June 10, 2020

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

**Authority Members Absent:**

**Other Personnel Present:**
- David Bruffy
- Loring Danielson
- Maria Smith
- Paul Burns
- Sheila Wolfe

**Others Present:**
- Shelby Johnson, WVU Intern working with Terri Cutright.

**I. Call to Order:**
The Transit Authority Board Meeting for June 10, 2020 was called to order at 12:04 P.M. by President Jenny Dinsmore.

**II. Reading and Approval of Minutes**

**A. May 13, 2020 Minutes**

Denny Poluga Made a Motion to approve the minutes from the May 13, 2020 board meeting. James Manilla seconded the Motion.

- For: All
- Opposed: None

**III. Presentations:**

**A. Driver of the Month For May 2020**

The Transit Authority Board announced the Authority’s May Driver of the Month, Mr. Thomas Jones. The Authority also recognized Anne Cramer, John Blosser, Floyd long and Rod Buttars for their outstanding performance during the month of May.
B. Rider of the Month For June 2020

The Transit Authority Board announced Thomas McLeod as the May 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, July 15, 2020 via Zoom at 1:00 PM.

CEO Bruffy stated that three new drivers have been hired Loy David Cummings and Glen Allman as full-time drivers and, Edward Sampson as a part-time driver.

IV. Opportunity for Public Comments:

Debbie Gordey stated that the drivers want better communications between drivers and management concerning the COVID-19 Virus. Suggested formal training for management on how to deal and manage employees. She also reminded the board that an employee representative still needed to be voted on by the drivers.

V. Monthly Data Summaries and Correspondence

Mountain Line reports the total passenger trips to date this calendar year as of May 2020 were 253,322 compared 376,567 total passenger trips to date for calendar year 2019. The total passenger trips for the year were down 65%. The total number of service days for the month of May 2020 was 31. Total passengers for May 2020 were 15,167 down 33% compared to May 2019. Disabled passenger trips were down 46%, senior passenger trips were down 48% and WVU passenger trips were down 87% compared to May 2019. During May 2020 the Transit Authority traveled 115,821 miles.

VI. Financial Report

A. May 2020 Financial Report

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

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

For: All Opposed: None

B. Draft Budget for Fiscal Year 2020-2021

CEO Bruffy reviewed the draft budget with the Mountain Line Transit Authority Board Members. He also discussed how the COVID-19 virus is going to be affecting the budget for fiscal year 2020-2021. He has allowed for unknown expenses due to COVID-19. The only personnel change for this fiscal year is the addition of a Human Resources Officer. The cost of living increase for employees will be considered at the July meeting pending the passing of the levy and other financial income.

Denny Poluga Made a Motion to except the fiscal year 2020-2021 budget as presented by CEO Bruffy. Ron Bane 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 requested a mask requirement be passed by the Governor and considered by the Board at the June Meeting, custom mask for Grey Line riders and driver to help encourage wearing them, installed plexiglass on all NewFit and SMI vans. Adjustments were made to the facility HVAC system to allow for more fresh air flow, filters for maximum air flow are already in place. Instructed drivers to run the air conditioner as well as open the ceiling vents for extra air flow. Implemented wait list notification for Grey Line to allow us to adjust for on board social distancing and still meet ridership demands.

C. Bus Shelter Update

CEO Bruffy stated that he had spoken with Morgantown City Engineer Damien Davis. He said the City is working on the 8th street project with sidewalk construction and the trail connector down by the PRT maintenance facility. It includes a bus shelter at the top of 8th street and one at the bottom.

D. Pifer Terminal Update

CEO Bruffy stated that Mountain Line Transit Authority has approved the design and signed the contract to move forward on this project.

E. Paperless Systems Initiation Update

CEO Bruffy stated we are working with Ecolane on this project. The West Virginia Public Transit Association already has a contract with them for the SOARS Grant. The state has purchased the software and hardware for the buses. We are discussing with them how to integrate all of our driver paperless documents into one device and give us a cost estimate.

VIII. New Business

A. Requirement for Passenger to Wears a Face Covering

CEO Bruffy requested that the Transit Authority Board Members approve the policy that everyone must wear a face covering to ride the bus for the safety of passengers and drivers.

Denny Poluga Made the Motion to require everyone to wear a face covering while riding the bus and to post signage requesting the same. Terri Cutright seconded the Motion.

For: All  Opposed: None

B. Ride by Appointment

CEO Bruffy stated that with the social distancing requirements we can only get six people on our buses. We are looking at having passengers make appointments to ride the buses. This would help enable us to provide essential transportation to passengers. We are exploring all possibilities to make things smoother for the passengers.
IX. Board Member Reports and MPO Update

CEO Bruffy stated that the Mileground project is on hold due to one piece of property and one utility. City Council is addressing that issue and then they can move forward.

James Manilla inquired at the number of property passes that were issued and the number of passenger trips used.

Assistant Manager of Admin and Marketing, Maria Smith responded with the estimated passes and trips.

Jenny Dinsmore wanted to thank all of the Transit Committee Members for all the work they put in to get the Levy passed.

X. Next Board Meeting Date and Time

July 08, 2020 (Wednesday)

XI. Adjournment

James Manilla Made a Motion to adjourn at 1:29 p.m.