

MONONGALIA COUNTY URBAN MASS

TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS MEETING

NOVEMBER 13, 2002

AUTHORITY MEMBERS PRESENT:

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

OTHER PERSONNEL PRESENT:

David Bruffy
Wayne Pifer
Paul Burns
Sheila M. Wolfe

CALL TO ORDER:

The Transit Authority Board Meeting for November 13, 2002 was called to order at 6:01 P.M.

READING AND APPROVAL OF MINUTES (October 9, 2002)

Asel Kennedy requested to have the treasurer's report on Audit Review amended in the October 9, 2002 Transit Authority Board Minutes. The 1997 accrued sick leave pay back proposal was not addressed in this audit. He would like the accrued sick leave pay back included in with the next audit.

Bruce Gilbert made a Motion to accept the October 9, 2002 Board Meeting minutes with the amendment. Larry Calemine seconded the Motion.

For: All Present and Voting

Opposed: None

DRIVER OF THE MONTH PRESENTATION

The Board announced the Authority's October Drivers of the Month, Mr. John Hemerick and Mr. Terry Lewis. The Board also recognized Clinton Burns, Jim Huffman, and Joe Shultz for outstanding performance during the month of October 2002.

OPPORTUNITY FOR PUBLIC COMMENTS:

No public present.

DATA SUMMARIES/CORRESPONDENCE:

The General Manager stated that ridership was down 231 passenger trips compared to October 2001. He cited the number of service days and football passenger trips compared to October 2001 of last year as making the difference. Compared to October 2001 disabled passenger trips are up 45%, and elderly passenger trips are up 10%. West Virginia University ID passenger trips are up 82% compared to October 2001.

FINANCIAL REPORT:

The General Manager stated that all finances were on track according to the budget and asked if there were any questions from the Transit Authority Board.

Frank Scafella Made a Motion to accept the Financial Report for October 2002. Larry Calemine seconded the Motion.

For: All Present and Voting

Opposed: None

OLD BUSINESS:

a) Maintenance Facility Update

The General Manager stated that once the sewer line hookups were located and the contour survey work completed, and we would be ready to move on to the next step of the new maintenance facility project, buying the property.

b) Health Fair Update (Larry Calemine)

Larry Calemine stated that the Health Fair would be on February 21, 2003 from 8:00 AM to 9:00 PM and February 22, 2003 from 8:00 AM to 4:00 PM. There will be a Transit Authority's bus put inside the Mall to demonstrate how the wheel chair lift works and for people to tour. There will be people from the Citizens Advisory Committee, and personnel from Mountain Line Transit staff available at all times to help the public understand how the bus system works and give out information. These items will be just some of the items to be promoted at the Health Fair: the Citizen Advisory Committee schedules for routes, Gold Card Applications, Charter requests, Call and Ride applications and, the Transit Authority's award winning web site. He is also planning to have some Pharmacy Interns available to offer free blood pressure screening.

NEW BUSINESS:

a) Requesting Agenda Items & Publishing Agendas (WV Ethics Commission)

The General Manager presented the policy for requesting agenda items & publishing agendas required by the West Virginia Ethics Commission. The General Manager provided a recommended Agenda Publication list for the Boards consideration.

Jenny Dinsmore Made a Motion to accept the policies for requesting agenda items & the recommend Agenda Publication List as presented. Frank Scafella seconded the Motion.

For: All Present and Voting

Opposed: None

b) ACCESS Grant 2003, WV-37-X018 (\$200,000)

The General Manager stated that the Transit Authority has received the renewal of the Access Grant for 2003 funding the Downtown PM Mall, New Red Line, New Tyrone, New Purple, New Blue Line, Ames Mall, and the Worker Mat van service.

c) Termination of Grafton and Hundred Van Services (effective January 1, 2003)

The General Manager stated that marketing efforts such as ads placed on placemats at 4 Corners Restaurant, schedules given to hospitals, churches and local businesses and radio advertising still have not increased passenger trips enough to support the Grafton and Hundred Routes. At a cost per passenger trip in excess of \$50 dollars, **he** stated that there is not enough money in the

budget to continue operating these routes. His recommendation to the Transit Authority Board is to terminate the Hundred and Grafton routes.

Asel Kennedy asked that the funding bodies, City Council and County Commission, be notified of the termination explaining why these measures must be taken. He also requested all passengers be notified of these changes prior to January 1, 2003.

Frank Scafella Made a Motion to terminate the Hundred and Grafton Routes as of January 1, 2003. Asel Kennedy seconded the Motion.

For: All Present and Voting

Opposed: None

d) Main Street Morgantown Account Balance

The General Manager stated that he had found in the minutes for June 14, 2000 where the Board had voted to pay \$1500.00 for half of the duratran sign holders for the Trolleys.

Jenny Dinsmore asked that Main Street Morgantown be sent a copy of the June 14, 2000 minutes and for the General Manager to send a letter with these minutes stating where things stand at this time.

e) Audit Firm Review Committee Recommendations

The General Manager stated that three audit requests for proposals were mailed and only one bid, from Tetrick and Bartlett, was received by the deadline.

Bruce Gilbert Made a Motion to accept the audit proposal from Tetrick and Bartlett at the cost of \$4,500.00 to perform the audit in January 2003. Frank Scafella seconded the Motion.

For: All Present and Voting

Opposed: None

f) Consideration of MPO Budget Adoption

The General Manager stated that the Transportation Improvement Plan budget had to be projected on a ten-year expenditure plan because of the mandatory vehicle life span projection of Transit Authority vehicles. There will be a need to replace some of our vehicles in five, seven, and ten years. He stated that the authority would modify these expenditures bi-annually. He is requesting that the Transit Authority Board accept this proposed Transportation Improvement Plan budget.

Jenny Dinsmore Made a Motion to adopt the proposed 10-year budget plan for the Transit Authority as presented to the Metropolitan Planning Organization expenditure Board as presented by the General Manager. Larry Calemine seconded the Motion.

For: All Present and Voting

Opposed: None

g) Trolley Promotional Campaign (Larry Calemine)

Larry Claemine stated that for marketing purposes the Transit Authority or Main Street Morgantown could create a special set of coupons or a coupon to be offered to passengers who ride the Trolley for discounts off at businesses along the Trolley route. He also stated that there is free advertising available on the local cable channel. He suggested that the businesses be surveyed to see if there is an interest in this kind of marketing.

h) Employee Flu Shots

The General Manager stated that 24 Transit Authority employees had received a Flu shot at the depot this year.

i) Window Advertising Contract with ICT Group (\$810.00)

The General Manager stated that ICT Group, Inc. of Westover has contracted services for window advertising on the Transit Authority buses for 3 windows from November 1, 2002 until April 30, 2003 for the sum of \$810.00.

j) Window Advertising Contract with The Sign Factory (\$150.00)

The General Manager stated that The Sign Factory, LLC of Morgantown has contracted services for window advertising on a Transit Authority for one window from November 15, 2002 until May 15, 2003, for the sum of \$150.00.

k) DHHS Food Stamp and Employment Act

The General Manager stated that Joyce Keener from the Department of Health and Human Services had contacted him about a new program called the Food Stamp and Employment Act. Under this program, participants are eligible for a transportation stipend. Ms. Keener has asked the Authority to consider participation in this program. The passes that would be issued through the Department of Health and Human Services are similar to the current Welfare to Work Program passes. The State of West Virginia will only reimburse \$25.00 for each of these passes. The General Manager asked the

Transit Authority Board accept the \$25.00 reimbursement for these passes instead of the normal \$35 dollars per month fee for a monthly pass.

Asel Kennedy Made a Motion to accept the \$25.00 reimbursement fee from the State of West Virginia for the Food Stamp and Employment Act Passes. David Flynn seconded the Motion.

For: All Present and Voting Opposed: None

l) Proposed Personnel Policy Change (Attendance and Leave)

The General Manager recommended that the Transit Authority Board accept the change in the attendance and leave in section IV-4: Sick Leave, in the Transit Authority's Personnel Manual. He stated that due to recent events this change is needed. The following will be added to the Personnel Policy Manual: **"and shall be considered an absence of a regular shift without proper notification for purposes of Chapter V-4 (4), Immediate Dismissal"**.

Jenny Dinsmore Made a Motion to accept the proposed Personnel Policy change concerning attendance and leave as presented by the General Manager. Larry Calemine seconded the Motion.

For: All Present and Voting Opposed: None

m) Proposed Personnel Policy Change (Employee Relations)

The General Manager asked that the Transit Authority Board consider these conditions as additions to the Personnel Policy Manual for cause for immediate Dismissal: **"5. Falsifying or refusing to submit required sick leave documentation or knowingly submitting fraudulent payroll records; and 6. Intentionally damaging property owned by or entrusted to the Monongalia County Urban Mass Transit Authority."**

Jenny Dinsmore Made a Motion to accept the proposed personnel policy change concerning employee relations as presented by the General Manager. Larry Calemine seconded the Motion.

For: All Present and Voting Opposed: None

Bob Roberts requested a review of the grievance procedure be on the next month's agenda.

Bruce Gilbert requested that seniority based on length of service be placed on next month's agenda to be considered for revision.

n) Emergency Response Plan (consideration for adoption)

The General Manager asked the Transit Authority Board to adopt an Emergency Response Plan as presented so that it could be put into action when the Authority is called out for an emergency response.

Jenny Dinsmore Made a Motion to adopt the Emergency Response Plan as presented by the General Manager. Frank Scafella seconded the Motion.

For: All Present and Voting

Opposed: None

o) Citizen's Advisory Committee Applications

The General Manager presented the names of Shirley Crawford and Steve Buchanan as candidates to be the Red Line representatives on the Citizen's Advisory Committee.

Larry Calemine Made a Motion to accept Shirley Crawford as the Citizens Advisory Committee representative for the Red Line. Bruce Gilbert seconded the Motion.

For: All Present and Voting

Opposed: None

ADJOURNMENT

Jenny Dinsmore made a Motion to adjourn at 7:25 P.M.