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

Approved Version

October 14, 1998

MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS MEETING

OCTOBER 14, 1998

AUTHORITY MEMBERS PRESENT:

- Bobby Roberts
- James Caravasos
- Jenny Dinsmore
- Frank Salucci
- Sandy Holepit
- John Spears

ABSENT:

- David Martinelli

OTHER PERSONELL PRESENT:

- David Bruffy
- Melissa Burch

CALL TO ORDER:

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

APPROVAL OF MINUTES:

Bobby Roberts motioned and James Caravasos seconded to approve the September 9, 1998 minutes as written.

For: All Opposed: None

GENERAL CORRESPONDENCE:

David Bruffy reviewed correspondence received from Unity Manor thanking Mountain Line for the addition of Unity Manor to two of our routes.

Also received was a request of support for the area Boys and Girls Club. Mountain Line provided the club with several ten-ride tickets as a donation of support.

Other correspondence included some questions on route changes and the establishment of our first Welfare to Work Participant.

FINANCIAL REPORT:

The Financial Report indicates that projections have been fairly accurate. Ridership for August was up considerably over last year and matches the number from two years ago. September ridership numbers also indicated an increase.

OLD BUSINESS:

Included in the Board Packets was information on Board Member terms. Frank Salucci and Sandy Holepit will be up for renewal of their terms this year. David Bruffy will forward letters to the appropriate authority regarding re-appointments.

NEW BUSINESS:**A. Appointment of Audit Procedure Committee**

Audit procedures were reviewed. The Transit Authority has never had a formal audit, due in part to unanswered requests from the Department of Tax and Revenue to the Division of Public Transit's question as to whether the Authority may bid the audit process. As a result of the delayed response, the Authority will have only 60 days to complete the audit process. A committee must be appointed to review the submittals and proposals to be evaluated against the criteria provided by the Department of Tax and Revenue. The Board suggested that the Finance Committee serve to review the proposals and that someone from the Finance Department also be appointed.

John Spears motioned that the Finance Committee of the Transit Authority, with the addition of Karen Everly, the Finance Department Treasurer, be appointed as the Procurement Committee. Bobby Roberts seconded this motion.

For: All Opposed: None

B. Legislative Shuttle

The Legislative Shuttle bill was reviewed. Representatives from West Virginia University made last minute shuttle arrangements for several Legislative visitors to Morgantown the weekend of September 12, 1998. When Mr. Bruffy forwarded an estimate for services to WVU, there was a question between WVU and the City of Morgantown as to who would be responsible for the bill. After discussion with representatives of both parties, it was determined that the shuttle should be provided regardless of responsibility for payment, since the Legislative Representatives had already been informed that the service would be available. The shuttle was provided. At this point, the bill is outstanding and Dan Boroff has requested that the cost of the shuttle be split in some manner. After extensive discussion, it was determined that this item should be tabled until later in the meeting.

Motion on this item postponed.

C. Matching Funds for Coin Sorter/Counter

Matching funds were discussed for the new coin sorter/counter recommended by the Division of Public Transit. The Authority match totals approximately \$1,100 and Mr. Bruffy asked for a motion after the fact, due to the limited time that was available for sending our check for the matching funds. The sorter/counter has been ordered.

Jenny Dinsmore made a motion and Sandy Holepit seconded the motion to approve the \$1,100 match for the coin sorter/counter.

For: All Opposed: None

D. Election Day Bus Service

A discussion was held on the possibility of providing free bus service to voters on Election Day. The main concerns/factors were the need to provide all transportation on a non-partisan basis and to ensure that political solicitation will not be permitted.

John Spears made a motion that free transportation be provided on Election Day with the understanding that we ensure such transportation be provided in a non-partisan manner and that no political solicitation take place. James Caravazos seconded the motion.

For: All Opposed: None

GENERAL MANAGER'S REPORT: (as printed)

Information

1) Our visit with WV DPT Director O'Connell was a success thanks to the attendance and participation of the Board. The compliance review revealed a number of administrative areas that will need attention over the next few months and a copy of Director O'Connell's Findings Report will be forwarded to the Board as soon as it is received. In addition to a good operational review, Director O'Connell provided the Authority with additional financial assistance in the amount of \$10,200 dollars for new furniture at the Depot. When matched with additional funds already allocated by the Authority, total funds will provide for all furnishings necessary to complete the Depot interior.

2) Attached is a draft survey prepared by a WVU Journalism Intern. This survey will be distributed within the next two months and should provide some valuable information about the directions, needs and desires of our ridership as well as segments of the community who do not currently frequent Mountain Line as a means of transportation.

3) Customer Comment Cards have been issued to all Drivers to offer to riders who may want to provide additional comments or express a concern about an issue a Driver may not be able to resolve or adequately address. The Cards are available on every bus.

4) The WVU – Ohio State and WVU – Maryland football game shuttles were again a success. During the Ohio State game, Mountain Line provided some 436 rides and net revenues totaled \$1,467 dollars. During the Maryland game, Mountain Line provided some 359 rides and net revenues totaled \$1,378.50. Mountain Line also provided some 2,100 trips during the Wine and Jazz Festival and event organizers expressed their pleasure with the services provided. Net revenues from this event were approximately \$774 dollars.

WORK PLAN PROGRESS REPORT:

Progress on the Garrett Street Depot is steady and has been additional funds have been added to the project by Morgantown City Council. City Council has approved an additional \$15,000 to complete the kitchen area in the Depot. These additional monies for completion of the kitchen area are supplemental to the \$35,000 City Council provided last month to complete improvements to Moore Street and completion of rail-trail paving.

The completion of the Garrett Street Depot renovation is scheduled for November 11, 1998. This date recognizes the additional work requested for the kitchen and conference area, not included in the original time schedule. Given all of the changes to the original design and construction timetable, the new completion date is reasonable and a tribute to the contractor's efforts.

A larger delay in moving to a two-hub system and operating from the Depot has developed in the past three weeks. Initial engineering estimates for construction of the East Garrett Street roadway, necessary to provide safe egress onto University Avenue northbound, is well over the original \$15,000 dollar estimate. Design estimates place the actual cost of the roadway at \$45,000 dollars. Due to traffic patterns and safety this is the

only feasible route for Mountain Line buses to exit from the Depot northbound. In order to cover this unexpected, additional expense, Morgantown's City Manager will request an additional \$35,000 dollar allocation from Morgantown City Council. The City Manager has also asked that the Transit Authority work to provide an additional \$10,000 dollars in funding toward the roadway completion cost. Upon securing these additional monies, the Garrett Street roadway will be added to the rail-trail contract and will be slated for construction in the Spring of 1999.

After discussion of the timing and related considerations, the Authority proposed to request that the County provide the additional \$10,000 needed for the Garrett Street exit.

John Spears made a motion to forward a document to the County Commission outlining the funds provided by the City of Morgantown and other sources and to request that the County provide \$10,000 for a portion of the cost needed to complete the exit road. Jenny Dinsmore seconded this motion.

For: All Opposed: None

RETURN TO THE DISCUSSION OF THE LEGISLATIVE SHUTTLE ITEM:

Further discussion was held concerning the responsibility for the invoice for the recent Legislative Shuttle provided by Mountain Line to WVU and the City of Morgantown. It was determined that the invoice should be forwarded to the West Virginia University representative, Debra Fusco. This decision was based on the fact that the original request for services came from the WVU and the University undertook sponsorship of the shuttle through Morgantown City Council.

COMMITTEE REPORTS:

None

ADJOURNMENT:

Meeting adjourned at 7:35 p.m.

Respectfully Submitted,

Sandy Holepit
Secretary of the Board

