

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

**February 15, 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, February 15, 2024, pursuant to proper notice to the public and news media.

Present were Vice President Valerie Gainer, Jay Snodgrass and Michael Farmer (representing Kanawha County), Heidi Bonnett Adams, Bobbie Spry\*, and Thomas Toliver (representing the City of Charleston), Jean Arthur (representing the City of South Charleston), Mayor 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, 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), Mary Kate Morookian\* (Kimley Horn), Sam Richardson\* (RIC), Brett Meadows and David Smith (representing ATU Local 1742).

\* - denotes virtual attendance

Absent were President Todd Goldman, Larry Bailey, and David White.

Vice President Valerie Gainer called the meeting to order by welcoming everyone and taking a roll call. The reading of the minutes of the January 18, 2024 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 January 18, 2024 meeting was made by Thomas Toliver. The motion was duly seconded and carried with unanimous consent.

Ms. Gardner presented the financial statements for January 2024, 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 January 2024 totaled \$292,075 and expenses totaled \$1,314,846. Ms. Gardner also noted the changes in total operating revenues and expenses in comparison to the prior year. The financial statements for January 2024 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 two new insurance claims. Mr. Pitman then presented the KAT/Operations Report. Mr. Pitman noted the amount received from the State Opioid Response (SOR) program, totaling \$125,000 for January 2024.

Ms. Gainer turned to Mr. Hill and Mary Kate Morookian of Kimley Horn for the Comprehensive Operational Analysis (C.O.A.) Update. Mr. Hill gave an overview on the current and subsequent steps of development for the C.O.A. Mr. Hill then asked Ms. Morookian to provide a presentation of the draft report. Ms. Morookian presented the draft findings to the Board for review.

Ms. Gainer then moved on to new business. Ms. Gainer turned to Mr. Pitman for the Ticket Vending Machine (TVM) Purchase. Mr. Pitman explained the functions of ticket vending machines, which enable passengers to purchase reloadable smart cards for fare payment. Ticket vending machines plan to be stationed at KRT Headquarters and City Center Station. After a brief discussion, a motion to authorize up to \$150,000 for the purchase of Ticket Vending Machines (TVMs) was made by Thomas Toliver. The motion was duly seconded and carried with unanimous consent.

Ms. Gainer turned to Mr. Garrett to present the next two agenda items. Mr. Garrett provided the Administration Roof Replacement RFP briefing to the Board. A Request for Proposal (RFP) will be issued to replace the roof of the Administration Building.

Mr. Garrett then presented the Maintenance Lighting Upgrade RFP briefing to the Board. Mr. Garrett discussed the lighting upgrades for KRT's Maintenance Facility. A Request for Proposal (RFP) will be issued to replace the lighting for the main floor and wash bay in the Maintenance Facility.

With nothing further to be discussed, a motion was made by Vice President Valerie Gainer to adjourn the meeting. The next regular meeting of the Board will be held on March 21, 2024, at 8:45 AM at the offices of the Authority, located at 1550 4<sup>th</sup> Avenue in Charleston.