

**MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY****BOARD OF DIRECTORS MEETING****May 9, 2001**

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**AUTHORITY MEMBERS PRESENT:**

President Roberts

John Spears

Jenny Dinsmore

Bruce Gilbert

Frank Scafella

**AUTHORITY MEMBERS NOT PRESENT:**

Larry Calemine

Sandy Holepit

**OTHER PERSONELL PRESENT:**

David Bruffy

Wayne Pifer

Sheila M. Wolfe

Tom Montague

Paul Burns

**GUEST PRESENT:** Dr. Carl D. Hadsell, Ed. D**CALL TO ORDER:****The Transit Board Meeting was called to order at 4:05 P.M.****READING AND APPROVAL OF MINUTES (April 11,2001)**

The Minutes of the April 11, 2001 Board Meeting were amended as follows: an editorial change on page 4 in the seventh paragraph changing "except" to "accept", adding "out" changing to "may find out" instead of "find may", and on page 7 adding the word "were" after Proposals and taking out "that".

President Roberts stated that he did want to emphasize to the Board information that was presented to them at the last meeting related to the Authority spending an additional \$100,000 dollars in ACCESS Funding. President Roberts again stressed to the Board that this extra \$100,000 is available next year but in 2002 it may be gone leaving the Authority with the difficult position of finding new funds or cutting service.

**Jenny Dinsmore** asked if it could be used for one-time expenditures?

**The General Manager** stated that it is for a specific program with an objective for getting people to work. It must be used for operating expenses that provide new transportation services.

**Jenny Dinsmore made a Motion to amend the Board minutes for May 09, 2001. John Spears seconded the Motion.**

**For: All Present and Voting Opposed: None**

**Jenny Dinsmore made a Motion to except the May 09, 2001 Board Meeting minutes as amended. John Spears seconded the Motion.**

**For: All Present and Voting Opposed: None**

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#### **OPPORTUNITY FOR PUBLIC COMMENTS:**

**Bob Brock** asked that if with the additional money would it be possible to increase the hours of service to 6:00 P.M., because some of the businesses on High Street don't close until 6:00 P.M.? Some of the workers could use bus service at 6:00 P. M.

**President Roberts** stated that would be an issue to discuss if the funding becomes available.

**Bob Brock** stated the public should be made more aware that the Blue and Gold bus is only \$0.25 cents.

#### **BOARD RETREAT (Introduction of facilitator, Dr. Carl D. Hadsell, Ed. D.)**

**Dr. Carl Hadsell** stated that he had talked to President Roberts concerning what the Authority's goals are relating to the Board Retreat. He made some notes on the suggested planning process based on those comments for the Board's consideration. Dr. Hadsell stated that his job is to help provide technical assistance and facilitation so the Board can meet their goals in the planning process.

Dr. Hadsell explained that day one of the retreat would be a 4-hour Board only meeting to discuss activities the Board would like to have in terms of planning. The Board will be requested to fill out an assessment survey to find out what is needed in terms of the strategic planning which would be covered on the second day of the Board Retreat. This second session would include appropriate representatives from the Transit Authority's management in addition to all Board members. At this Board Retreat the group will define the vision, mission, and set of values for the Authority. The group will also determine an operational plan in order to meet the goals of the Transit Authority.

**Jenny Dinsmore** suggested that it be made clear what the responsibility of the Board is and what also that of management.

**Dr. Carl Hadsell** said this Board Retreat would also help develop a good relationship between the Board and the management team.

**Frank Scafella** stated that this should help the Board speak with one voice to the management and the public.

**The General Manager** stated that when the Board decides on its objectives they must make sure that management understands exactly what they are.

**Frank Scafella** stated that he would ask the County Commission and the City Council to each provide \$500.00 to help finance the Board Retreat and the Transit Authority to pick up the balance.

**Bruce Gilbert made a Motion to except Dr. Carl Hadsell's proposal for a 4 hour session from 8:00 A. M. to 12:00 P. M. meeting Board on May 19, 2001 and for a day two meeting with the Board and Management. Frank Scafella seconded the Motion.**

**John Spears asked to abstain from voting because of previous association with Dr. Carl Hadsell in the event that there may be a conflict of interest issue.**

**For: Bob Roberts Abstain: John Spears Opposed: None**

**Jenny Dinsmore**

**Bruce Gilbert**

**Frank Scafella**

**The General Manager** informed the Board that there would have to be a legal advertisement that the Board would be having a meeting. If the Board wants to make any decisions they will have to call the meeting to order and the minutes will have to be recorded, although this would not be necessary if the Board took no action at the Retreat.

**Dr. Carl Hadsell** said he would provide notes that cover items discussed in the meeting should the Board want or need to act on them at a later date.

#### **COMMITTEE REPORTS:**

No Reports at this time.

#### **CORRESPONDENCE:**

**Jenny Dinsmore** stated that she had read in the paper that the County Commission had approved \$20,000.00 of the money for our new maintenance building.

**The General Manager** informed the Board that the WV Public Transit Association's Annual Meeting has been set for August 1st, 2<sup>nd</sup>, and 3<sup>rd</sup>. It will be in Martinsburg and Charlestown, WV. The Awards Banquet will be held on the 2<sup>nd</sup>, a Thursday evening.

#### **FINANCIAL REPORT:**

##### A. Consideration of Approval of March 2001 Financial Report

**The General Manager** stated that we had our best revenue month ever. He also informed the Board that for the 9<sup>th</sup> month in a row ridership is up when compared to the same month the previous year.

**Jenny Dinsmore made a Motion to accept the March 2001 Financial Report as presented. John Spears seconded the Motion.**

**For: All Present and Voting Opposed: None**

##### B. Consideration of Approval of FY 2000-2001 General Fund Budget Modification

**The General Manager** explained several of the budget modifications. In conversations of various items, the General Manager stated that he had split out the ticket, passes, and token sales. Token sales were close to the projected sales amount and ticket sales were under-projected. Ticket and pass revenue was up

\$17,000.00 over what was estimated, and Welfare to Work was up \$8,500.00 over what was originally projected.

**Jenny Dinsmore** asked if we are shopping around for a better deal on the cell phones?

**Wayne Pifer** stated that he was checking into different rates from different companies.

**The General Manager** stated that the biggest item is maintenance and replacement parts on the buses up \$19,000.00 over what we had budgeted. Part of this cost was the cycle of replacement equipment which we do not control. Other expense items included a liability insurance increase for addition of the Trolley's, an increase of \$4,500.00, as well as an increase in gas, oil, and fuel.

**Frank Scafella made a Motion to accept the FY 2000-2001 General Fund Budget Modifications. Bruce Gilbert seconded the Motion.**

**For: All Present and Voting Opposed: None**

**President Roberts** asked that the pages for the Board packet be numbered in the future.

#### C. Consideration of Approval of Capital Escrow Budget Modification

**The General Manager** stated that the requested contribution to the Capital Escrow Fund of \$6,800.00 is to complete the 5% local match for 4 new 24 passenger buses. The buses cost approximately \$74,000.00 each, without extended warranties.

**Frank Scafella made a Motion to accept the Capital Escrow Budget Modifications as presented. Bruce Gilbert seconded the Motion.**

**For: All Present and Voting Opposed: None**

#### **DRIVER OF THE MONTH PRESENTATION:**

The Board announced the Authority's April Driver of the Month, Mr. John Hemerick. The Board also recognized Clyde Lowe, Jim Huffman, Joe Shultz, and Steve Holt for outstanding performance during the month of April 2001.

**The General Manager** announced that Curtis Jenkins is nominated as our best-evaluated Driver of the Year. We are also nominating him for the state awards as Outstanding Driver of the Year through the Federal Transit System. He will be invited to go to the annual meeting.

**President Roberts** suggested doing a formal presentation to Curtis Jenkins at the June 13, 2001 Board Meeting.

**Jenny Dinsmore** suggested giving him a plaque or maybe a special watch with our logo on it.

**The General Manager** stated that Mr. Jenkins was never the Driver of the Month but was a top performer from month to month. He has the most consistent performer with his performance evaluation always being scored in the top five.

#### **OLD BUSINESS:**

##### a. Medicaid Services Audit

**The General Manager** stated that he had gotten back a letter from the DHHR and, after talking to them about the issue that most of the clients are not their own legal guardians, the client signature issue was resolved. DHHR said we could designate someone at PACE to sign for the client when the service

recipient is unable to serve as their own legal guardian. The Authority has received all back-owed monies and has received a letter from DHHR stating formally that the issue is resolved.

b. Sabraton/Mall and Chestnut Hill Service Update

**The General Manager** provided chart comparing the Sabraton Mall runs and Chestnut Hill's runs. It showed that there were 120 trips provided in the initial two-week service period. The gross cost was \$2,275.00 at a cost of \$18.96 per trip.

**President Roberts** ask Tom Montague if he had heard anything from any of the riders from Chestnut Hills.

**Tom Montague** stated that for actual new riders we had 74 total for both routes. There were 68 that could have used one of the other existing routes that may have been quicker. He also stated that the ones that we considered that could use this route and benefit from it were Unity Manor which had 17 riders, 5 from Chestnut Hills, 2 from Unity House, 6 from Friendship Manor, 3 from Listravia Avenue, and 34 from Greenbag Road.

**Frank Scafella** asked what had been done to promote these routes?

**The General Manager** stated that we dropped off route maps at Unity House, Friendship Manor, Chestnut Hills, and he had also talked with the management of these places. It was printed in the paper and it was on the radio and was distributed to current passengers.

**Tom Montague** stated that everyone who got on the bus from one of these places got handfuls of route maps to hand out.

**Frank Scafella** asked how long these routes had been run?

**The General Manager** stated that they had run for 2 ½ weeks.

**Wayne Pifer** stated that ridership numbers are worse this week.

**Frank Scafella** stated that this information should be presented to the City Council and County Commission just the way it has been presented to the Board.

**President Roberts** asked if we want to continue the Chestnut Hills service at this cost?

**The General Manager** suggested for the Board to look at the days of the week and the times that there are the most riders. He recommended that if the service were to be reduced, reductions should limit the Sabraton Mall run to Monday, Wednesday, and Friday and completely cut the Chestnut Hills service as they have the Gold Line to still gives them service.

**Frank Scafella** stated that the General Manager's recommendation is that we eliminate Chestnut Hills and reduce the Sabarton Mall to Monday, Wednesday, and Friday 3 trips per day. The Sabarton Mall bus will be run for 4 more weeks and be voted on at the next Board Meeting on June 13, 2001.

**Frank Scafella made a Motion to eliminate Chestnut Hills, and reduce the Sabarton Mall to Monday, Wednesday, and Friday 3 trips per day. Data collected will be reviewed at the June 13, 2001 Board meeting. He also wanted to add that this information be shared with the City Council and the County Commission telling them the changes made at this point and how much longer it is going to go and the reasons why it may be necessary at that point to eliminate the route or for them to fund the route. Jenny Dinsmore seconded the Motion.**

**For: All Present and Voting Opposed: None**

c. Review of Marketing Proposals Received

**The General Manager** stated that he only got back 3 sets of the RFP Evaluations from the Board.

**Jenny Dinsmore** suggested putting a decision on hold.

**John Spears made a Motion to table this until the June 13, 2001 Board meeting. Frank Scafella seconded the Motion.**

**For: All Present and Voting Opposed: None**

d. Route Deviation Requests (update)

**The General Manager** stated that we had four (4) more deviation request reviewed and approved in April, but that actual requests for route deviations have been going down for the last four (4) months.

e. CAC Applications

**John Spears** stated that the Board has met in a work session and have made the following recommendations.

**John Spears made a Motion to appoint the following individuals to the Citizens Advisory Committee:**

**Blue Line Timothy McCutcheon**

**Blue and Gold Anika Powell**

**Cassville Franklin R. Hovatter**

**Crown Dawn D. Proietti**

**Gold Venus E. Shroul**

**Grafton/Fairmont Road Lisa Gray**

**Green Line Joseph Arnold**

**Mt. Heights David Flynn**

**Purple Line Shayne Sullivan**

**Red Line Susie Knotts**

**Southside Robert L. Brock**

**Tyrone Chester Lease**

**The Board also recommends that the General Manager appointee be Mrs. Al Puher. The General Manager nominated Mrs. Al Puher.**

**Bruce Gilbert seconded the Motion.**

**For: All Present and Voting Opposed: None**

**The General Manager** stated that he would make contact with these individuals and the agency appointees and set up the first meeting for Wednesday May 16, 2001 so they can get oriented with the By-Laws and what the Transit system is doing.

## f. Performance Evaluation Update

**The General Manager** updated the Board on the Authority's employee evaluation system. The General Manager reported to the Board that the system has been very successful with employees asking what they can do to improve their evaluations, drivers are cleaning buses in between runs and improved paperwork submissions. The General Manager also reported that drivers are realizing that how well the transit system is doing as a whole determines how much the monthly performance bonus will be and that it is important to try hard and provide exceptional performance all of the time.

**President Roberts** cautioned the Board that they had received employee evaluation information that is confidential and no one else should be given access to this information. President Roberts asked that the Board complete their performance evaluation of the General Manager and return it to him. He asked that the evaluations be returned to him before the June Board Meeting.

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**NEW BUSINESS:**

## a. WV DPT Transit Excellence Awards

**The General Manager** stated that all of the Transit Excellence nominations are in the Board packet for the whole system.

## b. Proposed Bylaws

**Frank Scafella made a Motion to table the Proposed Bylaws until a future meeting. Bruce Gilbert seconded the Motion.**

**For: All Present and Voting Opposed: None****General Manager's Report****Information**

1. I am pleased to report that Mr. David Beckner and Mr. Tom Montague have both completed a course offered through Project Action to become trainers to teach community groups how to use our bus system. The primary focus of this federally sponsored training is to integrate persons with disabilities into regular bus service. Additionally, Mr. Ron Gatian has been trained as a trainer on First Aid and CPR.
2. I am pleased to announce that the Authority now employs a new Driver, Mr. Kevin Mackie. I regret to inform you that the Authority will be losing the services of Mr. William Coda. Mr. Coda is moving to Florida.

**ADJOURNMENT:**

Jenny Dinsmore requested to change the time of the Board meeting.

**Jenny Dinsmore made a Motion to change the next Transit Authority Board Meeting to 6:00 P. M. John Spears seconded the Motion.**

**For: All Present and Voting Opposed: None**

**Frank Scafella made a Motion to adjourn at 5:25 P.M. John Spears seconded the Motion.**