

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

**April 10, 2019**

**Authority Members Present:**

Jenny Dinsmore  
Terri Cutright  
Denny Poluga  
William Hutchens  
James Manilla

**Authority Members Absent:**

Clement Solomon  
Ron Bane

**Other Personnel Present:**

David Bruffy  
Loring Danielson  
Tracy DeBardi  
Maria Smith  
Paul Burns

**I. Call to Order:**

**The Transit Authority Board Meeting for April 10, 2019 was called to order at 12:08 P.M. by President Jenny Dinsmore.**

**II. Reading and Approval of Minutes March 13, 2019**

**James Manilla Made a Motion to approve the minutes from the March 13, 2019 board meeting. Terri Cutright seconded the Motion.**

**For: All**

**Opposed: None**

**III. Presentations:**

**A. Driver of the Month For March 2019**

The Transit Authority Board announced the Authority's March Driver of the Month, Mrs. Anne Cramer. The Authority also recognized John Blosser, James Smith and Robert Walls for their outstanding performance during the month of March 2019.

**B. Rider of the Month For April 2019**

**The Transit Authority Board announced that Kathy Miller is the April Rider of the Month selected by the Mountain Line Transit Citizen's Advisory Committee.**

**CEO Bruffy stated we hired a part time receptionist who is filling in for Sheila who is out currently. So Stephanie is more like a full time temporary currently.**

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**IV. Opportunity for Public Comments:**

None

Maria Smith introduced Landon Huggins as the Marketing Intern and Sarah Always as the Finance Intern.

**V. Monthly Data Summaries and Correspondence**

**March 2019**

**CEO Bruffy** stated that the total passenger trips to date calendar year March 2019 were 244,355 compared 298,643 total passenger trips to date for calendar year 2018. The total passenger trips for the year were down 18%. The total number of service days for the month of March 2019 was 31. Total passengers for March 2019 were 77,672 down 15% compared to March 2018. Disabled passenger trips were down 41%, senior passenger trips were down 41% and WVU passenger trips were down 19% compared to March 2018. During March 2019 the Transit Authority traveled 126,763 miles.

**VI. Financial Report:**

**A. March 2019 Financial Report**

**CEO Bruffy** reviewed the financial report for March 2019 with the Transit Authority Board Members.

**James Manilla Made a Motion to Accept for audit the March 2019 Financial Report. William Hutchens seconded the Motion.**

**For: All**

**Opposed: None**

**B. Acceptance of Prior Year Audit**

**CEO Bruffy** stated this is the report the Board Members received by email.

**Denny Poluga Made a Motion to Accept the Prior Year Audit. Terri Cutright seconded the Motion.**

**For: All**

**Opposed: None**

**VII. Old Business:**

**A. Depot to Westover Moving Expenses**

**CEO Bruffy** stated there is no change at this point. We are still working on the solar lights.

**B. Star City Stop Sign Update**

**CEO Bruffy** stated he has left messages for Herman the Mayor of Star City and hasn't talked to him as this time.

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### **C. Short and Medium Range Operations Plan Update**

CEO Bruffy stated this is still on schedule and we have the ad out for the qualifications. He stated he thinks the deadline is coming up next week and we will need to go through the selection process and have someone chosen by May.

### **D. City Bus Shelter Update**

CEO Bruffy stated he doesn't have anything to report. Board Member Denny Poluga stated we should wait to bring this back up again until after the election at this time.

### **E. Maintenance Shop Door Installation and Roof Drain Updates.**

CEO Bruffy stated we selected Desmone Architects to oversee the new shop door and roof drain. CEO Bruffy is recommending that we contract Desmone Architects for \$9900.00 to oversee these projects.

**James Manilla Made a Motion to enter into a contract with Desmone Architects for \$9900.00 to oversee the new shop door and roof drain projects. Terri Cutright seconded the Motion.**

**For: All**

**Opposed: None**

## **VII. New Business**

### **A. Sick Leave Policy Review**

CEO Bruffy talked with the board about the sick leave procedure. For example we as an employer have the right to request a doctors slip if we suspect misuse of sick leave. The way we try to administer or manage the sick leave policy which we started doing this in 2002. We have a database and anytime an employee misses a day we record this in the database. At the point the employee misses 3 days and claims sick leave we send out an automatic notice to the employee stating that for the next 4 month period if you miss another day and claim sick leave you will need to have a doctor's slip to go with that sick day. During the process of this formal grievance hearing, a recommendation was made by the grievance board that we review our sick leave policy and our personnel policy as well. I am going to turn this over to board members James Manilla and William Hutchens because they were on the grievance hearing board. James Manilla stated that Robert Hoag was really knowledgeable of the sick leave policy and had some concerns. I asked if Robert could put together a committee and get the employees opinion on the sick leave policy and get that information back to the board members. William Hutchens stated just to be more specific about the policy. William said the phrase stated the General Manager may require physician verification when he/she has reason to believe an employee is abusing sick leave. Then in 2002 David Bruffy initiated a practice and sent a memo that said that we are going to treat everyone equal and if you miss more than 3 times in a 4 month period then we will require a doctor's slip for the next 4 months if you use sick leave. I do believe it is time to redefine the sick leave policy.

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**CEO Bruffy** stated that if we are going to put together an employee committee we will need to schedule the employees to do that because is a work function and they will need to be paid. **CEO Bruffy** said we should ask for volunteers to serve on the committee and let them know it will be paid. Then based on the list of employee that volunteer we select the top 3 or 4 based on their monthly performance evaluations. **CEO Bruffy** stated that he and Assistant Manager of Operation Paul Burns would meet with the committee to go over time frame and give direction and meet later to see the information gathered.

#### **B. Levy Renewal**

**CEO Bruffy** stated we are going to want to get this in front of the County Commission to request permission to run it on the 2020 ballot and then begin the campaign. **CEO Bruffy** asked if we need to have a 3 person levy committee. We can't spend any money on the levy and we can't advocate for the levy. **CEO Bruffy** suggested that we bring everyone who is interested in and get someone from the Secretary of State's office to come in and talk to us all about the can's and cant's. The levy committee will consist of board members Jenny Dinsmore, Terri Cutright and Denny Poluga.

#### **C. SMI Contract Renewal**

**CEO Bruffy** said he is proposing the contract remains unchanged for \$35,000 a year for 3 hours of service a day and 5 days a week to transport seniors who don't have access to regular route service to the nutrition center. Then another \$35,000 which we provide unlimited to bus passes to seniors.

**Terri Cutright Made a Motion to renew SMI Contract. James Manilla seconded the Motion.**

**For: All**

**Opposed: None**

#### **IX. Board Member Reports and MPO Update**

**CEO Bruffy** stated Jenny brought this up at the last meeting about the roads. **CEO Bruffy** suggested we put together a list of the roads that are buses travel that are really in need of repair that would be submitted by the drivers.

**James Manilla** stated he agrees with what Denny Poluga had brought up about having the Council, County Commission, Westover, Star City and Blacksville in and school them on our Transit System. Timing – wait until after next elections.

**Terri Cutright** said if the Social Services are moved out to Ramada Inn then we need to look into a grant to provide service to them. **CEO Bruffy** stated he has already put together a proposal with several options and the cost for each option.

#### **X. Next Board Meeting Date and Time**

May 8<sup>th</sup> 2019

#### **XII. Adjournment**

**James Manilla Made a Motion to adjourn at 1:16 P.M.**

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