

CENTRAL WEST VIRGINIA TRANSIT AUTHORITY

The Board of Directors of Central West Virginia Transit Authority met in the Training Room of the Central West Virginia Transit Authority on September 14, 2015 at 5:00 p.m. In addition to several members of the public the following were in attendance:

Bob Kramer	Vanessa Perkins	Mark Griffith
Jeff Nelson	Trey Simmerman III	Steve Allman
Anita Bower	Nate Currey	
Chris McCarthy	Tom Durrett	

Meeting brought to order by Vice President, Robert Kramer, at 5:00 p.m.

Board recognized the valuable contributions made by Jim Smith during his tenure as board president. Kramer also introduced Tom Durrett the most recent member to join the Board.

First item of business was the approval of the August 24, 2015, Board of Directors meeting minutes. Motion made by Nelson to approve the minutes. Second by Bower. Motion approved unanimously.

Next the Vice President opened the floor to comments from the public. No comments were made.

The Board next addressed the General Managers Report. General Manager updated the board on current improvement/maintenance projects. Report indicated that the Fencing project is almost complete.

Next the Board reviewed copies of two bids received for the lighting project. General Manager reported the lowest bid was submitted by William Sharpe Inc., and recommended that the lower bid be accepted.

Motion made by Bower to accept the bid of William Sharpe, Inc., to complete the lighting project. Second by Durrett. Motion approved by all.

General Manager next reported that no bids were received in response to the RFP's previously advertised for the canopy replacement project. The RFP for the canopy project is scheduled to be advertised again in the coming week.

General Manager reported that the new computer server has been installed at CENTRA and that the conversion process is ongoing.

Finally, the General Manager reported that the Division of Public Transit will be advertising the RFQ for the Zonar equipment project in the coming weeks.

Next the General Manger sought input from the Board on setting a reasonable rental charge for the use of the CENTRA training room. After some discussion the rate was set at \$50.00 per hour for an eight hour block and \$70.00 per hour for a four hour block.

Next issue discussed was request by neighboring property owner to rent three parking spaces in CENTRA's front parking lots. After some discussion regarding safety issues, lot availability and appropriate rates the matter was tabled pending Board member Jeff Nelson collecting additional information regarding the request.

The Finance Report was the next order of business addressed. General Manager reported that the Comparative balance Sheet shows an increase in cash over the same period last year and an increase in total assets, which she attributed in part to the acquisition of new buses. The Manager reported that the Profit and Loss Comparison sheet demonstrates small increases in revenues from VA fares, ticket fares and charter fees. Manager addressed questions regarding changes in maintenance costs and provided the Board with current cash account balances.

General Manger discussed and answered questions regarding the fiscal year 2016, 5311 reports that were submitted to the Division of Public Transit.

Next item of business addressed was the Audit Committee Report. Mark Griffith reported that three CPA firms have requested RFP's. Committee intends to send RFP's to the requesting firms as well as four additional four CPA firms. RFP's scheduled to be sent on September 15, 2015 with responses to be returned by October 1, 2015. Audit Committee will then score the proposals using the State Auditors scoring form.

Next items of business addressed was the Proposed Enhanced Services. Cawthron discussed adjustments on current runs including the Anmoore and Adamston routes. Cawthron also discussed new Saturday services to Shinnston, Lost Creek and West Milford. Cawthron explained new Saturday services will also be offered on the existing Shoppers Express route. Cawthron indicated that that public response to these routes will be monitored to determine if these changes should be made permanent.

Motion made to go into executive session by Durrett. Second by McCarthy. Motion approved by all.

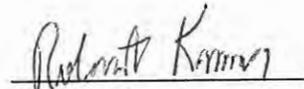
Motion made to come out of executive session by Bower. Second by Nelson and approved by all.

Motion made by McCarthy to move Lori Barker to a full time position in the administrative dispatch office. Second by Bower. Motion approved by all.

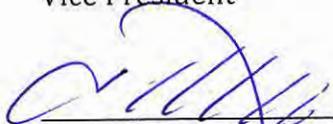
No other business to address a motion to adjourn was made by Durrett, a second by

McCarthy and approved by all. Motion carried and meeting adjourned at 5:25 p.m.

Approved:

Handwritten signature of Robert Kramer in black ink, written over a horizontal line.

Robert Kramer
Vice President

Handwritten signature of Christopher J. McCarthy in blue ink, written over a horizontal line.

Christopher J. McCarthy
Secretary-Treasurer