

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

August 14, 2019

Authority Members Present:

Jenny Dinsmore
Terri Cutright
William Hutchens
Denny Poluga
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 August 14, 2019 was called to order at 12:04 P.M. by President Jenny Dinsmore.

II. Reading and Approval of Minutes July 10, 2019

Denny Poluga Made a Motion to approve the minutes from the July 10, 2019 board meeting. Terri Cutright seconded the Motion.

For: All

Opposed: None

III. Presentations:

A. Driver of the Month For July 2019

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

B. Rider of the Month For August 2019

The Transit Authority Board announced that Keith Bell is the August Rider of the Month selected by the Mountain Line Transit Citizen's Advisory Committee.

CEO Bruffy stated we hired two new full time bus drivers Adonis Gray and Farrell Mills.

IV. Opportunity for Public Comments:

None

V. Monthly Data Summaries and Correspondence

July 2019

CEO Bruffy stated that the total passenger trips to date calendar year July 2019 were 456,382 compared 539,019 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 July 2019 was 31. Total passengers for July 2019 were 41,807 down 4% compared to July 2018. Disabled passenger trips were down 11%, senior passenger trips were down 18% and WVU passenger trips were down 5% compared to July 2018. During July 2019 the Transit Authority traveled 120,556 miles.

VI. Financial Report:

A. July 2019 Financial Report

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

James Manilla Made a Motion to Accept for audit the July 2019 Financial Report. Terri Cutright seconded the Motion.

For: All

Opposed: None

VII. Old Business:

A. Short and Medium Range Operation Plan Update

CEO Bruffy stated we have selected the Firm which was HDR and we are in current negotiation with HDR. Before the MPO contracts with HDR the scope of work will be presented to the board at the next board meeting. If the scope of work is approved by the Authority Board then the MPO will enter into the contract for services with HDR.

B. City Bus Shelter Update

CEO Bruffy stated he spoke with City Manager Paul Brake about two weeks ago. I asked Mr. Brake if there had been any progress on the location for the shelters. They weren't sure where they were going to put the one at the public safety building because the church said no. They had picked the site beside the attorney's office on the Pleasant Street. Also looked at a couple of locations near the Chestnut Street parking garage on Pleasant and also at the corner of Garret and Don Knott's by the old Chamber of Commerce. We also talked about a potential location on the Pleasant Street Bridge going to Westover because there is a yield sign there and a dead zone. Denny Poluga made a suggestion to give deadline dates for the concrete pads to be poured by September 30th, 2019 and send the request to the City Council in care of the City Manager from the Authority Board.

C. Maintenance Shop Door Installation and Roof Drain Updates

CEO Bruffy presented a bid to the board members for the shop door installation and roof drain project. We only received one bid and so the Architect requested bids for the different projects for price comparison. Since Stone Mile Group, LLC presented a competitive pricing list and we feel this is a good price comparison. CEO Bruffy is recommending we enter into Agreement with Stone Mile Group, LLC for the Maintenance Shop Door Installation and Roof Drain Updates.

Denny Poluga Made a Motion to Enter into Agreement with Stone Mile Group, LLC for the total cost of \$75,884.00. William Hutchens seconded the Motion.

For: All

Opposed: None

D. Fuel System Update

CEO Bruffy stated the board had approved a top bid of \$24,000.00 for the Fuel System Update. We received two other bids that were over the top bid amount. Paul Burns stated there was one bid a little low but it didn't include the WV certified electrician. So the amount the board approved last month is the contractor I am recommending we move forward with and I said I would update the board with any information. We have two bids for the Fuel Tank Installation and the pricing looks like it will be around \$ 35,000.00 for that project. So we are going ahead with Jimmy Harper Construction for the Fuel System Update.

VII. New Business

A. Cleaning Contract Renewal

CEO Bruffy stated we only received one bid for the Cleaning Contract Renewal. So there is no recommendation at this time because the only bid we receive was really high for \$950.00 a week for a total of \$51,000.00 per year. So we are considering alternatives and will need to bring this back to the board.

B. Office Installation in Unfinished Space

CEO Bruffy stated after we discussed our reorganization and talked about different positions and what we thought would have the biggest impact on the organization and give us capacity to take on new challenges. The item that we determined was the biggest burden on several different departments was HR related. Previously Wayne and I covered HR. We looked at different positions such as a parts clerk and a maintenance supervisor and we determined that the HR position especially with the amount of turn overs and to hire and train, that the HR function would give us the most stability. So after discussion we decided that is what we need to do. Then the next question we had was where we to put them. So then we brought in Elite custom builders to come up with a floor plan for us. CEO Bruffy presented the floor plan and went over the layout of the offices. Which include four offices one for the HR position, two additional offices for future expansion, one for the Mobility Coordinator and a small conference room. The cost on this to do modular office petitions was about \$75,000.00 and we will need to bid this project out. We had \$150,000.00 budgeted for work here in this building and DEO Bruffy is

recommending we bid this project out. Denny Poluga asked if they were ground to roof office space and CEO Bruffy stated no they are only 8ft high and they can be installed in 3 days. Terri Cutright asked about the level of privacy with the offices not being a traditional build. Terri Cutright asked about the sound issue and CEO Bruffy stated with the drop ceiling and the glass it should be fine. James Manilla asked if the conference room is needed? Maria Smith stated that is for HR to meet with employees and the other thing is they will bring them through the training room and not down the hall with the other offices. CEO Bruffy stated there is about 750 square feet for those offices.

Denny Poluga Made a Motion to put the Office Installation in Unfinished Space out for bid. Terri Cutright seconded the Motion.

For: All

Opposed: None

C. Shadow Tracker Contract Renewal

CEO Bruffy stated this is our GPS units that are installed in all of our buses. This would be a new three year contract with two one year options to renew and compared to other options on the market they are still really cheap.

James Manilla Made a Motion to Renew the Shadow Tracker Contract. Denny Poluga seconded the Motion.

For: All

Opposed: None

D. Bus 290 Advance and Insurance Reimbursement

CEO Bruffy stated Bus #290 was totaled by a car hitting a weak spot and went under through a fender panel and bent the frame. We just put a \$35,000.00 motor and transmission in it. We asked if we could re-title the vehicle so we could send it to be rehabbed. It was just one of those situations where it didn't make sense to junk the bus. We do need to pay the tow and storage bill for \$6,991.45 to Michaels Auto Body.

James Manilla Made a Motion to pay the Michaels Auto Body Bill. Terri Cutright seconded the Motion.

For: All

Opposed: None

E. Parking Lot Repair & Improvements

CEO Bruffy presented an estimate for the cost to repair and make improvements to the parking lot. There would be work done on the main lot and the lower lot.

James Manilla Made a Motion to put out for bid the Parking Lot Repair & Improvements. William Hutchens seconded the Motion.

For: All

Opposed: None

IX. Board Member Reports and MPO Update

Jenny Dinsmore asked to have a discussion about a fare decrease. **CEO Bruffy** stated people who pay property tax receive a bus pass in exchange for their contribution to the levy. Subsidized pass through the levy /property tax. Also we should hold public hearings to get the word out and get feedback from the public. James Manilla asked CEO Bruffy if he could put a presentation together for the next board meeting and he will include a timeline as well.

Jenny Dinsmore said while at the annual transit conference **CEO Bruffy** had invited Kristen Joyner to talk about human trafficking because it is prevalent in West Virginia. **Jenny Dinsmore** stated she was really good with her presentation and I think Mountain Line is going to try to start a program here since we are a college town.

X. Next Board Meeting Date and Time

September 11th 2019

XII. Adjournment

James Manilla Made a Motion to adjourn at 1:31 P.M.