

CENTRAL WEST VIRGINIA TRANSIT AUTHORITY
June 18, 2018

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 Wednesday, June 18, 2018 in accordance with the notice of special meeting dated June 15, 2018, and emailed to all Board members and media. The following members were present:

Robert Kramer, President
Tom Durrett - Board Member (Absent)
Anita Bower - Secretary-Treasurer
Jim Griffin - Board Member
Mark Griffith - Board Member
Vanessa Perkins, General Manager
Patty Holley - Finance Officer
Linda Conway, Delta Development Group, Inc.
Exponent Telegram Reporter

Patty Holley, Finance Officer, presented the 2018-2019 budget to the Board for approval. At the last meeting, the proposed budget was given to the Board for review. After discussion, Robert Kramer made a motion to adopt the 2018-2019 fiscal year budget as presented, which was then seconded by Mark Griffith and unanimously passed.

Vanessa Perkins then introduced Linda Conway, Senior Associate from Delta Development Group, Inc., who was present to enlighten the Board on the work needed to be done in order to change routes and expand service making CENTRA's operations run more efficiently. Ms. Conway stressed that at each stage of the process, CENTRA employees and Board members would be consulted to assure the study was meeting the needs of the public, the Board members and employees of CENTRA.

After discussion, it was decided by motion of Robert Kramer, seconded by Anita Bower and unanimously passed that CENTRA would employ Delta Development Group, Inc. to conduct a study on the fixed routes and paratransit routes of CENTRA to be concluded in six months, or December 31, 2018 and implemented before or on March 1, 2019 at the price of \$39,745.53.

Discussion was held concerning better communication with local government entities. The Board discussed the importance of communicating to the local governments that an operation study is underway and ask for input from the individual communities. One suggestion was to send the minutes of each meeting to the Mayor of each individual town, along with any progress reports received from Delta Development Group, Inc. The Exponent Telegram reporter present suggested that a CENTRA representative attend a Mayor's

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Jim Griffin, President
Tom Durrett - Board Member (Absent)
Anita Bower - Secretary-Treasurer
Robert Kramer - Board Member
Mark Griffith - Board Member
Vanessa Perkins, General Manager
Patty Holley - Financial Supervisor
Linda Conway, Delta Development Group, Inc.
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Vanessa Perkins then introduced Linda Conway, Senior Associate from Delta Development Group, Inc., who was present to enlighten the Board on the work needed to be done in order to change routes and expand service making CENTRA's operations run more efficiently and in accordance to the wishes of the public. Ms. Conway stressed that at each stage of the process, CENTRA employees and Board members would be consulted to assure the study was meeting the needs of the public, the Board members and employees of CENTRA.

After discussion, it was decided by motion of Robert Kramer, seconded by Anita Bower and unanimously passed that CENTRA would employ Delta Development Group, Inc. to conduct a study on the fixed routes and paratransit routes of CENTRA to be concluded in six months, or December 31, 2018 and implemented before or on March 1, 2019 at the price of \$39,745.53.

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Meeting which is held on a regular basis.

Anita Bower made a motion, Robert Kramer seconded the motion and motion passed to close the meeting to the public to discuss current legal matters, the DEP project and a situation with an IT vendor.

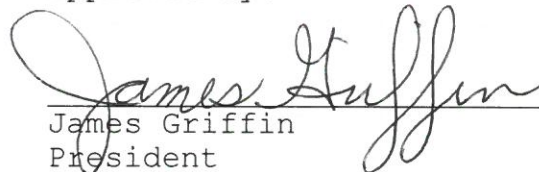
After the meeting was again opened to the public, President James Griffin suggested that a regular meeting time be established for CENTRA Board meetings. The third Tuesday of each month at 1:00 p.m. was selected, therefore the next Board meeting will be July 17, 2018 at 1:00 p.m.

Robert Kramer made a suggestion that a Performance Bond policy be established. After discussion, Robert Kramer presented a motion that a policy be established that all CENTRA vendors, incurring expenses of \$5,000 and above, sign a performance bond ensuring that the work would be completed on time and in accordance with the contract. Mark Griffith seconded this motion, which unanimously passed.

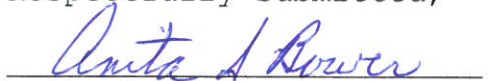
President James Griffin requested that Vanessa Perkins look into an outside person to take and prepare the minutes of the Transit meetings. Anita Bower would be responsible for approval of the minutes as prepared before the minutes are adopted at the following Board meeting.

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

Approved by:


James Griffin
President

Respectfully submitted,


Anita S. Bower
Acting Secretary-Treasurer