

**MONONGALIA COUNTY URBAN MASS TRANSPORTATION AUTHORITY****BOARD OF DIRECTORS MEETING****June 13, 2001**

-

**AUTHORITY MEMBERS PRESENT:**

Bob Roberts

John Spears

Sandy Holepit

Jenny Dinsmore

Bruce Gilbert

Frank Scafella

Larry Calemine

**OTHER PERSONELL PRESENT:**

David Bruffy

Wayne Pifer

Sheila M. Wolfe

Paul Burns

Dave Beckner

**CALL TO ORDER:****The Transit Board Meeting was called to order at 6:00 P.M.****READING AND APPROVAL OF MINUTES (May 9,2001)****Frank Scafella made a Motion to except the May 9, 2001 Board Meeting Minutes. John Spears seconded the Motion.****For: All Present and Voting Opposed: None****OPPORTUNITY FOR PUBLIC COMMENTS:****Geneva Johns** asked why the Board meeting for June was changed from 4:00 P.M. to 6:00 P.M.?**President Roberts** stated that a Motion was made at the May 9, 2001 Board Meeting and the Board voted to change it to 6:00 P.M.**Geneva Johns** stated that she appreciated the Sabraton Mall bus. She asked if the Board would consider changing the run times on Sabraton Mall bus so that people who worked would have more times available to

them. She stated that they needed the 8:00 AM and the 4:00 PM service. There is also a need for a Saturday bus at 8:00 AM, 11:00 AM, and 4:00PM or 5:00 PM.

**President Roberts** asked if that would work for during the weekdays as well?

**Geneva Johns** stated that it wouldn't because she needs a 2:00 PM bus during the week.

**President Roberts** stated that they would take a look at it and see what can be done.

### COMMITTEE REPORTS:

#### A. Citizens Advisory Committee

The General Manager stated that the first meeting was on May 16, 2001. It was a very productive meeting. The nominations for officer, were taken from the floor and the following are the officers for the Citizens Advisory Committee:

**Chairman:** T. Allen Campbell

**Vice- Chairman:** David Flynn

**Secretary:** Regina Mayolo

The General Manager stated that the next meeting would be held on June 20, 2001. It is always the next week after the Transit Authority Boards meeting.

### CORRESPONDENCE:

**The General Manager** stated that the Transit Authority had received a letter from the WV Bureau of Employment Programs indicating that our Workers Compensation Base Rate has gone down. Last year it was at 3.75 and this year it is 3.60. This is bill based on a percent of gross wages.

### FINANCIAL REPORT:

**The General Manager** stated that revenue and ridership are up again over the same time last year. The General Manager also reported that our current financial cash-flow status is tenuous depending on collection receipts from the State and other government agencies. There is an item in New Business asking the Board to approve a short-term line of credit, in case we would not receive one of the above payments, in time to meet payroll. The General Manager also informed the Board that the Authority will be over budget, even with recent budget adjustments, in the fuel expense line item for this fiscal year.

#### A. Consideration of Approval of May 2001 Financial Report

**Frank Scafella made a Motion to accept the May 2001 Financial Report as presented. John Spears seconded the Motion.**

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

#### B. Consideration of Approval of FY 2001-2002 Budgets

**The General Manager** stated that there were not any major changes in the new budget as far as the line items included. We are still spending 75% to 80% on payroll, 10% on fuel and 6% on insurance. He has tried to budget conservatively the revenues anticipated and also to expect that fuel prices are going to continue to rise. The budget highlights include an additional \$100,000 in Access Grant funding making it a total of \$185,000.00. Under the revenue category we have additional funds from the Downtown Jitney of \$55,000.00, and there is an allowance in the budget for

\$65,000.00 for funding from WVU for student usage of our bus system using their student I.D.'s. This WVU allocation also includes a reduction in two existing revenue lines for ticket pass sales and fare box revenue.

On the expenditure side of the budget, the General Manager reported that there is a cost of living increase of 1.2% for drivers from \$10.87 per hour to \$11.00 per hour. The General Manager informed the Board that Clarksburg (CENTRA) conducted a wage survey on driver wages and found Mountain Line to be the second highest in pay to drivers, including unionized shops, in West Virginia. CENTRA's survey included all Section 5311 properties. For unionized operations, the Authority's wages were compared to these operations after union dues are taken out.

Another major expenditure increase included \$57,000.00 in additional drivers wages from the Access Grant for the new services. This relates to the new Downtown Mall PM route, the new MAT service, and other new route services and changed planned for the summer. The General Manager reported that the new Downtown Mall P.M. route is doing well with ridership already over 20 trips per night.

The General Manager also reported that the Marketing Line Item included some money for the new bus schedules. He also reported that for only a portion of May, the Authority made and distributed about 1800 schedules. Mr. Bruffy estimates that the Authority will have to make and distribute between 20 and 30 thousand per year. The general Manager also reported that the Authority is offering a \$.05 per copy sponsorship price to make double sided, tri-folded schedules.

**The General Manager** further explained the ACCESS funding operation involving the MAT type service. He explained that the Authority would be using a smaller handicap accessible vehicle for the MAT type services. This service will meet the need for deviations that had previously been turned down because we did not have a small enough vehicle to give them bus service. Also, this new service will fulfill one of Harold Jenkins' major ADA related concerns of the Authority's operations.

The General Manager also informed the Board of progress to date on meeting some of the other recommendations of the Jenkins and Quinn Study. He reported that the request for shorter routes is being worked on and the Authority is timing some new routes from downtown to the New Mall and the Star City Ames. This route is being considered as an alternative to a portion of the Red Line, at least until construction is complete on the Star City Bridge. This route option would provide more direct trips and shorter routes without transfers. The General Manager advised the Board that these routes will be timed further and taken to the Citizens Advisory Committee for review and suggestion.

The General Manager also informed the Board that the CAC will be asked to help name the new routes. Mr. Bruffy reported that the Citizens Advisory Committee named the Downtown Mall PM route.

The General Manager explained that the additional \$57,000.00 dollars in access funds will allow the Authority the opportunity to look at all our existing routes and study ways to make them shorter and more direct. All proposed routes will be designed to go through downtown Morgantown so that people will not have to come to the depot for a transfer to get uptown. Also, new route proposals will not stop at the Health Department unless requested to do so. With this new Access Funding, the Authority can look forward to implementation of several changes requested by the public.

**Mr. Bruffy** stated that the proposed budget increases in the Health Insurance and Pension line items include funding so that up to eight additional fulltime positions can be created. This change would bring a large portion of the Authority's work force to full-time status. The Manager reported that the Authority currently has as many part-time employees as it does full-time employees. Of the 840 hours pre week driven by the Authority, full-time employees drive 420 and part-time drivers are

driving the other 420. The funds proposed in the new budget would put everyone on a more even footing and help with employee retention. The General Manager cited the recent loss of two of the Authority's best drivers who left because they were able to gain employment with full benefits. The downside of the Authority's previous employment structure has been the difficulty in finding part-time employees. When advertising for vacancies, the Authority is advertising for a position without benefits and nothing sure in terms of how many hours an employee would be working. When we incorporate these changes in the budget most of the advertisements will be for a job that provides benefits and the Authority will receive interest from a different and larger group of applicants.

**Mr. Bruffy** stated that he had increased the fuel budget to \$100,000.00.

**Paul Burns** (Shift Supervisor) stated that we currently have some part-time drivers that have been with us for over a year that are working part-time somewhere else. We do stand to lose them if we can't offer them full-time positions before someone else does.

**President Roberts** requested questions and comments from the Board Members about the budget.

**Bruce Gilbert** asked about the Trip Coordinator/Bus Driver position being proposed in the new budget.

**The General Manager** responded that this position will be responsible for the ACCESS funded ADA MAT-like service and will be performing a variety of route-planning and coordination activities now being performed by the Route Supervisor.

**Bruce Gilbert** asked if this would be the one that he would be moving Tom Montague into and would he still be over the two Shift Supervisors?

**The General Manager** stated that he was asking the Board to approve a position needed to perform a set of work duties needed by the Authority. The General Manager further explained that it was his presumption that the Route Supervisor would be promoted to this new position. He also explained that the Trip Coordinator is not responsible for supervising the Shift Supervisors.

**Sandy Holepit** asked what would happen to the Route Supervisor position?

**The General Manager** stated that the Route Supervisor position would not be funded nor filled in the upcoming fiscal year. He further explained that the Route Supervisor position is not currently performing the duties originally assigned to the Route Supervisor and that this new position was designated to better incorporate the duties and tasks that have evolved as the Authority has grown.

**Sandy Holepit** stated that she would not approve any budget that had this Trip Coordinator posting attached to it. She also stated that it is the Board's job to set the positions.

**Jenny Dinsmore** stated that it is not the Board's job to fill these positions. It is the job of the General Manager to fill these positions as he sees fit.

**Jenny Dinsmore** expressed a concern about the entry level of pay. She would like to have an entry level pay per hour of \$10.87 and after 6 months and satisfactory evaluation have the wage be raised to \$11.00. She feels that we are paying very fair wages. She would like to make sure that the new, full-time employees are aware that if the Authority should lose some funding somewhere down the road that there could be cutbacks in the workforce and resulting layoffs. There could also be cuts in service if we lose some funding.

**John Spears made a Motion to have an entry-level wage of \$10.87 per hour. After a 6-month probation period and satisfactory performance, which will be determined and can be extended**

**by normal performance evaluations and the General Manager, the wage can be raised to \$11.00 per hour. Jenny Dinsmore seconded the Motion.**

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

**Jenny Dinsmore** asks about the eight full-time positions for drivers how many are coming from our part-time work force?

**The General Manager** stated that he didn't know for sure at this time. He has let part-time drivers know that he is requesting full-time positions from the Board and has asked that they to let him know if they are interested in a full-time position. At the time of the meeting, only four of the Authority's current part-time employees had indicated any such interest.

**President Roberts** asked if the positions were going to be posted internally first?

**The General Manager** stated that was typically the Authority's practice since current drivers already have all the training necessary to perform their duties. In this particular instance, there are enough positions that internal hires of all interested parties would be possible and the Authority would still be able to advertise externally.

**Frank Scafella made a Motion to approve the FY 2001-2002 budgets as presented by the General Manager. Larry Calemine seconded the Motion.**

**For: Jenny Dinsmore Opposed: Sandy Holepit**

**Larry Calemine Bruce Gilbert**

**Frank Scafella John Spears**

**President Roberts**

**Bill George** asked to speak to the Board.

**President Roberts** signified that he could speak.

**Bill George** stated that he feels that it is time that the drivers receive an across the board raise at a percentage rate. Everyone should receive the same amount of hourly increase and it should be more than 1%, more like 4-5%. He also suggested that the Board needs to come together. He stated that every Board Member should ride the bus to designated places, for example to a doctor's appointment. When you do this I think you will have a better understanding how the bus system works, George said.

**Jenny Dinsmore** stated that we are still getting the same level of funding from the City Council and the County Commission that we have since day one and now Drivers are making \$11.00 per hour plus longevity, up from \$10.00 dollars per hour in 1996.

**Jim Huffman** stated that the 1% to 2% doesn't take care of the cost of living expenses.

**DRIVER OF THE MONTH PRESENTATION:**

The Board announced the Authority's May Driver of the Month, Mr. Michael Parker. The Board also recognized Clyde Lowe, Jim Huffman, Joe Shultz, and Steve Holt for outstanding performance during the month of May 2001.

**Bruce Gilbert requested that the Board go into Executive session to discuss personnel matters at 7:20 P.M. Sandy Holepit seconded the Motion.**

**The Board returned to regular session at 7:57 P.M.**

**OLD BUSINESS:**

## a. Board Retreat

**Frank Scafella** stated that the Board's Retreat should be completed as recommended in the Jenkins and Quinn study.

**President Roberts** requested that everyone look at their calendars and E-Mail him with what dates they are available for the Retreat. July 21<sup>st</sup> or the 28<sup>th</sup> from 8:00 A.M. to 12:00 P.M. were suggested as possibilities.

## b. Sabraton/Mall and Chestnut Hill Service Update

**The General Manager** stated that at the last meeting the Board had reduced this service based on a review of its ridership and that the average cost has come down to a cost of \$ 14.30 per trip as a result. He informed the Board that there were 66 riders since the change.

**Sandy Holepit** charged that these changes were made without any consideration of ridership numbers and that the routes had been designed to fail. She further acclaimed that the Authority had other routes that cost just as much or more.

**The General Manager** showed the Board the graphs of ridership, with updates, that he had presented to the Board at their May meeting at which Sandy Holepit was absent. The General Manager again pointed out that the Sabraton Mall Route had been next to the most expensive route operated by the Authority prior to the changes made by the Board during the May meeting.

**Frank Scafella made a Motion to continue the Sabarton Mall service and to continue to monitor it. Jenny Dinsmore seconded the Motion.**

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

## c. Review of Marketing Proposals Received

**Jenny Dinsmore** stated that printing was not included in these proposals. She suggested making a proposal that is more specific in what the Transit Authority needs done.

**President Roberts made a Motion to table the Marketing Proposal until after Board Retreat and goals are set. Bruce Gilbert seconded the Motion.**

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

d. Route Deviation Request (update)

**The General Manager** stated that route deviation requests have not gone up in the number of request or in the number of riders. The number of approved deviations is 59 and actual request for the deviations is 52.

**NEW BUSINESS:**

a. EEO/AA Plan Update

**The General Manager** presented the annual plan update for the Board's consideration and approval.

**John Spears made a Motion to accept the report and submit it to the Federal and the State Transit Authorities. Sandy Holepit seconded the Motion.**

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

b. Creation of Trip Coordinator/Bus Driver Position/Assignment

**The General Manager** further explained to the Board the needed changes in the organizational hierarchy to meet current organizational needs. The Manager explained that the Shift Supervisors are now performing many of the duties previously performed by the Route Supervisor. He further explained that this changed in duties marked a growth in the organization with a resulting set of new needs and challenges.

The Manager explained that the Shift Supervisors are answering all Driver questions concerning deviations, traffic blocks, vehicle breakdowns, traffic problems, etc. previously assigned to the Route Supervisor. He further explained that the Route Supervisor is now spending an enormous amount of his time working out schedules for PACE riders, checking out and approving Call and Ride Applications, and making connections for people for rides. The intention of the new Trip Coordinator position is to formalize the duties currently being performed.

**Sandy Holepit** stated that we have a Route Supervisor and two Shift Supervisors. It seems to be that the Shift Supervisors are doing parts of what the Route Supervisor should be doing and the Route Supervisor is doing part of the Shift Supervisor's job. A Shift Supervisor does not deal with actual Routes.

**The General Manager** stated that is in the Shift Supervisor's job description that dealing with routes is a part of their jobs.

**Sandy Holepit** stressed that because we are still working on the routes we still need a Route Supervisor position.

**Frank Scafella** asked if the adjustment that was made in the Chestnut Hills route part of an attempt to address issues that were in Harold Jenkins report?

**The General Manager** stated that Chestnut Hills and Sabraton routes were both created because of the report and the directions of the Board.

**Jenny Dinsmore** stated that the Trip Coordinator would be filling a position that was suggested in Harold Jenkin's report. We have rearranged duties to create this position.

**The General Manager** stated that he had sent two individuals to ADA community training. He explained that one of the concepts of this federally sponsored training is to assign a senior employee to work closely with small community groups to teach them how to use public transportation. An example of a training session would involve a Trip Coordinator and residents of an apartment complex, such as Chestnut Hills, where the employee shows residents how to use the transit service. The concept of this small group training is that it will be more personal and will help to make people familiar with routes and services.

**President Roberts** asked if this was a downgrade from the Route Supervisors' position.

**The General Manager** stated that it was not. He stated that the Trip Coordinator position would be compensated twenty-five cents per hour higher than the Route Supervisor position had been compensated.

**Sandy Holepit** wanted to temporarily table the budget until the Board has a chance to meet with Tom Montague and find out how he feels about this position.

**Larry Calemine** asked how this position, which is already in place, is working?

**Wayne Pifer** stated that it is working well. If we deviated from the proposed organizational structure there could be some problems.

**Frank Scafella** stated that the whole system is changing as it moves forward and we need this individual to take on responsibilities that are not being addressed and someone has to address these issues. If we don't they will fall back on someone else. This is something that was requested because it is a major concern of the community.

**Frank Scafella made a Motion that we accept the Trip Coordinator Position as presented to the a Board and after a probationary period, which would be 6 months, and bring it back to the Board and see how well it is working. Larry Calemine seconded the Motion.**

**For: Jenny Dinsmore Opposed: Sandy Holepit Larry Calemine Bruce Gilbert Frank Scafella John Spears**

**President Roberts**

c.) Consideration of approval of a Short-term Line of Credit Application (\$30,000)

**The General Manager** asked the Board to consider and approve a line of credit to make sure that the Authority's cash-flows needs are met. Also, a line of credit would insure that payroll needs are met in the event the Authority does not receive year-end payments from Medicaid, Trolley funding, worker shuttles or other sources discussed in the earlier Financial Report.

**Bruce Gilbert made a Motion to except the request to open a line of credit. Sandy Holepit seconded the Motion.**

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

**Sandy Holepit** made a Motion that the Authority restructure its management by creating an Operations Manager position and a separate Financial Manager Position and begin looking for someone to fill the Operations Manager position.

**Bruce Gilbert** seconded the Motion.

**For: Sandy Holepit Opposed: Jenny Dinsmore**

**Bruce Gilbert Larry Calemine**

**John Spears Bob Roberts**

**The Motion was declared a tie and tabled until the July 2001 Board Meeting.**

**General Manager's Report:**

**Information**

1. I regret to inform the Board that Mr. Curtis Jenkins, our 2000 Driver of the year is leaving us. Mr. Jenkins has taken a full-time position with the City of Morgantown. We have also hired a new, part-time receptionist, Mrs. Rhonda Yost.
2. The Authority has also received the resignation of Mr. Chester Lease, a member of the CAC representing the Tyrone Road Route. I will forward additional applications for the Tyrone Road vacancy as they are submitted.
3. The Assistant Manager and I had the opportunity to meet with representatives of the WV Botanical Garden this month. Representatives of the Garden are interested in installing a bus stop shelter at the entrance to the area located on the Authority's Tyrone Road Route. I have offered to the Botanical Garden one of our fabricated shelter frames that they could then finish and maintain as they saw fit. I will keep you apprised of the progress on this effort.
4. I am pleased to announce that our Trolley buses were put into service on schedule, June 4. Additionally, our first ever, evening service began running on May 26 and was an immediate success. I will keep you updated on the progress of these new services. I am also pleased to announce that bus service has now been added to Main Street Morgantown's Downtown Business District Brochure and Kiosks.
5. New Route Maps and timetables have been completed for nearly all of the Authority's Bus Routes. A few routes are being re-timed before new schedules are prepared. Additional, individualized schedules are now being prepared for locations such as Towers and Pierpont Apartments and other customized schedules are planned for the future.

**ADJOURNMENT:**

**John Spears made a Motion to adjourn at 8:09 P.M. Jenny Dinsmore seconded the motion.**