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

Approved Version

June 10, 1998

AUTHORITY MEMBERS PRESENT:

Bobby Roberts
James Caravasos
Jenny Dinsmore
David Martinelli

NOT PRESENT:

Frank Salucci
John Spears
Sandy Holepit

OTHER PERSONNEL PRESENT:

David Bruffy

CALL TO ORDER:

The Transit Board Meeting was called to order at 6:08 p.m.

APPROVAL OF MINUTES:

Bobby Roberts motioned and James Caravasos seconded to approve the June 10, 1998 minutes as written.

For: All Opposed: None

GENERAL CORRESPONDENCE:

Mr. Bruffy received a letter concerning Mr. Orval Fisher, a dialysis patient who was upset because he was unable to preschedule a regular, permanent time for his rides. According to ADA guidelines this is not allowed. A note has been sent to all MAT riders explaining the first call first served policy.

Mr. Bruffy received a thank-you letter from the WVU Mountainlair for participating in their 50-year anniversary celebration.

Mr. Bruffy received a response from WV Division of Public Transit Director O'Connell regarding political solicitation on transit vehicles and indicated that our operating agreement and contract with the State prohibits political advertising on transit vehicles.

FINANCIAL REPORT:

Mr. Bruffy reported that May's monthly financial activity improved over that of April. Mr. Bruffy reported that the fare box collections for May were up over April. Mr. Bruffy also reported that he anticipates an 8-9 percent carryover into Fiscal Year 1998-99 and State funding for Fiscal Year 1998-99 has been approved at \$145,000.

OLD BUSINESS:

James Caravasos motioned and Bobby Roberts seconded to table the board development training until the full board is present.

For: All Opposed: None

NEW BUSINESS:

A. Fiscal Year 1999 Funding Application (U.S.C. Section 5311) - Mr. Bruffy requested authorization to enter into a Grant Agreement with the WV Division of Public Transit for \$145,000 dollars in operating assistance.

Bobby Roberts motioned and James Caravasos seconded to authorize the General Manager to sign the 1999 Funding Agreement.

For: All Opposed: None

B. Request for proposals for Advertising Services - Mr. Bruffy received a copy of RFP for Beaver County, PA and plans to use it as a model format. Mr. Bruffy suggested that proposals be reviewed for the overall commission as well as the proposer's ability to provide the services specified.

Bobby Roberts motioned and James Caravasos seconded to put the RFP out as soon as possible.

For: All Opposed: None

GENERAL MANAGER'S REPORT:

1) The month of May saw several changes related to personnel and staffing of Mountain Line operations. Some of those changes are noted below.

a. Fifty-seven applications were received for the position of Administrative Assistant. Initial screening reviews for the top 14 candidates will be held on June 9 and 10 with anticipation of follow-up interviews and an offer the following week.

b. The position of Shift Supervisor/Bus Driver has been offered to all full-time employees with an application deadline of June 11.

c. Mountain Line will again benefit from the services of two Interns from the College of Business and Economics. One of these Interns, Aimee Harbour, is continuing her Internship from the Spring Semester.

d. One additional Intern has been contracted from the WV Career College and will begin work on June 8.

e. Employee training sessions are now being scheduled on a weekly basis to take full advantage of the additional availability of school bus drives as replacement drivers.

2) Mountain Line's Agreement for use of the Depot as a Service Facility has been approved by the City of Morgantown and work is underway on the Depot facility. The structure is scheduled for occupancy by the middle of November.

3) Through an informal cooperative agreement with Office Depot, more than 10,000 new route schedules have been printed in exchange for sponsorship coverage on the cover of the schedule. This same type of arrangement will be pursued in future efforts to print and distribute Mountain Line route schedules.

4) The fire department has asked for consideration of a bus for their 100-year anniversary. They are going to have a reunion and would like to have bus transportation for a tour of the firehouse facilities.

COMMITTEE REPORTS:

Personnel:

Personnel Committee met and reviewed the new organizational structure and position description.

Bobby Roberts reported on employee evaluations and provided a format for Board review and consideration. There was a discussion about the Board Committee's structure and the question was raised as to the need for all of the standing committees.

ADJOURNMENT:

Meeting adjourned at 7:38 p.m.

Respectfully Submitted,

Sandy Holepit
Secretary of the Board

