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

Approved Version

June 9, 1999

MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS MEETING

JUNE 9, 1999

AUTHORITY MEMBERS PRESENT:

Frank Salucci
John Spears
Bob Roberts
David Martinelli
James Caravasos

NOT PRESENT:

Jenny Dinsmore
Sandy Holepit

OTHER PERSONNEL PRESENT:

David Bruffy
Melissa Burch

CALL TO ORDER:

The Transit Board Meeting was called to order at 6:01 p.m.

APPROVAL OF MINUTES:

James Caravasos motioned for approval of the May 12, 1999 minutes and John Spears seconded the motion.

For: All Opposed: None

GENERAL CORRESPONDENCE:

Included in correspondence were several articles from the Dominion Post, including an article profiling Mountain Line's weekly janitorial services provided by a PACE TEC trainee, an article regarding the public hearing on ADA services, and an article detailing the expansion of service into Grafton and Hundred.

The Conference Room Usage Summary, Welfare to Work Update and Monthly Phone Log were reviewed.

Correspondence to Director O'Connell regarding Y2K compliance was included, as well as a letter to City Council regarding the space issues at the City Garage and requesting assistance in the amount of \$10,000.

A letter was received from William McGlinchey of National Alternative Fuels Training Laboratory. Mr. McGlinchey thanked the Authority for the use of its Chrysler Van at the recent Natural Gas Fleet Vehicles Workshop.

Mr. Bruffy issued copies of the Authority's financial report through three-quarters of fiscal year 1998-99 to the County Commission and the City Council.

FINANCIAL REPORT:

Ridership and revenue remained stable even after students departed from Morgantown. Carryover is well within what was expected in the budget.

OLD BUSINESS:

A. Hundred and Grafton Routes

Mountain Line has received approval through a recent grant application to run into Hundred and Grafton for one year. The route should be in place by August.

B. Stone Embezzlement Case

The Prosecuting Attorney has suggested that the Authority accept a guilty plea for felony embezzlement from Mr. Stone and that a State Penitentiary sentence of 1 to 10 years be requested. There will be an opportunity for the Authority to make a presentation concerning the financial loss and a restitution hearing will also be scheduled. A third party accountant will be asked to provide a financial loss history for this hearing. Mr. Bruffy will maintain contact with the Prosecutor's Office regarding the date of the presentation and hearing. John Spears will speak on behalf of the Authority.

C. City Garage Office Space

Mr. Bruffy discussed space issues at the City Garage, including the fact that there will soon be an additional Transit employee located at the garage. The expansion of one office is not feasible because there is a fire exit included in that office. The option of purchasing an external trailer to be used as an office has been determined to conflict with City Code Requirements. City Manager Dan Boroff spoke to the Authority concerning the space and stated that the City was agreeable to assist the Authority with the construction of additional internal office space in order to solve the problem.

D. Northern Hub Location

Mr. Bruffy indicated that Commissioner Pyles had spoken to Edward Phillips of the Monongalia County Health Department and the Health Department had agreed to allow Mountain Line to use the Health Department as the Northern Hub. This should be an exciting opportunity for Mountain Line and the Health Department.

E. ICMA Retirement Fund

Mr. Bruffy indicated that with the previous permission granted by the Authority, he would enter into an agreement with ICMA Retirement Fund.

NEW BUSINESS:

A. Operating Budget

Mr. Bruffy introduced the Operating and Capital Escrow Budgets for the coming fiscal year. The budgets include two Assistant Manager positions, two new full-time Bus Driver positions, and a full-time Receptionist position.

David Martinelli motioned for approval of the Operating and Capital Escrow Budgets and James Caravasos seconded the motion.

For: All Opposed: None

B. Conference Room Usage

The Authority discussed use of the conference facility by City and County entities. City Manager Dan Boroff spoke regarding the City's request that conference facilities be provided at no charge to the City of Morgantown, Monongalia County, Main Street Morgantown, the Chamber of Commerce, and their agents. After discussion, the Authority agreed to make meeting space available during normal business hours providing it does not interfere with Transit operations. It was also determined that the space will be provided "as is" with no room setup nor other services.

C. Annual Audit Report

The only finding in the Annual Audit Report for the two years studied was a four-hour shortage in the area of Safety Training. One of the responsibilities of the Assistant Manager for Operations will be training and development so this deficiency will be corrected.

GENERAL MANAGER'S REPORT (as printed):

Information

- 1) Mountain Line recently received statewide recognition from the U.S. Department of Energy and the WV Development Office for our commitment to and participation in the Clean Cities program. Lisa Ware, a local representative of Hope Gas, nominated Mountain Line for the award and recognition.
- 2) Mountain Line also received awards from the WV State Main Street Program. The awards were presented at the State's Annual Meeting in Charleston. Mountain Line, in conjunction with Main Street Morgantown, won State Awards for the best Interior Renovation and best Exterior Renovation Projects for 1998.
- 3) I had the opportunity to meet with Jan Rieger, Executive Director of the Center for Independent Living. The purpose of our meeting was to discuss the opportunity for joint training sessions for current riders of the MAT service. Ms. Rieger is in the process of preparing training materials and sessions are anticipated to begin in early July.
- 4) I recently had an opportunity to meet with Mr. Bob Creamer, WVU Physical Plant, to discuss the opportunity to install a bus stop near Towers for use by WVU Students. As a part of our meeting, we determined a location for the stop very near to Towers 4 and Mr. Creamer offered to help with the cost of the shelter and to install it on the University's property. A shelter design is attached for your review.

Action Items

None

WORK PLAN:

The Northern Hub has been secured in cooperation with the Monongalia County Health Department. First Aid training has been completed for all operators of our 15 passenger vehicles. The completion of this training allows Mountain Line to apply to the State of West Virginia as a Medicare Provider.

COMMITTEE REPORTS:

None

ADJOURNMENT:

Meeting adjourned at 7:00 p.m.

Respectfully Submitted,

Sandy Holepit
Secretary of the Board

