

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

October 16, 2025

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, October 16, 2025, pursuant to proper notice to the public and news media.

Present were President Valerie Gainer (representing Kanawha County), Todd Goldman (representing Kanawha County), Jay Snodgrass (representing Kanawha County), Michael Farmer (representing Kanawha County), Thomas Toliver (representing the City of Charleston), *Heidi Bonnett Adams (representing the City of Charleston), Bobbie Spry (representing the City of Charleston), *Dave Casebolt (representing the City of Nitro), Maurice Anderson (representing the City of Montgomery), Robert Sutphin (representing the City of St. Albans), and Jean Arthur (representing the City of South Charleston). Also present were members of KRT staff: Sean Hill, Travis Garrett, Jacob Pitman, Curt Zickafoose, Jess Gardner, Allison Wallace, and Chris Baldwin. Additionally, Grace Hurney of Jackson Kelly PLLC (legal counsel to the Authority), Jeffery Mace (representing RIC), *Kay Summers (Mayor of Clendenin), and Brett Meadows (representing ATU Local 1742), were in attendance.

* - denotes virtual attendance

Absent were Larry Bailey (representing the City of Dunbar) and Marc Doughty (representing the Town of Belle).

President Valerie Gainer called the meeting to order and welcomed everyone. Sean Hill conducted the roll call. The reading of the minutes from the August meeting was dispensed with, as each member of the Board had been previously provided copies. A motion to approve the minutes of the August meeting was made, seconded, and carried unanimously.

Jessica Gardner presented the financial statements for August 2025, consisting of the statement of net position, the statement of revenues and expenses, and a comparative analysis of operations. Mrs. Gardner stated operating revenues for August 2025 totaled \$236,906 and expenses totaled \$1,403,456. KRT received \$2,182,682.80 in levy receipts for September and \$1,720,006.61 in levy receipts for October.

There were no invoices in excess of \$5,000.

President Gainer then moved to Old Business and turned to Mr. Zickafoose to present the

Insurance Report. Mr. Zickafoose reported one new claim and one closed claim. KRT currently has no employees on Workers' Compensation.

Mr. Pitman presented the Operations Report and noted continued improvement in system performance following the February 2025 service changes. Fixed-route service averaged 12.7 passengers per revenue hour in September 2025, up from 9.8 in February, representing a 3% overall increase in ridership during that period. This growth brings KRT's performance in line with regional industry peers.

On-time performance remained steady at 86% for fixed-route service and 89% for on-demand service. No-shows decreased by one-third, while cancellations rose slightly.

Mr. Hill noted that ridership increased even as the frequency of some routes was reduced in February, emphasizing that the service adjustments were implemented strategically and with careful planning.

Mr. Garrett then presented the Maintenance Facility Update and noted that there was no news on the FTA Bus Facilities Grant award due to the ongoing government shutdown.

President Gainer then moved to new business. Chris Lambert from Suttle and Stalnaker presented the 2025 Audit, providing a clean opinion of financial standing. Mr. Lambert also agreed with the estimates of financials. Mr. Snodgrass presented a motion to accept the audit, which was seconded and unanimously approved.

Mr. Hill then presented a new procurement manual for Board approval. Mr. Garrett explained that the updated manual reflects current state and federal standards for micro-purchase thresholds. After brief discussion, Mr. Goldman made a motion to adopt the new Procurement Manual. The motion was seconded and unanimously approved.

President Gainer then moved to the Executive Director Annual Review. Mr. Hill provided a brief recap of the year's progress and then exited the room for discussion. President Gainer opened the floor for comments. During discussion, Michael Farmer suggested establishing a more formalized annual review process. A committee was formed to develop this process, with Michael Farmer as chair and Heidi Adams and Bobbie Spry as members.

Mr. Goldman moved to increase Mr. Hill's compensation package. The motion was seconded and unanimously approved.

Mr. Hill then rejoined the meeting and discussed the Fuel Contract RFP. Bids will open on November 19, 2025, at 11:00 a.m., and the Fuel Committee will meet that day to review and accept bids. Mr. Hill invited Board Members to participate in the bid review process, and both President Gainer and Mr. Snodgrass accepted.

Mr. Hill also provided an update on the WV Rural Health Program application to offset

operational costs for on-demand and SOR trips. The Governor's Office responded and is arranging a meeting to discuss the program. Mr. Hill thanked Delegate Tresa Howell for advocating for KRT's application.

With no public comments and nothing further to discuss, President Gainer adjourned the meeting. The next regular meeting of the Board will be held Thursday, November 20, 2025, at 8:45 AM at Authority offices, 1550 Fourth Avenue, Charleston.

Please note that meeting video is archived at: [KRT October 2025 Board Meeting](#)