

**MONONGALIA COUNTY URBAN MASS
TRANSPORTATION AUTHORITY
BOARD OF DIRECTOR'S MEETING**

April 11, 2007

Authority Members Present:

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

Authority Members Not Present:

Kevin Buckley

Other Personnel Present:

David Bruffy
Wayne Pifer
Heather Lemansky
Sheila M. Wolfe

Call to Order:

The Transit Authority Board Meeting for April 14, 2007 was called to order at 6:00 P.M.

Reading and Approval of Minutes (March 14, 2007):

Asel Kennedy made a Motion to accept the March 14, 2007 Board Meeting Minutes as presented. David Flynn seconded the Motion.

For: All Present and Voting

Opposed: None

Presentations:

A. March 2007 Driver of the Month

The Board announced the Authority's March 2007 Driver of the Month, Mr. Tom Bennett. The Board also recognized Jim Huffman, Terry Lewis, Bobby Dille and Tom Jones for their outstanding performance during the month of March 2007.

Opportunity for Public Comments:

There were no comments offered by the Public.

04/11/2007

Initials_____

Monthly Data Summaries/Correspondence:

The General Manager stated that the passenger trips for March 2007 were 75.227 and were up 62% compared to March of 2006, and were up 62 % for total passenger trips for the calendar year 2007 compared to calendar year 2006. Disabled passenger trips were up 35 %, senior passenger trips were down 18 % and West Virginia University “Ride with I.D.” was up 101% compared to March 2006. During March 2007, the Transit Authority traveled 83,695 miles, made 500 schedules, answered 110 Rail Trail questions, and answered over 2,922 phone calls.

The General Manager stated that the personnel changes during March include full-time bus drivers Michael Philippi and Bill Harris completed their six- month probation. Charles Hunt was hired as a part-time van driver.

The General Manager stated that he had a meeting scheduled with Mayor Patty Lewis of Granville. They want Mountain Line Transit to install some bus stop shelters in their area. He will be meeting with her next week.

Financial Business:

A. March 2007 Financial Report

The General Manager reviewed the financial report for March 2007 with the Board Members.

Jenny Dinsmore Made a Motion to accept for audit the Financial Report as presented for March 2007. David Flynn seconded the Motion.

For: All Present and Voting

Opposed: None

B. Budget Amendments (General Fund and Escrow Account)

The General Manager requested that the Transit Authority Board consider amending our section 5307 funding to acknowledge the full funding of the Federal Transit Administration at that level and the increase in the 5311 F Grey Line funding of \$30,000.00.

Additional Grey Line Funding (+\$30,000.00)

David Flynn Made a Motion to amend the section 5311 F funding budget amounts to reflect the \$30,000.00 that was received from the West Virginia Department of Transportation and allocated the funds to the contribution to Capital Account. Larry Calemine seconded the Motion.

For: All Present and Voting

Opposed: None

FTA Performance Bonus Funding (+\$120,000.00)

David Flynn Made a Motion to amend the 5307 funding budget amount to reflect the \$120,000.00 performance bonus and additional funding of \$28,666.00, and to allocate

04/11/2007

Initials_____

the funds to the contingency lines, that were received from the Federal Transit Administration as presented by the General Manager. Larry Calemine seconded the Motion.

For: All Present and Voting

Opposed: None

C. Establishment of separate Capital Escrow bank account

The General Manager stated that the Transit Authority had received the draft audit report from the auditors. There were no findings but there are three areas noted for administrative changes. The items noted are segregation of duties, reconciling inventory, and depreciation of vehicles. The auditors requested a separate account be created for the reserve Capital Escrow money.

Jenny Dinsmore Made a Motion to establish a separate Capital Escrow bank account. Asel Kennedy seconded the Motion.

For: All Present and Voting

Opposed: None

Old Business:

A. Farebox Modernization Update (Sample Passes)

The General Manager stated that the fare box passes have been received with the Mountain Line Transit Logo.

B. General Manager's Evaluation

President Bob Roberts requested that all Board Members get the General Manager's evaluation to him as soon as possible.

New Business:

A. Westover Parking Lot Update

The General Manager stated that the new bus stop shelters have been delivered. They will have to have cement pads built for them. The Transit Authority also has bus stop signs that need to be installed and the construction of the Westover Parking Lot. The General Manager suggested that the Transit Authority hire a crew leader and two laborers to do this work and hire them as full-time temporaries with benefits. We will require that they have a CDL so that when the construction is completed they can be changed over to drivers. The General Manager provided the Transit Authority Board Members with a proposed budget that would come from the Capital Escrow budget line for the Westover Parking Lot.

Construction Budget Approval

Jenny Dinsmore Made a Motion to accept the proposal for the Westover Parking lot construction and labor budget as presented by the General Manager. Asel Kennedy seconded the Motion.

For: All Present and Voting

Opposed: None

B. Sterling Ridge Service Proposal (\$51,000.00)

The General Manager stated that he attended a meeting with Cory Farris from West Virginia University Housing and the property owners at Sterling Ridge on Van Voorhis Road. The General Manager presented them with a proposal that would give them three options to choose from for service that Mountain Line Transit would provide. This service would begin with the fall semester with approval of the proposal.

C. Bus Rider Bucks Promotion (\$360.00)

The General Manager stated that the cost of the bus rider bucks promotion is \$360.00. The Transit Authority can purchase poker chips and give out to passengers to give to downtown businesses for one week. The Transit Authority would order about five thousand of the poker chips with our phone number on them.

Larry Calemine asked if there could be a special promotion for the passengers and businesses to participate.

President Bob Roberts suggested that the Transit Authority try the poker chips promotion and do another more detailed promotion in the fall.

D. Dial-A-Ride Budget & Service Proposal

President Bob Roberts stated that the Dial-A-Ride be placed on the agenda for the Transit Authority Board to review at each meeting.

Adjournment:

Jenny Dinsmore Made a Motion to adjourn at 7:15 P.M.