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

Approved Version

March 10, 1999

MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS MEETING

MARCH 10, 1999

AUTHORITY MEMBERS PRESENT:

Jenny Dinsmore
Frank Salucci
Sandy Holepit
John Spears

NOT PRESENT:

Bob Roberts
James Caravazos
David Martinelli

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:

John Spears made a request for a review of a portion of the minutes that pertained to the General Manager's Incentive Pay and Annual Review. Mr. Spears requested that his original vote be rescinded due to the fact that the Authority did not follow set procedure where the General Manager's Annual Review was concerned. Review of the General Manager's contract revealed that there was not a procedure for an Annual Review set forth within the contract.

John Spears motioned that approval of minutes was postponed in order to make legal and procedural inquiries to the appropriate parties as to whether a vote can be changed once it is recorded. Jenny Dinsmore seconded the motion.

For: All Opposed: None

Jenny Dinsmore made a motion that a Performance Evaluation for the General Manager be completed in May of each year.

For: All Opposed: None

GENERAL CORRESPONDENCE:

Correspondence included a portion of Mainstreet Morgantown's Newsletter, which featured Mountain Line's Park & Ride locations and new token system.

Also included were the meeting minutes from the West Virginia Public Transit Association, information on the Legislative Conference and information on the WVPTA Annual Meeting.

Copies of the correspondence sent to the County Commission and Morgantown City Council were also included in correspondence. The Authority will be forwarding such correspondence to both bodies in the future in order to keep them informed of the activities and service improvements undertaken by the Authority.

Frank Salucci's acknowledgement and acceptance of John Spears' verbal resignation from the Authority was included in correspondence. Dr. Spears indicated that he would be resigning from the Board, effective at the time that a replacement is appointed by the County Commission.

Additional correspondence included Mr. Bruffy's response to the letter received from Florence Alig regarding MAT service. Also related to MAT service, Mr. Bruffy provided former MAT customer Julia Howard with an update on alternate options for transportation services through Mountain Line Transit.

Also included was correspondence to Accordia Insurance regarding the update of the Authority's insurance policy and coverage, the Authority's request for funding for 1999-2000 from the County Commission, and two compliments received from customers about drivers Bill George and Bill Smith.

Lastly, copies of all correspondence sent to the West Virginia Senate and House Finance Committee Members requesting support for funding were included in the correspondence section.

FINANCIAL REPORT:

Mr. Bruffy reported that the previous Farebox budget deficit has now been removed since dismissal of an employee accused of embezzlement (November). The latest average farebox revenue was \$0.86 per rider and total farebox revenue is now above the monthly budget amount.

OLD BUSINESS:

None

NEW BUSINESS:

A. Airport Authority

Mr. Bruffy reviewed information regarding the current community discussions of the possibility of establishing an Airport Authority. Should Mountain Line get involved as a contractor or overseer, there could be several advantages for the Authority in terms of consolidation of public transit and airport services, including consolidation of mechanic and maintenance staff and facility operation, maintenance, etc. Overall obstacles to Airport development would include the partial lack of utilities on current airport property and other infrastructure issues.

Jenny Dinsmore made a motion for Mr. Bruffy to gather information regarding the advantages of Authority overseeing the Airport. She further motioned that Mr. Bruffy make initial contacts and forward correspondence to local development groups citing the benefits of developing a relationship between the Airport and the Transit Multi-Model Transportation Plan.

For: All Opposed: None

B. Statewide Section 3 Grant

WV Public Transit Director Susan O'Connell requested that the Authority reconsider its Capital Purchase allocation, giving a 5% match committed to by the Transit Association. The Authority would be obligated to

match \$95,000 in this agreement. The Authority would receive two new 30-foot buses for the next two years and one more 12-passenger vehicle. FTA Budget Line 11.42.11 for support vehicles would be reduced from \$54,000 to \$32,000. FTA Budget Line 11.42.20 for floor safe would be eliminated.

John Spears motioned that the Statewide Section 3 Grant – WVX24 be amended as per the request from Director O’Connell. Jenny Dinsmore seconded that motion.

For: All Opposed: None

C. Safety Review

Mr. Bruffy received a letter from a solicitor regarding safety reviews of the Authority’s drivers. The review would consist of riding actual routes and evaluating drivers on a preset list of criteria. The drivers would be evaluated and a follow-up evaluation would be performed at a later date. The information was presented for discussion and the Authority generally approved the concept, noting it could be useful to the Authority.

D. Vehicle Purchase Request

The Authority received a bid proposal from MCPAL, a local youth organization, for one of the Authority’s out-of-service vehicles. The vehicle is a Dodge van and the bid was \$150.00. After discussion of the mechanical condition of the vehicle, the Authority agreed to the proposed bid of the non-profit organization.

Jenny Dinsmore motioned to approve the bid request and Sandy Holepit seconded the motion.

For: All Opposed: None

GENERAL MANAGER'S REPORT (as printed):

Information

1) I am pleased to report that the City of Morgantown has hired a new Finance Director, Ms. Denise White. Ms. White, a former auditor, has a great deal of knowledge and experience that will be beneficial to Mountain Line. Ms. White has already begun to review the city’s processes and procedures and started to implement changes necessary to create clearer chains of authority. I have included a new signature authorization and Petty Cash assignment that are necessary housekeeping items so that the City can continue to process our payroll and payables. These items do not require action by the Authority, but I wanted to make you aware of the change in check-writing authorization for our accounts.

2) As you know, we have previously accepted Visa and MasterCard payments for purchase of bus tickets and tokens. As detailed in the accompanying information, I am pleased to announce that Mountain Line can now accept American Express Card payments as well. Very few credit card purchases are currently made, but customers who have used this method of payment have seemed appreciative of the availability.

3) I am pleased to announce that Mountain Line has scheduled CPR training for all of its employees. Three training courses will be sponsored by the Morgantown Fire Department and Mountain Line will be responsible only for the cost of materials (\$15 dollars per person). The Morgantown Fire Department has also agreed to schedule First Aid training on the use of fire extinguishers for later this year.

4) Mountain Line has recently acquired the service of two, new part-time employees, Mr. Michael Singleton and Mr. Carl Straub, Mr. Singleton and Mr. Straub are currently attending the Technical Education Center and are participating in an externship with us as Maintenance Laborers. Our Mechanic, Noel Clemmer, is training our new employees to do routine maintenance duties. In addition, both work three evenings per week to clean the buses. I invite you to stop by the garage in the afternoons (between 12:00 and 3:00) and say hello to our newest employees.

5) Ms. Burch and I completed three days of mandatory (State) training on compliance with the Federal Transit Administration's (FTA) program requirements. Ms. Burch is working diligently to fully comply with the voluminous number of very specific FTA requirements. The FTA has completed just more than 20 system audits thus far and they have issued no less than 30 findings to every transit property reviewed thus far (it sounded like the average is closer to 100 findings per audit). Based on the FTA's recent review history, a review will result in findings which will need correction, but FTA has not been penalizing operators who are working in good faith to correct noted errors and omissions. Compliance Reviews are random, so we must prepare as if we will be audited.

6) The General Manager reported that he would be in D.C. at the American Public Transit Association the week of March 15th. The purpose of the trip is to visit WV representatives along with the WV delegation.

7) The General Manager reported that a verbal contract for cleaning services (of the Depot facilities) has been negotiated with PACE TEC, per earlier approval by the Board. The annual contract value is currently less the \$1,500 per year or \$30 dollars per week.

WORK PLAN PROGRESS REPORT

A new format was presented in the report to better show the status of initiated projects. One new item added to the list was the initiation of new route studies being conducted by the Shift Supervisors.

COMMITTEE REPORTS:

Discussion was held regarding the process for performing the General Managers evaluation and nominations for offices. Nominations should be completed by the next meeting and committee functions should be clarified.

Jenny Dinsmore motioned that committee meetings be held at the Depot the week of May 3rd – May 7th. The Operations Committee was charged with reviewing and clarifying committee functions and the Chairs of the Personnel, Operations, Finance Committees, and Board President were charged with concluding the General Manager's Evaluation. John Spears seconded this motion.

For: All Opposed: None

ADJOURNMENT:

Meeting adjourned at 8:30 p.m.

Respectfully Submitted,

Sandy Holepit
Secretary of the Board

