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

**Approved Version**

**April 12, 2000**

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**AUTHORITY MEMBERS PRESENT:**

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

**OTHER PERSONELL PRESENT:**

David Bruffy  
Wayne Pifer  
Dan McGinnis

**CALL TO ORDER:**

The Transit Board Meeting was called to order at 6:03 p.m.

**APPROVAL OF MINUTES:**

Bob Roberts motioned for approval of the March 08, 2000 minutes as written. Frank Salucci seconded the motion.

For: All Present and Voting Opposed: None

**GENERAL CORRESPONDENCE:**

Correspondence topics: Gas Tax Repeal, Update and Response on Audit Funding Response, Letter from Commissioner Bell including all newspaper articles relative to County funding that was distributed to all Transit Authority employees.

Bob Roberts made a motion that the Transit Authority send a letter of appreciation to Commissioner Bell. John Spears seconded the motion.

For: All Present and Voting Opposed: None

**FINANCIAL REPORT:**

March 2000 is the highest revenue month since creation of the Authority in July 1996. Revenue for the month was approximately \$18,000. Ridership is steadily increasing (3.2%). The trend through January 2000 shows ridership levels back to pre-route changes by July 2000.

This fiscal year's fuel expenses will exceed expectations by approximately 30% or \$15,000 due to increased fuel costs. The Authority's budget was based on gas prices of \$0.68 - \$0.72 per gallon; gas prices for the Transit Authority are now in the range of \$1.20 per gallon.

Next month the Authority will be presented with an initial budget outline for FY 00-01. The final budget document for FY 00-01 will be presented to the Authority for consideration at the June Meeting.

Six budget line item amendments were considered for the FY 99-00 budget. The first change was to provide for an increase of \$2,721 dollars in the Annual Operating Assistance Grant from the WV Division of Public Transit to assist in the purchase of a large format plotter. The second amendment was the creation of a \$500 dollar revenue line for the Access Grant routes serving Grafton, Hundred and Fairmont. Additional changes were considered to implement transfer of the additional plotter funds to the Capital Escrow Account and modification of the Escrow Account accordingly.

John Spears made a motion to accept the budget amendments as presented. Jim Caravasos seconded the motion.

For: All Present and Voting Opposed: None

## **OLD BUSINESS:**

### **A. Re-Certification Conflict of Interest**

Board members signed re-certifications stating no Conflicts of Interest as required by the Authority's Grant Agreement with the WV Division of Public Transit for the Authority's Annual Operating Assistance Grant.

### **B. Advertisements for the Hundred/Grafton Commuter Van Routes**

The Authority was informed of several contacts and initiatives to market the new Access Routes. The Wetzel County Department of Health and Human Resources were contacted as well as the Hundred Senior Center. Route drivers stopped at various commercial and public agency locations along the route to distribute flyers and route maps. Additionally, Administration has also contacted MECCA and received a complete address mailing list along the Mason Dixon Highway. A direct mailer was sent to 522 addresses along the Mason Dixon Highway.

Contacts for the Grafton Commuter Route included the Taylor County DHHR, the Senior Center, Library, Health Department, Community Action, Extension Service, Clerk's Office, and the Alliance Personal Care Home, Country Living Personal Care Home, Beulah Personal Care Home and the Grafton Rite-Aid. Schedules have been distributed to these businesses. Three 4X4 advertisements have been purchased in the Mountain Statesman as well as an additional quarter page advertisement in their Progress edition. The Statesman also ran an editorial that included a picture of an Access van and driver. Place Mat advertising has been purchased for Grafton restaurants, including special place mat advertising for Memorial Day. Based on the success or failure of the direct mailing along the Mason Dixon Highway, this approach may be repeated for the Grafton run.

### **C. Change In Meeting Time**

The Authority discussed the possibility that the meeting time be changed from 6:00 p.m. to 6:30 p.m. due to the shortness of past meetings and traffic congestion at 6:00 p.m.

Sandy Holepit motioned that the meeting time be changed to 6:30 p.m. Frank Salucci seconded.

For: All Present and Voting Opposed: None

## **NEW BUSINESS:**

### **A. Digital Sign Boards**

The Authority was presented with a digital signboard to be set up in the lobby showing route schedules and departure times by hour. These same digital signs have been installed in the commuter vans and are being considered for all fixed route buses. These digital signs are programmable for special events such as the Wine and Jazz Festival and Football Shuttles and the cost for fixed route vehicles would be approximately \$400 - \$600 per vehicle.

## **B. Awards Nominations**

The Authority was informed of the various nominations being submitted to the WV Division of Public Transit's Excellence Program. Nominations included submissions for accident-free drivers, a submission for a rate-passenger increase of 3.25%, a nomination for the Authority's safety program, an entry for Best Community Project, an entry for Best Management Innovation, and a nomination for Best Marketing Program.

## **C. New Maintenance Facility Floor Plan**

The Board was presented with a cutout of the Authority's new Maintenance Facility floor plan. Construction is anticipated to begin in approximately 2-4 years depending upon funding. The WV Division of Public Transit has allocated funds to be applied to purchase two trolley buses that the City of Morgantown had previously set aside \$300,000 to purchase. In exchange, the City of Morgantown will provide the necessary 5% local funding match (\$15,000) for purchase of the two trolleys and a 5-year option to buy 3.5 acres of property near the City Garage on the Greenbag Road. This proposal provides for a payment of \$100,000 from the Authority to the City of Morgantown for the 3.5 acres.

Bob Roberts motioned that the General Manager proceed with this plan to purchase property for the new maintenance facility and be authorized to enter into any necessary Agreements to this end. John Spears seconded the Motion.

For: All Present and Voting Opposed: None

## **D. New Logo**

The Authority was presented with the final version of the new logos for stationary, buses, bus stop signs and other printed materials.

## **E. Retirement Status for Former City Employees**

It was reported to the Authority that four former City Employees may lose credit for time and grade under the City's Retirement System. Based on employee conversations with the City, this loss would cause these employees to be faced with cost-prohibitive health insurance premiums upon retirement.

Frank Salucci motioned the General Manager write to the City concerning this retirement issue and asked for a clarification of the City's position. John Spears seconded the Motion.

For: All Present and Voting Opposed: None

## **F. PEIA**

Assistant Managers Wayne Pifer and Dan McGinnis attended a presentation by PEIA regarding upcoming changes in the Authority's health insurance plans. In addition to program changes, it was reported that PEIA is planning a 5% premium increase for the Indemnity Plan beginning July 1, 2000. Under the Authority's previous motion, the premium would be split with 60% of the increase to be paid by the Authority and 40% to be paid by each individual employee. It was reported to the Authority that this planned increase would cost the individual employee (covered under the PEIA Indemnity Plan) an additional \$2.21 per pay for single coverage and \$4.50 per pay for family coverage. The total cost increase to the Authority is projected at approximately \$1,750 dollars.

## **G. Property Lease Agreement**

It was reported to the Authority that the City of Morgantown currently has a Small Cities Block Grant funding allocation to purchase and install four bus shelters. One of these shelters was intended to be located at Grand Central Station on University Avenue. However, the City has determined that there is not sufficient property

right-of-way for installation of the shelter at that location without infringing on private property. As such, the City has requested that the Authority lease the necessary property from Grand Central Station for a site large enough on which the shelter may be located. The proposed lease agreement presented to the Authority is year-to-year for \$1.00 per year.

David Martinelli motioned the Authority Authorize the General Manager to enter a Contract Lease Agreement with Grand Central Station. Bob Roberts seconded the motion.

For: All Present and Voting Opposed: None

## **H. County Funding Status Update**

Included in the packet is a letter from the County Administrator Diane DeMedici to Mike Oliverio, the County Clerk, to provide for funding of the Authority from July 1, 2000 and through September 30, 2000 in the amount of \$87,500 dollars.

## **GENERAL MANAGER'S REPORT:**

### **Information**

- 1) I am pleased to inform the Board that the ridership pattern since the new route changes began in August 1999 is very positive. Based on ridership patterns (linear regression analysis) since January 2000, we should re-achieve and surpass our prior ridership numbers inside of 12 months from the initial date of change on August 9, 1999.
- 2) Earlier this month I had the opportunity to meet with a representative of Madison House regarding our service provision. Ms. Jennifer Pagliaro indicated that she would begin to work actively to encourage residents to make better use of our services to meet their transportation needs. Ms. Pagliaro also requested information on Corporate Passes and alternative payment methods for the Madison to consider providing to their residents.
- 3) The Authority has once again been asked to participate in a community disaster preparedness activity with MECCA 911. This mock disaster will be staged at the Morgantown Municipal Airport sometime in May. We have been requested to provide transportation for disaster "victims" to local hospitals. In accordance with the Authority's Emergency Operations Policy (Personnel Rules, Section VI-16), the requested equipment and personnel will be allocated for this activity.
- 4) On March 23, Mountain Line enjoyed the company of 40 kindergarten children from the Suncrest Grade School. The young students were on a field trip riding the PRT and stopped by to learn about Mountain Line. The children were presented with a short safety presentation on the difference between school buses and public buses and were presented with a "goodie bag" full of promotional materials (book marks, balloons, rulers, sunglasses, etc.).

## **PUBLIC COMMENTS:**

Jenny Dinsmore personally thanked Commissioner Bell for coming to the Authority's Board Meeting and speaking with employees about the County Commission's funding commitment to the Authority.

Commissioner Bell suggested the Authority meet to discuss the possibility County agencies combining forces and buying fuel in bulk. As it stands now, the County receives a 43 cent per gallon discount when buying fuel in bulk. Commissioner Bell reported that the County Commission is looking into the possibility of installing a 3000-4000 gallon above ground fuel tank at the County's Maintenance Garage. Authority Member Bob Roberts expressed interest in exploring the possibility of involving the WVU Motor Pool in this discussion. President Dinsmore suggested a meeting between the various agencies to discuss this matter further.

Rider Bruce Gilbert addressed the Saturday bus schedule. Mr. Gilbert indicated his dissatisfaction with the four Saturday buses per day serving the Texas Roadhouse in Star City. Mr. Gilbert also expressed his continuing dissatisfaction with the \$0.25 Blue & Gold fare.

Commissioner Bell asked about the success of the Voting Vans for the March School Board Levy Election. The Board responded that runs were very successful, with approximately 100 more riders that day than on a normal Saturday.

Mr. Clyde Lowe, Bus Driver, addressed retirement policies for former City of Morgantown employees and explained the costs and impacts the City's reported position would have on his Retirement and Health Insurance costs.

Mr. Jim Huffman, Bus Driver, asked that the Authority review its Vacation Policy. During a recent vacation, Mr. Huffman was called to work. Mr. Huffman felt that he should have been paid for his vacation as well as the time he came to work. Formerly, County employees were allowed to work during their vacation and were paid for vacation in addition to hours worked without actually taking time off from work. Mr. Huffman reported that he has accumulated more than 200 hours of vacation time which he must bring down to 80 hours by July 1 to comply with the Authority's Personnel Rules. Mr. Huffman expressed his concern that he will lose vacation time if he does not use it before July 1. The General Manager informed the Authority that exceptions are made when a driver's vacation is interrupted through no fault of the employee and that Mr. Huffman would not lose any time because he was called in to drive while scheduled for vacation.

#### **COMMITTEE REPORTS:**

None.

#### **EXECUTIVE SESSION:**

An Executive Session was called at 8:00 p.m. in order to discuss personnel issues.

#### **REGULAR SESSION RESUMED (8:12 p.m.)**

Frank Salucci moved approval of a salary increase of \$2000.00 a year for the position of Assistant Manager of Administration, effective immediately, and a wage increase of \$1500.00 a year for the position of Shift Supervisor effective July 1, 2000. Bob Roberts seconded the Motion.

For: All Present and Voting Opposed: None

#### **ADJOURNMENT:**

The meeting adjourned at 8:15 p.m.

Bob Roberts motioned to adjourn the meeting. John Spears seconded the Motion.

For: All Present and Voting Opposed: None

