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

**Approved Version**

**March 11, 1998**

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**AUTHORITY MEMBERS PRESENT:**

Frank Salucci  
Jenny Dinsmore  
Jim Caravasos  
Sandy Holepit  
David Martinelli  
Bob Roberts

**NOT PRESENT:**

John Spears

**OTHER PERSONNEL PRESENT:**

David Bruffy  
Denice Gribble  
Tom Montague  
Jim Huffman  
Mike Walls  
Kenny Miller

**CALL TO ORDER:**

The Transit Board Meeting was called to order at 6:05 p.m.

**APPROVAL OF MINUTES:**

Mrs. Dinsmore motioned and Mr. Caravasos seconded to approve the February 11, 1998 minutes as written.

For: All Opposed: None

**CORRESPONDENCE:**

The Board members did not have any comments or questions regarding the correspondence that was enclosed in their packets.

**FINANCIAL REPORT:**

Mr. Bruffy reported that Mountain Line is on target as anticipated, and revenue is coming in as expected.

Mr. Bruffy reported that he is starting to see a steady trend in the revenue per passenger count.

Mr. Bruffy reported that the weekly fairbox revenue is moving closer to fitting with our projections.

Mr. Bruffy reported that the carryover from last year has not been included in on our financial statements to date.

**OLD BUSINESS:**

A. Vision, Mission, and Goals Statements - Mr. Bruffy handed out the most recent adopted Organizational Mission Statement and Goals.

Mr. Roberts commented that the Board needs to create Values and the General Manager can then develop Goals and Objectives from those Values.

Mr. Bruffy reported that he has written Administrative Values that included:

1. Safety
2. Customer Convenience/Comfort
3. Efficiency
4. Organization Image
5. Driver Comfort

Mr. Robert's agreed to write Mountain Line's Values and present them to the Board at the April meeting.

B. Pick-up Log for Steve Buchanan - Mr. Bruffy presented a log of Steve Buchanan's pick-up and appointment times for the Board's review. Mr. Bruffy reported that since Mountain Line has been tracking Mr. Buchanan's schedule versus actual pick-up times, they have been very consistent.

Mr. Bruffy reported that there have not been any customer complaints since the last Board Meeting.

Mr. Bruffy announced that Mountain Line began billing MAT riders effective the 1st of March.

C. Cellular Telephones for MAT vans - Mr. Bruffy reported that he spoke to the MAT drivers about using phones in their vans and the drivers did not like the idea for a variety of reasons.

The Board agreed that the MAT drivers should not use phones in their vans.

#### **NEW BUSINESS:**

A. Draft Dress Code - Mr. Bruffy asked the Board if they had comments or questions concerning the Dress Code that was enclosed in their packets. Mr. Roberts suggested adding "offensive scents" to the body odor section, and adding "black" shoes as a requirement for the drivers. Also, it was suggested to add "drivers" to the section about having clean nails and omitting that requirement for mechanics or non-drivers.

The Board then went into Executive Session to discuss Personnel matters.

The Board resumed its Regular Session.

Mrs. Dinsmore moved and Mr. Caravasos seconded to authorize the General Manager to develop and implement a Scheduling Incentive for the Master Mechanic.

For: All Opposed: None

Mrs. Dinsmore moved and Mr. Caravasos seconded to authorize the General Manager to develop and implement an Employee Incentive for window advertisements sold by employees.

For: All Opposed: None

Mrs. Dinsmore moved and Mrs. Holepit seconded to accept the General Manager's Incentive pay of \$480 for contracting Mountain Line buses to WVU.

For: All Opposed: None

B. Comprehensive Transportation Study - Mr. Bruffy asked the Board if they had any comments about the Comprehensive Transportation Study. Mr. Bruffy reported that the proposal provided several recommendations

relative to public transportation needs in Monongalia County including the need for separate North and South hubs for Mountain Line operations.

Mrs. Dinsmore moved and Mr. Caravasos seconded to explore the study and the 2 alternative hubs and directed the General Manager to begin to develop those alternatives.

For: All Opposed: None

C. Rail Road Depot Proposal - Mr. Bruffy reported that he has developed a Proposal regarding the Garret Street Railroad Depot for Mountain Line to use as a Service Facility. The Depot is currently owned by the City of Morgantown and is in the process of being refurbished. Mountain Line will provide additional funding for Depot renovations. The Depot will serve as the downtown hub for transit operations as well as an information center for trail users.

Mrs. Dinsmore moved and Mrs. Holepit seconded approval of the Railroad Depot Proposal.

For: All Opposed: None

D. Photo Copier Purchase/Lease Agreement – Mr. Bruffy announced that he is working on a service lease agreement for the copier that the State is buying for Mountain Line. Mr. Bruffy reported that he has worked out a service lease that will cost Mountain Line approximately \$600 a year which averages out to 1 ½ cents per copy. The Board must make a decision on the lease by March 12th.

Mrs. Dinsmore moved and Mr. Caravasos seconded to authorize the General Manager to procure the copier through the State and to take whatever action is necessary to do so.

For: All Opposed: None

E. Work Plan Modification – Mr. Bruffy announced that Depot renovations will be complete by November 1998 and the 2-hub system proposal should attempt to meet the same deadline. He will make the necessary changes to the work plan and present them at the next Board meeting.

### **GENERAL MANAGER'S REPORT (as presented):**

#### Information

1. The Transit Authority was fortunate enough to acquire surplus lockers for use by employees. The lockers were offered to employees by seniority and employees were asked to sign a non-privacy statement to assist in our compliance with the Drug-Free Workplace Act.
2. Employees met to discuss the options for changes in their work schedules to bring their driving time to less than 10 hours per day. Based on our conversations and employee ballots, Option 1 (the lunch hour option) was chosen as the best alternative.
3. Contact has been initiated with Judge Clawges in an effort to arrange for Teen Court service for bus cleaning purposes. I will keep you informed as this initiative progresses.
4. I contacted the Community Transportation Association of America seeking training materials for non-profit boards. A variety of other contacts were made with transportation training agencies and the Nation Non-Profit Board Association and I have ordered various resources for our use. In addition to training films, I discovered that the local United Way offers free Board Training to local non-profits. I have arranged to meet with our United Way representatives to investigate further this opportunity.
5. I have started working with Mr. Chip Wamsley, of Wamsley's Cycles, to locate appropriate bus racks for use on Mountain Line buses. I have included some preliminary information for your consideration.

## Action Items

1. I have attached a Manager's Incentive form for your review. This form is intended to provide opportunity for the Board to review and consider the General Manager's Employment incentive for the 2nd half of 1997. The form includes the excerpt language from our original Employment Agreement.
2. Drivers have raised the question of our policy toward passenger fares for round trip riders. I recommend that a new fare be assessed only at the point passengers disembark from the vehicle. Riders are required to disembark at the downtown hub but this recommended policy would allow site-seers to make round-trip rides. Until ridership increases to the point that this practice would exclude seating availability, there appears no logical reason to charge a double fare for persons riding round trip.

## COMMITTEE REPORTS:

Personnel Committee –

Personnel issues were discussed while the Board was in Executive Session.

Marketing Committee –

Nothing to report.

Finance Committee –

Nothing to report.

Organizational Committee –

Nothing to report.

Meeting was adjourned at 8:00 p.m.

Respectfully Submitted,

Sandy Holepit  
Secretary of the Board

