

MONONGALIA COUNTY URBAN MASS

TRANSPORTATION AUTHORITY

BOARD OF DIRECTOR’S MEETING

FEBRUARY 8, 2006

AUTHORITY MEMBERS PRESENT:

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

AUTHORITY MEMBERS NOT PRESENT:

Jenny Dinsmore

OTHER PERSONNEL PRESENT:

David Bruffy
Wayne Pifer
Paula Janis
Sheila M. Wolfe

CALL TO ORDER:

The Transit Authority Board Meeting for February 8, 2006 was called to order at 6:04 P.M.

READING AND APPROVAL OF MINUTES (January 11, 2006)

David Flynn made a Motion to accept the January 11, 2006 Board Meeting minutes. Larry Calemine seconded the Motion.

For: All Present and Voting

Opposed: None

PRESENTATION

A. January 2006 Driver of the Month

The Board announced the Authority’s January 2006 Driver of the Month, Mr. Robert Lee. The Board also recognized Tom Jones, Jim Huffman, Terry Lewis, and Bobby Dille for their outstanding performance during the month of January 2006.

Opportunity for Public Comments:

—
There were no comments offered by the Public.

Monthly Data Summaries/Correspondence

The General Manager stated that the passenger trips for January 2006 were 45,991 and were up 49 % compared to January of 2005, and were up 49 % for total passenger trips for the calendar year 2006 compared to calendar year 2005. Disabled passenger trips were up 6 %, senior passenger trips were up 3 % and West Virginia University “Ride with I.D.” was up 83 % compared to January 2005. During the month of January the Transit Authority

traveled 72,885 miles, made 2,900 schedules, answered 61 Rail Trail questions, answered over 2,741 phone calls and had 233,096 hits on the web site.

The General Manager stated that the personnel changes during January included the hiring of Martin Hall and James Tennant for positions of full-time Drivers. Jim Teets and Steve Reese have completed their six-month probation. There are five Interns working for Mountain Line Transit for this semester. Stephanie Wilmoth is working with the General Manager, Bindu Nirmaladevi is working with the Assistant Manager, Kimberly Townsend, Elizabeth Acita, and JT Martin are working with the Marketing Officer.

The General Manager reviewed the updated Grey Line financial report with the Transit Authority Board Members. The Transit Authority will receive the new buses for Grey Line sometime in April.

Asel Kennedy requested that the General Manager draft a letter discussing future funding and service to Greyhound and the Public Transit System of Pennsylvania.

Bob Roberts requested that the draft letter be emailed to himself, Asel Kennedy, and James Manilla.

The General Manager reviewed a budget flow chart reflecting how the money from the various grants that Mountain Line Transit receives and how they are allocated according to budget needs.

President Bob Roberts appointed Jenny Dinsmore, Asel Kennedy, and Larry Calemine to the Financial Committee to review the budget for fiscal year 2006-2007 and make recommendations to the Transit Authority Board Members.

The General Manager reviewed a monthly expenditures and accounts receivable cash flow chart with the Transit Authority Board Members.

The General Manager stated that the date for the Employee's Annual Awards Banquet will be March 26, 2006. The location and exact time will be set at a later date when the catering service has been confirmed.

FINANCIAL REPORT:

A. Approval of the January 2006 Monthly Financial Report

Asel Kennedy Made a Motion to accept for audit the Financial Report as presented for January 2006. Kevin Buckley seconded the Motion.

For: All Present and Voting

Opposed: None

B. General Fund Budget Amendment Fiscal Year 2005-2006

The General Manager reviewed the amendments in the General Fund Budget with the Transit Authority Board Members.

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

For: All Present and Voting

Opposed: None

C. Capital Escrow Budget Amendment Fiscal Year 2005-2006

The General Manager reviewed the amendments in the Capital Escrow Budget with the Transit Authority Board Members.

Asel Kennedy Made a Motion to amend the Capital Escrow Budget for the Fiscal Year 2005 – 2006 as presented by the General Manager. David Flynn seconded the Motion.

For: All Present and Voting

Opposed: None

OLD BUSINESS:

A. Additional West Virginia University Appointments to the Authority Board

Bob Roberts stated that he had talked to the people at West Virginia University and their opinion is that they are already committed to Mountain Line Transit by a three year contract which is renewable for two years after that.

The General Manager stated that all that would be required would be adoption of an Ordinance by the Monongalia County Commission and Morgantown City Council, respectively.

Bob Roberts Made a Motion to make a request to Monongalia County Commission and Morgantown City Council to adopt an Ordinance to allow West Virginia University to have additional representation on the Mountain Line Transit Authority Board. James Manilla seconded the Motion.

For: All Present and Voting

Opposed: None

B. 420 DuPont Roof Material Asbestos & Fuel Tank abatement actions, expenses and next steps

Asel Kennedy Made a Motion to discontinue legal action against CTL for the 420 DuPont Roof Material Asbestos & Fuel Tank abatement actions and request their cooperation in assisting to develop projects that Mountain Line Transit has coming up. Kevin Buckley seconded the Motion.

For: All Present and Voting

Opposed: None

C. Establishing a Line of Credit (Tabled in January 2006)

President Bob Roberts Made a Motion to remove this item from the agenda because it is not necessary at this time. Asel Kennedy seconded the Motion.

For: All Present and Voting

Opposed: None

NEW BUSINESS:

A. Organizational Development – call for a Work Session

Bob Roberts requested the attendance of as many of the Transit Authority Board Members as possible meet at the Maintenance Facility on Wednesday, February 15, 2006 from 12:00 PM to 1:00 PM. This session would work on creating a vision on where the Transit Authority Board would like to see the Transit System going and some other issues that need to be addressed.

B. Board of Directors Policy Manual Development – for discussion

The General Manager stated that the Transit Authority Board Members had been provided with a complete record of motions that had been made from 1996 to December 2005.

Bob Roberts stated that he would like to see them set up in a policy format so that they can be signed off on by the Transit Authority Board Members and put into a manual.

C. Board of Directors Position Descriptions – for discussion

Bob Roberts stated that this would be discussed at the meeting on Wednesday, February 15, 2005. He would like the position of President, Vice-President, Treasurer, and Secretary to have a brief job description as to what their roles are and what the Transit Authority Board expects them to do.

The General Manager stated that he would put a list together that reflected traditional changes that requires the Transit Authority Board's approval.

ADJOURNMENT

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