

MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS MEETING

AUGUST 8, 2001

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AUTHORITY MEMBERS PRESENT:

President Bob Roberts

Larry Calemine

Jenny Dinsmore

Sandy Holepit

Bruce Gilbert

AUTHORITY MEMBERS NOT PRESENT:

John Spears

Frank Scafella

OTHER PERSONELL PRESENT:

General Manager David Bruffy

Paul Burns

Sheila Wolfe

CALL TO ORDER:

The Transit Authority Board Meeting for August 8, 2001 was called to order at 6:01 P.M.

READING AND APPROVAL OF MINUTES (June 13, July 11, 2001)

The General Manager stated that the June 13, 2001 minutes had been approved at the July 11, 2001 meeting but there had been some questions.

Bruce Gilbert made a Motion to accept the June 13, 2001 July 11, 2001 Board Meeting Minutes as presented. Sandy Holepit seconded the Motion.

For: All present and Voting Opposed: None

OPPORTUNITY FOR PUBLIC COMMENTS:

There were no public comments at this time.

COMMITTEE REPORTS:

A. Citizen's Advisory Committee Nomination

The General Manager stated that the Transit Authority has received an application from Elizabeth Miranov for the Citizens Advisory Committee. The Citizens Advisory Committee has a vacancy on the Tyrone Route because of a person resigning.

Sandy Holepit asked if a representative from the Citizens Advisory Committee would be attending the Transit Authority meeting to keep the Board updated on what is happening.

Bob Roberts requested that a letter be drafted to formally invite the President of Citizens Advisory Committee to the Transit Authority meeting so that this can be discussed at the September 12, 2001 Board Meeting.

Jenny Dinsmore entered the Transit Authority Meeting at 6:08 P.M.

Larry Calemine asked who Liz Miranov was?

The General Manager stated that she is active in the community, a volunteer at the City Clerks office at City Hall, active with the County Commission, Monongalia County Senior Center, and Unity Manor.

Bruce Gilbert made a Motion to accept Elizabeth Miranov as the Citizens Advisory Committee representative for the Tryone Route. Sandy Holepit seconded the Motion.

For: All Present and Voting Opposed: None

Bob Roberts asked for Elizabeth Miranov to be notified of her appointment to the Citizens Advisory Committee as a Tyrone Representative.

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CORRESPONDENCE:

The General Manager stated that a formal letter had been received from the County Commission informing us that we would be receiving funding for the Mountain Line Transit Authority for \$ 350,000.00. The Mountain Line Transit Authority also received a letter from the West Virginia Division of Public Transit regarding Federal Funding indicating that it was increased \$6,000.00 dollars making total federal funding \$206,000 dollars for the year.

The General Manager indicated that under Sabraton Mall there is a letter addressed to Mountain Line Transit Authority Drivers concerning the route deviations that Geneva Johns mentioned at the July Board Meeting.

After checking out Mrs. John's complaint, we discovered that the trips she is referring to are not deviations. It was discovered that when the route was initiated, it couldn't be run the way it was originally set up due to road construction. The route was temporarily changed and was never changed back. We have now changed the Sabraton Mall route to the way it was originally set up to be run which it is suppose to go by the Department of Motor Vehicles and this trip is not a deviation.

Sandy Holepit questioned if our passengers really want to go to the Department of Motor Vehicles? Would there be a better way to run the route that would benefit more people?

The General Manager stated that the route runs on both sides of the Department of Motor Vehicles. We have a number of passengers that go there to get their license or photo I.d.'s.

The General Manager stated that there is also a letter from the County Commission about the announcement of the Transit Authority's transportation contract for students of West Virginia University.

Bob Roberts stated that he had sent a letter to the County Commission apologizing for not contacting them before the press release. He said he had received a letter back from the County Commission thanking him for his response.

FINANCIAL REPORT:

A. Consideration of Approval of June 2001 Financial Report

Jenny Dinsmore made a Motion to accept the June 2001 Financial Report as presented. Bruce Gilbert seconded the Motion.

For: All Present and Voting Opposed: None

The General Manager stated that the budget was in the red in the amount of \$1,862.72. The budget for last year will have to be amended to reflect this. Last year's budget has not been closed out. The budget deficit was caused by rising fuel prices and the continuation of the Sabraton Mall route which was not in the budget.

A. Consideration of Approval of July 2001 Financial Report

The General Manager stated that ridership is up over the same time last year. This makes 12 months that the ridership has been over compared to the previous year. Revenue is ahead of previous projections.

Bob Roberts asked if the Transit Authority has seen an increase since we have started accepting West Virginia University Student I. D.'s?

The General Manager stated that in the 6-day period the Transit Authority has provided over 400 trips using WVU ID's and that ridership as a whole was over 850 trips per day (as of August 07, 2001) or 200 trips over normal.

Larry Calemine asked about advertising for this service.

The General Manager stated that there would be ads in the Daily Athenaeum the week of August 20th. He is also designing a sign for the door side windows on our buses. The copyright and design will have to be approved through West Virginia University.

The General Manager stated that the checks from the County Commission are not being sent in a timely manner. The first quarter's check was received 30 days late.

Bob Roberts suggested making an informal contact asking the County to be more prompt in their payments.

The General Manager stated that he would make the informal contact.

Jenny Dinsmore asked if the Jitney would be billed quarterly?

The General Manager stated that it would be billed quarterly.

DRIVER OF THE MONTH PRESENTATION:

The Board announced the Authority's July Driver of the Month, Mr. John Hemerick. The Board also recognized Clyde Lowe, Jim Huffman, Bernie Cordray and Bill George for outstanding performance during the month of July 2001.

OLD BUSINESS:

A. Sabraton Mall Survey/Service Update/ Sabraton/Mall Route Expansion Proposal

The General Manager stated that there have been surveys returned by Carol Weedfall, Geneva Johns, and Dale Johns. The rider counts on the Sabarton Mall has gone down. The cost per trip is \$12.64 compared to the previous \$11.20 per trip.

Bob Roberts stated that at this time we need to leave the Sabraton Mall Route as it is until we see how ridership is going to be and how financially stable it will become.

The General Manager stated that the Transit Authority Board had asked for a price on adding an 8:00 A.M. and a 4:00 P.M. run to the Sabraton Mall route. The cost would be \$16,000.00.

Sandy Holepit asked to keep this in mind should the Transit Authority receive funding that could be used for this.

Larry Calemine asked if it would be possible to eliminate one of the present trips and replace it with an 8:00 A.M.?

The General Manager stated that there was really no clear pattern of use or non-use and presented a graph depicting ridership by time of day.

Jenny Dinsmore made a Motion to leave the Sabraton Mall route as it is. Sandy Holepit seconded the Motion.

For: All Present and Voting Opposed: None

A. Adoption of Transit Authority Bylaws

This was tabled until the September Meeting.

Jenny Dinsmore volunteered to take the Bylaws to an attorney for his opinion.

Larry Calemine asked to be able to see all changes that other Transit Authority Board members would like to change, as he would like for them to be able to give an opinion on his comments.

Bob Roberts stated that after an attorney has looked them over and the Transit Authority Board votes on the Bylaws. We need to send copies to the County Commission and the City Council to see if they agree and are willing to abide by them.

B. Twenty-Five Cent Blue & Gold Fare

The General Manager stated that the Transit Authority Board had asked that the \$0.25 Blue and Gold Fare be put on the agenda for consideration.

Bruce Gilbert stated that it was to do away with the \$.25 fare.

Bob Roberts asked if the students and everybody else riding pay's \$.75?

Larry Calemine asked Bruce Gilbert what he proposed?

The General Manager stated that the Authority would be eliminating any transfer fee at the Depot or at the Health Department and anyone catching the Blue and Gold anywhere in between would pay \$.75. He stated that the revenue on that is between \$3,500.00 to \$4,000.00 annually.

The General Manager stated that this is what he understood that the motion would be to eliminate the fare on the Blue and Gold at the depot and the Health Department anyone boarding the bus at any point in between would pay a \$.75 fare.

Bruce Gilbert asked for the Purple Line transfers to be investigated and to see what the financial impact would be to eliminate the transfers.

Bruce Gilbert made a Motion to eliminate the fare on the Blue and Gold at the Health Department and anyone boarding the bus at any point in between would pay a \$.75 fare. Jenny Dinsmore seconded the Motion.

For: All Present and Voting Opposed: None

Bob Roberts asked that there be a 30-day notice before this goes into effect.

NEW BUSINESS:

A. Access Grant Authorizing Resolution

The General Manager stated that he needed a resolution that will authorize him to set up a direct draw account so that the Transit Authority can accept Federal funding.

Bob Roberts made a Motion to approve the Authorizing Resolution so that the Transit Authority can accept Federal Funding. Jenny Dinsmore seconded the Motion.

For: All Present and Voting Opposed: None

B. Request to Dispose of Excess Property by Auction (8 buses)

The General Manager stated that he needed authorization from the Transit Authority to send 8 buses to auction because they may bring over \$1000.00. We have 4 Flexible and 4 of the former County buses. He did ask the County Commission if they wanted the Transit Authority to deliver them somewhere or if they wanted them sold at Auction? They agreed to sell them at auction and they have signed over the titles to the Transit Authority. The titles are ready for auction. They will be taken to the I-79 auction.

Bob Roberts made a Motion to authorize the General Manager to dispose of 4 Flexible buses and 4 County buses. Sandy Holepit seconded the Motion.

For: All Present and Voting Opposed: None

C. Request for free Trolley Transportation Services for Mason-Dixon Festival September 14, 15, and 16.

The General Manager stated that it amounts to 28.5 hours of service at a cost of \$5,000.00.

Bob Roberts made a Motion that the Transit Authority drafts a letter stating that referring them back to the funding bodies for free service. Otherwise service can be provided to non-profit organizations at the rate of \$35.00 per hour. Bruce Gilbert seconded the Motion.

For: All Present and Voting Opposed: None

The General Manager stated that the Board could consider sometime in the future budgeting money for public relations.

General Manager's Report:

1. I regret to inform the Board that Mr. Roby Collins, a long time part-time Driver and Mr. Ed Gilbert left the Authority this past month. I am pleased to announce the addition of three new, full-time employees, Mr. Kevin Mackie, Ms. Peggy Squires and Ms. Christine Roten. Additionally, the Authority has obtained the services of a new, part-time Driver, Mr. Millard Brock.
2. I have attached a notice and disclaimer from the Authority's previous liability insurance carrier, Accordia. This Notice informs the Authority that they will not cover any libelous actions of public officials after August 11 without the purchase of an additional policy from them.

Jenny Dinsmore made a Motion not to continue the Public Official Liability Insurance with Accordia. Bruce Gilbert seconded the Motion.

For: All Present and Voting Opposed: None

3. I am pleased to announce that the Authority was recognized at the West Virginia Public Transit Association's Excellence Award's Dinner for Best Management Innovation, awarded for the Authority's new Performance Evaluation System.
4. Several of the Authority's Drivers were also recognized through the WV Division of Public Transit's Excellence Awards for Accident Free Driving. David Beckner was recognized for five (5) years of accident free driving, Clyde Lowe, Tom Montague, Joe Shultz and Mary Rogers for four (4) years of accident free driving, Ron Gatian and Bill Smith for three (3) years of accident free driving, Darryl White and Steve Holt for two (2) years of accident free driving and Paul Burns for one (1) year of accident free driving.

Bob Roberts requested that the Board Retreat be add the Board Retreat to September agenda. He also requested that the Harold Jenkins Report be added to the September meeting.

Bruce Gilbert asked that the Bus Shelter in front of the Public Safety Building be discussed at the next meeting. This shelter is always blocked so that bus passengers have to stand on the street in the weather instead of being able to stand in the shelter and wait for the bus.

Bob Roberts suggested writing them a letter asking them to keep this open during bus operational hours.

The General Manager suggested seeing if it would be possible to get a remote control light that could set out on the curb and someone waiting in the shelter could push the button to let the bus driver know that someone is in the shelter.

Bruce Gilbert requested an Executive Session to be added to the September Board Meeting to discuss personnel issues.

ADJOURNMENT:

Sandy Holepit made a Motion to adjourn at 7:10 P.M. Bob Roberts seconded the motion.

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