

MONONGALIA COUNTY URBAN MASS

TRANSPORTATION AUTHORITY

BOARD OF DIRECTOR'S MEETING

October 13, 2004

AUTHORITY MEMBERS PRESENT:

Bob Roberts
David Flynn
Larry Calemine
James Manilla
Asel Kennedy

AUTHORITY MEMBERS NOT PRESENT:

Bruce Gilbert
Jenny Dinsmore

OTHER PERSONNEL PRESENT:

David Bruffy
Wayne Pifer
Sheila M. Wolfe

CALL TO ORDER:

The Transit Authority Board Meeting for October 13, 2004 was called to order at 6:00 P.M.

READING AND APPROVAL OF MINUTES (September 14, 2004)

Asel Kennedy made a Motion to accept the September 14, 2004 Board Meeting minutes. Larry Calemine seconded the Motion.

For: All Present and Voting

Opposed: None

PRESENTATION

A. September 2004 Driver of the Month

The Board announced the Authority's September 2004 Driver of the Month, Mr. Don Cummings. The Board also recognized Ricky Gordey, Robert Lee, Clinton Burns, Jim Huffman, and Toby Hayes for their outstanding performance during the month of September 2004.

OPPORTUNITY FOR PUBLIC COMMENTS:

There were no public present.

SEPTEMBER SUMMARIES/CORRESPONDENCE:

The General Manager stated that the passenger trips for September 2004 were 39,115 and were up 11% over September of 2003, and were up 21% over total passenger trips for 2003. Disabled passenger trips were up 44 %, senior passenger trips were up 67% and, West Virginia University "Ride with I.D." was up 21%. The Transit

Authority for the month of September traveled 52,090 miles, made 425 schedules, answered 125 Rail Trail questions, and answered over 3,361 phone calls.

The General Manager stated that Terry White was hired for a driver position, Charlie Chico resigned as a driver, and Ray St. Clair completed his six month probation as a driver.

The General Manager provided the Transit Authority Board about the results of the Employee Survey concerning route bids. He stated that 16 out of 21 employees wanted to leave the process as it is. There were also some training questions on the survey to help determine where more training is needed.

FINANCIAL REPORT:

The General Manager stated that fuel expenses are up 25 %.

A. Approval of the September 2004 Monthly Financial Report

Larry Calemine Made a Motion to accept for audit the Financial Report as presented for September 2004. David Flynn seconded the Motion.

For: All Present and Voting

Opposed: None

B. Investment Committee Activity Report

The General Manager explained the proposals that had been received in order to open a Money Market Account.

C. Capital Escrow Budget Amendment.

The General Manager stated that the Transit Authority had some extra expenses for the asbestoses abatement at the Maintenance Facility and in order to cover the expenses there will need to be \$100,000 transferred from the line item number 650.001 Capital Contingency Line to line item number 650.402 Additional Renovation Expenses.

Asel Kennedy Made a Motion to transfer \$100,000 from the line item number 650.001 Capital Contingency Line to line item number 650.402 Additional Renovation Expenses. David Flynn seconded the Motion.

For: All Present and Voting

Opposed: None

D. Credit Card Machine Purchase

The General Manager stated that our current credit card machine does not comply with the banking guidelines in order to process credit cards. The Finance Officer is currently doing price comparisons.

OLD BUSINESS:

A. Maintenance Facility Update

The General Manager stated that they are working on getting the vent fans installed, the steel for the siding has been delivered, the water hooks have been installed and they have started doing some of the internal framing.

B. 2004-2005 Goals and Objectives Update

The General Manager presented the progress report Goals and Objectives monthly update to the Transit Authority Board for their review.

NEW BUSINESS:

-

A. Employee Holiday Bonus

The General Manager asked that the Transit Authority Board to approve a holiday bonus of \$50.00 dollars for the full-time employees and \$25.00 dollars for part-time employees.

Larry Calemine Made a Motion to raise the holiday employee bonus to \$100.00 for full-time employees with six months or more of service and that part-time and employees with less than six months of service receive \$50.00.

There was no second therefore the motion failed. The Transit Authority Board agreed by consensus to consider this next year.

Larry Calemine Made a Motion to accept the proposal made by the General Manager that full-time employees with six months or more of service receive \$50.00 and part-time employees and employees employed with less than six months service receive \$25.00. David Flynn seconded the Motion.

For: All Present and Voting

Opposed: None

B. Fun Committee trip to Wheeling

Larry Calemine stated that 14 people went to Rich Farms. Mountain Line Transit provided transportation and each individual paid for admission fees.

Larry Calemine stated that the next trip he proposed for Mountain Line Transit employees would be either, to Wheeling Downs or to the Oglebay Lights in December.

The Transit Authority Board agreed by consensus to survey the Mountain Line Transit employees and find out which one they would like to do.

C. Letting of Request for Proposals for 420 Dupont Bus Wash

The General Manager informed the Transit Authority Board that the request for purchase of a bus wash has been sent out.

D. Free Ride for November 2 Election

Asel Kennedy Made a Motion to provide a free ride day for the November 2, 2004 Election. Larry Calemine seconded the Motion.

For: All Present and Voting

Opposed: None

E. Employee Flue Shots

The General Manager stated that the Transit Authority employees will be offered the flu shot to employees sometime in November, if the flu vaccine is available.

F. Future Vehicle Needs Analysis (presentation)

The General Manager provided the Transit Authority Board Members with the condition of our current fleet and the fact that we will need more buses and bigger buses in order to expand service.

The Transit Authority Board Members requested that the General Manager draft a letter to Director Susan O'Connell about their concern about the deterioration of the buses and the need for expansion of the system and let President Bob Roberts review it.

EXECUTIVE SESSION

- **Larry Calemine Made a Motion to go into Executive Session to discuss a legal matter at 7:15 PM**

The Transit Authority Board returned to regular session at 7:24 PM

ADJOURNMENT

- **Larry Calemine Made a Motion to adjourn at 7:25 P.M.**