

**MONONGALIA COUNTY
URBAN MASS TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
NOVEMBER 12, 1997**

AUTHORITY MEMBERS PRESENT:

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

OTHER PERSONNEL PRESENT:

David Bruffy
Denice Gribble
Janet Jackson
James Huffman
Bill Beckner

CALL TO ORDER:

The Transit Board Meeting was called to order at 6:10 p.m.

APPROVAL OF MINUTES:

Minutes from the October 15, 1997, Board Meeting were approved as printed.

CORRESPONDENCE:

Board Presentation – President Dinsmore announced that she will be accepting a "Certificate of Appreciation" on behalf of the Monongalia County Transit Authority. The Certificate will be issued by the Monongalia County Commission for the Authority's good work and will be presented tomorrow morning.

President Dinsmore welcomed Mr. Bob Roberts to our Board.

Complaints – Mr. Bruffy commented that some of the customer complaints are sustained but there are no administrative policies or procedures in place to address or correct these complaints. Mr. Bruffy also noted that he would like to make an addition to the complaint policy procedure to allow drivers to fill out in response to complaint received while giving the driver the opportunity to review the complaint.

President Dinsmore asked Mr. Bruffy to telephone the City and request assistance in patrolling the Court House Square and the Depot to prevent loitering and solicitation of Mountain Line Patrons.

FINANCIAL REPORT:

Mr. Bruffy announced that the total revenue increased in October from the previous month. Mr. Bruffy reported that the Revenue Ridership Comparison has been inaccurate because the passenger counts have not been consistent with City and County drivers and that steps will be taken to correct this problem.

President Dinsmore suspended the regular Agenda to move to the Employee Insurance Premium issue, originally scheduled to be the first item of New Business.

NEW BUSINESS:

- A. Employee Insurance Premium Increase - Mr. Bruffy reported that health insurance premiums have increased and that the increase will affect the Authority and its employees. The Monongalia County Commission has placed an increase cap of \$193.00 for individual coverage and a \$243.00 family cap on monthly employer contributions. Mr. Bruffy recommended the Authority place a like cap on the Authority's Employer Contribution for employee health insurance. Mr. Bruffy indicated that Authority employees have until November 21st to decide whether they will change their coverage so it is imperative a decision be made as soon as possible. Mr. Martinelli moved and Mr. Roberts seconded to accept the County's lead of \$193 individual cap and \$243 family cap.

For: All Opposed: None

President Dinsmore resumed the Regular Agenda.

GENERAL MANAGER'S REPORT:

Information

1. Mr. Bob Boylan, Centra's (Clarksburg) General Manager, took time out last week to spend a day talking with me about a number of issues included integrated services, operation practices and a recent Appalachian Regional Commission (ARC) grant application we may pursue cooperatively. The ARC application will ask for funding assistance for a demonstration project in cooperation with the WV DHHR. I will provide you with more information on this opportunity as it progresses.
2. Initial route work and advertising/promotional information is being collected to offer downtown restaurants the opportunity to participate in a "jitney" service to begin in January and run through March.
3. Mountain Line is signing up with Main Street Morgantown as a paying member (\$125 per year). An immediate benefit of this membership will be a free "Architectural Site Visit". This visit consists of free, professional architectural assistance and design renderings. My initial request will be for bus shelter and sidewalk shelter designs conforming to the historic nature of downtown Morgantown. An additional benefit of membership includes reduced advertising rates through Rutter Communication and reduced rates for production of insert commercials (\$100 for 30 sec. commercial production and \$432 for 56 inserts in a week).
4. All front line vehicles now have Mountain Line logos on both sides and additional logos have been ordered for the front of all vehicles. These additional logos will include lettering which reads "Public Transportation" in compliance with our federal funding assistance Agreements.
5. Mr. Joe Perfetti, Assistant Public Works Director, is working with the Authority to renovate the conference/training room in the City Garage and a unique opportunity recently presented itself whereby the Authority was able to purchase twelve used office chairs (\$20 each) for use in this space.
6. The Authority received its Internet Home Page address and work has begun on building the site. The address is www.busrider.org and our email addresses are Info@busride.org, Bruffy@busride.org,

Suggest@busride.org, and bus@busride.org. Our original email address of bus@access.mountain.net will also remain active.

7. Should any Authority Member need to reach me, my Pager number is 000-0000. Please feel free to contact me anytime I can be of assistance.

OLD BUSINESS:

- A. Employee Training Program – Mr. Spears moved and Mr. Martinelli seconded to remove the Agenda item from the table until he has a chance to discuss the proposal with the General Manager.

For: All Opposed: None

- B. Court House Parking – Mr. Bruffy proposed to the Board an alternative way of parking the buses downtown that would eliminate the Walnut Street Terminal. This proposal included parking the buses along the right side of Chancery Row and moving the County Sheriff's vehicles to that same side of the street. Mr. Bruffy explained the advantages of this option to include better access for persons with mobility impairments, less confusion about which bus to catch and easier transfers between buses. He also commented that the County Commission agreed to consider a one-month trial and asked that the Circuit Judge and Sheriff be consulted. Mr. Bruffy reported that the Monongalia County Judge did not favor the parking proposal and the Monongalia County Sheriff had not yet returned his phone calls. Mr. Salucci motioned and Mr. Martinelli seconded that Mr. Bruffy contact the County Commission for a start date on the one-month trial for the parking proposal.

For: All Opposed: None

- C. ADA Coordinator - Mr. Bruffy commented that after reviewing the ADA Job Description, it is his opinion that it is geared toward a professional position and not an operational position and that administrative duties should rest with the General Manager and not with a bus driver. Mr. Bruffy recommended that the ADA position should instead be considered to be a training position. Mr. Bruffy continued by saying that we have 3 drivers that are ADA certified to train and that we need a training job statement to add to their current job description, not a new description.

Mr. Spears moved and Mr. Salucci seconded that the ADA Job Description be referred to the Personnel Committee for revisions, and then brought before the Board at the December meeting.

For: All Opposed: None

NEW BUSINESS:

Mr. Spears requested the General Manager consolidate Agenda Items B, C, D and E. Mr. Bruffy proceeded to elaborate on the listed Items.

Mr. Spears moved and Ms. Holepit seconded to go into Executive Session.

For: All Opposed: None

Executive Session

Mr. Martinelli moved and Mr. Roberts seconded to go into Regular Session

For: All Opposed: None

Regular Session

- B. Mr. Martinelli moved and Mr. Roberts seconded to pass Resolutions 1, 2, and 3 as written (presented as Agenda Items B, C, and D) with modification being made to the Resolutions to insert "so long as those actions shall not conflict with the existing policies as established by the Authority", in Resolutions 1 and 2, and removing the word "personnel" before "policies" in the last sentence of Resolution 3.

For: All Opposed: None

- E. Personnel Rules Leave Policy – Mr. Martinelli motioned and Mr. Salucci seconded to approve the changes as proposed. Mr. Bruffy was asked to further explain the proposed changes.

Mr. Bruffy explained that the Leave Policy revision includes: 1) the use of 11 hours of vacation in one day, 2) allowance for employees to carry up to 30 hours of compensatory time in a year to use during Holidays and Sick Leave Days thus avoiding the need for employees to use vacation time to receive a full week's pay, and 3) modification of the leave request policy.

After further discussion, Mr. Martinelli motioned to amend his original motion to approve only Sections V-1 to V-11 of the Leave Policy, with the remaining Section V-12 to be referred back to the General Manager so that he might confer with employees about the proposed changes. Mr. Salucci seconded the amended motion. Mr. Roberts called the question.

For: All Opposed: None

- F. MAT Ridership Policy – Mr. Bruffy reported that he would like to begin billing all MAT riders every 2 weeks when they ride the van and charge the riders a progressive fee of \$.25, \$.75, or \$1.00 for cancellations, depending upon the time a cancellation notice is provided.

Mr. Salucci requested that MAT riders to be requalified to make sure we are not transporting individuals that are not disabled.

President Dinsmore commented that she would like Mr. Bruffy to look into billing Medicaid directly.

Mr. Salucci moved and Mr. Roberts seconded to approve the MAT Ridership Policy with a 30-day notice to riders and sending out requalification forms to all riders.

For: All Opposed: None

Ms. Dinsmore reported that the WVU is interested in combining our bus systems and she would like Mr. Bruffy to contact the University of Ohio and coordinate a visit with Mr. Roberts.

Mr. Roberts pointed out that one of the most significant issues relating to consolidation of West Virginia University and Mountain line services is the emergency response the University currently provides on those rare occasions when the Personal Rapid Transit (PRT) system breaks down. The responsible bus service must be immediately ready to respond and provide as many as 22,000 rides per day.

COMMITTEE REPORTS:

Organization Committee

President Dinsmore invited Mr. Roberts to serve on this Committee. Mr. Roberts accepted.

Finance Committee

No report submitted.

Marketing Committee

No report submitted.

Ms. Holepit inquired about the status of the Whole Bus Advertising strategy and the marketing plan for advertising strategy. President Dinsmore requested the advertising strategy be presented to the Marketing Committee.

Personnel Committee

No report submitted.

Mr. Spears motioned and Mr. Martinelli seconded for the Board meeting to be adjourned at 8:35 p.m.

For: All Opposed: None

Respectfully Submitted,

John R. Spears, Ph.D.
Secretary of the Board

