MONONGALIA COUNTY URBAN MASS
TRANSPORTATION AUTHORITY
BOARD OF DIRECTOR’S MEETING
July 15, 2015

Authority Members Present:
Jenny Dinsmore
David Flynn
Denny Poluga
Terri Cutright

Authority Members Absent:
Ronald Bane
Clement Solomon
James Manilla

Other Personnel Present:
David Bruffy
Wayne Pifer
Loring Danielson
Tracy DeBardi

I. Call to Order:
The Transit Authority Board Meeting for July 15, 2015 was called to order at 6:04 P.M. by Jenny Dinsmore.

II. Reading and Approval of Minutes June 10, 2015
David Flynn Made a Motion to approve the minutes from the June 10, 2015 board meeting. Denny Poluga seconded the Motion.

For: All
Opposed: None

III. Presentations:
A. Drivers of the Month

June 2015

The Transit Authority Board announced the Authority’s June 2015 Driver of the Month, Mr. William Smith. The Authority also recognized John Blosser, Darren Garner, William McClain and Brad Fleming for their outstanding performance during the month of June 2015.
B. Passenger of the Month

The Transit Authority Board announced that Lisa Robinson is the August 2015 Passenger of the Month selected by the Mountain Line Transit Citizens Advisory Committee.

IV. Opportunity for Public Comments:

No public comments

V. Monthly Data Summaries/Correspondence:

June 2015

The General Manager stated that the total passenger trips to date calendar year June 2015 were 533,974 compared to 603,364 total passenger trips to date for calendar year 2014. The total passenger trips for the year were down 12%. The total number of service days for the month of June 2015 was 30. Total passengers for June 2015 were 57,039, up 1,364 compared to June 2014. Disabled passenger trips were down 22%, senior passenger trips were up 9% and WVU passenger trips were up 5% compared to June 2014. During June 2015 the Transit Authority traveled 83,846 miles.

VI. Financial Report:


The General Manager reviewed the financial report for June 2015 with the Transit Authority Board Members.

Denny Poluga Made a Motion to accept the June 2015 Financial Report for audit, David Flynn seconded the Motion.

For: All Opposed: None

VII. Committee Reports

A. Transit Development Service and Education

The General Manager stated the AECOM has completed the market analysis, fare analysis and route analysis. AECOM will begin to do the fleet analysis for Mountain Line Transit Authority, and once that is completed then AECOM will make their final recommendations.

IX Old Business:

A. Route Efficiency and Vehicle Replacement Study Update

The General Manager announced the study is still on schedule.
X. New Business:

A. CAC Application/Nominations

There were two applications for the CAC Carol Edwards and Melanie Brown.

Terri Cutright made a motion to appoint Carol Edwards and Melanie Brown to the CAC. Denny Poluga seconded the motion.

For: All
Opposed: None

B. WV Region VI Coordinated Human Services Transportation Plan

The General Manager is recommending we adopt this plan; it is a requirement for all grant applications.

David Flynn made a motion to adopt the WV Region VI Coordinated Human Services Transportation Plan. Terri Cutright seconded the motion.

For: All
Opposed: None

C. ADA Administrative Procedures Review

The General Manager stated that although we didn’t deny any trips to anyone with disability, the FTA is saying our process needs revised to better reflect a demand response system. Our process is to take the smallest vehicle we have to go out and check for accessibility and safety. Their interpretation is that we are in violation of a paratransit rule, because someone with a disability could be denied transportation.

D. Triennial Review Initial Findings

The Assistant Manager stated there were no findings in the following categories: Maintenance, Title VI, Legal, Continuing Control, Public Comment, Half Fare, Charter Bus, Security, Drug Free Work Place, Drug and Alcohol Program and Equal Employment Opportunity.

The Assistant Manager stated there were four findings in Financial Management Capacity. Noted was ineligible expense’s charged to a grant, cost allocations deficiency incorrect Federal Financial Report reporting, and no existing 3 to 5 year financial plan.

The Assistant Manager stated and that in Technical Capacity we had one finding for late Federal Financial Report’s and Milestone Progress Report’s reporting.
The Assistant Manager stated the next finding was in ADA, there was one under the complementary paratransit category. The Assistant Manager stated the General Manager has already explained this issue.

The Assistant Manager stated that in Procurement, we had one finding. Mountain Line Transit Authority needs to adopt a more complete and comprehensive procurement procedure manual. The FTA has provided Mountain Line Transit Authority with a template and Mountain Line Transit Authority will adopt this template.

The Assistant Manager stated the final 2 findings were in the Planning of Projects category. The finding noted that when the MPO released the press release for the TIP, it failed to note that it was also holding the public hearing for Mountain Line Transit. This language had been included in the MPO press release statements in 2012, but sometime between then and 2015 it was inadvertently dropped.

The Assistant Manager stated we had 9 total findings of which 8 were policy, procedure and paper work findings. The 9th was the complementary paratransit finding. Corrective actions will be taken in the given timeline framework as stated by the FTA.

X. Board Member Reports and MPO Update

The General Manager stated the MPO is doing the University Avenue Study and the New Bridge Study.

XI. April Board Meeting Date and Time

No meeting for the month of August 2015

Meeting set for September 9, 2015 at 6:00 P.M.

XII. Adjournment

David Flynn Made a Motion to adjourn at 6:50 PM.