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**MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY  
DECEMBER BOARD OF DIRECTORS MEETING  
DECEMBER 10, 1997**

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**AUTHORITY MEMBERS PRESENT:**

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

**OTHER PERSONNEL PRESENT:**

**David Bruffy  
Denice Gribble  
Kenneth Miller**

**CALL TO ORDER:**

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

**APPROVAL OF MINUTES:**

Minutes from the November 12, 1997, Board Meeting were approved as written except for the correction on page 4, 2<sup>nd</sup> paragraph, the sentence should read "Mr. Martinelli seconded that Mr. Bruffy..."

Mr. Roberts motioned and Mr. Spears seconded to approve November 12, 1997 minutes as corrected.

For: All Opposed: None

**CORRESPONDENCE:**

The Authority received a letter from the City Council reappointing Jenny Dinsmore to another 3-year term.

The Senior Center sent a letter asking for a donation for their Thanksgiving party. Mr. Bruffy reported that two 10-ride passes were donated.

The County Commission wrote thanking the Authority for sending a financial report. The Commission sent another letter stating their disapproval of the Court House Square parking proposal. Mr. Bruffy reported that he sent the Commission a response to their letter thanking them for considering the parking proposal.

Mrs. Dinsmore announced that she received a letter from John Spears resigning as Chair of the Personnel Committee. The Board thanked Mr. Spears for all his hard work, time and efforts as Chair of that Committee. Mrs. Dinsmore then asked Mr. Roberts if he would be the new Chair of Personnel and Mr. Roberts accepted.

Complaints - Complaints received for the month of November were included in the packet. Mr. Bruffy commented that he has given the bus drivers a chance to respond to the complaints by attaching a response sheet to each complaint received and that apology letters and free bus tickets are being sent out to some individuals

making the complaints. The Board suggested that Mr. Bruffy include a summary of complaints in the Board meeting packets instead of copies of each complaint.

## **FINANCIAL REPORT**

Mr. Bruffy announced that ticket and fare box revenues held steady for the month of November. The revisions for the July-November 1997 passenger counts have been completed and it appears that the ridership is down from last year. Mr. Bruffy reported that the November expenditures are up from last year but that included paying an overdue insurance premium from last year's budget.

## **OLD BUSINESS**

- a. Executive Education Proposal - Mr. Spears gave a summary of the history of the training proposal. He commented that he is not against having another University conduct the Training or putting off the training to a later date.

Mr. Roberts commented that in the future, when WVU public safety employees are trained, Mountain Line employees are welcome to attend and participate in the training when possible.

Mrs. Dinsmore reported that it is imperative to conduct the interpersonal skills training for Mountain Line as soon as possible. Mr. Bruffy announced that the training has already been lined up and will be at no cost to us.

Mr. Spears motioned and Mr. Salucci seconded that the training proposal be tabled indefinitely.

For: All Opposed: None

- b. 1997-98 Work Plan – The Board asked questions about specific areas of the work plan including the possibility of a satellite hub for the northern end of the County and discussion relative to hiring an intern for the Spring 98 Semester.

Mr. Bruffy asked that Board if any item in the Work Plan needed reprioritized.

Mr. Spears motioned and Mr. Caravaso seconded to approve the Work Plan as presented for the 1997-1998 year.

For: All Opposed: None

Mrs. Dinsmore recommended that Mr. Bruffy ask the County for paint to be used on the Walnut Street PRT Station, that Mountain Line logos be installed at the Walnut Street Station and we continue to work with the County Commission to improve that facility.

## **NEW BUSINESS**

- a. Employee Holiday Bonus - Mr. Bruffy recommended that Mountain Line award all employees a \$25.00 post-tax Christmas bonus.

Mr. Caravaso motioned and Mr. Roberts seconded to accept the holiday bonus recommendation.

For: All Opposed: None

## **GENERAL MANAGER'S REPORT**

### **Information**

1. The General Manager reported that the recent Thanksgiving Dinner went off with only a minor hitch and attendance was good. The Manager thanked Denice Gribble and Jeannie Miller for working out most of the details as well as Joe Perfetti, Bill Rumble, John DeProspero and others for their help as well as members of the Board who were able to attend.
2. Mountain Line's Main Street West Virginia Design Consultation took place on Friday, November 21. This meeting, sponsored by Main Street Morgantown, involved a walking tour of the Court House Square and Chestnut Street. The purpose of the visit was to develop a site and design plan for alternatives to the Walnut Street Depot. Renderings and recommendations should be completed in the next two months.
3. The State Board of Risk has paid an outstanding Insurance Claim from a January accident involving one of our buses. Mountain line made repairs to the damaged bus and billed the other party (they were sited as being at fault). However, the other party's insurance company would not settle the claim. The State Board of Risk has reimbursed Mountain line for \$3,720 dollars. Pending their final settlement with the other party's insurance company, Mountain Line may receive additional reimbursement for our \$1,000 dollar deductible.
4. The General Manger reported that he and Master Mechanic Mitch Stone will attend a mandatory drug & alcohol training session for supervisors in Charleston on December 11. The General Manager indicated he would update the Board on any news from Charleston at the January Board Meeting.

### **Action Items**

1. In a continuing effort to improve employee work conditions, a procedure has been developed whereby full-time employees may have their health insurance matching contribution deducted from each of twenty-six (26) paychecks they receive over the course of the year (at their option). Currently, employee contributions are deducted from the last paycheck of each month causing large fluctuations in take-home pay. In order to implement the twenty-six-pay option, Mountain Line will need to cash flow about \$1,100 dollars per month. This amount will be reimbursed to a special account as deductions are made from employee checks every payday. With the Board's approval, the General Manager will initiate this procedure with the City Finance Department.

Mr. Caravasos motioned and Mr. Martinelli seconded to accept the offer as proposed.

For: All Opposed: None

2. The Morgantown Board of Parks and Recreation is considering a proposal to provide free family passes to their facilities (an approximate \$150 dollar per family value) for all fifteen full-time Mountain Line Employees in exchange for advertising space on the back window of a bus. With the Board's approval, the General Manager will pursue this "trade" in anticipation that it would begin on January 1, 1998.

Mr. Roberts motioned and Mr. Salucci seconded to accept the proposal as stated.

For: All Opposed: None

Mr. Martinelli asked if the Board Members could be included as an amendment to the motion whereby the benefit would be extended to the Authority Board if possible, although not to the exclusion of the original proposal. Mr. Spears motioned an amendment to that effect and Mr. Martinelli seconded to include the amendment.

For: All Opposed: None

Mr. Bruffy reported that Mountain Line has received two serious expressions of interest in the Adopt-a-Bus program and that he has just finished drafting a new contract.

## **COMMITTEE REPORTS**

The Board announced the members of each Transit Board Committee as follows:

**Personnel Committee** – Mr. Roberts, Chair; Mr. Spears; and Mrs. Holepit

**Marketing Committee** – Mr. Caravasos, Chair; Mrs. Holepit; and Mr. Salucci

**Finance Committee** – Mrs. Dinsmore, Chair; Mr. Salucci; Mr. Spears, and Mr. Caravasos

**Operations Committee** – Mr. Martinelli, Chair, Mr. Roberts

President Dinsmore announced and offered a Slate of Officers for the new calendar year. The proposed slate included Mr. Salucci as the new President, Mr. Spears as Vice- President, Mr. Martinelli as Secretary, and Mr. Caravasos as Treasurer.

Mr. Spears motioned and Mr. Roberts seconded to nominate Mr. Salucci as the President of the Transit Board for 1998-99.

For: All Opposed: None

Mr. Roberts moved and Mr. Caravasos seconded to nominate Mr. Spears as the Vice-President of the Transit Board for 1998-99.

For: All Opposed: None

Mrs. Dinsmore motioned and Mr. Martinelli seconded that Mr. Caravasos be renominated as the Treasurer of the Transit Board for 1998-99.

For: All Opposed: None

The Board agreed to vote on the Secretary of the Board position.

Mrs. Holepit was elected as the new Secretary of the Board for 1998-99.

Mr. Caravasos announced that he would be leaving for Florida on January 9<sup>th</sup>. Mrs. Dinsmore moved and Mrs. Holepit seconded to move the January Board meeting to the 7<sup>th</sup> so the Mr. Caravasos would be available to attend.

For: All Opposed: None

Mrs. Dinsmore moved and Mrs. Holepit seconded for the meeting to be adjourned at 7:50.

For: All Opposed: None

Respectfully Submitted,

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

JRS/dag



