

## MINUTES

**Regional Intergovernmental Council  
49<sup>th</sup> Annual Meeting  
March 12, 2020; 12:00 P. M.  
West Virginia Regional Technology Park**

### **Members Present:**

Jeri Adkins, Private Sector Representative  
Oree Banks, Minority Representative  
Damron Bradshaw, Private Sector Representative  
Mayor Dave Casebolt, City of Nitro – Via Phone  
D. Anne Cavalier, Ed.D., Private Sector Representative  
Mayor William Cunningham, City of Dunbar  
Coston Davis, Minority Representative  
Mayor David Fletcher, Town of Belle  
Mayor Essie Ford, Town of Handley – Via Phone  
Commissioner Connie Kinder, Clay County Commission  
Mayor Jack Lavender, City of Chesapeake  
John Luoni, Kanawha County Citizen Representative  
Lawrence Malone, City of Charleston Citizen Representative – Via Phone  
Barry McCune, Clay County Citizen Representative – Via Phone  
S. K. Miller, Private Sector Representative – Via Phone  
Heather Raines, Private Sector Representative  
Lee Roberts, Private Sector Representative  
Mayor Kay Summers, Town of Clendenin – Via Phone

The Regional Intergovernmental Council met on March 12, 2020 in the Hendrickson Conference Center at the West Virginia Regional Technology Park in South Charleston. Chair Cavalier declared a quorum per registration.

### **I. Call to Order**

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

### **II. Pledge of Allegiance**

### **III. Approval of Minutes**

Chair Cavalier presented the December 12, 2019 Meeting Minutes for approval.

**A MOTION WAS MADE BY JERI ADKINS TO APPROVE THE MEETING MINUTES.  
THE MOTION WAS SECONDED BY DAVID FLETCHER AND WAS CARRIED.**

### **IV. Treasurer's Report**

A. Financial Report

Amy Talbert, Deputy Executive Director, presented the Financial Report as of January 31, 2020 for approval.

**A MOTION WAS MADE BY DAVID FLETCHER TO APPROVE THE FINANCIAL REPORT. THE MOTION WAS SECONDED BY CONNIE KINDER AND WAS CARRIED.**

B. FY 2021 Proposed Operating Budget

Amy Talbert, Deputy Executive Director, presented the FY 2021 Proposed Operating Budget for approval.

**A MOTION WAS MADE BY LEE ROBERTS TO APPROVE THE FY 2020 PROPOSED OPERATING BUDGET. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.**

C. FY 2021 Proposed Local Contribution Schedule

Amy Talbert, Deputy Executive Director, presented the FY 2021 Proposed Local Contribution Schedule for approval.

**A MOTION WAS MADE BY DAMRON BRADSHAW TO APPROVE THE FY 2021 PROPOSED LOCAL CONTRIBUTION SCHEDULE. THE MOTION WAS SECONDED BY CONNIE KINDER AND WAS CARRIED.**

D. FY 2019 Financial Audit (Final Report)

Amy Talbert, Deputy Executive Director, presented the FY 2019 Financial Audit. No action was requested.

**V. Transportation**

A. Transportation Improvement Program (TIP) Amendments

Kara Greathouse, Planning Director, presented the amendments and adjustments to the FY 2020-2023 Transportation Improvement Program (TIP). No action was requested.

B. *Draft* FY 2021 Unified Planning Work Program (UPWP)

Kara Greathouse, Planning Director, presented the *Draft* FY 2021 Unified Planning Work Program (UPWP) for endorsement.

**A MOTION WAS MADE BY COSTON DAVIS FOR ENDORSEMENT OF THE DRAFT FY 2021 UNIFIED PLANNING WORK PROGRAM (UPWP). THE MOTION WAS SECONDED BY DAVID FLETCHER AND WAS CARRIED.**

C. Metropolitan Planning Organization (MPO) Self-Certification

Kara Greathouse, Planning Director, presented the Metropolitan Planning Organization (MPO) Self-Certification Resolution for adoption.

**A MOTION WAS MADE BY DAVID FLETCHER TO ADOPT THE METROPOLITAN PLANNING ORGANIZATION (MPO) SELF-CERTIFICATION RESOLUTION. THE MOTION WAS SECONDED BY CONNIE KINDER AND WAS CARRIED.**

D. Surface Transportation Block Group (STBG) and Transportation Alternatives (TAP) Funding Request

Kara Greathouse, Planning Director, presented the Surface Transportation Block Group (STBG) and Transportation Alternatives (TAP) Funding Request for approval.

**A MOTION WAS MADE BY LEE ROBERTS TO APPROVE THE SURFACE TRANSPORTATION BLOCK GROUP (STBG) AND TRANSPORTATION ALTERNATIVES (TAP) FUNDING REQUEST. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.**

**VI. 2019 Annual Report**

Colt Sandoro, Executive Director, presented the 2019 Annual Report for approval.

**A MOTION WAS MADE BY COSTON DAVIS TO APPROVE THE 2019 ANNUAL REPORT. THE MOTION WAS SECONDED BY OREE BANKS AND WAS CARRIED.**

**VII. 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 2021 for approval.

**Slate of RIC Officers for FY 2021:**

Chair: Bill Cunningham

First Vice-Chair: Jay Snodgrass

Second Vice-Chair: S.K. Miller

Third Vice-Chair: Damron Bradshaw

Secretary: Connie Kinder

Treasurer: Coston Davis

Chair Cavalier opened the floor for nominations. There were no nominations received from the floor.

**A MOTION WAS MADE BY DAVID FLETCHER TO APPROVE THE SLATE OF RIC OFFICERS AND THE APPOINTMENT/RE-APPOINTMENT OF AT-LARGE RIC MEMBERS FOR FY 2021. THE MOTION WAS SECONDED BY JACK LAVENDER AND WAS CARRIED.**

### **VIII. Executive Director's Report**

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

#### Community Development

- In Boone County, the RIC staff is working on the Boone County Public Service District's Prenter Phase II Waterline Extension which is at 75% construction and should be completed on schedule.
- In Clay County, the RIC staff have finished working on the Pack Fork Waterline Extension for the Clay County Commission and the Blueknob Waterline Extension for the Town of Clay, both projects have been closed out.
- In Kanawha County, the RIC staff is working with the West Dunbar Public Service District as they begin construction on their multi-million-dollar system rehabilitation which is currently at 10% completion.
- In Putnam County, the RIC staff has been working on the Manila Ridge Waterline Extension, which has been completed ahead of schedule.

#### Transportation

- The RIC staff has begun the Hazardous Intersection Studies & Road Safety Audit and will hold a kick-off meeting on April 2, 2020.
- The RIC staff is beginning preparations for the Long Range Transportation Plan and will be working on this for the rest of the year.

### **IX. Guest Speaker**

Chair Cavalier introduced Chandra Inglis-Smith, Transportation Specialist and Planner with the Federal Highway Administration West Virginia Division. Ms. Inglis-Smith provided a presentation on ADA Transition Plans and Access Plans for local public agencies.

### **X. Update on HUD Community Development Block Grant (CDBG) Application**

Terry Martin, Project Coordinator stated that the West Virginia Department of Commerce has not made their recommendations on the Community Development Block Grant yet, but the applications will most likely be due on June 30, 2020. Mr. Martin stated that if anyone has a project that they would like to consider to please contact him or SoJuana Ellis.

### **XI. Staff Reports**

Colt Sandoro, Executive Director, presented SoJuana Ellis and Terry Martin with the RIC Outstanding Service Award for their tireless work and dedication to bring water and sewer service to many different locations in the Region 3 service area.

## **XII. Adjournment**

**A MOTION WAS MADE BY DAVID FLETCHER TO ADJOURN THE MEETING. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED. THE MEETING ADJOURNED AT 1:15 P.M.**

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