
MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY
BOARD OF DIRECTOR'S MEETING MINUTES
Approved Version
December 9, 1998

MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS MEETING

DECEMBER 9, 1998

AUTHORITY MEMBERS PRESENT:

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

NOT PRESENT: Bob Roberts

OTHER PERSONNEL PRESENT:

David Bruffy
Melissa Burch

CALL TO ORDER:

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

ARROVAL OF MINUTES:

James Caravasos motioned and Sandy Holepit seconded to approve the November 11, 1998 minutes as written.

For: All Opposed: None

GENERAL CORRESPONDENCE:

Correspondence received included a letter from Main Street Morgantown to welcome the opening of the new Garrett Street Depot.

Also reviewed was correspondence to Susan O'Connell detailing the status of our Welfare to Work Program.

A thank you letter was received from the Mountaineer Boys and Girls Club for the tickets provided by Mountain Line Transit in support of their club.

Other correspondence included a letter from HRDF's Director, Mr. Homer Kincaid, advising Mountain Line that they had received a Welfare-to-Work Grant and would be contacting Mountain Line regarding the possibility of service. Services of this kind are currently being provided by Mountain Line under the West Virginia Works Program.

The Public Service Announcement detailing the relocation of the Board meeting was also included in correspondence.

Lastly, correspondence was received from WVU's Carolyn McDaniel in response to Mr. Bruffy's recent correspondence to David Satterfield concerning the possibility of incorporating a student card system into the Mountain Line service. Mr. Bruffy will be contacting Ms. McDaniel in regards to an upcoming meeting with a Diebold representative, the supplier of the current student identification card system.

AN EXECUTIVE SESSION OF THE MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY WAS CONVIENED AT 6:15 P.M. TO DISCUSS LEGAL AND PERSONNEL MATTERS PURSUANT TO THE WEST VIRGINIA STATE CODE. THE EXECUTIVE SESSION CONCLUDED AT 6:55 P.M.

John Spears made a motion to request that the General Manager follow the appropriate guidelines of the Personnel Policy Manual, as set forth on page 21, Section V-4: Dismissal, and immediately dismiss Mr. Mitchel Stone for violations of the employee regulation number 3, "Stealing from the Monongalia County Urban Mass Transportation Authority...". Mr. Spears further moved that the General Manager write a letter to the Prosecuting Attorney indicating that the Board requests that Mr. Stone be prosecuted to the full extent of the law and that the Board Chair and General Manager discuss this request with the Prosecuting Attorney in person. Mr. Spears also moved that the General Manager illicit legal counsel to review the current insurance policy held by the Authority through Acordia Insurance and request that counsel make recommendations to the Board regarding the loss. Lastly, Mr. Spears moved that the Authority inquire as to the possibility of issuing a lien on the tools and equipment owned by Mr. Stone that are still located at the City Garage.

Sandy Holepit seconded this motion in its entirety.

For: All Opposed: None

FINANCIAL REPORT:

Mr. Bruffy reported that the previous week's deposit was \$2368.00, which represents a substantial increase in farebox revenue. Final numbers for the previous month indicate that ticket sales are at 46%, which is ahead of projection. Charter services have grossed \$19,000 thus far. Expense comparisons are in accordance with last year.

OLD BUSINESS:

The Procurement Committee has chosen Tetrick and Bartlett to undertake the audit process for the Authority. Mr. Bruffy requested the Board approve a request to enter into a contract with Tetrick and Bartlett. The contract value is \$7,800.00. Mr. Bruffy also indicated that the Procurement Rules would need to be waived to comply with Procurement Procedure as mandated by the State Division of Public Transit. The State allows for written indication that a firm does not wish to bid rather than an actual bid submission.

Jenny Dinsmore motioned and James Caravasos seconded to approve Mr. Bruffy's request that the Authority enter into an agreement with Tetrick and Bartlett.

James Caravasos amended the motion to ask that the Procurement Rules be waived to comply with the State procedures.

For: All Opposed: None

NEW BUSINESS:

A. Holiday Bonus

Mr. Bruffy requested approval from the Board for a Holiday Bonus for full and part-time employees. The total amount of the bonus would be \$50.00

Jenny Dinsmore motioned that a Holiday Bonus be distributed to all Mountain Line employees and James Caravosas seconded the motion.

John Spears amended the motion to state that the employees also receive correspondence from the Board thanking them for their commitment during the previous year. James Caravosas seconded this amendment.

For: All Opposed: None

GENERAL MANAGER'S REPORT (as printed)

Information

- 1) The WVU – Syracuse and WVU – BC football game shuttles were again a success. During the Syracuse game, Mountain Line provided some 416 rides and net revenues totaled approximately \$1279.50 dollars. During the BC game, Mountain Line provided some 517 rides and net revenues totaled \$1,255.50 dollars.
- 2) Morgantown City Council recently approved and purchased some \$3,500 dollars in seasonal decorations for the Depot. Decorations include lighted garland and bows for the perimeter of the building and flag and banner holders for the Depot gas lights.
- 3) The WV Division has forwarded our Notice of Grant Award Change to cover our Welfare to Work initiative (\$25,000) and for purchase of the exterior lights for the Depot (\$10,000). A copy of the award is attached.
- 4) Mountain Line recently began conversations with Main Street Morgantown, Hope Gas and the City of Morgantown to explore the possibility of a TEA-21 Application to purchase two, old-fashioned trolleys for the Downtown Jittney. Should this effort be successful, the City of Morgantown would sponsor the grant for approximately \$185,000 dollars and additional funding through Hope Gas and a WV Clean Air Grant would provide an additional \$45,00 dollars in funding for a total project of \$230,000 dollars. The vehicles would operate with Cummins, factory built natural gas engines.

Action Items

- 1) Mr. Bruffy requested permission to purchase 45 new vault locks, pole locks and security pins from Diamond Manufacturing for a total cost of \$3,900.00. The current vault pins have been removed and this represents a security risk. Diamond Manufacturing is a sole-source vender for this product.

John Spears motioned and Sandy Holepit seconded a motion to purchase the requested items from Diamond Manufacturing.

For: All Opposed: None

COMMITTEE REPORTS:

Frank Salucci informed the Board that he had been asked by the Chamber of Commerce to continually update the Chamber on events and progress at the Depot.

ADJORNMENT:

Meeting was adjourned at 7:30 p.m.

Respectfully Submitted,

Sandy Holepit
Secretary of the Board

