

**MINUTES
OF THE MEETING OF
THE BOARD OF MEMBERS
KANAWHA VALLEY REGIONAL TRANSPORTATION AUTHORITY**

July 15, 2021

The Board of Members of the Kanawha Valley Regional Transportation Authority (KVRTA) met for its regular monthly meeting at the offices of the Authority (with attendance both in person and also via video conferencing) at 8:45 AM, Thursday, July 15, 2021, pursuant to proper notice to the public and news media.

Present were Valerie Gainer and Todd Goldman representing Kanawha County, Eric Hicks, Joe Koval and Thomas Toliver representing the City of Charleston, Kim Holmes representing the Town of Belle, Larry Bailey representing the City of Dunbar, Robert Sutphin representing the City of St. Albans, Jean Arthur representing the City of South Charleston. Also present were members of the KVRTA Staff including Doug Hartley, Jacob Pitman, Chris Baldwin, Kara Greathouse, Travis Garrett, and Jamie Tompkins. In addition, there were in attendance, Grace Hurney* of Jackson Kelly PLLC - legal counsel to the Authority, Brett Meadows - representing Local ATU-1742, and Kelsey Tucker – Transportation Manager for Regional Intergovernmental Council (* - denotes attended virtually).

Absent were Dave Casebolt, Manfred Holland, Jay Snodgrass, and David White.

Mr. Goldman began the meeting by welcoming everybody. The reading of the minutes of the June 17, 2021, meeting was dispensed with since each member of the Board had been previously provided with a copy thereof. Following the review of the minutes a motion was made by Mr. Koval, and duly seconded by Mr. Hicks, the minutes of the June 17, 2021, meeting were approved by unanimous consent.

Mr. Hartley presented the Voting Rights Resolution and reviewed the contributions and votes attributed to each jurisdiction. After brief discussion a motion was made by Ms. Arthur, and duly seconded by Mr. Sutphin, the resolution was approved by unanimous consent.

Mr. Goldman moved on to the election of officers by identifying the existing Executive Committee, Chair-Mr. Todd Goldman, Vice-Chair-Ms. Kim Holmes, and Secretary-Mr. Eric Hicks. Ms. Holmes noted that she has enjoyed her time of service as Vice-Chair but would recommend Valerie Gainer replace her as Vice-Chair in the future. Mr. Sutphin motioned the following appointment of officers: Chair-Mr. Todd Goldman, Vice-Chair-Ms. Valerie Gainer, and Secretary-Mr. Eric Hicks. The motion was seconded by Mr. Koval and approved by unanimous consent.

Mr. Hartley explained the Oaths of Office and Conflict of Interest statement that were included in the board packet and are required to be updated each year. He asked each member to read the forms thoroughly, check the appropriate boxes and sign.

Mr. Hartley presented the financial statements for June 2021 consisting of the statement of net position, the statement of revenues and expenses, comparative analysis of operations, the four weeks moving totals for passenger revenues, and a statistical analysis of operations. He stated that revenues for June totaled \$144,730 while expenses for the month were \$3,632,836. Mr. Hartley noted the expenses were much higher than normal due to the \$2.5 million contribution to the pension plan approved at the June 2021 board meeting. Mr. Hartley noted the changes in total operating revenue and expenses in comparison to last year. He also mentioned a final budget reconciliation for FY 2021 may need to be approved at a later board meeting, due to the unbudgeted \$2.5 million pension plan contribution.

Mr. Hartley noted that the levy receipts had increased approximately 5% this year compared to levy receipts received last year. The financial statements for June 2021 were received and filed as presented and directed to be attached to and made a part of these minutes.

Mr. Hartley informed the board there were no invoices to approve in excess of \$5,000. Mr. Hartley presented the Self-Insurance Report and the KAT Operations Report while noting one additional insurance claim.

Mr. Goldman updated the board on the search for a new General Manager/CEO. The application period closed on June 1, 2021. The Search Committee conducted four interviews over the internet and/or in person. KVRTA has invited one candidate to interview in person before the next board meeting.

Ms. Greathouse updated the board on the KVRTA 50th anniversary plans. KVRTA is working with Michael Haid of Maple Creative to develop advertisements and pre-buy ad time. Construction on the outside of the new transit centre should be complete by October 25, 2021, and the staff is working on several ideas in order to dedicate the new transit centre and celebrate the 50th anniversary. Food donations in lieu of fare and other ideas for celebration were discussed.

Mr. Hartley updated the board on construction of the new Transit Centre. Construction is moving along as expected and the foundation of the new building has been complete. Staff continues to hold progress meetings every two weeks with Wiseman Construction and GAI Consultants.

Mr. Hartley then moved on the Levy Update. Mr. Hartley attended a meeting of the Kanawha County Commission to request the levy be added to the May 2022 ballot. Mr. Hartley will be meeting next week with Kanawha County Commission staff to discuss the timeline and any other updates to the levy.

Mr. Goldman moved onto the new business portion of the agenda to discuss FY 2021 Audit. The KVRTA Audit team scored three firms and identified Suttle and Stalnaker as the preferred auditor. Mr. Koval motioned to approve engaging Suttle and Stalnaker to perform the FY 2021 audit. Mr. Koval's motion was seconded by Mr. Bailey and approved by unanimous consent.

Mr. Hartley detailed the July 2021 RFQ Award - 2nd Floor Bathroom Renovations. Bids were accepted from Victorian Development and Agsten Construction. Staff recommends Victorian Development. Mr. Sutphin motioned to award the contract to Victorian Development, the motion was seconded by Ms. Holmes and was approved by unanimous consent.

Mr. Hartley reviewed the banking resolution and notified the board that due to the newly appointed Executive Committee changes may need to occur. Mr. Koval motioned to give staff the authority to make banking related changes. The motion was seconded by Mr. Sutphin and approved by unanimous consent.

With nothing further to be discussed, a motion was made by Mr. Goldman to adjourn the July meeting. The next regular meeting of the Board will be held Thursday, August 19, 2021, 8:45 AM at the Authority's offices at 1550 4th Avenue in Charleston.