

MONONGALIA COUNTY URBAN MASS

TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS MEETING

JANUARY 8, 2003

AUTHORITY MEMBERS PRESENT:

Bob Roberts
Jenny Dinsmore
Frank Scafella
David Flynn
Asel Kennedy

AUTHORITY MEMBERS NOT PRESENT:

Bruce Gilbert
Larry Calemine

OTHER PERSONNEL PRESENT:

David Bruffy
Wayne Pifer
Paul Burns
Sheila M. Wolfe

CALL TO ORDER:

The Transit Authority Board Meeting for January 8, 2003 was called to order at 6:05 P.M.

READING AND APPROVAL OF MINUTES (December 4, 2002)

Jenny Dinsmore made a Motion to accept the December 4, 2002 Board Meeting minutes. Asel Kennedy seconded the Motion.

For: All Present and Voting

Opposed: None

DRIVER OF THE MONTH PRESENTATION

The Board announced the Authority's December Drivers of the Month, Mr. Don Cummings, Mr. Jake Cress, and Mr. Kevin Mackie. The Board also recognized Jim Huffman and Terry Lewis for outstanding performance during the month of December 2002.

OPPORTUNITY FOR PUBLIC COMMENTS:

No public present.

DATA SUMMARIES/CORRESPONDENCE:

The General Manager stated that ridership has been strong in all categories all year. The Transit Authority has had a 16% increase in overall passenger trips. There was a 33 % increase in elderly passenger trips, 80 % increase in disabled passenger trips. The General Manager stated that much of the increase is due to a result of the Senior Gold Card and the new Downtown PM Mall evening route. The Transit Authority has more capacity for disabled riders and all passengers are learning how to make better use of the system.

FINANCIAL REPORT:

A. Approval of the Financial Report for the month of December 2002.

The General Manager stated that of overall budget, the revenue collection to date is at 65% of that for the year this makes the Transit Authority 15 % over on revenue collections for the year. On the expenses side, the Transit Authority is about \$25,000.00 over for the year to date.

Jenny Dinsmore Made a Motion to accept the Financial Report for December 2002. Frank Scafella seconded the Motion.

For: All Present and Voting

Opposed: None

B. FY 2001-02 Financial Audit scheduled for January 23, 24 and 27.

The General Manager stated that the firm of Tetrick and Bartlett would be at the Transit Authority performing the fiscal year 2001-2002 audit on Thursday January 23, Wednesday January 24, and Monday January 27.

OLD BUSINESS:

a) Vacation Leave Request Procedure (quarterly versus annual)

The General Manager stated that he had conducted a survey with the drivers. The General Manager stated that sixteen out of nineteen drivers preferred to continue with a quarterly leave request procedure.

Asel Kennedy Made a Motion to leave the Vacation Leave Request Procedure as it is currently. Frank Scafella seconded the Motion.

For: All Present and Voting

Opposed: None

b) Maintenance Facility Update

The General Manager stated that he would meet with Maintenance Facility Architects Burgess and Niple on Tuesday, January 21, in Clarksburg. Topics of the meeting will include exterior colors for the building, and details relating to the bus wash and fuel farm.

NEW BUSINESS:

a) PEIA Health Insurance Premium Increase (13%)

The General Manager informed the Board that there would be a 13% increase in the premium for PEIA Health Insurance levied by the State beginning on July 1, 2003.

Asel Kennedy requested that the Transit Authority take a look at alternative ways for the Transit Authority to deal with the 13% increase. He would like for the proposal that has been given to the Transit Authority Board be taken to the Prosecuting Attorney or the City Attorney for his review.

b) Increase in West Virginia Division of Public Transportation allocation (\$50,000) and Corresponding Budget Modification

The General Manager informed the Board that Susan O'Connell, Director of the West Virginia Division of Public Transit, has offered to increase the Authority's Section 5311 Federal Funding Allocation by \$50,000 dollars if the Authority will agree to allocate an additional \$50,000 dollars in local funds to the Maintenance Facility project. After discussions with various Board members, the General Manager informed Director O'Connell the Board would be in favor of such action.

Jenny Dinsmore Made a Motion to approve the budget amendment increasing Section 5311 funds by \$50,000.00 and allocating \$50,000

dollars in local money to the Maintenance Facility project. Frank Scafella seconded the Motion.

For: All Present and Voting

Opposed: None

c) Proposed Operating and Capital Budget for FY 2003-04

The General Manager informed the Board of a number of features in the proposed budget, including a proposed 4% cost of living raise for all employees.

Jenny Dinsmore stated that the Transit Authority Board would like to have job descriptions for the Finance Officer, Social Service Officer, and the Office Manager.

Asel Kennedy requested that the Operating and Capital Budget for the Fiscal year 2003-2004 be placed on the agenda for the February Transit Authority Board meeting so that the Board members could study it more closely.

d) MPO Planning Study

The General Manager stated that the Federal Transit Authority has allocated \$32,000.00 for planning for the Metropolitan Planning Organization. This money must be included in as part of the plan and matched locally or the money will be lost.

Bob Roberts requested Board Appointments be added to the agenda for the February Transit Authority Board Meeting.

ADJOURNMENT

Jenny Dinsmore made a Motion to adjourn at 7:00 P.M.