

CENTRAL WEST VIRGINIA TRANSIT AUTHORITY

June 2, 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, June 2, 2017 in accordance with the notice of meeting dated May 30, 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
Mark Griffith, Financial Officer

Having determined there was a quorum of the Board members present, President Robert Kramer requested approval of the April 27, 2017. Jim Griffin made a motion to accept the April 27, 2017 meeting minutes as presented. Tom Durrett seconded the motion. Motion unanimously passed.

Anita Bower, Secretary-Treasurer, stated she would enter the minutes as submitted with one correction submitted by Trey Simmerman, CENTRA counsel. Attorney Simmerman requested the following paragraph be changed in the April 27, 2017 minutes:

Trey Simmerman, CENTRA counsel, stated that CENTRA cannot control the filings from the Local 812, but as a rough, off the cuff estimate of legal fees for arbitration would be around \$5,000 in fees and expenses for an interest arbitration. In an attempt to have the issue reviewed by an external source, CENTRA retained a Charleston attorney who concluded that to make a retroactive payment would be unlawful and improper.

The next agenda item was a concern raised by CENTRA and the Clarksburg Police Department regarding security issues at the Main Street Bus Shelter and the Pike Street Bus Shelter. Persons have been found loitering around these two properties, sleeping on the benches, and participating in criminal activities. Since the persons are on CENTRA property, Clarksburg Police Department indicates it is CENTRA's responsibility to police the area. Discussion was held concerning short term and long term solutions to this problem.

In the short term, CENTRA can either hire off duty police officers at \$35 per hour to provide security at the bus shelters. The police officers would be armed.

The other option would be to hire unarmed security guards at the

same rate per hour, who would then call the police to take care of any issues.

Anita Bower made a motion to hire off duty Clarksburg Police officers for a two month period at \$35 per hour, from 10:00 a.m. to 6:00 p.m., Monday through Friday. At the end of the two month period this plan will be continued or other options will be installed. Jeff Nelson seconded the motion. Unanimously passed by all members.

The long term options discussed involved the installation of video surveillance cameras at both sites. The cameras could be accessed on any device and be monitored by CENTRA at all times. If criminal activity was observed, the police would be notified.

Another option was to buy different bus shelters that only have a roof and slotted benches so that persons could not lay down on the benches and sleep.

Vanessa Perkins, General Manager, reported that the DEP core drilling project would commence on June 12, 2017 at a cost of \$4,000. CTL, the drilling company, checked with the State DEP to insure that the project would meet DEP specifications.

Mark Griffith, Financial Officer, presented the budget for the fiscal year 2018. Vanessa Perkins, General Manager and Mark Griffith, Financial Officer, presented a request for an additional person in the 2018 budget. The position would be for Safety Management and would work closely with the garage personnel to manage bus repairs, and safety requirements for buses and drivers. Before approval of this position, the Board decided to table the discussion for Executive Session.

Robert Kramer requested verification of the budgeted amount for overtime. The proposed budget had a figure of \$41,000. Mark Griffith explained that the actual overtime figure for 2017 was \$37,000 and with pay increases, Mark estimated a need for \$41,000.

Vanessa Perkins then submitted a new Drug and Alcohol Policy to be approved by the Board. Vanessa pointed out the only difference from the previous Drug and Alcohol Policy was the addition of another Substance Abuse Professional. CENTRA was able to contact Dwayne Masters, from Beckley, West Virginia to fill this position. Motion was made by Jeff Nelson, seconded by Tom Durrett to accept the Drug and Alcohol Policy as presented. Motion unanimously passed.

Jim Griffin made a motion to enter into Executive Session to discuss annual evaluations of the management and office staff, review of correspondence from Local 812 regarding an arbitration request, consideration of legal issues regarding the Greater Harrison Public Service District and personnel management matters. Tom Durrett

seconded the motion. Motion was unanimously passed.

After re-opening the meeting to the public, Jeff Nelson made a motion to accept the 2018 budget as presented. Tom Durrett, seconded the motion. Motion unanimously passed.

The salaries of the office and management staff would be based on merit and would be determined by their evaluation interviews with Vanessa Perkins. The amount of \$6,600 would be budgeted for any raises for the office staff Vanessa Perkins' salary would be determined by further discussion by the Board of Directors.

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



ROBERT KRAMER, President

Respectfully submitted,



Anita S. Bower