MONONGALIA COUNTY URBAN MASS
TRANSPORTATION AUTHORITY
BOARD OF DIRECTOR’S MEETING

February 12, 2020

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

Authority Members Absent: Denny Poluga

Other Personnel Present: David Bruffy
Loring Danielson
Maria Smith
Paul Burns
Tracy DeBardi

I. Call to Order:

The Transit Authority Board Meeting for February 12, 2020 was called to order at 12:03 P.M. by President Jenny Dinsmore.

II. Reading and Approval of Minutes

A. January 8, 2019 Minutes

Ron Bane Made a Motion to approve the minutes from the January 8, 2019 board meeting. Terri Cutright seconded the Motion.

For: All
Opposed: None

III. Presentations:

A. Driver of the Month For January 2020

The Transit Authority Board announced the Authority’s January Driver of the Month, Mr. William McClain. The Authority also recognized Tammy Price, Thomas Jones, Anne Cramer and John Blosser for their outstanding performance during the month of January.

B. Rider of the Month For February 2020

The Transit Authority Board announced Carthelius Snow as the February Rider of the Month nominated by the Mountain Line Transit Citizen’s Advisory Committee.

CEO Bruffy stated we had two new full time hires Kieth Smoot and Brian Jackson for the month of January. We also hired one van driver Robert Maxwell.
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 January 2020 were 72,188 compared to 81,439 total passenger trips to date for calendar year 2019. The total passenger trips for the year were down 11%. The total number of service days for the month of January 2020 was 31. Total passengers for January 2020 were 72,188 down 11% compared to January 2019. Disabled passenger trips were up 33%, senior passenger trips were up 59% and WVU passenger trips were down 16% compared to January 2019. During January 2020 the Transit Authority traveled 130,390 miles.

VI. Financial Report

A. January 2020 Financial Report

The financial report for January 2020 was reviewed by the Transit Authority Board Members. There were no questions or further discussion. There was discussion on the pot holes out in the front entrance in the parking lot. CEO Bruffy stated we are going to fill in the pot holes and lay down steel plates, coat the plates and weld together and lay down and anchor to the ground to see how that holds up. We are also going to try the using the steel plates for bus shelter installations instead of pouring concrete pads.

James Manilla Made a Motion to Accept for audit the January 2020 Financial Report. Ron Bane seconded the Motion.

For: All  Opposed: None

VII. Old Business:

A. Short and Medium Range Operation Plan Update

Assistant Manager of Admin and Marketing, Maria Smith stated we are looking to hold public hearings for feedback about the transit system. The locations will be Wednesday March 4th at Mountaineer Station, Mountain Lair, Evansdale Crossing and at Mountain Line Transit Office from 5-7 pm. Then the steering committee meeting will be on March 5th from 11am to Noon.

B. City Bus Shelter Update

CEO Bruffy stated we are going to use steel plates instead of pouring concrete and bolt the shelter to the plate and then bolt to the ground. We are getting nowhere with the City and it was discussed for President Dinsmore to send a letter to the Mayor to discuss the next steps.

C. Property Tax Bus Pass Program Update

CEO Bruffy stated we are seeing about 12 to 15 rides a day. We are going to propose a large program that includes bill boards and yard signs for bus passes. We will bring back a budget plan to the next board meeting.
VIII. New Business

A. Tire Cost Overrun

CEO Bruffy stated the tread on the winter tires for the Ford buses for winter was not an aggressive enough tread. So we picked out another tire that would cost about $10.00 more per tire. We will be asking for tread samples in the future.

Ron Bane Made a Motion to Approve the Tire Cost Overrun. James Manilla seconded the Motion.

For: All  Opposed: None

B. Employee/Board Member Recognition Program

CEO Bruffy we came up with years of service pins. So we would have an initial distribution and keep the additional pins to issue. We could invite employees to the board meetings to have a ceremony or however you’d want to do that. For the board member plaque, we have had 25 board members in the 22 year history in the Authority. I asked a photographer in Fairmont, WV for a quote for the board members photos. We will put the Mountain Line Board of Directors’ photos and plaque in the hall. The board agreed to move forward with this program.

C. 5307 Funding Resolution

CEO Bruffy stated the board reviewed the 5307 Funding Resolution.

Ron Bane Made a Motion to Approve the 5307 Funding Resolution. Terri Cutright seconded the Motion.

For: All  Opposed: None

D. 5310 Funding Resolution

CEO Bruffy stated the board reviewed the 5310 Funding Resolution.

James Manilla Made a Motion to Approve the 5310 Funding Resolution. Ron Bane seconded the Motion.

For: All  Opposed: None

E. 5311f Funding Resolution

CEO Bruffy stated the board reviewed the 5311f Funding Resolution.

James Manilla Made a Motion to Approve the 5311f Funding Resolution. Ron Bane seconded the Motion.
F. Consideration for Approval of the Authority’s Title VI Plan

Assistant Manager of Admin and Marketing, Maria Smith stated there were minor edits, personnel changes and our location change for the Depot. We updated the public notifications in the past 3 years which include the Depot move and the tax pass program. We updated the analysis of our population by English proficiency.

James Manilla Made a Motion to Approve the Title VI Plan Updates. Terri Cutright seconded the Motion.

IX. Board Member Reports and MPO Update

CEO Bruffy stated the MPO is looking at changes to the bylaws. Bruffy also sent an email to the board members with updates from the last meeting. President Jenny Dinsmore stated the roundabout project on Collins Ferry beginning this summer.

X. Next Board Meeting Date and Time

March 11, 2020

XI. Adjournment

James Manilla Made a Motion to go into executive session at 1:11 pm. Ron Bane seconded the motion.

James Manilla Made a Motion to reconvene at 1:29 p.m. Ron Bane seconded the motion.

James Manilla Made a Motion to adjourn at 1:30 p.m. Ron Bane seconded the motion.