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

**Approved Version**

**January 13, 1999**

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**MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY**

**BOARD OF DIRECTORS MEETING**

**JANUARY 13, 1999**

**AUTHORITY MEMBERS PRESENT:**

Frank Salucci  
Sandy Holepit  
John Spears  
David Martinelli  
Bob Roberts

**NOT PRESENT:**

James Caravasos  
Jenny Dinsmore

**OTHER PERSONNEL PRESENT:**

David Bruffy

**CALL TO ORDER:**

The Transit Board Meeting was called to order at 6:01 p.m.

**APPROVAL OF MINUTES:**

Bob Roberts motioned and Sandy Holepit seconded to approve the December 9, 1998 minutes as written.

For: All Opposed: None

**GENERAL CORRESPONDENCE:**

Correspondence was received from the WV Department of Transportation regarding the matching funds for Section 5309. The WV DOT requests that the Authority contact its Legislative Representatives in order to enlist support for the funding. Also included was a letter from Jon Blair Hunter to the Governor requesting that matching funds be included in the upcoming budget.

WV Division of Public Transit Director Susan O'Connell corresponded with Federal Transit Administration's Regional Council regarding the recent financial loss (via embezzlement) sustained by the Authority.

A Quarterly Financial Report was provided to the City and County by Mr. Bruffy and the Contract for Audit Services has been signed and returned by Tetrick & Bartlett. That firm will begin conducting audit reviews in the near future.

Correspondence was received from the Volunteer Action Center updating members on current programs and services.

Mr. Bruffy forwarded correspondence to Fred Butcher and Carolyn McDaniel, thanking them for their time and input regarding the Authority's interest in the Evansdale Hub and the integration of WVU ID cards into the Mountain Line system. Also, a letter regarding integration options was received from the Diebold Representative, Joann Jasany, who met with Mr. Bruffy and Carolyn McDaniel regarding future integration with WVU's ID cards.

Mr. Bruffy corresponded with the WV Department of Tax and Revenue regarding the Authority's Audit Services bids, responses and subsequent contract with Tetrick & Bartlett.

An update on advertising prospects was received from Open Road Advertising.

An excerpt from the Dominion Post noted that Mountain Line Personnel would be offering a route overview and bus ride to residents of a local senior home. Also noted was an overview of Mountain Line's most recent web site hits.

A copy of correspondence to the Prosecuting Attorney's Office regarding the recent financial loss was included in correspondence for the Board's information.

### **EXECUTIVE SESSION:**

AN EXECUTIVE SESSION OF THE MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY WAS MOTIONED BY DAVID MARTINELLI AND SECONDED BY SANDY HOLEPIT. THIS SESSION WAS CALLED IN ORDER TO DISCUSS LEGAL AND PERSONNEL ISSUES.

### **REGULAR SESSION RESUMED AT 6:50 P.M.**

John Spears motioned that a part-time Assistant Shift Supervisor position be created effective immediately and that the Mechanic salary be increased by 5% effective immediately. Bob Roberts seconded that motion.

For: All Opposed: None

Sandy Holepit motioned that in regards to the financial loss involving Mitchel Stone, the Authority pursue incarceration for Mr. Stone as a primary objective and complete restitution as a secondary objective. John Spears seconded that motion.

For: All Opposed: None

### **FINANCIAL REPORT:**

The current financial information indicates that there has been a substantial increase in farebox revenue and ticket revenue. Revenue has increased by approximately 30%. Ridership for December was comparable to last year. Revenue per rider was \$0.80 at its highest for the month.

### **OLD BUSINESS:**

No Old Business

### **NEW BUSINESS:**

A. Resolution for Operating Grant 5311

Mr. Bruffy requested that the Board approve a Resolution to allow the Authority to apply for 50% of our FY 2000 Operating Budget under 49 U.S.C. 5311.

Bob Roberts motioned and John Spears seconded to accept the Resolution.

For: All Opposed: None

## B. Conflict of Interest Statements

Annual Conflict of Interest Statements were completed by the Board members present. Mr. Bruffy will forward statements for completion to those that were not present.

## C. General Manager's Incentive

Mr. Bruffy reminded the Board that the annual consideration for GM Incentive Pay was upcoming. Further discussion is still needed in regards to the guidelines for the General Manager's incentive.

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

### Information

- 1) Administrative Assistant Melissa Burch and Shift Supervisor Tom Montague are attending a training session on management and productivity skills this week. The course is being sponsored by the WVU Division of Public Transit and is being held in Martinsburg, WV. As a previous attendee of the PENTrain course, I am confident the training and experience will be of great benefit to the Authority.
- 2) In our continuing effort to provide convenient service to the public while reducing public expenditures, Mountain Line Staff has worked to develop an alternative fare option for riders. In our current system, tickets are printed in-house, sold by drivers and counted upon return through the fare box. The current practice is necessarily very time-intensive in order to provide the appropriate level of security and accountability expected by the public. Within the next several weeks, we will begin to implement the use of tokens in place of paper tickets. The tokens have several advantages including, reusability, automatic counting through our coin counter, higher security against counterfeiting, better marketability through local merchants and an overall reduction in manpower necessary to complete the entire ticket sales process.
- 3) The WV State Division of Public Transit has provided notice that they have received three new vehicles under our federal vehicle contract. The Governor's Office has set January 20 as the tentative date for a transfer ceremony in Charleston. The Division of Public Transit has asked that the Authority be represented at the event and has invited Board Members to attend this ceremony.
- 4) With the concurrence of the Board, I plan to attend the APTA 1999 Legislative Conference in Washington D.C., March 14 through March 16 of this year. With the new funding cycle of TEA-21 and the number of grant applications Mountain Line has pending before various federal agencies, the timing of the conference could be advantages to our organization. I have attached conference information for your review.
- 5) A petition for services was received from residents of Hagans. Supplemental Services for after-school activities have also been requested by the School Board for students living in the Arnettsville area. These two areas are in close proximity to one another and the possibility exists to contract with the Mon County School Board in order to serve their students as well as the residents of Hagans.
- 6) Mr. Bruffy will be meeting with PACE Tech in order to negotiate a contracted service with that organization. The service would consist of two morning runs and two afternoon runs that would deliver clients to PACE Tech and then home at the end of their day.

### Action Items

- 1) As previously discussed, the WV Surplus Property operation will receive several trade-ins in the month of January. Given the need for additional transportation for staff and maintenance operations, I am requested approval by the Board to purchase a vehicle most suited to our needs from those available through Surplus Property. Given Surplus Property's status as a preferred vendor and the fluidity of vehicle availability through Surplus Property, I am requesting the Board to authorize up to \$5,000 in advance for a suitable vehicle purchase

through Surplus Property. I hope that a purchase can be coordinated with trips necessary to retrieve the new buses referenced above. Upon purchase of a vehicle, a budget amendment will be necessary to reflect the actual purchase price.

David Martinelli motioned and Bob Roberts seconded to authorize up to \$5000 for the purchase of a suitable vehicle through Surplus Property should the opportunity to purchase such a vehicle present itself.

For: All Opposed: None

**COMMITTEE REPORTS:**

None

**ADJOURNMENT:**

Meeting was adjourned at 7:36 p.m.

Respectfully Submitted,

Sandy Holepit  
Secretary of the Board

