the Federal Transit Administration looks at for the Triennial Review. There are two hundred and fifty possible findings.

**F. Personnel Policy Modification, Drug Free Workplace Policy**

**The General Manager** stated that there are three components that must be in the Personnel Policy. It must specifically state “that compliance with this policy is a condition of employment”.

**David Flynn Made a Motion to modify the Personnel Policy with the statement “that compliance with this policy is a condition of employment.” Jenny Dinsmore seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**G. Personnel Policy Modification, Appendix A**

**The General Manager** stated that the job descriptions for Bus Cleaner and Finance Officer be added to the Personnel Policy.

**David Flynn Made a Motion that the job descriptions for Bus Cleaner and Finance Officer be added to the Personnel Policy. Jenny Dinsmore seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**Adjournment:**

**James Manilla Made a Motion to adjourn at 7:15 P.M.**