

MONONGALIA COUNTY URBAN MASS
TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

AUGUST 14, 2002

AUTHORITY MEMEBERS PRESENT:

Bob Roberts
Larry Calemine
Jenny Dinsmore
Frank Scafella
David Flynn
Bruce Gilbert

AUTHORITY MEMEBERS NOT PRESENT:

Asel Kennedy

OTHER PERSONNEL PRESENT:

David Bruffy
Wayne Pifer
Sheila M. Wolfe

CALL TO ORDER:

The Transit Authority Board Meeting for August 14, 2002 was called to order at 6:00 P.M.

President Bob Roberts welcomed new Board Member David Flynn appointed by the County Commission.

READING AND APPROVAL OF MINUTES (July 10, 2002)

Jenny Dinsmore made a Motion to accept the July 10, 2002 Board Meeting minutes. **Bruce Gilbert** seconded the Motion.

For: All Present and Voting

Opposed: None

OPPORTUNITY FOR PUBLIC COMMENTS:

A. Main Street Morgantown

The President of the Board of Main Street Morgantown, Dan Nagowski, and Terry Cutright, Executive Director of Main Street Morgantown, gave an update on the how the Transit Authority is involved with transportation concerning the Jitney Trolley Route and marketing of this service. Terri Cutright gave background information on how the Jitney Trolley program got started and why it is needed. For marketing Main Street Morgantown purchased eight Duratrans for advertising on the Trolley's at a cost of \$2880.00 dollars so that they could be factory installed. She further explained that Main Street had acquired a grant to cover half of this expense and Main Street was to cover the remaining \$1,440 dollars. Director Cutright explained that the original plan was to recoup Main Street's cost for the Duratrans through the operation of the shuttle. Revenues have not provided for this opportunity to date. Director Cutright, in effect, asked that the Transit Authority help pay for this cost by foregoing monies owed the Authority by Main Street Morgantown for other service provided by the Authority to Main Street.

The General Manager stated that to increase ridership on the Trolley the fare is free and the Trolley is operating during the hours that people have requested.

Larry Calemine suggested setting up a special Jitney Trolley Route that would be available during West Virginia University's orientation program to give parents and prospective students a tour of Morgantown's main points of interest.

Jenny Dinsmore made a Motion to deduct the amount of \$333.13, current debt Main Street owes to the Authority, from the \$1440.00 that the Transit Authority owes Main Street Morgantown for the Duratrans that were purchased. Frank Scafella seconded the Motion.

For: All Present and Voting

Opposed: None

B. Public Comments

No public present.

DATA SUMMARIES/CORRESPONDENCE:

The General Manager stated that ridership over 2001 is up. The total ridership is up 27%, disabled ridership is up 61%, and senior ridership is up 55%. West University ID passes totaled about 70,000 after the first eleven months of that program.

Bob Roberts asked if the new Blue Line ridership is increasing.

The General Manager stated that the new Blue Line ridership numbers are not good.

The General Manager stated that bus stop signs have been placed at the Mountain Lair and Towers listing arrival and destination times.

Bob Roberts asked that the Transit Authority Board observe a moment of remembrance for Dr. John Spears. He will be missed by all.

FINANCIAL REPORT:

A. Explanation of Carryovers from FY 2001-2002

The General Manager stated that the Transit Authority's books are now on a cash basis, per direction of the Board. The budget carryovers are reflected in the budget report on this cash basis.

B. Explanation of Balance Sheet Equations and Information

The General Manager explained that the new balance sheet shows the cash in the bank account, not accounts receivable and accounts payable. He explained how these two items are reflected in the budget carryover report. He proceeded to explain how the final balance sheet is calculated.

C. Outstanding Invoices from FY 2001-2002

The General Manager stated that most of the past Fiscal Year's outstanding invoices have been collected.

D. Approval of FY 02-03 General Fund Operating Budget Amendments

The General Manager stated that the listed amendments must be made by the Board to have an accurate final budget.

Larry Calemine Made a Motion to accept the Fiscal Year 02-03 General Fund Operating Budget Amendments. Frank Scafella seconded the Motion.

For: All Present and Voting

Opposed: None

E. Approval of the Financial Report for the month of July 2002.

Jenny Dinsmore Made a Motion to accept the Financial Report for July 2002. Larry Calemine seconded the Motion.

For: All Present and Voting

Opposed: None

DRIVER OF THE MONTH PRESENTATION

The Board announced the Authority's July Driver of the Month, Mr. John Hemerick. The Board also recognized Bernie Cordray, Bobby Dille, Terry Lewis, Clinton Burns, and Jim Huffman for outstanding performance during the month of July 2002.

OLD BUSINESS:

A. Health Fair Update (Larry Calemine)

Larry Calemine stated that the Health Fair is still forming but that the cost would be \$15.00 and we would need to have someone man the booth at all times during the two days.

B. Maintenance Facility Update

a. Option Renewal /Purchase Agreement

The General Manager asked the Transit Authority Board for a Motion to renew the Purchase Agreement with the Morgantown Industrial Park for the purchase of property.

Frank Scafella Made a Motion to renew the Purchase Agreement with the Morgantown Industrial Park. Larry Calemine seconded the Motion.

For: All Present and Voting

Opposed: None

b. \$10,000 appropriation from the Budget Digest

The General Manager stated that the Transit Authority has been allocated, through the highways department, \$10,000 to be used for the local match on the Maintenance Facility.

c. Initial Meeting with Architects/ Engineers

The General Manager stated that there has been a meeting with the architects and engineers to discuss the details on the maintenance building. At this point everything is on track.

C. Report on WVPTA Annual Meeting

The General Manager stated that the annual meeting was a success. The West Virginia Public Transit Administration recognized all of the Transit System's Drivers of the Year. Jim Huffman was recognized as Mountain Line's Driver of the Year and Noel Clemmer was recognized as the co – maintenance employee of the year. The Transit Authority was recognized for overall passenger increase and received special recognition from the Governor's Chief of Staff, Mike Garrison, for the award received from the Federal Transit Authority for the Transit Authority web site.

D. Update on Urban Status

The General Manager informed the Board that he is working on a draft of the Transit Authority's 10 year operating budget, which includes revenues and expenses, as a part of the long-term planning which will be required under the new Urban status of our service area.

E. Employee Uniforms

Wayne Pifer explained the various costs associated with the rental of employee uniforms versus the expenses of purchasing employee uniforms each year. In summary, it was explained to purchase seven new uniforms for each driver, the first year cost would be \$15,000 and the second year cost, for replacement of existing uniforms and new hires, would be \$5012. The cost of buying uniforms, when compared to the Authority's current uniform rental service, would be considerably more expensive for the Authority.

Jenny Dinsmore made a Motion to continue renting uniforms for employees and not to buy them. Larry Calemine seconded the Motion.

For: All Present and Voting

Opposed: None

NEW BUSINESS:

A. Resolution (2002-02) for Action on Delinquent Accounts Receivable

The General Manager stated that this resolution is to formalize Motions that have been made to take action on delinquent accounts receivable that are more than ninety days past due.

Frank Scafella Made a Motion to have the Secretary of the Transit Authority Board correspond on behalf of the Board when a customer is more than ninety days delinquent. Jenny Dinsmore seconded the Motion.

**For: Bob Roberts
Larry Calemine**

Abstain: Bruce Gilbert

**Jenny Dinsmore
Frank Scafella
David Flynn**

B. Interest Charge for late payments owed the Authority

This was tabled until a later date.

C. Resolution (2002-03) Authorizing Creation of New Company Financial Books

The General Manager stated that this Resolution will formalize the Transit Authority Board's directive of July 10, 2002 instructing the General Manager to begin a new set of accounting records (books) to begin July 1, 2002. This Resolution will provide documentation of this action for future audit purposes.

Frank Scafella Moved for approval of the Resolution documenting the creation of the new company financial books. Jenny Dinsmore seconded the Motion.

**For: Bob Roberts Abstain: Bruce Gilbert
 Larry Calimine
 Jenny Dinsmore
 Frank Scafella
 David Flynn**

D. Resolution (2002-04) Authorizing Cash Flow Expenditures from Reserve Funds

The General Manager stated that this is to authorize cash flow expenditures from the Capital Escrow account to the Operating account when cash is needed at the end of the fiscal year.

Frank Scafella Moved for approval of the Resolution that would authorize cash flow expenditures from the Capital Escrow account to the Operating account if Administration calls the President or the Treasurer of the Transit Authority Board given that such authorization be reported to the Transit Authority Board at the next regular meeting.

**For: Bob Roberts Abstain: Bruce Gilbert
 Larry Calimine
 Jenny Dinsmore
 Frank Scafella
 David Flynn**

E. Medicaid Sliding Fee Schedule

The General Manager explained that this Sliding Fee Schedule is required by Medicaid in order to transport Medicaid and regular passengers on the same vehicle as Medicaid passengers.

Jenny Dinsmore Made a Motion to accept the Medicaid Sliding Fee Schedule as presented by the General Manager. Larry Calemine seconded the Motion.

For: All Present and Voting

Opposed: None

F. Review and Reauthorization of Substance Abuse Policy

Jenny Dinsmore Made a Motion to readopt the Substance Abuse Policy without changes. Frank Scafella Seconded the Motion.

For: All Present and Voting

Opposed: None

G. Annual Conflict of Interest Statements

The General Manager stated that the Federal Transit Administration requires all Transit Authority Board Members to sign Conflict of Interest Statements. He requested that the Board sign and return them as soon as possible.

Larry Calemine Made a Motion to go into executive session to discuss a personnel matter at 7:37 P.M.

Jenny Dinsmore Made a Motion that the Transit Authority Board return to public session at 7:45 P.M.

Larry Calemine Made a Motion to recognize the General Manager with a bonus for committed work and past performance in the amount of \$5000.00 to be paid in four installments on September 1, 2002, December 1, 2002, March 1, 2003 and June 1, 2003 if funds are available in the Authority's Contingency Fund on each of those dates. Jenny Dinsmore seconded the Motion.

For: All Present and Voting

Opposed: None

ADJOURNMENT

Bruce Gilbert made a Motion to adjourn at 7:49P.M.