

MONONGALIA COUNTY URBAN MASS

TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS MEETING

July 09, 2003

AUTHORITY MEMBERS PRESENT:

Jenny Dinsmore
David Flynn
Larry Calemine
Bruce Gilbert
Asel Kennedy
James Manilla

AUTHORITY MEMBERS NOT PRESENT:

Bob Roberts

OTHER PERSONNEL PRESENT:

David Bruffy
Wayne Pifer
Sheila M. Wolfe

CALL TO ORDER:

The Transit Authority Board Meeting for July 09, 2003 was called to order at 6:06 P.M.

ELECTION OF OFFICERS

Asel Kennedy Made a Motion that the Transit Authority Board Officers slate for 2003 – 2004 fiscal will be as follows:

President: Bob Roberts
Vice President Larry Calemine
Treasurer Asel Kennedy
Secretary James Manilla

President Bob Roberts will appoint the Personnel Chairman as needed.
David Flynn seconded the Motion.

For: All Present and Voting **Opposed: None**

READING AND APPROVAL OF MINUTES (June 11, 2003)

Jenny Dinsmore made a Motion to accept the June 11, 2003 Board Meeting minutes. David Flynn seconded the Motion.

For: All Present and Voting **Opposed: None**

PRESENTATION

A. June 2003 Driver of the Month

The Board announced the Authority's June 2003 Driver of the Month, Mr. Don Cummings. The Board also recognized Toby Hayes, Kevin Mackie, John Hemerick, Robert Lee, Jim Huffman, and Clinton Burns for outstanding performance during the month of June 2003.

OPPORTUNITY FOR PUBLIC COMMENTS:

No public present.

DATA SUMMARIES/CORRESPONDENCE:

The General Manager stated that ridership for June 2003 compared to June 2002 is up 15 %, disabled ridership is up 16% and senior ridership is down 20%.

Larry Calemine asked if there was specific reason for senior ridership to be down.

The General Manager stated that he didn't know a specific reason for the drop and he would see if there was one or if it is just a combination of events.

FINANCIAL REPORT:

a. Approval of the June 2003 Monthly Financial Report

Jenny Dinsmore asked if the Transit Authority had any response from Joe Morrow.

The General Manager stated that at this time there had been no response.

Jenny Dinsmore Made A Motion to authorize the General Manager to make a formal document stating that if Joe Morrow does not make payment in full for the charter that was provided, the Transit Authority will turn the matter over to the Magistrate court.

For: All Present and Voting

Opposed: None

The General Manager stated the Transit Authority's revenues are up \$198,653.00 over where the Transit Authority started at the beginning of the year. This is attributed to \$110,000.00 received from the Federal Transit Authority and, \$40,000.00 from West Virginia University. June 2003 is up for the year \$207,000.00 this includes \$80,000.00 funding received from the City and the County.

David Flynn congratulated the General Manager for securing the funding from the Federal Transit Authority through the 5307 Grant.

The General Manager stated that it is funding that would be needed for the New Maintenance Facility.

Jenny Dinsmore Made a Motion to accept the Financial Report for June 2003. Larry Calemine seconded the Motion.

For: All Present and Voting

Opposed: None

b. Fiscal Year 2002-2003 Financial Report

The General Manager stated that General Fund carry over was \$ 158,666.00, Capital Escrow carry over was \$ 91,098.00, accounts receivable were \$46,000.00, accounts payable was a credit and the majority of outstanding purchase orders are for the purchase of the GPS system.

The General Manager stated that a final budget report for 2002-2003 fiscal year should be ready by the September meeting of the Board.

c. Audit Review Committee Recommendation Authorization

The General Manager asked the Transit Authority Board to authorize the Audit Review Committee to validate their recommendation of the most qualified applicant, as the auditors for the Transit Authority for Fiscal Year 2002 -2003.

Jenny Dinsmore Made a Motion to authorize the Audit Review Committee to select an auditor after the closing of the bids on July 28, 2003. Asel Kennedy seconded the Motion.

For: All Present and Voting

Opposed: None

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OLD BUSINESS:

a) Maintenance Facility Update

The General Manager stated that the purchase agreement for the Maintenance Facility has been cleared in Charleston and the property appraisal is on its way to Washington DC and the Environmental Review is being completed in Philadelphia. The Transit Authority is hopeful that by mid-August or the first part of September we should have the approval to go ahead with the purchase of the property. The Transit Authority has had a meeting with the property owner and the current tenants and has done a walk-through of the property. The General Manager gave them a report on conditions that he would like to see cleaned or removed before purchase of the property.

b) Authorization to Purchase Maintenance Facility Property (\$1,800,000.00)

The General Manager stated that he would like to have a formal purchasing ceremony. The Transit Authority Board agreed by consensus this would be a good idea.

Asel Kennedy Made a Motion to authorize the expenditure of up to \$1,800,000.00 for the purchase of the Maintenance Facility Property. Jenny Dinsmore seconded the Motion.

For: All Present and Voting

Opposed: None

c) Disposal of Scrap Vehicles

The General Manager stated that all but one of the Authority's surplus vans was disposed of at the City of Morgantown's recent Public Auction. The Transit Authority has had one offer to buy the van from Rock Forge Neighborhood House. The van has 190,000 miles on it and the transmission is out of service.

d) Managerial Performance Evaluations Form

This was tabled until the next Transit Authority meeting in September 2003.

e) Customer Relations Officer (Transportation & Customer Relations Director)

The General Manager stated that the Customer Relations Officer would like for his title to be changed to Transportation & Customer Relations Director.

By consensus the Transit Authority approved this title change to Transportation & Customer Relations Director.

NEW BUSINESS:

a) Finance Officer Computer Purchase (\$1,362.00)

The General Manager asked for authorization to purchase a computer for the new Finance Officer position.

Asel Kennedy Made a Motion to authorize the General Manager to purchase a new computer for the Finance Officer at the cost of \$1,362.00. David Flynn seconded the Motion.

For: All Present and Voting

Opposed: None

Asel Kennedy inquired about the amount of Surety Bond for the Finance Officer.

The General Manager stated that he would check with the insurance company and find out what a justified amount would be or what would be required.

b) WV Division of Public Transit section 5309 Grant Proposal

The General Manager stated that the 5309 Grant Proposal would be allocated to equipment as follows: replace 8 of the 24 passenger Goshen buses, replace three handicap accessible vans, and purchase a bus washer, bus lift, and miscellaneous equipment for the garage.

c) WV Division of Public Transit Excellence Awards Nominations for 2002

The General Manager stated that the Transit Authority has put in nominations for the following: Passenger increase of 20% for the calendar year 2002, Best Management Innovation for the Senior Gold Card, Best Marketing Program for the West Virginia University Ride Free with I.D., Best Safety Program, and Jim Huffman for the Driver of the Year.

d) Authorization for Architectural and Engineering Fees for Maintenance Facility (\$20,000.00)

The General Manager requested that the Transit Authority Board authorize him to spend up to \$20,000.00 from the Maintenance Facility Capital Escrow for the Architectural and Engineering Fees for the New Maintenance Facility.

Asel Kennedy Made a Motion to authorize the General Manager to confer with James Manilla and Bob Roberts for the expenditure of up to \$20,000.00 from the Capital Escrow fund for Architectural and Engineering Fees for the New Maintenance Facility. Bruce Gilbert seconded the Motion.

For: All Present and Voting

Opposed: None

ADJOURNMENT

Jenny Dinsmore Made a Motion to adjourn at 7:38 P.M.