

MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS MEETING

OCTOBER 10, 2001

AUTHORITY MEMEBERS PRESENT:

President BobRoberts

Jenny Dinsmore

Bruce Gilbert

Larry Calemine

AUTHORITY MEMBERS NOT PRESENT:

John Spears

Frank Scafella

Sandy Holepit

OTHER PERSONNEL PRESENT:

David Bruffy

Wayne Pifer

Sheila M. Wolfe

CALL TO ORDER:

The Transit Authority Board Meeting for October 10, 2001 was called to order at 6:04 P.M.

READING AND APPROVAL OF MINUTES (September 12, 2001)

**Jenny Dinsmore made a Motion to accept the September 12, 2001 Board Meeting minutes as presented.
Larry Calemine seconded the Motion.**

For: All Present and Voting Opposed: None

OPPORTUNITY FOR PUBLIC COMMENTS:

There was no public in attendance at this meeting.

COMMITTEE REPORTS:

A. Citizen's Advisory Committee Representative

The representative for the Citizen's Advisory Committee was not able to attend this meeting.

CORRESPONDENCE:

The General Manager stated that he had received a letter from Court Appointed Special Advocate for children requesting free transportation while they take some dignitaries around town to different sites.

Jenny Dinsmore made a Motion that the Transit Authority send a letter referring them back to the City Council and the County Commission. Larry Calemine seconded the Motion.

For: All Present and Voting Opposed: None

The General Manager stated that there were copies of letters that Larry Calemine had received from Senator Byrd concerning legislation initiatives from the Public Transit Association.

Larry Calemine stated that he had received new responses in the mail today, which changed the original letters. The revisions were due to the September 11, 2001 events.

The General Manager stated that he had sent letters to the County Commission and City Council providing them with a summary of how the West Virginia University passes are doing after a full month of transportation. The highlights of this letter showed a 31 % increase in ridership over last September with the West Virginia University Passes representing only 52% of the total increase. Senior ridership is up 20% over September 2000.

FINANCIAL REPORT:

A. Declaration of Bad Debt for Fiscal Year 2000-2001 (\$1992)

The General Manager stated that at the end of each year he makes a list of outstanding debts. They are separated as to what debts are collectable and which ones are not collectable. The total that is believed to be non-collectable is \$1992.00.

Bob Roberts stated that he might be able to help collect one of the outstanding debts.

Jenny Dinsmore made a Motion to move this to the next meeting and let Bob Roberts attempt to collect this debt. Bruce Gilbert seconded the Motion.

For: All Present and Voting Opposed: None

B. Final General Fund Budget Amendment for fiscal year 2000-2001

The General Manager stated that we are in the red for the year a total of \$2,094.84. If some of the non-collectable debts can be collected this amount will be lower.

Jenny Dinsmore made a Motion to accept the final General Fund Budget Amendment for the fiscal year 2000-2001. Bob Roberts seconded the Motion.

For: All Present and Voting Opposed: None

C. Capital Budget Contingency Line Amendment (\$2,094.84)

Bob Roberts made a Motion to accept the Capital Budget Contingency Line Amendment (\$2,094.84). Jenny Dinsmore seconded the Motion.

For: All Present and Voting Opposed: None

D. Budget Amendment for Fiscal Year 2001-2002

The General Manager stated that the budget had to be adjusted because farebox revenue is going to be higher than what was originally budgeted. Additionally contracted service revenue has gone up because additional buses are being rented for football shuttles. The overall budget has been reduced by \$4,450.00.

Jenny Dinsmore made a Motion to accept the Budget Amendment and change the total budget amount to \$1,267,900 for fiscal year 2001-2002, a reduction from \$1,272,350. Larry Calemine seconded the Motion.

For: All Present and Voting Opposed: None

E. Consideration of Approval of September 2001 Financial Report

The General Manager stated that ridership and farebox revenue are up. This is the Transit Authorities best fiscal quarter to date. The Transit Authority is now making over 24,000 trips per month, up from an average of 16000 trips per month.

Larry Calemine made a Motion to accept the September 2001 Financial Report as presented. Jenny Dinsmore seconded the Motion.

For: All Present and Voting Opposed: None

DRIVER OF THE MONTH AND DRIVER OF THE YEAR PRESENTATION

The Board announced the Authority's September Driver of the Month, Mr. Bill George.

The Board also recognized Jim Huffman, Bernie Cordray, Clyde Lowe and John Hemerick for outstanding performance during the month of September 2001.

OLD BUSINESS:**A. Sabraton Mall Service Update**

The General Manager stated that September cost to run the Sabraton Mall Route was \$15.61 per trip and ridership is decreasing. The cost per trip has gone from \$11.00 per trip to over \$15.00 per trip. There were only 74 trips total for the month of September. The average cost per trip system wide on other existing routes is around \$7.50 per trip.

Jenny Dinsmore requested that the Authority continue to monitor the Sabraton Route and if it continues to rise in cost per trip the board will have to make a decision as to whether to continue the service.

Bob Roberts requested the Sabraton Mall Service be put on November's agenda.

B. Adoption of Transit Authority Bylaws

Bob Roberts tabled the Transit Authority Bylaws until the November 14, 2001 Transit Authority Board Meeting.

C. Jenkins & Quinn Study Progress Review

The General Manager stated the second page of the Recommendations Checklist was given to the Citizens Advisory Committee and copies of the Recommendations Checklist were mailed to the City Council and the County Commission.

Larry Calemine why does Mr. Jenkins want the Medical Center Hub discontinued?

The General Manager said that it was requested by a group of people that do not like to transfer at the Health Department. Management has been working to gradually eliminate the Health Department HUB but still have some place near the Evansdale Campus for those who want to transfer to another bus without coming all the way downtown.

D. Personnel Rules – Leave Policy

The General Manager stated that he had put a draft of the new Leave Policy in the Board packet for the Board's review and approval.

Bruce Gilbert made a Motion to accept the draft of the Leave Policy as presented by the General Manager as an amendment to the Personnel Policy Manual. Larry Calemine seconded the Motion.

For: All Present and Voting Opposed: None

NEW BUSINESS:

A. Additional Full-time Driver Positions (2)

The General Manager asked the Board to add two more full-time driver positions. These positions will be temporary positions. We have funding for two years from a grant that will cover these positions and at the end of two years we may not receive this grant, thus there would be no money for these positions. It needs to be renewed on a one-year basis.

Bruce Gilbert asked that if at the end of the two-year period if there were any other full-time positions open would these drivers be moved into these positions?

The General Manager stated that it would not be automatic. They would have to apply for the position and it would be based on their performance.

Bruce Gilbert made a Motion that we hire two full-time temporary drivers with a one-year review policy according to funding availability for these two positions. Larry Calemine seconded the Motion.

For: All Present and Voting Opposed: None

B. Letter of Agreement, American Red Cross

Larry Calemine made a Motion to place canisters on the buses to collect money for the Red Cross September 11, 2001 disaster fund.

Motion failed because there was no second.

C. Deviations and Route Change Studies in Progress

The General Manager stated that we have been tracking deviations. In September the Blue Line and the Purple Line have been doing deviations into the Glenmark Center. We are working on meeting the objective of eliminating any kind of transfer at the Health Department, and at the same time trying to get the deviations on the Purple Line and Blue Line under control. We are at this time reviewing some potential changes in these routes so that we can have a timed route that works. Then we will survey the ridership to find out what impact any changes would have on riders before implementing any changes.

GENERAL MANAGER'S REPORT

1. The Citizen's Advisory Committee made a number of recommendations during their September meeting. These recommendations have been implemented: the dates of WVU Home Football Games have been placed on the Saturday Football Bus Schedule; notation of all days which the Authority is not operating has been noted on the regular Bus Schedules; and a final draft of a General Survey was presented and is being finalized and distributed in various manners. A copy of the survey will be sent to you upon completion. Some 2000 of these surveys will be distributed with return, postage paid envelopes and additional copies will be distributed in a number of other ways.
2. I am pleased to inform the Board that the Authority now employs the services of Mr. Randy Hess, Bus Driver and Mr. Ed Holleran, Mechanic. We look forward to their company and the contribution they will make to our organization.
3. An RFP for the Authority's Annual Financial Audit will be prepared in the next month and the results of that Request for Proposals will be brought to the Board for your consideration and approval in the very near future. As you will recall, the Authority is required to complete an audit for each fiscal year as a requirement of both State and Federal laws for public funding recipients.
4. I am pleased to report that changes have been made to the Downtown Jitney schedule to provide 10-minute service to One Waterfront Place. This schedule change has resulted in an increase in ridership its first week in place and I will continue to work with the various interests to continue to improve this service.

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ADJOURNMENT

Jenny Dinsmore made a Motion to adjourn at 7:02P.M. Larry Calemine seconded the motion.