May 13, 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.

The Mountain Line Board Members introduced themselves to new Mountain Line Transit Authority Board Member Marly Hazen.

I. Call to Order:

The Transit Authority Board Meeting for May 13, 2020 was called to order at 12:10 P.M. by President Jenny Dinsmore.

II. Reading and Approval of Minutes

A. April 08, 2020 Minutes

Denny Poluga Made a Motion to approve the minutes from the April 08, 2020 board meeting. James Manilla seconded the Motion.

For: All  
Opposed: None
III. Presentations:

A. Driver of the Month For April 2020

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

B. Rider of the Month For May 2020

The Transit Authority Board announced Veronica Simmons 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, May 20, 2020 via Zoom at 1:00 PM.

CEO Bruffy stated that Tracy DeBardi, Accounting Clerk had resigned from her position.

James Manilla asked where Mountain Line Transit Authority is at on hiring new drivers.

Paul Burns, Assistant Manager of Operations stated that there are five driver vacancies that he is hiring for. The issue with hiring is due to drug testing facilities having been closed due to the COVID-19 virus. They are now open and he will begin hiring.

IV. Opportunity for Public Comments:

Debbie Gordey stated that the drivers want better communications between drivers and management concerning the COVID-19 Virus.

V. Monthly Data Summaries and Correspondence

Mountain Line reports the total passenger trips to date this calendar year as of April 2020 were 238,155 compared 333,319 total passenger trips to date for calendar year 2019. The total passenger trips for the year were down 9%. The total number of service days for the month of April 2020 was 30. Total passengers for April 2020 were 13,783 down 84% compared to April 2019. Disabled passenger trips were down 40%, senior passenger trips were down 56% and WVU passenger trips were down 97% compared to April 2019. During April 2020 the Transit Authority traveled 120,046 miles.

VI. Financial Report

A. April 2020 Financial Report

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

Denny Poluga Made a Motion to Accept for audit the April 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. The Budget for fiscal year 2020-2021 will be on the June agenda with the complete budget for the board’s approval.

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. Nine employees have tested negative with one employee testing positive. Additional precautions since last update include ordering a audio/video camera for administrative entry that will alert staff when someone enters the vestibule and allows remote communications with visitors.

C. Bus Shelter Update

James Manilla reviewed the bus shelter time line with Mountain Line Transit Authority Board Members ranging from October 16, 2017 to February 19, 2020. We have all of the shelters ready to be placed. All we need is locations to place pads for the nine shelters.

The Mountain Line Transit Authority Board Members all expressed their frustration with the fact that shelters have not been placed, causing passengers to have to stand out in the weather in places that a bus shelter could be placed. This project needs to be moved up to a priority by the City Council of Morgantown.

Ron Bane asked if there is a way to go around the Morgantown City Council.

CEO Bruffy stated that in order to place the pads and the shelters they have to have an easement from the City.

Denny Poluga suggested the three Board Members that were appointed by the Morgantown City Council write a letter to the Morgantown City Council expressing the frustration that the bus shelters have not been placed.

Jenny Dinsmore stated she would rather that each city appointed Board Member writes a letter to the Morgantown City Council.

Terry Cutright stated that as the City of Morgantown’s representative, Paul Brake made a promise to support Mountain Line Transit Authority through the process and he has not kept his promise of their support.

Clement Solomon suggested that the bus shelter placement project be turned over to the Metropolitan Planning Organization because it should be part of the long range transportation plan.

The Mountain Line Transit Authority Board Members agreed by consensus that it would be a good idea to approach the Metropolitan Planning Organization.

CEO Bruffy stated he would speak with Bill Austin of the Metropolitan Planning Organization concerning the bus shelter placements being moved to their agenda.
VIII. New Business

A. Emergency Janitorial Services Procurement

CEO Bruffy requested the Mountain Line Board Members allow him to enter into contract with ServiceMaster Clean due to the previous janitorial service stopped coming. He stated that ServiceMaster Clean came in at a lower price than the previous janitorial service.

Ron Bane Made a Motion to approve that the CEO enter into a contract agreement with ServiceMaster Clean as the janitorial service for Mountain Line Transit Authority. Terri Cutright seconded the Motion.

For: All                          Opposed: None

B. Pifer Terminal Signage

CEO Bruffy requested that the Mountain Line Transit Authority Board Members approve for him to enter into a contract agreement with Desmone Architects to help develop a design/build bid package to be sent out to the public to provide proposals to build the Pifer Terminal Signage.

Denny Poluga Made a Motion to approve that the CEO enter into a contract agreement with Desmone Architects to help develop a design/build bid package to be sent out to the public to provide proposals to build the Pifer Terminal Signage contracted for the amount of $5,700.00. Ron Bane seconded the Motion.

For: All                          Opposed: None

C. Request to Modify West Run Contract (-$12,838.00)

CEO Bruffy stated that the change is made due to COVID-19 Pandemic closings.

Denny Poluga Made a Motion to approve the decrease of the West Run contract in the amount of $12,838.00 for fiscal year 2019-2020 for service not provided. James Manilla seconded the Motion.

For: All                          Opposed: None

D. Request to Modify WVU Contract (-$ 15,183.00)

CEO Bruffy stated that the change is made due to COVID-19 Pandemic closings.

Denny Poluga Made a Motion to approve the decrease of the WVU contract in the amount of $15,183.22 fiscal year 2019-2020 for service not provide. James Manilla seconded the Motion.

For: Ron Bane  Abstained: Clement Solomon  Opposed: None
Terri Cutright
James Manilla
Denny Poluga M
Marly Hazen
E. City of Morgantown Funding Change (-35,650.00)

CEO Bruffy stated that the change is made due to COVID-19 Pandemic closings the City of Morgantown will cut Mountain Line Transit Authority’s funding allocation for the fiscal year 2020 to 2021 by $35,650.00.

F. CARES Act Funding Resolution ($864,340.00)

CEO Bruffy explained the CARES Act Resolution to submit for a federal grant in the amount of $864,340.00. Board President Jenny Dinsmore read out the Resolution in its entirety.

Terri Cutright Made a Motion to authorize CEO Bruffy to make application for the federal CARES Act grant in the amount of $864,340.00. Ron Bane seconded the Motion.

For: All Opposed: None

G. AIM Grant Approval

CEO Bruffy stated that the AIMs Grant is an exploratory grant opportunity issued by the Federal Transit Administration to benefit joint effort by Mountain Line Transit Authority, City of Morgantown Parking Authority, WVU parking Authority, and the PRT. The funds are intended to amend the existing medium range transportation study to add a component that would look at a touchless fare system. This would allow a universal payment system that passengers would be able to access with an existing fare pass from any of the organizations. The project total is $50,000 dollars for the study and the local match is 20% in the amount of $10,000 dollars. CEO Bruffy is recommending as the largest potential beneficiary of the proposal that Mountain Line Transit fund $10,000 dollar local match. The MPO would be the project administrator, WVU and the Morgantown Parking Authority would work in calibration with everyone. With this grant the consultants will provide all of the background investigation for possible completion of a touchless and a universal fare system that will work for all involved.

Denny Poluga made a Motion to authorize CEO Bruffy as requested to commit the amount up to the of $10,000 dollars for the local match James Manilla seconded the Motion.

For: All Opposed: None

H. SMI Contract Extension

CEO Bruffy stated that the change is made due to COVID-19 Pandemic closings. Senior Monongalian’s Inc. has requested that a credit be given to them for service that wasn’t provided. They would like for the credit to apply to service to be provided in the coming months. The amount of the credit is $4,639.00.

Ron Bane Made a Motion to approve the credit of $4,639.00 to Senior Monongalian’s Inc. for route service not provided and a contract extension. Credit will be applied to extend the agreement. Terri Cutright seconded the Motion.

For: All Opposed: None
I. Paperless Systems Initiation

CEO Bruffy reviewed all the paper documents that the driver uses daily. He also explained when using paper how many different employees will eventually touch that piece of paper. The recommendation is to purchase pads with a hard case for each driver. They will be preloaded with PDF forms that the drivers will be able to fill in and send and their email account will be accessible on these. He is asking the Mountain Line Transit Authority Board Members to all $30,000.00 to be moved from the contingency line to the computer software line to purchase these pads.

Denny Poluga Made a Motion to authorize CEO Bruffy to move $30,000.00 from the contingency line to the computer software line to purchase pads for the drivers. Ron Bane seconded the Motion.

For: All

Opposed: None

IX. Board Member Reports and MPO Update

CEO Bruffy stated this past MPO meeting stated that the mileground project is on hold due to three utility contracts that need to be signed.

James Manilla asked if the utilities were going to be buried or put underground.

CEO Bruffy will check on that.

X. Next Board Meeting Date and Time

June 09, 2020 (Wednesday)

XI. Adjournment

James Manilla Made a Motion to adjourn at 1:58 p.m.