

MINUTES

**Regional Intergovernmental Council
Quarterly Meeting
June 14, 2018; 12:00 P. M.
West Virginia Regional Technology Park**

Members Present:

Mayor Janet Armentrout, City of Chesapeake
Oree Banks, Minority Group Representative
Mayor Randy Barrett, Town of Winfield
Damron Bradshaw, Private Sector Representative
Commissioner Mickey Brown, Boone County Commission
Mayor Dave Casebolt, City of Nitro
Anne Cavalier, Private Sector Representative
Mayor Glen "Buck" Chestnut, Town of Belle
Mayor William E. Cunningham, City of Dunbar
Mayor Essie Ford, Town of Handley
Mayor Jason Hubbard, Town of Clay
John Luoni, Kanawha County Citizen Representative
Mayor Paul D. Melton, Town of Buffalo
S. K. Miller, Private Sector Representative
Elwood Penn, Private Sector Representative
Commissioner Andy Skidmore, Putnam County Commission
Mayor Jay Snodgrass, City of Marmet
Mark Stolle, Putnam County Citizen Representative
Dennis Strawn, City of Charleston Citizen Representative
Mayor George Woodrum, Town of Bancroft

The Regional Intergovernmental Council met on June 14, 2018 in the Hendrickson Conference Center at the West Virginia Regional Technology Park in South Charleston. Chairman Cavalier declared a quorum per registration.

I. Guest Speaker

Dr. Anne Cavalier introduced the guest speaker, Anne Barth, Executive Director of TechConnect West Virginia, a statewide economic development organization committed to the advancement of the innovation economy in West Virginia, focused on four technology sectors: advanced energy, chemicals and advanced materials, biosciences, and biometrics. Ms. Barth spoke to the attendees at the meeting about the three different grant programs that TechConnect West Virginia has administered; StartUp West Virginia, ScaleUp West Virginia and NextUp West Virginia and how these grant programs are helping diversify the state's economy, promote economic prosperity and create high-paying jobs.

II. Call to Order

Dr. Cavalier called the meeting to order, followed by the Pledge of Allegiance.

III. Pledge of Allegiance

IV. Executive Director's Report

Colt Sandoro, Executive Director, gave a summary of the projects for the past quarter:

Community Development

- The Town of Belle Sewer Rehabilitation project is now 80% complete
- The Morrisvale-Cameo Waterline Extension in Boone County is 85% complete
- The Town of Clay awarded a construction contract for the Blue Knob Waterline Extension
- RIC has begun administration of the Greater St. Albans PSD Phase III Sewer Project
- The Manila Ridge Waterline Extension in Putnam County will be going to bid this fall
- The Prenter Waterline Extension in Boone County will be going to bid this fall

Transportation

- The RIC staff continues to work on the Kanawha-Putnam Bike & Pedestrian Plan and is currently in the Public Engagement Stage
- RIC is adopting the West Virginia Department of Transportation's performance targets
- Doug Rice, Transportation Planner will be retiring

V. Approval of Minutes

Dr. Cavalier presented the December 14, 2017 and the March 8, 2018 Meeting Minutes for approval.

A MOTION WAS MADE BY DENNIS STRAWN TO APPROVE THE MEETING MINUTES. THE MOTION WAS SECONDED BY S.K. MILLER AND WAS CARRIED.

VI. Treasurer's Report

A. Financial Report

Amy Talbert, Deputy Executive Director, presented the Financial Report as of April 30, 2018.

A MOTION WAS MADE BY DENNIS STRAWN TO APPROVE THE FINANCIAL REPORT. THE MOTION WAS SECONDED BY OREE BANKS AND WAS CARRIED.

B. FY 2018 Budget Revision

Amy Talbert, Deputy Executive Director, presented the FY 2018 Budget Revision for approval.

A MOTION WAS MADE BY DENNIS STRAWN TO APPROVE THE FY 2018 BUDGET REVISION. THE MOTION WAS SECONDED BY ANDY SKIDMORE AND WAS CARRIED.

C. FY 2019 Proposed Operating Budget

Amy Talbert, Deputy Executive Director, presented the FY 2019 Proposed Operating Budget for approval.

A MOTION WAS MADE BY DAMRON BRADSHAW TO APPROVE THE FY 2019 PROPOSED OPERATING BUDGET. THE MOTION WAS SECONDED BY DENNIS STRAWN AND WAS CARRIED.

D. FY 2019 Proposed Local Contribution Schedule

Amy Talbert, Deputy Executive Director, presented the FY 2019 Proposed Local Contribution Schedule for approval.

A MOTION WAS MADE BY JANET ARMENTROUT TO APPROVE THE FY 2019 PROPOSED LOCAL CONTRIBUTION SCHEDULE. THE MOTION WAS SECONDED BY ANDY SKIDMORE AND WAS CARRIED.

E. FY 2017 Financial Audit (Final Report)

Amy Talbert, Deputy Executive Director, presented the FY 2017 Financial Audit (Final Report) for approval.

A MOTION WAS MADE BY GLEN "BUCK" CHESTNUT TO APPROVE THE FY 2017 FINANCIAL AUDIT. THE MOTION WAS SECONDED BY DENNIS STRAWN AND WAS CARRIED.

VII. Transportation

A. Transportation Improvement Program (TIP) Adjustments

Kara Greathouse, Planning Director, reviewed the adjustments to the FY 2018-2021 Transportation Improvement Program (TIP). No action was requested.

B. Final FY 2019 Unified Planning Work Program (UPWP)

Kara Greathouse, Planning Director, presented the FY 2019 Unified Planning Work Program (UPWP) for approval.

A MOTION WAS MADE BY DENNIS STRAWN TO APPROVE THE FY 2019 UNIFIED PLANNING WORK PROGRAM (UPWP). THE MOTION WAS SECONDED BY DAMRON BRADSHAW AND WAS CARRIED.

- C. Memorandum of Understanding for Huntington West Virginia Transportation Management Area

Kara Greathouse, Planning Director, presented the Memorandum of Understanding for Huntington West Virginia Transportation Management Area for approval.

A MOTION WAS MADE BY ANDY SKIDMORE TO APPROVE THE MEMORANDUM OF UNDERSTANDING FOR HUNTINGTON WEST VIRGINIA TRANSPORTATION MANAGEMENT AREA. THE MOTION WAS SECONDED BY S.K. MILLER AND WAS CARRIED.

- D. Memorandum of Understanding with West Virginia Department of Transportation (WVDOT) and Kanawha Valley Regional Transportation Authority (KVRTA)

Kara Greathouse, Planning Director, presented the Memorandum of Understanding with West Virginia Department of Transportation (WVDOT) and Kanawha Valley Regional Transportation Authority (KVRTA) for approval.

A MOTION WAS MADE BY JAY SNODGRASS TO APPROVE THE MEMORANDUM OF UNDERSTANDING WITH WEST VIRGINIA DEPARTMENT OF TRANSPORTATION (WVDOT) AND KANAWHA VALLEY REGIONAL TRANSPORTATION AUTHORITY (KVRTA). THE MOTION WAS SECONDED BY JANET ARMENTROUT AND WAS CARRIED.

- E. Performance Targets

Kara Greathouse, Planning Director, presented the West Virginia Performance Targets for adoption.

A MOTION WAS MADE BY GLEN "BUCK" CHESTNUT TO ADOPT THE WEST VIRGINIA PERFORMANCE TARGETS. THE MOTION WAS SECONDED BY JAY SNODGRASS AND WAS CARRIED.

- F. Surface Transportation Program (STP) Funding Request

Kara Greathouse, Planning Director, presented the Surface Transportation Program (STP) Funding Request for a approval of the disbursement of sub allocated federal Surface Transportation Program (STP) Funds for transportation improvement projects in the Teays Valley / Hurricane area of Putnam County.

A MOTION WAS MADE BY ANDY SKIDMORE TO APPROVE THE SURFACE TRANSPORTATION PROGRAM (STP) FUNDING REQUEST. THE MOTION WAS SECONDED BY DENNIS STRAWN AND WAS CARRIED.

VIII. 2017 Annual Report

Colt Sandoro, Executive Director, presented the 2017 Annual Report for approval.

A MOTION WAS MADE BY S. K. MILLER TO APPROVE THE 2017 ANNUAL REPORT. THE MOTION WAS SECONDED BY GLEN “BUCK” CHESTNUT AND WAS CARRIED.

IX. Nominating Committee Report

Damron Bradshaw, Nominating Committee Chairman, presented the slate of RIC officers and the appointment /re-appointment of at-large RIC members for FY 2019 for approval.

A MOTION WAS MADE BY GLEN “BUCK” CHESTNUT TO APPROVE THE SLATE OF RIC OFFICERS AND THE APPOINTMENT /RE-APPOINTMENT OF AT-LARGE RIC MEMBERS FOR FY 2019. THE MOTION WAS SECONDED BY DENNIS STRAWN AND WAS CARRIED.

X. Personnel Manual Revisions & Adoption of Revised Travel Policy

Colt Sandoro, Executive Director, presented the Personnel Manual revisions and revised Travel Policy for approval.

A MOTION WAS MADE BY DAMRON BRADSHAW TO APPROVE THE PERSONNEL MANUAL REVISIONS AND REVISED TRAVEL POLICY. THE MOTION WAS SECONDED BY GLEN “BUCK” CHESTNUT AND WAS CARRIED.

XI. FY 2018 Comprehensive Economic Development Strategy (CEDS) Update and Project Listing

Terry Martin, Project Coordinator, presented the FY 2018 Comprehensive Economic Development Strategy (CEDS) Update and Project Listing for approval.

A MOTION WAS MADE BY JAY SNODDGRASS TO APPROVE THE FY 2018 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) UPDATE AND PROJECT LISTING. THE MOTION WAS SECONDED BY DENNIS STRAWN AND WAS CARRIED.

XII. P. F. “Peck” Tucker Citizen of the Year Award

S.K. Miller announced the recipients of the P. F. “Peck” Tucker Citizen of the Year Award, Jerry Linkinoggor and Kris Mitchell. Due to both recipients being unable to attend the meeting, Terry Martin will present to the awards to the recipients at their respective county commission meetings.

XIII. Recognition of outgoing Chairman Glen “Buck” Chestnut

Dr. Anne Cavalier presented Chairman Chestnut with a plaque in honor of his time and service as RIC Chairman.

XIV. Staff Report

There were no staff reports.

XV. Adjournment

A MOTION WAS MADE BY JAY SNODGRASS TO ADJOURN THE MEETING. THE MOTION WAS SECONDED BY DENNIS STRAWN AND WAS CARRIED. THE MEETING ADJOURNED AT 1:15 P.M.