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

Approved Version

July 8, 1998

AUTHORITY MEMBERS PRESENT:

Bobby Roberts
James Caravassos
Jenny Dinsmore
David Martinelli
Frank Salucci
Sandy Holepit

NOT PRESENT:

John Spears

OTHER PERSONNEL PRESENT:

David Bruffy
Melissa Burch

CALL TO ORDER:

The Transit Board Meeting was called to order at 6:10 p.m.

APPROVAL OF MINUTES:

Bobby Roberts motioned and James Caravassos seconded to approve the June 10, 1998 minutes as written.

For. All Opposed: None

GENERAL CORRESPONDENCE:

Mr. Bruffy reviewed information about the upcoming Railroad Depot opening and provided the Board with a synopsis entitled "Mountain Line Goes Multi Modal". This synopsis was prompted by Jim Manilia 's request for information to be included in the Mon County Rail Trail Consortium's upcoming newsletter. This information will go out to about 250 to 300 people and the synopsis details Mountain Line's intended use of the Railroad Depot.

Mr. Bruffy received a letter from MECCA concerning a recent emergency exercise at GE Plastics.

Mr. Bruffy reviewed the service-related circumstances for one frequent MAT rider. After investigation, it has been concluded that the rider does not qualify for MAT service. However, the rider now has access each hour on one of the normally scheduled bus routes due to recent route changes. These changes are addressed in the Manager's report herein.

Mr. Bruffy received an article on ICETEA or NEXTTEA passed on to us by the State Division of Transit.

FINANCIAL REPORT:

Mr. Bruffy reported that June was a financially successful month. The revenue comparison showed that revenue was up over last year, expenses were down, and the net cost comparison was good. The trip comparison and the revenue per passenger were up over last year at almost a dollar per ride. A good number of tickets were sold and

the ticket sales on 10 ride tickets have risen since we started printing our own tickets. We have seen \$300 to \$400 a week in 10-ride ticket sales.

The year-ending expense report is showing a \$55,000 carryover this fiscal year. This does not include the \$65,000 carryover in revenue shown from last year. There will be an approximate \$120,000 carryover at the beginning of the new fiscal year.

OLD BUSINESS:

A. The Employee Performance Evaluation Form presented to the Board at the last meeting was reviewed. Everyone was asked to consider the form, the performance evaluation system, and the overall Performance Evaluation philosophy in preparation for a discussion on changes needed for Performance Evaluation Form to fit the Board's intentions. The Personnel Committee submitted this recommendation.

The Board agreed by consensus to accept the Employee Performance Evaluation Form.

B. Reservations have to be made by July 10 for the Transit Association Meeting. The meeting is August 12-14. Wednesday's check-in is at 4:00 and at 6:30 that evening there will be a hospitality suite. Thursday morning at 8:00 the annual business meeting will begin and will continue until 9:30 in the evening. The annual dinner will be held from 7:30 to 9:30 that evening, with Susan O'Connell as the guest speaker. The cost is \$50.00 per agency and \$35.00 per person. There is a room cost of \$100 per night. The Authority will pay for the agency fee, the per person registration fee, and the room and board expenses limited by the adopted and of the Transit Authority. Members attending will include Sandy Holepit, David Martinelli and Jim Caravazos. Mr. Bruffy will also attend.

Jenny Dinsmore motioned and James Caravazos seconded the proposed attendees and expenses associated with the Transit Association Meeting.

For: All Opposed: None

C. Discussion was held concerning the Board Development Training by the Transit Association. The Board concluded it would look into training at a later date and a different location.

D. Mr. Bruffy received two proposals from our request for advertising proposals. The proposals were from Open Road Advertising and L & K Distributing. After review, Mr. Bruffy recommended that we enter into a contract for services with Open Road Advertising.

Jenny Dinsmore motioned and Bobby Roberts seconded to authorize the General Manager to enter into an agreement for services with Open Road Advertising.

For. All Opposed: None

NEW BUSINESS:

A. Mr. Bruffy reported that he received information from the County Commission indicating their intentions to change insurance carriers. The current carrier is West Virginia Public Employees Insurance Agency. After research as to whether Mountain Line, as a State Entity, would still qualify for PEIA coverage, Mr. Bruffy was informed that Mountain Line could still qualify for PEIA coverage by setting up its own account with PEIA.

Employees are still covered under the current county plan through July 30, 1998. account with PEIA will need to be established immediately in order to ensure the continuity of coverage.

Mountain Line will be responsible for providing information to employees on policy options.

Mr. Bruffy reviewed Resolution 1998-02, in which Monongalia County Urban Mass Transportation Authority resolves to accept and adopt the Insurance Plan provided by the West Virginia Public Employees Insurance

Agency.

Bobby Roberts motioned and James Caravasos seconded to approve Resolution 1998-02.

For: All Opposed: None

Jenny Dinsmore motioned and David Martinelli seconded to approve that Mountain Line adopt the PEIA plan and enter into a service agreement with West Virginia Public Employees Insurance Agency if Mountain Line meets PEIA's approval.

For: All Opposed: None

C. This item was removed from the Agenda.

D. The Board considered the issue of a Board Attendance Policy. It was concluded that if a Board Member was to be absent from a Board Meeting, he or she should notify the General Manager. If a Member misses two meetings without prior notification of his/her absence, the Board President will correspond with that Member concerning their absences.

Bobby Roberts made a motion to approve the Board Attendance Policy and Sandy Holepit seconded the motion.

For: All Opposed: None

E. Modification to the Personnel Policy Manual was discussed. Several philosophical changes were made to the Personnel Rules. Specific changes discussed included changes to the grievance procedures; job descriptions which have been included as an appendix and newly formed positions that have been added.

Clarification of the policy on "two hour call out" procedures was also discussed. It was determined that the policy should be interpreted as follows: If an employee is called out due to an emergency, unscheduled situation, that employee will be paid a minimum of two hour's wages. However, if an employee is called to a scheduled event, such as a monthly meeting, the two-hour wage rule does not apply.

Employees will be provided with copies of the updated Personnel Policy Manual and the changes will be reviewed with employees.

James Caravasos motioned to accept the updated Personnel Policy Manual and Jenny Dinsmore seconded to approve.

For: All Opposed: None

Sandy Holepit motioned that the scheduling of future meetings with employees be left to the General Manager's discretion and Bobby Roberts seconded the motion.

For: All Opposed: None

F. In a Federal Grant Proposal, the Morgantown based Human Resource Development Foundation (HRDF), requested that Mountain Line provide transportation services for their students free of charge. In exchange, HRDF will provide services including maintenance on the buses and miscellaneous cleaning and maintenance services at the new Garrett Street Depot when it opens.

Bobby Roberts motioned that the proposal by HRDF be accepted and Dave Martinelli seconded that motion.

For: All Opposed: None

GENERAL MANAGER REPORT (as printed):

Information

1. A minor change has been made at the end of the Stewart Street run, which will now go through Unity Manor parking lot. The Stewart Street Route now includes a stop through the Unity parking Lot to provide opportunity for residents to enjoy a brief ride downtown to make connecting routes with a shorter wait period.
2. A route change has been made to the Morgantown Mall run to include a run through Big Lots Plaza, on both the way and returning from the Mall. This run also provides front door access for riders going to the BMA dialysis center located in the Plaza.
3. A third route change is being considered to the Southside and Mountaineer Mall Route to address stated concerns of current riders. The change being studied would reverse the existing route every other hour to shorten trips and eliminate the need for transfers downtown. Additionally, this route change would add an additional neighborhood at the top of Grand Street. A copy of the proposed change is attached and a survey of current riders will be made prior to any changes on this route. The Southside Route is our best route with more than 3,000 trips per month, on average. Any change to this route will be studied very carefully before the changes are made.

Action Items

1. I have attached a Manager's Incentive form for your review. This form is intended to provide opportunity for the Board to review and consider the General Manager's Employment incentive for the 1st half of 1998. The form includes the excerpt language from our original Employment Agreement.

David Martinelli motioned that the current submit for \$8,520.00 in incentive pay be approved for this bonus period and Bobby Roberts seconded.

For: All Opposed: None

2. A proposal has been submitted in which Mountain Line will provide transportation to clients of the Department of Health and Human Resources (DHHR) in order to help clients get to and from job interviews, training, etc. DHHR will be billed to cover Mountain Line costs and the State Division of Public Transit will provide Mountain Line with an additional \$25,000 in operating funds in return for its participation in the program.

Bobby Roberts motioned and David Martinelli seconded that the proposal be accepted on a yearly basis.

For: All Opposed: None

3. Mr. Bruffy has asked Al Fiorini to assist with football shuttle bus programs. Mr. Fiorini will receive a 20% incentive for net revenues that he generates for contracted football shuttle services.

Bobby Roberts motioned that this agreement be accepted and David Martinelli seconded that motion.

For: All Opposed: None

COMMITTEE REPORTS:

None

ADJOURNMENT:

Meeting adjourned at 8.18 p.m.

Respectfully Submitted,

Sandy Holepit
Secretary of the Board

