

MONONGALIA COUNTY URBAN MASS

TRANSPORTATION AUTHORITY

BOARD OF DIRECTOR'S MEETING

February 11, 2004

AUTHORITY MEMBERS PRESENT:

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

OTHER PERSONNEL PRESENT:

David Bruffy
Wayne Pifer
Sheila M. Wolfe
Paul Burns

CALL TO ORDER:

The Transit Authority Board Meeting for February 11, 2004 was called to order at 6:00 P.M.

READING AND APPROVAL OF MINUTES (January 14, 2004)

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

For: All Present and Voting

Opposed: None

PRESENTATION

a) January 2004 Driver of the Month

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

OPPORTUNITY FOR PUBLIC COMMENTS:

No public present.

DATA SUMMARIES/CORRESPONDENCE:

The General Manager stated that the total passenger trips were 29,756 for January 2004, up 19% over January of 2003. Disabled passenger trips were down -23%, senior passenger trips were up 8%, and West Virginia University ride with I.D. trips were up 25%. The cost per passenger trip was down from \$7.61 per passenger trip in December

2003 to \$7.27 per passenger trip in January 2004. The Transit Authority, for the month of January, traveled 51,188 miles, made 3,475 schedules, answered 55 Rail Trail questions, and answered over 3,158 phone calls.

The General Manager stated that he would like to change the way that cost per passenger trip is determined. The Cost per Passenger Trip was determined by taking the hours of service for each route and adding them together and then they were averaged, this resulted in an overall index. The Manager recommended we determine the Revenue per Passenger Trip by taking the total number of passengers divided by the total amount of money spent to operate the routes. This makes the sum of total passenger trips cost \$4.23 for January 2004. The Manager indicated this new calculation would be used in future reports.

The General Manager stated that he had developed a Maintenance Department Productivity Summary for 2003. This is made from the Beginning Maintenance Day Reports and the End Day Maintenance Reports that are completed by the mechanics. These reports reflect total number of services, repairs, and other activities by the mechanics by day and by week.

The General Manager informed the Transit Authority Board of what steps are being taken to investigate the complaint from Unity House. He presented the Transit Authority board with pictures of the situation at the parking lot at Unity House. The office is tracking all deviation requests that are being called in to insure quality service to the residents of Unity House.

FINANCIAL REPORT:

a) Approval of the January 2004 Monthly Financial Report

The General Manager stated that the fuel expenses are up 10% more than what had been anticipated. He expects this line item to be over budget by as much as \$12,000 by the end of the fiscal year.

Jenny Dinsmore Made a Motion to accept the Financial Report for January 2004. Larry Calemine seconded the Motion.

For: All Present and Voting

Opposed: None

OLD BUSINESS:

a) Maintenance Facility Update

The General Manager stated that there would be a mandatory pre-bid meeting on February 26, 2004 at 10:30 AM. It will be at the Maintenance Facility building. The Bid Opening date is March 30, 2004 at 1:30 PM in Charleston, West Virginia, through the West Virginia Purchasing Division.

b) 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) Joint Grant Application with Monongalia Senior Center/Community Living Initiatives Corporation/In-Touch and Concerned

The General Manager stated he had filed a joint application with Monongalia Senior Center, Community Living Initiatives Corporation, and In-Touch and Concerned for \$10,000 to help provide free transportation for seniors for a one-year pilot project.

b) Village at Heritage Point requesting service

The General Manager stated that Village at Heritage Point is requesting marketing service to grocery stores, malls, restaurants and other special points of interest. Any new services under this program will be open to the public.

PRESENTATIONS

2003 Driver of the Year

The General Manager stated that the driver of the year was determined by the average of their 12 monthly evaluations. Board President Bob Roberts announced the top five drivers of the year and the driver of the year was Mr. John Roger Hemerick.

Board President Bob Roberts presented each driver with a plaque from the Transit Authority. Mr. John Roger Hemerick, as the driver of the year, will be the Transit Authority's nominee for the State's Driver of the Year and will attend the annual awards banquet held by West Virginia Transit Association in August at Stonewall Jackson Resort.

The Board also recognized:

Kevin Mackie
Clinton Burns
Donald Cummings
James Huffman

ADJOURNMENT

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