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

Approved Version

February 10, 1999

MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS MEETING

FEBRUARY 10, 1999

AUTHORITY MEMBERS PRESENT:

Jenny Dinsmore
David Martinelli
Frank Salucci
Sandy Holepit
John Spears

NOT PRESENT:

James Caravasos
Bob Roberts

OTHER PERSONNEL PRESENT:

David Bruffy
Melissa Burch

CALL TO ORDER:

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

APPROVAL OF MINUTES:

John Spears motioned and Sandy Holepit seconded to approve the January 13, 1999 minutes as written.

For: All Opposed: None

GENERAL CORRESPONDENCE:

Mr. Bruffy presented information on the new bus stop locations. The City of Morgantown is now working on the engineering and utility portion of the project.

The Board was presented with a copy of the letter sent to Steve Buchannon thanking him for his offer but indicating that Mountain Line would not be able to accept a volunteer as a dispatcher due to DOT regulations.

Correspondence was included from WV DPT Director O'Connell regarding the current federal funding difficulties at the state level. These funds are used for capital purchases.

Service change notices for the Southview Plaza were also included in the correspondence section. The University's Daily Athenaeum also did an article that detailed these and other minor changes recently implemented in our service schedule.

Correspondence regarding the tentative trial date for Mitchel Stone was received from the Monongalia County Prosecutor's Office. The tentative date is April 23, 1999. Also included in the Board packets was

correspondence from Mr. Stone's defense attorney to the Prosecuting Attorney regarding a request for settlement before trial.

Correspondence was received from the County Commission asking for a summary of 97/98 expenditures and requests for 1999/2000 funding by 2/22/99.

FINANCIAL REPORT:

Weekly revenue is now above the projected budget and the budget deficit is moving toward reconciliation. Ridership is up and revenue per passenger is over \$0.80.

OLD BUSINESS:

A. Embezzlement Information

Mr. Bruffy further reviewed the correspondence from Mr. Stone's attorney regarding an offer of settlement before trial. The offer would consist of a \$10,000 lump sum payment and five years probation. The Board requested that Mr. Bruffy correspond with the Prosecuting Attorney's Office to reiterate that the offer is not acceptable to the Authority.

B. General Manager's Incentive Pay

The General Manager's Incentive Program was discussed. David Martinelli indicated that the goal of reviewing the program was to be more specific about what types of accomplishments could be factored into the incentive pay.

David Martinelli moved that the Incentive Program be adopted which would tie the available incentive to the General Manager's annual review. As part of the program, the General Manager would provide a yearly portfolio that would indicate goals and accomplishments worthy of a merit supplement for the year. A committee composed of the Personnel Committee Chair, Finance Committee Chair and Operations Committee Chair would review the portfolio. The Board members would complete the annual review. John Spears seconded the motion.

Discussion on the Motion:

Discussion on the motion concerned integrating the Incentive Program into the Annual Review Process and reiteration that 20% of the General Manager's salary can be compensated as incentive. It was agreed upon that a Yearly Review was needed. Because of the continued program success of the General Manager, discussion was held regarding making the General Manager's incentive part of the annual salary and discontinuing the current process, which would be replaced with an annual review.

David Martinelli amended his original motion to effectively roll the General Manager's incentive pay into the current salary base. Dr. Martinelli further moved that the new salary would be set at a level that utilizes less than the current 20% available for the General Manager's Incentive Plan. Dr. Martinelli further moved that the current Annual Review be completed immediately and a Progress Portfolio be submitted by the General Manger as part of this process. Second to the motion was given by Jenny Dinsmore.

For: 4 Opposed: 1

NEW BUSINESS:

A. Employee Dishonesty Insurance

Mr. Bruffy reviewed information on Employee Dishonesty Insurance. The annual renewal of the current insurance policy is dated for March. Discussion was held on the possibility of enlisting the services of an insurance professional that would manage insurance services for the Authority. This would provide the

Authority with expert assistance from a member of the insurance industry in regards to policy and coverage issues.

Jenny Dinsmore motioned to extend the current policy for a period of four months while further information can be obtain concerning professional insurance services. John Spears seconded the motion.

For: All Opposed: None

B. Amendment to Personnel Rules

Mr. Bruffy reviewed the new Assistant Shift Supervisor appointment and indicated that the Personnel Rules would need amended to include the Assistant Shift Supervisor position.

John Spears motioned to add the Assistant Shift Supervisor position to the Personnel Rules. Sandy Holepit seconded the motion.

For: All Opposed: None

C. Clarification to Previous Discussion

David Martinelli made a motion that the Authority request \$350,000 from the County and \$10,000 in additional funding for the Garrett Street access road. Jenny Dinsmore seconded the motion.

For: All Opposed: None

GERNERAL MANAGER'S REPORT (as printed):

Information

1) I am pleased to inform the Authority that we have received our new tokens and they are being placed into circulation to replace our existing, paper tickets.

2) Mountain Line employees, over the past two months, have been approached by independent vendors offering Supplemental Insurance. There is no company involvement necessary by the Authority, excepting that we have authorized payroll deductions. The two companies, which have talked to employees thus far, include Capitol and AFLAC.

3) The outside Depot lights have arrived and we are on the City's work-list for installation. Additionally, the new Service Area is nearly complete and will be in operation in the very near future.

WORK PLAN PROGRESS REPORT:

Plans for the Northern Hub are still being presented to WVU. Mr. Bruffy and the Shift Supervisors, who are assisting by making trial runs on prospective routes, are researching new route plans. Plans for bus stops and signs are progressing and the plan for a campus-to-campus express is also progressing.

CPR and first-aid training is being set up for the drivers sometime this spring through the Fire Department.

OTHER:

The Board viewed the Authority's new MAT service vehicles. Discussion was held regarding the utilization of these new vehicles for the Monongalia Alternate Transit program. The need to adhere to ADA regulations was reiterated. There are some restrictions in previous service due to adherence to these regulations, as well as the size of the vehicles. Mr. Bruffy reported that in all cases to date where these restrictions occurred, Mountain Line has been able to provide reasonable alternatives for service.

COMMITTEE REPORTS:

None

ADJOURNMENT:

Meeting adjourned at 8:02 p.m.

Respectfully Submitted,

Sandy Holepit
Secretary of the Board

