

MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY**BOARD OF DIRECTORS MEETING****AUGUST 9, 2000****AUTHORITY MEMBERS PRESENT:**

David Martinelli

Jim Caravasos

Jenny Dinsmore

Sandy Holepit

John Spears

OTHER PERSONELL PRESENT:

David Bruffy

Wayne Pifer

Sheila Wolfe

NOT PRESENT:

Bob Roberts

Frank Salucci

CALL TO ORDER:

The Transit Board Meeting was called to order at 6:05 p.m.

APPROVAL OF MINUTES:

Jenny Dinsmore made a motion to accept the July 2000 minutes. James Caravasos seconded the motion.

For: All Present and Voting Opposed: None

GENERAL CORRESPONDENCE:**FINANCIAL REPORT****A. Consideration for Approval of July Financial Report**

Mr. Bruffy reported that revenue is down for the month of July, but that next month the revenue will increase as billed items are paid to the Authority. Mr. Bruffy also reported that ridership for July is down and there is no immediately apparent reason.

Jenny Dinsmore questioned the end-date of the Authority's uniform contract with RUS. Mr. Bruffy informed Ms. Dinsmore that the contract will end soon and that he and Mr. Pifer will solicit bids for a new contract as needed.

Ms. Dinsmore also had questions concerning the WVU Night Rider Program and when it would go into effect. The General Manager responded that the program would begin after the first weekend of WVU classes and provided the Board with break down of the subsidized revenues for this service.

Officials' salaries also were a concern of Ms. Dinsmore's. She questioned the posted amount on the financial report for the official's salary line item. Assistant Manager Wayne Pifer indicated he would provide a statement of the Officers' Salaries to the Board at the next meeting.

James Caravazos made a motion to approve the July Financial Report. Sandy Holepit seconded the motion.

For: All Present and Voting Opposed: None

MONTHLY PROGRESS REPORT:

The General Manager updated the following items:

1. Bus stop shelter update
2. Maintenance Facility update
3. WVU construction worker shuttle update exterminated bees
4. Conference room usage update
5. Position vacancy update (Receptionist, full time Driver & Shift Supervisor)
6. WVU ET shuttle update
7. Web page update
8. Bus stop signage update (Red Line, Cassville)
9. Pretax commuter pass update
10. Bus cleaning update
11. WVU service consolidation update - New B&G and Gold and Red opportunities
12. Commuter Van Route update (710 trips)
13. Performance Benchmarks Report and Conversation with OVERTA Manager on staffing levels
14. Color coded pass procedure update
15. Fleet update shuttle buses, recalls, inventory for State, maintenance cost breakout
16. Training update drug & alcohol training (5), operator, bus, customer relations, defensive driving and accident prevention update
17. Implemented reorganization presented to Board
18. Personnel Update Kenny Miller Retirement, Betty Collins resignation, Wallace Hood hired, Karen Dalton termination.
19. City/County Route Map funding update
20. Employee uniform update
21. FTA Update
22. Cash handling procedures/cash register update
23. TDD Procurement
24. Advertising/Marketing Update Morgantown Mall Posters, Airport Posters, Bike Route Posters
25. AFLAC Supplemental Insurance for Employees
26. Route consistency efforts
27. Greyhound Opportunity
28. Trolley Bus Update
29. Reviewed/updated safety pack in all vehicles
30. Motion Index update

OLD BUSINESS:

A. 2000 2001 Goals and Objectives

Jenny Dinsmore made a motion for a committee (David Martinelli, David Bruffy, Bob Roberts, Wayne Pifer) to meet to discuss Board Goals & Objectives. James Caravasos seconded the motion.

For: All Present and Voting Opposed: None

NEW BUSINESS:

A. Board Communication with Elected Officials

Dr. Martinelli is concerned with the Board doing its job, acting as liaison between the constituents and the agency. The Board is appointed by either the Council or the County Commission. Dr. Martinelli requested a formalized communication system with the City Council and the County Commission. Jenny Dinsmore suggested to the Board that communication should come through the Board before going to the General Manager.

Jenny Dinsmore made a motion to set up a committee consisting of Sandy Holepit, John Spears, James Caravasos and Jenny Dinsmore to meet and discuss the roll of the Board in communicating to the employing bodies. Sandy Holepit seconded the motion.

.For: All Present and Voting Opposed: None

John Spears left the Meeting at 7:30 P.M.

B. Employee Incentive Pay Plan Proposal

The General Manager and the Assistant Manager for Administration presented an incentive pay plan for the drivers. This plan will help improve route consistency, safety, customer relations, and timeliness. The incentives in this plan will improve moral. The plan is to offer the drivers incentives for promoting the system to the public, encourage them to become more aware of potential riders in the route area; cleanliness of the vehicles and generally improve driver involvement in several service-related areas.

Ms. Holepit has reservations regarding the monetary reward. She shared her judgement that there would be problems among the drivers with the monetary value and the Bus Driver of the Month Award. Ms. Holepit suggested the Board table this proposal until a larger over-view is submitted.

Jenny Dinsmore motioned to adopt the 25% Incentive Pay Plan. James Caravasos seconded the motion.

For:

Jenny Dinsmore

James Caravasos

David Martinelli

Opposed:

Sandy Holepit

C. Request for Bus Stop Sign Procurement Approval (\$1,280 from Marketing)

The General Manager is requesting the Board approve the purchase of bus stop signage to assist in changing the Red Line route. The purchase request would allow installation of signs (bus stops) in low ridership areas so that those areas would be served by request only. This means that the bus would bypass this stop unless a passenger called the depot and requested the bus stop at that point.

Jenny Dinsmore made a motion for the Board to allocate the money for this procurement. James Caravasos seconded the motion.

For: All Present and Voting Opposed: None

D. Annual WVPTA Meeting Update

The General Manager updated the Board on awards received at the recent WV Public Transit Association Meeting. The Authority was recognized for: Best Marketing Program, Best Management Innovation, Welfare to Work Program, and a Passenger Increase for 1999.

E. Presentation of Awards to Accident Free Drivers

Several drivers were presented with awards for accident free driving in 1999.

Sandy Holepit left the meeting at 8:15 p.m. removing the Authority's quorum and ability to take official action or make decisions.

Jenny Dinsmore motioned for adjournment at 8:25 p.m. James Caravasos seconded the motion.