

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

April 19, 2023

Authority Members Present:

Ron Bane
Jenny Dinsmore
Terri Cutright
Marly Ynigues
Wesley Nugent

Authority Members Not Present:

Jeremy Evans

Other Personnel Present:

David Bruffy
Maria Smith
Paul Burns
Loring Danielson
Alyssa Moate
Karl Williamson

Others Present:

Terry Cahill
Ben Conley
Jonathan Cook

I. Call to Order:

The Transit Authority Board Meeting for April 19, 2023 was called to order at 12:02 P.M. by Jenny Dinsmore.

II. Reading and Approval of Minutes

- a. March 8, 2023**

Wesley Nugent Made a Motion to approve the minutes with a minor grammatical error for March 8, 2023. Marly Ynigues seconded the Motion.

For: All

Opposed: None

III. Presentations:

- a. Driver of the Month March 2023**

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

b. Rider of the Month April 2023

The Transit Authority Board announced Robyn Bell as the April 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 May 17th in person or via Zoom at 1:30 PM.

c. New Hire Introductions

CEO Bruffy introduced four new full time drivers, Charles Ghuste, Kirsten Surbrook, Sharon Webb, and IT Manager Karl Williamson.

d. HR Presentation – HR Officer Alyssa Moate

HR Officer Alyssa Moate gave a presentation to the board regarding our hiring and onboarding process and employee retention and all of the tasks and details that requires.

IV. Monthly Data Summaries and Correspondence

March Monthly Data Summaries

Mountain Line reports the total passenger trips to date this calendar year as of March 2023 were 177,872 compared 136,255 total passenger trips to date for calendar year 2022. The total passenger trips were up 31% the total number of service days for the month of March 2023 was 31. Total passengers for March 2023 were 59,550 up 26% compared to March 2022. Disabled passenger trips were up 6% senior passenger trips were up 60% and WVU passenger trips were up 24% compared to March 2022. To date there have been 611 Property Tax Passes issued. There were 6,365 passenger trips in March 2023. For the month of March 137,141 miles have been driven.

NewFIT provided 108 passenger trips during March 2023.

State Opioid Response (SOR) had 443 Passenger trips in March 2023. There have been 15,987 total passenger trips since our first rider in March 2020.

Ride Mon Uber Service had 266 passenger trips in March 2023. There were a total of 2,676 passenger trips since May 2022.

The Sweep Account Interest was \$8,879.58 for the month of March 2023.

V. Committee Reports

**a. Finance Committee Report
March 2023 Finance Report**

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Marly Ynigues Made a Motion to accept the Financial Report for March 2023 for audit as presented. Wesley Nugent seconded the motion.

For: All

Opposed: None

a. Annual Audit Report

Wesley Nugent Made a Motion to accept the Annual Audit Report as presented. Marly Ynigues seconded the motion.

For: All

Opposed: None

VII. Old Business:

a. Construction Updates

CEO David Bruffy stated the contractor has finished with the fencing so the parking lot project is complete. We are beginning the buildout of the unfinished space and the customer lobby areas. The pictures here show how Shelter 8 is being built to house customer service during the construction. Construction is going to begin Monday April 24th.

b. Hazel's House of Hope Shelter

CEO Bruffy stated that he reached out to the administrator at Hazel's House of Hope and they would like to defer this conversation until after August when they had plans to implement some other changes.

c. Lawn Care and Snow Removal

CEO Bruffy explained the pricing received and noted that with each of the services under consideration a contract with Spikes Snow Removal would provide the lowest cost overall for the services.

Wesley Nugent Made a Motion to accept the Annual Audit Report as presented. Terri Cutright seconded the motion.

For: All

Opposed: None

d. Tire Contract

CEO Bruffy explained we are waiting to hear back from the vendor to continue the contract at the same prices. This item will be tabled until next month after we've heard back from the vendor.

e. Towing Contract

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CEO Bruffy explained this is the same issue, we are waiting to hear if this vendor will continue this contract at these same prices. This item will be tabled until next month after we've heard back from the vendor.

f. Substance Abuse Policy Modification (Bus Cleaner Position)

CEO Bruffy explained that the person in this position really shouldn't be handling the changing of fuels and fluids and that this is more of a task for the maintenance employees. He's requesting that with that change in task this person should no longer be in our drug testing pool. The Assistant Manager of Operations is also being removed; Paul Burns had his CDL but no longer does and therefore does not need to be in the pool any longer.

Marly Ynigues Made a Motion to approve the update to the Substance Abuse Policy. Terri Cutright seconded the motion.

For: All

Opposed: None

VII. New Business

a. TIP Amendment

CEO Bruffy stated this update to our Transportation Improvement Plan is to reflect the grant applications approved for operating and capital.

Marly Ynigues mad a motion to approve the TIP amendment, Wesley Nugent seconded the motion.

For: All

Opposed: None

b. Board Member Tablets and Email Addresses

CEO David Bruffy stated that some board members have raised concern in the past about using their personal devices for Mountain Line related emails. We have asked Karl to set up these tablets as well as emails for you. If you need help with setting up these devices you are welcome to contact Karl with any questions you may have. Karl Williamson then presented the details of the tablet and how it works. Ron Bane stated that we could continue with paper for a while and eventually get to a point where board packets and financial statements could just be read on the tablets. He was appreciative of having a separate device for emails.

c. Adoption of Proposed Succession Plan

CEO Bruffy stated the Succession Plan basically looks at the importance of each position and the replacement process of each process. One of the key recommendations is to establish a succession fund for recruitment and cross training. You would then have funds available to pay for any kind of moving expenses or recruitment. For particular positions I have recommended an incentive for those employees to stay over for a period of time to cross train. Ron Bane asked if it is suggested

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that we review this on an annual basis and CEO Bruffy confirmed. Jenny Dinsmore stated that a hard copy should be kept on site.

Wesley Nugent made a motion to approve the Personnel Policy update as presented. Terri Cutright seconded the Motion.

For: All

Opposed: None

d. Grant Resolutions for 5307, 5310 and 5311(f) funding

CEO Bruffy stated these are three resolutions which allow us to apply for grant applications. **Ron Bane** added that these are all standard language for the grant application process.

Marly Ynigues made a motion to approve the 5307 Resolution, Wesley Nugent seconded.

For: All

Opposed: None

Terri Cutright made a motion to approve the 5310 Resolution, Marly Ynigues seconded.

For: All

Opposed: None

Wesley Nugent made a motion to approve the 5311(f) Resolution, Jenny Dinsmore seconded.

For: All

Opposed: None

e. CEO Contract Update

President Dinsmore requested to table this issue until May.

f. Employee Picnic

CEO Bruffy stated we need to work on setting up a date. **Ron Bane** stated that we should contact the same place, it was a good location. **Terri Cutright** requested some MLTA funds be set aside for the picnic. **CEO Bruffy** stated that in the past we have asked vendors to provide financial support for the picnic and that if MLTA funds were used the event would be open to the public and that did not seem to reflect the sentiment of the board. **President Dinsmore** asked if we the board with businesses could be a sponsor.

g. Shelter Maintenance

CEO Bruffy explained the bid for shelter maintenance and requested approval to work with Springhouse Welding to provide maintenance on our shelters throughout town. **CEO Bruffy** also shared the graphics with the board that can be installed on shelters with graffiti and allows us to address the issue in a more expedient manner.

Marly Ynigues made a motion to approve working with Springhouse Welding, President Dinsmore seconded the motion.

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For: All

Opposed: None

h. Employee Health Insurance (15.6% PEIA Increase)

CEO Bruffy the Public Employee Health Insurance is increasing our rates by 15.6% which calculates to us at about \$91,000 and noted this number isn't final or exact since we'll be going through the enrollment period and people will be making changes. Regarding the shared chart **CEO Bruffy** explained the current rates were on the left and if we apply the same percentage split between what the employee pays and what Mountain Line pays to the new rates you'll see to the right are the new rates. So for example on the left at the current rates an employee pays \$131.26 per pay and their new rate would be \$152.53 after the increase at the current percent rates. These new rates will go into effect as of July 1st so we have a little time to consider this and allow for it in the budget. You can look at this in relation **Ron Bane** requested that we provide two proposals if we were to cut that in half and if Mountain Line were to cover the full amount and where we might be able to do that within the budget. He requested we hold a special board meeting to review the proposal and make a decision. **President Dinsmore** stated that she didn't want to lose any drivers due to an increase in the health plan. **Marly Ynigues** agreed and stated that this cost is less than the cost to recruit a new driver.

i. Microtransit Application Replacement Proposal (\$38k)

CEO Bruffy explained that a lot of research has been done for providers available and these are the three providers that we narrowed it down to. Each of these solutions would be free to download just like Uber. Spare has the ability to set up reoccurring trips as well as setting up our unique passes and we'd be able to have social services agency purchase passes for their clients. By the cost comparison and the technology we are recommending the board approve for us to enter into an agreement with Spare. This particular vendor is also under state contract allowing us to implement it quickly.

Wesley Nugent made a motion to enter into contract with Spare, Terri Cutright seconded the motion.

For: All

Opposed: None

IX. Public Comment

Johnathan Cook from Morgantown stated that he's been riding the bus for a long time and wanted to know about the bus tracker app and why it hasn't been updated, why it isn't tracking correctly. The schedules online are low res and the pdf's of the brochures are upside down. Also up until just a week or two ago there were no routes on Google Maps. He requested these updates be made if not now, tomorrow. **CEO Bruffy** introduced the new IT Manager hired March 22nd who has fixed the Google Maps. As for the online pdf's of the schedules they are meant to be printed. The tracker app may be changed or updated along with our update to the fare collection method.

X. Board Member Reports and MPO Update

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X. Next Board Meeting

Terri Cutright noted that David was going to have Karl introduce himself. Karl Williamson IT Manager provided a brief introduction of himself and his background. Next Board meeting will be held on May 17, 2023. President Dinsmore stated that the newsletter was quick and requested that we share that with City Council and the Commissioners. She also requested an update on the propane buses, CEO Bruffy explained that we expect to see the vehicles before the end of the year.

XI. Adjournment

Wesley Nugent made a motion to adjourn at 1:09 PM.

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