

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

July 11, 2018

Authority Members Present:

Jenny Dinsmore
Terri Cutright
Denny Poluga
James Manilla

Authority Members Absent:

Ron Bane
Clement Solomon

Other Personnel Present:

David Bruffy
Wayne Pifer
Loring Danielson
Tracy DeBardi
Maria Smith
Paul Burns

I. Call to Order:

The Transit Authority Board Meeting for July 11, 2018 was called to order at 12:03 P.M. by Jenny Dinsmore.

Terry Cutright Made a Motion to elect Jenny Dinsmore as the temporary chair for this meeting. Denny Poluga seconded the Motion.

For: All

Opposed: None

Jenny Dinsmore called meeting back into regular session.

II. Reading and Approval of Minutes June 20, 2018

Denny Poluga Made a Motion to approve the minutes from the June 20, 2018 board meeting. Terry Cutright seconded the Motion.

For: All

Opposed: None

III. Presentations:

A. Driver of the Month For June 2018

The Transit Authority Board announced the Authority's June 2018 Driver of the Month, Mr. Thomas Jones. The Authority also recognized William McClain, John Blosser, Anne Cramer and James Smith for their outstanding performance during the month of June 2018.

B. Rider of the Month For July 2018

The Transit Authority Board announced that Erica Dillow is the July 2018 Rider of the Month selected by the Mountain Line Transit Citizen's Advisory Committee.

CEO Bruffy stated we hired three new full time bus drivers John Nay, Clarence Pierce and Michael Stefanizzi.

IV. Opportunity for Public Comments:

None

V. Monthly Data Summaries and Correspondence

June 2018

CEO Bruffy stated that the total passenger trips to date calendar year June 2018 were 495,544 compared to 472,185 total passenger trips to date for calendar year 2017. The total passenger trips for the year were up 5%. The total number of service days for the month of June 2018 was 30. Total passengers for June 2018 were 45,927 up 4% compared to June 2017. Disabled passenger trips were up 6%, senior passenger trips were up 17% and WVU passenger trips were down 7% compared to June 2017. During June 2018 the Transit Authority traveled 104,418 miles.

VI. Financial Report:

A. June 2018 Financial Report

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

James Manilla Made a Motion to accept for audit the June 2018 Financial Report. Terri Cutright seconded the Motion.

For: All

Opposed: None

VII. Old Business:

A. Route Change updates

CEO Bruffy stated all is proceeding on schedule. We anticipate we will start to distribute the free bus passes on August 6th, 2018.

CEO Bruffy stated in July we will have a pathway from the upper parking lot paved down over the hill so the drivers can park up top. We will be getting our new locks on the building installed. The striping and coating will be done this month as well. We are working on an employee break area downstairs.

CEO Bruffy stated by the end of the day I will have an architectural design layout for the lower lot. We will be able to park eleven buses at the same time in the lower lot.

B. WVU Facility Use Agreement

CEO Bruffy stated still no news on the WVU Facility Use Agreement.

C. WV Public Transit Association Conference July 24-26, 2018

CEO Bruffy stated this was just a reminder of the annual conference coming up.

VII. New Business

A. Depot to Westover Moving Expenses

CEO Bruffy presented the breakdown of the Depot moving expense estimates.

Denny Poluga Made a Motion to approve the Depot to Westover Moving Expense Estimates. James Manilla seconded the Motion.

For: All

Opposed: None

B. Equal Employment opportunity (EEO) Policy Update

Tabled - will be on the August 2018 agenda.

C. Procurement Procedure and Policy Manual Modification

CEO Bruffy issued the board members a copy of the Procurement Procedure and Policy Manual after approved modifications.

D. Consideration of Memorial Actions and Criteria

CEO Bruffy discussed with the board members on their thoughts for Memorial Actions and Criteria.

Denny Poluga Made a Motion to name a room as the Kennedy/Flynn room along with a plaque for all other past board member names and terms. James Manilla seconded the Motion.

For: All

Opposed: None

IX. Board Member Reports and MPO Update

CEO Bruffy stated that river road is going to be shut down.

X. Next Board Meeting Date and Time

August 8th, 2018

XII. Adjournment

Denny Poluga Made a Motion to adjourn at 12:58 P.M.