

MONONGALIA COUNTY URBAN MASS

TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS MEETING

SEPTEMBER 11, 2002

**AUTHORITY MEMBERS PRESENT:**

Larry Calemine  
Jenny Dinsmore  
Frank Scafella  
David Flynn  
Bruce Gilbert  
Asel Kennedy

**AUTHORITY MEMBERS NOT PRESENT:**

Bob Roberts

**OTHER PERSONNEL PRESENT:**

David Bruffy  
Wayne Pifer  
Sheila M. Wolfe

**CALL TO ORDER:**

The Transit Authority Board Meeting for September 11, 2002 was called to order at 6:10 P.M.

**READING AND APPROVAL OF MINUTES (August 14, 2002)**

Frank Scafella made a Motion to accept the August 14, 2002 Board Meeting minutes. Asel Kennedy seconded the Motion.

For: All Present and Voting

Opposed: None

**OPPORTUNITY FOR PUBLIC COMMENTS:**

No public present.

**DATA SUMMARIES/CORRESPONDENCE:**

**The General Manager** stated that ridership is up 13% over August 2001, disabled ridership is up 104% over August 2001, and elderly ridership is up 35% over August 2001. West Virginia University ID passes are up 78% over July 2002. The cost per passenger trip continues to go down and is currently at \$6.70 per passenger trip on average. There was an ad placed with the Daily Athenaeum to advertise “The bus is Free With WVU ID”.

**FINANCIAL REPORT:**

**The General Manager** stated that the Board packet contained a new July balance sheet that one of the Auditors had helped create in order to present more accurate information. He explained the new balance sheet to the Transit Authority Board Members.

**A. Approval of the Financial Report for the month of August 2002.**

**Asel Kennedy Made a Motion to accept the Financial Report for August 2002. David Flynn seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**B. Presentation of Fiscal Year 1999-2000 Audit Report**

**Jenny Dinsmore entered the Transit Authority Board Meeting at 6:30 P.M.**

**The General Manager** stated that there were four findings in the audits.

**The Assistant Manager** stated that the Transit Authority had missed giving one driver the required six hour safety training in 1999.

**Asel Kennedy** suggested keeping a back up disk with all financial records at another location in the event that something would happen to the original.

**C. Presentation of Fiscal Year 2000-2001 Audit Report**

**The Assistant Manager** stated that the Transit Authority had missed giving two drivers RSAM (Rider Sensitivity Training) in 2000.

**Asel Kennedy** stated that he would review both audits and give the Transit Authority Board a report at the next meeting.

## **DRIVER OF THE MONTH PRESENTATION**

The Board announced the Authority's August Driver of the Month, Mr. Don Cummings. The Board also recognized Bernie Cordray, Jim Huffman, Terry Lewis, and Mary Rogers for outstanding performance during the month of August 2002.

## **OLD BUSINESS:**

### **A. Maintenance Facility Update**

**The General Manager** stated that he had sent a letter to the Industrial Park stating that the Transit Authority would like to execute the option to purchase the property at the Industrial Park Site as soon as it can be determined how the utilities are going to be installed.

### **B. Review of Personnel Polices (no amendments proposed)**

**The General Manager** stated that there were no changes to the Personnel Polices and he requested that the Transit Authority Board readopt the present policy that is in place.

**Bruce Gilbert Made a Motion to adopt Personnel Polices as presented with no proposed amendments at this time. Frank Scafella seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

### **C. Review of Safety Manual (additional anti-terrorism items added)**

**The General Manager** stated that information about anti-terrorism has been added. The Transit Authority will be adding more to the anti-terrorism section as we see what will be needed if the buses are needed in the event of a terrorist act. There is going to be an exercise in November, and from that the Transit Authority can see what demands will be made on the transportation system. This training will help us to develop a plan of action.

**Bruce Gilbert Made a Motion to adopt the Safety Manual with the additional anti-terrorism items added. Jenny Dinsmore seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**NEW BUSINESS:**

**Jenny Dinsmore Made a Motion to send Main Street Morgantown a letter to collect \$297.50 that is owed by Mediterranean Market since they are the ones who had the contract with Mediterranean Market, or Main Street Morgantown pay \$297.50. Asel Kennedy seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**ADJOURNMENT**

**Frank Scafella made a Motion to adjourn at 7:11 P.M.**