

CENTRAL WEST VIRGINIA TRANSIT AUTHORITY
April 18, 2018

The Board of Directors of the Central West Virginia Transit Authority met in the Central West Virginia Transit Authority Training Room at 3:00 p.m. on Wednesday, April 18, 2018 in accordance with the notice of special meeting dated February 13, 2018, and emailed to all Board members and media. The following members were present:

Robert Kramer, President
Tom Durrett - Board Member
Anita Bower - Secretary-Treasurer
Jim Griffin - Board Member
Mark Griffith - Board Member
Vanessa Perkins, General Manager
Libby Cawthron - Route Analyst and Operations Supervisor
Patty Holley - Financial Supervisor
Exponent Telegram Reporter

After establishing that a quorum was present, President Robert Kramer opened the floor for public comment. No member of the public came forward for public comment.

President Kramer requested that minutes from January 29, 2018 and February 27, 2018 be approved as submitted. Jim Griffin made a motion to accept the minutes as submitted, with the addition of the 5311 Federal Grant Resolution to be added to the February 27, 2018 minutes, Tom Durrett seconded, motion passed unanimously.

Vanessa Perkins then presented several items in her Manager's Report:

- Remodeling of the Transfer Station. Conversations have been held with the Director of the Library concerning CENTRA's intention to remodel the Transfer Station to prevent loitering. Library was concerned that any remodeling in this direction would cause additional problems for the Library. After discussion, it was decided that Vanessa Perkins would again try to contact the City Manager to determine the exact direction the City intends to proceed on this matter.

- Vanessa Perkins announced that after a year of working with the software company to create a bus location app, the company management contacted her and informed her to look for another company to create the app and that CENTRA's initial deposit on the project would be refunded. Trey Simmerman, Attorney for CENTRA, requested Vanessa to inquire if any work product done by the company to date would be transferred to CENTRA, and if the refund would be in full

or partial. Vanessa Perkins will contact the company for further information.

- An insurance inspection by BRIM has been conducted and CENTRA's facilities were found to be in compliance. The only suggestion was to purchase fire safe garbage cans, which was done.

- A discussion of the 2017-2018 audit has been completed by BHM CPA Group, Inc., the same auditing firm for the last two years. CENTRA was found in compliance in all aspects. The only verbal suggestion, not listed as a finding, was that according to State Code the Treasurer of a public entity must be bonded. Management explained that the current treasurer, Anita Bower, has no contact with cash for CENTRA, but the auditing firm felt it was necessary for a bond to be purchased. Discussion was held as to the amount of the bond to be purchased. Motion was made by Jim Griffin, seconded by Tom Durrett to purchase a security bond for Anita Bower, Secretary-Treasurer in the amount of \$1,000. Second was presented by Tom Durrett, motion unanimously passed.

- Vanessa Perkins informed the Board that the equipment regulating the gas pumps had been broken since the first of the year. Maintenance employees were writing down all the information needed to maintain the mileage and maintenance schedules. Two bids had been received on the replacement of this piece of equipment. McClahahans bid was \$11,096 and Bulger Brothers' bid was \$9,289. After discussion, motion was made by Jim Griffin, seconded by Tom Durrett to award the bid for replacement of the gas pump software to McClahahans since their bid also included software that would not be necessary for CENTRA's equipment, and could be excluded. Motion was presented and passed unanimously.

- The last report by Vanessa Perkins concerned the core drilling requested by the WV Department of Environmental Protection. The first of the year the sample had been slightly higher than the standards. WV DEP requested another sample be taken in three months. The next sampling came back with much higher levels of contaminants. The DEP is now requesting that CENTRA drill six new areas for sampling. A discussion was held regarding the exact parameters needed by the DEP, the cost and when this matter would be finalized. Trey Simmerman, Attorney for CENTRA will work with Vanessa to contact a consultant and WV DEP in obtaining more information on this matter.

Board members than reviewed the proposed budget for fiscal year 2018-2019 to be adopted by July 1, 2018. Mark Griffith requested if there had been in increase in PEIA premiums. Patty Holley informed the Board that no increases had been received, that PEIA premiums would remain the same. A discussion was held concerning the salaries for the office personnel. In the previous year a "pool" was given to Vanessa Perkins and merit raises were awarded to the individuals.

The Board will address the proposed budget at a future meeting.

The 2017-2018 budget was again discussed. Vanessa Perkins stated that an exit interview had not been held, but the auditing company had sent a waiver that could be signed by the President of CENTRA and Vanessa to waive the exit interview. Since there were no findings in the report, authorization was given to Vanessa to sign the waiver.

A bid has been received by CENTRA for a route study to be conducted regarding routes and extended service. A complete study would be priced at \$47,047.50, however with minimal feasibility analysis and extending hours the cost would be \$22,104.61. Discussion was held regarding extending hours, the additional personnel needed, the additional routes needed and total revamping of schedules. The Service Expansion Committee will meet to determine the direction CENTRA would like to go to improve and extend service in the future. The Delta Development Group will meet with CENTRA at a meeting in the future to further discuss the expansion of service.

The elections of the CENTRA Board Officers was then conducted. The new officers approved by the Board of Directors is as follows:

James Griffin, President
Mark Griffith, Vice President
Anita Bower, Secretary-Treasurer

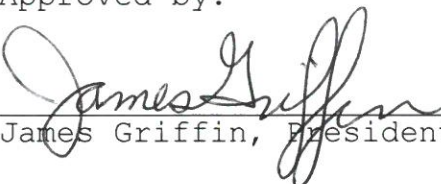
A resolution from MVB Bank was signed by all new officers. A motion was made by Jim Griffin, seconded by Tom Durrett to remove Bob Kramer from all other bank accounts including BB&T, WesBanco and Hungtinton. As long as there continues to be authorized signers of the General Manager and one Board member, no further Board member will be added to these accounts. Accounts at BB&T, WesBanco and Huntington are reserve accounts and access to these accounts would be minimal and not require updated signatories.

Anita Bower made a motion to enter Executive Session to discuss proposed job descriptions for business office and maintenance personnel and time clock purchase. Mark Griffith seconded, motion passed.

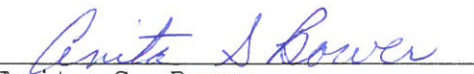
The meeting was again opened to the public. James Griffin made a motion to purchase a face recognition time clock system. This system will submit hours, PTO time and necessary information to CENTRA's QuickBooks system to complete payroll. The time clock will be implemented with office personnel first, maintenance personnel and then all employees. Implementation will be on or before July 1, 2018. Tom Durrett, seconded the motion, and the Board unanimously passed the motion.

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

Approved by:


James Griffin, President

Respectfully submitted,


Anita S. Bower
Acting Secretary-Treasurer

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