

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

November 18, 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, November 18, 2021, pursuant to proper notice to the public and news media.

Present were Valerie Gainer, Todd Goldman, Manfred Holland* and Jay Snodgrass* representing Kanawha County, Eric Hicks, Joe Koval*, and Thomas Toliver representing the City of Charleston, Connie Fout representing the Town of Belle, Larry Bailey* representing the City of Dunbar, David White representing the City of Montgomery, Dave Casebolt* representing the City of Nitro, Jean Arthur* representing the City of South Charleston and Robert Sutphin representing the City of St. Albans. Also present were members of the KVRTA Staff including Sean Hill, Chris Baldwin*, Kara Greathouse, Scott Menefee, Jacob Pitman, Travis Garrett, 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, Jane Bostic - Special Assistant to the Mayor of Charleston, and Kelsey Tucker – Transportation Planning Manager for Regional Intergovernmental Council (* - denotes attended virtually).

Mr. Goldman began the meeting by welcoming everybody. The reading of the minutes of the October 21, 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. Hicks, and duly seconded by Mr. Sutphin, the minutes of the October 21, 2021, meeting were approved by unanimous consent.

Mr. Menefee presented the financial statements for October 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 October totaled \$121,127 while expenses for the month were \$1,063,024. Mr. Menefee noted the changes in total operating revenue and expenses in comparison to last year. Mr. Menefee noted that ridership has increased while revenue has decreased from the previous month. Mr. Menefee noted that October's levy receipts received are slightly lower than last years receipts. The financial statements for October 2021 were received and filed as presented and directed to be attached to and made a part of these minutes.

Mr. Hill informed the board there were no invoices to approve in excess of \$5,000. Mr. Hill then turned to Mr. Pitman to present the Self-Insurance Report. Mr. Pitman noted one new claim

where a vehicle hit a KRT bus and is still pending. Mr. Hill presented the KAT Operations Report, we received \$250 from Medicare and \$15,666.60 in SOR receipts.

Mr. Hill provided an update on construction of the new City Centre Station. Currently construction has been delayed until mid-January. Mr. Hill shared pictures of the construction project while noting the interior drywall should be complete within 4 weeks, the shelters and digital signs have all been installed.

Mr. Hill moved onto new business with an update on the new fueling program bid. The bids were opened at 11:00am on November 17, 2021. Mr. Hill detailed the bids received for the board of members. Mr. Goldman suggested the first decision should be fixed price or a deescalate/escalate price. Mr. White asked for the total yearly fuel cost compared to the budgeted fuel cost. A motion to enter a two-year contract with Petroleum Traders to purchase diesel and gasoline was made by Mr. Sutphin, duly seconded by Mr. White, and approved unanimously.

Mr. Hill then turned to Ms. Greathouse to present the next three agenda items. Ms. Greathouse presented the Continuity of Operations Plan which prepares KRT to function in the event of an emergency or other unforeseen circumstance. A motion to adopt the plan was made by Mr. Sutphin, duly seconded by Mr. Toliver, and approved unanimously.

Ms. Greathouse moved onto detail the Disaster Response and Recovery Plan (DRRP) which prepares KRT to respond and recover during and after a natural disaster or other emergency. The DRRP also prepares staff in the case of a county-wide evacuation. A motion to adopt the plan was made by Mr. Sutphin, duly seconded by Mr. Hicks, and approved unanimously.

Ms. Greathouse then moved to the Public Transportation Agency Safety Plan (PTASP). After explaining the federal annual review requirements and the proposed changes Ms. Greathouse asked the board to approve and adopt the updated PTASP. A motion to adopt the plan was made by Mr. Hicks, duly seconded by Mr. White, and approved unanimously.

Mr. Hill informed the board about the potential purchase of two supervisor vehicles. Cost \$29,782 each for a total of \$59,564 using the state contract. A motion to purchase the vehicles was made by Ms. Fout, duly seconded by Mr. Hicks, and the motion was approved by unanimous consent.

With nothing further to be discussed, a motion was made by Mr. Goldman to adjourn the meeting. The next regular meeting of the Board will be held Thursday, December 16, 2021, 8:45 AM at the Authority's offices at 1550 4th Avenue in Charleston.