

# **MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY**

## **BOARD OF DIRECTORS MEETING**

### **DECEMBER 12, 2001**

#### AUTHORITY MEMEBERS PRESENT:

President BobRoberts

Jenny Dinsmore

Bruce Gilbert

Larry Calemine

Sandy Holepit

Frank Scafella

#### AUTHORITY MEMBERS NOT PRESENT:

John Spears

#### OTHER PERSONNEL PRESENT:

David Bruffy

Wayne Pifer

Sheila M. Wolfe

Paul Burns

#### CALL TO ORDER:

**The Transit Authority Board Meeting for December 12, 2001 was called to order at 6:25 P.M.**

#### READING AND APPROVAL OF MINUTES (November 14, 2001)

**Jenny Dinsmore made a Motion to accept the November 14, 2001 Board Meeting minutes as presented.  
Larry Calemine seconded the Motion.**

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

#### OPPORTUNITY FOR PUBLIC COMMENTS:

None.

**COMMITTEE REPORTS:****A. Citizen's Advisory Committee Presentation**

There was no representative attending the Transit Authority meeting.

**B. Report Board Retreat December 8, 2001**

**Bob Roberts** stated that it went very well. The next step is to set up the second half of the retreat for January.

**Frank Scafella** stated that data collected would be presented at the January meeting. He stated that if Sandy Holepit would like to come a half hour early Dr. Carl Hadsell would be glad to help her catch up on some of the ideas that would be presented during the January meeting.

**Jenny Dinsmore** suggested that the Board give Dr. Carl Hadsell two dates for the next session.

**Bob Roberts** suggested February 2, 2002 for the second half of the Transit Authority Board retreat from 8:00 A.M. to 12:00 P.M. All members of the Transit Authority Board agreed on this date. The General Manager was asked to confirm this date.

**CORRESPONDENCE:**

The General Manager stated that there weren't any outstanding items of note unless there were questions from the Board.

**FINANCIAL REPORT:****A. Declaration of Bad Debt for Fiscal Year 2000-2001 (\$1,992)**

**Bob Roberts** stated that he was unable to collect the debt of \$1,992.00.

**Frank Scafella made a Motion to take the uncollectable bad debt out of the Capital Escrow Budget Line. Sandy Holepit seconded the Motion.**

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

**B. Draft Budget for Fiscal Year 2002-2003**

**The General Manager** stated that the projected budget, while allowing a larger than normal Contingency Line Item, had some uncertainty which could require in part or in whole use of those funds for operating expenses. Some of the items mentioned included any significant rise in the cost of fuel, liability insurance increases due to the September 11 tragedy, or health insurance premium increases. Additionally, the General Manager explained the uncertainty of service to be provided to West Virginia University. He explained that the Draft Budget assumed that the Authority would provide at least 80,000 trips in Fiscal Year 2003-2003 invoking an additional \$20,000 dollars in billing to the University as well as additional evening service planned to begin in the fall of 2002.

**Bob Roberts** suggested continuing the budget discussion to the January meeting so that the Board members would have more time to go over the budget draft.

**C. Consideration of Approval of November 2001 Financial Report**

**The General Manager** stated that ridership was down from October because of fewer service days in November, but overall, ridership was up 45% or more than 7,600 trips compared to November of last year.

**Frank Scafella made a Motion to accept the November 2001 Financial Report as presented. Larry Calemine seconded the Motion.**

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

### **DRIVER OF THE MONTH AND DRIVER OF THE YEAR PRESENTATION**

The Board announced the Authority's November Drivers of the Month, Mr. Bill George, Mr. John Hemerick and Mr. Joe Shultz. The Board also recognized Clinton Burns, Bernie Cordray, Jim Huffman and Mike Walls for outstanding performance during the month of November 2001.

### **OLD BUSINESS:**

#### **A. Sabraton Mall Survey Results – None Received**

**The General Manager** stated that there was no Sabraton Mall Survey's returned. A letter was sent out to the riders on the Sabraton Mall Run that the 2:00 P.M. run would be cut and if there are any concerns to please fill out the survey and send it back.

**Jenny Dinsmore** suggested leaving the Sabraton Mall run on until other planned changes can be made to provide service to that area.

**The Transit Authority Board agreed by consent to leave the run as is in the interim.**

### **NEW BUSINESS:**

#### **A. Report on Public Hearing for Red Line/Ames Route Proposals**

**The General Manager** stated that there were only four people at the Public Hearing on these changes. He further stated that he is making copies of all concerns regarding these changes that have been brought to the attention of Administration. The General Manager reported that there are a limited number of concerns of which the Authority is aware and those are being worked on currently. Additionally, Trip Coordinator Tom Montague has been having meetings with different groups helping them to understand how the new service will be helpful to them.

**Jenny Dinsmore** stated that the public hearing had a lot of positive feedback.

**The General Manager** stated that he needed to bring to the Board the Worker Van service for their approval before implementation. Priority one would be a service for people who have disabilities who cannot use our existing service for work. Priority two would be for persons who need to get to or return from medical appointments. Priority three would be for persons who would be trying to use public transportation for whatever reason. The hours of service will be from 7:30 A.M. to 10:00 A.M. and 3:00 P.M. to 5:00 P.M. Monday thru Friday. Appointments will only be scheduled one day per week.

By consent, the Board agreed that they had approved the overall implementation plan and approval of each individual change, unless complicated by some unforeseen circumstance, would not require additional approval at each stage of implementation.

#### **B. Employee Bonuses**

**The General Manager** stated that historically the Authority has issued a \$50.00 holiday bonus for full-time employees and a \$25.00 bonus for part-time employees.

**Jenny Dinsmore** proposed that the board give a one-time employee Performance Bonus to Drivers in addition to the normal holiday bonus for all Mountain Line employees.

**Jenny Dinsmore made a Motion to give full-time employees \$150.00 dollars and part-time employees \$25.00 dollars as a performance bonus. Sandy Holepit seconded the Motion.**

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

**Larry Calemine** requested that community involvement projects be added to next month's agenda.

The Board discussed the issue of free transfers. As a result of the planned route changes, fares for different riders will change from their present cost. Some will be more expensive and some will be less expensive. Also discussed were the previous fare structure and the provision that had historically been made to keep passenger costs the same regardless of route changes. The General Manager explained that this effort was becoming unwieldy as many current Drivers know nothing about previous routes or the fare structure of those routes and varying fare charges are causing confusion for Drivers and passengers alike.

**Bob Roberts made a Motion that all free transfers be eliminated on all service runs and that each passenger pay full-fare for each boarding on any bus, thus eliminating the varying fare structure on all routes. Frank Scafella seconded the Motion.**

**For: Bob Roberts Opposed: Bruce Gilbert**

**Frank Scafella**

**Jenny Dinsmore**

**Larry Calemine**

**Sandy Holepit**

**Bruce Gilbert** asked that it be considered that the Health Department bus shelter be moved to the Towers location and the two bus shelters be put together on a cement pad. He also suggested the addition of benches for passenger comfort.

**Sandy Holepit** asked for the possible cost for this be put on the January agenda.

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## **GENERAL MANAGER'S REPORT**

### **Information**

1. I am pleased to inform the Board that the Authority now employs the services of Mr. Richard Thrasher as a full time Driver and Mr. "Skip" George as a part-time Van Driver.
2. The 2001 football shuttle season was a success for the Authority this year, due largely to the suspension of regular service during home football games. The Authority realized nearly \$13,000 dollars in revenue through this service and provided 4,900 trips. I have attached a summary of this service for your review.

3. Work on the Authority's new maintenance facility is progressing at a good pace. The first phase of the project is underway with about a dozen review letters having been sent to various local, State and Federal agencies for review. It is likely that the first environmental review phase of the project will be completed in February. At this point, it looks possible that the facility could be completed as early as the Spring of 2003.
4. The Authority's maintenance personnel have worked diligently to prepare a number of retired vehicles for Auction. Twelve vehicles have been scheduled for sale and delivered to the Auction House in Shinnston, WV. The Utility Auction at which the vehicles will be sold is scheduled for 11:00 a.m. on December 19, 2001. I have attached a summary of the vehicles to be sold at auction.
5. The General Manager also proposed to the Board that they consider a reduced rate for Senior Citizens. He explained that there have been several requests for such a discount and based on current ridership number, a 33% reduction in Senior Citizen fares (for persons 62 years old and older) would cost the Authority approximately \$3,000 per year. This cost also assumes that ridership will not increase among this group as a result of the reduced rate of \$0.50 cents per trip when paying at the fare box.

**Bruce Gilbert made a Motion to have a reduced rate of \$0.50 cents per trip for Senior Citizens (for persons 62 years old and older). Sandy Holepit seconded the Motion.**

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

6. The General Manager informed the Board that a new, local private transportation provider has objected to some of the service previously provided by the Authority as being competitive with his private interest. The General Manager reported that he discussed this matter in detail with the concerned party, Mountain State Coach, and will work closely with him in the future to make certain this type of situation does not occur again. The General Manager also pointed out that services previously provided by the Authority, such as the First Night shuttle, would also fall under this purview. Any service provided by the Authority that is not available to the public must be considered in light of the objection raised by Mountain State Coach.
7. In one final item, the General Manager requested that the Board approve a change in title of the Trip Coordinator to that of Transportation and Customer Relations Coordinator to better reflect the duties of that position.

**Frank Scafella made a Motion to change Trip Coordinator to that of Transportation and Customer Relations Coordinator. Larry Calemine seconded the Motion.**

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

## **ADJOURNMENT**

**Sandy Holepit made a Motion to adjourn at 7:25P.M. Bruce Gilbert seconded the motion.**