

MONONGALIA COUNTY URBAN MASS

TRANSPORTATION AUTHORITY

BOARD OF DIRECTOR'S MEETING

September 14, 2011

Authority Members Present:

Jenny Dinsmore
David Flynn
Asel Kennedy
Denny Poluga
Hugh Kierig

Authority Members Not Present:

Ronald Bane

Other Personnel Present:

David Bruffy
Wayne Pifer
Sheila M. Wolfe

I. Call to Order:

The Transit Authority Board Meeting for September 14, 2011 was called to order at 6:00 P.M.

III. Reading and Approval of Minutes July 13, 2011

Denny Poluga Made a Motion to approve the minutes from the July 13, 2011 Board Meeting as submitted. David Flynn seconded the Motion.

For: All

Opposed: None

IV. Presentations:

A. July 2011 and August 2011 Drivers of the Month

The Board announced the Authority's July 2011 Driver of the Month, Mr. Jesse Tucker. The Board also recognized David Stump, Robert Lee, Terry Lewis, and Anne Cramer for their outstanding performance during the month of July 2011.

The Board announced the Authority's August 2011 Drivers of the Month, Mr. James Huffman. The Board also recognized Anne Cramer, Daniel Wilson, Craig Fox and Terry Lewis for their outstanding performance during the month of August 2011.

The General Manager stated that the personnel changes for the month of August included: Edward Garletts hired as Grounds Maintenance Laborer, Ronald Finniss as part-time driver, Henry Hoopengartner, William McClain, and Sandra Krucey, were hired as full-time bus drivers.

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V. Opportunity for Public Comments:

Nancy Smaltz spoke to the Mountain Line Transit Authority Board Members concerning the changes to the Gold Line as of August 01, 2011. As a result of these changes the bus no longer stops at the bottom of Riddle. The students living there now have to walk up the hill to the intersection of Cottonwood and Riddle Avenue or walk on a portion of West Run Road to the District Apartment Complex.

The General Manager stated that he had received a formal complaint on this issue. He reviewed the previous Gold Line route and the new Gold Line Routes which now allow evening service on Van Voorhis Road.

In response to this concern the Mountain Line Transit Authority Board Members agreed by consensus to have the General Manager to work to see if there is a solution to this issue.

VI. Monthly Data Summaries/Correspondence:

July 2011

The General Manager stated that the total passenger trips to date this calendar year for 2011 were 604,668 compared to 486,980 total passenger trips for calendar year 2010. The total passenger trips for the year were up 24 %. The total passenger trips for July 2011 were 39,435 and were up 1% compared to July of 2010. Disabled passenger trips were up 10%, senior passenger trips were up 5 % and West Virginia University "Ride with I.D." was up 5 % compared to July 2010. During July 2011, the Transit Authority traveled 90,486 miles, and answered 3,556 phone calls.

The General Manager reviewed the ridership reports for July 2011 with the Transit Authority Board Members.

August 2011

The General Manager stated that the total passenger trips to date this calendar year for 2011 were 704,801 compared to 563,986 total passenger trips for calendar year 2010. The total passenger trips for the year were up 25 %. The total passenger trips for August 2011 were 100,133 and were up 30% compared to August of 2010. Disabled passenger trips were up 20%, senior passenger trips were up 9 % and West Virginia University "Ride with I.D." was up 39 % compared to August 2010. During August 2011, the Transit Authority traveled 106,826 miles, and answered 4,660 phone calls.

The General Manager reviewed the ridership reports for August 2011 with the Transit Authority Board Members.

VII. Financial Business:

A. June 2011 Final Financial Report

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The General Manager reviewed the final Financial Report for June 2011 with the Board Members.

David Flynn Made a Motion to accept for audit the final Financial Report for June 2011 as presented by the General Manager. Hugh Kierig seconded the Motion.

For: All Opposed: None

B. July 2011 Financial Report

The General Manager reviewed the Financial Reports for July 2011 with the Board Members.

Asel Kennedy Made a Motion to accept for audit the July 2011 financial report subject to adjustments being made to Line 406 (5307 funding) to correct a mispost. David Flynn seconded the Motion.

For: All Opposed: None

VIII. Old Business:

A. Solar Power Plant Update

The General Manager stated that three firms have been chosen to submit proposals. There was a pre-proposal meeting held on September 13, 2011. The proposals are due on October 4, 2011. The proposals will be evaluated on October 11, 2011. The General Manager will bring a recommendation to the Board at the October 12, 2011 meeting. One note, the highest qualitative score must be approved by the State of West Virginia Design- Board before the sealed bids can be opened.

David Bruffy, Wayne Pifer, Jenny Dinsmore, and Hugh Kierig, will serve on the Evaluation Committee on October 11, 2011 in Westover facility at 3:00 PM. Jenny Dinsmore will be at the opening bids.

B. Former County Employee Retirement Issue (PERS)

The General Manager stated that Monongalia County Commission and the Monongalia County Urban Transit Authority has joined in the law suit with the employees who have been affected by the WVPERS retirement issue.

C. Bank Charges Review

The General Manager stated that after reviewing the proposals presented to Mountain Line Transit; Huntington National Bank is Mountain Line Transit's best option at this time.

D. Bad Debt Collection Efforts

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The General Manager stated that he had spoken with legal counsel about filing with small claims court to collect bad debts. Given a threshold, the General Manager will provide the Board with a list of small debts that should be written off as uncollectable, as the cost of collecting these small amounts would be greater than the amount to be collected.

E. West Run Service Update

The General Manager stated that Mountain Line Transit has entered into an agreement for service with West Run. Mountain Line Transit will be installing a bus shelter at the complex.

F. Service Expansion

The General Manager stated that he had met with a representative from Burgess & Burgess. The company specializes in communication with the community as to what their transit needs are and what service the community wants to support. They will help Mountain Line learn what support it can expect from the community and where the community wants service expanded. They will gather information so that the Transit Authority Board can make a better informed decision.

Asel Kennedy would like the General Manager to meet with the Morgantown City Council and the Monongalia County Commission to inform them of the Authority's intention to conduct this support investigation and to measure their support for service expansion.

Asel Kennedy stated that based on the results of the meeting with Monongalia County Commission to authorize the General Manager to enter into agreement with Burgess & Burgess to perform the research needed for the service expansion. Denny Poluga seconded the Motion.

For: All Opposed: None

IX. New Business:

A. Health Insurance Benefits for Retiree Tom Montague

The General Manager stated that there had been a court ordered stay on his retirement benefits but the years of service for Tom Montague changed thus the amount in his health insurance premium he is responsible for increased. The General Manager recommend that Mountain Line Transit Authority pay the difference in the premium for Tom Montague until the retirement issue is resolved.

Asel Kennedy Made the Motion to cover the difference in Tom Montague's health insurance premium until the retirement issue has been resolved. Denny Poluga seconded the Motion.

For: All Opposed: None

B. Bus Emergency Purchase \$ 110,000

The General Manager stated buses have been ordered and two of them were suppose to arrive at Mountain Line Transit before the West Virginia University fall semester started. There have been some manufacturer issues with the buses and they still have not arrived. Mountain Line Transit is in need of another bus due to the current condition of some of the buses and a request to expand service by an apartment complex. The General Manager requests that the Transit Authority Board approve an emergency purchase of a bus to be financed by Huntington National Bank in the amount of \$112,600.80.

Asel Kenneday Made a Motion to make the bus emergency purchase and finance the bus through the Huntington National Bank. David Flynn seconded the Motion.

For: All Opposed: None

C. GPS Contract with WVU \$5,000 Cap Escrow

The General Manager stated that there is a proposed GPS Contract with West Virginia University, Mountain Line Transit Authority and the Metropolitan Planning Organization to establish a data base where the data from the buses is automatically downloaded to measure travel time on different segments of roads to determine how other factors in the community effect the travel time of traffic. Mountain Line Transit's share of this contract is \$5,000.00 per year, and this is a two year project. The funding will be taken out of Capital Escrow fund.

Denny Poluga Made a Motion that Mountain Line enter into GPS contract at \$5,000.00 per year for each year of the two year project. The money will be taken from the Capital Escrow fund. Asel Kennedy seconded the Motion.

For: All Opposed: None

D. The Ridge Service Proposal & Approval to Contract

The General Manager stated that The Ridge has requested service for the complex. The General Manager asked the Transit Authority Board to allow him to enter into a service agreement with The Ridge at the cost of \$60.00 per hour to provide service to their complex.

Asel Kennedy Made a Motion to enter into agreement with The Ridge for contracted service at the rate of \$60.00 per hour of service based on email confirmation from the Transit Authority Board Members after they are given the terms of the contract. Denny Poluga seconded the Motion.

For: All Opposed: None

E. Finance Officer Position Wage Increase

The General Manager stated that he had advertised the position at a rate of up to \$65,000.00 per year and the rate is to be determined by experience.

Hugh Kierig Made a Motion the rate for Finance Officer Position wage increase up to 65,000.00 to be determined by experience. Asel Kennedy seconded the Motion.

For: All Opposed: None

Jenny Dinsmore requested that the Board Members be emailed the Finance Officers position description.

F. Saturday Grey Line Tripper (Strip District service)

The General Manager proposed that Mountain Line Transit do a trial run during the holiday season on the Grey Line service by adding 1 extra run on Saturday to the Strip District in Pittsburgh. The trip would include the Greyhound Station, the Strip District, and the Pittsburgh Airport.

Hugh Kierig Made a Motion to that Mountain Line Transit do a trial run during the holiday season on the Grey Line service adding 1 extra run on Saturday to the Strip District in Pittsburgh. Denny Poluga seconded the Motion.

For: All Opposed: None

Adjournment:

Denny Poluga Made a Motion to adjourn at 7:50 PM.