

MONONGALIA COUNTY URBAN MASS**TRANSPORTATION AUTHORITY****BOARD OF DIRECTORS MEETING****OCTOBER 8, 2003****AUTHORITY MEMBERS PRESENT:**

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

AUTHORITY MEMBERS NOT PRESENT:**OTHER PERSONNEL PRESENT:**

David Bruffy
Wayne Pifer
Sheila M. Wolfe

CALL TO ORDER:

The Transit Authority Board Meeting for October 08, 2003 was called to order at 6:15 P.M.

READING AND APPROVAL OF MINUTES (September 10, 2003)

Jenny Dinsmore made a Motion to accept the September 10, 2003 Board Meeting minutes. Larry Calemine seconded the Motion.

For: All Present and Voting

Opposed: None

PRESENTATION**September 2003 Driver of the Month**

The Board announced the Authority's September 2003 Co-Driver's of the Month, Mr. Harvey Hayes and Mr. John Hemerick. The Board also recognized Don Cummings, Kevin Mackie, and Jim Huffman for outstanding performance during the month of September 2003.

OPPORTUNITY FOR PUBLIC COMMENTS:

No public present.

DATA SUMMARIES/CORRESPONDENCE:

The General Manager stated that the Transit Authority had 32,215 passenger trips in the month of September. The Transit Authority is up 16 % year to date, up 36 % passenger trips compared to September 2002, had a 43 % increase in disabled ridership, and had a 14% increase in senior ridership compared to September 2002.

The General Manager stated that Jo Morrow has paid the balance of the charter that was provided for him.

FINANCIAL REPORT:

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The General Manager stated that the Transit Authority total for liabilities and equities is \$2.1 million, with the purchase of the maintenance facility building and what is in the bank.

Bob Roberts asked what the reason for the out-of-house expense for towing.

The General Manager stated that it was the budget line used for towing.

a. Approval of the September 2003 Monthly Financial Report

James Manilla entered the Transit Authority Board Meeting at 6:25 PM

David Flynn Made a Motion to accept the Financial Report for July 2003. Larry Calemine seconded the Motion.

For: All Present and Voting

Opposed: None

The General Manager stated that the Transit Authority has received a certificate for the \$10,000.00 from Governor Bob Wise to assist with the purchase of the new maintenance facility.

b. Budget Adjustments Policy Recommendation

The General Manager stated it was discussed at the September meeting on how often budget adjustments should be brought to the Transit Authority Board. He is recommending that as a general guideline if the budget adjustment needed is plus or minus 25%, or more than \$10,000.00 dollars, it should then be brought to the Transit Authority Board for their consideration.

Jenny Dinsmore Made a Motion to adopt the recommendation of the General Manager that no formal policy be adopted by the Board, but as a general guideline the Manager's recommendation would be followed. Larry Calemine seconded the Motion.

For: All Present and Voting

Opposed: None

OLD BUSINESS:

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a) Driver Route Announcements

The General Manager stated that the drivers are now making route announcements in order for the Transit Authority to comply with the Federal Transit Authority. One major benefit of this procedure will be in assisting visually impaired persons and increasing their comfort level while riding the bus. These route stop announcements are made both inside and outside of the bus.

Jenny Dinsmore suggested getting the drivers microphones they could wear on their heads so they don't have to use the hand microphones.

b) Maintenance Facility Update

The General Manager stated that he is working on a draft lease agreement for Greyhound to rent a space at the new maintenance facility. He then will present it to the West Virginia Division of Public Transit for their approval. He would like to get a letter of intent from Greyhound that they would be willing to accept the agreement. With this, the architects can begin incorporating this into the design.

The General Manager stated that the anticipated date to move into the new maintenance facility is December 2004.

c) Managerial Performance Evaluation Form

Bob Roberts stated that he had gone over the managerial performance evaluation.

Asel Kennedy stated that he would like to combine it with some goals for the Transit Authority.

Bob Roberts stated that whoever is the President and works with the General Manager should be the one to do the evaluation. Additionally, if the other Transit Authority Board Members have questions or comments they will need to forward them to the President.

Jenny Dinsmore requested a copy of the final performance evaluation before it is given to the General Manager each year.

Bob Roberts asked that the Transit Authority Board Members bring goals and objectives that are specific and attainable for the General Manager and the Transit Authority to the November 12, 2003 meeting.

The General Manager stated that he would like to develop a planning process with the Transit Authority Board members.

Bob Roberts asked that the Managerial Performance Evaluation be added to the agenda for November 12, 2003.

NEW BUSINESS:

a) WV Sunshine Act, Agenda Items, Discussions, etc

The General Manager summarized a presentation by the WV Attorney General's Office on the Open Meetings Act. It was the opinion of the General Manager that the Authority largely complies with the WV Open Meetings Act. The General Manager cautioned the Board that the Authority must remain vigilant in not discussing items not posted on the Agenda. According to the Attorney General's Office, any new item, not already on the Agenda, and not an emergency item, should only be discussed to the extent to determine when it should be placed on a future Agenda. No other discussion should take place regarding an item not already on the Agenda.

Board Members discussed various other organizations' practices that vary from this practice. Although a number of other governmental agencies do not follow this procedure, it was emphasized by the General Manager that it was his opinion that these bodies are failing to comply with the Open Meetings Act. The General Manager further emphasized that although other organizations are failing to comply with the Open Meetings Act, it does not relieve the Authority from its obligation in this matter.

b) Personnel Policy Change – CDL license requirement and termination

The General Manager stated that he is recommending a personnel policy change for CDL license requirements and terminations. Under the category of immediate dismissal, if an employee operates a Mountain Line Transit vehicle without a valid CDL license the employee should be terminated. Also, the new rule requires that if there is a loss of an employee's CDL their passenger endorsement it must be reported immediately.

Jenny Dinsmore Made a Motion to accept the Amendments to the Authority's Personnel Rules as presented. David Flynn seconded the Motion.

For: All Present and Voting

Opposed: None

c) Public Service Commission Ruling/Work Schedule Impacts

The General Manager explained that the West Virginia Public Service Commission (PSC) has issued an Opinion that applies a previously unapplied rule to all public transportation agencies, including Mountain Line. Under this PSC ruling, Mountain Line is required to document driver work shifts and to further be able to document that vehicle operators have not been driving for more than ten hours without a break. The General Manager explained that the Authority would be implementing a Relief Driver system that would allow the driver to have a lunch break for one run per day.

d) Dial-A-Ride Preliminary Budget Outline

The General Manager, at the request of the Board, prepared and presented a preliminary budget outline for the establishment of a dial-a-ride type service. The budget provided for \$150,000.00, less the cost of purchasing the vehicle, to start such a service. This amount included driver wages, insurance, gas, maintenance, dispatch, advertising, and health insurance benefits for employees. The estimated cost of service was \$2.55 per mile. This service proposal was prepared anticipating the use of three vehicles, which would keep service on the road equivalent to one vehicle for 15 hours, per day, six days per week.

e) WCLG Food Drive Participation-Larry Calemine

Larry Calemine stated that he would like for the Transit Authority to participate in the WCLG food drive by putting a box in the lobby.

Jenny Dinsmore Made a Motion to let Larry Calemine coordinate this with the General Manger and that it be done in a sensible manner. Any containers being placed on the bus be secured and only for a short period of time. David Flynn seconded the Motion.

**For: Jenny Dinsmore
David Flynn
Asel Kennedy
Bob Roberts
Larry Calemine
James Manilla**

Opposed: Bruce Gilbert

f). Marketing/Advertising Intern Position

The General Manager stated that the Transit Authority should hire someone to help with the marketing. He would like to check with West Virginia University for someone to help with the marketing and to help get more involved with community projects.

Jenny Dinsmore made a suggestion to have the General Manager to see what the different options are and what is needed and who is available for this Marketing/Advertising Intern position and bring it back to the November 12, 2003 Transit Authority Board meeting.

g). 420 DuPont Road Signage Permission Policy

The General Manager stated that the Transit Authority should set up a policy for allowing signage at the new maintenance facility site. He recommended that they be considered on a case-by-case basis. Any applicants will need the approval of the Transit Authority Board before they can put up a sign.

Larry Calemine Made a Motion that the Transit Authority Board approve the signage policy and that they must be in a designated area, and of a specific size. Jenny Dinsmore seconded the Motion.

For: All Present and Voting

Opposed: None

ADJOURNMENT

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Jenny Dinsmore Made a Motion to adjourn at 7:30 P.M.