Authority Members Present: 
Jenny Dinsmore 
Terri Cutright 
James Manilla 
Denny Poluga 
Clement Solomon 
Marly Hazen 

Authority Members Absent: 
Ron Bane 

Other Personnel Present: 
David Bruffy 
Maria Smith 
Paul Burns 
Loring Danielson 
Alyssa Moate 
Sheila Wolfe 

I. Call to Order:
The Transit Authority Board Meeting for August 12, 2020 was called to order at 12:09 P.M. by President Jenny Dinsmore.

II. July 08, 2020 Minutes 
Terri Cutright Made a Motion to approve the minutes from the July 08, 2020 board meeting with correction. Marly Hazen seconded the Motion.

For: All 
Opposed: None 

III. Presentations:

A. Driver of the Month For July 2020
The Transit Authority Board announced the Authority’s July Driver of the Month, Mr. John Blosser. The Authority also recognized Anne Cramer, Robert Smith, Thomas Jones and Floyd long for their outstanding performance during the month of July.

B. Rider of the Month For August 2020
The Transit Authority Board announced Adam Pruitt as the August Rider of the Month nominated by the Mountain Line Transit Citizen’s Advisory Committee. The next Mountain Line Transit Citizen’s Advisory Committee meeting will be on Wednesday, September 16, 2020 via Zoom at 1:00 PM.
C. Retirement Celebration for Robert Lee

CEO Bruffy announced the retirement of Robert Lee. Robert was employed by Mountain Line Transit Authority as a Full-Time Bus Driver from March 09, 2002 to August 1, 2020. Robert Lee was presented with a clock with a plaque with his dates of service to the Monongalia County Community.

CEO Bruffy stated that personnel changes are Ronald McCourt, Harold Gandee, and Andy Feezle as Full-Time Drivers.

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 July 2020 were 291,749 compared 457,698 total passenger trips to date for calendar year 2019. The total passenger trips were down 36%. The total number of service days for the month of July 2020 was 31. Total passengers for July 2020 were 19,503 down 53% compared to July 2019. Disabled passenger trips were down 31%, senior passenger trips were down 39% and WVU passenger trips were down 80% compared to July 2019. During the month of July the Transit Authority also has issued to date 103 Property Tax Passes and there has been 1,200 passenger trips provided using the Property Pass Tax passes. During July 2020 the Transit Authority traveled 121,146 miles.

VI. Financial Report

A. July 2020 Financial Report

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

James Manilla Made a Motion to Accept for audit the July 2020 Financial Report. Terri Cutright seconded the Motion.

For: All Opposed: None

B. Budget Amendment Planning Grant (Carry Over)

CEO Bruffy proposed to amend the Capital Escrow Fund to include the $50,000.00 carry over from National Rural Transit Assistance Program to be used for the Operational Study fiscal year 2020-2021.

Denny Poluga Made a Motion to amend the Capital Escrow Fund to include the $50,000.00 received from National Rural Transit Assistance Program to be used for the Operational Study fiscal year 2020-2021. James Manilla seconded the Motion.

For: All Opposed: None
VII. Old Business:

A. Coronavirus Precautions Update

CEO Bruffy reviewed all of the precautions that Mountain Line Transit Authority has put into place to protect all employees and passengers. Additional precautions since last update include the ordering of touch less faucets and hand soap dispensers to replace all that are in the building. We have had a new counter area (barrier) design created for the terminal service area and working to get that installation completed. Gillig has engineered large plexiglass barriers for the Gillig buses. We have ordered one to test and retro fit to the current Gilling’s in our fleet. Plexiglass installed on Ford Cut Away Buses. The five new Gillig buses ordered for delivery in 2021 will be equipped with tip in windows and an HVAC system that allows for 20% more air flow – creating a 6 minute clean air cycle. Future buses will be equipped with plastic seats as opposed to fabric covered.

Bus Shelter Update

CEO Bruffy stated that he had spoken with Morgantown City Engineer and they have placed bus shelters at Pleasant Street, Walnut Street beside Public Safety Parking garage, and White Park shelter by the ballfield. Morgantown City Engineer is working on where the placement of the next three shelters will be.

C. Pifer Terminal Update

CEO Bruffy stated that the ad has been run and bids are being solicited for the Pifer Terminal sign.

VIII. New Business

A. TIP Amendment for CMAQ Van Pool Funding (20K)

CEO Bruffy requested that the Transit Authority Board Members amend the Tip to reflect additional funding of $20,000.00 pass through grant for the van pools from the West Virginia Division of Public Transit.

Terri Cutright Made a Motion to authorize CEO David Bruffy to amend the TIP with the $20,000.00 pass through grant for the van pools from the West Virginia Division of Public Transit. Denny Poluga seconded the Motion.

For: All
Opposed: None

B. Route Changes (Green Line, Westridge, Mt. Heights, Pink Line)

CEO Bruffy stated that due to driver shortages due to COVID-19 testing requirements and requirements to comply with operating directives concerning COVID-19 some changes are required in order make covering as many routes as possible. As a continuing preparation for response to the COVID-19 pandemic, Mountain Line Transit has developed different service levels that will run depending on the number of drivers available each day. Service Levels A – H are defined on the Authority’s web site and notice of service level changes will be posted through social media outlets and Press Releases as they may occur.

The route changes are as follows:
- **Route 3 Green Line** - Monday through Friday service will now begin 25 minutes earlier at 7:45 AM and will depart the Westover Terminal every 30 minutes until 8:45 PM.
- **Rt 9 Purple Line** – The Purple Line route map has been changed to reflect a change in service to the Chestnut Hill Complex (no longer entering their parking lot).
- **Rt 14 Mountain Heights** – The Mt Heights map will be changed to reflect that the route travels into the Sabraton Sheetz plaza and fronts the Goodwill bus shelter.
- **Rt 16 Pink Line** – A minor time adjustments has been made to the last Pink Line run of each day.
- **Rt 50 Don Knotts** – Don Knotts will now travel into the South U Plaza by request only.
- **Rt 51 Westridge Mylan** – This route will now service the Mylan Aquatic Center, minor time adjustments have been made to the schedule to accommodate this new service.

**Service Levels as follows:**

- **Service Level A** - All routes running full service
- **Service Level B** - Cassville: Bottom of the hour runs end at 11:30 am (passengers diverted to other Cassville and Wadestown runs)
- **Service Level C** - Level B reduction + Valley View Service suspended (passengers diverted to West Run and Purple Line services)
- **Service Level D** - Levels B and C reductions + Cassville top of hour runs suspended until 1:00 pm (passengers diverted to remaining Cassville and Wadestown runs)
- **Service Level E** - Levels B through D reductions + Beechurst Express service suspended (passengers diverted to Blue & Gold and Red Line services)
- **Service Level F** - Levels B through E reductions + Blue & Gold service suspended at noon (passengers diverted to Red Line)
- **Service Level G** - Levels B through F reductions + All Blue and Gold service suspended (passengers diverted to Red Line services)
- **Service Level H** - Levels B through G reductions + Purple Line suspended on a am, 12:30 pm, 2:00 pm, 3:30 pm, 5:00 pm and 6:30 pm suspended (passengers diverted to remaining Purple Line services)

These changes will begin on Sunday August 16, 2020

Denny Poluga made a Motion to accept route changes and service levels as proposed by CEO Bruffy. James Manilla seconded the Motion.

For: All | Opposed: None

C. **New Bus Cleaner Position**

CEO Bruffy stated that due to the disinfecting requirements for the buses due to COVID-19 he is recommending to add another Bus Cleaner position in order to comply with the demand.

Marly Hazen Made a Motion to add another Bus Cleaner Position. James Manilla seconded the Motion.

For: All | Opposed: None
D. Cost Allocation Table Update

CEO Bruffy stated that the Cost Allocation Table for contracted service needs to be updated for fiscal year 2020-2021.

Denny Poluga Made a Motion to update the Cost Allocation Table for contracted services per hour as presented by CEO Bruffy. Terri Cutright seconded the Motion.

For: All Opposed: None

E. REMIX Contract Renewal ($44,850)

CEO Bruffy requested that the Transit Authority Board Members renew the contract with REMIX for one year with the option to renew for an additional year.

James Manilla Made a Motion to authorize the renewal of REMIX for one year with the option to renew for an additional year at the cost of $44,850.00 per year. Denny Poluga seconded the Motion.

For: All Opposed: None

F. West Run Agreement Month to Month

CEO Bruffy recommended sending a month to month invoicing until a contract agreement is made. He requested that the Transit Authority Board authorize him to enter into an agreement with West Run Apartments.

Denny Poluga Made a Motion to authorize CEO Bruffy to enter into an agreement with West Run Apartments month to month until a contract agreement is made. Clement Solomon seconded the Motion.

For: All Opposed: None

G. Public Transportation Agency Safety Plan

CEO Bruffy asked Assistant Manager of Operations, Paul Burns to update the Transit Authority Board Members on the updates for the Public Transportation Agency Safety Plan.

Assistant Manager of Operations, Paul Burns stated that the plan is basically the same with the exception of the following items. The Authority must appoint a Chief Safety Officer (Paul Burns), he will assign responsibilities to certain employees. There will also be more documentation and record keeping with this new plan. Paul will be responsible for safety training, (making sure safety equipment is on buses etc.). Assistant Manager of Admin and Marketing, Maria Smith will be responsible for keeping the meeting minutes, submitting reports, etc.

James Manilla Made a Motion to adopt the Public Transportation Agency Safety Plan as presented. Marly Hazen seconded the Motion.

For: All Opposed: None
IX. Board Member Reports and MPO Update

CEO Bruffy stated that there are several paving projects coming up, Collins Ferry Road roundabout, still need a right of way for the Mileground project. The next meeting of the MPO is on August 13, 2020, Thursday at 6:00 PM.

Jenny Dinsmore relayed information that she had gained from the CTAA Tele Conference. The Morning session was for Transit Managers and Board Members and there was an afternoon session. She stated she is really proud of how Mountain Line Transit Authority took action to deal with the COVID-19 pandemic. She stated the Authority is ahead of many other transit systems in protecting employees and passengers.

Terri Cutright spoke about witnessing an incident that had happened with Anne Cramer being heroic after a passenger refused to wear a face mask. She is very proud of how Anne dealt with the incident in a very professional manner.

X. Next Board Meeting

September 09, 2020

XI. Adjournment

James Manilla Made a Motion to adjourn at 1:23 p.m.