

**MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY****BOARD OF DIRECTORS MEETING****OCTOBER 11, 2000****AUTHORITY MEMBERS PRESENT:**

Bob Roberts

James Caravasos

Jenny Dinsmore

Sandy Holepit

Frank Salucci

**OTHER PERSONNEL PRESENT:**

David Bruffy

Wayne Pifer

Shayna Smotzer

**NOT PRESENT:**

David Martinelli

John Spears

**CALL TO ORDER:**

The Transit Board Meeting was called to order at 6:00 p.m.

**APPROVAL OF MINUTES:****Frank Salucci made a motion to accept the September 2000 minutes. James Caravasos seconded the motion.****For: All Present and Voting Opposed: None****GENERAL CORRESPONDENCE:**

Mr. Bruffy addressed a letter from the Monongalia County Commission regarding the elderly and the disabled. Dr. Spears reported that Commissioner Pyles told him he did not receive a response from the Authority addressing this letter. In the original letter, the Commission asked the Authority if there had been a change in service because there were complaints from disabled and elderly riders.

Mr. Bruffy reported that the ridership of wheelchair passengers has increased 100% since January 1, 2000. Mr. Bruffy also reported that there has been an increase in non-wheelchair, disabled riders in the same period. Mr. Bruffy reported that the letters from the County Commission had been answered and that a copy of the replies were in the August Board Packet, and an additional copy was provided to the Board for their review at this meeting. Mr. Bruffy also explained that door to door transportation in the community has been virtually eliminated since January 1, 2000. West Virginia University Hospital eliminated their van service effective January 1, 2000, and West Virginia University eliminated their van service to non-students effective July 1, 2000.

Bob Roberts questioned whether complaints received by the County have been forwarded to the Authority Board. Mr. Bruffy reported that he has received a copy of only one letter from the Commission in the period in question and that letter was not signed. Mr. Bruffy reported that a copy of that letter was also provided to the Board under correspondence.

**Jenny Dinsmore arrived at 6:06P.M.****Frank Salucci made a Motion to move into Executive Session to discuss a personnel matter. James Caravasos seconded the Motion.****For: All Present and Voting Opposed: None****The Authority entered Executive Session at 6:15 P.M.****Jenny Dinsmore made a Motion to enter into regular session 6:10 P.M.****For: All Present and Voting Opposed: None**

**COMMITTEE REPORTS:****A. Grievance Committee Report- Dr. Spears, Jenny Dinsmore, Frank Salucci**

**Based on a recommendation of the Grievance Committee, Frank Salucci made a Motion to approve the General Manager's recommended disciplinary action that was the basis of an employee grievance. Jenny Dinsmore seconded the Motion.**

**For: All Present and Voting Opposed: None**

Mr. Bruffy stated that a written letter of termination from the Board is needed to confirm and document the Grievance Committee findings. Bob Roberts asked Mr. Bruffy to draft a copy of that written correspondence for the Board's review and approval.

**Frank Salucci made a Motion to implement an Incident Report Review. Jenny Dinsmore seconded the Motion.**

**For: All Present and Voting Opposed: None**

**Frank Salucci made a Motion to conduct a review of the Authorities Grievance Policy. Jenny Dinsmore seconded the Motion.**

**For: All Present and Voting Opposed: None**

James Caravasos suggested that after being reviewed and updated, that it be brought to the attention of all employees of the Monongalia County Urban Mass Transit Authority.

**B. Funding Body Communication Committee Report- Frank Salucci, Dr. Spears**

Frank Salucci stated that the Committee has not met as of yet and has no report at this time.

**FINANCIAL REPORT:**

Mr. Bruffy indicated that for the last two months he had reported to the Board that revenue collection was down due to outstanding invoices for money owed the Authority. Revenue for September was exceptionally high because many of these outstanding invoices were paid. To reflect better this year's revenue collection and compare it to previous years' revenues, the General Manger provided the Board with charts comparing revenue by fiscal quarter.

**Jenny Dinsmore made a Motion to accept the September Financial Report as presented. Frank Salucci seconded the Motion.**

**For: All Present and Voting Opposed: None**

**PUBLIC COMMENTS:**

Bruce Gilbert reiterated his complaint regarding the fare structure for the Blue and Gold bus route. Jenny Dinsmore informed Mr. Gilbert that the Board would discuss this matter at their next meeting.

Mr. Gilbert also lodged a complaint regarding another rider trying to use his Monthly Pass to ride on "The Ride". Mr. Bruffy confirmed that he heard about the rider's complaint. The rider is Mr. Rick Patton. Mr. Bruffy said that he would ask the supervisors to readdress this issue with drivers and provide written clarification. The General Manager also confirmed that Mr. Patton would be required to pay the 25-cent fare for this trip. The General Manager further explained that "The Ride" is not a part of the Authority's normally funded services and was reliant upon fare collections for continuation of the service.

Mr. Gilbert also commented on the bus shelter at the County Health Department. Mr. Gilbert suggested the newly installed shelter be turned around 180° to better protect riders from the elements. Mr. Bruffy stated that the shelter is handicapped accessible and if it were rotated, it would not be accessible. The General Manager indicated that it might be possible to purchase a weather screen for the shelter and that he would look into the matter.

**OLD BUSINESS:****A. Mission Statement:**

Mr. Bruffy stated that he could not find any record of the Board adopting a Mission Statement. Jenny Dinsmore stated that she would look for it.

**B. Vehicle Use Policy**

The Board had requested a copy of the Vehicle Use Policy, and Mr. Bruffy reported that a copy of it was included in the Board packet. The General Manager stated that there are three staff vehicles. He estimated that it costs one dollar per workday to operate these three vehicles or approximately \$750 dollars per year. Bob Roberts questioned whether these vehicles were considered emergency vehicles and requested that the General Manager make a Pyramid of Response to show who is called when an emergency response is needed. Bob Roberts also asked if it was possible to check and see what other companies do about this issue. Frank Salucci asked if it was possible to check how many incidents there have been this year that may require the use of a company vehicle. Mr. Bruffy stated that most vehicle use occurs in the course of normal operating duties. Sandy Holepit stated that Tom Montague should be compensated

whenever he is using his personal vehicle to respond to an alarm. Bob Roberts stated that this whole issue needs researched, and Jenny Dinsmore agreed. The General Manager indicated that he would provide additional information for the Board's consideration at the next meeting.

### **C. Report on Employee Incentive Plan**

The General Manager reported that fare box revenue was up when compared to last September, and therefore money was available for the Incentive Plan for the month of September. Mr. Bruffy indicated that Drivers seemed to be pleased with the process. The General Manager explained that employees were provided with a mock evaluation before the first real evaluation and this process created many positive responses from employees. The Board announced the Authority's September "Driver of the Month", Mr. Jim Huffman. The Board also recognized Roby Collins, John Hemerick, Bill Coda, and Steve Holt for outstanding performance in the month of September, 2000.

### **NEW BUSINESS:**

#### **A. Free Transportation Services to Nonprofit Organizations**

The General Manager reported that the Authority received a request for free transportation on New Year's Eve. The request for free service was made by a representative of First Night. The Authority discussed free service requests and determined that all requests for transportation must be charged at the previously approved rates (\$35.00 dollars per hour for non-profit agencies and \$50.00 dollars per hour for-profit agencies).

**Frank Salucci made a Motion to eliminate all subsidized transportation to organizations beyond the \$35.00 per hour rate Jenny Dinsmore seconded the Motion.**

**For: All Present and Voting Opposed: None**

#### **B. Token Refund Policy**

The General Manger reported that several passengers have recently requested monthly pass and token refunds. The General Manger requested the Authority consider a no-refund policy.

**Jenny Dinsmore made a Motion to that the Authority not refunds any tokens or bus passes. Frank Salucci seconded the Motion.**

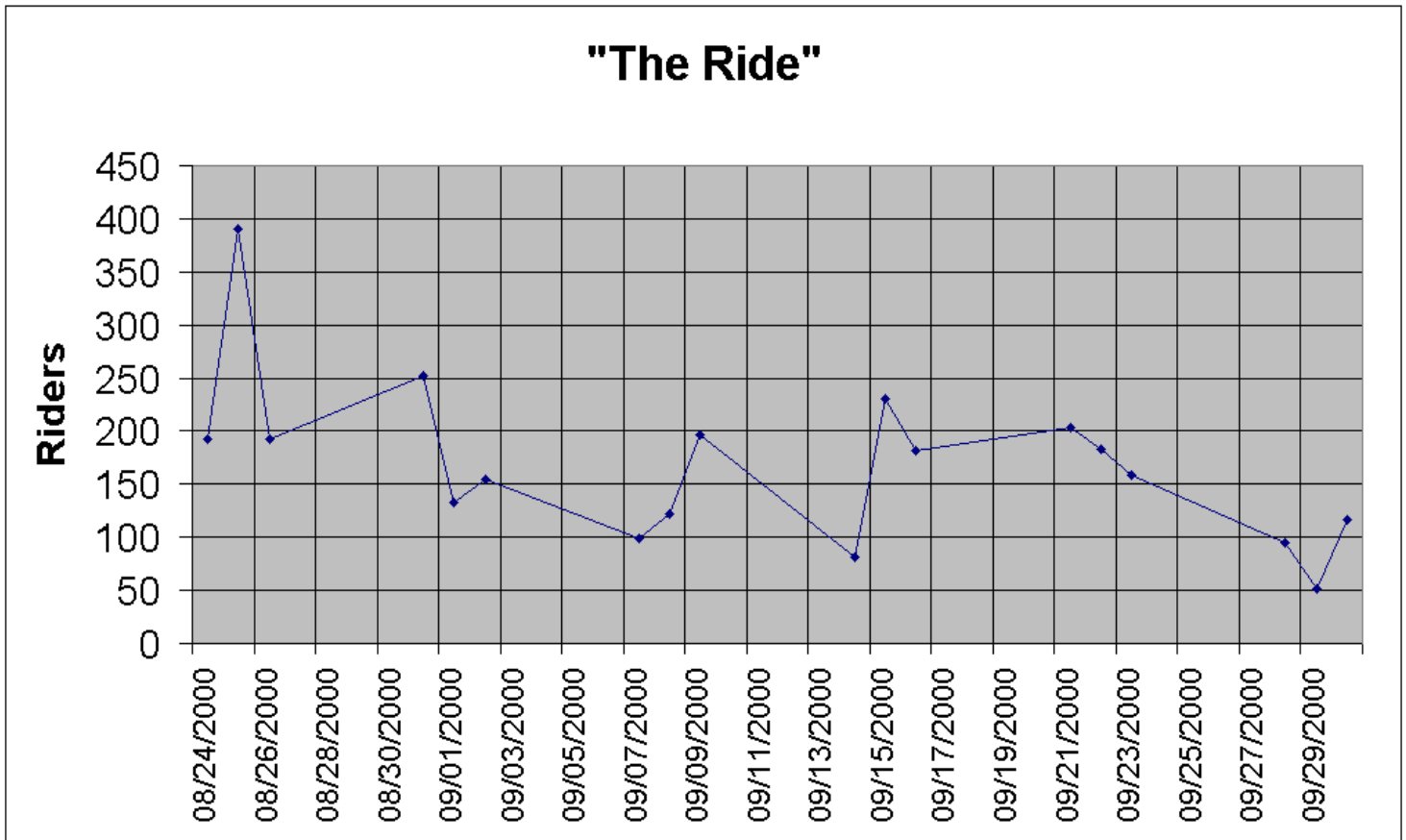
**For: All Present and Voting Opposed: None**

Mr. Bruffy stated that letters would be sent out to inform passengers that there is no refund on the bus tokens and bus passes.

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### **GENERAL MANAGER'S REPORT:**

1. I am pleased to inform the Board that one of the Authority's two new Trolley Buses will arrive this week. Discussions about the implementation of the Downtown Trolley loop are underway and I will keep you updated on our progress.
2. I have attached football shuttle ridership and revenue information as well as a ridership graph (below) on "The Ride" for your review. One notable change in predicted service levels involves the football shuttle contract service to WVU. The University has asked for four buses for both the Miami and Notre Dame football games instead of the normal request for two vehicles. This supplemental request will increase gross revenue for football shuttles by \$1,120 dollars, total.



Mountain Line had the privilege of hosting the WV Division of Public Transit and the State of Virginia counterpart for a pre-audit visit. The FTA recently audited the State of Virginia’s Drug and Alcohol agency policies and Virginia kindly agreed to share their experience with West Virginia. Work on preparation for our October 31<sup>st</sup> Audit is on going and continues to consume an extraordinary amount of organization resources, energy and efforts.

**Jenny Dinsmore made a Motion to adjourn the October meeting of the Monongalia County Urban Mass Transit Authority. James Caravasos seconded the Motion.**

**For: All Present and Voting Opposed: None**