

**MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY****BOARD OF DIRECTORS MEETING****JULY 12, 2000****AUTHORITY MEMBERS PRESENT:**

Bob Roberts

Jim Caravasos

Frank Salucci

Jenny Dinsmore

Sandy Holepit

John Spears

**OTHER PERSONELL PRESENT:** David Bruffy

Sandra Hill

**NOT PRESENT:** David Martinelli**CALL TO ORDER:**

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

**APPROVAL OF MINUTES:**

**Jenny Dinsmore motioned to approve June's minutes. James Caravasos seconded the motion.**

The Board discussed the Presentation of Awards to Former Presidents from the previous agenda.

**John Spears moved to amend the minutes to reflect the Awards Presentations section to Awards to Former Presidents. Jenny Dinsmore seconded the amendment.**

**For: All Present and Voting Opposed: None**

**GENERAL CORRESPONDENCE:**

The Authority received a letter from Mr. Rick Patton regarding the commuter vans not being handicap accessible. Mr. Bruffy addressed this issue in a letter to Mr. Patton stating that the Authority has followed all federal laws regarding commuter vans.

The Authority also received a letter from Mrs. Fernandez, Acting Administrator of the FTA, concerning over-the-counter drugs and training. The Authority has a 1-hour Drug and Alcohol Substance Abuse training session for every employee. This training session is part of employee orientation.

**FINANCIAL REPORT****A. Consideration for Approval of June Financial Report**

June's Financial Report is not a year-end report. At this time the Authority does not have a bank statement to reconcile and the Authority is still receiving invoices from June. The Authority will have the final statement for June's Financial Report in August or September after all bills and invoices have been received.

Decline in ridership was questioned by the Board. Mr. Bruffy gave the Board all current information (in-house surveys for call and rides, complaints, etc. to discern the general mood of our riders). As far as the Ridership Comparison, since January ridership has leveled out and has begun a steady increase. Ridership for the summer months, compared to previous years, has gone down. Part of the Authority's purpose is now to market to the general community. The traditional public transportation ridership is decreasing and the Authority must diversify its ridership base and expand service awareness to the entire community.

James Caravasos discussed changing the scrolls in the buses. Mr. Caravasos has spoken to people that have ridden the bus in the past who no longer ride because they do not know where the buses are going. People see the color names on the scrolls (i.e. Red Line, Blue Line, etc.) but have no idea where the bus is headed. Mr. Caravasos suggested to the Board that the scrolls have the destination printed on them with the line's color in the background.

**Jenny Dinsmore motioned the Board to accept changing the scrolls. Frank Salucci seconded the motion.**

**For: All Present and Voting Opposed: None**

### **OLD BUSINESS:**

#### **A. 2000-2001 Goals and Objectives**

Jenny Dinsmore requested an outline of the Authority's plan to coordinate putting the new logo onto the buses and advertising. Mr. Bruffy informed the Board that the Authority would have to have the buses painted on a Request for Proposals basis as the anticipated expense will exceed the \$5,000 public bid threshold.

Ms. Dinsmore requested that the Board's Goals and Objectives include an advertising plan to attract more riders. The State required the Authority to budget 1.6% (\$19,000 dollars) for marketing in FY 2000-01. The cost for installing the new logos and paint scheme is estimated at \$10,000 – \$12,000 dollars.

#### **B. Liability Insurance Bids and Premiums**

The Liability Insurance Bids have been received. The lowest bid came in at \$62,878 dollars, which is a 20% increase over last year, from Accordia. The Authority budgeted \$52,000 dollars for Liability Insurance. A second bid for liability insurance was received from the Hunter Agency for \$54,295 dollars without an excess liability umbrella policy.

Because the current policy with Accordia is a claim based coverage policy, it would be necessary to purchase an additional rider from Accordia to cover historic claims should the Authority purchase insurance from another agency. That coverage, could be continued for the next 2 years (statute of limitations) at an approximate rate cost \$1000 dollars. The General Manager noted that the Hunter proposal did not meet our needs without an umbrella policy and recommended procurement of services from Accordia.

**Jenny Dinsmore motioned to authorize \$62,878 for Liability Insurance from Accordia. Frank Salucci seconded the motion.**

**For: All Present and Voting Opposed: None**

### **NEW BUSINESS:**

## A. Consideration for Approval of Organizational Restructuring

Recently, Dan McGinnis, the Operations Manager resigned. Mr. McGinnis' resignation opened an opportunity for the Authority to restructure its hierarchy, which will allow better handling of many of the Board's Goals and Objectives. The reorganization is an attempt to streamline through the Assistant Manager for Administration, and create a new position: Operations Supervisor and Route Supervisor. These positions are lower paying appointments with less responsibilities than the position of Assistant Manager for Operations. This change will increase the authority and pay of the Route Supervisor.

The Route Supervisor (formerly the Senior Shift Supervisor) will have more time to oversee the implementation of new routes and the actual day-to-day activities on the routes to help improve our consistency and the way routes are run as well as address many of the route issues that are time intensive. These changes also increase the time available to Shift Supervisors to assist in planned service expansion. At this time Tom Montague is Acting Route Supervisor and Dave Beckner, an Assistant Shift Supervisor, is Acting Operations Supervisor. These interim positions will become permanent appointments based upon the Board's approval of this reorganization. The net financial impact upon the organization is a zero increase in cost over the previous budget.

**Jenny Dinsmore motioned to remove the Assistant Manager for Operations position and create 2 new positions: Route Supervisor and Operations Supervisor. James Caravasos seconded the motion.**

Ms. Dinsmore questioned when these changes would take effect. The General Manager reported that all changes will take effect immediately if approved by the Board. Ms. Holepit had concerns about finances; will these organizational changes affect the Authority's finances? The General Manager reiterated that these changes will not affect the Authority's budget. The higher rate of the Assistant Manager for Operation will be split among the proposed Route Supervisor position and the proposed Operations Supervisor position. Mr. Roberts questioned the number of full-time administrators; full-time administrators will number three. The Route Supervisor, until the Authority takes on another Assistant Shift Supervisor and increases service levels, will still be driving. At this time the Route Supervisor is driving approximately 28 hours per week. Mr. Roberts explained that his concern was that the organization not be too "top heavy". Mr. Spears commented that the current span of control of these three supervisors to thirty employees or even from four supervisors to thirty employees was not excessive by any normal organizational standard.

**For: All Present and Voting Opposed: None**

## B. In-kind Conference Room Usage Policy Re-evaluation

The Board, at a previous meeting, requested a summary of the In-kind Conference Room Usage. The Authority Administrator tracked room usage for those organizations that made an appointment in advance. The approximate In-Kind Usage value for 12 months was \$1,000 at a minimum \$25.00 per usage charge

**John Spears motioned to send a letter to City Council stating that directly funding agencies will be exempt from paying for use of the Authority's Conference Room facilities and that all other agencies and/or persons will be charged a \$25.00 minimum rate for use of the Authority's Conference Room. Sandy Holepit seconded the motion.**

**For: All Present and Voting Opposed: None**

## GENERAL MANAGERS REPORT

### Information

1. I am pleased to inform the Board that new logo's have been ordered for driver hats and uniforms and should be in place within the next 30 days. Along with delivery of our two new buses, these items will

serve to better introduce and publicly phase in our new logo.

2. I received the tentative schedule for the WVPTA Annual Meeting at Olgebay for July 26 through July 28. A copy is attached for those of you able to attend the meeting. I have also attached a copy of your room reservation/confirmation number.
3. June was a busy training month for the Authority. Ten drivers received Rider Sensitivity and Assistance Training (RSAM) provided by our in-house trainers. Additionally, the Assistant Manger for Administration and both Assistant Shift Supervisors traveled to Charleston to attend an all day training session on FTA Drug and Alcohol Awareness and Program Management Training.

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### **COMMITTEE REPORTS:**

None.

### **PUBLIC COMMENTS:**

Mr. Bruce Gilbert brought up the subject of the Blue and Gold Limited's fare changing from \$0.25 to \$0.50. Mr. Gilbert stated that he was to have been informed of the imminent change in either March or April and that he has yet to be informed of the change. Mr. Gilbert stated that the Board voted to change the fare rate effective August 1, 2000. Mr. Gilbert has informed the Board that many people will be unwilling to ride the bus due to the increase and that ridership will be affected. Mr. Bruffy has agreed with Mr. Gilbert's assessment of this proposed increase.

**Jenny Dinsmore made a motion not to implement this rate increase until after the next meeting so that she and James Caravasos can review the proposed rate increase, talk to some of the riders and report back to the Authority.**

### **EXECUTIVE SESSION:**

**Frank Salucci motioned to enter into Executive Session at 7:12 p.m. Sandy Holepit seconded the motion.**

**For: All Present and Voting Opposed: None**

**Frank Salucci motioned to enter into Regular Session at 7:32 p.m. James Caravasos seconded the motion.**

**For: All Present and Voting Opposed: None**

### **ADJOURNMENT:**

The meeting adjourned at 7:34 p.m.

**Jenny Dinsmore motioned to adjourn at 7:34 p.m. Frank Salucci seconded the motion.**

**For: All Present and Voting Opposed: None**