I. Call to Order:

The Transit Authority Board Meeting for October 09, 2019 was called to order at 12:05 P.M. by President Jenny Dinsmore.

II. Reading and Approval of Minutes September 11, 2019

Ron Bane Made a Motion to approve the minutes from the September 11, 2019 board meeting. Clement Solomon seconded the Motion.

For: All
Opposed: None

III. Presentations:

A. Driver of the Month For September 2019

The Transit Authority Board announced the Authority’s September Driver of the Month, Mr. Thomas Jones. The Authority also recognized Robert Smith, Michael Kingan, John Blosser and Robert Lee for their outstanding performance during the month of September.

B. Rider of the Month For September 2019

The Transit Authority Board announced Lee Broadwater as the October 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 October are Robert J. Johnson and Ronald Martin both were hired for bus driving positions.
IV. Opportunity for Public Comments:

Debra Gordey, a citizen of Monongalia County, expressed her concerns about how Mountain Line Transit Authority is using the tax dollars from the Levy. She requested a copy of the financial report to see how the money is being budgeted. She stated that there have been various incentives to recruit new employees. She also expressed her concern that there should be incentives in place to retain the employee’s that are currently employed by Mountain Line Transit.

CEO Bruffy requested that the rules be suspended due to Denny Poluga having to leave and move to Old Business section f. Property Tax Bus Pass Program. The Mountain Line Transit Board Members agreed by consensus to go to old business F. Property Tax Bus Program.

VII. Old Business

F. Property Tax Bus Pass Program

CEO Bruffy reached out to the state and federal for feedback on the idea behind the property tax levy program, he did not hear back from either and stated that we likely will not since it is something that hasn’t been tried before. The board asked that ML send the public hearing schedule to them and the feedback will be discussed at the next meeting. The program with details was presented to the board. CEO Bruffy noted that if we need to make changes to the program once it’s up and running the board will be able to do so, including changing the number of passes per value of property tax payments.

Ron Bane Made a Motion to Accept the Property Tax Bus Pass Program Proposal as presented by CEO Bruffy. Terri Cutright seconded the Motion.

For: All
Opposed: None

James Manilla requested that the Board be given a time line on how long the process will take before implementing the program.

V. Monthly Data Summaries and Correspondence moved to after budget Amendments.

VII. New Business

A. Excess Levy Primary Ballot Request Of County Commission

CEO Bruffy explained the difference between the last time we ran on the ballot versus this time. The last time there was a big last push that got us up from 54% to the 61% that included making phone calls, attending meetings etc that we cannot do this time because we are now levy funded. The tax payers don’t want to pay for us to convince them to continue to pay taxes. Employees are now prohibited from spending any on duty time to promote the levy. No Mountain Line resources can be used. It was asked if the board members are able to do any of this now that they are considered employees through payroll. CEO Bruffy stated as long as the board members are not on duty they would be able to promote the levy. CEO Bruffy stated this is the type of information that we will learn at the State Auditor Training. It was
stated that the Levy checkmarks on the buses and schedules have been helpful in letting people know where their money has gone. An Annual Report may help at this time. A work session was mentioned and we need to develop a timeline for when the county will make the decision to put it on the primary ballot.

B. Planning Study funding approval ($50k Grant)

CEO Bruffy stated that he had received a $50K Grant from the West Virginia Division of Public Transit to spend on a planning study and he needs the boards permission to spend that money on a planning study.

James Manilla Made a Motion to authorize CEO David Bruffy to spend the $50k Grant for a Planning Study. Terri Cutright seconded the Motion.

For: All  Opposed: None

C. Kimley Horn Study ($9,800)

CEO Bruffy stated that it is to be used for a data and community survey in coordination with Mountain Line Transit Authority, MPO, and Map. The data to be collected is population growth, community growth, and industrial growth.

James Manilla Made a Motion to authorize CEO David Bruffy to not spend more than $9,800.00 on a data and community survey. Terri Cutright seconded the Motion.

For: All  Opposed: None

D. WVPTA MOU for SOAR Grant services

CEO Bruffy stated that that Department of Health and Human Recourses (DHHS) has received a grant called SOAR (Safe Opioid Addiction Recovery) program to provide transportation services for individuals who want to go to treatment centers. Each transit system will provide the service to the centers in their region. CEO Bruffy is requesting that Mountain Line Transit Authority Board allow him to enter into a memorandum of understanding with the state of West Virginia Public Transit Association to provide these transportation services to the treatment centers for the fully allocated cost per trip.

Terri Cutright Made a Motion to authorize CEO David Bruffy enter into a Memorandum of Understanding with the state of West Virginia Public Transit Association to provide transportation to the treatment centers through the SOAR program at the rate of the fully allocated cost per trip. James Manilla seconded the Motion.

For: All  Opposed: None

E. Budget Amendments

CEO Bruffy stated that the budget needs amended with the $50,000 grant from RTAP for the Operational Study and reimbursement from West Virginia Public
Transit for the Remix planning software we used when moving the system to Westover in the amount of $96,700.

**Terry Cutright Made a Motion to amend the budget as presented by the CEO David Bruffy. James Manilla seconded the Motion.**

For: All   Opposed: None

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**Monthly Data Summaries and Correspondence**

**October 2019**

**Mountain Line** reports the total passenger trips to date this calendar year as of September 2019 were 629,269 compared 742,897 total passenger trips to date for calendar year 2018. The total passenger trips for the year were down 15%. The total number of service days for the month of September 2019 was 30. Total passengers for September 2019 were 99,043 down 7% compared to September 2018. Disabled passenger trips were up 11%, senior passenger trips were up 11% and WVU passenger trips were down 22% compared to September 2018. During September 2019 the Transit Authority traveled 118,780 miles.

**Ron Bane** stated that the Up All Night event at WVU will still be held Friday and Saturday October 11 and October 12. He asked that Mountain Line Transit still run the Campus runs for those two nights until 2:00 AM and run regular hours on Sunday.

**Assistant Operations Manager Paul Burns** stated he would have the Downtown PM Mall stay out until 2:00 AM on Friday and Saturday night.

**CEO Bruffy** reviewed all of the data summaries with the board members including the football game ridership. JMU VS WVU passenger trips Mountaineer Mall 907 passenger trips, Black Lot 221 passenger trips, Green Lot 104 passenger trips, Brown Lot 371 passenger trips with a total of 1,603 passenger trips. NC STATE VS WVU passenger trips Mountaineer Mall 810 passenger trips, Black Lot 209 passenger trips, Green Lot 101 passenger trips, Brown Lot 305 passenger trips with a total of 1,425 passenger trips.

**VI. Financial Report:**

**A. October 2019 Financial Report**

The financial report for September 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 September 2019 Financial Report. Ron Bane seconded the Motion.**

For: All   Opposed: None

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**VII. Old Business:**

**B. Short and Medium Range Operation Plan Update**
CEO Bruffy stated that they would be choosing people to serve on the steering committee to implement the Short and Medium Range Operation Plan. It was discussed which individuals that they would like to serve on the steering committee. There was no final determination on attendees at this time.

C. City Bus Shelter Update

CEO Bruffy city engineering have decided to place a bus shelter in front of the Public Safety Building they will need a cement pad poured. We will also place a bus shelter on corner of Pleasant Street and Spruce Street on the pavement. Some of the bus shelter parts are here just waiting for the balance of the delivery of parts.

D. Maintenance Shop Door Installation and Roof Drain Updates

CEO Bruffy stated that the work will start on this project within 2 weeks.

A. Fuel System Update

CEO Bruffy stated we got a price on the install of the new fuel tank and it is over the $125,000.00 mark. This will have to be brought back to the Mountain Line Transit Board.

B. Parking Lot Repair & Improvement Update

CEO Bruffy stated we have engaged the Architectural Engineering Firm and they are working on the bid documents. The Request for Proposal has been issued to potential contractors. There will be a Class II legal ad put in the paper on 10-10-2019 and all bids are due in the Mountain Line Transit Authority Office by October 28, 2019 at 12:00 PM.

C. Property Tax Bus Pass Program moved under Public Comment

 IX. Board Member Reports and MPO Update

CEO Bruffy stated that there was an email sent to the board members that covered the main issues and the Suncrest one way street issue that was confirmed by DOH.

James Manilla wanted to know what the normal procedure is to deal with public comments.

Terri Cutright requested that the public comments be discussed at the next board meeting after management has had time to review all of the comments that were made.

X. Next Board Meeting Date and Time

November 13, 2019

XII. Adjournment

James Manilla Made a Motion to adjourn at 1:18 P.M.