

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

January 20, 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, January 20, 2022, pursuant to proper notice to the public and news media.

Present were Valerie Gainer and Manfred Holland* representing Kanawha County, Eric Hicks*, Joe Koval*, and Thomas Toliver representing the City of Charleston, Larry Bailey* representing the City of Dunbar, Dave Casebolt* representing the City of Nitro, Jean Arthur* representing the City of South Charleston. Also present were members of the KVRTA Staff including Chris Baldwin, Travis Garrett, Kara Greathouse, Sean Hill, Scott Menefee, Jacob Pitman, Angie Talbott, Jamie Tompkins, 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, and Kelsey Tucker* – Transportation Planning Manager for Regional Intergovernmental Council (* - denotes attended virtually).

Absent were Todd Goldman, Jay Snodgrass, Connie Fout, David White, and Robert Sutphin.

Ms. Gainer began the meeting by welcoming everybody. The reading of the minutes of the November 18, 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. Tolliver, and duly seconded by Ms. Arthur, the minutes of the November 18, 2021, meeting were approved by unanimous consent.

Mr. Menefee presented the financial statements for December 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 December totaled \$142,769 while expenses for the month were \$1,203,745. 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 December'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 December 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 moved on to the Executive Director's Report. Mr. Hill reported on the ridership levels during our

recent New Year's Eve Free ride event. We served over 2,500 passengers during regular service hours on December 31, 2021. This was a great help to our riders and also gained attention from the news media and the Governor's Highway Safety Program. Mr. Hill introduced two new KRT staff members; new Purchasing Agent Angie Talbott and Safety and Risk Manager Curt Zickafoose. Mr. Hill informed the board that the Surface Transportation Security Inspection Program (TSA) held a base meeting with KRT staff this week. This initial meeting was to learn how KRT operates, review current policies and procedures, and discuss staff security concerns. In the future TSA will provide KRT with several recommendations to improve security and help protect current and future assets. Mr. Hill then discussed the progress on the City Centre Station; currently the stone façade is 60% complete and windows are being installed this week. A few days of work have been missed due to inclement weather. This led Mr. Hill to thank and commend KRT's Operations Department for their excellent response during the recent winter storms. KRT staff is working with our app developers to add notifications to alert passengers when specific routes are cancelled.

Mr. Hill then turned to Mr. Pitman to present the Insurance Report. Mr. Pitman noted a couple additional claims had dropped off since the report's completion. Mr. Pitman presented the KAT Operations Report, we received \$34,375 in Medicare Receipts and \$25,575 in SOR receipts. Mr. Pitman noted that December was our highest revenue and ridership month for SOR trips.

Mr. Hill provided an update on construction of the new City Centre Station during his Executive Director's Report and briefly reiterated the current progress.

Mr. Hill informed the board that KRT staff met with the Kanawha County Emergency Ambulance Authority (KCEAA) and the Charleston Area Alliance (CAA) to begin work on the upcoming Safety Levy in early December. This initial meeting outlined past strategies and outlined the overall schedule. KRT staff will be meeting with KCEA and CAA tomorrow to discuss potential meetings and focus areas.

Mr. Hill moved onto new business and requested Ms. Greathouse detail the On-Call Engineering Services. Ms. Greathouse informed the board that KRT advertised for On-Call Planning and Engineering Services in early December. KRT received six submissions, Mr. Hill and Ms. Greathouse ranked each firm according to their planning and engineering capabilities. Ms. Greathouse presented a short-list of the following firms: Wendel, Michael Barker International, GAI Consultants, and The Thrasher Group. A motion to retain the presented short-list of firms was made by Mr. Koval, duly seconded by Mr. Hicks and approved by unanimous consent.

Mr. Hill then turned to Ms. Greathouse to present Tire Contract RFP. Ms. Greathouse reviewed the RFP that is currently out for advertisement. KRT has received interest from Bridgestone, Goodyear and NovaTech to date. Proposals are due in early February; staff recommendations will be ready at the next board meeting and a vote for approval will be requested. Mr. Tolliver asked staff to investigate collaborating with the City of Charleston similar to the fuel bid to

potentially save money. It was mentioned that the City doesn't typically purchase as many or the same size tires as KRT but staff will discuss this possibility with the City.

Mr. Hill noted one additional staff change was neglected during his Executive Director's Report; Mr. Menefee has been appointed Assistant General Manager.

With nothing further to be discussed, a motion was made by Ms. Gainer to adjourn the meeting. The next regular meeting of the Board will be held Thursday, February 17, 2022, 8:45 AM at the Authority's offices at 1550 4th Avenue in Charleston.