MONONGALIA COUNTY URBAN MASS
TRANSPORTATION AUTHORITY
BOARD OF DIRECTOR’S MEETING
September 9, 2014

Authority Members Present: Jenny Dinsmore
Terri Cutright
Denny Poluga
Clement Solomon

Authority Members Absent: Ron Bane
David Flynn
James Manilla

Other Personnel Present: David Bruffy
Wayne Pifer
Loring Danielson
Ann Woodyard

I. Call to Order:

The Transit Authority Board Meeting for September 9, 2014 was called to order at 6:00 P.M. by Jenny Dinsmore.

II. Reading and Approval of Minutes July 9, 2014

Terri Cutright Made a Motion to approve the minutes from the July 9, 2014 Board Meeting. Denny Poluga seconded the Motion.

For: All

Opposed: None

III. Presentations:

A. Drivers of the Month

July 2014

The Transit Authority Board announced the Authority’s July 2014 Driver of the Month, William Smith. The Authority also recognized Darren Garner, William Fleming, Anne Cramer, and William McClain for their outstanding performance during the month of July 2014.
August 2014

The Transit Authority Board announced the Authority’s August 2014 Driver of the Month, William Smith. The Authority also recognized Thomas Jones, Raymond Bodkins, Darren Garner, and Anne Cramer for their outstanding performance during the month of August 2014.

B. Passenger of the Month

The General Manager stated that the Passenger of the Month is a passenger nominated by other riders and MLTA employees who is selected, based on specific criteria, by the Citizen Advisory Committee, which meets every two months. Samantha Conner is the first Passenger of the Month and will be honored during the month of October 2014.

Personnel Changes—Ron McCourt was promoted to Shift Supervisor. Mike Toothman has completed his initial probationary employment period.

C. Equal Employment Opportunity Commission Plan and Analysis

Wayne Pifer, Assistant Manager, reviewed the Equal Employment Opportunity Plan & Analysis, required by Title VII of the Civil Rights Act of 1963, to be completed every three years and presented to the Federal Transit Authority. MLTA must show the percentage of minorities and females employed throughout the organization and give specific information on recruiting efforts. The current plan was prepared using State of WV 2014 projected census data and has been presented to the Citizen Advisory Committee, supervisory staff, as well as female and minority employees. The plan has been submitted to the Federal Transit Authority for approval.

IV. Opportunity for Public Comments:

No public comment

V. Monthly Data Summaries/Correspondence:

July 2014

The General Manager stated that the total passenger trips to date calendar year 2014 were 659,116 compared to 669,831 total passenger trips to date for calendar year 2013. The total passenger trips for the year were down 1.5%. The total number of service days for the month of July was 31. Total passengers for July were 55,802, down 4,617 compared to June 2014. Disabled passenger trips were up 3%, senior passenger trips were up 2% and other passenger trips were up 29% compared to July 2013. During July 2014 the Transit Authority traveled 92,271 miles.
August 2014

The General Manager stated that the total passenger trips to date calendar year 2014 were 764,023 compared to 784,196 total passenger trips to date for calendar year 2013. The total passenger trips for the year were down 2.6%. The total number of service days for the month of August was 31. Total passengers for August were 104,857, up 49,055 compared to July 2014. Disabled passenger trips were down 15%, senior passenger trips were down 16% and other passenger trips were down 8% compared to August 2013. During August 2014 the Transit Authority traveled 93,193 miles.

VI. Financial Report:

A. 2013-2014 Year End Report

The General Manager reviewed the 2013-2014 Year End financial report with the Transit Authority Board Members. The report will be mailed to the Transit Authority Board Members not in attendance and a vote for its approval will be taken at the next Board meeting.


The General Manager reviewed the financial report for July 2014 with the Transit Authority Board Members.

Denny Poluga Made a Motion to accept the July 2014 Financial Report for audit. Terri Cutright seconded the Motion.

For: All Opposed: None

C. August 2014 Financial Report

The General Manager reviewed the financial report for August 2014 with the Transit Authority Board Members.

Denny Poluga Made a Motion to accept the August 2014 Financial Report for audit. Terri Cutright seconded the Motion.

For: All Opposed: None

VII. Committee Reports

A. Transit Development Service and Education Committee

The General Manager made a presentation to Morgantown City Counsel stating that Mountain Line Transit Authority is the only Urban Transit system in the State that was started without a dedicated excess property tax levy, which would share the cost of transit service across the community. Service cannot increase with the continued decrease in
funding. The General Manager noted that at some point in the future a fare increase may be necessary; the last fare increase was in 1996.

B. Audit Committee Recommendation

The General Manager stated the audit committee reviewed proposals from three firms: Tetrick and Bartlett; Belastro, Harr & Sharer; and Perry and Associates. Based on their evaluation the audit committee recommended Perry and Associates be given a three year contract to perform the annual fiscal Financial audit.

Denny Poluga Motioned to approve Perry and Associates to perform an annual fiscal Financial audit for three years beginning with 2013-2014. Terry Cutright seconded the Motion.

For: All       Opposed: None

VIII Old Business:

A. City Funding Level

The General Manager stated there was no increase in City Funding.

B. Non-Emergency Medical Transportation (NEMT) Update

The General Manager noted that starting October 1, 2014 area residents will have to contact Medical Transportation Management (MTM) in Charleston, to schedule non-emergency medical transportation (NEMT). Mountain Line Transit Authority will no longer be authorized or eligible for payment for NEMT trips and will no longer be taking appointments for non-emergency medical transportation. The State of WV signed a three year contract with MTM to broker all non-emergency medical transportation in the State. The cost of compliance with the MTM contract, MTM being able to change compliance rules without notification and assess fees associated with non-compliance, could leave Mountain Line Transit Authority paying MTM to provide rides. An analysis of the MTM contract was performed by the law firm Jackson Kelly, for the West Virginia Public Transit Association. The firm issued a ten page analysis full of cautions and concerns. This, coupled with the previous factors noted, added to the decision not to contract with MTM to provide non-emergency medical transportation.

IX. New Business:

A. TIP Amendment for Ladders of Opportunity Funding ($6 million)

The General Manager reported that MLTA applied for funding for three different projects through the Ladders of Opportunity Funding Grant:

i. Intermodal Facility—working with the Morgantown Parking Authority to build an Intermodal Parking Facility, a multi-level facility, across from the old Post Office
building behind the funeral home and restaurant on Spruce Street. The Depot would move to the new location, administrative staff capacities would be added as well as public restrooms. The Parking Authority would come up with $20 million, through the sale of bonds; MLTA would come up with $4 million from this grant.

ii. **Bus Storage Facility**—to be located on lot A, behind DuPont Road facility, would contain a bus wash and heated storage facility that has an estimated cost of 1.2 million.

iii. **Bus Purchase**—additional funding for two heavy duty buses.

A decision on approval of the application will be received closer to the National election time in November.

**Denny Poluga Made a Motion to approve the Transportation Improvement Plan Amendment. Terri Cutright seconded the Motion.**

**For:** All **Opposed:** None

**B. New Fit Policy Changes**

The General Manager reported that as a point of interest, due to the elimination of non-emergency medical transportation, the New Fit Van Policy has been modified.

**C. MPO Bridge Study Funding ($5,400)**

The General Manager stated that the next step in the long range transportation plan is an MPO Bridge Study (I-79 Connection Study) to determine best place to build a bridge connecting Morgantown to I-79. Federal Funds were approved for 80% of the study, the State approved 10%, the City approved 5%, and County Commission needs to approve 5% (approximately $5,400). Terri Cutright reported that she was at a Transportation Committee meeting, the funding was discussed, and the Commission will be working to get approval for the $5,400 needed for the study.

No motion was made pending action by the County Commission.

**D. GPS Data Collection Update**

The General Manager reported that MLTA has spent a good deal of time and money getting the GPS location system up to date. The new system allows data to be retrieved from the farebox system that will give a variety of information including longitude & latitude of activity, time of day, how many people are getting on at a particular location, of the riders how many are in wheelchairs. Also, how many riders have mobility issues and finding out where they are waiting on a bus, giving a clearer picture of where bus shelters should be placed and also to determine if there are accessible quarters for riders with mobility issues. The information can also be used to make decisions about adding or reducing service. Currently 12 vehicle units still need GPS location system updates and by January 2015 all units should be functioning. The other part of the system includes geo-fencing which provides text messages about the current location of the bus and automated vocal announcements, to assist riders with visual impairments. MLTA is currently leasing hardware for five years at a cost of $45,000, of which $38,000 is paid
for by an FTA grant. This is a legacy system originally developed for cement or meter trucks so that companies could tell the location of each truck in their fleet.

X. Board Member Reports and MPO Update

Terri Cutright attended an International Downtown Association Conference that studied cities with Bicycle programs. Such a program needs $1 million to purchase 10 pods at $10,000 each, and bike lanes would need to be added to city streets. One of the biggest challenges, aside from the $1 million, that is facing this program is bicycle mechanics having difficulty passing substance abuse tests for insurance purposes.

XI. Adjournment:

Denny Poluga Made a Motion to adjourn at 7:27 PM.