

**MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY****BOARD OF DIRECTORS MEETING****SEPTEMBER 13, 2000****AUTHORITY MEMBERS PRESENT:**

David Martinelli Bob Roberts

James Caravasos

Jenny Dinsmore

Frank Salucci

John Spears

**OTHER PERSONELL PRESENT:**

David Bruffy

Wayne Pifer

Shayna Smotzer

**NOT PRESENT:**

Sandy Holepit

**CALL TO ORDER:**

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

**APPROVAL OF MINUTES:****Frank Salucci made a motion to accept the August 2000 minutes. James Caravasos seconded the motion.****For: All Present and Voting Opposed: None****GENERAL CORRESPONDENCE:****FINANCIAL REPORT****A. Consideration for Approval of Year End Financial Report for FY 1999-00**

The General Manager reported to the Authority that Fiscal Year 1999-2000 accounts have been closed out. The year-end carryover total was \$22,928 dollars. Additional conversation ensued relative to the carryover in 1999-2000 compared to the \$101,000 dollar carryover the previous fiscal year. The General Manager explained that the reduction in carryover was due to four major items including employee raises, fuel expenses that were considerably higher than anticipated, an increase in the annual insurance premium and the anticipated reduction in revenue from route changes made in August 1999. Additionally, Mr. Bruffy explained there were unanticipated costs due to extended employee illnesses and a retirement pay out of sick leave and vacation.

**David Martinelli made a motion to approve the Year End Financial Report. Bob Roberts seconded the motion.**

**For: All Present and Voting Opposed: None**

#### **B. Consideration for Budget Amendments for Fiscal Year 2000-01**

The General Manager reported to the Authority that a major contract for services with West Virginia University has been suspended. The Authority had contracted with the University to provide shuttle transportation for construction workers from the WVU Evansdale Campus to the Downtown Campus. This was a \$100,000 dollar contract. The Authority was notified of the suspension of this contract after only one month of operation because of the University's inability to complete a construction contract as scheduled. The University notified the Authority of their difficulty and asked that the service be suspended until further notice. As a result of this contract suspension, it is necessary for the Authority to modify the FY 2000-01 budget to adjust for the \$90,000 dollar change in revenue.

**Frank Salucci made a motion to approve the Budget Amendments for Fiscal Year 2000-01. James Caravasos seconded the motion.**

**For: All Present and Voting Opposed: None**

#### **C. Consideration for Approval of August 2000 Financial Report**

Mr. Bruffy reported that revenues were down the months of July and August primarily due to the billing cycle of the new fiscal year. Two major revenue sources, Welfare to Work and Access Grant reimbursements were behind and these revenues, due to the Authority, are not reported in the actual revenues received.

Jenny Dinsmore asked about ridership and status of "The Ride." Mr. Bruffy reported the figures for ridership for the first two weekends of service at 1,316 trips.

Jenny Dinsmore also asked if the Authority had received any comment from the City of Morgantown about the Authority's new policy of usage of the Depot Conference Room. Frank Salucci reported that City Council received the new policy but did not discuss it, indicating that the City did not have concerns about the new policy.

Dr. Spears reported that he received a call from County Commissioner John Pyles about a letter that he had sent to the Authority last month. Commissioner Pyles indicated that he had not received a response to a letter he sent to the Authority the previous month. Jenny Dinsmore questioned whether the Board had made a Motion to respond to the County Commission's request regarding the Authority's policy governing officer nominations and election of officers. Mr. Bruffy said that the Authority had previously responded to that particular request and that he had replied to three letters from the County Commission in the past month or two. Dr. Spears suggested that they remind Diane DeMedici, County Administrator, about the letters to insure the Commission had received correspondence from the Authority. President Martinelli indicated to Dr. Spears that they would be discussing correspondence with the Commission and Council later during the meeting.

**David Martinelli made a Motion to Approve the August Financial Report. Bob Roberts seconded the Motion.**

**For: All Present and Voting Opposed: None.**

Mr. Bruffy then introduced the Authority's new part-time receptionist Shayna Smotzer.

### **PUBLIC COMMENTS:**

Bruce Gilbert stated that monthly passes being sold at City Hall do not have the owner's names on them, and as a result, anyone can use them. Also, Mr. Gilbert, having been present at the last meeting when the Authority approved an employee incentive pay plan, stated that it was his opinion that the driver incentive plan should pay a set amount of money. President Martinelli explained to Mr. Gilbert that it was the Authority's intention to monitor the new plan and make adjustments that might be necessary.

### **MONTHLY PROGRESS REPORT:**

1. Changed Accounting and Reporting Procedures for WVDPT to meet new WV requirements, resubmitted financial accounting reports.
2. Updated Web Page to include information on allowable carryon items, added a section on commuter tax breaks for riders and employers, added "The Ride" schedule, added Football Shuttle map, and added master route map index.
3. Distributed Bus-Trail map to White Tail Bike shop.
4. Set up Employee Communication Network.
5. Set up Football Season Shuttles, tickets, posters, advertising, press releases and email notifications.
6. Provided Employee Monthly Progress Update.
7. Finalized Incentive Pay Plan for Employees and initiated Mock evaluations.
8. Developed and distributed procedures on loading, unloading and proper use of vehicle foot pedals to all Drivers.
9. Designed and built a new locker for storage and transfer of fare box vaults.
10. Finalized routes and began WVU evening shuttle (The Ride). Rider totals for the first weekend were 776 trips, and 540 trips the second weekend.
11. Updated drug & alcohol policy & provided additional medical personnel certifications to the WVDPT. Began preparations for Federal Transit Administration's program review scheduled for October.
12. Provided fuel usage report to the WVDPT to assist in their efforts to review and analyze the impact of higher-than-expected fuel costs on public transportation provision in the State.
13. Sent logo work to FETC for french-fry van & to Colonial for Trolleys.
14. Set seniority-based route schedule for employees for next quarter.
15. Met several times with ADA representative, Project Engineer, Contractor and Health Department Personnel to finalize the Evansdale, Health Department bus stop shelter. Bus stop shelters at the intersection of Stewart Street and University Avenue and the WVU Law School have been completed.
16. Consulted with New York City Transit Authority Personnel on equipment.
17. Reviewed Fairmont Commuter run and added FSC to the schedule.
18. Calculated Gross Wages and City Employee Contributions for new actuarials, City Pension match changed.
19. Personnel Update – promoted Paul Burns to Shift Supervisor, hired Betty Mills, Van Driver, Curtis Jenkins, Van Driver, Jack Williams, Van Driver, Sheila Wolfe, full-time Receptionist and Shauna Smotzer, part-time Receptionist.
20. Checked on Place Mats in Blacksville – can purchase 10,000 copies for \$450.00 for ¼ page advertisement.
21. Closed out Fiscal Year 1999-2000.
22. Football Shuttle Update – attached.
23. Established driver evaluation tracking program.
24. Set up a New Hire packet program to standardize information provided to new employees.
25. Met with representatives of AFLAC to discuss employee dental benefits.
26. Manned promotional table at the Mountaineer Mall for their Wings cook-off event.
27. Established free Internet accounts for all administrative personnel. Set up a personal computer at the City Garage for use by the Route Supervisor and Shift Supervisors.
28. Met with Board Committees on goals and objectives and communications with elected officials.

29. Established new Route and Shift Supervisor work schedules.
30. Developed a new filing system for Operations related activities.
31. Established a vehicle warranty and tracking system.
32. Drafted a position description for a Bus Cleaner position and prepared a daily worksheet procedure for the duties of this position.
33. Worked on implementation details of downtown trolley program with Main Street Morgantown.
34. Hosted Jerry West Boulevard renaming ceremony in the conference room.
35. Added five new Trinity High School Student riders.

## **OLD BUSINESS:**

### **A. 2000-2001 Goals and Objectives**

President Martinelli discussed preliminary goals and objectives prepared for the Authority's consideration by a special committee appointed by the Authority for this purpose. President Martinelli explained that the goals and objectives were presented in a matrix format to better show that any particular objective can meet more than one goal. The Board discussed the prioritization of goals and objectives and Frank Salucci pointed out that priorities differ among Board Members. Mr. Salucci also pointed out that goals should be consistent with the Authority's Mission Statement. John Spears questioned establishing relationships with funding agencies and inclusion of such an organizational goal in consideration of overall priorities of the organization. President Martinelli clarified that all Authority members should emphasize relationships with funding sources as a priority and Building/Enhancing Relationships with Funding Agencies and Sources was added as an organizational goal.

**Frank Salucci made a Motion to accept the Authority Goals and Objectives, as modified, as a working document for all employees of the Mountain Line Transit. John Spears seconded the Motion.**

**For: All Present and Voting Opposed: None.**

### **B. Review of General Manager's Performance Evaluation Process**

After discussion of the role of the Authority's Goals and Objectives in relation to a review of the General Manager's performance, President Martinelli recommended that the General Manager provide the Authority with a quarterly progress report. Additionally, the Authority discussed the ability of a group to provide an accurate evaluation of the Manager's performance in light of the varying priorities of various Board Members.

**Bob Roberts made a Motion that the Authority President compile information for the evaluation of the General Manager based on Performance of organizational Goals and Objectives, with input from all Board Members. Jenny Dinsmore seconded the Motion.**

**For: All Present and Voting Opposed: None.**

### **C. Board Communication with Elected Officials**

Jenny Dinsmore related to the Board her discussions with other West Virginia transit agencies at the West Virginia Transit Association's Annual Meeting. Ms. Dinsmore informed the Board that it was apparent from her conversations that the majority of transit agencies communicated directly with their funding agencies and this activity was not typically the responsibility of the General Manager. The Board then discussed creation of a standing committee responsible for communicating regularly with Authority funding agencies and sources. After considered discussion, the Authority agreed to appoint two Board Members every quarter to represent the Authority and to communicate with the Monongalia County Commission and the City of Morgantown. This initiative will replace the Board's former directive that the General Manager and the Board President meet with these major funding agencies every quarter to

provide an update on Authority business and service accomplishments. It was additionally agreed that the initial appointments would serve until January 2001 to thereafter coincide with fiscal quarters.

**Jenny Dinsmore made a Motion to appoint Frank Salucci and John Spears as the Authority's 1<sup>st</sup> Communication Liaison Committee to work with and update major funding agencies and sources, with new appointments being made each quarter beginning December 31, 2001.**

**For: All Present and Voting Opposed: None.**

#### **D. Drug and Alcohol Policy Modification**

Mr. Bruffy introduced a modification needed to the Authority's Drug and Alcohol Policy to bring the Authority into compliance with federal regulations, which were recently changed. The modification changed the measurement level of one controlled substance as required by the Federal Transit Administration.

**Jenny Dinsmore Motioned to accept the Drug and Alcohol Policy Modification. John Spears seconded the Motion.**

**For: All Present and Voting Opposed: None.**

#### **NEW BUSINESS:**

##### **A. Consideration for Approval of Position Description for Route Supervisor**

The General Manager presented a position description for the position of Route Supervisor.

**Frank Salucci made a Motion to accept the position description for the Route Supervisor. James Caravazos seconded the Motion.**

**For: All Present and Voting Opposed: None.**

##### **B. Consideration for Approval of Description of Bus Cleaner**

The General Manager presented a position description for the position of Bus Cleaner.

**Jenny Dinsmore made a Motion to accept the description of the Bus Cleaner. Bob Roberts seconded the Motion.**

**For: All Present and Voting Opposed: None.**

#### **COMMITTEE REPORTS:**

None.

#### **EXECUTIVE SESSION:**

**President Martinelli made a Motion to move into Executive Session to discuss personnel and legal matters. John Spears seconded the Motion.**

**For: All Present and Voting Opposed: None.**

**The Authority entered Executive Session at 8:25 P.M.**

**For: All Present and Voting Opposed: None.**

**Bob Roberts made a motion to enter into regular session at 8:37 P.M.**

**For: All Present and Voting Opposed: None.**

President Martinelli appointed Frank Salucci, Jenny Dinsmore, and John Spears to represent the Authority as a Grievance Committee to hear a grievance filed by an employee.

**John Spears made a Motion for approval of the Grievance Committee appointees. Frank Salucci seconded the Motion.**

**For: All Present and Voting Opposed: None.**

**Frank Salucci made a Motion to send a letter to the West Virginia State Insurance Commission to review a potential Errors/Omissions breach by the Authority's insurance carrier relative to the Authority's coverage in a prior embezzlement case. Jenny Dinsmore seconded the Motion.**

**For: All Present and Voting Opposed: None.**

**Frank Salucci made a Motion for adjournment at 8:40 P.M. Jenny Dinsmore seconded the Motion.**

**For: All Present and Voting Opposed: None.**