

**CENTRAL WEST VIRGINIA TRANSIT AUTHORITY**  
**February 3, 2017**

The Board of Directors of the Central West Virginia Transit Authority met in the Central West Virginia Transit Authority Training Room at 9:00 a.m. on Friday, February 3, 2017 in accordance with the notice of meeting dated February 1, 2017 and emailed to all Board members and media. The following members were present:

Robert Kramer, President  
Jeff Nelson - Absent  
Tom Durrett - Board Member  
Anita Bower - Board Member  
Vanessa Perkins, General Manager  
Libby Cawthron - Operations and Scheduling Supervisor  
Steve Allman, Union President  
Harrison County Sheriff Robert Matheny  
Harrison County Tax Supervisor Jim Terrango

Due to scheduling, Sheriff Matheny presented his ideas for his new administration in the Sheriff's Office. Sheriff Matheny presented the tax revenue check for the month of January, 2017 to Vanessa Perkins. He stated it is his intention to adamantly pursue the collection of over \$1.5 million in back due taxes with the help of Tax Supervisor Jim Terrango. Sheriff Matheny stated he hoped to develop four zones throughout Harrison County in order to have patrols more centrally positioned and for quicker response to problems. He is also very much aware of the problem at several bus shelters, particularly in Salem and will be working with General Manager Vanessa Perkins to try to rectify the problems in this area. He is very concerned about drug use and drug traffic on the buses and hopes to eventually use drug dogs as an intervention to this problem.

President Robert Kramer requested approval of the October 19, 2016 minutes. There being no corrections, Tom Durrett made a motion to accept the minutes as presented, Bob Kramer, seconded the motion, motion passed to accept the minutes as presented.

No one was present for public comment, so Vanessa Perkins, General Manager continued with her General Manager's report.

The first item of business was a review of the quote from Brewer and Company of WV, Inc. for \$24,700 to upgrade the fire alarm system

to be in compliance with BRIM codes. Although this project was put out for bid, Brewer and Company of WV, Inc. was the only company offering a bid. Management checked with the State Office and was told this was acceptable since all bidding procedures had been followed. Tom Durrett made a motion to accept the bid as presented, Bob Kramer seconded the motion, and the motion passed unanimously.

The purchase of a lift gate for the shop truck, which was discussed and tabled at the last meeting, has now been purchased by the Division of Public Transit and is being used by the Maintenance Department.

The new computers voted on at the last meeting have been purchased and installed. New furniture for the offices has been purchased and will be delivered approximately February 20, 2017.

After several discussions and correspondence with the VA Hospital CENTRA now operates only one bus on the shuttle route which travels from the VA to the Nathan Goff Armory. The Highland route has been discontinued until further notice, may resume once Spring returns, after City resumes control of parking lots. The charge per trip is \$1.50. Ridership has gone down due to the amount of time in between trips but expenses are still being met with the changes.

Vanessa requested the consideration of the development of a Smart Phone application for the public to be able to know where the bus is on the route by viewing on their Smart phone. Our technology specialist, Craig Ray, anticipates that the cost for this application to be designed to work with the present Zonar GPS system would be approximately \$12,500. Vanessa was authorized to begin the bidding process for the application to be developed and purchased.

A discussion was then held concerning notification by the State Department of Environmental Protection concerning soil contamination on CENTRA property that was addressed close to 25 years ago. A fuel storage tank was found to be leaking and CENTRA worked with MSES and Ryan Environmental to remove all contaminated soil. Approximately every 7-10 years the State DEP contacts CENTRA for further soil samples to be sure all contamination was still in compliance with the DEP's regulations. If documentation is not found regarding the resolution of this matter in either J. Patrick Bower's files, the minute books or consultation with Henry Lawrence, an Attorney with Steptoe and Johnson, CENTRA might be required to spend at least \$10,000 for core samples and soil analysis. Anita Bower will research this matter and discuss with Trey Simmerman and Vanessa Perkins.

Vanessa presented an addition to the Drug and Alcohol policy to be considered by the Board. The policy essentially states that when a driver checks in with dispatch, that before being allowed to operate

a bus, sunglasses must be removed so that the overall appearance, especially the eyes of the driver can be observed. Motion was made by Anita Bower to adopt the policy as presented, Tom Durrett seconded, motion passed.

Vanessa stated that Kevin Roy had requested the purchase of a forklift to be used in the garage. Discussion was held regarding certified training of personnel, other regulations required by OSHA, the pros and cons of propane versus gasoline forklifts. Vanessa will go over these matters with Kevin and bring concrete information back to the Board.

Mark Griffith, CPA received three bids for replacement of the office copying machine. After review of the plans presented by Hart Office, MCM and J&L, Anita Bower made a motion to stay with MCM, Tom Durrett seconded and the motion was unanimously passed. A copy of the different plans is attached to and made a part of these minutes.

Vanessa announced that the State Department of Transportation had replaced two buses and the old buses would go to auction and any money recovered would be forwarded to the State.

Mark Griffin presented the financial statements for December 31, 2016 and Supplemental Financial Information for December 31, 2016. The only action taken regarding the financial statements was Anita Bower made a motion to transfer \$500,000 from our MVB operating account to Wesbanco, and also \$500,000 from MVB to Huntington National Bank, Tom Durrett seconded the motion. Motion was unanimously passed.

Libby Cawthron, Operations Supervisor and Route Analyst informed the Board that with the cancellation of the second bus for the VA, a new route was created to service the West End of Clarksburg, called the West End Shopper Express.

So far no complaints have been received from the public but it is difficult for the drivers since when they stop at Continuous Care there are several wheelchair passengers and it takes time to secure the wheelchairs and there are only two spaces for wheelchairs per bus. She has also added Saturday service on the Shinnston and Lost Creek routes.

Robert Kramer proposed a 3-year planning session to be held on March 13, 2017 at 10:00 a.m. This meeting will be primarily for CENTRA Board and employees. At a later time we will ask for county wide participation in order to be assured we are meeting the needs of each municipality.

A discussion was held regarding a request by the YMCA to advertise on our buses. We would be required to design and place the advertisement on the buses in exchange for the continued discount in membership fees for CENTRA employees. Vanessa reported that 6-8 employees take advantage of the discount for membership at the YMCA. The Board members present at the meeting advised Vanessa to check with Morgantown regarding their advertising policy, but at this time we felt it would create a precedent for other organizations to want free advertising.

Discussion then turned to the problem of the lack of appointment by either the Harrison County Commission or the City of Clarksburg for a replacement of Chris McCarthy's seat on the CENTRA Board of Directors. This seat has been traditionally been recommended by the City Council of Bridgeport and is a resident of Bridgeport. Several letters between Willie Parker, Harrison County Commission, Bob Greer, Mayor of Bridgeport, and the City of Clarksburg have been copied to CENTRA but no decision has been made. Trey Simmerman, Attorney at Law, will look into the legalities of the appointment and Anita Bower suggested that all correspondence regarding this issue be attached to and made a part of the minutes.

Tom Durrett then made a motion to close the meeting to the public and enter into Executive session to discuss personnel issues, union contract negotiations update, and library recommendations. Anita Bower seconded the motion, motion passed.

After completing the discussion of the above matters, Tom Durrett made a motion to open the meeting to the public, Robert Kramer seconded, motion passed.

After the Executive session, Anita Bower made a motion to increase the pay of the Operations Supervisor and Route Analyst starting immediately to the end of the fiscal year in July, 2017 by 2.5%. Motion was seconded as presented by Tom Durrett, motion pass unanimously.

Robert Kramer made a motion to appoint Anita Bower as Acting Secretary-Treasurer at least until April, or until a new Board member has been appointed, Tom Durrett seconded the motion, and motion passed unanimously.

Recommendations coming from the Clarksburg-Harrison County Library Board will be addressed at the 3-year planning meeting on March 13, 2017.

There being no further business to discuss the meeting was adjourned.



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ROBERT KRAMER  
President

Respectfully submitted,



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ANITA S. BOWER  
Acting Secretary-Treasurer