

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

November 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 via video conferencing) at 8:45 AM, Thursday, November 17, 2022, pursuant to proper notice to the public and news media.

Present were Valerie Gainer and Jay Snodgrass, representing Kanawha County, Eric Hicks 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, Rebecca Atkins, Travis Garrett, Sean Hill, Scott Menefee, Jacob Pitman, Steve Price, and Curt Zickafoose. In addition, there were in attendance, Jane Bostic* City of Charleston, Grace Hurley of Jackson Kelly PLLC - legal counsel to the Authority, Kelsey Tucker* with RIC, David Sayre and Joe Farris - representing Local ATU-1742, Aaron Morris, General Public(* - denotes attended virtually).

Absent were Todd Goldman, Joe Koval, and David White.

Mrs. Gainer began the meeting by welcoming everybody. The reading of the minutes of the October 20, 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 October 2022, meeting were approved by unanimous consent.

Mr. Menefee presented the financial statements for October 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 September totaled \$165,194 while expenses for the month were \$1,093,614, Mr. Menefee noted the changes in total operating revenue and expenses in comparison to last year. The financial statements for August 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 stated there was a few changes during the month of October including minor accidents. Mr. Pittman then presented the KAT operations Report and called attention to the amount of \$65,871 received from the SOR program in October. Mr. Pittman informed the board that hosted listening sessions on the delayed markup.

Mrs. Gainer then turned to Sean Hill to discuss the facility improvement plan: Mr. Hill stated that progress is being made for the new facility. Thrasher has been site to finish core drilling for the environmental portion. Mr. Hill Stated that FTA has given the Authority postive feedback on the overall facility design.

Mrs. Gainer then turned Mr. Hill and Mr. Pittman to recognize Dispatcher Atkins and Operator Price. Operator Price recognized a missing person, contacted Dispatcher Atkins. Dispatcher Atkins contacted law enforcement.

Mrs. Gainer then turned to Mr. Zickafoose for the approval of the Public Transportation Agency Safety Plan (PTASP). Mr. Zickafoose informed the board of the changes from the previous year, after a discussion, a motion was made by Eric Hicks and duly seconded that the board approves the PTSAP and approved by unanimous consent.

Mrs. Gainer turned to Mr. Zickafoose to present the triennial Title VI program. Mr. Zickafoose updated the board of the changes from the pervious plan including data, and position changes. After a discussion a motion by was made by Jay Snodgrass and duly seconded that the board approves the proposed Triennial Title VI program and approved by unanimous consent.

Mrs. Gainer turned to Mr. Hill for approval of the AVL/GPS bid selection. Mr. Hill informed the board that authority has completed the bid selection process and recommends that the board adopts the bid from Equans for a five-year period at the cost of \$1,514,300.10. After a discussion a motion was made by Connie Fout and duly seconded that the board approves Equans bid for the AVL/GPS program and approved by unanimous consent.

Mrs. Gainer turned to Mr. Hill on the upcoming Holiday Celebrations. Mr. Hill recommended to the board that the authority gives out a one time pay of \$100 to active employees and that a small holiday luncheon be held from 11am-1pm on to-be-determined date. After a discussion, a motion was made by Robert Sutphin and duly seconded and approved by unanimous consent.

With nothing further to be discussed, a motion was made by Mrs. Gainer to adjourn the meeting. The next regular meeting of the Board will be held Thursday, December 15, 8:45 AM at the Authority's offices at 1550 4th Avenue in Charleston.