

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

February 17, 2022

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, February 17, 2022, 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 and Thomas Toliver representing the City of Charleston, 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 Chris Baldwin, Travis Garrett, Kara Greathouse, Scott Menefee, Jacob Pitman, and Curt Zickafoose. In addition, there were in attendance, Grace Hurney of Jackson Kelly PLLC - legal counsel to the Authority, Brett Meadows - representing Local ATU-1742, Kelsey Tucker* – Transportation Planning Manager for Regional Intergovernmental Council and Ronald Reekes* – Wendel (* - denotes attended virtually).

Absent were Joe Koval and Connie Fout.

Mr. Golman began the meeting by welcoming everybody. The reading of the minutes of the January 20, 2022, 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. Toliver, the minutes of the January 20, 2022, meeting were approved by unanimous consent.

Mr. Menefee presented the financial statements for January 2022 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 January totaled \$129,158 while expenses for the month were \$1,130,537. Mr. Menefee noted the changes in total operating revenue and expenses in comparison to last year. Mr. Menefee noted that ridership and revenue have both increased in comparison to last year. Mr. Menefee noted that January's levy receipts received are slightly lower than last year's receipts but still on trend to what has been anticipated. The financial statements for January 2022 were received and filed as presented and directed to be attached to and made a part of these minutes.

Mr. Menefee informed the board there were no invoices to approve in excess of \$5,000.

Mr. Menefee then turned to Mr. Pitman to present the Insurance Report. Mr. Pitman stated there was nothing new or noteworthy this month. Mr. Pitman presented the KAT Operations Report and called attention to the \$31,733 received from the SOR in January. Mr. Pitman also noted in January there were on average 8 trips per day but in February the average has jumped up to approximately 120 trips per day.

Mr. Menefee provided an update on construction of the new City Centre Station. Currently waiting on the main electrical disconnect panel to be delivered then final electrical connections can be made to the interior building. Delivery is tentatively scheduled for mid-March.

Mr. Goldman turned to Mr. Zickafoose to update the board on the safety levy. Mr. Zickafoose reintroduced himself to the board and detailed the current plans and meetings to prepare for the safety levy in May.

Mr. Goldman moved onto new business and requested we move to item 7c first to save time for Mr. Reekes. Ms. Greathouse briefly explained the background of the Maintenance Facility Improvement Plan, scoping and plans moving forward. Mr. Reekes detailed the project approach, site visit, and possible project recommendations. Mr. Baldwin stated his appreciation to the board for their dedication to the garage's improvement. A motion to approve the Maintenance Facility Improvement Plan contract was made by Mr. Hicks, duly seconded by Mr. White, and approved by unanimous consent.

Mr. Goldman moved onto the Tire Contract award and Mr. Baldwin detailed the proposals received from Goodyear and Bridgestone. He stated the staff recommends leasing tires with Goodyear tires. A discussion followed regarding the value of leasing versus purchasing and the benefits to both. A motion to lease tires with Goodyear was made by Mr. Sutphin, duly seconded by Ms. Arthur, and approved by unanimous consent.

Mr. Menefee presented the bus seat inserts quote and turned to Mr. Baldwin for further explanation. Current bus seats are fabric and not replaced through the life of the bus. The seats experience significant wear and tear and are difficult to clean. Purchasing new vinyl seat inserts will allow for proper cleaning and sanitizing and improve the look of our bus interior. A motion to approve the payment of the seat replacements was made by Mr. Sutphin, duly seconded by Ms. Arthur, and approved by unanimous consent.

Mr. Menefee brought attention to the Kanawha County Commission's COVID leave policy. Mr. Menefee explained the policy, stated that several employees had requested a similar policy be implemented, and mentioned potential problems with implementation. After discussion the board recommended staff work with Local ATU-1742 to pursue adoption of a similar COVID leave policy retroactive to January 1, 2022.

Mr. Menefee recognized Mr. Garrett's promotion to Purchasing Director stating that he will still maintain his duties as IT Director.

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, March 17, 2022, 8:45 AM at the Authority's offices at 1550 4th Avenue in Charleston.