

MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY**BOARD OF DIRECTORS MEETING****JULY 11,2001**

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AUTHORITY MEMBERS PRESENT:

President Bob Roberts

Larry Calemine

John Spears

Jenny Dinsmore

Frank Scafella

Sandy Holepit

Bruce Gilbert

OTHER PERSONELL PRESENT:

General Manager David Bruffy

Wayne Pifer

Rhonda Yost

Dave Beckner

CALL TO ORDER:**The Transit Authority Board Meeting was called to order at 6:00 P.M.****READING AND APPROVAL OF MINUTES (June 13,2001)****Jenny Dinsmore made a Motion to accept the June 13,2001 Board Meeting Minutes. Larry Calemine seconded the Motion.****John Spears** asked about correction made to the minutes?**The General Manager** stated that there were, corrections to the last two pages of the minutes. He stated he was editing them and there was a Motion that didn't make any sense.

Bruce Gilbert said that he did not vote for the budget. He said that he abstained from voting because his son is a part-time employee.

Sandy Holepit stated that the Motion she made concerning the Financial Manager Position is wrong. She did not want the Financial Manager to run Mountain Line Transit. She wants two separate officers one a Financial Manager that would be in charge of all finances, and one as an Operations Manager who would handle Mountain Line Transit on a day-to-day basis.

The General Manager stated that he had listened to the tape and he did not hear this statement made. He stated that it may have been discussed during the Executive Session and was not discussed during the open meeting. The Motion was not made clear during the open Board meeting. That is why it did not make any sense on the tape.

Sandy Holepit agreed that this was possible. She asked that the minutes be changed to reflect her intentions.

John Spears suggested an amendment to these minutes to read a Motion. Create a Financial Manager position, and a separate Operations Manager position, and start looking for someone to fill that position.

President Roberts asked if there were any more changes requested?

Bob Roberts made a Motion to approve the Board minutes for June 13,2001with the changes. Frank Scafella seconded the Motion.

For: Bob Roberts

Frank Scafella

Jenny Dinsmore

John Spears

Bruce Gilbert

Opposed: None

Sandy Holepit abstained

Larry Calemine abstained.

OPPORTUNITY FOR PUBLIC COMMENTS:

Geneva Johns stated that there are people who are riding the Tyrone bus and not paying a deviation fee of .25 cents plus the regular fare of .75 cents which would make the fare \$1.00 to go to the Department of Motor Vehicles on the Greenbag Road. She wanted to know why she pays a deviation fee to Eddies Tire and they aren't paying the deviation fee to the Department of Motor Vehicles? This is happening on the Sabarton Mall bus also.

Larry Calemine asked can the passengers on the bus just ask the driver to take them somewhere off of the regular route and the driver will take them?

Wayne Pifer stated that the Department of Motor Vehicles is a deviation location.

Larry Calemine asked if the drivers have to call ahead and get the deviation approved before doing them?

Wayne Pifer stated that a call and ride application is to be filled out and returned to office. This application must be approved.

The General Manager stated that administration would investigate this complaint and report back to the Board.

Jenny Dinsmore stated that these are the kind of things that the Board and Management need to be made aware of so that they can be corrected.

A. Citizen's Advisory Committee Nominations

The General Manager stated that Elizabeth Miranov is interested in being the Citizens Advisory Committee representative for Tyrone. She is also a resident at Unity Manor. He stated that he would be bringing her application to the next Board Meeting for their approval.

John Spears stated that Mr. Sullivan had said that he has not attended the first two meetings because of the time that they are held.

The General Manager stated that it is on the agenda for July 18, 2001 meeting to discuss the meeting times.

Jenny Dinsmore requested that the Board receive copies of the minutes for the Citizens Advisory Committee Meetings.

The General Manager stated that he would get them for the Board. We will also add the Board members to the mailing list.

Larry Calemine stated that he had attended their last meeting and he felt that it was a real positive meeting. He suggested in the future having combined meetings on a regular basis. He felt that there was a lot of good idea's being expressed.

John Spears suggested that during public comment having the Chairman of the Citizen's Advisory Committee give a report.

Sandy Holepit suggested having a representative from the Citizen's Advisory Committee to attend the Board Meetings and inform the Board as to what is going on at the meetings.

COMMITTEE REPORTS:

There is nothing to report at this time.

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CORRESPONDENCE:

The General Manager stated that there was nothing to report at this time.

FINANCIAL REPORT:

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- a. Consideration of Approval of June 2001 Financial Report

The General Manager stated that this last quarter was one of the best quarters ever. The ridership compared to last year at this same time is up for the 11th month in a row. Monthly report for the month of June will be included in with the July Board packet.

Jenny Dinsmore asked where most of the riders are being picked up?

The General Manager stated that on the Green Line and Southside runs which are both Mall runs.

Sandy Holepit asked what age group is the increase including?

The General Manager stated that a passenger survey had not been done recently, but the population generally points to a higher younger ridership in this community.

Wayne Pifer stated that according to the monthly reports the Senior citizen and Handicapped ridership is steady.

The General Manager stated that the Citizens Advisory Committee is putting together a draft to do a passenger survey. Some of the questions that they are including will give us an update on the new graphics of our ridership.

DRIVER OF THE MONTH PRESENTATION:

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The Board announced the Authority's June Driver of the Month, Mr. Terry Lewis. The Board also recognized Joe Shultz, Clyde Lowe, John Hemerick, and Jim Huffman for outstanding performance during the month of June 2001.

OLD BUSINESS:

A. Sabaraton/Mall Survey/Service Update

The General Manager stated that the drivers handed out surveys on the Sabaraton Mall run asking for time changes that were requested at the last Board Meeting. We have to date only received 1 survey from Geneva Johns.

John Spears asked Mrs. Johns what service she requested on her survey.

Geneva Johns stated that she had requested an 8:00 A.M. and a 4:00 P.M. run on Saturdays, and Monday through Friday 8:00 A.M. and a 5:00 P.M. run.

Bob Roberts asked what the impact would be to add the 8:00 A.M. and a 4:00 P.M. runs and remove the 10:00 A.M. and 2:00 P.M. runs?

Geneva Johns stated that she needs the 2:00 P.M. run.

Frank Scafella asked how many people as a rule ride the bus at 2:00 P.M.?

The General Manager showed a rider graph, which shows how many people ride on each run. He stated that the ridership is consistently rising at the 2:00 P.M. run. The cost continues to go down. The cost for this past month is \$11.20 per trip.

Geneva Johns stated that she personally had handed out 75 passenger surveys.

Frank Scafella asked that she encourage these people to return these surveys because if we receive enough request for changes the Board would certainly make time changes in the Sabraton route to accommodate the rider needs.

Bob Roberts asked what would happen if we shifted the 10:00 A.M. to 8:00 A.M.?

Geneva Johns stated that it would work on some days but other days it would not.

Jenny Dinsmore stated that the Board would look at the surveys and make a decision from them.

Larry Calemine asked how much extra cost there would be to add these times to the route?

The General Manager stated that it would be \$35.00 per hour in order to increase service.

Bob Roberts suggested trying the 8:00 A.M. run and if the ridership isn't there then cut it.

The General Manager stated that another driver would have to be brought in. The vehicle that we are using for this route is being used on other routes in the morning and afternoon. In order to add either times we would have to bring in another driver to run this route only.

Bob Roberts asked that the General Manager have the Sabraton Mall driver's hand out the survey again.

Sandy Holepit asked Geneva Johns if she knew any specific people who would ride at these times? If so could she give them a call and encourage them to fill out a survey?

Frank Scafella stated that as Geneva has said she can't afford a taxi in to town. The Authority can't afford to put a bus out there with nobody riding it, because that cost the Authority money. We need the people to respond so that we know that the need is there.

Bob Roberts stated that what he wants to know is what the actual cost would be to add the 8:00 A.M. and 4:00 P.M. bus onto the Sabraton route? Could this be provided at the next Board meeting?

The General Manager stated that it would be provided at the next Board meeting.

B. Route Deviation Requests (update)

The General Manager stated that administration has reviewed deviations and eliminated some that had not been used for a while. These persons are being asked to renew their Call and Ride applications if the need is still there. The actual number requested deviation has declined. So therefore our concerns of the routes being overrun with deviations because of the \$.25 cent extra charge has not been realized.

Jenny Dinsmore made Motion that the Board not receives a deviation summary every month. If the General Manager sees that there is an increase or a major decrease then bring it to the Board. Frank Scafella seconded the Motion.

For: All Present and Voting Opposed: None

Bruce Gilbert presented a deviation request for Dug Hill Road that the County Commission had ask him to present to the Board for a Mr. Maite Haijan.

The General Manager stated that the request had been given to Tom Montague and he doesn't know what the results were.

Wayne Pifer stated that it had been denied because it is 1.7 miles from any regular existing route. When we can start the new worker Mat service we will go back and review her application and see if the Authority would be able to provide service for her then.

Frank Scafella asked that Bruce Gilbert take this information back to the County Commission.

John Spears requested that the Board move on to New Business because the next three items under Old Business will take considerably more time and discussion.

President Bob Roberts stated that the Board would move on to New Business and come back to the last three items in Old Business at this time.

Bob Roberts requested to combine C. Creation of Chief Financial Officer Position and D. Creation of Operations Manger Position because they need to be discussed together.

C. Creation of Chief Financial Officer Position/Creation of Operations Manager Position

John Spears asked if Sandy Holepit Motion was correct or was the topic tabled until next meeting.

Frank Scafella stated that no it was not tabled and according to Robert's Rules of Order when a vote for a Motion is tied, it fails.

John Spears stated that Mr. Scafella was right according to Robert's Rules of Order.

Frank Scafella stated that according to Robert's Rules of Order this has already been voted on.

Sandy Holepit stated that the Board could still discuss a matter we could always bring it back up as a Motion.

John Spears asked if the Board would want to reconsider and for Sandy Holepit to make her Motion clear.

Sandy Holepit stated that what she would like to submit is that the Board restructure the top management instead of having just a General Manager handling everything she would like to break it down into two sections. She would like to have one a Financial Manager. The Financial Manager would have the responsibility of all finances with in the organization. Then she would like to have an Operations Manager where the Operations Manager is the one who would handle all the day-to-day operations of the actual bus system. She feels that the Board does not realize the talent that they have, and that David Bruffy is far better for our system as a Financial Manager. She feels this is his real serious talent. She thinks he has failed as an Operations Manager.

Frank Scafella asked why the consultant did not address this issue. He spent a lot of time looking at our system very carefully.

Sandy Holepit that the consultant made many suggestions that we have not done yet.

Frank Scafella stated that the Transit Authority made many suggestions that we have addressed. One of the important issues is that we have addressed that there are "too many cooks in the kitchen". From the consultant's point of view that is the problem to many people trying to run the system. That is why the joint meeting were held, and why he has requested the Board to have a retreat.

Sandy Holepit stated that she is coming from the point of view from the senior citizens and the disabled. She feels in order to deal with their issues we must restructure management. She feels that this would be beneficial to this organization and to David Bruffy because he is taking tremendous abuse from everybody. She does not feel that the system is working for the people that it was designed to work for.

John Spears asked if early in the Board's history if they had restructured the system by having two Assistant Managers, one for Operations and one for Administration? What happened under that structure and why is it not still being used?

David Bruffy stated that the Operations Assistant Manager had left and new applicants for the position did not have the same skill level needed for that position. We still have the Assistant Administration's Manager and an Operations Supervisor. The duties of the Operations Supervisor are not the same as were those of the Assistant Operations Manager.

Bob Roberts requested that there be a Motion made to have the discussion.

Frank Scafella stated that there is a question if this can be brought back according to the Robert's Rules of Order. It would have to be the prevailing party that would put it back on the table. It would take a 2/3 vote to reconsider a failed Motion.

Larry Calemine stated that the way it was presented, without any prior information, the Motion at the last meeting was a complete surprise and he was forced to vote on something that he had no time to research no information to document that there was a need for these positions, and has taken it upon himself to do this research. I have had meetings with Chief Roberts and, Mayor Frank Scafella, and had offered to meet with John Spears, he has sent out information through the mail and e-mail. He has also made telephone calls to David Bruffy and Wayne Pifer. I had a meeting with (Shift Supervisor) Paul Burns. I had asked for some information and it was in the Board packet. I feel that the Motion is unfounded. I work with the public and live in Suncrest no one has come to me. There are statements being made speaking for us as a Board representing Mountain Line Transit I disagree with. I don't believe that we as a Board have abandoned our senior citizens or that we cater to WVU. I personally do not believe any of these statements are true. I would appreciate that if someone were complaining to one certain Board Member that it be forwarded to the other Board Members so that they can have a chance to see what is happening before the next meeting. How can we be expected to vote on issues that we have no information on? It is very important that this Board operate as one unit in a more positive manner. We need to follow the chain of command that is already in place. When I attended the Citizens Advisory Committee meeting that it was very positive and orderly. If a Board Member is going to the Media, they need to make sure that they do not express their opinions as the Board. He request that we adopt by-laws to give us some guidance.

Bruce Gilbert stated it that he did not care for the fact that his correspondence from Larry came from Mountain Line Transit instead of directly from Larry.

Jenny Dinsmore stated that these are the people that the Board has hired to do this job so therefore you let them do it.

Bruce Gilbert stated that people are contacting him with complaints. He stated that he tries to encourage them to file complaints in the office.

Sandy Holepit stated that she would like to make some comments about some of things that Larry Calemine had stated. She stated that at one of the previous meeting that Larry had attended there were so many people here that they were standing. Most of them were senior's and they were here to tell us some of the problems that they were having. Did you ever go to the senior centers and talk to the seniors, Unity Manor or Chestnut Hills? She does not feel that Larry can really know what's going on until he does. She does not feel that the current General Manager is a good Operations Manager and until the route issues are dealt with, we will continue to have problems. She stated that a good Operations Manager would give better public relations. She stated that she did inform the newspapers and radio that these were her personal opinions as to what is going on with this board.

Sandy Holepit made a Motion to reconsider the Motion that instead of a General Manager, we restructure the management and have a Financial Manager and an Operations Manager. Bruce Gilbert seconded the Motion.

For: Bruce Gilbert Opposed: Frank Scafella

Sandy Holepit Larry Calemine

John Spears Jenny Dinsmore

Bob Roberts

D. Media Policy

John Spears quoted from the February 9, 2000 Board minutes that "Any Official communications to the media will be issued from the General Manager's Office on behalf of the Monongalia County Urban Mass Transit Authority Board". This was taken to the City Attorney for his review and approval. During the March 8, 2001 meeting this was voted on and he stated that the minutes say For: Present and Voting, Opposed: None.

Sandy Holepit stated that she had only made statements as a concerned citizen. There was no intention to make statements for the Board.

Bob Roberts asked that this be brought back up so that everyone is aware of this.

Jenny Dinsmore feels that she was misrepresented in the paper. She thinks the Board should consider rewriting the Media Policy. She stated that if anybody other than the General Manager speaks for this Board that it should be the President.

Bob Roberts asked if there were any other items that needed to be discussed.

Larry Calemine requested that the by-laws be added to the agenda for August meeting.

John Spears requested that all Board members go through the by-laws mark any changes or additions to them and get them back to Bob Roberts before the August meeting.

Bruce Gilbert wanted to know when the \$.25 for Blue and Gold would be eliminated?

The General Manager stated that they are working on eliminating the Blue and Gold routes. We want to make sure that we give the public enough notice of changes. This is one of the things that the Authority was criticized for by the public in the past.

Bob Roberts wanted a Blue and Gold update included on the August agenda.

NEW BUSINESS:

A. Arts and River Festival request for free service July 28 and July 29 (Saturday and Sunday)

The General Manager stated that he had received a request for free service for the Arts and River Festival. It would be a total of 20 hours of free transportation. He stated that the Authority didn't have anything budgeted for that. It has been the Board's policy that we charge a \$35.00 per hour rate for non-profit organizations.

Jenny Dinsmore stated that the festival has gone from one day to two days. She asked if the City would reimburse the Transit Authority the \$700.00 for this service?

Frank Scafella stated that this was a reasonable request.

John Spears suggested that the City and County could split the cost.

Bob Roberts stated that the Arts and Rivers Festival organizers be notified that it could not be done for free.

B. Consideration of approval of liability insurance contract with Commercial Insurances Services for fiscal year 2001-2002 (\$63,889.59)

The General Manager stated there was only one bid received in a timely manner and that was from Commercial Insurance's Services for a total of \$63,889.59 and that this was the lowest bid.

Sandy Holepit asked what the difference in coverage is.

The General Manager stated that there are no differences.

Frank Scafella made a Motion to accept the Commercial Insurance Services contract. Bob Roberts seconded the Motion.

For: All Present and Voting Opposed: None

C. Marjorie Gardens bus route/stop location

The General Manager stated that there was a complaint about passengers waiting for the bus in front of somebody's house on Southside route. He presented maps and additional information for the Board's consideration.

Jenny Dinsmore asked if it would be possible for buses to go into Marjorie Gardens?

The General Manager stated that it been tried in the past and did not work. We had a call for a deviation in Marjorie Gardens and they called us asking us not to go in there with a bus because it was breaking up their pavement. There is really nowhere there for us to put up a bus stop sign.

Jenny Dinsmore asked if it would be possible to ask them to walk to the Dairy Mart?

The General Manager stated that they already were walking a block to get to Dorsey Avenue.

Frank Scafella suggested letting the Citizens Advisory Committee see what the problem. They may be able to come up with some solutions to resolve this problem.

D. Employee Uniform Contract

The General Manager stated that Rental Uniform Service has lowered their prices and that they were the lowest bid submitted for provision of Employee Uniforms. He recommended renewing the contract with Rental Uniform Service because the cost per unit is less expensive. It will be an estimated \$2000.00 per year reduction. The total dollar amount will increase because we are hiring more drivers, and adding routes, but the cost per unit is lower.

Jenny Dinsmore asked if this includes uniforms for the new Jitney Service?

The General Manager stated that they were going to buy a jacket for the assigned driver. They would still wear their other uniforms under the jacket.

Bruce Gilbert made a Motion to accept the contract with Rental Uniform Service for driver uniforms. Frank Scafella seconded the Motion.

For: All Present and Voting Opposed: None

John Spears asked if the Board retreat scheduled July 21, 2001 is still on. Larry Calemine and Frank Scafella will not be able to attend.

Jenny Dinsmore and Frank Scafella both think that to have this meeting there must be 100% Board Members attendance.

Jenny Dinsmore suggested that they have it in December or on a Sunday afternoon.

Larry Calemine suggested that the facilitator let the Board know what dates he has open and then the Board work something out with the dates they are given.

Bob Roberts requested that David Bruffy go back to Carl Hadsell and get a calendar with the dates that he is available. Then the Board members need to pick a date.

General Manager's Report:

Information

1. I regret to inform the Board that Mr. Harold Ralston, a part-time Driver previously retired from the Authority, has decided to retire in full from the Authority's service.
2. The advertisement for full-time positions approved by the Board at the June Meeting has yielded over thirty applications from interested persons. Interviews are under way and I look forward to introducing some new members of our service team to you.
3. I am pleased to announce that both our new services, the Downtown Jitney and the Downtown Mall P.M. service are doing well. During its first 31 days of service, the Downtown Mall P.M. route has provided

733 trips at an average cost of \$8.65 per trip. The cost per trip of this service in the last 20 days has been \$7.26 per trip, the cost per trip in the last 10 days has been \$6.71 per trip, and ridership continues to increase.

The Downtown Jitney has increase in ridership since its inception, although it has not performed as well as the Downtown Mall P.M. route. The Jitney has provided 337 trips in its first 26 days of service at a cost of \$24.30 per trip, with a cost per trip in the last 20 days of service of \$21.50 per trip and a cost of \$18 dollars per trip in the last ten days of service. Ridership on the Jitney continues to improve as more people learn of the service and as more units of the University move into the new WVU administrative facility, One Waterfront Place. As you know, the Jitney is a contract service that is not funded by the Authority.

ADJOURNMENT:

Sandy Holepit made a Motion to adjourn at 7:38 A.M. Bob Roberts seconded the motion.