

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

**December 15, 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 via video conferencing) at 10:00 AM, Thursday 15, December, 2022, pursuant to proper notice to the public and news media.

Present were Todd Goldman, Valerie Gainer\*, 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, and Jean Arthur\* representing the City of South Charleston, also present were members of the KVRTA Staff including, Chris Baldwin, Travis Garrett, Sean Hill, Scott Menefee, and Curt Zickafoose. In addition, there were in attendance, Grace Hurney of Jackson Kelly PLLC - legal counsel to the Authority, Josh Panter-Remix, David Sayre, Pam Burns, Joe Ferris, and Scott Nation- representing Local ATU-1742, (\* - denotes attended virtually).

Absent were Dave Casebolt, Connie Fout, Joe Koval, and Robert Sutphin.

Mr. Goldman began the meeting by welcoming everybody. The reading of the minutes of the November 17 meeting was dispensed with since each member of the Board had been previously provided with a copy thereof. A motion by Jay Snodgrass and duly seconded, the minutes of the November 2022, meeting were approved by unanimous consent.

Mr. Menefee presented the financial statements for November 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 November totaled \$277,191 while expenses for the month were \$1,046,266, Mr. Menefee noted the changes in total operating revenue and expenses in comparison to last year. The financial statements for November 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. Zickafoose then presented the Insurance Report and reported one minor incident. Mr. Pittman then presented the KAT operations Report and called attention to the amount of \$69,952.20 received from the SOR program in November.

Mr. Goldman then turned to Mr., Hill to discuss the facility improvement plan: Mr. Hill stated that he has been working with FTA to answer some follow-up questions related to the NEPA. Then Mr. Hill showed possible design options for the new facility. After a discussion, Mr. Goldman moved to new business.

Mr. Goldman then turned to Mr. Pitman for the approval of the scheduling and planning software contract award. Mr. Pitman introduced Josh Panter from Remix to give a presentation. After a discussion, a motion by Eric Hicks and duly seconded to award a five-year contract to Remix for scheduling and planning software for the total of \$301,500 and approved by unanimous consent.

Mr. Goldman turned to Mr. Zickafoose for approval of an amendment to the Drug and Alcohol Policy. Mr. Zickafoose presented the amendment that updates the procedure regarding the employee assistance program. After a discussion, a motion by Jay Snodgrass and duly seconded to accept the proposed amendment to the Drug and Alcohol policy and approved by unanimous consent.

Mr. Goldman then turned to Mr. Hill for approval of renewing Maple Creative Contract. After a discussion, the agenda item was tabled until the January 19<sup>th</sup>, meeting.

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, January 19,2023 8:45 AM at the Authority's offices at 1550 4th Avenue in Charleston.