

MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY**BOARD OF DIRECTORS MEETING****DECEMBER 13, 2000**

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AUTHORITY MEMBERS PRESENT:

Bob Roberts

Larry Calemine

Frank Salucci

Jenny Dinsmore

Sandy Holepit

OTHER PERSONELL PRESENT:

David Bruffy, General Manager

Wayne Pifer, Assistant Manager

Shayna Smotzer, Receptionist

NOT PRESENT:

David Martinelli

John Spears

CALL TO ORDER:**The Transit Board Meeting was called to order at 6:06 p.m.****APPROVAL OF MINUTES:****Frank Salucci made a Motion to approve November's minutes. Jenny Dinsmore seconded the motion.****For: All Present and Voting Opposed: None****COMMITTEE REPORTS:**

Frank Salucci stated that there is nothing to report at this time.

GENERAL CORRESPONDENCE:

The General Manager highlighted three items included in the Board Packet. The first was to inform the Board that two radio commercials on radio station WTEZ in Grafton were purchased to promote the Grafton ACCESS Van Route. The cost of these promotions was \$300 dollars. One commercial emphasizes trips from Morgantown to Grafton and the other emphasizes trips within the City of Grafton for a fare of seventy-five cents. The Assistant Manager added that there has been some response to the advertisement after less than a week on the air.

In addition to the radio spots, the General Manager informed the Board that the place-mat advertisement with Four Corners Restaurant was renewed and an advertisement was placed in the Mountain Statesman Newspaper. The newspaper advertisement was featured in a supplement called "Meet Your Neighbors" in which the Authority served as one of the major sponsors.

FINANCIAL REPORT:

The General Manager reported to the Board that there has been an increase in ridership and fare box revenue for four consecutive months. Additionally, the General Manager noted that there are some General Fund budget line items that are over budget and the Authority will be presented with an amended budget proposal for Fiscal Year 2000-2001 at the January Meeting. One of the items for consideration in the proposed amendment will involve allocation of the local, 5% match for four new 24-passenger Goshen Coaches expected to be purchased this Spring by the West Virginia Division of Public Transit.

The General Manager also discussed the overage in the General Fund Overtime Line Item. He explained that the majority of overtime payroll should have been expended with the conclusion of the WVU football season, foregoing any unexpected Driver resignations without notice or with short notice. The General Manager also noted that there were some extended sick leaves taken by employees as well as a partial retirement payout causing higher than expected overtime expenses to date.

Sandy Holepit questioned why there was so much overtime for the football shuttles. The General Manager indicated that some of this expense was due to a new staff person making schedules and some partime Drivers had resigned there positions without notice. Jenny Dinsmore questioned if there would be anyone else retiring that would affect the budget this year. The General Manager indicated that there were not any additional employees eligible for full retirement benefits at this time, nor had any employees indicated to him that they are planning to take early retirement. However, the General Manager did indicate that there was one unexpected early retirement reflected in the budget. This early retirement was brought about through a medical condition that prevented the employee from performing the duties of a Driver and, of course, such unfortunate events are generally not predictable.

The General Manager also raised the issue of the higher fuel costs reflected in this year's budget. He indicated that while that line item is in within budget projections, he is pursuing less expensive alternative fuel sources. The General Manager indicated that there may be some advantages to be realized by the Authority should it be feasible to purchase fuel from a commercial retailer and then apply for State and Federal fuel tax refunds. The potential drawback to this approach may involve the time lag between the fuel purchase and the actual time until the Authority receives a reimbursement. This process could impact cash flow and will have to be carefully reviewed as a part of any proposal submitted to the Authority for their consideration.

Larry Calemine asked if it might not be possible for the Authority to purchase and operate fuel tanks. The General Manager stated that this option had not been fully explored as of yet, but that it is a possibility in conjunction with construction of a new maintenance facility. The General Manager further noted that one of the largest drawbacks to Authority owned tanks would be the insurance liability as well as the maintenance, installation and upkeep of a fueling farm.

Jenny Dinsmore made a Motion that the Board accept the Financial Report as submitted. Sandy Holepit seconded the Motion.

For: All Present and Voting Opposed: None

DRIVER OF THE MONTH PRESENTATION:

The Board announced the Authority's November "Driver of the Month", Mr. Bernie Cordray. The Board also recognized Curtis Jenkins, Steve Holt, Mary Rogers, and Roby Collins for outstanding performance in the month of November 2000.

PUBLIC COMMENTS:

Bruce Gilbert questioned how \$10,000 for a transportation study could be spent without the Board's approval. The General Manager responded that the study in question, that of ADA services in Monongalia County, was being contracted for by the West Virginia Division of Public Transit and does not involve the Authority excepting that we are the focus of the study.

Rick Patton stated that all bus shelters should have benches in them. The General Manager responded that benches had been considered but had been decided against for their propensity to attract non-bus riders. Bob Roberts suggested trying benches at the Health Department and Stewart Street bus shelters.

Rick Patton also commented that any changes in bus schedules should be put in the newspapers and posted on the buses at least 30 days before, especially on WVU football game days. Bob Roberts stated that the football schedule should be ready sometime in May. The General Manager responded that the Authority could provide a schedule that would be in effect according to what time the game started, but cautioned that there were often times when the starting time of the ballgame was not known until the week of the game. The General Manager indicated that generic schedules could be prepared to be in effect depending upon the starting time of a ballgame to allow riders to be better prepared for starting times announced close to the actual day of the game.

OLD BUSINESS:**A. Maintenance Facility Update:**

Mr. Bruffy indicated that the current status of the new Authority Maintenance Facility is now awaiting a determination from the Monongalia County School Board regarding the make-up of their floor plan and a determination of the amount of land necessary to be developed. This in turn would impact how any one site could be cooperatively developed by the two entities.

The General Manager also informed the Board that the West Virginia Division of Public Transit's current estimate on the construction cost of the facility is approximately \$1.5 million dollars. He further reminded the Board that the Authority must provide a local match of 5% and that it would be all but impossible to secure that level of funding from the existing budget without affecting service to the public. The General Manager further recommended to the Board that they consider an additional, one-time capital funding request from the City of Morgantown and the Monongalia County Commission in the amount of \$40,000 dollars each.

B. Mission Statement:

Jenny Dinsmore made a Motion to table the Mission Statement. Bob Roberts seconded.

For: All Present and Voting Opposed: None

C. Vehicle Use Policy:

Jenny Dinsmore made a Motion to table the Vehicle Use Policy. Bob Roberts seconded.

For: All Present and Voting Opposed: None

D. WVU Consolidation Progress:

The General Manager provided the Board with an outline of information to be included in the Authority's proposal to the University for service consolidation. The Outline covered a number of areas of concern to each entity.

Jenny Dinsmore asked where the equipment would come from to operate a combined service. The General Manager responded that it would depend upon the service level desired by the University. He further

clarified that he has estimated that it could require the additional, daily operation of two vehicles if we were to consolidate all services and create new services to fill current schedule gaps between our existing service and WVU's existing service schedule.

Frank Salucci questioned when U.S. Census results would be released and how those numbers might impact our operation. Sandy Holepit said they should be out April 2001. The General Manager further responded that we would not know how we might be impacted until we know the actual population count. He further explained that it could mean that we would become a part of an Urbanized Area and would be considered an Urban Transit System instead of a Rural System. Such a change would mean that the Authority would purchase our own equipment, be a direct funding recipient of the Federal Government and would no longer receive operating funds through the WV Division of Public Transit.

E. Windscreen for Health Department Bus Shelter:

The General Manager reported to the Board that he had not yet received a cost for a windscreen for our shelters, but would have that information for the next Board Meeting.

F. Route Supervisor Position:

The General Manager informed the Board that Route Supervisor Position has been adjusted so that it is now classified as a salaried position and will be put on the emergency call-out list accordingly. This change in status from hourly to salary was accomplished by rearranging the Shift Supervisor's schedule so that the position now has less than 20 driving hours on a regular basis. Through various schedule changes and elimination of additional expenses associated with driver shift changes, it was possible to make the change without incurring any additional cost to the Authority. NEW BUSINESS:

A. Employee Holiday Bonus:

The General Manager presented the Board with a proposal to provide employees with a holiday bonus. The proposal would provide \$50.00 dollars for full-time employees and \$25.00 dollars for part-time employees, after tax withholdings. The General Manager provided the Board with an estimated total cost of \$1,400 dollars for the Bonus.

Frank Salucci made a Motion to provide a holiday bonus of \$50 for full-time employees, \$25 for Part-time employees and that they be post tax. Larry Calemine seconded.

For: All Present and Voting Opposed: None

B. Customer Service Representative:

The General Manager reported to the Board that the Authority was able to obtain the services of an individual as a Customer Service Representative. This position is funded through the Preston County Senior Citizen Center. The person filling this position is Ms. Wanda Spencer. Ms. Spencer previously worked as a Receptionist at the Monongalia County Senior Center. The Customer Service Representative will work from a table in the Depot Lobby. The Customer Service Representative will be available to passengers to assist with schedule and route questions and address any other concerns or needs that passengers might encounter.

C. Additional Bus Cleaning Position

The General Manager reported to the Board that the Authority has been able to obtain the services of an individual to assist with bus cleaning. This position has been made possible through a DHHR Program, CWEP. Under this program, the Authority is responsible only for the Worker's Compensation premium for

the individual totaling approximately \$5.00 dollars per day for an eight hour work day. This position has enabled the Authority to increase in the number of buses that are cleaned per night.

Jenny Dinsmore made a Motion to amend the Personnel Rules to include Assistant Bus cleaner and Customer Service Representative.

For: All Present and Voting Opposed: None

D. Consultant's Review of Existing Services

The General Manager informed the Authority of a consultant hired by the WV DPT to review the Authority's service to persons with disabilities. The firm under contract to the State is Jenkins and Quinn. Mr. Harold Jenkins is the principle consultant and is from Johnstown, PA. Mr. Jenkins will also be comparing the service that previously existed to our current service. As a part of the review process, he will hold a public meeting for citizen input, speak with County Commissioners, Morgantown City Council Members, and other community representatives and advocates for the disabled community. The public meeting has been tentatively scheduled for January 8 at 1:00 P.M at the County Senior Center on High Street.

At the conclusion of the study, Mr. Jenkins will provide the Authority, as well as all concerned parties, with a complete report of his findings and recommendations.

E. Proposed Public Hearing on Accessible Services

To facilitate the public meeting, the General Manager requested that the Authority authorize two additional vehicles to transport people to the meeting should they not be able to attend using regular bus services.

Sandy Holepit made a Motion to add two extra vehicles for the public meeting. Bob Roberts seconded the Motion.

For: All Present and Voting Opposed: None

GENERAL MANAGERS REPORT:

Information

1. I have attached football shuttle ridership and revenue from the Syracuse and ECU games for your review.
2. The Assistant manager for Administration and I attended a two day training session in Charleston on the 28th and 29th of November. The session was provided by the WV Division of Public Transit and covered a number of management topics including operating grant changes, media relations, a re-cap of the State's Drug & Alcohol Audit we were both trained as trainers for Supervisory Drug and Alcohol Awareness. I have attached a copy of the meeting agenda for your review.
3. This past month, the Authority accepted the resignation Mr. George Keener and hired a new Bus Driver, Mr. Edward Gilbert.

Executive Session: (to discuss Personnel Matters)

Bob Roberts moved at 7:15 PM to go into Executive Session.

Jenny Dinsmore made a Motion to return to regular session at 7:25 PM. Bob Roberts seconded.

ADJOURNMENT:

Frank Salucci made a Motion to adjourn at 7:25 PM. Sandy Holepit seconded.

