

MONONGALIA COUNTY URBAN MASS

TRANSPORTATION AUTHORITY

BOARD OF DIRECTOR'S MEETING

March 10, 2004

AUTHORITY MEMBERS PRESENT:

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

AUTHORITY MEMBERS NOT PRESENT:

Asel Kennedy

OTHER PERSONNEL PRESENT:

David Bruffy
Wayne Pifer
Sheila M. Wolfe

CALL TO ORDER:

The Transit Authority Board Meeting for March 10, 2004 was called to order at 6:00 P.M.

READING AND APPROVAL OF MINUTES (February 11, 2004)

Jenny Dinsmore made a Motion to accept the February 11, 2004 Board Meeting minutes. Larry Calemine seconded the Motion.

For: All Present and Voting

Opposed: None

PRESENTATION

a) February 2004 Driver of the Month

The Board announced the Authority's February 2004 Driver of the Month, Mr. Kevin Mackie. The Board also recognized Don Cummings, Jim Huffman, John Hemerick, Toby Hayes, and Clinton Burns for outstanding performance during the month of February 2004.

OPPORTUNITY FOR PUBLIC COMMENTS:

No public present.

DATA SUMMARIES/CORRESPONDENCE:

The General Manager stated that Tom Jones had ended his probation period as of the end of February 2004, and that Ray St. Clair had been hired as a part-time driver in February 2004.

The General Manager stated that the passenger trips for February 2004 were 32, 428 and they were up 19% over February of 2003 and for the year to date up 36%. Disabled passenger trips were up 41%, senior passenger trips were up 66% and, West Virginia University Ride with I.D. was up 29%. The cost per passenger trip was down from \$4.23 in January 2004 to \$3.54 in February 2004. In the month of February the Transit Authority traveled 49,243 miles, made 2,555 schedules, answered 53 Rail Trail questions, and answered over 2,811 phone calls.

FINANCIAL REPORT:

a) Approval of the February 2004 Monthly Financial Report

David Flynn Made a Motion to accept the Financial Report as presented for February 2004. Larry Calemine seconded the Motion.

For: All Present and Voting

Opposed: None

OLD BUSINESS:

a) Unity House Apartments Service Monitoring Update

The General Manager stated that there had been thirty passenger trips from Unity House Apartments in February 2004 and all service seems to be operating smoothly to that location.

The Transit Authority Board agreed by consensus to discontinue monitoring Unity House at this time.

b) Maintenance Facility Update

The General Manager stated that the pre-bid meeting had been held for the Maintenance Facility renovations. The bids are due March 30, 2004. The bus wash was taken out of the bid, but the electrical and plumbing needed for the bus wash is included in the bid documents. The roadside sign for the new building has been conceptually redesigned. A final design will be developed upon bid approval.

c) Amended W2's Distributed

The General Manager stated that the amended W 2's have been given to former County employees for calendar years dating back to 1999. This will enable employees to file amended tax returns should they desire to do so.

d) 2004-2005 Goals and Objectives Update

The General Manager presented the progress report of Goals and Objectives monthly update to the Transit Authority Board members for their review.

NEW BUSINESS:

a) MPO/FTA Transportation Funding

The General Manager informed the Board that the Transit Authority received partial funding under its 5307 Federal Transit Authority Grant by way of a Congressional Continuing Resolution. The Federal Transit Administration has allocated \$289,000 of the Authority's anticipated \$542,640 annual allocation.

b) Cummins Engine Diagnostic Software (\$2,301 from Capital Escrow Account)

The General Manager informed the Board of the purchase of Engine Diagnostic software using Capital Escrow money that was previously approved by the Board.

c) General Manager's Evaluation

President Bob Roberts asked that comments be e-mailed to him from Transit Authority Board members concerning the General Manager's evaluation by March 31, 2004. He plans to have the evaluation ready for presentation by the April 14, 2004 Transit Authority Board Meeting.

d) Employee Satisfaction/Retention Survey Results

Assistant Manager Wayne Pifer explained that employees recently completed an employee satisfaction survey which came from J&J Keller Associates. The survey is designed to show the level of employee satisfaction related to job retention. The questions on this survey didn't have anything to do with benefits or salaries. The survey attempts to find the intangibles that help retain employees.

The General Manager stated that 35 out of 38 employees responded to the survey, 85% were drivers, 9% administration, and 6% were maintenance personnel. The General Manager reviewed the results of the survey with the Transit Authority Board Members. The General Manager's conclusion from this survey is that the majority of management's attention has been focused on the drivers and the results from this survey show us that we need to begin addressing issues with some of the other employees in the organization. One of the things that the General Manager recommended was to have social activities for employees so they could have the opportunity to get to know each other outside of the work environment.

The Transit Authority Board asked the General Manager to ask the employees for recommendations on activities in which they would like to participate.

ADJOURNMENT

Larry Calemine Made a Motion to adjourn at 7:00 P.M.