

CENTRAL WEST VIRGINIA TRANSIT AUTHORITY  
March 14, 2017

The Board of Directors of the Central West Virginia Transit Authority met in the Central West Virginia Transit Authority Training Room at 1:00 p.m. on Tuesday, March 14, 2017 in accordance with the notice of meeting dated March 9, 2017 and emailed to all Board members and media. The following members were present:

Robert Kramer, President  
Jeff Nelson - Board Member  
Tom Durrett - Board Member  
Anita Bower - Acting Secretary-Treasurer  
Jim Griffin - Board Member  
Vanessa Perkins, General Manager  
Mark Griffith - Accounting Supervisor  
Exponent Telegram Reporter

President Robert Kramer requested approval of the January 27, 2017 minutes, wherein a quorum was not present and the meeting was cancelled and then the subsequent minutes of February 3, 2017 meeting. There being no corrections, Tom Durrett made a motion to accept the minutes as presented, Jim Griffin, seconded the motion. Motion passed to accept the minutes as presented.

The first item of business was a report from the Union Negotiations Committee consisting of Tom Durrett, Anita Bower, Vanessa Perkins, General Manager and Mark Griffith, CPA. The Committee reported that Union President Steve Allman felt the members were ready to vote to accept the proposed Union Contract and scheduled a meeting for March 7, 2017. Therefore, a Board meeting was scheduled for Thursday, March 9, 2017, but was cancelled due to the Union Membership refusing to hold a vote on the contract. The Union membership needed clarification on the definition of calendar year. Vanessa Perkins signed a document establishing a calendar year defined as beginning on January 1, 2017 through December 31, 2017. Another Union meeting was scheduled on March 9, 2017, but at mid-day on March 9, 2017 it was announced this meeting was cancelled. A meeting of the Board of Directors of CENTRA had been previously scheduled for March 14, 2017 and even though the Union has not approved the Union Contract the meeting was held to discuss other items listed on the agenda.

Discussion was held concerning why the Union Contract was not being accepted and what recourse CENTRA had to complete union negotiations. Vanessa Perkins reiterated what Attorney Trey

Simmerman has advised that CENTRA does not need the contract signed to function. We must abide by essential terms of the previous contract but it is up to the Union membership to accept what has been presented. CENTRA Board feels comfortable with the fact that many problems have been remedied regarding attendance, uniforms, part-time positions, and of course insurance and pay increases.

During negotiations there was a problem of coming to terms of agreement on contract issues, and then at proceeding meetings the same issues were brought up to the Negotiations Committee due to the union being unable to agree on issues. Vanessa Perkins, on several occasions has contacted the International Union in Detroit, Michigan for their assistance in negotiating the contract. The Board is under the impression that the International Union feels the proposed contract is fair and represents the agreements reached in negotiations. The International Union representative will urge the union to accept the proposed contract and deal with any minor issues at a later date.

At this time the two issues prohibiting passage of the union contract is Right to Work and retroactive wages. Right to Work is still under legislative and judicial review. Retroactive wages have been deemed unlawful by opinions from two attorneys and audit findings.

Discussion then turned to a 24-year problem with soil contamination on CENTRA property. The WV Department of Environment Protection has notified CENTRA that we are in non-compliance with the standards held by the DEP regarding old fuel tanks that were removed in 1993. The tanks and surrounding soil was removed when it was discovered that fuel had been leaking into the soil. At that time, Ryan Environmental and MSES were the two companies involved in removing the affected soil from CENTRA's property. Vanessa Perkins had received bids from the former companies involved. Ryan Environmental presented a bid of \$8,950 and a bid from MSES was received for \$10,000 to complete the core sampling. If contamination is found on the site, further bids would be sought to bring the CENTRA property into DEP compliance.

Board member Anita Bower felt that after 24 years the taxpayers of Harrison County should not be required to expend \$10,000 to hunt for contamination on a site that would never expose the general public to any adverse health risks. Any water pipes that might be underground are enclosed, the area in question is so small that a house or playground could not be built on or near the property. Other Board members questioned what would happen if the core sampling was not completed and it was explained that the WV DEP could fine CENTRA for non-compliance. Jeff Nelson pointed out that after 24 years if no fine had been assessed on CENTRA the by DEP it would be unlikely for the DEP to assess a fine at this time.

Anita Bower made a motion to contact our State legislative members concerning the expenditure of \$10,000 of taxpayer money to do core sampling on a 24 year old problem, and to ask that if we were required to complete the core sampling that this would finally resolve the issue and we would not have to do additional testing at anytime in the future. Jeff Nelson seconded the motion. Motion unanimously passed. Vanessa Perkins will draft a letter to the State legislators prior to our April meeting.

Jeff Nelson also made the suggestion to talk with the WV Division of Public Transit about this issue since the property is actually owned by the State and CENTRA leases the building and surrounding property from the State Division of Public Transportation.

The 5311 Program Grant has been prepared for the West Virginia Division of Public Transit to receive funds for the 2017-2018 fiscal year in the amount of \$525,000. All Board members have signed the conflict of interest documents and other documents in order for the grant to be submitted. A motion was made by Tom Durrett to accept the resolution, Anita Bower, seconded and the resolution to apply for the 5311 Program Grant was unanimously passed. The required resolution is attached to made a part of these minutes.

Motion was made by Jim Griffin, seconded by Tom Durrett, and unanimously passed to enter into Executive Session for the discussion of a management issue, union contract negotiations and completion of the annual audit for the period July 1, 2016 through June 30, 1017 and legal issues.

Motion was then made to open the meeting to the public by Jim Griffin, with Tom Durrett providing the second to the motion, which passed, and the meeting was again opened to the public.

There were no public statements resulting from the issues presented in the Executive Session, therefore Anita Bower made a motion to adjourn the meeting, Tom Durrett seconded.

There being no further business to be discussed, the meeting was adjourned. Following the meeting an informal 3-year planning meeting was held.

  
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Robert Kramer  
President

Respectfully submitted,

*Anita S. Bower*  
Anita S. Bower  
Acting Secretary-Treasurer

## FTA CERTIFICATIONS AND ASSURANCES

The following is a list of forms that must be included with your application. Please complete information where specified. The individual forms follow.

### AUTHORIZING RESOLUTION

I, **Anita Bower**, do hereby certify that I am duly qualified and acting **Secretary** of the **Central West Virginia Transit Authority** and as such I am the Keeper of the seal, records and files of the **Central West Virginia Transit Authority**.

I do further certify that as regularly constituted meeting of the **Board of Directors** of the **Central West Virginia Transit Authority** held on the **14<sup>th</sup> day of March, 2017** at which a quorum of all of the members were present and voting, a certain Resolution was adopted in full accordance and conformity with the (choose one of the following)

- Bylaws of the Applicant  
 Statutes of the State of West Virginia

As made and provided, and that the following is a complete and true copy of the pertinent provisions of Resolution:

**"BE IT RESOLVED** by the **Board of Directors** of the **Central West Virginia Transit Authority**

1. That an application be made to the West Virginia Division of Public Transit for a federal grant under the 49 U. S.C. Section 5311 Program to acquire funds to provide **public fixed route and ADA compliant bus service to Harrison County, West Virginia**
2. That **Robert Kramer** of the **Central West Virginia Transit Authority** is hereby authorized and directed to execute and file on behalf of the **Central West Virginia Transit Authority** such applications; and that **Robert Kramer** is authorized to furnish such additional information as may reasonably be required by the Federal Transit Administration or the West Virginia Division of public Transit in connection with the aforesaid application for said grant.

I further certify that the original of the complete said Resolution is on file in the records of the **Central West Virginia Transit Authority** in my custody.

I do further certify that the foregoing Resolution remains in full force and effect and has not been rescinded, amended or altered in any manner since the date of its adoption.

**IN WITNESS WHEREOF**, I have hereunto affixed my official signature and the seal (if appropriate), of the **Central West Virginia Transit Authority**, this **14<sup>th</sup> day of March, 2017**.

  
Anita Bower

  
(Title)

CENTRAL WEST VIRGINIA TRANSIT AUTHORITY  
March 14, 2017  
WORK SESSION NOTES

After resolving many issues which faced the new CENTRA Board beginning on October 13, 2014, when the entire Board of Directors was replaced and new members started their appointed terms, the Board of Directors has had to delay the development of a 3-year Plan with goals and objectives for the CENTRA. At the February 3, 2017 the Board decided to meet on March 14, 2017 to establish a three year plan for CENTRA and provide direction for the Staff on improvements and policies to be implemented enabling a more efficient and improved services to the public.

The first work session was held on March 14, 2017 with all members present, with the exception of Attorney Trey Simmerman and Libby Cawthron, Operations Supervisor and Route Analysis.

President Robert Kramer began the meeting with a discussion of changing of route fares. Suggestions were made to raise the existing 50 cent fare to \$1.00 and the paratransit fare to \$2.00 per trip. Fares have remained the same for many years due to the fact that the levy has always passed to supplement the operations of the Transit Authority. However, in 2010, the Board began giving out free pass cards to anyone age 62 and over, the disabled and veterans. This has significantly lowered the amount of income from fares, but has increased ridership.

Vanessa Perkins suggested several options for determining fares, such a zone map whereby persons traveling farther on the bus would pay more instead of just one fare for all over the county. Vanessa Perkins will look into other options used at the various Transit Authorities throughout the State.

Anita Bower stated it would be a hardship for many people with very low incomes and that this issue needed to be studied more carefully. She suggested working with Open Heart Ministries to request suggestions received from their clients.

It was suggested that perhaps an upgrade to electronic fare boxes should be considered if the fares change. Persons would obtain a "credit card" from the CENTRA office and purchase 20 rides for \$8 or a reduced price.

Jim Griffin stated that it was his opinion that CENTRA needed to have two major objectives - availability and affordability. He suggested that a consultation firm be hired to review the Transit Authority operations and make suggestions how to attain these goals.

Vanessa Perkins was authorized to look into Transit consultation firms. This matter will be placed on the upcoming agenda for discussion.

Discussion then turned to extending the hours of CENTRA's buses to 8:00 p.m. It was

suggested that Mark Griffith, CPA look at staffing and expenses for extending the hours. If CENTRA extends hours it will take more maintenance, drivers, and dispatchers personnel. Again this is something that a consulting company would be able to advise the Board on the practicality of extended hours.

It was also suggested that perhaps we could extend hours only on the West End Shopper's Express and the Shopper's Express servicing Eastpointe, Meadowbrook Mall and the hospital.

Jeff Nelson brought up the idea of better publicity for the services provided by CENTRA to the community. Many community members do not understand that a McDonald's worker does not make enough money to have a car, so they ride public transportation. If public transportation was not available to lower wage employees, in order to find workers, employers would have to raise wages. Jeff Nelson suggested to the Exponent Telegram reporter suggested it would be a great story to report on how many employees, hospital patients, and elderly depend on CENTRA for their livelihood.

The work session was concluded and it was the opinion of the Board that after obtaining a Transportation study more concrete ideas could be formed and a three year plan could be implemented.



Robert Kramer, President

Respectfully submitted,

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Anita S. Bower  
Acting Secretary-Treasurer