

MONONGALIA COUNTY URBAN MASS

TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS MEETING

MAY 14, 2003

**AUTHORITY MEMBERS PRESENT:**

Bob Roberts  
Jenny Dinsmore  
David Flynn  
Larry Calamine  
Bruce Gilbert  
Asel Kennedy  
James Manilla

**AUTHORITY MEMBERS NOT PRESENT:**

**OTHER PERSONNEL PRESENT:**

David Bruffy  
Wayne Pifer  
Sheila M. Wolfe  
Paul Burns

**CALL TO ORDER:**

**The Transit Authority Board Meeting for May 14, 2003 was called to order at 6:00 P.M.**

The Transit Authority Board welcomed James Manilla, a new City of Morgantown representative in place of Frank Scafella.

**READING AND APPROVAL OF MINUTES (April 9, 2003)**

**Jenny Dinsmore made a Motion to accept the April 9, 2003 Board Meeting minutes. David Flynn seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

## **PRESENTATION**

### **A. April 2003 Driver of the Month**

The Board announced the Authority's April 2003 Co-Drivers of the Month, Mr. Toby Hayes and Mr. Kevin Mackie. The Board also recognized Robert Lee, Clinton Burns, Don Cummings and John Hemerick for outstanding performance during the month of April 2003.

Asel Kennedy entered the Transit Authority Board Meeting at 6:05 P.M.

### **B. Personnel Change Updates (resignations and new hires)**

Wayne Pifer, Assistant Manager stated that two employees, Chris Roten and Joseph Michael Summers, had submitted their resignations in the last month. The Transit Authority has hired Richard Chappell as a Temporary, Full-Time Driver as well as Bill Coda as Temporary, Part-Time Driver.

## **OPPORTUNITY FOR PUBLIC COMMENTS:**

No public present.

## **DATA SUMMARIES/CORRESPONDENCE:**

General Manager David Bruffy informed the Board that ridership is up 12% overall for the year 2003 compared to the same time in 2002 through the end of April. April 2003 ridership is up 17%, ridership among the disabled is up 42%, and senior ridership is down 31% compared to April 2002. The total cost per passenger trip is down from \$6.10 for March to \$5.73 for April.

Included in the Board's information packet was a letter from Governor Wise recognizing the Transit Authority as a designated recipient of Federal Transit Funds.

Other correspondence included letters of payment from the City of Morgantown and the County Commission for \$40,000.00 each for their contribution to the Authority's new maintenance facility.

## **FINANCIAL REPORT:**

The General Manager stated that he has added a line-item on the monthly balance sheets to show inventory assets. Initially, these assets will be marketing items that the Transit Authority has on hand to use for special events such as pens, pencils, etc., but will later be expanded to include normal inventory items owned by the Authority.

The General Manager also reported that five buses have been taken to Mountain State Auto Auction; the Transit Authority will only receive reimbursement for expenses the balance of the money received from the sale of the buses. The majority of sales proceeds will be returned to the West Virginia Division of Public Transit.

**A. Approval of the Financial Report for the month of April 2003.**

**Larry Calemine Made a Motion to accept the Financial Report for April 2003. David Flynn seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**OLD BUSINESS:**

**A. Maintenance Facility Update**

The General Manager stated that he had attended the Westover City Council Meeting and made a presentation letting them know what the Transit Authority has planned for purchase and renovation of the current Pepsi distribution center on DuPont Road. The General Manager reported that City Council was generally supportive of the concept.

**(1) DOH Maintenance Facility Funding (\$10,000)**

The General Manager informed the Board that the \$10,000.00 that had been designated for the new Maintenance Facility by the WV Budget Digest is not in anyone's budget at this time.

**Asel Kennedy** requested that a call be made to Senator Mike Olivero to see if he could locate the missing funds.

**(2) Finalized Purchase Option Agreement**

The General Manager stated that the purchase option agreement for the Pepsi Distribution facility in Westover has been finalized and a copy of the document was presented to the Board for their review.

**(3) Property Appraisal Contract (\$2,000)**

The General Manager stated that the property appraisal is underway. Chico Real Estate Appraisal Service has been engaged to perform the property appraisal for a fee of \$2,000 dollars.

**(4) Phase I Environmental Review Contract (\$3,500)**

The General Manager also informed the Board CTL Engineering has been engaged to perform an extended Phase I Environmental review of the proposed maintenance facility property. CTL will perform this work for a fee of \$3,500 dollars.

**B. Current Employee Health Insurance Premium Match Rate**

The General Manager presented multiple cost-sharing options for the Transit Authority Board's consideration. After discussion and much deliberation, the Transit Authority Board decided to consider for approval the following Motion that would apply to all current employees Health Insurance Premium Match Rates as of July 1, 2003.

**David Flynn made a Motion that the Authority cover all but \$94.99 per pay of the health insurance premium for Plan A PPB Family coverage and all but \$15.41 per pay of health insurance premium for Plan A PPB Single Coverage for non-smokers. The Authority will pay a maximum of \$220.24 per pay (\$477.18 per month) for family coverage and a maximum of \$139.66 per pay (\$302.60 per month) for single coverage. Jenny Dinsmore seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**C. Split Personnel Policy for Health Insurance Rates**

The General Manager asked for clarification of the Transit Authorities policy for all new hires as of July 1, 2003. The Transit Authority Board reconsidered and adopted the following as the Transit Authorities policy for Health Insurance Rates for all new hires after July 1, 2003.

**Larry Calemine made a Motion that the Authority pay 65% of the total premium for non-smoker, new employees effective July 1, 2003. This means the Authority would pay a maximum of \$5,327.40 per year (\$443.95 per month and \$204.90 per pay) for family health insurance coverage and a maximum of \$2,620.80 per year (\$218.40 per month and \$100.80 per pay) for single health insurance coverage. The resulting per-pay premium to be paid by new-hire employees will be \$110.33 per pay for non-smoker family coverage and \$54.28 per pay for non-smoker single coverage. David Flynn seconded the Motion.**

**For: Bob Roberts  
Larry Calemine  
Bruce Gilbert  
Asel Kennedy  
David Flynn  
James Manilla**

**Opposed: Jenny Dinsmore**

**NEW BUSINESS:**

**A. West Virginia University Directory Ad**

The General Manager stated that each year the Transit Authority has an ad in the West Virginia University Directory. The Manager proposed to the Board that the advertisement be upgraded to a color spot located on the back cover of the directory.

**Jenny Dinsmore Made a Motion to purchase the color ad on the back of the directory for an additional \$1,607.00 dollars. Larry Calemine seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**B. Amended Drug and Alcohol Testing Policy**

The Assistant Manager stated that the state of West Virginia hired a consultant to update and amend all transit systems' Drug and Alcohol Testing Policies. He stated that he had traveled to Charleston for training on the Drug and Alcohol Testing Policies. He asked the Transit Authority Board to approve the amended policy to comply with all federal requirements..

**Jenny Dinsmore Made a Motion to accept the amended Substance Abuse Policy for 2002-2003 fiscal year as presented by The Assistant Manager. Larry Calemine seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**C. Liability & Property Insurance Bids, WV Board of Risk (\$110,840)**

The General Manager stated that the West Virginia Board of Risk was the only insurance company to respond with a bid.

**Jenny Dinsmore Made a Motion to accept the bid from West Virginia Board of Risk for Liability & Property Insurance Bid for \$110,840.00. Bruce Gilbert seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**D. Employee Uniform Contract Bid Review and Award, Cintas (\$6,994)**

The General Manager stated that uniform prices are coming down. Uniform bids were received from Cintas, Uni-First, and Amarack.

**Asel Kennedy Made a Motion to accept the low bid from Cintas for \$6,994.00 for Employee Uniforms. Bruce Gilbert seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

**E. Vehicle Location System – Proposal/Bid Review and Contract Award, Advance Tracking (\$38,836.40)**

The General Manager stated that the bid from Advance Tracking for \$38,836.40 was the lowest of the three bids received.

**David Flynn Made a Motion to accept the Vehicle Location System proposal/low-bid from Advance Tracking for \$38,836.40. Larry Calemine seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

The General Manager requested that an Audit Committee be appointed to review proposals for performance of the 2002-03 Fiscal Year Audit. The audit bids will be in just before the June Transit Authority Board Meeting.

**By consensus, the Transit Authority Board appointed Bruce Gilbert, Asel Kennedy, and Larry Calemine as the Authority’s Audit Review Committee.**

**Jenny Dinsmore** asked that the Transit Authority get a plaque for Frank Scafella for serving on the Transit Authority Board. The General Manager stated that it had already been ordered.

**President Bob Roberts** requested that an Evaluation Committee be appointed to update the General Managers Evaluation form.

**By consensus, the Transit Authority Board chose Jenny Dinsmore, David Flynn, and Bob Roberts** to serve on a committee to rework the General Manager’s performance evaluation form.

**Bruce Gilbert** asked that the Transit Authority consider putting a seconded bus in the Suncrest area every 20 minutes and cut the Red Line and Gold Line down to one-hour runs.

**Asel Kennedy** asked that the General Manager present the options for this at the June Transit Authority Board Meeting. He suggested maybe the Transit Authority could try it for 6 months and see how it works and if it doesn’t then take it off.

**Jenny Dinsmore Made a Motion to appoint James Manilla to the position of Secretary for the Transit Authority Board. David Flynn seconded the Motion.**

**For: All Present and Voting**

**Opposed: None**

## **ADJOURNMENT**

**Jenny Dinsmore Made a Motion to adjourn at 7:35 P.M.**