April 8, 2020

Authority Members Present: Jenny Dinsmore
Ron Bane
Terri Cutright
James Manilla
Denny Poluga
Clement Solomon

Authority Members Absent:

Other Personnel Present: David Bruffy
Loring Danielson
Maria Smith
Paul Burns
Tracy DeBardi
Shara Bieniek
Rob Johnson
Nathan McKinney

I. Call to Order:
The Transit Authority Board Meeting for April 8, 2020 was called to order at 12:01 P.M. by President Jenny Dinsmore.

II. Reading and Approval of Minutes
A. March 11, 2020 Minutes

Denny Poluga Made a Motion to approve the minutes from the March 11, 2020 board meeting. James Manilla seconded the Motion.

For: All
Opposed: None

III. Presentations:
A. Driver of the Month For March 2020

The Transit Authority Board announced the Authority’s March Driver of the Month, Mr. Thomas Jones. The Authority also recognized Anne Cramer, John Blosser, David Taylor and Brad Chambers for their outstanding performance during the month of March.
B. Rider of the Month For April 2020

The Transit Authority Board announced Don So as the April Rider of the Month nominated by the Mountain Line Transit Citizen’s Advisory Committee.

CEO Bruffy stated we had two new full time hires Kenneth Kenerson and Gary Matthews for the month of March. We still have about five driver vacancies.

IV. Opportunity for Public Comments:
None

V. Monthly Data Summaries and Correspondence

Mountain Line reports the total passenger trips to date this calendar year as of March 2020 were 224,372 compared 245,671 total passenger trips to date for calendar year 2019. The total passenger trips for the year were down 9%. The total number of service days for the month of March 2020 was 31. Total passengers for March 2020 were 52,188 down 33% compared to March 2019. Disabled passenger trips were up 40%, senior passenger trips were up 12% and WVU passenger trips were down 42% compared to March 2019. During March 2020 the Transit Authority traveled 128,575 miles.

VI. Financial Report

A. March 2020 Financial Report

The financial report for March 2020 was reviewed by the Transit Authority Board Members.

James Manilla Made a Motion to Accept for audit the March 2020 Financial Report. Denny Poluga seconded the Motion.

For:  All                                 Opposed: None

B. Annual Audit Approval

CEO Bruffy reviewed the Annual Audit Report from the State Auditor, Perry & Associates. There were no findings. The report has been submitted to the Federal Transit Administration, County Commission and WV Division of Public transit pending approval by the board. CEO Bruffy is recommending the board approved the Annual Financial Report ending on June 30th, 2019.

Ron Bane Made a Motion to Accept for audit the Annual Audit Approval. Clement Solomon seconded the Motion.

For:  All                                 Opposed: None
C. Bad Debit List

CEO Bruffy went over the recommended write offs list with the board for the bad debit.

Denny Poluga Made a Motion to Approve for the Bad Debit Write off List. Terri Cutright seconded the Motion.

For: All  Opposed: None

Opened for Public Comment at 12:22 pm

Due to everyone being muted early in the meeting.

Debbie Gordey wanted to thank Mountain Line Transit for all the precautions they have been taking to protect the drivers during the COVID-19 pandemic. She also wanted to apologize to Terry Cutright for being rude to her at the last meeting.

Closed Public Comment at 12:26 pm

VII. Old Business:

A. Coronavirus Precautions Update

CEO Bruffy stated we have taken a number of steps and actions in the past 3 weeks. We have reduced service related to WVU’s suspension of all classes. The drivers have been instructed to change the head sign to “Bus Full” to allow for social distancing. The buses are being fumigated everyday with DSV. We have installed cough curtains on the buses to protect the drivers. Drivers are being issued gloves for each work day and each driver has been issued one N-95 mask. We have driver face shields on order. The staff who are able to perform their functions remotely are working from home. Drivers are wiping down high touch areas with medical grade wipes at the top of each hour. All mail, receiving slips and outside paperwork is being bin quarantined for at least two days prior to opening and distribution. A shelter workshop crew is cleaning the high touch surfaces in a rotation all day long. Multiple messaging has gone out to employees on hand washing and no-touch hygiene. One admin and one driver was test for the COVID and both have negative results. Hand sanitizer dispensers have been placed on all buses. James Manilla and Terri Cutright both wanted to express their gratitude on how quickly Mountain Line staff put precautions into place to protect the employees and staff.

VIII. New Business

A. Hazardous Duty Policy

CEO Bruffy stated as part of the COVID Recovery Act, there was 25 billion dollars allocated for transit and we are not sure what our portion will be. This is 100% funding to pay employees for example the two employee that were off being tested for the COVID-19 were paid as administrative pay instead using the employees sick leave. I think it would be important to
recognize our employees for coming out to work to make sure the essential workers are able to get to their jobs and to the stores. I am recommending that we implement a Hazardous Duty Policy and the Hazardous Duty Pay. The first thing the board would need to do is to adopt the Hazardous Duty Policy.

Terri Cutright Made a Motion to Approve the Hazardous Duty Policy. Clement Solomon seconded the Motion.

For: All  Opposed: None

B. Declaration of Hazardous Duty – Resolution

CEO Bruffy read off the Declaration of the Hazardous Duty and discussed with the board members.

Denny Poluga Made a Motion to Approve the Declaration of Hazardous Duty. Terri Cutright seconded the Motion.

For: All  Opposed: None

C. CAC Applicant

Assistant Manager of Admin & Marketing Maria Smith read out loud the CAC Applicant information to the board members. The application was for David Huffman he is a resident of Monongalia County and lives along a bus route.

Terri Cutright Made a Motion to Approve the CAC Applicant. Clement Solomon seconded the Motion.

For: All  Opposed: None

IX. Board Member Reports and MPO Update

CEO Bruffy stated this past MPO meeting was an audio meeting only. We only had three items on the agenda and they were all related to planning and budget for the MPO to continue the operations. The only update on the planning work is that is is proceeding and will hold an digital meeting to give the

Terri Cutright stated City Council interviews the candidates for the open City seat. Marly Hazen will be the city’s new appointee.

X. Next Board Meeting Date and Time

May 13, 2020

XI. Adjournment

James Manilla Made a Motion to adjourn at 1:14 p.m.