December 09, 2020

Authority Members Present:

Jenny Dinsmore
Terri Cutright
James Manilla
Denny Poluga
Clement Solomon
Ron Bane
Marly Hazen Ynigues

Other Personnel Present:

David Bruffy
Maria Smith
Paul Burns
Loring Danielson
Alyssa Moate
Sheila M. Wolfe

I. Call to Order:

The Transit Authority Board Meeting for December 09, 2020 was called to order at 12:00 P.M. by President Jenny Dinsmore.

II. November 11, 2020 Minutes

Terri Cutright Made a Motion to approve the minutes from the November 11, 2020 board meeting. James Manilla seconded the Motion.

For: All

Opposed: None

III. Presentations:

A. Driver of the Month For November 2020

The Transit Authority Board announced the Authority’s November Driver of the Month, Mrs. Anne Cramer. The Authority also recognized Thomas Jones, Robert Hoag, Robert Smith, and John Blosser for their outstanding performance during the month of November.

B. Rider of the Month For December 2020

The Transit Authority Board announced Barbara Musick as the December 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, January 20th, 2021 via Zoom at 1:00 PM.
CEO Bruffy stated that Chris Sparkman, Richard Symes, and Terry Cahill were hired 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 November 2020 were 413,468 compared 809,604 total passenger trips to date for calendar year 2019. The total passenger trips were down 49%. The total number of service days for the month of November 2020 was 30. Total passengers for November 2020 were 25,321 down 67% compared to November 2019. Disabled passenger trips were down 23%, senior passenger trips were down 35% and WVU passenger trips were down 83% compared to November 2019. During the month of November the Transit Authority also has issued to date 224 Property Tax Passes and there has been 2,313 passenger trips provided using the Property Pass Tax passes. During November 2020 the Transit Authority traveled 115,649 miles.

State Opioid Response (SOR) had 288 passenger trips in November 2020. There have been 661 total trips since our first rider in March 2020.

VI. Financial Report

A. November 2020 Financial Report

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

James Manilla Made a Motion to accept the November 2020 Financial Report for audit. Marly Hazen Ynigues seconded the Motion.

For: All  Opposed: None

II. Old Business:

A. Pifer Terminal Update

CEO Bruffy stated that concrete will be poured for the footer for the sign somewhere by the end of December weather permitting.

B. Transportation Plan Update

CEO Bruffy stated that the MPO has been negotiating the AIM Grant amendment. The work will be started after the contract is approved. They are completing the draft of the Transportation Study and he will present the draft to the Transit Authority Board Members soon.

C. SMI Bus Pass Program Termination

CEO Bruffy stated that over fifty passengers holding a current SMI pass have applied for either a Gold Card or a Tax Pass. There is still a concern for the passengers that live in apartment facilities that are tax exempt.
D. **Extension of the Hazard Duty Pay**

Denny Poluga Made a Motion to extend the Hazard Duty Pay for employees from January 2021 to March 2021 will revisit at March 2021 board meeting. James Manilla seconded the Motion.

For: All                         Opposed: None

E. **Car Rental Access Project**

CEO Bruffy reviewed the details of the proposals from Enterprise and Hertz rental car and explained how the program will work. There will be a marketing effort to make passengers aware of these extra benefits.

VIII. **New Business**

A. **MLTA COVID-19 Vaccination Planning**

CEO Bruffy stated that Mountain Line Transit Authority will be developing a marketing plan to inform passengers generally about vaccinations and the benefits from them. We will also be sharing as much information as possible concerning the COVID-19 vaccine and creating an awareness concerning the facts about the vaccine, how to get the vaccination, where the sites are located, and how to get to them.

B. **Copier Lease Bid**

Ron Bane Made a Motion to authorize the CEO to enter into contract with Just Tech for a copier lease at the cost of $3901.80 per year. Denny Poluga seconded the Motion.

For: All                         Opposed: None

C. **4 Post Bus Lift Bid**

Denny Poluga Made a Motion to authorize the CEO to enter into contract with SEFAC USA Inc. for a four post lift (wireless) in the amount of $35,700.00. Ron Bane seconded the Motion.

For: All                         Opposed: None

D. **Audit Selection Recommendation**

James Manilla Made a Motion to authorize the CEO to enter into contract with Perry and Associates in the amount of $28,500.00 (offering 190 hours of service per year). Denny Poluga seconded the Motion.

For: All                         Opposed: None

E. **FOIA Cost Recovery**

CEO Bruffy reviewed the FOIA (Freedom of Information Act) Policy with the Mountain Line Transit Authority Board Members. The charge will be based on the number of pages, time it takes
Denny Poluga Made a Motion to accept the FOIA (Freedom of Information Act) Policy as present by the CEO. James Manilla seconded the Motion.

For:  All  
Opposed: None

F. Parking Lot Patch Repair

Denny Poluga Made a Motion to authorize the CEO to enter into contract with Erskines Construction and Seal Coat to repair the parking lot (hot patching only, no milling cutting) for not more than $1500.00. Marly Hazen Ynigues seconded the Motion.

For:  All  
Opposed: None

IX. Board Member Reports and MPO Update

MPO Report

CEO Bruffy stated that the design is finished for the construction on Van Voorhis Road.

Board Member Reports

None

X. Next Board Meeting

January 13, 2021

XI. Adjournment

James Manilla Made a Motion to adjourn at 12:50 p.m.