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

Approved Version

December 8, 1999

MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS MEETING

December 8, 1999

AUTHORITY MEMBERS PRESENT:

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

NOT PRESENT:

James Caravasos

OTHER PERSONNEL PRESENT:

David Bruffy
Melissa Burch

CALL TO ORDER:

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

APPROVAL OF MINUTES:

Frank Salucci made a motion for approval of the November 10, 1999 minutes.

Sandy Holepit requested discussion on the previous month's minutes and stated that as Secretary of the Authority she had emailed corrections on November the 2nd at 2:15 pm related to the October 13, 1999 minutes and that the corrections were not made or acknowledged. Jenny Dinsmore indicated that the October 13th minutes had already been voted on and approved. John Spears asked for information on what corrections had not been addressed and Ms. Holepit indicated that there had been questions that Authority member Frank Salucci had brought up that were not included. She further stated that she had made a statement concerning the fact that she had not heard WAJR's radio broadcast which should have been reported in the minutes as that she had heard the broadcast but not in its entirety. Ms. Dinsmore stated the only item on the floor at the time was the reading and approval of the minutes for the November meeting.

Ms. Holepit stated that she had reviewed the minutes for the November meeting and was dismayed to find that the Authority had chosen to strip the office of Secretary of it's duties to review, correct, and submit minutes to the Board for approval. She indicated that she had serious reservations as to the legality of that action.

Ms. Holepit made a motion that letters be submitted to the City Attorney and to the Monongalia County Prosecutor's Office seeking legal opinion on the matter.

Jenny Dinsmore stated that she was requesting comments on the approval or disapproval of November's minutes as they were written. Ms. Holepit stated that if that were the case she would have to disapprove because the minutes were not accurate. Ms. Dinsmore acknowledged Ms. Holepit's right to her opinion but stated that the Secretary did not have to approve the minutes. Ms. Holepit requested to see the Bi-Laws of the Authority and Ms. Dinsmore stated that the Authority did not have Bi-Laws.

A discussion was then held concerning whether a policy was previously set concerning the need for the Secretary to approve the minutes. John Spears stated that when he served as Secretary the Authority did set a policy that called for pre-approval of the minutes by the Secretary and that this policy was changed at the November meeting. Ms. Dinsmore disagreed. She further stated that she would ask that the minutes more accurately reflect who prepares them by stating that they are "Respectfully Submitted" by the designee of the General Manager, rather than by the Secretary of the Authority.

Sandy Holepit motioned that the minutes be amended to change the phrase "Respectfully Submitted, Sandy Holepit, Secretary of the Board" to "Submitted for Approval, David Bruffy, General Manager" and that future minutes reflect this change. John Spears seconded the motion.

Ms. Dinsmore called for a vote for approval of the November minutes with Ms. Holepit's amendment.

For: All Present and Voting Opposed: None

Sandy Holepit inquired as to her previous motion and Jenny Dinsmore indicated that a motion could not be submitted while another motion was on the floor. Frank Salucci indicated that Ms. Holepit could bring a new motion to the floor since the previous motion had been voted on. Ms. Dinsmore stated that she would not recognize the motion. David Martinelli indicated that it was his understanding that Ms. Dinsmore could declare something out of order and then a vote could be taken as to whether it was indeed out of order. Ms. Dinsmore stated that she could recognize, or choose to not recognize, anyone in a meeting and called for the Authority to move on to the correspondence section of the meeting.

CORRESPONDENCE:

Correspondence was included detailing last month's Welfare to Work Report, the In-Kind Services Report for the conference room, the Monthly Phone Log, and Complaint Report.

Other general correspondence included customer comments/questions and Mr. Bruffy's responses, public service announcements regarding Thanksgiving service and Red Line/Gold Line changes, and correspondence to Region VI concerning the 1999 Small Cities Block Grant.

FINANCIAL REPORT:

Mr. Bruffy reported that ridership was up and that revenue has started to improve, although still down from last year. Revenue compared to last month has improved, most likely due to the receiving several payments from recent WVU football shuttle services. David Martinelli requested that Mr. Bruffy report projected revenue for the next year in the near future.

OLD BUSINESS:

No Old Business was addressed.

NEW BUSINESS:

A. Personnel Policy – Rehire of Former Employees

Mr. Bruffy stated that administratively, it has historically been his policy that if an employee left Mountain Line Transit voluntarily he/she would not be rehired. He requested that the Authority consider whether this should be a formal part of the Personnel Rules. Discussion was held regarding the option of utilizing retired employees as

part-time drivers. David Martinelli indicated that it would be important to amend the Personnel Rules with the proper language so as to allow those types of situations involving former employees. Mr. Bruffy stated that he would research such options and consult with Steptoe and Johnson regarding the proper language. Mr. Bruffy stated that he would report his findings at January's meeting.

B. Assistant Shift Supervisor Position

Mr. Bruffy stated that he had received notice from one of the Shift Supervisors, Dan Poe, that he would be retiring as of December 20, 1999. Mr. Bruffy further indicated that he would recommend having only one Shift Supervisor position with two Assistant Shift Supervisors in the future. This would allow a clearer chain of command and assist with scheduling difficulties.

Bob Roberts made a motion that one of the current Shift Supervisor positions be downgraded to Assistant Shift Supervisor. Frank Salucci seconded the motion.

For: All Present and Voting Opposed: None

C. Creation of New Mechanic/Laborer Position

Mr. Bruffy requested that the Authority approve a new position, Mechanic/Laborer, in order to address some of the difficulties with bus maintenance and cleaning. Most of the duties that the person would be responsible for were previously handled by the Mechanic's Helper, who recently acquired full time employment elsewhere. Other duties that would be assigned to the new position are currently not addressed due to scheduling difficulties. The rate of pay would be \$9.50/hour, with hours from approximately 3:00 pm to 9:00 pm. The person's primary responsibility would be to clean the vehicles, do minor maintenance and check fluids in the vehicles in preparation for the following morning's runs.

David Martinelli motioned that the position of Mechanic/Laborer be created at the \$9.50/hour pay rate. Frank Salucci seconded the motion.

For: All Present and Voting Opposed: None

D. Employee Holiday Bonus

Mr. Bruffy stated that should the Authority wish to distribute a \$50.00 Holiday Bonus to each employee as was distributed last year, the cost would be \$1,450.00 for the 29 current employees.

Bob Roberts motioned that a \$50.00 Holiday Bonus be distributed to each employee. John Spears seconded the motion.

For: All Present and Voting Opposed: None

E. Voter Van

Mr. Bruffy indicated that it had been Mountain Line's tradition to extend free service on Election Days and that a Special Levy Election would occur on Saturday, February 26, 2000. Since Mountain Line's Saturday service is currently lacking, Mr. Bruffy suggested that the Authority consider additional service on that day. The options of an additional call and ride service on that day and/or added routes were suggested. Also suggested was a request to involved public entities for funding of such service.

Bob Roberts motioned that Mountain Line offer free service on Election Day and that Mountain Line request financial assistance from the Monongalia County School Board, County Commission and City Council for the Election Day service. Frank Salucci seconded the motion.

For: All Present and Voting Opposed: None

Following the final item of New Business, there was discussion held on how items and motions that did not appear on the Agenda would be handled. Jenny Dinsmore indicated that she would strictly adhere to the agenda in this and future meetings. She further stated that if an Authority member wished to add an item to a future agenda, they could discuss it with her prior to the distribution of the Authority packets.

John Spears stated that he wish to add a discussion on the motion in the November meeting related to the submission of the minutes to the agenda for the January meeting.

Sandy Holepit additionally requested that the question of approval of the minutes be submitted to the City Attorney and the Prosecuting Attorney's office.

Ms. Holepit then requested clarification as to the Authority's ability to operate without Bi-Laws. Ms. Dinsmore replied that the Authority operated under the State Statute for transportation and therefore only has to set specific policies when needed. Mr. Bruffy offered to submit a copy of the State Statute to Ms. Holepit. Ms. Holepit asked whether the Authority had any existing policies on the duties of Authority Officers and Ms. Dinsmore stated that the Authority did not. Ms. Holepit then requested that a discussion of Officer duties be added to the agenda for the January meeting.

Ms. Holepit then stated that she wished to have a statement added to the record of the meeting. She stated that she would like to see all rumors cease publicly and privately that she has a problem with the General Manager, David Bruffy. She stated that she did not have a problem with Mr. Bruffy and that she has always supported him and feels that he has done an excellent job for the organization. She further stated that in the future she did not want to hear employees or Authority members accuse her of wanting Mr. Bruffy to loose his job. She stated that this accusation was totally and completely erroneous. Mr. Bruffy thanked Ms. Holepit for her comments.

GENERAL MANAGER'S REPORT: (as printed)

Information

- 1) The Special Holiday Extended Service Runs began on November 26. Ridership to date has been slow, but I anticipate increased ridership as Christmas approaches. Radio advertising is also planned in the immediate future and should help community awareness of this additional service.
- 2) Colored flags with destinations have been ordered from Duffer Sign Company for use on the buses and should be ready for installation in the next two weeks. These flags should dramatically help in bus and destination identification.
- 3) Additional, temporary service has been added for residents of Unity Manor. Based on two meeting with Unity residents, the Southside bus is now serving Unity every hour. This service will be provided for a 30-day trial period to determine necessary times and routes based on actual rider usage.
- 4) The WV Public Transit Association has set the date for the Annual Meeting for 2000. This year's meeting will be held at Ogelbay in Wheeling beginning on Wednesday, July 26 running through Friday, July 28. I will provide you with additional information as it becomes available.
- 5) Changes in the Red and Gold Lines went into effect on Monday, December 6, 1999 and there has been little initial reaction from riders. Based on previous changes, I interpret this "silence" as a positive review of the change in service. I will keep you informed of the progress on these lines.
- 6) The Full-Time Receptionist position was offered to the current Manpower employee, Cecilia Beckwith. Interviews were conducted for the position and Ms. Beckwith was very well qualified for the position and has performed well during her Manpower term.

ADJOURNMENT:

Bob Roberts motioned for adjournment of the December Authority meeting and Frank Salucci seconded the motion.

For: All Present and Voting Opposed: None

The meeting adjourned at 6:54 p.m.

Submitted for Approval,

David A. Bruffy, General Manager

