I. Call to Order:

The Transit Authority Board Meeting for December 11, 2019 was called to order at 12:03 P.M. by President Jenny Dinsmore.

II. Reading and Approval of Minutes

A. October 9, 2019 Minutes

Terri Cutright Made a Motion to approve the minutes from the October 9, 2019 board meeting. Denny Poluga seconded the Motion.

For: All  
Opposed: None

B. November 13, 2019 Minutes

Terri Cutright Made a Motion to approve the minutes from the November 13, 2019 board meeting. Denny Poluga seconded the Motion.

For: All  
Opposed: None

III. Presentations:

A. Driver of the Month For November 2019

The Transit Authority Board announced the Authority’s November Driver of the Month, Mr. Thomas Jones. The Authority also recognized Robert Smith, William McClain, Anne Cramer and John Blosser for their outstanding performance during the month of November.
B. Rider of the Month For December 2019

The Transit Authority Board announced David Huffman as the December Rider of the Month nominated by the Mountain Line Transit Citizen’s Advisory Committee.

CEO Bruffy stated that the new hires for the month of November are full time driver Kenneth Sipe and part time driver Sarah Cook.

IV. Opportunity for Public Comments:

Opened at 12:09 pm

Debra Gordey 52 Dustin Lane Morgantown, WV – Discussed an issue she had in an emergency with her brother-n-law and felt we did not communicate with her husband, Bus Driver Ricky Gordey fast enough nor pull him off the route as quickly as we could have.

Closed at 12:18 pm

V. Monthly Data Summaries and Correspondence

Mountain Line reports the total passenger trips to date this calendar year as of November 2019 were 808,288 compared 938,497 total passenger trips to date for calendar year 2018. The total passenger trips for the year were down 14%. The total number of service days for the month of November 2019 was 30. Total passengers for November 2019 were 76,368 down 7% compared to November 2018. Disabled passenger trips were up 10%, senior passenger trips were up 3% and WVU passenger trips were down 12% compared to November 2018. During November 2019 the Transit Authority traveled 121,573 miles.

VI. Financial Report

A. October 2019 Financial Report

The financial report for October 2019 was reviewed by the Transit Authority Board Members. There were no questions or further discussion.

Terri Cutright Made a Motion to Accept for audit the October 2019 Financial Report. Denny Poluga seconded the Motion.

For: All Opposed: None


The financial report for November 2019 was reviewed by the Transit Authority Board Members. There were no questions or further discussion.

James Manilla Made a Motion to Accept for audit the November 2019 Financial Report. Ron Bane seconded the Motion.

For: All Opposed: None
VII. Old Business:

A. Short and Medium Range Operation Plan Update

CEO Bruffy stated the Short and Medium Range Plan is under way. We met with HDR and the steering committee met a few weeks ago. Had a monthly follow up this morning and started looking at the ridership data, service data and community growth information. There will be two more public hearing presentations.

B. City Bus Shelter Update

CEO Bruffy stated he spoke with the City Engineer Damian Davis this morning. We have all our bus shelters in and four have been built and ready to be put in place. I suggested to Damian that the intersection at Pleasant and Spruce would be the easiest and quickest to place first. Damian said he looked at it weeks ago and thought it needed leveled out a little. They know we have the shelter and that we are ready to move on the installation of the shelters.

C. Maintenance Shop Door Installation and Roof Drain Updates

CEO Bruffy stated the Maintenance Shop Door has been completed and working properly.

D. Fuel System Update

CEO Bruffy stated we upgraded the fuel system head in the middle of the gas pumps. This was the first phase. The second phase is putting cylinders on the nozzles and a device on the buses which they are installing this week. This system will collect the mileage and it will not allow the wrong product be put in the buses by mistake.

E. Parking Lot Repair & Improvement Update

CEO Bruffy stated the bids came back too high. We received two bids first from Stone Mile Group for $347,000 and the second from Mountaineer Contractor for $424,500 for the project. We talked with the contractors about their bids. I think the problem was that we were asking them to stage their work so that we could stay open. I think we are going to stage the project for the vendors.

F. Property Tax Bus Pass Program moved under Public Comment

CEO Bruffy stated we are going to do a soft roll out. We have it scheduled to setup passes for one route at a time for our existing riders. We have the first appointment setup for this week.

VIII. New Business

A. Memorial Designations

President Jenny Dinsmore stated the committee met and came up with 3 things for now. They were Room Naming, Renaming the Building and a Plaque listing the past board members. James Manilla stated the main thing we need to talk about is renaming the building and possibly naming the building after Wayne Pifer. CEO Bruffy stated we could put a plaque down where the passengers come in and also change it on the schedules. We would need to talk about a renaming
ceremony sometime in April when the weather is better. The board members would like to use Wayne’s full name. The board member would like administration to take a look at the location of the plaque. Jenny Dinsmore stated we could go forward with a plaque for past board members.

B. Excess Levy Update

CEO Bruffy talked with the County Commission and they agreed to allow us to place the issue on the primary agenda. The commission understood the concern about budgeting and how much time we would have to roll back if it failed. With us having approval from the commission, we will have at the next meeting the language for the board to approve. This will be now a four year election cycle.

C. General Fund Budget Amendment

CEO Bruffy went over the amendment with the board for the New Fit program. We adjusted the budget to reflect Mon County & New Fit Funds.

James Manilla Made a Motion to Approve the General Fund Budget Amendment. Ron Bane seconded the Motion.

For: All                                     Opposed: None

D. Capital Escrow Budget Amendment

CEO Bruffy stated we are cleaning up grants. We have purchased seven new buses and doing housekeeping on the accounts.

Denny Poluga Made a Motion to Approve the Capital Escrow Budget Amendment. Ron Bane seconded the Motion.

For: All                                     Opposed: None

IX. Board Member Reports and MPO Update

CEO Bruffy stated the MPO approved the Transit Plan and will be updated in the next twelve months. CEO Bruffy also stated that William Hutchens will not be renewing his term as a board member.

X. Next Board Meeting Date and Time

January 8, 2020

XII. Adjournment

Denny Poluga Made a Motion to adjourn at 1:15 P.M.