

MONONGALIA COUNTY URBAN MASS**TRANSPORTATION AUTHORITY****BOARD OF DIRECTOR'S MEETING****JANUARY 11, 2006****AUTHORITY MEMBERS PRESENT:**

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

OTHER PERSONNEL PRESENT:

David Bruffy
Wayne Pifer
Paula Janis
Sheila M. Wolfe

CALL TO ORDER:

The Transit Authority Board Meeting for January 11, 2006 was called to order at 6:00 P.M.

READING AND APPROVAL OF MINUTES (December 14, 2005)

David Flynn made a Motion to accept the December 14, 2005 Board Meeting minutes. Kevin Buckley seconded the Motion.

For: All Present and Voting

Opposed: None

PRESENTATION**A. December 2005 Driver of the Month**

The Board announced the Authority's December 2005 Driver of the Month, Mr. Terry Lewis. The Board also recognized Tom Jones, Bobby Dille, Larry Murray and Jake Cress for their outstanding performance during the month of December 2005.

Opportunity for Public Comments:

There were no comments offered by the Public.

President Bob Roberts requested that the Transit Authority start with new business section B. Additional WVU Appointments to the Authority Board.

President Bob Roberts proposed that the Transit Authority Board members consider appointing two additional West Virginia University representatives to the Board. There was a copy of the written proposal given to the Board Members for their review.

Jenny Dinsmore stated that she would like for West Virginia University to make a commitment of at least the level of funding that the City of Morgantown is now providing.

Asel Kennedy suggested that West Virginia University should commit to \$266,500.00 per year. This would be the guaranteed amount that the Transit Authority would receive every year.

The General Manager reviewed with the Transit Authority Board the amount of funding for all of the services that West Virginia University is currently paying the Transit Authority. West Virginia University currently has a contract for all services that the Transit Authority is providing.

President Bob Roberts stated that he would go to West Virginia University and find out if this can be done so that West Virginia University can have equal representation on the Transit Authority Board.

Jenny Dinsmore requested that old business section B. Establish \$120,000 Line of Credit which was tabled in December be discussed.

Jenny Dinsmore discussed her reasons for not wanting to open a \$ 120,000 Line of Credit

The General Manager reviewed with the Transit Authority Board Members his reasons for wanting to establish the line of credit. The General Manager stated that the Transit Authority had not received grant payments since July 1, 2005 from the Federal Government and there has not been a definite available date established for this funding.

Jenny Dinsmore Made a Motion to table establishing a \$120,000.00 Line of Credit until the February 08, 2006 board meeting. Asel Kennedy seconded the Motion.

For:	Asel Kennedy	Opposed:	Larry Calemine
	Jenny Dinsmore		Kevin Buckley
	James Manilla		David Flynn
	Bob Roberts		

A. City/County Funding Increase-Jenny Dinsmore

Jenny Dinsmore stated that she had talked to Dan Boroff from the City of Morgantown and Asel Kennedy of the Monongalia County Commission about giving the Transit Authority their fourth quarter funding early.

Jenny Dinsmore Made a Motion to send a letter to the City of Morgantown to request the fourth quarter funding money to be deposited in the bank by February 3, 2006. Asel Kennedy seconded the Motion.

For:	Asel Kennedy	Opposed:	Larry Calemine
	Jenny Dinsmore		James Manilla
	Bob Roberts		
	Kevin Buckley		
	David Flynn		

President Bob Roberts left the meeting and Vice President Larry Calemine chaired the remainder of the Transit Authority Meeting.

Monthly Data Summaries/Correspondence

The General Manager stated that the passenger trips for December 2005 were 38,947 and were up 33 % compared to December of 2004, and were up 14 % for total passenger trips for the calendar year 2005 compared to calendar year 2004. Disabled passenger trips were down 12 %, senior passenger trips were down 14 % and West Virginia University "Ride with I.D." was up 77 % compared to December 2004. During the month of December the Transit Authority traveled 71,892 miles, made 800 schedules, answered 58 Rail Trail questions, answered over 2,741 phone calls and had 227,000 hits on the web site.

The General Manager stated that the personnel changes during December include the hiring of Nathanael Palm for the position of full-time Driver, and Randy Maple resigned from the position of full-time Driver. Salvatore Hughes, Grounds Maintenance Labor has completed his six-month probation.

The General Manager stated that the bus lifts have arrived for the garage. He explained to the Transit Authority Board Members the responsibilities that the mechanics have as far as following the state and federal requirements for maintenance on the buses in order to keep the bus system operating.

FINANCIAL REPORT:

A. Approval of the December 2005 Monthly Financial Report

The General Manager stated that the format of the financial report has been changed in order to provide more detail as to expenditures and accounts receivable. The Grey Line, The District Line, and the expanded West Virginia University service expenditures and accounts receivable are now in a separate report.

David Flynn Made a Motion to accept for audit the Financial Report as presented for December 2005. Asel Kennedy seconded the Motion.

For: All Present and Voting

Opposed: None

B. General Fund Budget Amendment

The General Manager reviewed all of the steps and time frame for developing the General Fund Budget for the fiscal year 2006-2007.

Asel Kennedy ask that a Finance Committee be appointed to review the budget for Fiscal Year 2006-2007 before it is presented to the Transit Authority Board in May 2006 consisting of himself, Jenny Dinsmore and one other person.

The General Manager reviewed the amendments that needed to be made in the General Fund Budget with the Transit Authority Board Members.

Jenny Dinsmore Made a Motion to amend the General Fund Budget for Fiscal Year 2005 – 2006, as presented by the General Manager. Asel Kennedy seconded the Motion.

For: All Present and Voting

Opposed: None

C. Capital Escrow Budget Amendment

The General Manager reviewed the amendments that needed to be made in the Capital Escrow Budget with the Transit Authority Board Members.

Jenny Dinsmore Made a Motion to amend the Capital Escrow Budget for the Fiscal Year 2005 – 2006 as presented by the General Manager. Kevin Buckley seconded the Motion.

For: All Present and Voting

Opposed: None

OLD BUSINESS:

A. Greyhound/Grey Line service update

The General Manager stated that the Grey Line has operated for a total of 62 days had 789 passenger trips for an average of 12.75 passengers trips per day. There were a total of 1,370 phone calls in 62 days averaging 22 phone

calls per day in November, and 36 phone calls per day in December. There will be two new buses delivered sometime in April 2006 with 30 passenger seating capacity and under the bus luggage storage.

The General Manager reviewed the Grey Line expense accounts with the Transit Authority Board.

B. Establish \$ 120,000 Line of Credit (Tabled in December)

This was moved to after Opportunity for Public Comments:

NEW BUSINESS:

A. City/County Funding Increase-Jenny Dinsmore

This was moved to after Opportunity for Public Comments:

B. Additional WVU Appointments to the Authority Board - Bob Roberts

This was moved to after Opportunity for Public Comments:

C. Personnel Rules Amendment – Appendix A (Position Descriptions)

The General Manager stated that the position description for the Ticket Clerk be amended to the Personnel Rules-Appendix A (Position Descriptions). The Transit Authority Board Members were given a copy of the position description for the Ticket Clerk for their review.

David Flynn Made a Motion to amend the Personnel Rules Appendix A position descriptions for Ticket Clerk as presented by the General Manager. Jenny Dinsmore seconded the Motion.

For: All Present and Voting

Opposed: None

D. General Donation Policy

The General Manager stated that this would include fund donations and request for free service.

Asel Kennedy Made a Motion to make it a policy not to make donations of funds or free service. James Manilla seconded the Motion.

For: All Present and Voting

Opposed: None

Asel Kennedy Made a Motion to reimburse the General Manager for \$45.00 for a charter that he had paid for personally to cover the cost of a third party government trip request. Jenny Dinsmore seconded the Motion.

For: All Present and Voting

Opposed: None

E. 420 DuPont Roof Material Asbestos & Fuel Tank abatement actions, expenses and next step.

Asel Kennedy Made a Motion to table 420 DuPont Roof Material Asbestos & Fuel Tank abatement actions, expenses until the February 08, 2006 Transit Authority Board meeting. Jenny Dinsmore seconded the Motion.

For: All Present and Voting

Opposed: None

F. Federal Conflict of Interest Statements

The Transit Authority Board Members signed the yearly Conflict of Interest Statements and Paula Janis, Finance Officer notarized each Conflict of Interest Statement.

G. Goals, Objectives and Projects for FY 2006-07 budget work

The General Manager asked the Transit Board Members for some direction on what they would like to see as far as goals and objectives for fiscal year 2006-2007. He would like to know of any new projects that the Board would want him to try to implement. The General Manager would like to receive these as soon as possible so that he can start the development of the budget.

Jenny Dinsmore asked that a Transit Authority Board Policy handbook be created so that it could be issued to new board members as they are appointed.

The General Manager reviewed the goals for the Transit Authority for 2005.

H. Establishing a Mountain Line Annual Awards Banquet

The General Manager stated that some vendors have offered to sponsor the Annual Awards Banquet.

Jenny Dinsmore Made a Motion to proceed with establishing a Mountain Line Annual Awards Banquet asking vendors to sponsor the event. Larry Calemine seconded the Motion.

For: All Present and Voting

Opposed: None

ADJOURNMENT

Jenny Dinsmore Made a Motion to adjourn at 9:00 P.M.