

**MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY**

**BOARD OF DIRECTORS MEETING**

**NOVEMBER 8, 2000**

-

**AUTHORITY MEMBERS PRESENT:**

David Martinelli

Bob Roberts

Jenny Dinsmore

Sandy Holepit

**OTHER PERSONELL PRESENT:**

David Bruffy

Wayne Pifer

Shayna Smotzer

**NOT PRESENT:**

Frank Salucci

John Spears

**CALL TO ORDER:**

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

**APPROVAL OF MINUTES:**

**Bob Roberts made a Motion to approve the October 2000 minutes. Jenny Dinsmore seconded the Motion.**

**For: All Present and Voting Opposed: None**

**COMMITTEE REPORTS:**

**A. Blue and Gold Fare Committee Report**

**Jenny Dinsmore made a Motion to leave the Blue and Gold fare at 25 cents. Sandy Holepit seconded the motion.**

**For: All Opposed: None**

**B. Funding Body Communication Committee Report - Frank Salucci, Dr. Spears**

**No Report.**

**GENERAL CORRESPONDENCE:**

The General Manager reported to the Board that the Authority will be receiving seven new 24 passenger buses under our X-24 Equipment Grant through the Federal Transit Administration. Mountain Line will receive four new buses in the spring and three additional vehicles in the summer of 2001. These seven vehicles will be 24 passenger buses. Mountain Line will also receive a new 12-passenger gas van by late November or early December and the Authority's two Trolley Buses have already arrived.

Jenny Dinsmore asked if the Authority purchased any options on any of these new vehicles. Mr. Bruffy replied that he considered an extended warranty but could not get a clear answer on exactly what it covered. Mr. Bruffy further explained that he calculated that the cost of the 300,000-mile warranty, and even if it covered the engine and entire drive train, compared to our existing 200,000 warranty, the extended warranty would be more than the repair expenses we have experienced with our existing fleet. The cost of the extended warranty was \$6,500 dollars per vehicle. Mr. Bruffy reported that he did request wheelchair lifts located in the front of the bus which is better for the drivers and a smoother ride for passengers, although this option did not involve any additional costs to the Authority.

Jenny Dinsmore questioned a \$1,500.00 expense to Campus Ford reported on the quarterly minority business report submitted to the State Division of Public Transit. The General Manager explained that it was for a number of different services and parts charges for the Ford built gas vans.

Jenny Dinsmore asked if the General Manager had priced screens for bus shelters. He replied that he had not yet been able to inquire as to the availability or price of a wind screen for the Health Department Bus shelter. Ms. Dinsmore requested it be placed on the December Agenda for discussion.

Jenny Dinsmore wanted to know what kind of calls we are putting on our call logs. Assistant Manager Pifer estimated that 75 percent of our calls are related to bus schedules, and that the remaining calls are inquiries about the Caperton Trail, depot operation hours, vendor issues and charter questions.

### **FINANCIAL REPORT:**

Mr. Bruffy reported to Board Members that revenue for October 2000 is up over revenue for October 1999. He also reported that ridership is up for the third month in a row when compared to ridership over the same time period in 1999.

Jenny Dinsmore questioned what went into our accounts receivable. The General Manager explained that it is the account for funds owed to the Authority such as charges for football shuttles, grant payments and contract services.

Sandy Holepit questioned the payment of bus services provided for the George W. Bush Rally shuttle bus. Mr. Bruffy reported that the service was requested by Mr. Chris Warner and he would be sent a bill for approximately \$100.00, the cost of the service provision.

Jenny Dinsmore asked if we were going to look at a new uniform contract because this one is a lot higher than usual. Mr. Bruffy explained that we have more drivers because of the addition of the Access Routes, but the price per uniform has not changed. Mr. Bruffy further explained that there was an added cost for the logo change and new hats. Mr. Bruffy indicated that we would re-bid the contract prior to its expiration date in July 2001.

Jenny Dinsmore questioned why the vacation and sick leave payouts were close to 100% of the total budgeted for the fiscal year. Mr. Bruffy explained that these line items were budgeted based on prior usage by employees. He further explained that there were higher than expected expenses in these line items due to an employee retirement, and two employees off on leave for extended illnesses.

**Bob Roberts made the motion to except the Financial Report. Jenny Dinsmore seconded the Motion.**

**For: All Present and Voting Opposed: None**

**DRIVER OF THE MONTH PRESENTATION:**

The Board announced the Authority's October "Driver of the Month", Mr. Roy Hunt. The Board also recognized Bernie Cordray, Roby Collins, Joe Shultz, and John Hemerick for outstanding performance in the month of October 2000.

**PUBLIC COMMENTS:**

Mr. Rick Patton requested that the Authority's Monthly Pass state on them that they are not valid on commuter vans or on "The Ride". Rick Patton commented on the fact that ID is not now required to use the bus passes and he feels this is an improvement for riders. Rick Patton requested to try and make any future routes accessible by the monthly pass. David Martinelli said it would be considered. Bob Roberts suggested that we could have a step tier pass system. Dave Martinelli suggested a second level pass at a higher price. Dave Martinelli added that these options would be considered if the current services were kept, referring to "The Ride" evening service now subsidized through a grant.

**OLD BUSINESS:****A. Maintenance Facility Update**

The General Manager informed the Board that the original maintenance facility site at the Morgantown City Garage was found to be 30% in the 100-year flood plane and the Federal Transit Administration requires that an alternative site be identified if at all possible. The General Manager further reported that he has identified an alternative location. The alternative site is located in the Morgantown Industrial Park. The County Board of Education is also interested in building a new school bus maintenance building. Mr. Bruffy has talked to the County Board of Education about coordinating efforts to cost-share items such as necessary access roads, fuel farms and overall site development. West Virginia Division of Public Transit Director Susan O'Connell is aware of these developments and has encouraged the Authority to pursue this alternative development strategy.

Jenny Dinsmore commented that we should talk to the Monongalia County Commission about this project and determine their interest in participating in the project. The General Manager requested permission of the Authority to contact the Commission directly to better coordinate overall project efforts.

**Jenny Dinsmore made a Motion that the General Manager speak with Commissioner Bell about the New Maintenance Facility site. Bob Roberts seconded the Motion.**

**For: All Present and Voting Opposed: None**

**B. Mission Statement**

Jenny Dinsmore stated she could not find one and suggested the topic be moved to the next meeting.

**C. Emergency/Urgent Callout Procedure**

The General Manager provided the Board with information relating to employee call-outs during non-scheduled work periods for both emergency and non-emergency situations. The General Manager reported that there five people who have access codes to the alarm system for the Depot and those same five people are on the call list with the security company. Bob Roberts suggested that salary personnel should be the first responders. Bob Roberts suggested that we make the Route Supervisor position a salaried position as well. The General Manager reported that funding was not currently available to remove the driving duties of this position. The General Manager further explained that any position driving more than 50% of the time must be paid at an hourly rate. The General Manager informed the Board that he would look for ways to fund the position of Route Supervisor so that it could be a salaried position and report to the Board at the next meeting.

**Bob Roberts made a motion to assign two salaried employees, the Assistant Manager for Administration and the Operations Supervisor, as the primary responders to alarm calls and assign vehicles to these two**

**positions. Sandy Holepit seconded the Motion.**

**For: All Present and Voting Opposed: None**

#### **D. Vehicle Use Policy**

The General Manager reported to the Board that he had contacted most other West Virginia transit authorities about their vehicle use policies. The General Manager reported that only one other system has a written policy, that the number of administrative vehicles at other systems ranged from none to eight and that most systems allow personnel to travel in company vehicles to and from work.

Jenny Dinsmore stated that she feels the Authority should not pay for gas going to and from work. The General Manager explained that vehicle use for travel and call-out response was offered as a part of the recruiting package to personnel currently in those positions. He further explained that the fuel expense related to this practice was significantly less than a per mile than a call-out compensation package, estimating that the total annual fuel cost was less than \$750 dollars.

Jenny Dinsmore asked why the Board had not been asked to approve this fuel expense. The General Manager explained that since the annual cost was less than \$1000 dollars, he did not believe it was necessary to obtain the Board's approval. Jenny Dinsmore said the Board should be kept informed of such issues. Sandy Holepit stated that benefit packages need to be spelled out and the Board should approve all such packages. Dr. Martinelli said if an employee negotiates for the above mentioned benefit package and if the fuel expense is not covered then the employee might have to be compensated in other ways.

**David Martinelli made a motion to table discussion of the vehicle use policy and place it on the Agenda for the next Meeting. Jenny Dinsmore seconded.**

**For: All Present and Voting Opposed: None**

#### **E. Grievance Committee Letter of Action presented for Board Approval**

At the Direction of the Board, the General Manager prepared a draft Letter of Action for the Board's review. The Letter was to present the Board's formal response to an employee grievance presented to the Board by the Authority's Grievance Committee.

**Bob Roberts made a motion to send the formal response. Sandy Holepit seconded.**

**For: All Present and Voting Opposed: None**

#### **F. Grievance Policy Review**

The Board discussed the timeline requirements of the Authority's Employee Grievance Procedure. The General Manager recommended an editorial change to the text of the Procedure to further clarify the necessary steps and timelines provided in the Personnel Rules.

**Sandy Holepit Motioned approval of the editorial change to the Personnel Rules as recommended by the General Manager. Bob Roberts seconded the motion.**

**For: All Present and Voting Opposed: None**

#### **G. WVU Consolidation Progress**

The General Manager reported his progress to date on efforts to prepare a consolidation proposal for service provision to West Virginia University. The General Manager explained his overall approach with some detail into the financial aspects of the proposal, summarizing the tremendous benefit of additional service to the entire community should some form of consolidation be possible.

**NEW BUSINESS:****A. Accident/Incident Reporting Policies and Procedures Discussion**

The General Manager provided the Board with a summary of the Authority's accident and incident reporting and documentation procedures. Jenny Dinsmore stated that in a meeting with an employee that it was brought up that there were a lot of incidents that weren't reported. The General Manager indicated that every known incident and accident is documented and suggested that the employee's perception of such documentation could be caused by its confidential nature. The General Manager explained that many such accidents and incidents may involve disciplinary actions and are confidential nature, thus they are not shared with employees not directly involved.

Sandy Holepit asked if every driver was aware of the Accident and Incident Policy. The General Manager briefed the Authority on the extensive measures taken to inform employees, including formalized training as a part of an employee's orientation process and inclusion of incident and accident procedures stored on each vehicle owned or operated by the Authority. The General Manager also explained the record keeping practices and reporting requirements of the State of West Virginia and the Federal Transit Administration.

**B. Drug and Alcohol Policy Audit Review**

The General Manager provided the Board with a copy of the recently completed Federal Transit Administration Drug and Alcohol Policy Audit which indicated that Mountain Line had 23 areas of concerns which needed attention. The General Manager also reported that the State of West Virginia had five systems audited and there were a total of 89 areas of concern, the fewest of any state reviewed by FTA to date. Additionally, the State had three programs with fewer than 20 areas of concern where previous FTA audits had never indicated fewer than 20 areas for any system reviewed to date.

Additionally, Wedgewood Clinic scored very well during the audit with only 10 areas of concern out of the total 23. Mr. Bruffy stated that 7 of the 23 areas were single editorial changes in the current Substance Abuse Policy. These changes were already made and the new policy needs to be approved by the Board. The General Manager also reported to the Board that Director Susan O'Connell and her staff were quite pleased with the Authority's audit results.

**C. Drug and Alcohol Policy Modification**

**Jenny Dinsmore Motioned approval of the revised Substance Abuse Policy addressing areas of concern indicated in the FTA audit. Bob Roberts seconded the motion.**

**For: All Present and Voting Opposed: None**

**GENERAL MANAGERS REPORT:**

1. Several of the Authority's employees and their children had the opportunity to ride on the Trolley Bus in West Virginia University's Homecoming Parade on November 3, 2000. The experience was enjoyed by all and provided an opportunity for some good public exposure for the Authority.
2. I have attached football shuttle ridership and revenue for your review.
3. Administration has spent a considerable amount of time preparing for and completing the F.T.A.'s Drug and Alcohol Program Compliance Review over the past two months. We are very much looking forward to working on other opportunities awaiting the Authority and I thank the Authority for their patience and Staff for their hard work and diligence.
4. This past month, the Authority accepted the resignation/retirement of a long time Driver, Mr. Everett Beckner. Additionally, Al McDowell, Bob Jacobs, Jerry Chadwell, Joe Chadwell and Chris Smith resigned their positions and the Authority no longer employs Betty Mills. New hires included Michael Parker, Gregg Satterfield, and Clinton Burns. Steve Holt was moved from part-time status to full-time status.

5. Call and Ride signage has been completed in the Brewer Hill section of Star City and signage was installed for football shuttle buses on I-79 and U.S. 119. Work on additional Call and Ride signage is ongoing waiting for approvals from local government entities.

**ADJOURNMENT:**

**Bob Roberts made a Motion to adjourn the November meeting of the Monongalia County Urban Mass Transit Authority at 7:50 p.m. David Martinelli seconded the Motion.**