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

**Approved Version
August 12, 1998**

AUTHORITY MEMBERS PRESENT:

Bobby Roberts
James Caravasos
Jenny Dinsmore
David Martinelli
Frank Salucci
Sandy Holepit
John Spears

OTHER PERSONNEL PRESENT:

David Bruffy
Melissa Burch

CALL TO ORDER:

The Transit Board Meeting was called to order at 6:04 p.m.

APPROVAL OF MINUTES:

Bobby Roberts motioned and James Caravasos seconded to approve the July 8, 1998 minutes as written.

For: All Opposed: None

GENERAL CORRESPONDENCE:

Mr. Bruffy indicated that we had received correspondence from Centra verifying the two buses we purchased for shuttle purposes and the third bus we purchased for parts.

Correspondence was also received thanking Mountain Line for participating in the annual "Kid's Day" event downtown.

FINANCIAL REPORT:

Mr. Bruffy reviewed the farebox and ticket information for July. This information indicates a beginning deficit, which will clear itself as the fiscal year progresses. September has historically been a financially successful month, while the summer months have been historically slow. The July financial report was not complete due to the fact that the appropriate information had not yet been received from the Finance Department. The revised year-end information was as follows: Revenue was up, trip comparison was acceptable and the number of riders was down from last year. However, the ridership numbers may not be accurate until the October data is gathered. Beginning in October, data will be more appropriately compared with the last year's data with assurance that data collection methods are comparable.

The carryover from the 97/98 Budget was \$94,440. The amount recommended for a Capitol Outlay Budget is approximately \$70,000.

Mr. Bruffy also indicated that July was the second month in which financial data used to complete the Financial Report was not received from the Morgantown City Finance Department prior to the Board Meeting. This information is also needed in a timely manner in order to complete our monthly reports to the State Division of Public Transit. That report will be late because of the tardy data from Finance.

Mr. Bruffy proposed that a Capitol Budget of \$69,500 be established that would carry over from year to year. This consists of a beginning balance of \$25,000, a transfer of \$35,000 from the contingency carry-over and \$10,000 from the Depot Grant. Initially, such a budget would be allocated in the Capitol Outlay Budget, until the Board decides that it should be moved elsewhere. This budget would not roll back into the Operating Fund each year if money is not spent prior to July 1st. Such a budget would assist in upgrades such as the GIS System, additional bike-racks for the buses, digital fareboxes, etc.

Expenditures within the Capitol Budget below \$1000 could be approved by Mr. Bruffy. Bids would be required for expenditures over \$3,000.

Bobby Roberts motioned and David Martinelli seconded to approve the establishment of a Capitol Budget and to give Mr. Bruffy the authority to oversee that budget according to the MCUMTA Procurement Guidelines.

For: All Opposed: None

The upcoming Public Hearing regarding the proposed Park & Ride plan was reviewed. The first hearing date is Thursday, August 20, 1998 at the County Commission Offices.

OLD BUSINESS:

A. Jenny Dinsmore indicated that further discussion was needed concerning the General Manager's (GM) Incentive Plan. Her concerns were that by establishing an incentive plan based on a "point scale" for a particular line item, the Board is not allowing for changes that will likely occur during the year regarding goals and planning. She was further concerned with the percentage of incentive pay as compared to the regular salary of the GM. Further, she indicated that care needed to be taken when determining upon which items incentive pay would be based.

Further discussion included the question as to re-evaluating the GM's base salary. Jim Caravasos indicated that he would speak to Susan O'Connell at the WVPTA Conference at the end of the week.

NEW BUSINESS:

A. Mr. Bruffy asked for a motion to adopt the Park & Ride Master Plan as a final version.

Bobby Roberts motioned and David Martinelli seconded to accept the Park & Ride Master Plan.

For: All Opposed: None

GERNERAL MANAGER'S REPORT (as printed):

Information

- 1) Upon request, Open Road Advertising has provided the attached analysis of potential revenue from advertising sales. Open Road has also supplied a sample of the marketing materials being distributed through their marketing efforts.
- 2) Mountain Line's proposal for Transportation Assistance, in cooperation with the West Virginia Department of Health and Human Resources, has been submitted to the WV Division of Public Transit for their review and approval. \$25,000 dollars in funding assistance has been requested from the WV DPT to implement this program. The planned start date for the program is August 24, 1998 and a copy of this proposal has been attached for your review.
- 3) Mountain Line recently received two additional Flexible buses from Clarksburg's CENTRA Transit Authority. Mountain Line's maintenance staff are busy preparing the vehicles for the upcoming football season.

4) Please find enclosed some basic information on the use of Geographic Information Systems (GIS) in transportation services.

Action Items

1) There has been a recent employee request for clarification regarding Mountain Line Policy as it affects transportation charges for family members. Based on past history and the need for an easy method to determine qualified riders, I recommend that the Authority consider a free-ride benefit for employee spouses (legally married) and dependent (currently living with the employee) children only.

Bobby Roberts motioned and Jim Caravasos seconded to approve the recommendation made by Mr. Bruffy to determine who qualifies as a legitimate rider under the family member option for free transportation.

For: All Opposed: None

COMMITTEE REPORTS:

None

ADJOURNMENT:

Meeting adjourned at 7:23 p.m.

Respectfully Submitted,

Sandy Holepit
Secretary of the Board

