

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

February 8, 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
Loring Danielson
Alyssa Moate
Nathan McKinney

Others Present:

Ashley Ludden – WVU Medicine
Sandi Barr – WVU Medicine
Riley Holsinger – WBOY
Ben Conley – Dominion Post
Debra Gordey

I. Call to Order:

The Transit Authority Board Meeting for February 8, 2023 was called to order at 12:04 P.M. by Jenny Dinsmore.

II. Reading and Approval of Minutes

A. January 11, 2023

Terri Cutright Made a Motion to approve the minutes as presented for January 11, 2023 Board meeting. Ron Bane seconded the Motion.

For: All

Opposed: None

III. Presentations:

A. Driver of the Month January 2023

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The Transit Authority Board announced the Authority's January 2023 driver of the month Andy Feezle. The Authority also recognized John Blosser, Bill Kimbrel, Anne Cramer and Shawn DeVall for their outstanding performance during the month of January 2023.

B. Rider of the Month February 2023

The Transit Authority Board announced Tommy Stefink as the February 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 March 15th in person or via Zoom at 1:00 PM.

C. New Hire Introductions

CEO Bruffy introduced Bill Titus and Amanda Ashton, two new Full Time employees and Erik Hamm the new Bus Cleaner.

D. Fare Box Use Demonstration – Training Officer Nathan McKinney

Nathan McKinney provided a walkthrough training of how the fare box is used and the responsibilities of the driver in collecting fares and entering in data.

IV. Public Hearing Grafton Road Mountain Heights Service Elimination

No one was present to comment regarding the elimination of Grafton Road and Mountain Heights. Sadi Barr from WVU Medicine attended along with Ashley Ludden and wanted more information about the RideMon service and wanted to know how to use it.

V. Monthly Data Summaries and Correspondence

January Monthly Data Summaries

Mountain Line reports the total passenger trips to date this calendar year as of January 2023 were 56,226 compared 41,869 total passenger trips to date for calendar year 2022. The total passenger trips were up 34% the total number of service days for the month of January 2023 was 31. Total passengers for January 2023 were 56,226 up 34% compared to January 2022. Disabled passenger trips were down 35% senior passenger trips were up 14% and WVU passenger trips were up 28% compared to January 2022. To date there have been 586 Property Tax Passes issued. There were 5,296 passenger trips in January 2023. For the month of January 133,163 miles have been driven.

NewFIT provided 103 passenger trips during January 2023.

State Opioid Response (SOR) had 488 Passenger trips in January 2023. There have been 15,107 total passenger trips since our first rider in March 2020.

Ride Mon Uber Service had 329 passenger trips in January 2023. There were a total of 2,153 passenger trips since May 2022.

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VI. Committee Reports

A. Board Policy Committee Report

President Dinsmore asked that this agenda item be removed until the committee is ready to present revised policies.

B. Finance Committee Report

- i. December 2022 Finance Report

Wesley Nugent Made a Motion to accept the Financial Report for December 2022 for audit as presented. Ron Bane seconded the motion.

For: All

Opposed: None

- ii. January 2023 Finance Report

Wesley Nugent Made a Motion to accept the Financial Report for January 2023 for audit as presented. Ron Bane seconded the motion.

VII. Old Business:

A. Construction Updates

CEO David Bruffy stated we are still waiting on some fence parts to finish off the parking lot project. We will review RFP's for the office and customer service buildout next week and will be presenting on it at the next board meeting.

VIII. New Business

A. Board Member Compensation Explanation

Ron Bane moved the motion to ask that Board Members only be paid for the normally scheduled monthly board meetings and not for the special or strategic meetings. Marly Ynigues seconded the motion.

For: All

Opposed: None

B. Board Meeting Day Change

CEO David Bruffy stated that the amount of time between the first of the month and the board meeting does not allow staff to get materials prepared in time for the board members. Similarly to several transit agencies across the country he suggested the board meetings be move to the third Wednesday of every month beginning in April.

Ron Bane made a Motion to move the board meetings to the third Wednesday of every month beginning in April. Wesley Nugent seconded the Motion.

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For: All

Opposed: None

C. PTASP Plan Approval

Assistant Manager Operations, Paul Burns stated that there were minor errors made to the document to account for a few title changes.

Wesley Nugent made a motion to approve the plan as presented. **Terri Cutright** seconded the Motion.

For: All

Opposed: None

D. Westover Sidewalk Project

CEO David Bruffy stated that there are about 322 feet of sidewalk needed between Lot A and the entrance to the admin lot where the other sidewalk ends. As part of the Westover Sidewalk Project Grant CEO Bruffy requested that we ask Westover to include the 322 feet of sidewalk be included in the project and that Mountain Line provide \$100,000 in local support.

Marly Ynigues made a motion request the additional sidewalk and support the project with \$100,000 local match. **Ron Bane** seconded the Motion.

For: All

Opposed: None

E. Bus Procurement from State Contract

CEO David Bruffy explained the issues with the 6 non-cdl vehicles and that their motors are going out at about 60,000 miles and there's concern about replacing these non-cdl vehicles so we have an avenue to bring new drivers on and keep them working while we are training them to get their CDL. CEO Bruffy explained that he plans to propose 2 additional 14 passenger buses which are already on the state contract. There are a few modifications that will need to be made to these vehicles including the possibility of changed them to propane vehicles. CEO Bruffy expects to have pricing for these vehicles at the meeting next month. CEO Bruffy explained some of the benefits of propane vehicles.

F. Hazel's House of Hope Shelter

Terri Cutright brought up the need for a large temperature controlled shelter out at Hazel's House of Hope. **Marly Ynigues** added that the capacity of the buses leaves people waiting for long periods of time outside before the next bus arrives to pick them up. **Terri Cutright** stated Maureen Tennant is on site and can provide insight. **President Dinsmore** stated that CEO Bruffy will need to spearhead this, we have shelters but not climate controlled shelters. **CEO Bruffy** stated the considerations we would need to take with a remote shelter like that would be utilities, security and cleaning. He stated he would reach out to Maureen Tennant to discuss the project.

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Ron Bane stated the other shelter behind Sheetz has mounting problems. When asked why Mountain Line put the stop there he explained that the issue was brought up by City Council and this was the agreed upon best outcome at the time with the resources we had at the time. Going forward this is going to require a conservative effort with County Commission and the City of Morgantown because all we're doing is running the buses, we're not in charge of security. There may be a possibility that Sheetz may close that store if the behavior of the customers continues due to the amount of shop lifting and disorderly conduct. **CEO Bruffy** stated that he did send out a doodle poll to get a meeting together.

G. Approval of Administrative Position Description

Terri Cutright made a motion to adopt this version of the position description as part of the Personnel Policy. Marly Ynigues seconded the Motion.

For: All

Opposed: None

H. Former Employee Final Pay

Terri Cutright recommended to compensate the employee. Marly Ynigues seconded the motion.

For: All

Opposed: None

IX. Public Comment

Debra Gordey stated she and her husband Ricky had a house fire on January 11th. She let the insurance go unfortunately. She had been trying for the last week to get a meeting with David to ask that he promote her GoFundMe to all of the board members and employees to raise money for she and Ricky.

X. Board Member Reports and MPO Update

CEO David Bruffy forwarded the Executive Directors Report regarding the Mileground and Collins Ferry Project. The one thing that will affect us will be the Vanpool funding, apparently with the Infrastructure Bill there is a requirement to use previous funds before you can use new funds and that has somehow tied up the Vanpool funds. We have already committed to a few vanpools, it isn't an exorbitant cost but we'll probably have to cover it, at about \$3,000.

President Dinsmore provided the board with handouts and asked them for feedback regarding CEO Bruffy's contract.

Marly Ynigues met with City Council and they said they are happy to help us get right of way signage and will help us facility the placement of shelters, they gave us a few people to work with in particular Damien. They asked that we make the public more aware of the capacity of the bike racks and recommendations about accessibility and maps in the shelters that are zoomed in and audible announcements in the shelters. CEO Bruffy stated the buses have audio announcements which the riders in the shelters can hear when the bus pulls up. He also stated that there's a

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particular feature in the software which allows us to send a text to a person with a visual impairment regarding their bus, this is something we had set up in the past for someone with a visual impairment.

X. Next Board Meeting

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

XI. Adjournment

Wesley Nugent made a motion to adjourn at 1:24 PM.

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