

**MONONGALIA COUNTY URBAN MASS****TRANSPORTATION AUTHORITY****BOARD OF DIRECTOR'S MEETING****JANUARY 14, 2004****AUTHORITY MEMBERS PRESENT:**

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

**AUTHORITY MEMBERS NOT PRESENT:**

James Manilla

**OTHER PERSONNEL PRESENT:**

David Bruffy  
Wayne Pifer  
Sheila M. Wolfe

**CALL TO ORDER:**

The Transit Authority Board Meeting for January 14, 2003 was called to order at 6:00 P.M.

**READING AND APPROVAL OF MINUTES (December 10, 2003)**

Bruce Gilbert made a Motion to accept the December 10, 2003 Board Meeting minutes. David Flynn seconded the Motion.

For: All Present and Voting

Opposed: None

**PRESENTATION****a) December 2003 Driver of the Month**

The Board announced the Authority's December 2003 Driver of the Month, Mr. John Hemerick. The Board also recognized Kevin Mackie, Clinton Burns, Jim Huffman, and Jake Cress for outstanding performance during the month of December 2003.

**OPPORTUNITY FOR PUBLIC COMMENTS:**

No public present.

**DATA SUMMARIES/CORRESPONDENCE:**

The General Manager stated that the Transit Authority has hired a new CDL driver, Mr. Roy Jefferson.

The General Manager stated that the total passenger trips were 29,524, up 24% over December of 2002 and for the year to date up 19% over total passenger trips for 2003. Disabled passenger trips were up 10%, senior

passenger trips were up 4%, and West Virginia University ride with I.D. were up 27%. The cost per passenger trip was down, from \$8.26 per passenger trip in November, to \$7.61 per passenger trip in December. The Transit Authority, for the month of December, traveled 51,415 miles, made 1,795 schedules, answered 48 Rail Trail questions, and answered over 2,725 phone calls.

### **FINANCIAL REPORT:**

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

**The General Manager** stated that the finances are on track for the fiscal year.

**Larry Calemine Made a Motion to accept the Financial Report for audit year December 2003. David Flynn seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

#### **b. Presentation of Annual Audit Report for Fiscal Year 2002-2003**

**The General Manager** stated that the audit had the usual finding of not enough segregation of duties. Everything else was ok.

**Larry Calemine Made a Motion to accept the Annual Audit Report for Fiscal Year 2002-2003. Asel Kennedy seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

### **OLD BUSINESS:**

#### **a) Maintenance Facility Update**

**The General Manager** stated that he had a meeting to finalize the construction plans for the Maintenance Facility. The projected completion date is March 2005.

#### **b) 2004-2005 Goals and Objectives Update**

**The General Manager** stated that the monthly update to the Transit Authority Board members concerning the accomplishment of the goals and objectives is as follows:

- 1. Open new administration and maintenance facility**
  - A. Finalized Construction Plans Review (12/03)
- 2. Increase Revenue**
  - A. Increased Access Grant Funding (53,508)
- 3. Increase Ridership**
  - A. December 03 Ridership – Total +24%, Seniors +2%, Disabled +10%. WVU +27%
- 4. Improve Customer Services**
  - A. Reviewed Maintenance Facility Plans with Greyhound Representative (12/03)
  - B. Reviewed Maintenance Facility Plans with In-Touch & Concerned Board (1/04)
  - C. Reviewed Courthouse Annex & Bus Plaza Plans (1/04)
- 5. Upgrade Maintenance Program**
  - A. Allison Transmission On-site Training (12/03)
- 6. Upgrade Training Program**
  - A. Allison Transmission On-site Training (12/03)
  - B. Medicaid Billing Training (12/03)
  - C. Added Annual, 30-minute Driver Security Training Module (1/04)
- 7. Improve Employee Work Conditions and Environment**
  - A. Holiday Bonus & Jackets to improve moral (12/03)

## 8. Overall Service Improvements

### A. Acquired two, new 12 passenger vans (12/03)

#### NEW BUSINESS:

#### a) Employee Dental/Vision Benefit Survey Results

**The General Manager** reviewed with the Transit Authority Board the results from the Dental/Vision Benefit Survey that the employees completed. He stated that more employees wanted vision than dental. Overall, 63 % of the employee respondents were interested in either family or single dental insurance; 37 % were not interested. For vision, 70% did want either family or single coverage, and 30% weren't interested. The General Manager requested that, because of the employee interest in the dental and vision, the Transit Authority Board give him their approval to go ahead and include this in the budget for year 2004-2005. Transit Authority Board agreed by consensus to include this in the upcoming budget proposal.

#### b) Post-1996-Employee Vacation Accrual

**The General Manager** stated that the change would affect only the post-1996 employees. The way it is stated in the current Personnel Policy is that the vacation accrual for 0-4 years of service is 80 hours per year, 5-9 years of service 112 hours per year, 10-14 years of service 168 hours per year, and 15-20 years of service 200 hours per year. The proposal is to add 8 hours to the 5-9 years of service and take 8 hours from the 10-14 years of service. This adjustment would make these even 40 hour vacation weeks.

**Larry Calemine Made a Motion to amend the Personnel Policy employee accrual rate for vacation to 0-4 years of service 80 hours per year, 5-9 years of service 120 hours per year, 10-14 years of service to 160 hours per year, and 15-20 years of service 200 hours per year. David Flynn seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

#### c) Longevity Pay Distribution

**The General Manager** stated that if employees don't work the required 2080 hours per year to earn the longevity stated in the policy, then at the end of the year they are being shorted money and employees who work overtime are receiving more than the scheduled amount, according to the Personnel Policy rate table. The General Manager proposed to the Transit Authority Board to make the amount a per pay amount instead of a per hour amount. Doing this would make the amount balance out so that each employee would receive the same amount of longevity pay according to the number of years of service as per the rate table.

**Asel Kennedy Made a Motion to amend the Personnel Policy's employee longevity pay distribution from an hourly rate to a per pay amount as presented by the General Manager. Larry Calemine seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

#### d) Disposal of Surplus Equipment (to be sold for scrap)

**The General Manager** stated that he had received two bids for buses 602, 607, and 624. Blands and Paul Burns had both presented bids for these buses. The Transit Authority Board Members reviewed the two bids.

**Jenny Dinsmore Made a Motion to accept the bid from Blands, for the 24 passenger Goshen buses with lifts, bus 602, 607, and 624 at the bid of \$751.50 per bus. Bruce Gilbert seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**e) Approval of Greyhound Temporary Lease Agreement**

**The General Manager** stated that he has been talking with Tim Heinz of Greyhound and he has been given a notice to move from his current location.

The General Manager proposes a temporary arrangement with Greyhound to allow them to put a trailer in the corner of the maintenance facility lot until the building is ready for them to move into the basement of the maintenance facility. Greyhound will pay for the trailer and all expenses incurred and the Transit Authority would charge Greyhound \$100.00 per month to rent the space.

**Jenny Dinsmore Made a Motion to accept the proposal as presented by the General Manager to enter into a temporary lease agreement with Greyhound. Bruce Gilbert seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**f) Unauthorized Parking at Westover Facility**

**The General Manager** stated that there has been some unauthorized parking in the lot at the maintenance facility. The concern is that the Transit Authority is responsible for the insurance on the property and that the Authority cannot take responsibility for unauthorized vehicles on the property.

**Asel Kennedy** requested for no parking signs to be put up and a note to be put on the vehicles windshield asking them not to park in the lot due to insurance concerns.

**EXECUTIVE SESSION (TO DISCUSS PERSONNEL MATTERS)**

**Bob Roberts Made a Motion to go into Executive Session to discuss personnel matters at 6:50 PM. Jenny Dinsmore seconded the Motion.**

**Jenny Dinsmore Made a Motion to go into Regular Session at 6:56 PM.**

**ADJOURNMENT**

**Jenny Dinsmore Made a Motion to adjourn at 6:57 P.M.**