

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

**September 21, 2023**

The Board of Members of the Kanawha Valley Regional Transportation Authority (KRT) 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 on Thursday, September 21, 2023, pursuant to proper notice to the public and news media.

Present were President Todd Goldman, Jay Snodgrass and Michael Farmer (representing Kanawha County), Heidi Bonnett Adams, Bobbie Spry\*, and Thomas Toliver (representing the City of Charleston), Larry Bailey\* (representing the City of Dunbar), Jean Arthur (representing the City of South Charleston), David White (representing the City of Montgomery), Mark Doughty (representing the Town of Belle), and Bob Sutphin (representing the City of St. Albans). Also present were members of KRT Staff: Chris Baldwin, Travis Garrett, Jessica Gardner, Kelsey Harrah, Sean Hill, Jacob Pitman, Angie Talbot, and Curt Zickafoose. Additionally, the following persons were in attendance: Michael Hess, Grace Hurney of Jackson Kelly PLLC (legal counsel to the Authority), Chris Lambert of Suttle & Stalnaker, Brett Meadows and David Smith (representing ATU Local 1742).

\* - denotes virtual attendance

Absent were Valerie Gainer and David Casebolt.

President Goldman called the meeting to order by welcoming everyone and taking a roll call. The reading of the minutes of the July 20, 2023 meeting was dispensed with as each member of the Board had been previously provided with a copy thereof. A motion to approve the minutes of the July 20, 2023 meeting was made by Mr. Jay Snodgrass. The motion was duly seconded and carried with unanimous consent.

Mr. Sean Hill recognized and presented Mechanic, Michael Hess, with an award for Outstanding Maintenance Employee in the WV Public Transit Association's 2023 WV Transit Excellence Program.

Ms. Gardner presented the financial statements for July and August 2023, consisting of the statement of net position, the statement of revenues and expenses, a comparative analysis of operations, the four weeks moving totals for passenger revenues, and a statistical analysis of operations. Ms. Gardner stated that revenues for July 2023 totaled \$246,665 and expenses totaled \$1,130,436. Ms. Gardner also noted the changes in total operating revenue and expenses in comparison to the prior year. The financial statements for July and August were received, filed as presented, and directed to be attached to, and made a part of these minutes.

Mr. Goldman then moved to new business. Chris Lambert of Suttle & Stalnaker presented the FY 2023 Annual Audit. After a brief discussion, a motion to approve the FY 2023 Annual Audit was made by Mr. Sutphin. The motion was duly seconded and carried with unanimous consent.

Mr. Hill informed the Board that there were no invoices in excess of \$5,000 to approve.

Mr. Zickafoose presented the Insurance Report and reported three new insurance claims. Mr. Pitman presented the KAT/Operations Report. Mr. Pitman noted the \$85,648.80 received from the State Opioid Response (SOR) program for July 2023.

Mr. Hill provided an update on the Comprehensive Operational Analysis. Mr. Hill discussed progress on developing an implementation component for the Comprehensive Operational Analysis in conjunction with Kimley-Horn.

Mr. Goldman then turned to Mr. Pitman to provide the technology update. Mr. Pitman gave an overview on the progression of ongoing technology upgrades to implement mobile fare collection, on-demand scheduling software, and real-time location tracking for buses.

Mr. Goldman provided an update to the Board on the Investment RFP Selection. Mr. Goldman discussed the process and purpose of the Investment Committee for the Investment RFP. After discussion, a motion to approve Truist as the provider for the Investment RFP with investment standards consisting of 80% fixed income and 20% equities was made by Mr. Sutphin. The motion was duly seconded and carried with unanimous consent.

Mr. Goldman then addressed the standing of the Self-Insurance Fund. After a brief discussion, a motion to approve reallocating the Self-Insurance Funds to the Capital Reserve Funds was made by Mr. Sutphin. The motion was duly seconded and carried with unanimous consent.

With nothing further to be discussed, a motion was made by President Goldman to adjourn the meeting. The next regular meeting of the Board will be held on Thursday, October 19, 2023, at 8:45 AM at the offices of the Authority, located at 1550 4<sup>th</sup> Avenue in Charleston.