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

**Approved Version  
September 9, 1998**

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**AUTHORITY MEMBERS PRESENT:**

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

**OTHER PERSONNEL PRESENT:**

David Bruffy  
Melissa Burch

**CALL TO ORDER:**

The Transit Board Meeting was called to order at 6:00 p.m.

**APPROVAL OF MINUTES:**

Jim Caravasos motioned and Jenny Dinsmore seconded to approve the August 12, 1998 minutes as written.

For: All Opposed: None

An Executive Session was called by Jenny Dinsmore in order to discuss a legal matter.

**GENERAL CORRESPONDENCE:**

Mr. Bruffy reviewed the letters that have been received to date in support of the Park and Ride SCBG Grant application. He also reviewed one objection letter to a possible Park and Ride location submitted by Morgantown Airport General Manager, Chuck Keener.

Mr. Bruffy also reviewed recent newspaper articles related to the Park and Ride Proposal and the new bike racks. Also reviewed were the promotional one-ride passes given to the local bike shops in order to promote usage of the bike racks.

**FINANCIAL REPORT:**

Mr. Bruffy reviewed the final version of the July 31, 1998 Financial Report. Revenue has risen significantly over last July. Expenses were up in July, but have gone down in August, indicating early payment of bills and premiums when compared to last year. Revenue per day has increase, revenue per passenger has held steady, and the number of riders rose slightly over last year. Weekly revenues and income deficit information indicates that July, as expected, was a slow month. This data is expected to balance out as we enter more historically profitable months. One point noted by Mr. Bruffy in the Expenditure line items concerned lines 17.00 and 18.01. There were some items charged to line 17.00 that should have been charged to 18.01. This was due to a change in line numbers. Line item 18.01 did not exist last year and recent charges have been made to 17.00 in error.

**OLD BUSINESS:**

A. John Spears indicated that there may be Board Members coming up for reappointment and that this needed to be noted. Mr. Bruffy will include a list of members and reappointment dates for the next meeting. He will also notify the City and County as to their upcoming re-appointments.

### **NEW BUSINESS:**

A. This item was held to allow drivers time to arrive at the meeting following their last shifts.

B. Mr. Bruffy reviewed the current Personnel Rules concerning sick leave. Section G of the Personnel Rules indicates that an employee can not use any more than eight hours of sick leave per day. Since our drivers work 11.5 to 12 hour shifts, this rule does not correspond with an employee's normal work day.

Bobby Roberts motioned and Sandy Holepit seconded a motion to change Section G of the Personnel Rules to indicate that an employee may use 11.5 to 12 hours of sick leave per day.

For: All Opposed: None

### **GENERAL MANAGER'S REPORT: (as printed)**

#### **Information**

1) The first Mountaineer Field Game of the 1998 season was a success for Mountain Line. Our personnel worked a total of 44.25 hours during the Steeler's game and provided some 469 trips. Net revenue for the first game was \$1,284 dollars.

2) West Virginia University has requested additional service for the six (6) remaining ball games this year. They have requested transportation for their service personnel from the Coliseum to the Stadium prior to games and they have also requested an additional vehicle to assist with disabled parking. These changes will result in an increase in our gross revenues of \$1,100 dollars per game and a total of \$6,600 dollars this year. In combination, Mountain Line's anticipated revenues (gross) from WVU football game contracts is approximately \$20,000 dollars.

3) The date for Director O'Connell's visit has been set for September 23. Director O'Connell will be accompanied by some of her Division of Public Transit Staff and Mountain Line's Staff is busy preparing for their visit. The schedule of events includes a meeting with Mountain Line Staff at our regular, Wednesday morning meeting, followed by initiation of our Contract Compliance Review. A bus has been arranged so that the Authority Board, Director O'Connell, her Staff and some of our Staff can visit the Garrett Street Depot. The bus will leave the City Garage at noon and we will go to lunch at Wings after visiting the Depot. Return to the garage is scheduled for 2:00 p.m. at which time our Contract Compliance Review will resume.

#### **Action Items**

1) The Chamber of Commerce has offered to help sponsor window inserts to help promote our bus advertising sales efforts. The Chamber has offered to pay the cost of the window ad material in exchange for a message which encourages advertising sales and includes Vision 2000. An example might be, "Vision 2000 sees the advantage of advertising on Mountain Line Buses". Based on their generous offer to pay all expenses, I recommend we proceed with this promotion.

All Board Members agreed without a motion to proceed with the Vision 2000 promotion.

2) A late addition to the Action Items was a review and discussion of this year's County Fair Shuttle bill. Mr. Asel Kennedy contacted Mr. Bruffy this week concerning a possible reduction in the bill. The bill totaled \$4,042 dollars. This amount was for the service of three buses on six consecutive nights. Mr. Kennedy stated that he had expected approximately the same billing amount as last year, which was approximately \$1,800 dollars. However, it appears that there were only two buses charged to last year's bill. In light of the fact that

the County Fair is an annual community event and in order to alleviate any misunderstanding as to the initial set-up of the shuttle service, Mr. Bruffy recommended a five (5) percent reduction in the bill.

David Martinelli motioned for a 5% reduction in the bill to the County Extension Office and Jim Caravasos seconded this motion.

For: 5 Opposed: 2

#### **RETURN TO NEW BUSINESS:**

A. Mr. Bruffy presented Safe Driver awards to Mike Walls, Janet Jackson, Clyde Lowe and Tom Montague. Also receiving awards, but not present were Karen Dalton, Roby Collins, David Beckner, Joe Shultz, Joe Hess, Jim Huffman, Vern Jamison, and Harold Ralston.

#### **WORK PLAN PROGRESS REPORT:**

Mr. Bruffy indicated that the Park and Ride Grant Proposal has been completed. The submission deadline is September 15, 1998, and Region Six will be forwarding the application packet tomorrow (September 10, 1998).

#### **COMMITTEE REPORTS:**

None

#### **ADJOURNMENT:**

Meeting adjourned at 7:05 p.m.

Respectfully Submitted,

Sandy Holepit  
Secretary of the Board

