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

Approved Version

February 9, 2000

MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS MEETING

FEBRUARY 09, 2000

AUTHORITY MEMBERS PRESENT:

Jenny Dinsmore
Frank Salucci
Sandy Holepit
David Martinelli
John Spears
Bob Roberts

OTHER PERSONELL PRESENT:

David Bruffy
Rosa Carper

NOT PRESENT:

James Caravasos

CALL TO ORDER:

The Transit Board Meeting was called to order at 6:03 p.m.

APPROVAL OF MINUTES:

Bob Roberts motioned for approval of the January 12, 2000 meeting minutes as written. Frank Salucci seconded the motion.

For: All Present and Voting Opposed: None

GENERAL CORRESPONDENCE:

Correspondence included the monthly Welfare to Work, In-Kind Conference Room Services Report, Monthly Phone Log, and Complaint Report.

Also included was a thank you note from the Visitor's and Convention Bureau for service received during a recent special service run, an update on the final determination and scheduling of service to Unity Manor and notification by the City of Morgantown that they will be treating the roadway around the Health Department used by the Authority as an Evansdale Hub.

Other correspondence included an update on personnel changes including the reappointment of James Caravasos to another Board Term, resignation of Ms. Melissa Burch as Assistant Manager for Administration, appointment of Bernard Cordray to a full-time driver position, filling of the Assistant Mechanic position by Chris Smith and

promotion of Dave Beckner to Assistant Shift Supervisor.

FINANCIAL REPORT:

Jenny Dinsmore inquired whether Frank Salucci received a letter from Frank Scafella concerning \$400 dollars for the "Voter Van" scheduled for the special election on February 26th, 2000. Frank Salucci indicated he had not yet had opportunity to speak with Mayor Scafella on the matter. The Board considered asking the County Commission and City Council for an additional \$200 dollars to assist in the total project cost in the absence of any response from the Mon County School Board to the Authority's funding request.

OLD BUSINESS:

A. Voter Van Funding

The Monongalia County Commission has already sent their contribution toward the February 26th Special Levy Election bus service. The \$400 dollars contributed by the County will assist in advertising and increased service on this special election date. Additionally, the Authority has asked the City of Morgantown for \$600 dollars in supplemental funding to assist in this activity. The Monongalia County Board of Education has thus far been unresponsive the Authority's request to assist in this effort.

NEW BUSINESS:

A. Resolution 2000 – 01 authorizing USC section 5311 – Annual Operating Assistance Grant

The Board considered a Resolution authorizing the General Manager to make application for the Authority's annual operating grant subsidy. The Authority received \$180,000 dollars last fiscal year and this year's application is for more than \$400,000 dollars, although it is anticipated that the actual grant award will be the same \$180,000 dollars for Fiscal Year 2001.

Frank Salucci moved that the Board authorize the General Manager to submit the annual Operating Grant Application and adopt Resolution 2000-01 as presented. The Motion was seconded by Jenny Dinsmore.

For: All Present and Voting Opposed: None

B. Proposed Employ Vehicle Use Policy

At the Authority's request, an employee vehicle usage policy was prepared for review by the Board. Policy considerations included concerns that the policy not cause problems for the employees during unpaid breaks such as lunch breaks and during football games. The policy also addressed out-of-town trips, accidents and employee tax obligations.

Frank Salucci moved Adoption of the policy as an amendment to the Authority's Personnel Policy, John Spears seconded the Motion.

For: All Present and Voting Opposed: None

C. Public Relations Policy

Mr. Bruffy was asked by the Board to put together a press policy. After review of the draft policy, the City Attorney was concerned that there were potential problems with the policy and wanted to do more research. John Spears suggested that a Media Policy be put into effect instead of a Public Relations Policy stating simply that, "Any official communications to the media will be issued from the General Manager's Office on behalf of the Mon County Urban Mass Transit Authority Board".

John Spears motioned that this policy proposal be run by the City Attorney, seconded by Frank Salucci.

For: All Present and Voting Opposed: None

D. Physical Exam Policy

Frank Salucci moved approval of the Physical Exam Policy as an amendment to the Authority's Personnel Policy Manual. John Spears seconded this Motion.

Under the proposed policy, the Authority would pay for the physical examination and eye examination for the CDL every two years. The Authority would also pay up to \$60.00 for an equivalent physical exam and eye exam every year at the option of the employee. The three primary benefits of this proposed policy are:

1. Passenger Safety is better insured through annual physical examinations to insure the fitness of a Driver while on duty.
2. The Policy will assist employees in their efforts to stay healthy through preventative health examinations and catch potentially serious illnesses before they advance in severity.
3. To help employees defer rising health costs by letting them bill their insurance provider for the examination and physical and then submitting the bill for any unpaid amount to the Authority. This procedure will assist employees with their health insurance deductibles by paying up to \$60 dollars of their annual deductible.

Discussion followed concerning the requirement of drivers to have a physical exam every other year and clarifying that the exam on an annual basis would be voluntary as maintenance of a driver's CDL only requires a biannual examination. Total cost estimate of this policy is approximately \$1,000 to \$1,200 dollars per year.

Sandy Holepit questioned the liability of a physical exam on the 'off' year such that an employee failure of the exam might prevent an employee from driving. Mr. Bruffy responded that the purpose of the exam was to insure the safety of the driver and passengers and if a driver were unable to hold their CDL License for medical reasons, they could not drive the bus whether the physical was mandatory or voluntary.

For: All Present and Voting Opposed: None

E. Rehire Policy

Frank Salucci motioned adoption of the proposed Policy, John Spears seconded.

Frank Salucci asked if the first two lines were necessary and that rehires should be left at the General Manager's discretion

Frank Salucci motioned that the policy be amended that re-employment be at the discretion of the General Manager, seconded by Sandy Holepit.

For: All Present and Voting Opposed: None

GENERAL MANAGER'S REPORT:

Information

1) Previously, I informed you that there was a group from WVU/CSEE interested in sponsoring three runs per day from Morgantown to the High Technology Consortium Complex at the South Fairmont Exit. Although we were unable to initiate this route on a contractual basis, it has been included in our new Access to Work routes. WVU has purchased 14 Corporate Quarterly Passes for this route totaling \$4,900 dollars.

2) Three additional commuter service routes were initiated on Monday, February 7, 2000 in accordance with our Access to Work Grant (TEA-21) in conjunction with CENTRA and FMCTA transit authorities. These routes are

funded at \$85,750 dollars for one year and we anticipate applying for continuing funding for these routes for at least four additional years. Service areas and full route information are attached for your review.

3) As reported last month, the proposed arrangements have been made for the first group of workers at WVU's Stadium Loop construction site. This initial effort involves existing runs serving the Coliseum Parking Lot. Usage to date has been light with the average number of trips being 4-6 per day.

PUBLIC COMMENTS:

None.

COMMITTEE REPORTS:

No Committee Reports were given.

ADJOURNMENT:

Frank Salucci motioned for adjournment of the January Authority meeting, Bob Roberts seconded the motion.

For: All Present and Voting Opposed: None

The meeting adjourned at 6:47 p.m.

Submitted for Approval,

David A. Bruffy, General Manager

