

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

January 11, 2023

Authority Members Present:

Jenny Dinsmore
Ron Bane
Terri Cutright
Marly Ynigues
Wesley Nugent
Jeremy Evans

Authority Members Not Present:

Other Personnel Present:

David Bruffy
Maria Smith
Paul Burns

Others Present:

Debra Gordey
Karen Miller

I. Call to Order:

The Transit Authority Board Meeting for January 11, 2023 was called to order at 12:01 P.M. by Jenny Dinsmore.

II. Reading and Approval of Minutes

A. December 14, 2022

Terri Cutright Made a Motion to approve the minutes as presented for December 14, 2022 Board meeting. Wes Nugent seconded the Motion.

For: All

Opposed: None

B. December 22, 2022 Special Meeting

Wesley Nugent Made a Motion to approve the minutes as presented for December 22, 2022 Board meeting. Marly Ynigues seconded the Motion.

For: All

Opposed: None

III. Presentations:

A. Driver of the Month December 2022

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The Transit Authority Board announced the Authority's December 2022 driver of the month John Blosser and Tom Jones. The Authority also recognized Bill Kimbrel, Andy Feezle and Anne Cramer for their outstanding performance during the month of December 2022.

B. Rider of the Month January 2023

The Transit Authority Board announced Ralph Carey as the January 2023 Rider of the Month nominated by the Mountain Line Transit Citizen's Advisory Committee. The next Mountain Line Transit Citizen's Advisory Committee meeting will be on Wednesday, January 18, 2023 in person or via Zoom at 1:00 PM.

C. New Hire Introductions

CEO Bruffy stated there were no personnel changes during the month of December.

IV. Opportunity for Public Comments:

Debra Gordey stated that 90% of the drivers are not driving their route bids. Also, there are no 40 hour route bids. Wants any board member to sit with two drivers asked that they email her at the email on the back of the police department card she handed out.

V. Monthly Data Summaries and Correspondence

December Monthly Data Summaries

Mountain Line reports the total passenger trips to date this calendar year as of December 2022 were 552,754 compared 401,400 total passenger trips to date for calendar year 2021. The total passenger trips were up 38% the total number of service days for the month of December 2022 was 31. Total passengers for December 2022 were 41,043 up 24% compared to December 2021. Disabled passenger trips were down 8% senior passenger trips were down 8% and WVU passenger trips were up 26% compared to December 2021. To date there have been 566 Property Tax Passes issued. There were 5,521 passenger trips in December 2022. For the month of December 134,258 miles have been driven.

NewFIT provided 87 passenger trips during December 2022.

State Opioid Response (SOR) had 417 Passenger trips in December 2022. There have been 14,659 total passenger trips since our first rider in March 2020.

Ride Mon Uber Service had 394 passenger trips in December 2022. There were a total of 1,824 passenger trips since May 2022.

VI. Financial Report

A. December 2022 Financial Report

President Dinsmore requested to table the Financial Report for December 2022.

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VI. Old Business:

A. Fiorini Shelter

CEO Bruffy shared the history of the Fiorini Family in public transportation throughout the years. He showed a picture of a proposed plaque and where it would hand in the bus shelter.

B. Construction Update

CEO Bruffy stated they finished the parking lot project, there was a recent walkthrough and the construction company has a few items regarding the fence to fix up then it should be complete. The announcement for the office buildout and customer service build has run in the paper. It is expected that the bids will be presented to the board at the next meeting.

C. Board Policies Committee Update

Maryly Ynigues asked **President, Jenny Dinsmore** for clarification on the scope, at the previous meeting it was stated as reviewing every policy that was sent out and I believe you may be seeing something narrower. President Dinsmore stated the purpose is to define what the role is of the board members in the community, that's where she's heading.

VIII. New Business

A. Title VI Plan

Terri Cutright Made a Motion to accept the revised Title VI Plan. Jeremy Evans seconded the Motion.

For: All

Opposed: None

B. Bad Debt Write Off

CEO David Bruffy went through the list of bad debt and discussed the issues we faced at the start of the SOR program which led to the lack of payment for the beginning of the service. Other bad debt was for a pass replacement fee and for uniforms.

Wesley Nugent Made a Motion to accept the write off in the amount of \$30,837.23. Marly Ynigues seconded the Motion.

For: All

Opposed: None

C. Board Member Conflict of Interest Statements

D. Employee Resignation (anticipate an Executive Session)

Terri Cutright Made a Motion to skip ahead in the agenda to Employee Resignation and to go into Executive Session at 12:14 PM. Ron Bane seconded the Motion.

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For: All

Opposed: None

The Board reconvened at 12:26 PM.

Terri Cutright Made a Motion to accept the settlement. Jeremy Evans Seconded the motion.

For: All

Opposed: None

E. Formation of a Finance Committee

Wesley Nugent Made a Motion to appoint a Finance Committee comprised of 3 members as well as our CEO and any staff he feels appropriate, to meet for the initial first time at 10:45 AM on the day of our next meeting Wednesday February 8th. The purpose of this group is to provide financial oversight, guidance, budgeting and financial planning and financial reporting and any other potential need for internal controls. Marly Ynigues seconded the Motion. Wesley Nugent, Jenny Dinsmore and Terry Cutright will serve on the committee.

For: All

Opposed: None

IX. Board Member Reports and MPO Update

MPO Update

President Dinsmore discussed the email sent regarding propane and asked what all this will entail. CEO David Bruffy explained that the purpose of the upcoming conference is to learn more about it but that there are several contracts out there for propane, usually they're for smaller vehicles, the challenge with propane is the weight you add to the vehicle is more and the range is less. For propane vehicles the propane companies will come out and install the fuel farm for you. Those vehicles are eligible for the Lo and No Emission Grants so that would open up some funding for us.

Board Member Reports

X. Next Board Meeting

Next Board meeting will be held on February 8, 2023.

XI. Adjournment

Wesley Nugent made a motion to adjourn at 1:39 PM.

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