

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

**January 18, 2024**

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 on Thursday, January 18, 2024, pursuant to proper notice to the public and news media.

Present were President Todd Goldman, Valerie Gainer, Jay Snodgrass (representing Kanawha County), Heidi Bonnett Adams and Thomas Toliver (representing the City of Charleston), Jean Arthur (representing the City of South Charleston), Larry Bailey\* (representing the City of Dunbar), and Robert Sutphin (representing the City of St. Albans). Also present were members of KVRTA Staff: Chris Baldwin\*, Travis Garrett, Jessica Gardner, Kelsey Harrah, Sean Hill, Jacob Pitman, Angie Talbott\*, and Curt Zickafoose. Additionally, the following persons were in attendance: Kay Summers\* (Mayor of Clendenin), Grace Hurney of Jackson Kelly PLLC (legal counsel to the Authority), Jake Smith\* (RIC), and Brett Meadows (representing ATU Local 1742).

\* - denotes virtual attendance

Absent were Mayor Dave Casebolt, Marc Doughty, Michael Farmer, Bobbie Spry, and David White.

President Goldman called the meeting to order by welcoming everyone and taking a roll call. The reading of the minutes of the November 16, 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 November 16, 2023 meeting was made by Jay Snodgrass. The motion was duly seconded and carried with unanimous consent.

Ms. Gardner presented the financial statements for November 2023 and December 2023, consisting of the statements of net position, statements of revenues and expenses, comparative analysis of operations, the four weeks moving totals for passenger revenues, and the statistical analysis of operations. Ms. Gardner stated that revenues for November 2023 totaled \$340,804 and expenses totaled \$1,542,479. Ms. Gardner stated that revenues for December 2023 totaled \$324,034 and expenses totaled \$1,368,453. Ms. Gardner also noted the changes in total operating revenues and expenses in comparison to the prior year. The financial statements for November 2023 and December 2023 were received, filed as presented, and directed to be attached to, and made a part of these minutes.

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 four new insurance claims. Mr. Pitman presented the KAT/Operations Report. Mr. Pitman noted the amounts received from the State Opioid Response (SOR) program, totaling \$121,933.74 for November 2023 and \$125,150.79 for December 2023.

President Goldman then turned to Mr. Hill to present the next two agenda items. Mr. Hill provided the Board with a Technology Report. Mr. Hill highlighted the successful introduction of the Transit app. Mr. Hill called attention to the importance of the mobile app's real-time tracking and service alert features throughout recent inclement weather events. Mr. Hill commended KRT Staff for their coordinated work efforts, which ensured timely service updates for drivers and passengers alike.

Mr. Hill presented the Comprehensive Operational Analysis (C.O.A.) Update. Mr. Hill noted that the draft findings of the report were received later than anticipated. Once the draft findings are reviewed and refined, Kimley Horn and Associates will provide a presentation on the draft at the next meeting of the Board.

Mr. Hill then moved on to new business. Mr. Pitman provided an update on the Operation Transportation and West Virginia State University ticket programs. Mr. Pitman informed the Board on the programs' initiatives and progress to date. The Operation Transportation program, created by Jan Dils, Attorneys at Law, LC, provides Veterans with free tickets. The partnership with West Virginia State University (WVSU) provides WVSU students, faculty, and staff with free tickets. Mr. Pitman noted the continued success of each program.

Mr. Zickafoose presented the proposed Equal Employment Opportunity Plan (EEO). Mr. Zickafoose provided the Board with proposed changes to the previous plan, including updated data and goals. After a discussion, a motion was made by Jay Snodgrass to approve the Equal Employment Opportunity Plan (EEO). 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 February 15, 2024, at 8:45 AM at the offices of the Authority, located at 1550 4<sup>th</sup> Avenue in Charleston.