

MONONGALIA COUNTY URBAN MASS

TRANSPORTATION AUTHORITY

BOARD OF DIRECTOR'S MEETING

DECEMBER 10, 2003

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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 December 10, 2003 was called to order at 6:00 P.M.

READING AND APPROVAL OF MINUTES (November 12, 2003)

Asel Kennedy asked that when the next update was made to the Personnel Policy that we revise the statement in the Employee At-Will Statement that says "*These policies may change from time to time with or without notice to you.*" Change it to state "*These policies may change from time to time with or without notice to you by the Transit Authority Board.*"

David Flynn made a Motion to accept the November 12, 2003 Board Meeting minutes. **Bruce Gilbert** seconded the Motion.

For: All Present and Voting

Opposed: None

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PRESENTATION

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a) November 2003 Driver of the Month

The Board announced the Authority's November 2003 Driver of the Month, Mr. John Hemerick. The Board also recognized Terry Lewis, Don Cummings, Robert Lee, Clinton Burns, Jake Cress and Bobby Dille for outstanding performance during the month of November 2003.

OPPORTUNITY FOR PUBLIC COMMENTS:

No public present.

DATA SUMMARIES/CORRESPONDENCE:

The General Manager stated that the Transit Authority had received two new 12-passenger box vans. Each one has a new back up alarm that will not let them be put into reverse unless the driver hits a button that says that he knows there is nothing behind him.

The General Manager stated that the Transit Authority has hired three new drivers Tom Jones, Rickey Gordey, and Jodi Anglin. Driver Rick Chappell has been taken off of his six-month probation and driver Roy Scott Jeffers has resigned his position to take a new job.

The General Manager stated that the total passenger trips were 29,524 for the month of November, up 19% over November of 2002, and for the year to date up 22% over total passenger trips for 2002. Disabled passenger trips were up 21%, senior passenger trips were down 4%, and West Virginia University ride with I.D. trips were up 24%. The cost per passenger trip was up from \$6.08 per passenger trip in October to \$8.26 per passenger trip in November. For the month of November, the Transit Authority traveled 47,748 miles, made 2,625 schedules, answered 143 Rail Trail questions and phone calls, and answered over 2,092 phone calls.

The General Manager presented a slide show on how the information that we have collected on the Gold Card Riders lets the Transit Authority know where the riders reside. This was compared to information that was collected during the 2000 Census as to where the seniors have their residence. This will help the Transit Authority see where the seniors are located and where possible new routes need to be developed. The new software will allow the Transit Authority to monitor ridership on a regular basis. The Transit Authority will also be developing a survey to help collect data as needed.

FINANCIAL REPORT:

The General Manager stated that the finances are on track. The balance sheet reflects that the Transit Authority has switched to the accrual basis for bookkeeping.

a. Approval of the November 2003 Monthly Financial Report

David Flynn Made a Motion to accept the Financial Report for November 2003. Jenny Dinsmore seconded the Motion.

For: All Present and Voting

Opposed: None

b. Credit Card Charges Review and Summary

The General Manager stated that Finance Officer Paula Janis has confirmed the information concerning the credit card charges. The Transit Authority is currently being charged 2.57% per dollar amount and a \$0.10 per transaction fee. Unless it is a business card, they are higher based on the dollar amount charged. We are charged a processing fee of \$25.00 if we do not have processing charges that exceed the \$25.00 limit. Visa and Mastercharge charge have a higher processing fee for a hand punched numbers than a swiped card. Huntington bank has been able to take our percentage fee down to 2.52%. The bank will forward a new contract to reflect this change in fee.

OLD BUSINESS:**a) Maintenance Facility Update**

The General Manager stated that he had taken the displays to the Westover City Hall, Morgantown City Hall, they were set up outside the County Commission Chambers, and they were set up for the Citizens Advisory Committee, for review.

Asel Kennedy asked where the Transit Authority is at on helping the employees that were part of the County before the two bus systems were merged on the retirement tax issue. They were charged taxes on their retirement when the transition was made.

The General Manager stated that he has planned to have the information for the past County employees available so that they can file amended tax returns to recover this money.

NEW BUSINESS:**a) Employee Holiday Bonus (\$1,500)**

The General Manager asked that the Transit Authority Board approve a holiday bonus of \$50.00 dollars for the full-time employees and \$25.00 dollars part-time employees.

Larry Calemine Made a Motion to accept the proposal made by the General Manager that full-time employees with six months or more of service receive \$50.00 and part-time employee's and employees employed with less than six month's service receive \$25.00. David Flynn seconded the Motion.

For: All Present and Voting

Opposed: None

b) New Employee Jackets (\$800)

The General Manager stated that he wanted to inform the Transit Authority Board that he had ordered new jackets for drivers and supervisors from Cintas at a cost of \$30.00 each, these include a name patch and the Mountain Line Transit logo. The coats that the Transit Authority currently are using have been used for the last nine years and need to be replaced.

c) Administrative Goals and Objectives for 2004-05

President Bob Roberts stated that he would like for an update process to be added to the Goals and Objectives to keep the Transit Authority Board members informed of what is happening.

The General Manager stated that he would give periodic update on things that are being done to achieve the eight established organizational goals.

President Bob Roberts asked the Transit Authority Board members what kind of things they would like to be notified that are happening before the upcoming Transit Authority Board meetings.

Jenny Dinsmore stated that she would like to be updated on when a space is leased at the New Maintenance Facility, accidents concerning a bus and where it happened, any good public relations event, and for the General Manager to keep the Board updated on special projects that he is working on.

Asel Kennedy would like to know about any job openings or resignations. He would like to see more employee satisfaction and relations surveys done.

The General Manager stated that he had asked each member of the staff to determine what they thought the goals for the Transit Authority should be. Once he received all of them he grouped them together in 8 categories and at each board meeting he will inform the Transit Authority Board Members of where the Authority is at on achieving each goal or when they have been completed.

Larry Calemine suggested an e-mail to update the Transit Authority Board every 2 weeks.

The Transit Authority Board agreed by consensus to proceed with the Transit Authority Board goals and objectives as presented by the General Manager.

d) Citizen's Advisory Committee Nominees

The General Manager stated that he had received two applications for the Citizens Advisory Committee from Mary Furbee and Robin Gilmore. He would like the board to approve Mary Furbee as the General Manager's Appointee and Robin Gilmore as the Agency Appointee for North West Virginia Center for Independent Living to replace Allen Campbell (resigned).

Larry Calemine Made a Motion that the Transit Authority Board accept Mary Furbee as the General Manager's Appointee and Robin Gilmore as the Agency Appointee for North West Virginia Center for Independent Living. Bruce Gilbert seconded the Motion.

For: All Present and Voting

Opposed: None

ADJOURNMENT

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