## **MONONGALIA COUNTY URBAN MASS**

### TRANSPORTATION AUTHORITY

## **BOARD OF DIRECTOR'S MEETING**

# September 8, 2004

**AUTHORITY MEMBERS PRESENT:** Bob Roberts

Jenny Dinsmore David Flynn Larry Calemine James Manilla Asel Kennedy

AUTHORITY MEMBERS NOT PRESENT: Bruce Gilbert

OTHER PERSONNEL PRESENT: David Bruffy

Wayne Pifer Sheila M. Wolfe

## **CALL TO ORDER:**

The Transit Authority Board Meeting for September 08, 2004 was called to order at 6:00 P.M.

## READING AND APPROVAL OF MINUTES (July 14, 2004)

David Flynn made a Motion to accept the July 14, 2004 Board Meeting minutes. Larry Calemine seconded the Motion.

For: All Present and Voting Opposed: None

## PRESENTATION

#### A. August 2004 Driver of the Month

The Board announced the Authority's August 2004 Driver of the Month, Mr. Clinton Burns. The Board also recognized Jim Huffman, Bobby Dille, Bob Lee, and Tom Jones for their outstanding performance during the month August 2004.

## B. West Virginia Division of Public Transit Awards Ceremony results

**The General Manager** reported to the Transit Authority Board Members that Mountain Line Transit had received th following awards at the Annual Awards Presentation by the West Virginia Division of Public Transit: State Transit Driver of the Year, Best Marketing Program, Best Safety Program, Best Community Project, Best Management Innovation, and Passenger Increase.

#### C. Accident Free Drivers 2003

**The General Manager** announced that the following drivers received a certificate from the West Virginia Division of Public Transit for being accident free in the year 2003: Thomas Montague, Ronald Gatian, Paul Burns, Michael

Walls, William Smith, James Huffman, Joseph Shultz, Mary Rogers, Bernard Cordray, Darryl White, Don Cummings, John Hemerick, Clinton Burns, Joe Chadwell, and Robert Lee.

#### **OPPORTUNITY FOR PUBLIC COMMENTS:**

There were no public present.

## JULY DATA SUMMARIES/CORRESPONDENCE:

The General Manager stated that Larry Calemine informed him that the Employee Fun Committee has recommended that the Mountain Line Transit employees take a trip to the Fright Farm. The trip would take four hours and would cost \$160.00 for the transportation. This would be sometime in October and each employee would be responsible for their entry fees.

**The General Manager** stated that the passenger trips for July 2004 were 28,251 and were up 16% over July of 2003, and were up 24% over total passenger trips for 2003. Disabled passenger trips were up 33 %, senior passenger trips were up 42% and, West Virginia University "Ride with I.D." trips were up 22%. The cost per passenger trip was up from \$4.20 per passenger trip in June 2004, to \$4.38 per passenger trip in July 2004. The Transit Authority, for the month of July, traveled 52,862 miles, made 4425 schedules, answered 196 Rail Trail questions, and answered over 3,091 phone calls.

The General Manager stated that three new employees had been hired: Jim Wilson (Part-time Driver/Mechanic), Jim Teets (Mechanic), and Charlie Chico (CDL Driver)

### **AUGUST DATA SUMMARIES/CORRESPONDENCE:**

The General Manager stated that the passenger trips for August 2004 were 35,133 and were up 2% over August of 2003, and were up 20% over total passenger trips for 2003. Disabled passenger trips were up 26 %, senior passenger trips were up 16%, and West Virginia University "Ride with I.D." trips were up 13%. The cost per passenger trip was down from \$4.38 per passenger trip in August 2004 to \$3.72 per passenger trip in July 2004. The Transit Authority, for the month of August, traveled 53,772 miles, made 10,350 schedules, answered 160 Rail Trail questions, and answered over 3,588 phone calls.

#### FINANCIAL REPORT:

A. Approval of the July 2004 Monthly Financial Report

Asel Kennedy Made a Motion to accept for audit the Financial Report as presented for July 2004. David Flynn seconded the Motion.

For: All Present and Voting Opposed: None

B. Approval of the August 2004 Monthly Financial Report

Asel Kennedy Made a Motion to accept for audit the Financial Report as presented for August 2004. Larry Calemine seconded the Motion.

For: All Present and Voting Opposed: None

C. Audit Review Committee's Selection Recommendation

Asel Kennedy Made a Motion to accept the firm of Tetrick and Bartlett to perform the Authority's audit. Jenny Dinsmore seconded the Motion.

For: All Present and Voting Opposed: None

## D. Investment Recommendations (short-term certificates of deposit)

The General Manager asked the Transit Authority Board for permission to shop around for the best investment for the funds that the Transit Authority is using for local match for the Maintenance Facility. This might be short-term certificates of deposit that will mature in a timely manner for payment of the maintenance facility obligation.

## E. Investment Recommendations (switch from sweep account to money market account)

**The General Manager** asked the Transit Authority Board for permission to open a money market account. He proposed that the Transit Authority invest the budgeted Capital Escrow account.

**President Bob Roberts** appointed an Investment Committee consisting of himself and Asel Kennedy.

**President Bob Roberts** wanted Investment Recommendations on short-term certificates of deposit and opening a money market account to be combined in one Motion.

Asel Kennedy Made a Motion to shop around for the best investment option that consist of the funds for the Transit Authority's local match for the Maintenance Facility and opening a money market account with the budgeted Capital Escrow account. Jenny Dinsomre seconded the Motion.

For: All Present and Voting Opposed: None

OLD BUSINESS:

## A. Maintenance Facility Update

**The General Manager** stated that the demolition phase has been completed. The asbestos has been removed from the site. The building should be weatherized by the end of October.

## B. 2004-2005 Goals and Objectives Update

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

## **NEW BUSINESS:**

## A. Flight 93 Memorial Plaque

The Flight 93 Memorial Plaque was requested to be tabled.

#### **B.** Temporary Bus Stop Location Signs

**The General Manager** stated that some temporary bus stop signs had been made and put in various locations to help passengers would know that they could catch the bus.

## C. Wheelchair Securement Requirement (a policy proposal)

**The General Manager** asked that the Transit Authority Board Members consider the Wheelchair Securement Requirement Policy proposal for adoption.

"In line with the Authority's stated Value of placing safety first among all other considerations, the Motion is herby made that all wheelchairs, occupied or otherwise, as well as all other loose items brought onto the bus by passengers, must be secured to the satisfaction of the vehicle operator for the protection of all passengers and employees on that vehicle. The determination as to whether or not an item has been sufficiently secured to protect passengers and employees shall be at the sole discretion of the vehicle operator or management personnel."

Jenny Dinsmore Made a Motion to adopt the Wheelchair Securement Requirement Policy as proposed. Larry Calemine seconded the Motion.

For: All Present and Voting Opposed: None

#### **EXECUTIVE SESSION**

Jenny Dinsmore Made a Motion to go into Executive Session to discuss a legal matter at 7:20 PM.

The Transit Authority Board returned to regular session at 7:30 PM.

Asel Kennedy Made a Motion to appoint a committee consisting of Jenny Dinsmore and Bob Roberts to act on the behalf of the Transit Authority to seek legal action if needed. Larry Calemine seconded the Motion.

For: All Present and Voting Opposed: None

## **ADJOURNMENT**

Jenny Dinsmore Made a Motion to adjourn at 7:31 P.M.