

MONONGALIA COUNTY URBAN MASS

TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS MEETING

MARCH 12, 2003

**AUTHORITY MEMBERS PRESENT:**

Bob Roberts  
Jenny Dinsmore  
Frank Scafella  
David Flynn  
Larry Calemine  
Bruce Gilbert

**AUTHORITY MEMBERS NOT PRESENT:**

Asel Kennedy

**OTHER PERSONNEL PRESENT:**

David Bruffy  
Wayne Pifer  
Ron Gatian  
Paul Burns  
Sheila M. Wolfe

**CALL TO ORDER:**

The Transit Authority Board Meeting for March 12, 2003 was called to order at 6:03 P.M.

**READING AND APPROVAL OF MINUTES (February 12, 2003)**

David Flynn made a Motion to accept the February 12, 2003 Board Meeting minutes. Bruce Gilbert seconded the Motion.

**For: All Present and Voting**

**Opposed: None**

## **PRESENTATION**

### **a) February 2003 Driver of the Month**

The Board announced the Authority's February 2003 Driver's of the Month, Mr. Don Cummings and Mr. Kevin Mackie. The Board also recognized Clinton Burns, Jim Huffman, Jake Cress and Joe Shultz for outstanding performance during the month of February 2003.

### **b) 2002 Driver of the Year**

**Board President Bob Roberts** announced the Transit Authority's Driver of the Year Mr. James Blaine Huffman III. He will be the Transit Authority's nominee for the State's Driver of the Year and will accompany the Transit Authority to the annual awards banquet.

The Board also recognized:

2. Bernie Cordray
3. John Hemerick
4. Kevin Mackie
5. Clinton Burns

**President Bob Roberts** presented each driver with a plaque and drivers who were present had their pictures taken with President Roberts. All Board Members gave congratulations for jobs well done by drivers.

**Jenny Dinsmore** stated that she feels one of the reasons that the ridership is up is that the drivers care about their jobs and because they are the ones who have contact with the passengers daily.

## **OPPORTUNITY FOR PUBLIC COMMENTS:**

No public present.

## **DATA SUMMARIES/CORRESPONDENCE:**

**The General Manager** stated that the Transit Authority was up over 4% in passenger trips over February 2002. He stated that 85% of the senior passenger trips are using their Senior Gold Card; total passenger trips are up 7% year to date over 2002. The cost per passenger trip for the month of February was \$6.68 per trip.

**The General Manager** stated that he had received a bid from Richard George who wanted to buy one of our surplus vans, the 1993 Ford that is out of service. He has offered \$600.00 for this van. The General Manager requested that the Transit Authority Board authorize him to accept this bid.

**Jenny Dinsmore Made a Motion to accept the bid of \$600.00 from Richard George for the 1993 Ford van. Bruce Gilbert seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**FINANCIAL REPORT:**

**The General Manager** stated that he had a letter from Transit Authority Board Treasurer Asel Kennedy stating that he found the conditions to be reasonable with the 2001-2002 Audit.

**The General Manager** stated that finances are up 11% overall. The majority of the accounts receivable items that were outstanding have been collected.

**A. Approval of the Financial Report for the month of February 2003.**

**Jenny Dinsmore Made a Motion to accept the Financial Report for February 2003. David Flynn seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**B. Fiscal Year 2001-2002 Financial Audit Report**

**The General Manager** stated that there were three findings in the Financial Audit for Fiscal Year 2001-2002:

1. Segregation of duties.
2. We had missed a Rider Sensitivity and Assistants Methods training on one driver, it should be done within six months of driver hire date.
3. We had missed getting a yearly driving report for one of our drivers from the Department of Motor Vehicles.

**The General Manager** stated that the Transit Authority had purchased a computer program called Quickbooks Pro in which all of the driver information can be kept in one place making it easier to track all of these items.

**Jenny Dinsmore Made a Motion to accept the 2001–2002 Financial Audit Report. David Flynn seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**OLD BUSINESS:**

**a) Mon HealthFair Report (Larry Calemine)**

**Larry Calemine** stated that that the Fair went very well and he brought pictures of some of the events to show the activities. One of the activities was a coloring contest. Children colored pictures of a Mountain Line Transit bus. January Driver of the Month, Kevin Mackie, picked the winners. The winner of the Boombox was Dylan Obenshain from North Elementary School, age ten, and Michael Beal from Dorsey Head Start, age five, won \$25.00 in tokens from Laser One.

**b) Maintenance Facility Update**

**The General Manager** stated that West Virginia Division of Public Transit Director, Susan O' Connell, gave her approval for the Transit Authority to also look at existing buildings for the proposed Maintenance Facility site as well as other available land.

**c) Current Employee Health Insurance Premium Match Rate**

This item was tabled for discussion at the April 9, 2003 board meeting.

**NEW BUSINESS:**

**a) Citizen's Advisory Committee Applications**

**The General Manager** stated that he had received applications for the Citizen's Advisory Committee from Christopher Allen for the Purple Line and Bobby King for the Blue Line as representatives for these lines.

**Jenny Dinsmore Made a Motion to accept Christopher Allen for the Purple Line representative and Bobby King for the Blue Line representative on the Citizens Advisory Committee. David Flynn seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

Frank Scafella entered the Transit Authority Board Meeting at 6:35 P.M.

**b) General Manager's Annual Evaluation**

President Bob Roberts requested that the evaluations be returned to him by April 9, 2003 at the Transit Authority meeting.

**c) Resolution requesting Designated Recipient Status for Section 5307 FTA Funds**

**The General Manager** stated that these funds would replace our funds received from Section 5311. The Transit Authority must have a resolution on the books stating that Section 5307 funds will be replacing Section 5311 funds. All attending Transit Authority Board members signed the resolution.

**David Flynn Made a Motion to accept the Resolution requesting Designated Recipient Status for Section 5307 Federal Transit Authority Funds. Frank Scafella seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**The General Manager** stated that Tina Buchanan from the Human Resource Development Foundation, Inc. (HRDF) has requested a Memorandum of Understanding from the Transit Authority concerning the HRDF Rapid Response Program. These are programs that the Transit Authority already is participating in through the "Welfare to Work" and the "Food Stamp and Employment Program." This will need to be signed by the General Manager after the Transit Authority Board authorizes such action.

**Jenny Dinsmore Made a Motion authorize the General Manager to sign the Memorandum of Understanding requested by the Human Resource Development Foundation, Inc. (HRDF) concerning the Rapid Response Program. Frank Scafella seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**ADJOURNMENT**

**Jenny Dinsmore Made a Motion to adjourn at 6:40 P.M.**