

**MONONGALIA COUNTY URBAN MASS****TRANSPORTATION AUTHORITY****BOARD OF DIRECTORS MEETING****SEPTEMBER 10, 2003****AUTHORITY MEMBERS PRESENT:**

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

**AUTHORITY MEMBERS NOT PRESENT:**

All Present

**OTHER PERSONNEL PRESENT:**

David Bruffy  
Wayne Pifer  
Paula Janis  
Sheila M. Wolfe

**CALL TO ORDER:**

The Transit Authority Board Meeting for September 10, 2003 was called to order at 6:00 P.M.

**READING AND APPROVAL OF MINUTES (July 9, 2003)**

Bruce Gilbert made a Motion to accept the July 9, 2003 Board Meeting minutes. David Flynn seconded the Motion.

**For: All Present and Voting**

**Opposed: None**

**PRESENTATION****a) Introduction, Paula Janis, Finance Officer**

The General Manager introduced Paula Janis to the Transit Authority Board giving them a summary of her education, past experience and great qualifications.

**b) August 2003 Driver of the Month**

The Board announced the Authority's August 2003 Driver of the Month, Mr. John Hemerick. The Board also recognized Terry Lewis, Clinton Burns, Jim Huffman and Toby Hayes for outstanding performance during the month of August 2003.

**c) West Virginia Division of Public Transit Excellence Awards**

President Bob Roberts stated that employees of Mountain Line Transit had done an excellent job and requested that the General Manager pass this on to all of the employees. He stated that he was very proud of a

the awards that the Transit Authority had won.

**The General Manager** stated that the Transit Authority had received awards for the following:

- 1) Outstanding Transit General Manager
- 2) Best Passenger Increase
- 3) Best Management Innovation for the Senior Gold Card
- 4) Best Marketing Program for West Virginia University Ride with I.D.
- 5) Best Safety Program for the Mountain Thunder exercise training.

**The General Manager** thanked the Transit Authority Board for all of their guidance and support. He stated that the Transit Authority Board members also made it possible to receive these awards.

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

No public present.

#### **DATA SUMMARIES/CORRESPONDENCE:**

**The General Manager** stated that there were two driver resignations, Tony Harris and Jim Stanley. The Transit Authority has hired Tom Jones and Roy Scott Jeffers as drivers.

**The General Manager** stated that the July 2003 ridership was up 11%, and disabled ridership was up 20%. The General Manager stated that the senior ridership counts were being recorded wrong and we have been doing retraining and we should see those numbers being more consistent over the same time in 2002.

**The General Manager** stated that the August 2003 ridership was over 34,000 passenger trips for the month, the highest monthly ridership total ever. The General Manager stated that a better marketing program could be credited for the increase. Disabled ridership has been going up since the deviated fixed route system has been in use. August cost per passenger trip was \$6.88.

**Asel Kennedy** requested that the General Manager check into the cost to have a Dial a Ride service.

**The Assistant Manager** requested he had issued a policy for cellular phone use while drivers are driving, and provided a copy to The Board for their review.

#### **FINANCIAL REPORT:**

**The General Manager** stated that Asel Kennedy, Treasurer and Bob Roberts, President go to the Huntington Bank and complete signature cards for The Authority's bank accounts.

**The General Manager** stated that he had received a letter from Joe Morrow. He is offering to pay \$75.00 dollars for the service that he received.

**The Transit Authority agreed, by consensus, to accept the \$75.00 dollars as final settlement of this debt.**

**The General Manager** stated that he had transferred the balance of the carryover money \$145,674.00 dollars into the Capital Escrow account. This made a balance of \$238,000.00 in the Capital Escrow account, much of which will be needed to help with the Transit Authority share on the purchase of the new Maintenance Facility.

#### **a. Approval of the July 2003 Monthly Financial Report**

**David Flynn Made a Motion to accept the Financial Report for July 2003. Bruce Gilbert seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**b. Approval of the August 2003 Monthly Financial Report**

**Bruce Gilbert Made a Motion to accept the Financial Report for August 2003. David Flynn seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**c. Approval of Fiscal Year 2002-2003 Financial Year End-Summary**

**Bruce Gilbert Made a Motion to accept the Financial Report for August 2003. David Flynn seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**d. Budget Adjustments Fiscal Year 2003-2004 General Fund and Capital Escrow Accounts**

**The General Manager** proposed a General Fund adjustment in the retirement line of \$3,400.00 due to a mandatory increase in City and County retirement plan employer match.

**President Bob Roberts** requested that budget adjustment procedures be placed on the October 2003 agenda.

**The General Manager** proposed an adjustment for the Capital Escrow account of \$238,780.77.

**Jenny Dinsmore Made a Motion to adopt the Budget Adjustments for Fiscal Year 2003-2004. Larry Calemine seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**OLD BUSINESS:**

**a) Maintenance Facility Update**

The General Manager stated that the property for the Maintenance Facility has been purchased at the cost of \$1,750,000.00 dollars and the finalization fees were \$12,837.17.

The Transit Authority appointed a committee to review the design for the new Maintenance Facility.

**By consensus the Transit Authority Board appointed David Flynn, Bruce Gilbert, and Larry Calemine to serve on this committee.**

**The General Manager** stated that the Lion's Club usually sells Christmas trees on the corner of the lot at the former Pepsi Plant. He asked the Transit Authority Board to consider approving continuation of this practice for 2003.

**Asel Kennedy Made a Motion to allow the General Manager to negotiate with the Lion's Club to sell Christmas trees on the corner of the lot at the former Pepsi Plant in 2003. David Flynn seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**The General Manager** asked if the Board would like to have a purchase ceremony. He suggested having a banner hanging stating that this is the future home of Mountain Line Transit.

**The Transit Authority Board Members agreed by consensus to have a ceremony.**

**b) Managerial Performance Evaluation Form**

**The General Manager** stated that this was put on hold to wait on President Bob Robert's opinion.

**President Bob Roberts** asked that all of the Transit Authority Board Members get all of their comments to him. He would review them all and then he would bring it back to the Board for their review.

**NEW BUSINESS:**

**Asel Kennedy** asked that the General Manager get with Diane DeMedici to find out who the engineer is so that he can talk to them about the amount of space that will be needed for the buses at the proposed courthouse annex. The County wants the new garage to be able to have space for buses that may be waiting there to pick up people to transport to other locations.

**a) Vehicle Purchases (\$4,959.70) and Capital Escrow Budget Modification**

**The General Manager** stated that \$4,959.70 is the Transit Authority's match on the new vehicle purchases.

**Jenny Dinsmore Made a Motion to authorize the General Manager to pay the \$4,959.70 for the Transit Authority's match on the 2 new vehicles purchased. Larry Calemine seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**b) 2004 West Virginia Public Transit Authority Meeting Location Announced-Stonewall Jackson, July 28-30, 2004.**

President Bob Roberts made the announcement.

**c) County Employee Retirement Rate Increase (mandatory \$2, 800 dollars)**

Approved through earlier budget adjustments

**d) City Employee Retirement Rate Increase (mandatory \$600.00 dollars)**

Approved through earlier budget adjustments

**Authorizing Resolution – ICMA Employee Retirement Loan Program**

**The Assistant Manager** stated that it would affect 23 employees who are active in the ICMA retirement program. Employees can borrow 50% of their vested account. They pay the loan back less a fee of 1% to themselves.

**Larry Calemine Made a Motion to authorize a resolution to allow the General Manager to implement the ICMA Employee Retirement Loan Program. Jenny Dinsmore seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**e) Gold Card Pilot Project Funding Request Proposal**

**The General Manager** asked the Transit Authority Board to authorize him to ask local delegates for funding to make transportation free for all Mountain Line Transit Gold Card Holders.

**Larry Calemine Made a Motion to authorize the General Manager to seek funding to allow the Mountain Gold Card Holders to ride for free. Jenny Dinsmore seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**f) Citizen Advisory Committee Applicants**

**The General Manager** stated that he had one application for the Citizen Advisory Committee, Joe Hertzog, to be the representative for the Mountain Heights route.

**Asel Kennedy Made a Motion that the General Manager ask the President of the Citizen's Advisory Committee to call Joe Hertzog to interview him for the position of the Mountain Height's representative and make a recommendation. Larry Calemine seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**ADJOURNMENT**

**Jenny Dinsmore Made a Motion to adjourn at 7:20 P.M.**