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

**Approved Version**

**May 13, 1998**

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**AUTHORITY MEMBERS PRESENT:**

Frank Salucci  
Bobby Roberts  
James Caravasos  
Jenny Dinsmore  
David Martinelli

**NOT PRESENT:**

John Spears  
Sandy Holepit

**OTHER PERSONNEL PRESENT:**

David Bruffy  
Jim Huffman

BOARD TRAINER PRESENT: Bill Wallace, NIOSH

**CALL TO ORDER:**

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

**APPROVAL OF MINUTES:**

James Caravasos motioned and Mr. Martinelli seconded to approve the April 8, 1998 minutes as written.

For: All Opposed: None

**GENERAL CORRESPONDENCE:**

Mr. Bruffy received a letter from the Mon River Trails Conservancy concerning the way we are going to egress from the railroad depot site.

Mr. Bruffy received a letter from the County Commission asking for some information regarding the Train Depot. Mr. Bruffy spoke with them and provided additional information as requested.

Mr. Bruffy received correspondence from the City and County verifying their local matching funds for fiscal year 1998-99.

Mr. Bruffy received correspondence regarding the State purchase of a coin counter. No definite price has been set on this as yet.

Mr. Bruffy received a thank you note from the Morgantown Senior Center for the transportation provided by Mountain Line through BOPARC.

Mr. Bruffy received a request from Betty Field, of Unity Manor (UM), for a donation of bus tickets to use for in-house activities. The tickets would be used as an incentive for residents to attend UM activities. Discussion followed over the concern that the tickets will be used only within Unity Manor activities not open to the public and would not promote new bus riders. Mr. Bruffy recommended that a set number of tickets be donated on a

one time only basis for goodwill. Mr. Bruffy also recommended that there should be a cap on any donation not open to the public.

### **FINANCIAL REPORT:**

Mr. Bruffy announced that revenue is steady and improved slightly compared to last year. Expenses were a little higher than last year at the same time due to a two quarter liability insurance payment.

Mr. Bruffy reported that the fare box revenues are low.

Mr. Bruffy announced that in the next fiscal budget there would be a fairly good-sized carryover.

Mr. Bruffy explained that the copy of a check that was included with the Financial Report was payment of an insurance claim from January of 1997.

### **OLD BUSINESS:**

A. Vision Statement – Mr. Roberts explained that the Vision Statement came from documents already prepared by the Board. A discussion of the Vision Statement followed. It was agreed to continue with Vision Statement work next month after Board Members have had time to review it.

B. Photocopier Lease Agreement – Mr. Bruffy highlighted the weakness of the existing lease agreement to the Board Members. President Salucci asked that the City Attorney check into the lease agreement and investigate available options and alternatives.

### **NEW BUSINESS:**

A. Political Advertisements on Buses – Mr. Bruffy explained that there have been several inquiries for political advertising on buses. At this time there is no policy for political advertising. A discussion of political advertising followed. President Salucci asked for Mr. Bruffy to check into side racks for the buses so that inserts can be used for advertising.

General consent among the Board was that the political advertising question should be researched further before a final decision is made.

B. Benefit Payment for Terminated Employee – Mr. Bruffy explained the circumstances that lead to an unexpected benefit payment for a former employee.

Mrs. Dinsmore motioned and Jim Caravosos seconded to pay the benefit cost of \$2,637.30.

For: All Opposed: None

C. Part-time Driver Status -- Mr. Bruffy explained that there is no clear definition of the number of minimum hours required to be considered a part-time driver. He continued to explain that at this time there are “Part part-timers” (school bus drivers) and “Regular Part-timers” (more than one day per week). Currently, seniority and other benefits are based on Date of Hire.

D. Part-time Driver Benefits – Mr. Bruffy explained that there may be the opportunity to offer Part-time employees benefits. The definition of a “Part-Time” employee is 20 hours or more per week. After some discussion, the Board asked that Part-time Driver Status and Benefits be continued to the June Board Meeting.

E. Health Insurance Premium Increase – Mr. Bruffy explained that PEIA Health Insurance Premiums are scheduled to increasing, by 22% effective July 1, 1998. Mr. Bruffy indicated he would closely monitor this situation and keep the Board apprised. The Board asked that Mr. Bruffy prepare a policy toe the Board which caps insurance costs on a % basis for employees and Mountain Line. It was agreed that all future increases would be shared equally.

Mrs. Dinsmore motioned and Mr. Caravosos seconded to cover the \$11,500 premium increase and keep PEIA as carrier to the end of 1998.

For: All Opposed: None

F. Fiscal Year 1998-99 Operating Budget -- Mr. Bruffy explain that the budget was prepared assuming conservative expenses and pessimistic revenues. Major budget highlights included:

1. A 2.1% increase for the employees.
2. A \$25,000 revenue increase for a Welfare to Work Program.
3. Potential for revenue from Railroad Depot operations.
4. An increase in revenue projection for MAT services and;
5. A potential for growth in Charter/Subsidized Local Services.

G. The General Manager presented a proposal for an organizational restructuring.

Mr. Caravosos motioned and Dr. Martinelli seconded to approve and post the four positions.

For: All Opposed: None

H. The General Manager presented revised position descriptions. The General Manager also explained that the Administrative Assistant position needs to be approved officially so it can be advertised.

Mr. Caravosos motioned and Mr. Roberts seconded to post the Administrative Assistant position.

For: All Opposed: None

Mr. Caravosos motioned and Mrs. Dinsmore seconded to approve the Fiscal Year 1998-99 Operating Budget as presented.

For: All Opposed: None

## **GENERAL MANAGER'S REPORT:**

### Information

1. Mountain Line recently received the completed Ridership Survey undertaken by our Political Science Intern, Aaron Thacker. Results of the survey were interesting and deserving of scrutiny and comparison with earlier, consolidation surveys. Most notable among the results was a finding that some 22% of current riders own bicycles and among those, 31% said they would use bike racks if they were available on buses.
2. Mountain Line recently completed its first, formal Employee Satisfaction Survey. The surveys were distributed with paychecks and drivers had opportunity to submit all surveys anonymously.
3. Mountain Line recently initiated a survey of area transportation providers to better understand existing services. As a part of our route and service consolidation efforts, surveys were mailed to some 142 organizations in Monongalia County. Survey findings will be compiled and presented at a public meeting scheduled for Tuesday, May 23, @ 9:00 a.m. The presentation and meeting will held in the Training Room at the Public Safety Building.
4. Mountain Line received a grant, in the form of a copier, from the State Division of Public Transportation. The copier, valued at \$8,636, has made the daily office workload more efficient and consistent.
5. Mountain Line ordered a demonstration Bike Rack for the Goshen Coaches. The rack was ordered from Sportworks located in Washington State. This first rack will cost \$421.80. Additional racks will cost \$653 each,

with all installation hardware included. Upon successful installation of the first rack, Mountain Line will order eight more racks and request a Grant payment from the State for \$5,000.

6. A Draft Agreement for use of the Depot has been submitted to the City of Morgantown for review and approval by legal counsel. Upon final approval, Mountain Line will submit a drawdown request from the State for \$46,000.

7. Mountain Line was contacted by the WVU School of Medicine to assist in transportation services for a special event. The contract value was \$3,085 and our manpower costs were approximately \$1,200. Mountain Line supplied 88 hours of service and full-time drivers were able to pick up 58 hours of overtime during this three-day event.

8. Mountain Line has successfully entered into a Service Agreement with In Touch and Concerned for maintenance of their one vehicle.

9. One additional item presented, was an opportunity to advertise on phone book covers, through a local realtor. The Board didn't show interest in this opportunity because of a poor distribution plan.

Mrs. Dinsmore would like for us to look into advertising at the grocery stores.

#### **COMMITTEE REPORTS:**

Mrs. Dinsmore requested the Board consider an outside person or firm be hired to work on selling bus advertising. A discussion followed. Mr. Bruffy suggested if we are going to employ someone to do that we put out a request for proposals and that a two-track approach be initiated:

- 1) Lower current prices by 50% for the next month;
- 2) Prepare a Request for Proposals for the Board to approve should the lower pricing fail to secure advertising sales.

Additionally, for the next meeting information will be gathered on the cost of racks and/or magnetic signs.

#### **ADJOURNMENT:**

Meeting adjourned at 7:46 p.m.

Respectfully Submitted,

Sandy Holepit  
Secretary of the Board

