

CENTRAL WEST VIRGINIA TRANSIT AUTHORITY

September 29, 2017

The Board of Directors of the Central West Virginia Transit Authority met in the Central West Virginia Transit Authority Training Room at 11:00 a.m. on Friday, September 29, 2017 in accordance with the notice of meeting dated September 27, 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 - Absent  
Anita Bower, Board member  
Jim Griffin, Board Member  
Vanessa Perkins, General Manager  
Libby Cawthron, Operations Supervisor and Route Analyst  
Patty Holley, Financial Officer  
Trey Simmerman, Counsel - Absent

Having determined there was a quorum of the Board members present, President Robert Kramer introduced Cathy Goings, Mayor of Clarksburg. Mrs. Goings presented three main concerns received from citizens of Clarksburg:

1. Mayor Goings has been contacted by pastors and community leaders holding dinners and meetings to assist with recovery from addiction issues. The organizers of the recovery meetings are requesting extended hours so that transportation is available for persons attending the meetings to have a way home following the meetings.

It was explained that we had been reviewing extending hours for many months and that it would be a huge undertaking to hire more drivers and office personnel. President Robert Kramer assured Mrs. Goings that this matter would be addressed by the Board in future meetings.

2. Mayor Goings had concerns about congestion around the Eastpointe Krogers bus stop. Apparently several other bus companies are utilizing this stop along with CENTRA passengers and it is creating an unsafe area.

General Manager Vanessa Perkins stated that mid-August, 2017 the Baron I-79 bus was now utilizing the gas station at the Quiet Dell exit of 79 due to the traffic at Eastpointe and the inability to exit the area on time. Vanessa will contact the Manager at Krogers to see if this problem has been resolved or if there is something CENTRA can do to improve on the situation.

3. Mayor Goings then discussed moving the bus stop beside the library to another area of Clarksburg. She stated the City of

Clarksburg was interested in making the entire block, which will include the new Robinson Grand Culture Center, more culturally oriented.

Jeff Nelson commented that having the bus stop so close to the Robinson Grand might assist the patrons in transportation and parking to the facility. Mayor Goings would be interested in attending CENTRA's planning meeting where these issues are discussed.

The next item on the agenda was a presentation by Bill Hoover, President of the Greater Harrison County Public Service District and their attorney, Sam Harold. Mr. Hoover and Attorney Harold presented two deeds, one conveying City Lines property to a trustee, R. E. Conrad and another conveying specific property to Central West Virginia Transit Authority. All property conveyed to Central West Virginia Transit Authority is within the boundaries of the City of Clarksburg, Coal District. The property in question is located near the Enterprise area of Harrison County. The deed conveying properties to the trustee R. E. Conrad simply states that all properties owned by City Lines, Inc. is conveyed to the trustee and does not list the specific property under discussion by the Greater Harrison County Public Service District.

Mr. Hoover and Attorney Harold requested the Board to authorize the signing of a quit claim deed in order to resolve the problem. Otherwise they would be required to bring the matter before a Circuit Court Judge, costing both parties attorney fees.

Several of the Board members requested copies of the two deeds in question. President Robert Kramer stated that the Board would bring the issue to our attorney but assured Mr. Hoover and Attorney Harold that a decision would be made on the issue by October 30, 2017.

The next item of business was a request by the Airport authority to place advertising on CENTRA buses. No one from the Airport Authority was present to discuss the matter. Mr. Griffin advised Vanessa Perkins to contact the Authority and see if they were still interested in presenting their proposal.


Anita Bower stated she had seen the police presence at the bus stop by the library. Vanessa Perkins stated CENTRA has had good feedback on having police working to keep loiters and others away from the bus stop. Anita Bower made a motion to continue the police presence for another three months on a random two to three day rotation. Jim Griffin seconded the motion. Motion was unanimously passed to continue hiring off duty policemen to police the Main Street and Pike Street bus stop on a random two to three days per week for the next three months.

Anita Bower asked about the implementation of the Passenger App. Vanessa Perkins stated it was discovered that a dedicated internet line was needed. This line will be installed on October 2, 2017 and a trial run of the passenger app would be implemented.


Jim Griffin made a motion to enter into Executive Session to discuss a personnel issue. Jeff Nelson seconded the motion, and motion was unanimously passed.

After coming out of Executive Session, no issues were addressed as the result of the Executive Session. Therefore, by motion of Jim Griffin, seconded by Jeff Nelson and unanimously passed, the meeting was adjourned.

Approved by:

  
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Robert Kramer, President

Respectfully submitted:

  
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Anita S. Bower  
Secretary-Treasurer

CENTRAL WEST VIRGINIA TRANSIT AUTHORITY  
July 31, 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 Monday, July 31, 2017 in accordance with the notice of meeting dated July 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  
Mark Griffith, Financial Officer  
Patty Holley, Financial Officer  
Trey Simmerman, Counsel

Having determined there was a quorum of the Board members present, President Robert Kramer requested approval of the June 2, 2017 Board meeting minutes. Jeff Nelson made a motion to accept the June 2, 2017 minutes as presented, Tom Durrett seconded the motion. Motion passed.

Vanessa Perkins announced at the WV State Transit Conference held at Stonewall Jackson Lodge, CENTRA was given an award for the greatest increase in ridership for the fiscal year ending June 30, 2016. CENTRA also received recognition for 45 years of service to the Harrison County community.

The first item of business for discussion was an update on the Transfer Station Security. At a previous meeting it was agreed off duty police officers would be hired to patrol the two main downtown bus shelters. CENTRA's insurance agent and the City of Clarksburg's insurance agent will negotiate the terms of Worker's Compensation coverage.

At the last meeting, a discussion was held concerning modifying the bus shelters in order to avoid loitering by the public. Jim Griffin made a motion to purchase new bus shelters for the Pike Street Bus Station as presented at the meeting at a cost of approximately \$13,500, and move the existing shelter to an area in need of a updated shelter. Tom Durrett seconded the motion. Motion unanimously passed.

Mark Griffin presented the financial reports as of June 30, 2017, the end of the fiscal year. Mr. Griffin requested verification on several items. One item was the increase in drug testing expenses. Vanessa Perkins stated at last week's State Conference it was discussed that drug testing requirements would probably increase to include at least one-half of the staff be tested in each fiscal year, rather than the existing requirement of one-fourth. The number of items tested in the drug screen has also increased causing increased expense.

The other item brought to the attention of the Board was the increase in overtime wages. Overtime is an agreed upon contracted issue and until the next contract period, it cannot be changed.

Anita Bower reported, as a member of the Audit Committee, four firms submitted proposals for audit services. Anita Bower, Mark Griffith and Vanessa Perkins met and evaluated the submitting firms as directed by the State Auditor's office. Belestra, Harr, & Shearer, CPA was awarded the audit for the next three years. Jim Griffin stated he would like to see auditors change more often than three years in order to keep fresh eyes on the accounting records. It was explained that the State auditor's office grants a three year contract to the accounting firms and by completion of the evaluation different auditing firms can be selected.

Attorney Trey Simmerman stated that an arbitration hearing has been scheduled for October 11, 2017 to address two issues regarding the union contract: Right to Work Law, and Retroactive Wages.

Tom Durrett made a motion to close the meeting to the public to discuss the following issues: management issue - annual evaluation, arbitration issues, legal issues of Greater Harrison Public Service District, and the DEP core drilling project. Jeff Nelson seconded the motion. Motion passed.

The meeting was opened to the public following the executive session by motion of Anita Bower, seconded by Jeff Nelson. Motion passed.

There being nothing to report following the executive session, the meeting was adjourned by motion of Jeff Nelson, seconded by Jim Griffin.

  
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ROBERT KRAMER, President

Respectfully submitted,

  
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Anita S. Bower