

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

April 20, 2023

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, April 20, 2023, pursuant to proper notice to the public and news media.

Present were, Valerie Gainer, Todd Goldman and Jay Snodgrass, representing Kanawha County, Connie Fout representing the City of Belle, Heidi Bonnet Adams, Bobbie Spry and Thomas Toliver representing the City of Charleston, Jean Arthur representing the City of South Charleston, and Bob Sutphin, representing the city of St. Albans, also present were members of the KVRTA Staff including, Chris Baldwin, Travis Garrett, Sean Hill, Scott Menefee, Jacob Pitman, Angie Talbot, and Curt Zickafoose. In addition, there were in attendance, Grace Hurney of Jackson Kelly PLLC - legal counsel to the Authority, Kelsey Harrah* representing RIC, Kay Summers* Mayor of Clendenin, Don Kelley Operator, Joe Ferris, Brett Meadows, David Sayre, David Smith representing ATU Local 1742, Ritchie Murphy and Amanda Sawyer-Turner representing ATU International, and Tammy Frazie. (* - denotes attended virtually).

Absent was Larry Bailey, Dave Casebolt and David White

Mr. Goldman began the meeting by welcoming everybody and taking a roll call. The reading of the minutes of the February 16th meeting was dispensed with since each member of the Board had been previously provided with a copy thereof. A motion was made by Tom Toliver and duly seconded, the minutes of the February 2023, meeting were approved by unanimous consent.

Mr. Menefee presented the financial statements for March 2023 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 \$236,543 while expenses for the month were \$1,272,841. Mr. Menefee noted the changes in total operating revenue and expenses in comparison to last year. The financial statements for March were received and filed as presented and directed to be attached to and made a part of these minutes.

Mr. Goldman turned to Mr. Pitman for employee recognition. Mr. Pitman presented a certificate of appreciation to Operator Don Kelly for actions during an incident on his bus.

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 no new insurance claims. Mr. Pitman then presented the KAT operations Report and called attention to the amount of \$83,343 received from the SOR program in March.

Mrs. Goldman then turned to Mr. Hill to discuss the comprehensive operation analysis and Facility Improvement plan: Mr. Hill stated that Kimley Horn has a survey of our passengers. Several partner agencies have helped the authority circulate the survey. Mr. Hill stated that the grant for the new facility has been submitted. Mr. Hill then gave a presentation of all the letters of support that the Authority received for the grant application. Mr. Hill then gave an update on the FTA triennial review.

Mr. Goldman moved onto to new business and turned to Mr. Zickafoose for approval of the update to the Title VI plan. Mr. Zickafoose presented several amendments to the Title VI plan, including the public participation plan, complaint procedures, the language assistance plan, and updates to the website. Mr. Zickafoose recommended that the board approve the amendments to the Title VI Plan as presented. After a discussion, a motion was made by Tom Toliver and duly seconded to approve the updated Title VI plan and approved by unanimous consent.

Mr. Goldman turned to Mr. Hill and Mr. Pitman for approval of Transit App. Mr. After a discussion, A motion by Connie Fault and duly seconded to approve up to \$44,250 to enter into a contract with Transit App and approved by unanimous consent.

Mr. Goldman turned to Mr. Hill for appointment of the Budget and Investment committee. Along with the Executive Committee, Heidi Bonnet-Adams, Jean Arthur, and Jay Snodgrass were appointed to the investment and budget committees.

Mr. Goldman turned to the public comment portion of the agenda. Ritchie Murphy representing ATU international and Tammy Frazie a private citizen gave remarks.

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, May 18, 2023, 8:45 AM at the Authority's offices at 1550 4th Avenue in Charleston.