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

**Approved Version
November 11, 1998**

AUTHORITY MEMBERS PRESENT:

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

OTHER PERSONELL PRESENT:

David Bruffy
Melissa Burch

NOT PRESENT:

Bob Roberts

CALL TO ORDER:

The Transit Board Meeting was called to order at 6:01 p.m.

APPROVAL OF MINUTES:

Sandy Holepit motioned and James Caravasos seconded to approve the October 14, 1998 minutes as written.

For: All Opposed: None

GENERAL CORRESPONDENCE:

Correspondence was received from the Mill Day sponsors thanking Mountain Line for our services and from the Mountaineer Mall for participating in last month's Senior Lifestyle Expo '98.

Also included was the press release that was distributed regarding the Election Day free bus service. Local channel five news also covered our Election Day service.

Telephone correspondence included a report of a complaint to the Governor's Office by MAT rider Steve Buchannon. This complaint was forwarded to our State Division of Public Transit Office. His complaint was a general complaint concerning service times. Mr. Buchannon's work hours are 7:00 a.m. to 3:30 p.m. and he reported getting to work late due to our first pick up time of 7:00 a.m. The Division of Public Transit Office reported to the Governor's Office that our first appointment is at 7:00 a.m. and providing service before that time would constitute providing service to Mr. Buchannon that is not available to other riders. The Governor's office is pursuing the possibility of changing Mr. Buchannon's work hours.

The Board was also addressed by Mr. Bruce Gilbert. Mr. Gilbert submitted an application for MAT services and was determined to be not eligible for MAT service due to the fact that a fixed route bus comes within approximately 600 ft. of his residence. To explain his appeal, Mr. Gilbert stated that the path he would need to take in order to get on the fixed route bus is very steep, and that due to his health problems, it would be difficult for him to utilize the bus. Mr. Gilbert also expressed his concern that we have more than one bus route that includes Ruby Hospital almost every hour, but only offer a route that includes the Internal Medicine area of the Health Sciences Center every two hours. He feels that many people utilize this area of the health care facility and that should be addressed.

Mr. Bruffy acknowledged our MAT appeal process and explained that we would initiate that process when Mr. Gilbert's written appeal was received. Mr. Bruffy also addressed the policy and probability of using a deviated fixed route service to assist in accommodating Mr. Gilbert. Mr. Gilbert acknowledged that the deviated Suncrest Route had been sufficient for his needs when it was utilized a few days prior to the meeting. Mr. Bruffy also acknowledged that Mountain Line is currently researching several possibilities for route changes to accompany the move to the Garrett Street Depot that would better accommodate people that need to get to the Health Sciences Center.

FINANCIAL REPORT:

The Financial Report indicates that ridership is up significantly and has continued to increase each month. Revenue is slightly down and Budget Lines 17.00 and 18.01 are still inaccurate when comparing our information to the Finance Department information. Once again, this is due to a change in line item numbers from last year and Mountain Line Staff is working to correct the information.

Mr. Bruffy also reported that we are now utilizing our accounting system to track maintenance costs by vehicle, as well as purchases made against other budget expense lines. This should make our recording keeping more accurate and help to correct many discrepancies between our information and Finance information.

OLD BUSINESS:

Sandy Holepit and Frank Salucci were re-appointed to the Board by their respective sponsors.

The bill for the legislative shuttle was returned from WVU indicating that it was the University's understanding that the City of Morgantown would handle the bill. The Board determined that the bill should be forwarded to the City of Morgantown.

Mountain Line's request to the Monongalia County Commission for \$10,000 in additional funding for the Garrett Street exit was tabled by the Commission.

NEW BUSINESS:

A. Amendment of Personnel Rules for Veteran's Day/Christmas Holiday

Mr. Bruffy indicated that due to the over-whelming interest from full time employees to trade the Veteran's Day Holiday for an additional holiday the day after Christmas, he was requesting the Board amend the Personnel Rules to reflect that request.

Jenny Dinsmore motioned that the Personnel Rules be amended to trade the Veteran's Day Holiday for a holiday on the day after Christmas. Jim Caravasos seconded this motion.

For: All Opposed: None

B. Code of Standards and Conduct for Procurement

Mr. Bruffy reminded the Board of the upcoming audit procedure. One of the items that will be reviewed is adherence to policies and procedures for procurement. Mountain Line agrees in its Operating Grant to follow a written code of standards of conduct that over-sees procurement administration. Mr. Bruffy has drafted a formal written Code of Standards of Conduct for Procurements and requested the Board approve this draft.

Jim Caravasos motioned to approve and adopt the draft submitted by Mr. Bruffy and Jenny Dinsmore seconded the motion.

For: All Opposed: None

C. Depot Light Purchase

The WV Division of Public Transit has offered to purchase the additional outside lighting needed for the Garrett Street Depot. Bids were submitted for this lighting and Mr. Bruffy requested approval from the Board to go forward with the purchase from the low bidder, Cardello Electric.

John Spears motioned to accept the Cardello Electric bid of \$7,188.00 for the Depot lighting. Sandy Holepit seconded this motion.

For: All Opposed: None

D. Officer Terms and Fiscal Year

Mr. Bruffy reminded the Board that the terms of Authority do not coincide with Mountain Line's fiscal year. This irregular circumstance interferes with the Board's ability to budget according to goals concurrent with Officer terms.

Jenny Dinsmore made a motion for the Board's Officers to remain the same until July 1st in order for Officer terms to coincide with the fiscal year. David Martinelli seconded the motion.

For: All Opposed: None

E. Budget Amendment Requests

Mr. Bruffy reviewed plans to provide receptionist services during all route hours in order to be certain that public space and phones are staffed during all open hours. Total budget needs for receptionist duties will be approximately \$25,000. Mr. Bruffy requested that the Board amend the Over-Time line item to \$12,500 and allocate \$12,500 from that line item to the Support Staff line item. The other service that would be covered under this amendment is temporary snow removal and maintenance needs at the Depot.

John Spears motioned to make the appropriate transfers between these budget line items. Jenny Dinsmore seconded the motion.

For: All Opposed: None

Mr. Bruffy also requested the Board's permission to temporarily amend the Capital Budget in order to fund the Depot's exterior lighting and operating start-up costs. The exterior lighting money will be replaced when the funding for these lights is received from the WV Division of Public Transit, as pledged by Director O'Connell.

Jim Caravasos motioned to temporarily amend the Capital Budget from \$69,578 to \$76,778.06 for exterior lighting purposes and additional start-up fees. John Spears seconded that motion.

For: All Opposed: None

GENERAL MANAGER'S REPORT: (as printed)

Information

1) Progress on the Garrett Street Depot continues with substantial completion (95%) targeted for November 16. Project Architects will review progress on the Substantial Completion Date and prepare a detailed "Punch List" of items to be completed, modified, etc. Mountain Line should receive keys and possession of the facility on the 16th.

2) The WVU-Tulsa and WVU-Miami football game shuttles were again a success. During the Tulsa game, Mountain Line provided some 586 rides and net revenues totaled approximately \$1,442.50 dollars. During the Miami game, Mountain Line provided some 517 rides and net revenues totaled \$1,279.50 dollars.

3) Progress is underway to finalize initial bus stop locations along University Avenue. Lu Dempsey, Project Engineer, has taken field measurements and contacted Miss Utility to confirm Bus Stop Shelter locations. Preliminary locations have been picked at the intersection of Stewart Street and University Avenue, on both sides of the road at the WVU Law School entrance on University Avenue, and on the south bound lane of University Avenue across from 7-11. These initial locations were selected based on their potential long-term use, community visibility and planned express service between WVU Downtown Campus and the WVU Evansdale Campus.

Action Items

1) Mr. Bruffy requested permission to submit a grant application for a new federal jobs access program. There is a \$200,000 eligibility limit and the program is a five-year funding program with the requirement that the effort be a joint venture of at least two counties. Mr. Bruffy has suggested a three county plan that would allow Marion, Mon and Harrison counties to run connecting routes. Marion/Mon county lines would meet in Hundred and Marion/Harrison county lines would meet in Grafton. This would give riders access to all three counties by making connections between the three bus lines.

Jim Caravasos motioned for the submission of the grant application and Jenny Dinsmore seconded that motion.

For: All Opposed: None

2) Mr. Bruffy requested permission to purchase equipment from the West Virginia State Surplus property facilities without complying with adopted procurement policies, including the competitive bid process. The State Surplus regularly has vehicles and other items listed well below the retail cost.

David Martinelli motioned to grant permission for purchases from the State Surplus and Jim Caravasos seconded that motion.

For: All Opposed: None

COMMITTEE REPORTS:

The Finance Committee is scheduled to meet Monday, November 16th in the Public Safety Conference Room.

ADJOURNMENT:

Meeting adjourned at 7:24 p.m.

Respectfully Submitted,

Sandy Holepit
Secretary of the Board



