
MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY
BOARD OF DIRECTOR'S MEETING MINUTES
Approved Version
January 12, 2000

MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS MEETING

JANUARY 12, 2000

AUTHORITY MEMBERS PRESENT:

Jenny Dinsmore
Bob Roberts
John Spears
Sandy Holepit
David Martinelli
Frank Salucci
James Caravasos

OTHER PERSONNEL PRESENT:

David Bruffy
Melissa Burch

CALL TO ORDER:

The Transit Board Meeting was called to order at 6:00 p.m.

APPROVAL OF MINUTES:

Bob Roberts motioned for approval of the December 8, 1999 minutes. James Caravasos seconded the motion.

For: All Present and Voting Opposed: None

CORRESPONDENCE:

Frank Salucci arrived at the meeting at 6:07 p.m.

Correspondence included the monthly Welfare to Work, In-Kind Conference Room Services Report, Monthly Phone Log, and Complaint Report.

Also included was an article on parking and transit issues and a letter from the Youth Services Center thanking Mountain Line for the use of a van while their vehicle was out of service.

Correspondence regarding the possibility of transporting contract workers in cooperation with West Virginia University was also reviewed.

Lastly, Director Susan O'Connell requested a detail of Mountain Line's capital project priorities for the next three to four years and Mr. Bruffy provided Director O'Connell with this information.

FINANCIAL REPORT:

Bob Roberts motioned for approval of the monthly Financial Report and Frank Salucci seconded the motion.

Financial Report discussion was held and Bob Roberts asked for clarification on farebox and ticket revenue vs. total revenue. Mr. Bruffy addressed what was included in each type of revenue.

For: All Present and Voting Opposed: None

Other financial information included the notification to the Authority that the City of Morgantown had recently requested the return of their GIS Plotter. Mr. Bruffy reported that a previous allocation of \$4000.00 in Mountain Line's Capital Escrow Fund would need to be utilized in order to purchase a plotter. Mr. Bruffy spoke with Susan O'Connell regarding funding assistance for the plotter and the State will contribute \$2000.00 toward its purchase.

Also reviewed was David Martinelli's recent request for revenue projections for the remainder of this fiscal year. Mr. Bruffy reported that he had examined accrued revenue including billing and had also projected farebox and ticket revenue based on sales thus far in the fiscal year. The projections indicate that the possibility exists that revenue will be approximately \$13,500 below previous projected revenue. This amount should be offset by Medicaid billing.

OLD BUSINESS:

Mr. Bruffy provided an update on the planned Voter Van. Requests for funding assistance in the amount of \$400.00 have been made to the City Council, County Commission and Board of Education.

NEW BUSINESS:

A. Consideration of Purchase of Extended Warranties for New Vehicles (\$4200.00)

The WV Division of Public Transit is ordering two additional 24-passenger buses for use by Mountain Line Transit. The total cost will be \$79,600.00 and Mountain Line has a 5% match already allocated in the Capital Escrow budget. The State is also offering an extended warranty package that would include coverage for the engine for 5 years/300,000 miles and transmission coverage for 5 years/unlimited mileage. The cost of the warranty would be \$4200.00.

Bob Roberts made a motion for the purchase of the extended warranty via an allocation of \$4200.00 from the Capital Contingency Fund. James Caravasos seconded the motion.

For: All Present and Voting Opposed: None

B. Re-certification of Conflict of Interest Statements – Authority Board

Conflict of Interest Statements were distributed and completed.

C. Consideration of Quarterly Pass (\$90) and Annual Pass (\$350) Offering

Several riders have suggested the options of a quarterly and/or annual bus pass. These options would give riders the opportunity to purchase passes at other discounted rates, in addition to the monthly and semester passes.

Bob Roberts motioned and John Spears seconded the motion for the approval of a Quarterly Pass and an Annual Pass at \$90 and \$350, respectively.

For: All Present and Voting Opposed: None

D. By-law requirements of the Authority

Mr. Bruffy reviewed an excerpt from Article 27 of West Virginia State Code regarding the Powers and Duties of Authorities, in which Authorities are given the power to "make and adopt all rules and regulations and bylaws as

may be necessary or desirable to enable it to exercise the powers and perform the duties conferred or imposed upon it by the provisions of this article;”.

Ms. Dinsmore reviewed the minutes of the Authority’s first meeting, in which Officers were elected and guidelines for the operation of the Authority were adopted from Article 27 of the West Virginia State Code regarding the establishment of an urban mass transportation system. Ms. Dinsmore noted that she did have the minutes on record for clarification and review.

Ms. Holepit requested clarification regarding another portion of Article 27 that indicated that Authority proceedings should be entered in a permanently bound record book and be preserved by the Secretary of the Authority. Ms. Holepit asked if she should keep such records at her home. Mr. Bruffy indicated that copies of all proceedings are kept at the administrative office and are also on the Internet.

Mr. Bruffy indicated that he would also provide the Authority members with another copy of Article 27 in its entirety.

Officer’s duties were discussed. Mr. Spears indicated that the Code was clear that the duties of the Secretary included written notices of special meetings and to carefully preserve the records of Authority proceedings.

John Spears made a motion that the Authority proceedings be replicated in bound form. Sandy Holepit seconded the motion.

For: All Present and Voting Opposed: None

E. Authority Board Duties for Officers – including Duties of the Secretary

John Spears motioned that since the Authority would continue to follow Article 27 of West Virginia State Code and operate without bylaws, duties of Officers be formally clarified.

David Martinelli pointed out that by agreeing to operate according to Article 27 of West Virginia State Code, duties of Officers had already been formalized. James Caravasos agreed and Jenny Dinsmore restated the original minutes.

John Spears withdrew his motion.

Mr. Bruffy also agreed to compile policies that have been adopted by the Authority so that Authority members as requested could review such policies.

F. Census Bureau Request for Conference Room Usage

Sandy Holepit made a request for conference room usage by the Census Bureau. The Bureau is requesting to utilize the conference room at no charge for the week of January 24, 2000. The room would be needed from 9:00 a.m. to 5:00 p.m.

At a previous Authority meeting, it had been agreed that the conference facility would be available to the City of Morgantown, County Commission and their entities. James Caravasos noted that it had been his experience when serving on other Authorities that exceptions would not be made to policy in order to better maintain consistency. Frank Salucci agreed. A suggestion was made that the Census Bureau contact the D.O.E. regarding its facility on the Collins Ferry Road, NIOSH, or the Post Office.

The Authority extended an offer to Ms. Holepit that the room would be available at the regular rate of \$80.00 per day to the Census Bureau. Ms. Holepit stated she would advise the Bureau of this.

GENERAL MANAGER’S REPORT: (as printed)

Information

- 1) The Special Holiday Extended Service Runs which began on November 26th and ran through December 23rd provided 132 trips. The bulk of these riders came after local radio advertisements announcing the service. Although I had hoped for better ridership, I believe the shuttle was a good public relations tool and will likely do better if it is repeated again next year.
- 2) The colored flags with destinations are being installed on the buses and are anticipated to help in bus and destination identification.
- 3) I had the opportunity to meet with Student Administration Leadership in early December to discuss the possibility of an evening shuttle on Thursday, Friday and Saturday nights to complement WVU's "Night Rider". This service would be funded by Student Administration, open to the public and free to WVU Students. It would run from 10:00 p.m. through 2:00 a.m. and would serve as a trial effort in cooperative ventures between WVU and Mountain Line. A successful effort would provide Student Government a positive example to encourage both the Student Body and WVU Administration to expand such efforts. I will keep you informed as these discussions and efforts proceed.
- 4) Previously, I informed you that there is a group from WVU interested in sponsoring three runs per day from Morgantown to the High Technology Consortium Complex at the South Fairmont Exit. All of the parties have agreed to the concept and we are now ironing out the details of schedules, routes, etc. This service will also be open to the public and may serve Sam's Club and the South Fairmont Mall.
- 5) An additional commuting service may soon be arranged for workers at WVU's Stadium Loop construction site. I have begun to work with contractors to arrange for Park and Ride locations and monthly passes for use by work crews. Again, I will keep you informed as this effort progresses.

PUBLIC COMMENTS:

Public comments were received from Bruce Gilbert regarding the Blue and Gold fare.

John Spears left the meeting at 7:14 p.m.

COMMITTEE REPORTS:

No Committee Reports were given.

ADJOURNMENT:

Bob Roberts motioned for adjournment of the January Authority meeting. Frank Salucci seconded the motion.

For: All Present and Voting Opposed: None

The meeting adjourned at 7:19 p.m.

Submitted for Approval,
David A. Bruffy, General Manager

