

MONONGALIA COUNTY URBAN MASS**TRANSPORTATION AUTHORITY****BOARD OF DIRECTOR'S MEETING****NOVEMBER 12, 2003****AUTHORITY MEMBERS PRESENT:**

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

AUTHORITY MEMBERS NOT PRESENT:**OTHER PERSONNEL PRESENT:**

David Bruffy
Wayne Pifer
Sheila M. Wolfe

CALL TO ORDER:

The Transit Authority Board Meeting for November 12, 2003 was called to order at 6:00 P.M.

READING AND APPROVAL OF MINUTES (October 08, 2003)

David Flynn made a Motion to accept the October 08, 2003 Board Meeting minutes. Asel Kennedy seconded the Motion.

For: All Present and Voting

Opposed: None

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

The Board announced the Authority's October 2003 Driver of the Month, Mr. Kevin Mackie. The Board also recognized Don Cummings, John Hemerick, Toby Hayes, and Terry Lewis for outstanding performance during the month of October 2003.

OPPORTUNITY FOR PUBLIC COMMENTS:

No public present.

DATA SUMMARIES/CORRESPONDENCE:

The General Manager stated that October was the highest month in Mountain Line Transit's history for passenger trips. The total passenger trips were 37,880, up 36% over October of 2002, and for the year to date, up 9% over total passenger trips for 2003. Additionally, disabled passenger trips were up 21%, senior passenger trips were up 19%, and West Virginia University ride with I.D. trips were up 35%. The cost per passenger trip was down, from

\$7.05 per passenger trip in September, to \$6.08 per passenger trip in October. The Transit Authority, for the month of October, traveled 55, 833 miles, made 2,530 schedules, answered 111 Rail Trail questions and phone calls, and answered over 2,558 phone calls.

Asel Kennedy requested that the General Manager take a look at the Grafton Fairmont Road route and Mountain Heights route to see if there is a way that these routes can be changed to make them more cost efficient.

James Manilla asked what the General Manager attributed the increase of 36 % in passenger trips to?

The General Manager stated that more marketing has a lot to do with the increase. Things such as 11x17 colored master schedules with maps, 8 x 11 Towers to the Mountain Lair schedule, ads in the Daily Athenaeum and in the movie theater at the beginning of the West Virginia University school year, reducing the senior fare from \$.75 to \$.35, and the ad that the Transit Authority has on the back of the new student directory.

FINANCIAL REPORT:

The General Manager stated that the reports have been changed, under the direction of the auditors, to the accrual method of accounting as of July 1, 2003. The change will be reflected under the account receivables and accounts payable. The audit for the fiscal year July 2002 to June 2003 will be finalized by the end of December 2003.

a. Approval of the October 2003 Monthly Financial Report

Larry Calemine Made a Motion to accept the Financial Report for October 2003. David Flynn seconded the Motion.

For: All Present and Voting

Opposed: None

OLD BUSINESS:

a) Maintenance Facility Update

The General Manager presented a slide show of the proposed development of the new maintenance facility's exterior design and interior floor plans. He stated that the first phase would be the renovation of the building and the transfer plaza and the construction of the park and ride below the building, to be completed by December 2004. The second stage would be the major park and ride lot above the building. The lower floor plans will include space for businesses to lease, such as Greyhound and In Touch and Concerned, and another space will be available for other transportation related business. There is a meeting in two weeks to finalize floor plan and shop drawings.

Asel Kennedy asked that the County Commission and City Council have an opportunity to see the design and floor plan for the new maintenance facility.

b) Marketing Intern Budget Proposal

The General Manager stated that he has reorganized the Transportation and Customer Relations Director's duties, emphasizing the strong points, increasing the driving time, and increasing the marketing trips. The reorganization of these items would free up money to hire a part-time Marketing Intern.

Larry Calemine Made a Motion to accept the proposed budget for a Marketing Intern in the amount of \$14,497.60 at 20 hours per week. Jenny Dinsmore seconded the Motion.

For: All Present and Voting

Opposed: None

NEW BUSINESS:**a) Employee At-Will Statement added to Personnel Policy**

The General Manager stated that Rodney L. Bean of Steptoe and Johnson recommended we add this to the Personnel Policy as follows:

This Personnel Policy Manual is not a contract or a promise of specific treatment or benefits; rather, it is a reference to inform you about general Monongalia County Urban Mass Transportation Authority policies. These policies may change from time to time with or without notice to you.

Nothing in this Personnel Policy Manual, or in any of Monongalia County Urban Mass Transportation Authority's policies, handbooks or other documents, and nothing stated orally by any representative of Monongalia County Urban Mass Transit Authority should be construed to create any contractual obligations on the part of the Monongalia County Urban Mass Transportation Authority. No one at Monongalia County Urban Mass Transportation Authority is authorized to contractually obligate Monongalia County Mass Transportation Authority to any employee unless the obligation is in writing and signed by both the employee and the President of the Board of Directors of Monongalia County Urban Mass Transportation Authority, as authorized by a majority of the Board of Directors at a Regular Business Meeting.

Jenny Dinsmore Made a Motion to accept the Employee at Will statement as an addition to the Personnel Policy Manual as presented by the General Manager. Larry Calemine seconded the Motion.

For: All Present and Voting

Opposed: None

b) Driver Evaluation Bonus – Minimum Bonus Award Proposal

The General Manager proposed to establish minimums for each of the top five driver's of the month places as follows: first place \$30.00, second place \$25.00, third place \$20.00, fourth place \$15.00, and fifth place \$10.00. The cost of this will be \$2,600.00 per year. The General Manager stated that there is already \$1,000.00 in the budget for employee bonuses and his proposal is to move an additional \$1,600.00 from the contingency fund into the employee bonus line.

Jenny Dinsmore Made a Motion to accept the driver evaluation bonus- minimum bonus award proposal as presented by the General Manager and move the additional \$1,600.00 needed to establish the bonus from the contingency fund to the employee bonus line. Larry Calemine seconded the Motion.

For: All Present and Voting

Opposed: None

c) Employee Satisfaction Survey

The General Manager presented a slide show review of the employee satisfaction survey. He stated that overall the results from the survey were positive.

d) Board Goals and Objectives/Performance Evaluation

President Bob Roberts requested that everyone e-mail their goals and objectives to him so that he can have a summary of them at the Transit Authority Board Meeting on December 10, 2003

ADJOURNMENT

Jenny Dinsmore Made a Motion to adjourn at 7:10 P.M.