
**MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY
BOARD OF DIRECTOR'S MEETING MINUTES**

Approved Version

April 8, 1998

AUTHORITY MEMBERS PRESENT:

John Spears
Jenny Dinsmore
Sandy Holepit
David Martinelli

NOT PRESENT:

Frank Salucci
Bobby Roberts
Jim Caravasos

OTHER PERSONNEL PRESENT:

David Bruffy
Janet Jackson

CALL TO ORDER:

The Transit Board Meeting was called to order at 6:07 p.m.

APPROVAL OF MINUTES:

Mrs. Dinsmore motioned and Mr. Martinelli seconded to approve the March 11, 1998 minutes as written.

For: All Opposed: None

GENERAL CORRESPONDENCE:

Mr. Bruffy reported that he sent the State Transit Division a thank you letter for providing Mountain Line with a new copier.

Mr. Bruffy reported that he received a phone call from Nellie Hollander, a frequent bus rider, complimenting several of our bus drivers.

Mr. Bruffy received a letter from the State Association of Transit requesting assistance in providing information to our State Representatives regarding funding being provided to the WV Division of Public Transit. Mr. Bruffy corresponded with our Representatives as requested.

Mr. Bruffy reported that he received a complaint from Judith Price regarding our Adopt-A-Bus logo. She commented that it was offending adopted children. Mr. Bruffy commented that he could not reach her a work or a home to discuss the matter and that he will keep the Board informed on the matter.

FINANCIAL REPORT:

Mr. Bruffy announced that revenue is down significantly from March of last year. He reported that the Expense Comparison Report reflects that Mountain Line spent less money in March. The

Net Cost Comparison is down, the Trip Comparison was down in March, and the number of riders was also down in March.

Mr. Bruffy reported that the average revenue per passenger is about 62 cents down from the 75 cents cost per ride and the reason is unknown. He announced that for good accounting procedures it would be beneficial to use a coin counter, and that the State has agreed to buy us one. Other than that, Mr. Bruffy reported that the revenue and income are on target and look good for the rest of the year.

Mr. Bruffy reported that Mountain Line has had more expenses taken from the maintenance line item than anticipated and that we might need to adjust some line items in the future.

OLD BUSINESS:

A. Vision Statement - The Vision Statement was to be submitted by Bob Roberts who is not present at today's meeting. David Bruffy will add it to the agenda for next month's meeting.

B. Dress Code – Mr. Bruffy announced that he enclosed a copy of the modified Dress Code that includes modifications addressed by the Board at the March meeting and also suggestions from the bus drivers. The bus drivers' suggestions included: adding black sandals at the Manager's discretion, increasing finger nail length to ½ inch past the tip of fingers and allowing white socks to be worn.

Mr. Martinelli motioned and Mrs. Holepit seconded to except the Dress Code with all modifications.

For: All Opposed: None

C. Board Training – Mr. Bruffy announced that he talked with Mr. Bob Boylan regarding statewide Board training that could possibly take place at the next State Conference.

Mr. Bruffy reported that the United Way is prepared to begin Board training at any time. This will include 8 -1 hour sessions held after the Transit Board meetings. The Board agreed to the United Way training and would like it held over the summer months, but asked that training be consolidated to 4 or 5 sessions.

D. Work Plan Modifications – Mr. Bruffy announced that the top sheet of the work plan includes new modifications. He asked the Board to approve the modification that will allow him to focus more on items 1 and 2 and to set back the dead line date to November or December of 1998.

Mrs. Dinsmore motioned and Mr. Martinelli seconded to make items 1 and 2 the next 6 months tasks and that the next 6-month evaluation will be based on these tasks.

For: All Opposed: None

E. WV Division of Public Transit Grant Agreement – Mr. Bruffy announced that he enclosed a copy of the Grant Agreement in the packets and that the Agreement has been executed. He reported that Mountain Line will receive \$51,000 from the State, \$5,000 from the WV Development Office, and \$10,000 from City Council. This gives Mountain Line \$66,000 for completion of the Railroad Depot.

Mr. Bruffy reported that he spoke with the City Manager regarding the terms of the lease on the Depot and that the Board has to decide on terms as soon as possible.

Mrs. Dinsmore motioned and Mr. Martinelli seconded to accept a 5-year lease with the option of leaving the lease open for renewal.

For: All Opposed: None

F. Bus Stop Shelter Locations – Mr. Bruffy announced that he enclosed a copy of information on the design that was given to the City when Mr. Ives was General Manager. He reported that Mountain Line has \$15,000 from

City grant money for this project and that locations need to be decided. Mr. Bruffy proposed the following locations: the intersection of Stewart Street and University Avenue, Unity Manor, Law School, the intersection of Evansdale Drive and University Avenue, and the top of Falling Run Road. Mr. Bruffy reported that the students from Dr. Martinelli's class are in the process of deciding on locations for the bus stop signs.

NEW BUSINESS:

Mountain Lair 50th Anniversary Celebration – Mr. Bruffy reported that the interns have scheduled a table for Mountain Line that will be set up for 4 hours during the celebration. Mr. Bruffy commented that some Board members have agreed to join Brian Mills, our Marketing Intern, in spending time at the booth to hand out brochures and other goodies.

County Jury Transportation Charges – Mr. Bruffy asked the Board if he should be charging the County for the use of the buses for trials. The Board asked Mr. Bruffy to let the issue ride for the time being.

GENERAL MANAGER'S REPORT:

Information

Mountain Line was recently invited to attend a Risk Management Seminar presented by St. Paul Insurance, the parent insurer of Accordia. The two topics covered included Workplace Harassment and Disciplining Public Sector Employees.

Our Political Science Intern, Erin Thacker, has recently completed a Ridership Survey. An analysis of survey results should be ready for the May meeting of the Board. A copy of the Survey is attached for your review.

1. It was reported to the Board that there was a possibility that Mountain Line has been operating in violation of Federal Highway regulations by requiring our Drivers to operate buses for more than ten (10) hours in a given work day. Since that initial report, I have been able to confirm that Mountain Line is exempt from this general requirement as an entity of WV State Government. The overall result is that Driver's schedules will not need to be modified. Additional information is attached for your review.

2. Mr. Chip Wamsley, of Wamsley's Cycles, has worked to gather information on bicycle racks for buses. Mr. Wamsley collected a good deal of information on this topic and managed to get a video presentation for the Board's review.

3. As reported to the Board earlier, the WV Division of public Transit has agreed to purchase a support vehicle for Mountain Line. Our original intent was to purchase a Suburban to be used as both a passenger vehicle and a utility vehicle. Apparently, that vehicle is no longer available to us and a truck has been ordered as an alternative. Additional correspondence is attached for your review.

4. I made initial contact with Bob Boylan, President of the WV State Transportation Association relative to a Board Training opportunity at this year's State Convention. Mr. Boylan indicated the tentative dates for this year's meeting are August 3-5 or 10-12. He also indicated there was a good possibility Board Training could be scheduled for Thursday Afternoon, although he said he would solidify other commitments and update us as plans develop.

Action Items

Mr. Bruffy reported that the State Public Transit is buying Mountain Line 3 vans and that the State is asking Mountain Line to decide on what extra options we want added to the vans. Mr. Bruffy asked the Board to approve allocating \$7,215 from the Contingency Line Item to cover the expenses for the additives.

Mrs. Dinsmore motioned and Mrs. Holepit seconded to instruct the General Manager to ask for all of the options on the 2nd paragraph for the 3 vans that the State is providing and not to exceed \$7,215.

For: All Opposed: None

6 MONTH EVALUATION:

The Board requested that Mr. Bruffy meet with Mr. Roberts to develop an evaluation form for the General Manager's performance and present the evaluation at the next Board meeting.

COMMITTEE REPORTS:

Personnel Committee –
Nothing to Report

Marketing Committee –
Nothing to Report

Finance Committee –
Nothing to Report

Organizational Committee –
Nothing to Report

Meeting was adjourned at 7:37 p.m.

Respectfully Submitted,

Sandy Holepit
Secretary of the Board

