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

**Approved Version**

**April 14, 1999**

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**MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY**

**BOARD OF DIRECTORS MEETING**

**April 14, 1999**

**AUTHORITY MEMBERS PRESENT:**

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

**NOT PRESENT:**

James Caravasos

**OTHER PERSONNEL PRESENT:**

David Bruffy  
Melissa Burch

**CALL TO ORDER:**

The Transit Board Meeting was called to order at 6:02 p.m.

**APPROVAL OF MINUTES:**

Jenny Dinsmore made a motion for approval of the February minutes, which were tabled pending this meeting. John Spears seconded the motion.

For: All Opposed: None

Jenny Dinsmore motioned for the approval of the March 10, 1999 minutes.

For: All Opposed: None

**GENERAL CORRESPONDENCE:**

Correspondence notifying Mountain Line of the 4/21/99 public hearing for ADA services was received.

The Welfare to Work summary was reviewed for the previous month and an article regarding CPR class participants was presented to the Board.

Correspondence was received from Sarah Minear and Barbara Evans Fleischauer acknowledging the receipt of Mr. Bruffy's letter concerning additional funding for the Division of Public Transit.

The notification to Director O'Connell regarding changes to WV-X-24 was presented to the Board, as well as a Capital Purchase Analysis noting the changes.

Mr. Bruffy presented email correspondence regarding rider questions on the Stewart Street Route and a reply from the City Attorney and City Clerk regarding procedures for meeting minutes.

Mr. Bruffy corresponded with the Governor's Office regarding the Governor's possible attendance to the Grand Opening of the Garrett Street Depot, which will coincide with the WV Birthday Party Celebration on June 19, 1999. A response was received stating that the Governor would take the invitation into consideration.

A copy of the summary of Depot Renovation Funding was also included in correspondence. The County has declined to assist in the funding of the East Garrett Exit Road. The City of Morgantown will fund the project.

A copy of the Open Meetings Act was included in correspondence, noting changes that have been recently instituted. Specifically, discussion of personnel issues in open meetings and executive session procedures were addressed.

Mr. Bruffy's letter to the Dominion Post regarding the Mountain Line driver's commitment to service during the recent snowstorms was included in correspondence.

Correspondence from Representative Wise thanking Mr. Bruffy for his recent visit to Washington D.C. was included, as well as a thank you note from Division of Public Transit Director Susan O'Connell.

The Make-A-Wish Foundation requested that Mountain Line assist its annual benefit dinner and cruise by providing a driver for participants from Star City to downtown.

United Way's Diane Kisinger sent a thank you note regarding the excellent service of the Mountain Line drivers.

The Winter 1999 newsletter from Riverfront Museums, Inc. was included in correspondence. RMI will be soon leasing space at the Seneca Center.

Open Road Advertising forwarded notice that Chico Enterprises is considering an ad campaign.

E-mail regarding the Authority committee structure was included in correspondence.

Information from Director O'Connell regarding Senate Bill 507, which makes it a felony to assault an employee of urban mass transportation systems, was included in correspondence.

The WV Division of Public Transit is offering RTAP Scholarships for upcoming conferences. Mountain Line has been approved to attend the 2001 CTAA Expo. The Expo's location is pending.

Mr. Bruffy's request to City Manager Dan Boroff regarding assistance in filling potholes near the Walnut Street Bus Depot was included in correspondence.

Nominations for Transit Excellence Awards are due by April 30, 1999.

John Spears moved that the Authority send correspondence nominating Mr. Bruffy for the Best General Manager award. Jenny Dinsmore seconded the motion.

For: All Opposed: None

#### **FINANCIAL REPORT:**

Mr. Bruffy reported that the Farebox Budget Deficit has been eliminated and that the month of March had generated the most revenue and highest ridership data since the inception of the tracking methods initiated in July 1997.

The recent Park and Ride Grant was denied and will be re-submitted in September.

## **OLD BUSINESS:**

### A. Airport Authority

The Morgantown Airport has recently lost its lease with the US Navy, which represented \$80,000 of income. Mr. Bruffy suggested that the Authority look into securing a client(s) that could contribute that amount as a tenant of an Airport Authority. The Authority agreed that all members should be involved in obtaining commitment on such funding.

### B. General Manager's Evaluation

Completion of the process for the General Manager's Performance Evaluation was discussed. Final scores were presented to the Board. David Martinelli will complete a cover letter to accompany the final version of this evaluation.

## **NEW BUSINESS:**

### A. Mountain Line Committee Structure

The current committee structure was discussed and the Board concluded that the structure needed to change.

David Martinelli motioned to disband all committees with the exception of the Personnel Committee and allow the Chairman to appoint ad hoc committees as needed. Sandy Holepit seconded the motion.

For: All Opposed: None

### B. Public Hearing for Designation as a Deviated Fixed Route System

Mr. Bruffy discussed the need to designate Mountain Line as a deviated fixed-route system. As an official deviated fixed-route system, Mountain Line will have the opportunity to use the newly acquired natural gas vehicles in revenue operations. The public hearing regarding the designation will be held on May 3rd at 3pm.

### C. Health Insurance Premiums

As of July 1, 1999, PEIA health insurance premiums will raise by 20% for Family Coverage and 25% for Individual Coverage. As previously approved by the Board, the Authority will continue to contribute at the ratio of 60% - 40%. This will result in an approximate increase of \$6800 for the Authority for fiscal year 1999/2000.

### D. Liability Insurance Premium

Mr. Bruffy has spoken to Acordia concerning extending the liability insurance premium through July 1, 1999. The cost of this premium will be \$13,391.00. Acordia will provide the Authority with a revised coverage schedule and estimate. The Authority will also seek a proposal from the WV Board of Risk for liability coverage and will make a decision regarding insurance carriers for the next fiscal year.

Bob Roberts motioned to extend the Acordia liability insurance through July 1, 1999 and David Martinelli seconded the motion.

For: All Opposed: None

### E. Employee Dishonesty Insurance

The Authority discussed the issue of additional insurance for employee dishonesty. After discussion, the Authority agreed to add coverage for employee dishonesty when instituting the upcoming fiscal year's policy on

July 1, 1999.

#### F. Retirement Plan

The County requested that Mountain Line set up an account with PERS (Public Employee Retirement System). Mr. Bruffy researched this option and found that this system includes a 4.5% employee contribution and a 9.5% employer contribution that is placed in an annuity fund. It is not vested for five years and there are severe limitations on what the employee can draw out. The employer has no chance of recovery for its contribution and the system has 16,000 out of 33,000 employees that are drawing from the system. Given this information, Mr. Bruffy recommended that the Authority set up a deferred compensation retirement plan in which the employee would still contribute 4.5% and the Authority would contribute 5.5%. The employee could recover his/her retirement plan contribution in its entirety, including the Authority's contribution, and the Authority's cost is fixed at a rate determined by the Authority. Mr. Bruffy recommended that the Authority set up this plan with the International City Management Association.

Jenny Dinsmore made a motion that the Authority set up the deferred compensation retirement plan and contribute 5.5%. Bob Roberts seconded the motion.

For: All Opposed: None

#### G. Election Day Transportation

The Authority agreed to provide free transportation on Election Day. Once again, rides will be free for the entire day and no political solicitation will be permitted.

#### H. Budget Goals

Mr. Bruffy provided the Authority with a brief overview of the budget goals that he will be proposing. These goals include a 1.5% Cost of Living increase for all employees and if carry-over supports, another 1.5% bonus. Mr. Bruffy also indicated that he would be requesting the addition of a full time Receptionist, an Assistant Manager for Operations, and to move two part time Drivers to full time status. Board Member Jenny Dinsmore requested that funding be provided for new logos and an active marketing campaign.

#### I. Authority Officer Assignment

David Martinelli proposed the following assignments for Authority Officers beginning July 1, 1999: President – Jenny Dinsmore, Vice President – David Martinelli, Secretary – Sandy Holepit, Treasurer – Frank Salucci.

Bob Roberts motioned to accept these assignments and Sandy Holepit seconded that motion.

For: All Opposed: None

An amendment to the motion was made by Jenny Dinsmore to appoint Bob Roberts, John Spears and Jim Caravasos to the Personnel Committee, with Bob Roberts as Chair.

For: All Opposed: None

#### **GERNERAL MANAGER'S REPORT (as printed):**

##### Information

1) I am pleased to report that Mountain Line was recently provided the service of the Alpha Phi Omega National Service Fraternity, Lambda Omicron Chapter, for a thorough, interior bus cleaning on Sunday, March 21. The Fraternity worked with maintenance personnel and Shift Supervisors to give our fixed route buses a "Spring Cleaning".

2) Mountain Line has once again been the beneficiary of the WV Division of Public Transit's generosity. The Division has recently titled over to Mountain Line a new 1999 15 passenger Dodge Van for use as a staff vehicle. The Division indicated that an additional vehicle might be provided to Mountain Line in April. These vans are not wheel chair equipped but can be used in revenue service with designation of our system as a deviated, fixed-route service provider. These vans are Mountain Line's first, all-natural-gas vehicles and we look forward to learning how to operate and service this new and cleaner technology.

3) As you know, I recently had opportunity to travel to Washington D.C. as a part of the WV Public Transit Association's delegation to the American Public Transit Association's annual legislative meeting. I had opportunity to meet with some of West Virginia's U.S. Representatives and the staff of both our Senator's and all three Congressmen. The WV Association's message this year was in the form of a thank you for previous year's work in funding West Virginia through Tea-21. The trip was very worthwhile and will serve as a good foundation for future contact with our representatives in Washington.

4) Per our earlier discussions, Mountain Line has contracted with PACE Training and Evaluation Center to provide cleaning services at the Depot facility. This is a unique opportunity for Mountain Line to work with a local agency assisting persons with disabilities to enter the main stream of our community as productive, contributing citizens. The program is off to a good start and I look forward to a long-term relationship with PACE TEC.

#### Action Items

1) Mountain Line has been contacted by a City Police Officer who wishes to purchase the old tires at the City Garage for \$325. As no public auction is required for bids below \$1000, Mr. Bruffy requested the Authority's permission to accept this bid.

David Martinelli motioned to accept the offer of \$325 and Sandy Holepit seconded the motion.

For: All Opposed: None

2) Mr. Bruffy reviewed a vending services bid packet and requested that the Authority approve the packet prior to its mailing. Pursuant to State requirements, the Society for the Blind will be offered first refusal and will have 60 days in which to accept or refuse the lowest bid. If the Society for the Blind does not accept the proposal, the contract will be awarded to the lowest bidder.

The Authority directed Mr. Bruffy to move forward with requesting proposals and to report to the Authority as to the low bid.

#### **WORK PLAN PROGRESS REPORT**

New routes are still being researched and CPR Training has just been completed for all drivers. First Aid Training will be completed for MAT Drivers in the near future and Mr. Bruffy is interested in offering Fire Extinguisher Training as well.

Plans for the Northern Hub and bus stop signs are still being completed.

#### **EXECUTIVE SESSION**

Jenny Dinsmore moved that the Authority enter into Executive Session at 7:50 in order to discuss legal and personnel matters.

#### **REGULAR SESSION RESUMED**

Jenny Dinsmore motioned that the General Manager seek legal council and file an appeal regarding the unemployment benefits of Rosalynn Witherspoon. Sandy Holepit seconded the motion.

For: All Opposed: None

**ADJOURNMENT:**

Meeting adjourned at 8:10 p.m.

Respectfully Submitted,

Sandy Holepit  
Secretary of the Board

