

**MONONGALIA COUNTY URBAN MASS**

**TRANSPORTATION AUTHORITY**

**BOARD OF DIRECTOR'S MEETING**

**August 12, 2009**

**Authority Members Present:**

Jenny Dinsmore  
David Flynn  
Asel Kennedy  
Hugh Kierig  
Denny Poluga  
Ronald Bane

**Other Personnel Present:**

David Bruffy  
Wayne Pifer  
Sheila M. Wolfe

**Call to Order:**

**The Transit Authority Board Meeting for August 12, 2009 was called to order at 6:05 P.M.**

**Election of Officers**

**Hugh Kierig as the Chair of the Nominations Committee placed the following Board Members into nomination for 2009 Officers of the Mountain Line Transit Authority:**

**President-Jenny Dinsmore  
Vice President-David Flynn  
Secretary-Denny Poluga  
Treasurer-Asel Kennedy**

**Hugh Kierig Made a Motion to accept the nominations as presented. Denny Poluga seconded the Motion.**

**For: All**

**Opposed: None**

**Reading and Approval of Minutes (June 10, 2009)**

**Hugh Kierig Made a Motion to accept the June 10, 2009 Board Meeting Minutes as presented. Denny Poluga seconded the Motion.**

**For: All**

**Opposed: None**

**Presentations:**

**A. June 2009 Driver of the Month**

The Board announced the Authority's June 2009 Driver of the Month, Mr. James Huffman. The Board also recognized Anne Cramer, Ray St. Clair, Thomas Jones, and Mary Rogers for their outstanding performance during the month of June 2009.

**B. July 2009 Driver of the Month**

The Board announced the Authority's July 2009 Driver of the Month, Mr. James Huffman. The Board also recognized Scott Allison, Ray St. Clair, Anne Cramer, and Thomas Jones for their outstanding performance during the month of July 2009.

**C. West Virginia Excellence Awards Summary**

**The General Manager** stated that the awards received by Mountain Line Transit at West Virginia Division of Public Transit's Annual Awards Presentations are as follows:

- Mike Cress received the State Maintenance Employee of the year award.
- Best Maintenance Program
- Best Safety Program
- Best Management Innovation
- Passenger Increase
- Special Recognitions-for highest ridership in the state and James Huffman was in top five drivers for the state.

**Opportunity for Public Comments:**

**The Chair introduced rules for the Public Comment portion of the Meeting for consideration and discussion.**

**Denny Poluga** asked for a definition of contractual matters located in number four?

**The General Manager** stated that any dispute that there could be legal dispute for Mountain Line Transit because legal matters and personnel matters are not to be discussed during the public comment period.

**The General Manager** presented the Mountain Line Transit Authority Board with the information that he had researched concerning the Public Comment session of the Board Meeting. He suggested that the Mountain Line Transit Authority Board adopt the following policy.

**Mountain Line Transit Authority  
Procedures for Public Comment**

**Framework**

The Board of Directors at the Mountain Line Transit Authority shall provide an opportunity for members of the community to provide oral comments during its monthly board meetings. Comments shall be limited to matters that pertain to the Mountain Line Transit Authority or other transportation issues. The Board Chair shall have discretion to waive or modify any of

the following rules and guidelines governing public comment at Mountain Line Transit Authority.

The public comment period shall follow the agenda set forth by the board and shall be limited to a period of thirty minutes.

Persons who wish to provide written comments should bring a copy of their comments to submit to the board.

### **Time Limit**

The period for the public comment period generally shall be limited to no more than thirty minutes. Each person wishing to make a public comment shall be limited to five minutes and limited to speaking once, unless all others which want to speak have spoken.

### **Procedure for Oral Comment**

1. Any person wishing to address the Board with comments pertaining to Mountain Line Transit Authority/transportation related topics during the thirty minute public comment forum shall present their name, address, and topic before speaking.
2. Comments should be directed to the board as a whole. The purpose of the Public Comment period is to give citizens an opportunity to express their views. Therefore, the board will not respond to questions.
3. The Chair shall determine if the topic is appropriate.
4. Comments related to personnel issues or contractual matters will not be permitted at this forum, as there are other, more appropriate avenues to pursue these matters.
5. In order to ensure that as many people as possible have an opportunity to address the board, speakers may address the board only once until all others have had a chance to speak.
6. Mountain Line Transit Authority staff will provide a podium for citizens wishing to address the board.
7. Speakers will be courteous in their language and presentation.
8. The Chair of the Board will moderate the public comment period.
9. Only one speaker will be acknowledged at a time. In the event, a group of persons supporting and opposing the same position desires to be heard, in the interest of time, a spokesperson shall be designated to express the group's concerns.
10. After the speaker has made his or her statement, he or she will be seated with no future debate, dialogue, or comment.
11. Should board members wish to respond to public comments, they may do so by requesting a suspension of the rules or do so during the board member forum at the end of the meeting.
12. No Item raised during the public comment period may be acted upon by the board unless it was on the posted agenda.
13. *Mountain Line Transit Authority board member can request to enter into executive session to discuss comments made during the Public Comment portion of the monthly meeting.*

**Denny Poluga Made a Motion to accept the procedures with the addition of number 13. "Mountain Line Transit Authority board member can request to enter into executive session to discuss comments made during the Public Comment portion of the monthly meeting." Ron Bane seconded the Motion.**

**For: All**

**Opposed: None**

**Hugh Kierig** asked how this will be presented to the general public.

**The General Manager** stated that there would be a link put on the Mountain Line Transit Authority website. Also would have copies located on the podium beside the sign in sheet and agendas.

**Jenny Dinsmore** requested that a revised copy of the public comment procedures be put in the September 09, 2009 board packet.

**President Jenny Dinsmore** moved to the opportunity for public comment and requested that anyone who wished to speak come to the podium and state your name for the public record. None who attended chose to speak at this time.

**Monthly Data Summaries/Correspondence:**

**June 2009**

**The General Manager** stated that the total passenger trips to date this calendar year for 2009 were 572,558 compared to 405,749 total passenger trips for calendar year 2008. The total passenger trips for the year were up 41 %. The total passenger trips for June 2009 were 43,261 and were up 26% compared to June of 2008. Disabled passenger trips were up 3%, senior passenger trips were down 4 % and West Virginia University "Ride with I.D." was up 51% compared to June 2008. During June 2009, the Transit Authority traveled 87,687 miles, provided Trail information to 61 individuals, and answered 3,128 phone calls.

**July 2009**

**The General Manager** stated that the total passenger trips to date this calendar year for 2009 were 613,531 compared to 443,130 total passenger trips for calendar year 2008. The total passenger trips for the year were up 38 %. The total passenger trips for July 2009 were 40,973 and were up 10% compared to July of 2008. Disabled passenger trips were down 13%, senior passenger trips were down 14 % and West Virginia University "Ride with I.D." was up 24% compared to July 2008. During July 2009, the Transit Authority traveled 88,228 miles, provided Trail information to 76 individuals, and answered 3,093 phone calls.

**The General Manager** reviewed the farebox reports with the Transit Authority Board.

**The General Manager** stated that the personnel changes for the month of June & July 2009 included: full-time bus drivers Sarah Heston, Dennis Brozik resigned their positions, full-time bus driver Joe Montgomery has successfully completed his six month probation, part-time van driver Matt Plum has been promoted to full-time bus driver, part-time van driver Debra Gordey is no longer employed with Mountain Line Transit, full-time Grounds Maintenance person, Mike Kelley has resigned his position, William Richards has been hired as full-time Grounds Maintenance person. part-time Van driver Gene Long has been hired.

August 12, 2009

Initials\_\_\_\_\_

**Financial Business:**

**A. June 2009 Financial Report**

The General Manager reviewed the financial report for June 2009 with the Board Members.

**Asel Kennedy Made a Motion to accept for audit the Financial Report as presented for June 2009. David Flynn seconded the Motion.**

**For: All**

**Opposed: None**

**B. July 2009 Financial Report**

The General Manager stated that the July 2009 Financial Report will be presented at the September 09, 2009 Transit Authority Board Meeting.

**Old Business:**

**A. Youth Commission Free Ride Program Update**

The General Manager stated that the total ridership for July was 528 passenger trips.

**New Business:**

**A. Agreement for Services with Senior Monongalians, Inc.**

The General Manager that he would like to enter into an agreement with Senior Monongalians, Inc. to provide 2.5 hours of van service per day Monday thru Friday for \$25,000.00 for those who don't live on an existing route. The Senior Monongalians, Inc. will also pay \$35,000.00 that covers the 1,000 photo I D passes to give to those to ride the existing route service. Mountain Line Transit also received two vans from the Senior Monongalians, Inc. The service started on July 28, 2009.

**Hugh Kierig Made a Motion to enter into agreement for services with Senior Monongalians for a total contract of \$60,000.00 per year. David Flynn seconded the Motion.**

**For: All**

**Opposed: None**

**B. New Fit Demand Response Service and Rate Structure Proposal**

The General Manager stated that the New Fit Demand Response Service is to simplify Mountain Line Transit's Worker Mat, Med Mat, and PACE route service. New Fit Transportation Services are a Dial-A-Ride transportation service for everyone. Seniors, Work related, Medical-related, or premium transportation services will be arranged by making an appointment. Under the New Fit program Mountain Line Transit will be purchasing two new cut-away vehicles and the Authority has purchased Route Match

software that will enable the Grey Line Clerks to ask some key questions of riders and be able to maximize the number of passengers which can be transported. Mountain Line Transit is providing this service in partnership with In Touch and Concerned. Transportation will also be scheduled for the In Touch and Concerned vans using the software.

### **C. First Transit Bus Inspection Agreement**

**The General Manager** stated that the Federal Transit Administration requirements to purchase equipment are that you perform a variety of bus inspections for Mountain Line. It would require Mountain Line Transit employee to stay in Hayward, California for three weeks. In place of this the General Manager requested that the Transit Authority Board allow him enter into a contract with First Transit to provide bus inspections of the new Gilligs that will be coming off the production line and Mountain Line representatives will only have to go out for two to three days.

**Hugh Kierig Made a Motion to allow the General Manager to enter into agreement with First Transit to inspect the Gilligs before they are delivered to Mountain Line Transit for the amount of \$400.00 per bus for a total of \$2,800.00. David Flynn seconded the Motion.**

**For: All**

**Opposed: None**

### **D. Grey Line Family Discount Proposal**

**The General Manager** stated that after reviewing the Grey Line ridership there has been a decrease in ridership. The General Managers proposal to increase ridership is to offer a family discount for families during non peak times. There would be some blackout dates when there is higher ridership. Passengers would receive this discount if all fares are paid on the same credit card on the same day. This would reduce the fare for a family of four from \$200.00 dollars round trip to \$68.00 dollars for a round trip.

**David Flynn Made a Motion to adopt the proposal for the Grey Line Family Discount rate changes as proposed by the General Manager. Denny Poluga seconded the Motion.**

**For: All**

**Opposed: None**

### **E. Employee Policies and Procedures Changes**

**The General Manager** presented the following changes to the Personnel Policy.

Updates for the Immediate Dismissal are as follows:  
**(Changes are Bold type)**

**6. Intentionally damaging (or disabling) property (or equipment) owned by or entrusted to the Monongalia County Urban Mass Transit Authority;**

**9. Bringing weapons or firearms of any kind onto Monongalia County Urban Mass Transit Authority (without prior written approval of the General Manager.) Note: any**

object that may be used as a weapon and has no other approved, work-related use will be considered a weapon for purposes of this section.

**(10. Continuing to publicly use profanity, vulgar language or committing other vulgarities in public, while in a Mountain Line uniform, after being asked not to do so by other personnel or members of the public.)**

**(11. Intentionally causing disruption of the Authority's public bus service(S).)**

#### **Section V-6: Grievance Procedure**

An employee or group of employees, **(excluding Probationary status employees,)** is entitled to present a complaint or grievance on any matter of concern or dissatisfaction under the provisions of this procedure as a matter of right. The following types of grievances shall be heard and acted upon first by their supervisor within five working days, and if not satisfactorily resolve the grievance will be presented to the Personnel Committee of the Transit Authority Board or the General Manager, as may be the next supervisory level:

- a) Adverse actions involving dismissal, suspension, and demotion, **(excepting dismissal under Section V-4: Immediate Dismissal,)**

**Denny Poluga** requested that this be added to the definition of a probationary period. **(Probationary status employees do not have the Right to present a complaint or grievance under Section V-6: Grievance Procedure.)**

**David Flynn Made a Motion to update the language concerning immediate dismissal in the employee policies and procedures as presented by the General Manager. Denny Poluga seconded the Motion.**

**For: All**

**Opposed: None**

**David Flynn Made a Motion to update the employee policies and procedures as presented by the General Manager with the addition to the Probationary period definition from August 12, 2009 forward to apply to all new hires. Denny Poluga seconded the Motion.**

**For: All**

**Opposed: None**

#### **F. Raymond Simmons- Standard Response for Frivolous Complaints**

**The General Manager stated** that Raymond Simmons has filed thirty-four frivolous complaints against Mountain Line Transit Authority and its employees. None of these complaints has there been found any fault with Mountain Line Transit Authority and/or its employees. The General Manager recommends that the Transit Authority Board adopt a standard statement that the General Manager can give to other agencies that will tell them that we realize formally that this person is a habitual complainer and we ask that they access his complaint in light of his habit.

**Denny Poluga Made a Motion to adopt a standard statement to respond to frivolous complaints made by Raymond Simmons about Mountain Line Transit or its employees**

**to any other agency/entity that Raymond Simmons may file a complaint against Mountain Line Transit Authority or its employees. Hugh Kierig seconded the Motion.**

**For: All**

**Opposed: None**

**G. Cell Phone Use Policy**

**The General Manager** presented a video of a driver texting while driving a bus along with a letter from Peter M. Rogoff, Administrator of the U.S Department of Transportation Federal Transit Administration. The letter concerned use of cell phones while operating vehicles. Mr. Rogoff encouraged all Transit Systems to review their cellular telephone usage policies while employees are driving.

**Adjournment:**

Denny Poluga Made a Motion to adjourn at 8:00 PM.