

MONONGALIA COUNTY URBAN MASS

TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS MEETING

JUNE 11, 2003

**AUTHORITY MEMBERS PRESENT:**

Bob Roberts  
Jenny Dinsmore  
David Flynn  
Larry Calemine  
Bruce Gilbert  
Asel Kennedy  
James Manilla

**AUTHORITY MEMBERS NOT PRESENT:**

**OTHER PERSONNEL PRESENT:**

David Bruffy  
Wayne Pifer  
Sheila M. Wolfe

**CALL TO ORDER:**

The Transit Authority Board Meeting for June 11, 2003 was called to order at 6:00 P.M.

**READING AND APPROVAL OF MINUTES (May 14, 2003)**

Asel Kennedy made a Motion to accept the May 14, 2003 Board Meeting minutes with the amendment (Change “by the Department of Highways” “to” “by the Budget Digest”). Bruce Gilbert seconded the Motion.

**For: All Present and Voting**

**Opposed: None**

**PRESENTATION**

**A. May 2003 Driver of the Month**

The Board announced the Authority’s May 2003 Driver of the Month, Mr. Kevin Mackie. The Board also recognized Robert Lee, Clinton Burns, Don Cummings and Toby Hayes for outstanding performance during the month of May 2003.

**OPPORTUNITY FOR PUBLIC COMMENTS:**

No public present.

**DATA SUMMARIES/CORRESPONDENCE:**

**The General Manager** stated that ridership for May 2003 compared to May 2002 is up 8%, ridership for the calendar year is up 12%, disabled ridership is up 14%, and senior ridership is still down. The Transit Authority will break the 125,000 West Virginia University I.D rides that were projected for the fiscal year. The May 2003 monthly cost per passenger trip for the system went up from April's \$5.73 to \$6.38, largely as a result of not running the Campus P.M. route for the summer months.

**The General Manager** informed the Transit Authority Board that the Federal Transit Administration is sending some people from the Job Access Reverse Commute program to visit Mountain Line. They will be here July 9, 2003 and July 10, 2003. They are going to look at how the Transit Authority plans to use the Geographic Information Systems and how we plan to use the Vehicle Location Satellite System to plan and implement the Job Access Program.

**The General Manager** stated that the Finance Officer position was posted in the Dominion Post newspaper for 2 weeks. The Transit Authority received 21 applications for the position. The General Manager stated that the interviews would be completed in the next 2 weeks.

**Jenny Dinsmore entered the Transit Authority Board Meeting at 6:06 P.M.**

**The General Manager** also informed the Transit Authority Board that passenger complaints are down 18% year to date thru May 2003.

**The General Manager** asked the Transit Authority Board to excuse him from the August 13, 2003 Board Meeting.

**Larry Calemine** stated that he also would not be able to attend the August meeting. He suggested having the Transit Authority Board Meeting on August 20<sup>th</sup> instead.

**President Bob Roberts** suggested not having a Transit Authority Meeting at all since they would be attending the West Virginia Public Transit Authority conference in August.

**Jenny Dinsmore Made a Motion to cancel the August 13, 2003 Transit Authority Board meeting and that it would be at President Bob Roberts discretion if there should happen to be pressing matters that makes a meeting necessary for the month of August. Asel Kennedy seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**Larry Calemine** asked if there was any certain reason why the senior ridership is down.

**The General Manager** stated that he could not determine any one reason for senior ridership being down. He stated that since the fare has gone down for seniors we have had a number of new applications for the Preferred Gold Card and he expects the ridership to increase.

**FINANCIAL REPORT:**

**a. Approval of the May 2003 Monthly Financial Report**

**The General Manager** stated that finances are much better this year than last year. He attributes this increase to the West Virginia University Ride with I.D. program goal being met.

**President Bob Roberts** asked the General Manager to draft a letter to Joe Morrow in order to collect the remaining \$250.00 for the charter that was done for him. He asked that a copy be sent to him for his approval before mailing.

**Jenny Dinsmore Made a Motion that the General Manager draft a collection letter to Joe Morrow, to be signed by the Board President, stating that The Authority is making a final effort to collect the remaining \$250.00 for the charter that the Transit Authority provided for him. It will also be stated in the letter that if payment is not made, the Transit Authority will seek legal remedies and Mr. Morrow will be responsible for all court cost incurred through this action. Bruce Gilbert seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**Jenny Dinsmore Made a Motion to accept the Financial Report for May 2003. Larry Calemine seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**b. Audit Review Committee Recommendation**

Tabled for July 9, 2003 Transit Authority Board Meeting.

**c. Amended General Fund Budget Fiscal Year 2003-2004**

**The General Manager** stated that General Fund Budget for fiscal year 2003-2004 should to be amended as a final budget of \$1,760,201.00.

**Asel Kennedy Made a Motion to amend the General Fund Budget for fiscal year 2003-2004 to \$1,760,201.00. David Flynn seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**d. Amended Capital Escrow Budget Fiscal Year 2003-2004**

**Asel Kennedy Made a Motion to amend the Capital Escrow Budget for fiscal year 2003-2004 to \$193,586.45. Jenny Dinsmore seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**OLD BUSINESS:**

**a) Maintenance Facility Update-Planning Commission, Appraisal, Environmental Review Results**

**The General Manager** stated that he had attended a meeting of the Monongalia County Planning Commission. They have provided us with a letter of support for Mountain Line's proposed development of a Maintenance/Administration Facility at the intersection of U.S. Route 19 and Dupont Road (20 Dupont Road, Westover, West Virginia 26501). The appraisal for the building and property is \$1,800,000.00. The environmental review noted the following: the asbestos transite panels in and around the building, the fuel tanks on adjacent property could be a possible hazard (but are not at this time), and there is also the presence of lead paint.

**b) 2002-2003 Budget Digest Appropriation Status (\$10,000)**

The General Manager stated that the Transit Authority would be receiving the \$10,000 from the Budget Digest.

**c) Suncrest/Evansdale Route Service Considerations**

**The General Manager** suggested before making decisions to add any routes the Transit Authority should wait until the new tracking units are installed on the buses. He stated that now would be a good time to start looking at additional routes for the fiscal year 2005.

**Asel Kennedy** requested that this be tabled and replaced in the Old Business at a later date, after the tracking units are in place on the buses.

**The General Manager** explained the Cost Allocation Plan to the Transit Authority Board. The Federal Transit Administration requires us to have this

plan in effect. The cost per-hour for non-profit organizations is \$60.00 per hours.

**Jenny Dinsmore Made a Motion to adopt the Cost Allocation Plan as presented to the Transit Authority Board by the General Manager. Bruce Gilbert seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**d) Fiscal Year 2003-2004 County Commission Funding Approved (\$366,500)**

**The General Manager** stated that the County Commission has approved \$366,500.00 for the fiscal year 2003-2004.

**NEW BUSINESS:**

**a. 14.5% Workers Compensation Rate Increase (\$4,500)**

**The General Manager** stated that the Workers Compensation Rate has taken a rate hike of 14.5%, which equals the amount of \$4, 500 dollars.

**b. Approval of Master Route Map Schedule Printing (\$2,500)**

**The General Manager** presented each board member with a copy of the new Master Route Map for their approval. He asked that the Transit Authority Board approve 20,000 copies to be printed.

**Larry Calemine Made a Motion to approve the printing of 20,000 Master Route Maps. David Flynn seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**c. Approval of 8x11 Route Map insert in Daily Athenaeum (\$1,600)**

**The General Manager** asked for the Transit Authority Board to approve the printing of an 8 x 11 Route Map for the West Virginia University Campus bus service to be inserted in the Daily Athenaeum at the cost of \$1,600.00.

**Jenny Dinsmore Made a Motion to approve the 8 x 11 Route Map for the West Virginia University Campus bus service to be inserted in the Daily Athenaeum at the cost of \$1,600.00. Larry Calemine seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**d. Approval of Long Term Employee disability insurance bid (\$8,200)**

**The General Manager** stated that the bid for Long Term disability insurance is \$5,400.00.

**Wayne Pifer** stated that the terms of the long term disability include a 180 day-waiting period, after that it could pay 60% of gross pay to age 65. If an employee is disabled and can't return to his current position, it will make up the difference in pay if an employee would have to take a lower paying job.

**David Flynn Made a Motion to accept the Long Term Disability insurance at the cost of \$5,400.00 to the Transit Authority. Larry Calemine seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**e. Disposal of Scrap Vehicles**

**The General Manager** stated that he had received an offer from SOS Salvage to haul the scrape vehicles from the City garage for free. The City of Morgantown has also offered to dispose of the scrape vehicles.

**Asel Kennedy Made a Motion to let SOS Salvage from Fairmont dispose of the scrape vehicles at the garage should the city be unable to do so. David Flynn seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**f. Annual West Virginia Public Transit Association Meeting Reservations (Canaan August 6-8)**

**The General Manager** stated that those who will be attending the Annual West Virginia Public Transit Association meeting should turn the reservations in as soon as possible to Assistant Manager Wayne Pifer. The final deadline is June 30<sup>th</sup>.

**g. Customer Relations Position Proposal (\$4,000)**

**The General Manager** stated that Wanda Spencer has been funded through a Federal Program for the last two years that ran through the Preston County Senior Center. The Transit Authority has paid a fee to have Wanda as our Customer Relations Representative. She works 20 hours per week. June 17 is her last day through this program as they have been forced to reassign her to another position. The General Manager asked that the Transit Authority Board to authorize him to offer Wanda Spencer 700 hours per year as part-time

employee as the Customer Relations Representative. This position will be determined on a year-to-year basis.

**Bruce Gilbert Made a Motion to add the Customer Relations Representative position, with a total of 700 hours per year. This position will be determined on a year-to-year basis. Jenny Dinsmore seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**h. Citizens Advisory Committee Appointment Replacements**

**The General Manager** stated that the Transit Authority Board should reappoint all Citizen Advisory Committee appointments that are current.

**Jenny Dinsmore Made a Motion to reappoint all Citizen Advisory Committee appointments as that are current. Larry Calemine seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**ADJOURNMENT**

**Jenny Dinsmore Made a Motion to adjourn at 7:30 P.M.**