

CENTRAL WEST VIRGINIA TRANSIT AUTHORITY

April 27, 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 Thursday, April 27, 2017 in accordance with the notice of meeting dated April 25, 2017 and emailed to all Board members and media. The following members were present:

Robert Kramer, President
Jeff Nelson, Vice President
Tom Durrett, Board member
Anita Bower, Board member
Jim Griffin, Board Member
Vanessa Perkins, General Manager
Libby Cawthron, Operations and Route Analyst Supervisor
Mark Griffith, Financial Officer
Trey Simmerman, Counsel

Having determine there was a quorum of the Board members present, President Robert Kramer requested approval of the March 14, 2017 Board meeting minutes along with the notes from the planning meeting held following the March 14, 2017 meeting. Jim Griffin made a motion to accept the March 14, 2017 meeting minutes and the planning meeting notes as presented, Tom Durrett seconded the motion. Motion unanimously passed.

The next agenda item was presented by the Contract Negotiations Committee. It was announced Steve Allman had resigned as President of Local 812 on April 6, 2017. Vice President Gary Hebb has assumed the position of Interim President of the Union. The Union recently informed management that a vote would be held as to when to begin arbitration regarding the contract. No vote has been taken of this date. It was emphasized that CENTRA presented the final offer to the Union in January, 2017.

President Kramer asked for any public comment. There being no members of the public to bring any issues before the Board, the next agenda item concerned the DEP core drilling project.

At the last meeting two bids had been received from MSES and Ryan Environmental at a price of \$10,000 and \$8,950 respectively. Another bid had been received at the price of \$4,000. Vanessa will check to be sure all specifications required by the DEP are included in this estimate. After a lengthy discussion regarding this 24-year old problem, Tom Durrett made the motion to proceed with the request by the DEP to do the core drilling and any other procedures needed to resolve this problem. His motion stipulated that Vanessa Perkins, General Manager had the authority to sign any work orders as along as the price did not exceed \$10,000 for the total work to be completed.

Anita Bower seconded this motion. The motion passed with Tom Durrett, Anita Bower, Jim Griffin and Robert Kramer approving the motion, Jeff Nelson cast his vote against the proposal. It was agreed by all members that once the work was completed that the DEP would be informed the issue was resolved and no further issues would be addressed by CENTRA and the DEP over this issue.

Mark Griffith, Financial Officer, stated that the 5311 application had been sent to the Division of Public Transit and approval was expected sometime in June, 2017 for the requested \$525,000.

Mark Griffith then distributed the audit reports prepared by Balestra, Harr & Scherer, CPAs, Inc. for the year ending June 30, 2016. There was only one finding for 2016 which pertained to uncollateralized deposits at BB&T bank. As soon as this was brought to the attention of CENTRA Management, the matter was corrected in July, 2016. Anita Bower commended Mark Griffith, CPA and Financial Officer, Vanessa Perkins, General Manager and Libby Cawthron, Operations and Route Analysis Supervisor, for a job well done. Mrs. Bower stated that for the last two years we have had to resolve matters from the previous board and felt that we were finally getting the accounting records and management under control thanks to the hard work of management and board members working together.

Mark Griffith distributed the current financial reports and a preliminary budget for the 2018 fiscal year. Board members will review the preliminary budget and it will be discussed and approved on or before the June, 2017 meeting. It was noted that the current and projected ridership for the VA route has been down. Summer months should bring an increased ridership due to nearby parking lots being utilized by pool patrons and park activities. However, since CENTRA services only one location at the Armory and one bus, the ridership has decreased.

A discussion was held regarding legal expenses for any arbitration. Trey Simmerman felt it would not be a significant factor in the budget due to the retroactive wage had already been determined as unlawful by two legal opinions.

Craig Ray, from ProTech Networks explained the new app ProTech Networks is developing for CENTRA. The app will provide real time tracking of buses so riders can determine locations of buses therefore allowing riders to determine when the bus will arrive at their location. There will be no charge for this app to the users and the information can be obtained by the use of a smartphone. The riders will be able to input the location they wish to go and then the app will provide them the correct route to reach their destination.

Mr. Ray stated his company had already developed this app for

many other transit authorities and in Ohio the Transit companies were developing a link between two counties to improve transportation throughout the two counties.

The price of the application will be \$10,500, there will be a small charge of \$50 each month to maintain the system. The software system is guaranteed for 24 months. ProTech Networks will also train CENTRA personnel so updates for routes can be made when necessary.

After a lengthy discussion concerning the new software system, Jim Griffin made a motion to purchase the ProTech Network System at a price of \$10,500. Jeff Nelson seconded the motion, and unanimously passed.

Mark Moriarity, a representative from the Brewer Company, which has been working on the installation of new fire alarms, was present at the meeting to discuss a work order change. It was discovered after their evaluation of the fire protection system, that the carbon dioxide system currently being utilized is over a decade out of date. In order to bring the current system up to date an additional \$10,400 will be needed.

After a discussion concerning monthly inspections and whose responsibility it will be to assure that all systems are updated on a regular basis, Jeff Nelson made a motion to accept the change order from the Brewer Company and have all carbon monoxide equipment brought up to current code status. Anita Bower seconded the motion. Motion passed unanimously.

A motion was made by Jim Griffin, seconded by Tom Durrett to close the meeting to the public and enter into Executive session to discuss annual evaluations of management personnel, legal issues regarding the GHPSD, YMCA advertising and election of officers.

After discussion was held regarding these issues in Executive Session, the meeting was opened to the public by motion of Tom Durrett, seconded by Jim Griffin and unanimously passed.

Evaluation forms for Vanessa Perkins were distributed to Board Members. Jim Griffin declined to complete a form since he had only been on the Board for a few months. Evaluation forms will be submitted to Robert Kramer and he will arrange a time to meet with Vanessa. All other office personnel will be evaluated by Vanessa Perkins, General Manager.

The legal issues with the Greater Harrison Public Service District will require further discussion between CENTRA's counsel and Attorney Sam Harold. Trey Simmerman will report on this matter at

a later date.

It was decided at the last meeting no to place YMCA advertising on the buses. The Board continued in agreement on this issue.


President Robert Kramer then opened the floor for nominations for officers for April, 2017 through April, 2018. Tom Durrett made a motion to keep the following officers:

President - Robert Kramer
Vice-President - Jeff Nelson
Secretary-Treasurer - Anita Bower. Mrs. Bower has been performing the secretary-treasurer duties on an interim basis since the resignation of former Secretary-Treasurer Christopher McCarthy.

Motion to the above slate of officers was seconded by Jim Griffin and unanimously passed.

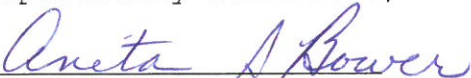
Vanessa Perkins was instructed to change the signature cards with MVB Bank to Vanessa Perkins and Libby Cawthron for all checks \$2,500 and under. All other checks will be signed by either President Robert Kramer, Secretary-Treasurer Anita Bower and Vanessa Perkins. All other banks will need the signatures of the Board members and Vanessa Perkins.

There being no further business to bring before the Board the meeting was adjourned.



ROBERT KRAMER, President

Respectfully submitted,



Anita S. Bower