

**MONONGALIA COUNTY URBAN MASS
TRANSPORTATION AUTHORITY
BOARD OF DIRECTOR'S MEETING**

December 12, 2018

Authority Members Present:

Jenny Dinsmore
Terri Cutright
Ron Bane
William Hutchens
James Manilla
Denny Poluga

Authority Members Absent:

Other Personnel Present:

David Bruffy
Loring Danielson
Tracy DeBardi
Maria Smith
Paul Burns

I. Call to Order:

The Transit Authority Board Meeting for December 12, 2018 was called to order at 12:02 P.M. by Jenny Dinsmore.

II. Reading and Approval of Minutes November 14, 2018

Ron Bane Made a Motion to approve the minutes from the November 14, 2018 board meeting. Terri Cutright seconded the Motion.

For: All

Opposed: None

III. Presentations:

A. Driver of the Month For November 2018

The Transit Authority Board announced the Authority's November 2018 Driver of the Month, Mr. William McClain. The Authority also recognized Bert Clendenin, Robert Hoag, Anne Cramer and William Kimbrel for their outstanding performance during the month of November 2018.

B. Rider of the Month For December 2018

The Transit Authority Board announced that Charles Adams is the December 2018 Rider of the Month selected by the Mountain Line Transit Citizen's Advisory Committee.

CEO Bruffy stated we hired six full time bus drivers William Debiase, Rebecca Albright, Cecil Palmer, William Schoonover, Tammy Price and Martha McKnight.

IV. Opportunity for Public Comments:

Opened at 12:05 pm

Carol Hall from 227 Green Street Morgantown stated she had a fall due to it being so icy out. She is also upset that the city will not allow any shelter down town to get out of the weather. She was also concerned with how cold the shelters are and CEO Bruffy explained that she can use the ramp to make it up to the lobby where it is warmer. Board member James Manilla suggested she go to the City Council meeting and speak her concerns about there being no shelters downtown.

V. Monthly Data Summaries and Correspondence

November 2018

CEO Bruffy stated that the total passenger trips to date calendar year November 2018 were 930,216 compared 930,912 total passenger trips to date for calendar year 2017. The total passenger trips for the year were down 0%. The total number of service days for the month of November 2018 was 30. Total passengers for November 2018 were 81,602 down 17% compared to November 2017. Disabled passenger trips were down 28%, senior passenger trips were down 30% and WVU passenger trips were down 21% compared to November 2017. During November 2018 the Transit Authority traveled 117,542 miles.

CEO Bruffy stated he received a letter from Gary Shivers from the West Brook Height (HOA) and they voted at their meeting and wanted the service stopped in their development. We are looking at alternative locations for a new turn around.

CEO Bruffy stated he wanted to update the new members on the policy regarding advertisements on the buses. CEO Bruffy reviewed the policy on advertising.

VI. Financial Report:

A. November 2018 Financial Report

CEO Bruffy reviewed the financial report for November 2018 with the Transit Authority Board Members.

James Manilla Made a Motion to Accept for audit the November 2018 Financial Report. Ron Bane seconded the Motion.

For: All

Opposed: None

VII. Old Business:

A. Route Change updates

CEO Bruffy stated we are going to implement the new route bids in January and those changes should help to keep the routes on time.

B. Depot to Westover Moving Expenses

CEO Bruffy updated the board on the moving expense which totals \$166,281.00 to date. We should see the cost for the lighting in the upper parking lot by next month.

C. Long Range Transit Development Plan

CEO Bruffy stated we raised this with the MPO and will be proposed for approval in the January meeting. Our budget estimate for the work is \$125,000 in total. The board members wanted to setup a work session for January 16th 2019 to go over the Long Range Transit Development Plan.

VII. New Business

A. Additional Accessible Service

CEO Bruffy stated one of the biggest issues we have struggled with in our community for the last 4 months has been the new non-emergency medical transportation of provider Logisticare and the loss of In Touch and Concern. In Touch and Concern provided a lot on the non-emergency transportation and right now we have a lot of people in our community that don't have any transportation at this time. What we are most concerned with is getting them to their medical appointments. In reality it cost about \$70.00 hours to provide this type of service. We have worked with the state to identify temporary funding of \$75,000 that will get us through for about 6 months and we will be able to start this service January 2nd 2019.

CEO Bruffy recommends providing this service and start the service in January for one year.

Denny Poluga Made a Motion to initiate the Accessible Service beginning January. Ron Bane seconded the Motion.

B. 5307, 5310 & 5311(f) Funding Resolutions

CEO Bruffy stated our resolutions are 5307 which is our normal funding stream, 5310 is for our inner city service and the 5311(f).

Ron Bane Made a Motion to approve the 5307 Funding Resolution. James Manilla seconded the Motion.

For: All

Opposed: None

Terri Cutright Made a Motion to approve the 5310 Funding Resolution. Ron Bane seconded the Motion.

For: All

Opposed: None

Ron Bane Made a Motion to approve the 5311(f) Funding Resolution. James Manilla seconded the Motion.

For: All

Opposed: None

C. Complaint Procedures

CEO Bruffy stated all online complaints goes straight to CEO Bruffy along with the Assistant Manager of Operations, Office Manager and the Assistant Manager or Admin and Marketing. If it is a sustainable complaint then it goes on the employee evaluation. This can affect their bonus, probationary term or terminate immediately. We have a progress discipline which the objective is always to change behavior and not to punishment or to make a point.

D. Driver Training/Evaluation Procedures

CEO Bruffy stated we take all drivers out on the buses for training. The training is on the driving of the bus, the fare box and weather related driving tips as well.

E. Progressive Discipline Procedure

Included in with the Complaint Procedures listed above.

CEO Bruffy stated we take all drivers out on the buses for training. The training is on the driving of the bus, the fare box and weather related driving tips as well

F. Light Duty Bus Bid RFP

CEO Bruffy stated we re-issued for light duty bus bid.

G. Building Cleaning and Daily Maintenance Bid

CEO Bruffy presented 3 bids for the Cleaning and Daily Maintenance. The 3 bids were from All Kinds of Clean, Cleaning w/Class and Blue Systems. CEO Bruffy is recommending cleaning w/Class for the building cleaning and daily maintenance bid.

Terri Cutright Made a Motion to approve the Cleaning w/Class for the Building Cleaning and Maintenance Bid. Ron Bane seconded the Motion.

For: All

Opposed: None

H. Board Member Reappointments

CEO Bruffy stated we have 3 board members up for renewal. You all will need to contact the City, County and WVU.

IX. Board Member Reports and MPO Update

CEO Bruffy stated the MPO is discussing a new exit for the Industrial Park.

Board Member William Hutchison stated he talked with Paul Brake and he welcomes the conversation to pin point location for shelters downtown and he would find a way to contribute to putting in the shelters.

X. Next Board Meeting Date and Time

January 9th 2019

XII. Adjournment

Ron Bane Made a Motion to adjourn at 01:54 P.M.