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**MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY  
BOARD OF DIRECTOR'S MEETING MINUTES**

**Approved Version**

**July 14, 1999**

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**MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY**

**BOARD OF DIRECTORS MEETING**

**JULY 14, 1999**

**AUTHORITY MEMBERS PRESENT:**

Jenny Dinsmore  
Frank Salucci  
Sandy Holepit  
James Caravasos

**OTHER PERSONNEL PRESENT:**

David Bruffy  
Melissa Burch

**CALL TO ORDER:**

The Transit Board Meeting was called to order at 6:01 p.m.

**APPROVAL OF MINUTES:**

James Caravasos motioned for the approval of the June 9, 1999 minutes and Frank Salucci seconded the motion.

For: All Opposed: None

**GENERAL CORRESPONDENCE:**

Included in correspondence was a letter from Transit Director Susan O'Connell congratulating Mountain Line on winning Main Street's Best Interior/Best Exterior Award. A related article appeared in the Dominion Post noting Main Street Morgantown's fourth award year as the state's top Main Street program. A thank you letter was also received from Main Street Morgantown for Mountain Line's assistance with the WV Birthday Party.

Service related correspondence included a press release on the coordination of services through Mountain Line and the Monongalia County Health Department. Also included was a letter to WVU's Physical Plant Director regarding proposed bus stops at the Evansdale Residential Complex.

Information on a State Web Page for West Virginia Public Transit Association members was received from Centra Transit's Director.

**FINANCIAL REPORT:**

Mr. Bruffy reported that the financial information for May indicated that this year's revenue is greater than last year's. Final numbers for the fiscal year are still pending.

**OLD BUSINESS:**

A. Financial Reporting, Payroll and Accounting Systems

Mr. Bruffy presented information on Service Plus, a payroll-processing firm. Service Plus has indicated that it can perform payroll services for Mountain Line for approximately \$1500 a year. Mr. Bruffy also informed the Board that the City's Finance Department was willing to attempt to provide the same service. The Board was also informed that Mountain Line's accounts payable function could be performed in-house with the existing Quickbooks accounting system.

James Caravasos motioned for the approval of an in-house accounts payable system. The Authority's President, Treasurer, the General Manager, and the Assistant Manager for Administration would have the authority to sign checks under the new system. All checks will require a duplicate signature. Frank Salucci seconded that motion.

For: All Opposed: None

Frank Salucci motioned that Mr. Bruffy enter into an agreement with Service Plus for payroll services. Sandy Holepit seconded the motion.

For: All Opposed: None

#### B. Stone Embezzlement

Mr. Bruffy reported that Mr. Mitchel Stone recently pleaded guilty to Felony Embezzlement against the Authority. The Restitution Hearing for the embezzlement case is scheduled for September 13th at 1:30 p.m. and the Sentencing Hearing is scheduled for September 20th at 10:00 a.m.

### **NEW BUSINESS:**

#### A. WVU ACT Service

West Virginia University has recently purchased four new vehicles to be used for its ACT Service. The University has advised former customers that are not affiliated with WVU that they will no longer be provided with service. Mountain Line has received several calls from former ACT riders and is attempting to accommodate these riders through our deviated fixed-route system.

#### B. New Bus Routes

Mr. Bruffy announced that the new bus routes are scheduled to be implemented by August 1st. The new multi-hub system should increase service substantially.

#### C. Operating Assistance Grant

Mr. Bruffy requested that the Authority approve the Operating Assistance Grant through the WV Division of Public Transit in the amount of \$145,000. Also included is \$25,000 for the Welfare to Work Program and \$10,000 for new logos and signage.

James Caravasos motioned to authorize the General Manager to enter into the Grant Agreement with the WV Division of Public Transit and Sandy Holepit seconded the motion.

For: All Opposed: None

### **GERNERAL MANAGER'S REPORT (as printed):**

#### **Information**

1) I am pleased to inform you that Mountain Line has received a WV Medicaid Provider Number and we are in the process of researching our service provision and billing requirements. I will keep you informed as we develop this service opportunity.

2) I am pleased to inform you the filling of our new position openings approved with the fiscal year 1999-2000 Budget. Geneva Owens accepted our offer for employment as a full-time receptionist. Geneva has worked as a part-time receptionist for the past several months. Shirley Lunney, who has accepted a position as our part-time receptionist, has joined Geneva. Effective last week, Geneva and Shirley are now staffing the Mountain Line office from 7:00 a.m. through 6:00 p.m., Monday through Saturday. For the first time in our corporate history, Mountain Line now has the ability to respond directly to our riders and the general public during all operating hours.

3) I am also pleased to announce the employment of Andy Knotts as our Assistant Manager for Operations. Andy has some thirteen years of experience in similar positions and will doubtlessly be an invaluable addition to the Mountain Lion Team.

4) The two additional full-time Bus Driver positions have also been filled and I am pleased to inform the Authority that David Beckner and Ron Gatian accepted these positions. Both drivers served formerly as part-time drivers and we look forward to the benefit of their services on a more regular basis.

5) I would also note, as a follow-up to our earlier conversations, that the City of Morgantown's funding allocation for Fiscal year 1999-2000 will be paid in one lump sum again this year. However, payment from the City will be made in quarterly payments next year.

#### **EXECUTIVE SESSION:**

An Executive Session was called at 7:11 p.m. in order to discuss a legal matter. Regular session resumed at 7:17 p.m.

#### **WORK PLAN PROGRESS REPORT:**

All major Work Plan Objectives are in progress or completed at this time, with the exception of Fire Extinguisher Training.

#### **COMMITTEE REPORTS:**

None

#### **ADJOURNMENT:**

Meeting adjourned at 7:20 p.m.

Respectfully Submitted,

Sandy Holepit  
Secretary of the Board

