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

Approved Version

May 12, 1999

MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS MEETING

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AUTHORITY MEMBERS PRESENT:

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

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:

Bob Roberts motioned for approval of the April 14, 1999 minutes and James Caravasos seconded the motion.

For: All Opposed: None

GENERAL CORRESPONDENCE:

Mr. Bruffy introduced two new pieces of correspondence that will be included at the monthly Authority meetings. These are the monthly Summary of Conference Facility Usage and the monthly Welfare to Work Update. Website suggestions/requests were also included in correspondence, as well as a copy of a letter from a resident of Grandview Avenue to the County Commission requesting that service be suspended in her neighborhood.

Correspondence regarding the announcement of the Public Meeting for ADA Services was also included. This meeting was held on April 21, 1999 at the County Senior Center.

The press release noting that Mountain Line would offer free transportation on Election Day was included in correspondence.

The Monongalia County Commission forwarded correspondence stating that Mountain Line's requested funding had been approved for the next fiscal year.

FINANCIAL REPORT:

Mr. Bruffy reported that the current financial report showed that Mountain Line had experienced its best month on record as an organization. The organization is currently three to four thousand dollars above budget for farebox revenue.

OLD BUSINESS:

A. Equal Transportation for Individuals with Disabilities

At the recent Public Meeting there were three issues that concerned individuals with disabilities when using the current MAT service. The first issue is that it is difficult for individuals to plan two weeks in advance for transportation arrangements. The second issue is an issue of capacity. In sum, there are not enough open appointments available. The third issue is one of short-term transportation requests. A person is normally not able (due to the capacity issue) to make an appointment for the following day, or even two to three days in advance.

B. Designation of MCUMTA as a Deviated Fixed Route System

In regards to the issues described in item A, Mr. Bruffy reviewed the only two legitimate service delivery methods available to public transit agencies. Those two methods are complimentary paratransit service and deviated fixed route service. Complimentary paratransit service was originally intended to compliment fixed route service that was not accessible by covering the same route as the fixed route service, as well as deviating up to $\frac{3}{4}$ of a mile of a fixed bus route. With such complimentary service, no individual should be denied his/her requested ride. Deviated fixed route service consists of utilizing every vehicle, as all vehicles in our fleet are now ADA accessible, and building "slack time" in each route in order to allow for any requested deviation. Any fixed route vehicle can deviate up to $\frac{3}{4}$ of a mile and such deviations will be handled via a "call and ride" system. Deviated fixed route systems provide equal service to all individuals, alleviates the need for scheduling weeks in advance, and allows greater service for a greater number of individuals (about a 600% per hour capacity increase for people with disabilities).

Bob Roberts motioned and James Caravasos seconded that the Authority officially designate MCUMTA as a deviated fixed route system.

For: All Opposed: None

C. Discontinuation of Steve Buchanon's Log

Mr. Bruffy requested that the log indicating Mr. Steve Buchanon's pick up and drop off times be discontinued. This request is due to the fact that Mr. Buchanon is now retired and no longer using the service on a regular basis.

James Caravasos motioned to discontinue the log and Sandy Holepit seconded that motion.

For: All Opposed: None

D. Vending RFP

Mr. Bruffy received three proposals for vending services at the Garrett Street Depot. After careful consideration, in accordance with the selection criteria outlined in the Request for Proposals, the proposal from Tanner Industries was chosen for recommendation to the Authority. Mr. Bruffy requested that the Authority agree to accept the proposal for vending services from Tanner Industries provided that the same proposal is turned down by the WV Society for the Blind. Mr. Bruffy further requested that the Authority agree to enter into a vending service agreement with the WV Society for the Blind should they accept the proposal as submitted by Tanner Industries.

Jenny Dinsmore motioned that Mr. Bruffy accept the proposal for vending services from Tanner Industries should the WV Society for the Blind decline the same proposal. She further moved that Mr. Bruffy enter into a

vending service agreement with the WV Society for the Blind should they accept the chosen proposal. David Martinelli seconded the motion.

For: All Opposed: None

E. Employee Health Insurance Premium Increase

Mr. Clyde Lowe, a full time Mountain Line Driver, spoke to the Authority concerning the planned increases in employee health insurance premiums. Mr. Lowe indicated that the concerns of the drivers included the fact that the overall cost of living in West Virginia continues to increase and that this year's proposed 1.5% cost of living increase would be negated due to the health insurance premium increase. The insurance issue was discussed in detail, as the Authority had previously capped its contribution on the percentage basis of 60% - 40%.

David Martinelli motioned that if the budget is available, a 1.5% bonus will also be allotted to employees July 1st. James Caravasos seconded the motion.

For: 6 Opposed: 1

NEW BUSINESS:

A. WV Public Transit Membership Fees

The annual fee for membership to WV Public Transit Association has raised to \$1250.00

James Caravasos motioned to approve the payment of the WV Public Transit Association membership fee as of July 1, 1999. Sandy Holepit seconded the motion.

For: All Opposed: None

B. Office Space at City Garage

The City has requested that Mountain Line vacate one section of its office space at the City Garage. This space was part of the in-kind service that Mountain Line receives from the City of Morgantown.

Bob Roberts motioned that a letter be drafted to the City of Morgantown requesting \$10,000 to purchase an office trailer to replace the in-kind services previously received by MCUMTA. James Caravasos seconded the motion.

For: All Opposed: None

C. Religious Advertising

Bus advertising of a religious nature was discussed due to the request for a specific advertisement recently received.

John Spears motioned to decline approval of the recently received advertisement. Mr. Spears further motioned that future advertising be considered on a case by case basis.

For: 4 Opposed: 2

Jenny Dinsmore made a motion at 7:40 PM that the Authority enter into Executive Session in order to discuss personnel matters. Regular session resumed at 8:00 PM.

D. Personnel Rules Amendment – Assistant Manager Positions and Organizational Hierarchy

Bob Roberts motioned for the addition of an Assistant Manager for Operations and Assistant Manager for Administration.

For: All Opposed: None

GERNERAL MANAGER'S REPORT (as printed):

Information

- 1) I am pleased to report that Mountain Line submitted nominations for five of the WV Division of Public Transit's six Excellence Awards. Submission categories included Best Safety Program, Best Community Project, Best Management Innovation, Most Creative Single Marketing Project, and Best Overall Marketing Project. A complete submission package is available for your review.
- 2) Mountain Line's Political Science Intern, Lori Lewis, recently completed our second annual employee satisfaction survey. The findings of the survey were generally positive and provide administration with useful information as we strive to improve employee satisfaction with their overall work environment.
- 3) Mountain Line has again been the beneficiary of the WV Division of Public Transit's generosity. The Division has recently provided Mountain Line with a second, new 1999 15 passenger Dodge Van. Mountain Line has also been invited to Flatwoods on May 13 to participate in a special workshop sponsored by the WV Development Office, the U.S. Department of Energy and the WV Natural Gas Vehicle Coalition as a new natural gas vehicle operator.
- 4) I am pleased to announce that Mountain Line has received its first contract for Bus Advertising through Open Road Advertising. A mock up of the ad is attached and eight of these ads have been sold for an approximate value to the Authority of \$3,300 dollars over a twelve-month period.
- 5) Four Mountain Line employees recently attended a Seminar presented by the Chamber of Commerce on Optimizing Customer Service. Participants were selected based on management's perceived need for the training or as a refresher course.
- 6) Mountain Line Staff have begun data collection of telephone calls for service and MAT scheduling. This log will be maintained on a daily basis and the attached report is the first of a monthly report that will be provided to the Authority.
- 7) Mountain Line is adding an additional telephone number for exclusive use of Staff and Board Members. Through purchase of a \$90 dollar adapter and a \$8 monthly fee, it is possible to assign a second number to our existing, dedicated fax line. This will provide the Board a better method to reach the Office and will insure our public lines are free for general use. I will distribute the number to the Board when the Telephone Company assigns it.

Action Items

- 1) A request was received from the Monongalia County Sheriff's Department to assist in the Deputy Child Safety Program by contributing \$200.

Bob Roberts motioned that MCUMTA decline to contribute to this program due to the fact that such a contribution would be a re-direction of City and County funding. Sandy Holepit seconded the motion.

For: All Opposed: None

ADJOURNMENT:

Meeting adjourned at 8:20 p.m.

Respectfully Submitted,

Sandy Holepit
Secretary of the Board

