
**MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY
FEBRUARY BOARD OF DIRECTORS MEETING
February 11, 1998**

AUTHORITY MEMBERS PRESENT:

Jenny Dinsmore
Frank Salucci
Bob Roberts
Sandy Holepit
David Martinelli

AUTHORITY MEMBERS ABSENT:

John Spears
James Caravazos

OTHER PERSONNEL PRESENT:

David Bruffy
Denice Gribble

CALL TO ORDER:

The Transit Board Meeting was called to order at 6:10 p.m.

APPROVAL OF MINUTES:

Mr. Roberts motioned and Ms. Holepit seconded to approve the January 7, 1998 minutes as written.

For: All Opposed: None

CORRESPONDENCE:

Mr. Bruffy announced that he received a letter from the County Commission confirming Mr. Roberts's appointment as a Transit Board Member.

Mr. Bruffy announced that the City had given their approval for Mountain Line to receive two passenger vehicles.

Mr. Bruffy reported that he received an Email from Susan O'Connell regarding the funding levels that we can expect from the State this year.

Mr. Bruffy reported that he attended a workshop in Charleston that was very good and he has presented the Training Agenda for the Board's review.

FINANCIAL REPORT:

Mr. Bruffy reported that the revenue is the same as last month and that it didn't drop as low in January as last year.

Mr. Bruffy reported that the Trip Comparison shows an increase from last year. He also said that he expects to see a more consistent trend with the beginning of the month increase in trips, and an end of month decrease in trips because of money that is dispersed to customers from state and federal sources.

Mr. Bruffy announced that the fare box income deficit trend is as anticipated.

The Board Meeting was interrupted at this time to introduce Steve Buchanan, a MAT Rider, who wanted to address the Board with a few concerns.

AGENDA SUSPENDED

Mr. Buchanan, a mat rider, reported that he felt there were serious problems with the MAT service and if they were not corrected that he has hired an attorney and will file a law suit against the Board and Mountain Line. Mr. Buchanan reported that he has had to wait up to 40 minutes outside in the cold for a ride home after work. Mr. Buchanan then passed out copies of a letter he sent to the Department of Transportation.

Mr. Bruffy outlined the steps that he is taking to improve the MAT service. Mr. Bruffy reported that he has spoken to other General Managers regarding these steps and they all agreed with the proposed actions.

Mr. Buchanan then addressed the issue of starting the MAT service at 6:00 when Mountain Line begins their regular routes. He spoke to the ADA in Charleston who told him that when a fixed route begins that a paratransit bus has to be put on the road.

Mr. Montague reported that he also spoke to ADA in Charleston and that his interpretation of the policy was the same as Mr. Buchanan.

Mr. Bruffy suggested that we get an interpretation of the ADA Manual from the Department of Justice and the ADA Office at the Department of Transportation.

Mr. Bruffy reported that 2 weeks ago he told the drivers to no longer wait on riders (particularly dialysis patients) if they were not ready at their pick-up time. Mr. Bruffy asked Mr. Buchanan if this has helped. Mr. Buchanan commented that this past week the drivers have been picking him up closer to his pick-up time.

Mr. Bruffy indicated that Mountain Line would also start tracking Mr. Buchanan's scheduled time and actual pick-up times.

Mr. Buchanan also questioned why Mountain Line only has a curb-to-curb service. Mr. Bruffy commented that it was a liability issue and that other services like In Touch and Concern do have extended services available to their riders.

OLD BUSINESS

A. Work Day Start/Stop Times – Mr. Bruffy reported that the drivers indicated that schedules were changed at one of the previous Board Meetings so that their starting time was backed up to 6:30 a.m. and asked the Board for confirmation. The Board commented that a motion was passed in one of the meetings that the drivers' schedule would be 6:40 a.m. to 6:25 p.m. and the times had not been changed.

Mr. Roberts motioned and Mr. Martinelli seconded that on scheduling of hours and hours of operation, preference should be given to the General Manager to decide on what needs to be done to carry out day-to-day operations.

For: All Opposed: None

Mr. Bruffy added that scheduling would be based on a 40 hour week when possible.

Mr. Roberts added to his motion that any changes should be made in a participatory method with the employees.

For: All Opposed: None

B. Hours Worked Each Day - Mr. Bruffy also offered alternatives for washing of buses. The first preference being to hire part-time employees and pay them minimum wage to wash buses so that drivers spend more time driving.

Mr. Roberts motioned and Mrs. Dinsmore seconded that Mountain Line authorizes the General Manager to hire minimum wage employees or contract for these services.

For: All Opposed: None

Mr. Roberts suggested contacting the judges about using community service workers for bus cleaning.

Mr. Bruffy reported that the labor (bus washing) jobs would be posted as part-time, temporary positions.

C. Main Street Morgantown Football Shuttle Arrangements – Mr. Bruffy informed the Board that the Main Street/Downtown Football Shuttle covered expenses and made a slight profit in 1997. Per Main Street Morgantown's request, Mountain Line can either do a refund or leave the money in the system for next year's shuttle.

Mr. Roberts motioned and Mr. Martinelli seconded to leave the money in the system for next year.

For: All Opposed: None

D. Fiscal Year 1997-98 Budget Amendment Proposal – Mr. Bruffy outlined the proposed changes. He reported that the biggest change is a fare box revenue reduction of \$43,000. He also reported that we were below budget with the fare box money and this year it is below last year, but that ticket sales are up.

Mr. Bruffy recommended that the Board consider using electronic fare boxes in all of the buses for better accounting of revenues and ridership. He continued to report that the State has offered to buy a coin machine and a vault, so that we can pull the canisters daily and match up the canister with the route and the driver. Mr. Bruffy commented that another necessary accounting procedure would be the use of a video camera in the accounting room and two-person teams when canisters are pulled and counted.

Mrs. Dinsmore motioned and Mr. Roberts seconded that we pass all budget changes as amended.

For: All Opposed: None

NEW BUSINESS:

A. Funding Requests for Fiscal Year 1998-99 – Mr. Bruffy recommended the Board use a 2.1% inflation rate for Fiscal Year 98-99. He commented that the City of Morgantown was going to use this rate also.

The Board agreed on the inflation rate so the General Manager will present the proposed 1998-99 Budget at the next Board meeting.

B. Conflict of Interest – Mr. Bruffy reported that he had received a request from the State for written Conflict of Interest statements, and that the statements need to be sent back to the State by March 13th.

C. GIS Transit Applications Course – Mr. Bruffy announced that Mrs. O'Connell asked Mr. Bruffy if he would be interested in attending the GIS scheduling training in Florida and asked for the Boards approval.

Mrs. Dinsmore requested that Mr. Bruffy ask Mrs. O'Connell what expenses the State is willing to cover.

Mr. Roberts motioned and Mrs. Holepit seconded that the General Manager be allowed to attend the training in Florida if he can stay within the current operating budget.

For: All Opposed: None

GENERAL MANAGER'S REPORT (written report as presented):

Information

1. The Agreement between Mountain Line and BOPARC was finalized this month and full-time employees and their immediate family members are signing up for this health and fitness benefit. A copy of the letter to employees is attached.
2. As requested by the Board, a large Mountain Line sign has been installed on the Walnut Street Station.

Mr. Salucci suggested that the GM ask the County Commission to clean up the PRT Station twice a day.

3. An initial summary of visits to the Mountain Line web page is attached for your information. To date, 1,539 visits have been made to the site with 228 visits to the front door "Home Page". It is worth noting that the site has not yet been indexed on Internet indices such as Yahoo and Lycos.
4. Mountain Line's television commercial began running on Channel 3 on January 12. Several positive comments have been received and there has been an apparent increase in public awareness.
5. Mountain Line is fortunate to have the services of five (5) student interns this semester. These interns have started to work on a variety of topics and I look forward to their insightful and positive influence on our organization. I have attached a letter of introduction provided to drivers as well as our initial meeting agenda laying out our scope of work and general work plan.
6. I am pleased to report that Mountain Line has received a preliminary report from the Main Street Morgantown consultant. This initial report (attached) includes design concepts for the Authority's consideration. The next step in this procedure is to identify material and construction costs based on the design(s) most favored by the Authority.
7. Mountain Line recently received our copy of the official WVU Campus Map, which now includes a Mountain Line information section. The cost of this promotional activity was \$289 dollars for inclusion on 15,000 maps.
8. As requested by the Authority, all paratransit riders are being asked to complete an in-depth survey for re-certification. This process will be complete by March 1, 1998 when we will begin billing patrons in place of collecting for rides at the door. A copy of the information sent to riders is attached for your review.
9. Per the Authority's request, I have included an updated copy of the adopted work plan indicating progress to date.

COMMITTEE REPORTS:

Personnel Committee – Mr. Roberts reported that the committee met with a Mountain Line employee earlier and Mr. Roberts feels that the committee got the employee's issues resolved.

Marketing Committee –
Nothing to report.

Finance Committee –
Nothing to report.

Organizational Committee –
Nothing to report.

Respectfully Submitted:

Sandy Holepit
Secretary of the Board

