

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

November 16, 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 on Thursday, November 16, 2023, pursuant to proper notice to the public and news media.

Present were President Todd Goldman, Valerie Gainer*, Jay Snodgrass and Michael Farmer (representing Kanawha County), Heidi Bonnett Adams and Thomas Toliver (representing the City of Charleston), Jean Arthur* (representing the City of South Charleston), Dave Casebolt* (representing the City of Nitro), Marc Doughty (representing the Town of Belle), 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 Talbot, and Curt Zickafoose. Additionally, the following persons were in attendance: Grace Hurney of Jackson Kelly PLLC (legal counsel to the Authority), and Brett Meadows (representing ATU Local 1742).

* - denotes virtual attendance

Absent were Bobbie Spry, Larry Bailey, 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 October 19, 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 October 19, 2023 meeting was made by Jay Snodgrass. The motion was duly seconded and carried with unanimous consent.

Ms. Gardner presented the financial statements for October 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 October 2023 totaled \$282,487 and expenses totaled \$1,118,392. Ms. Gardner also noted the changes in total operating revenue and expenses in comparison to the prior year. The financial statements for October 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 one new insurance claim. Mr. Pitman presented the KAT/Operations Report. Mr. Pitman noted the \$134,052.50 received from the State Opioid Response (SOR) program for October 2023.

Mr. Hill moved on to new business with an update on the fuel task force bid and contract award. The bids were opened at 11:00 AM on November 15, 2023. Mr. Hill detailed the received bids for the board. A motion for the award of a two-year contract with Colonial Oil to purchase diesel and gasoline was made by Robert Sutphin. The motion was duly seconded and carried with unanimous consent.

President Goldman then turned to Mr. Zickafoose to present the next two agenda items. Mr. Zickafoose presented the Public Transportation Agency Safety Plan (PTASP) for approval. Mr. Zickafoose informed the Board of the changes to the plan from the previous year. After a discussion, a motion was made by Robert Sutphin to approve the Public Transportation Agency Safety Plan (PTASP) with administrative modifications. The motion was duly seconded and carried with unanimous consent.

Mr. Zickafoose then presented the proposed Title VI Plan. Mr. Zickafoose provided the Board with the changes from the previous plan including data, position changes, and the updated complaint process. After a discussion, a motion was made by Jay Snodgrass to approve the Title VI Plan with administrative modifications. 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 December 21, 2023, at 8:45 AM at the offices of the Authority, located at 1550 4th Avenue in Charleston.