

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

January 10, 2018

Authority Members Present:

Jenny Dinsmore
David Flynn
James Manilla
Clement Solomon
Ron Bane
Terri Cutright
Denny Poluga

Authority Members Absent:

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 January 10, 2018 was called to order at 12:00 P.M. by Jenny Dinsmore.

II. Reading and Approval of Minutes December 13, 2017

Ron Bane Made a Motion to approve the minutes from the December 13, 2017 board meeting. Terri Cutright seconded the Motion.

For: All

Opposed: None

III. Presentations:

A. Driver of the Month For December 2017

The Transit Authority Board announced the Authority's December 2017 Driver of the Month, Mr. Thomas Jones. The Authority also recognized James Smith, William McClain, William Kimbrel and John Blosser for their outstanding performance during the month of December 2017.

B. Rider of the Month For January 2018

The Transit Authority Board announced that Iryna Savran is the January 2018 Rider of the Month selected by the Mountain Line Transit Citizen's Advisory Committee.

The CEO stated we hired two new full time bus drivers Patty Booth and Kevin Jones.

IV. Opportunity for Public Comments:

None

V. Monthly Data Summaries and Correspondence

December 2017

The CEO stated that the total passenger trips to date calendar year December 2017 were 985,157 compared to 1,027,989 total passenger trips to date for calendar year 2016. The total passenger trips for the year were down 4%. The total number of service days for the month of December 2017 was 31. Total passengers for December 2017 were 54,245 down 5% compared to December 2016. Disabled passenger trips were down 22%, senior passenger trips were down 16% and WVU passenger trips were down 9% compared to December 2016. During December 2017 the Transit Authority traveled 101,197 miles.

VI. Financial Report:

A. December 2017 Financial Report

The CEO reviewed the financial report for December 2017 with the Transit Authority Board Members.

David Flynn Made a Motion to accept for audit the December 2017 Financial Report. Clement Solomon seconded the Motion.

For: All

Opposed: None

VII. Old Business:

A. Update on Potential Depot Relocation Sites and Considerations

The CEO stated he met with the City Manager and his team this morning. As you all know the council accepted the HRM grant yesterday, so we have a more of a defined time line and I will let the City Manager talk about that a little more. We looked at the Richwood site and the planning and engineering staff took a look at this property for Mountain Line Transit. One of the major concerns is the ingress and egress. The other consideration for this property is that the city doesn't want to let this right of way go. The city has consideration for correcting the right hand and left hand turn motion and the city see's this site as a potential solution in correcting some of the street layout issues in this area with this intersection. With that being said it's not something that the city feels like they won't use this site as a long term solution for Mountain Line Transit. Some other things talked about to be noted, was that the Richwood Avenue is in the TIF district and there is a small balance on that account and is a pay as you go balance. The CEO stated as far as the operation and what we would need to do at this point and what he recommending is to move the Depot to the Westover location at this time. I have talked with the city about the possibility of putting in some facilities for the passengers downtown and with the elimination of the Depot there will be nowhere for the passengers

to wait. Based on the information given at the meeting I think we are out of options at this time.

Ron Bane asked since this is not going to work out with the City of Morgantown. Is there ways we can work with Westover because they have the huge amount of land. I think it would be a great opportunity for Mountain Line Transit.

The CEO stated he has talked with Granville but not Westover at this time.

Denny Poluga asked when is the date that we need to be out of the current Depot location?

The City Manager, Paul Brake said let me recap, as CEO David Bruffy stated we did accept the grant or gift at last night's city council meeting. The time frame that is identified is to complete the construction within two years. The hope is that this will be completed in one year. This is correct that we are looking at an April starting date to start this construction. In terms of this notion of having to move by April 2018 no, that is not necessary and frankly I don't think that is realistic from what I have heard.

James Manilla stated he thinks that we need to start the process of moving the Depot to the Westover location.

David Flynn asked if we need to do any maintenance work on our parking lot or pavement on this location for the Depot move to this location? Do we have any idea on how much that will cost or how to try to get funding?

The CEO stated the upper lot needs paved and we need to build a sidewalk or staircase for access to the lower lot. We will use the lower lot as the transfer point and move the employee parking to the upper lot.

David Flynn asked if there was any possible federal funding to help us with this expense?

The CEO stated not in this amount of time. The only thing we will have available is the funding for new buses.

Ron Bane said I know it is hard to estimate but how much are you thinking this will cost?

The CEO said between \$250,000 to \$350,000 for this project. We will need to pave the parking lot somewhere around \$150,000 and we need to build shelters at the lower lot and re-stripe the lot as well.

Jenny Dinsmore asked was there no money put in this grant to help us at all?

City Manager, Paul Brake said that was not included as part of the proposal, so no.

Ron Bane said from the statement from the City Manager that they accepted the 4.1 million dollars and you knew that the bus system was moving and it wasn't identified in the grant and you knew we needed the money.

James Manilla Made a Motion to move the facilities at the Depot to the Primary location at Westover, with any secondary movement would be open for approval by the Authority Board. Denny Poluga seconded the Motion.

For: All

Opposed: None

B. Credit Card Processing Services Vendor Selection

The CEO presented to the board multi vendors for the Credit Card Processing Services. He is recommending the EMS vendor at this time for a 2 year term.

Terri Cutright Made a Motion to approve the EMS vendor as our credit card processing vendor. Ron Bane seconded the Motion.

For: All

Opposed: None

VII. New Business

A. Mobile App Renewal Agreement (\$10,000)

The CEO stated we had a contract with the mobile app and the contract is up. We may look for a new app next year, but at this time I am recommending to renew the contract with Advance Tracking Technologies, Inc.

David Flynn Made a Motion to renew the Mobile App Agreement with Advance Tracking Technologies, Inc. Ron Bane seconded the Motion.

For: All

Opposed: None

B. Drug and Alcohol Policy Amendments (new regulations)

The CEO said these are federally mandated changes.

Ron Bane Made a Motion to adopt the Drug and Alcohol Policy Amendments. David Flynn seconded the Motion.

For: All

Opposed: None

C. TIP Amendment (FTA bus purchase funds)

Terri Cutright Made a Motion to approve the TIP Amendment. David Flynn seconded the Motion.

For: All

Opposed: None

D. Budget Amendments (line item transfers)

Clement Solomon Made a Motion to approve the Budget Amendments. Ron Bane seconded the Motion.

For: All

Opposed: None

IX. Board Member Reports and MPO Update

The CEO said their doing a study on the turning movement on Wiley Street.

X. Next Board Meeting Date and Time

February 14, 2018 at 12:00 Noon

XII. Adjournment

David Flynn Made a Motion to adjourn at 1:10 P.M.