

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

**March 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, March 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, Joe Koval\* and Thomas Toliver representing the City of Charleston, Connie Fout representing the Town of Belle, Larry Bailey\* representing the City of Dunbar, 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, Sean Hill, 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 was David White.

Mr. Goldman began the meeting by welcoming everybody. The reading of the minutes of the February 17, 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. Koval, and duly seconded by Mr. Snodgrass, the minutes of the February 17, 2022, meeting were approved by unanimous consent.

Mr. Menefee presented the financial statements for February 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 February totaled \$138,997 while expenses for the month were \$1,176,259. 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 February's levy receipts received are slightly higher than last year's receipts and on trend to what has been anticipated. The financial statements for February 2022 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 Insurance Report. Mr. Pitman stated one claim dropped off the report this month, but two additional accidents occurred in March. Discussion followed detailing the accidents' location and staff working with WVDOT to improve safety at the location of the accidents. Mr. Pitman presented the KAT Operations Report and called attention to the \$44,902 received from the SOR program in February.

Mr. Hill provided pictures and an update on construction of the new City Centre Station. Construction is almost complete, and the building should be ready in early April. Mr. Hill presented the change order, and a motion was made by Mr. Sutphin, and duly seconded by Mr. Toliver the change order was approved by unanimous consent. Mr. Goldman asked Mr. Hill to provide an update on the Safety Levy. Mr. Hill detailed the resolutions being adopted by Kanawha County municipalities and thanked all representatives for those adoptions. Ms. Summers addressed the board to thank Mr. Hill for his attendance at Clendenin's Council meeting on Monday and acknowledged his popularity with town residents.

Mr. Goldman turned to Mr. Reekes, Mr. Baldwin and Ms. Greathouse to update the board on the Maintenance Facility Improvement Plan. Several engineers and one architect visited KRT facilities last week. They spent an entire day touring and reviewing both the administrative building and the maintenance garage. They will submit their final report within two to three weeks. Mr. Reekes recommended KRT work to construct a new building and detailed the initial steps needed before design and construction. After questions and answers from board members KRT staff was tasked with taking the next steps toward a new facility.

Mr. Goldman then moved to new business and Mr. Hill requested Ms. Greathouse present the KRT Staff Recommendations for new Cleaning Services. A motion was made by Mr. Hicks, to follow KRT staff recommendations, after being duly seconded by Mr. Toliver, the new contract was approved by unanimous consent.

Mr. Hill then turned to Mr. Pitman to detail the additional pay for overtime by operators. Mr. Goldman encouraged a Memorandum of Agreement be signed by the union and KRT before starting the additional pay. A motion was made by Mr. Sutphin to allow KRT to sign a MOA with the union and begin additional overtime pay on a month-to-month temporary basis. This motion was duly seconded by Mr. Hicks and was approved by unanimous consent.

Mr. Hill announced the Bus Cleaning Day on March 20, 2022, staff volunteers will be gathering from 9am to 5pm this Sunday to deep clean buses. Mr. Koval addressed the board to request a bus shelter be added along West Washington Street in front of The Smokehouse restaurant. Mr. Hill ensured Mr. Koval the maintenance department would look into adding a bus shelter there.

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, April 21, 2022, 8:45 AM at the Authority's offices at 1550 4th Avenue in Charleston.