

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

**September 16, 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, September 16, 2021, pursuant to proper notice to the public and news media.

Present were Jay Snodgrass and Todd Goldman representing Kanawha County, Eric Hicks and Thomas Toliver representing the City of Charleston, Kim Holmes\* 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, 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, Chris Baldwin, Kara Greathouse, Scott Menefee, Jacob Pitman\*, Travis Garrett, Jamie Tompkins, and Mike Oakley. In addition, there were in attendance, Grace Hurney of Jackson Kelly PLLC - legal counsel to the Authority, Brett Meadows - representing Local ATU-1742, Sam Richardson\* – Transportation Planner for Regional Intergovernmental Council and Chris Lambert and Marie Long from Suttle and Stalnaker (\* - denotes attended virtually).

Absent were Valerie Gainer, Joe Koval, and Manfred Holland

Mr. Goldman began the meeting by welcoming everybody. The reading of the minutes of the August 19, 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. Snodgrass, and duly seconded by Mr. Bailey, the minutes of the August 19, 2021, meeting were approved by unanimous consent.

Mr. Menefee presented the financial statements for August 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 August totaled \$117,674 while expenses for the month were \$1,051,861. Mr. Menefee noted the changes in total operating revenue and expenses in comparison to last year. Mr. Menefee noted that revenue and ridership have slightly increased in comparison to last year and the previous month. Mr. Menefee noted that the levy receipts are approximately 30% lower this year compared to levy receipts received last year. The financial statements for August 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 informed the board of expected expenses included in the annual budget. Two bids were received to upgrade and replace the existing fuel tanks at KVRTA's fueling facilities. The low bid was approximately \$38,000 and the fueling tanks are expected to be replaced over approximately twelve months. Mr. Hartley presented the Self-Insurance Report and the KAT Operations Report with nothing out of the ordinary to report.

Mr. Hartley updated the board on the KVRTA 50<sup>th</sup> anniversary plans and provided an update on construction of the new Transit Centre. Currently construction has been delayed and passenger shelters are ready to be installed soon. Mr. Hartley proposed KVRTA offer food in lieu of fare on October 25, 2021, in celebration of KVRTA's 50<sup>th</sup> anniversary. Mr. Hartley also proposed waiting to celebrate the 50<sup>th</sup> anniversary when dedicating the new Transit Centre building when substantial construction is complete. Mr. Hartley informed the board that Mr. Oakley has been in coordination with the Kanawha-Charleston Health Department to hold a vaccination clinic during the celebration and dedication. Mr. Hartley then announced to the board that Mr. Oakley will be taking a position with the Kanawha County Ambulance Authority in the near future and his last day at KVRTA will be next week.

Following this discussion food donations in lieu of fare on October 25, 2021 was proposed, Mr. Snodgrass made a motion which was seconded by Ms. Arthur and unanimously approved.

Mr. Hartley moved onto new business with an update on the new fueling program bid. The new bid is planned for November and working in coordination with the City of Charleston.

Mr. Goldman and the Executive Director Search Committee updated the board on the recent activity related to hiring a new Executive Director. The search committee is still working to find a new Executive Director and Mr. Menefee will be the interim director after Mr. Hartley's last day.

Mr. Goldman then moved onto the FY 2021 Audit which was conducted by Suttle and Stalnaker. Mr. Lambert, after introducing himself and Marie Long, presented the Financial Statements and Report to the Board of Directors. Mr. Lambert gave a brief but detailed summary touching some highlights and areas of importance with both the financial statements and the summary report prepared for the Board. The report essentially was a clean report and no areas of concern needed to be addressed. Following the presentation, a motion was made by Mr. Hicks, and duly seconded by Mr. White, the FY 2021 Audit was approved by unanimous consent.

Mr. Hartley introduced Grace Hurney with Jackson Kelly to begin the COVID-19 discussion. Ms. Hurney briefly described President Biden's recently signed Executive Orders related to the COVID-19 pandemic and vaccine mandates. At the time of this meeting no guidance has been produced by the FTA for transit authorities, but KVRTA is not a federal contractor nor a privately owned corporation with over 100 employees. Mr. Hartley assured the board that he will keep them informed of any changes related to vaccine mandates and listed the current known

vaccination rates of employees at KVRTA. Mr. Hartley and Mr. Goldman then informed the board about a letter and petition from the ATU 1742. Mr. Meadows expressed the concerns of the bus operators regarding the increase of COVID-19 positives and difficulties with passengers wearing masks. He then respectfully requested pandemic pay be reinstated. After a discussion about vaccination rates among the bus operators, maintenance service personnel and KAT operators, the board suggested a higher vaccination rate would improve the possibility of reinstating pandemic pay.

With nothing further to be discussed, a motion was made by Mr. Goldman to adjourn the August meeting. The next regular meeting of the Board will be held Thursday, October 21, 2021, 8:45 AM at the Authority's offices at 1550 4th Avenue in Charleston.