

MINUTES

**Regional Intergovernmental Council
Quarterly Meeting
June 9, 2022; 12:00 P.M.
West Virginia Regional Technology Park
David K. Hendrickson Conference Center, Building 2000 E
South Charleston, WV**

Members Present:

Jeri Adkins, Private Sector Representative
Oree Banks, Minority Group Representative
Commissioner Craig Bratcher, Boone County Commission
Erick S. Cage, J.D.,LL.M., Private Sector Representative
Mayor Conrad Cain, Town of Buffalo – Via Telephone
Brian Carr, Private Sector Representative
Mayor Dave Casebolt, City of Nitro
D. Anne Cavalier, Ed.D., Private Sector Representative – Via Telephone
Coston Davis, Minority Group Representative – Via Telephone
Mayor Scott Elliott, City of Dunbar
Mayor Harvey Ferrell, Town of Sylvester– Via Telephone
Mayor David Fletcher, Town of Belle
Kara Greathouse, Private Sector Representative
Mayor James B. Hudnall, Town of Cedar Grove – Via Telephone
Mayor Scott James, City of St. Albans
Commissioner Connie Kinder, Clay County Commission
Kim Knapp, Private Sector Representative
Barry McCune, Clay County Citizen Representative – Via Telephone
S.K. Miller, Private Sector Representative – Via Telephone
Kris Mitchell, Boone County Citizen Representative
Cassidy Riley, Kanawha County Citizen Representative
Eric Sharp, Private Sector Representative
Joy Underwood, Private Sector Representative

RIC Staff and Other Individuals Present:

Colt Sandoro, Executive Director, RIC
Joanna Keller, Executive Assistant, RIC
Marci Cline, Finance Assistant/Project Administrator, RIC
Kelsey Tucker, Transportation Planning Manager, RIC
Sam Richardson, Transportation Planner, RIC
SoJuana Ellis, Project Administrator, RIC
Terry Martin, Project Coordinator, RIC
Scott A. Lannan, Matheny & Company AC
Larry L. Rowe, West Virginia House of Delegates

The Regional Intergovernmental Council (RIC) met on June 9, 2022 in the David K. Hendrickson Conference Center at the West Virginia Regional Technology Park in South Charleston.

I. Roll Call

Roll Call was taken by Kelsey Tucker, Transportation Planning Manager. Chairman David Fletcher declared a quorum and called the meeting to order.

II. Pledge of Allegiance

III. Executive Director's Report

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

Community Development

Boone County

- The RIC community development staff began administering the Boone Memorial Hospital Sewer Line Extension to the old Danville Magic Mart building, soon to become the new Boone Memorial Hospital Medical Clinic.

Clay County

- The RIC community development staff worked with the Town of Clay to receive and bid a \$7,000,000 sanitary sewer upgrade.
- The RIC community development staff worked to develop a HUD Mitigation Grant to relocate the 911 Center from Clay to Triplett Ridge to move the facility out of the floodplain and floodway.
- The RIC community development staff began the FEMA Clay County Buffalo Creek reconstruction project.

Kanawha County

- The RIC community development staff assisted Dunbar Sanitary Board with a Critical Needs Grant for plant improvements and equipment.
- The RIC community development staff developed a \$9.96 million grant application for the Elk Valley PSD in the remediation of the main sanitary sewer lines along the Elk River that were compromised due to the 2016 flood.
- The RIC community development staff began administering an Abandon Mine Land Grant for the Kanawha County Regional Development Authority for the Standard-Paint Creek-Collinsdale Waterline Extension.
- The RIC community development staff began administering the Headwaters of the Elk Planning Grant for the Kanawha County Commission.
- The RIC community development staff assisted in the development of the Kanawha County Regional Development Authority Olcott Waterline Project which serves over one-hundred customers in the Alum Creek area.

Putnam County

- The Putnam County Jim Ridge Phase II Waterline Extension which serves over sixty residents is moving closer to receiving authorization to bid.
- The RIC community development staff is assisting the Putnam County Development Authority with a US EDA Strategic Plan application.

Hazard Mitigation Plan

- The RIC staff held two public meetings in Kanawha and Putnam counties for the update to the Region 3 Hazard Mitigation Plan.

Transportation

- **Road Safety Assessments**

The transportation staff and Burgess & Niple presented the preliminary safety recommendations for all four study locations in May.

- **ADA Transition Plan for the Town of Clendenin**

The transportation staff assisted the Town of Clendenin in the development and adoption of an ADA Transition Plan.

- **Final FY 2023 UPWP**

The transportation staff completed the Final FY 2023 Unified Planning Work Program (UPWP).

- **WV DOH Transportation Alternatives (TA) Grant Program**

The transportation staff provided technical assistance for WV DOH Transportation Alternatives (TA) grant program applications for the City of Dunbar and the Town of Clendenin.

RIC Staff Updates

- Marci Cline began working for RIC in May 2022 as the new Finance Assistant/Project Administrator
- Terry Martin, Project Coordinator, will be retiring July 1, 2022 and moving to part time.
- Bruce Mullins, Project Coordinator, will begin his first day at RIC on June 16, 2022.
- Jake Smith, Transportation Planner, will begin his first day at RIC on June 16, 2022.

IV. Approval of Minutes

Chairman David Fletcher presented the March 10, 2022, Meeting Minutes for approval.

A MOTION WAS MADE BY SCOTT ELLIOTT TO APPROVE THE MARCH 10, 2022 MEETING MINUTES. THE MOTION WAS SECONDED BY SK MILLER AND WAS CARRIED.

V. Treasurer's Report

A. Financial Report

Marci Cline, Finance Assistant/Project Administrator, presented the Financial Report as of April 30, 2022 for approval.

A MOTION WAS MADE BY KRIS MITCHELL TO APPROVE THE FINANCIAL REPORT AS OF APRIL 30, 2022. THE MOTION WAS SECONDED BY JERI ADKINS AND WAS CARRIED.

B. Presentation of PEIA Insurance Analysis for FY 2022-23

Marci Cline, Finance Assistant/Project Administrator and Scott Lannan, Matheny & Company, presented the PEIA Insurance Analysis for FY 2022-23 for approval to move from PEIA Plan B to PEIA Plan A for RIC employees.

A MOTION WAS MADE BY SK MILLER TO SEND THE PEIA INSURANCE ANALYSIS FOR FY 2022-23 TO THE OVERSIGHT COMMITTEE TO RESEARCH AND APPROVE. THE MOTION WAS SECONDED BY JOY UNDERWOOD AND WAS CARRIED.

C. FY 2023 Operating Budget Revision

Marci Cline, Finance Assistant/Project Administrator, presented the FY 2023 Operating Budget Revision for approval.

A MOTION WAS MADE BY CONNIE KINDER TO APPROVE THE FY 2023 OPERATING BUDGET REVISION. THE MOTION WAS SECONDED BY OREE BANKS AND WAS CARRIED.

D. Opening of new cash account for Dunbar Sanitary Board Critical Needs Project.

Marci Cline, Finance Assistant/Project Administrator, presented the opening of a new cash account for Dunbar Sanitary Board Critical Needs Project for approval.

A MOTION WAS MADE BY JERI ADKINS TO APPROVE THE OPENING OF A NEW CASH ACCOUNT FOR DUNBAR SANITARY BOARD CRITICAL NEEDS PROJECT. THE MOTION WAS SECONDED BY SK MILLER AND WAS CARRIED.

E. FY 2022 Auditor Contract with Brown Edwards

Marci Cline, Finance Assistant/Project Administrator, presented the FY 2022 Auditor Contract with Brown Edwards for approval.

A MOTION WAS MADE BY SK MILLER TO APPROVE FY 2022 AUDITOR CONTRACT WITH BROWN EDWARDS. THE MOTION WAS SECONDED BY JOY UNDERWOOD AND WAS CARRIED.

VI. Transportation

A. FY 2022-2025 Transportation Improvement Program (TIP) Amendments

Kelsey Tucker, Transportation Planning Manager, presented the amendments to the FY 2022-2025 Transportation Improvement Program (TIP) for approval.

A MOTION WAS MADE BY SK MILLER TO APPROVE THE AMENDMENTS TO THE FY 2022-2025 TRANSPORTATION IMPROVEMENT PROGRAM (TIP). THE MOTION WAS SECONDED BY SCOTT ELLIOTT AND WAS CARRIED.

B. Final FY 2023 Unified Planning Work Program (UPWP)

Kelsey Tucker, Transportation Planning Manager, presented the Final FY 2023 Unified Planning Work Program (UPWP) for approval.

A MOTION WAS MADE BY KARA GREATHOUSE TO APPROVE THE FINAL FY 2023 UNIFIED PLANNING WORK PROGRAM (UPWP). THE MOTION WAS SECONDED BY JOY UNDERWOOD AND WAS CARRIED.

VII. FY 2022 Comprehensive Economic Development Strategy (CEDS) Project Listing, Goals and SWOT Analysis

Terry Martin, Project Coordinator, presented the FY 2022 Comprehensive Economic Development Strategy (CEDS) Project Listing, Goals and SWOT Analysis for approval.

A MOTION WAS MADE BY SCOTT ELLIOTT TO APPROVE THE FY 2022 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) PROJECT LISTING, GOALS AND SWOT ANALYSIS. THE MOTION WAS SECONDED BY OREE BANKS AND WAS CARRIED.

VIII. Update on HUD, EDA and ARC Grant Applications and Deadlines

Terry Martin, Project Coordinator, provided an update on the HUD, EDA and ARC grant applications and deadlines.

IX. Financial and Human Resources Contractual Service Agreement

Colt Sandoro, Executive Director, presented the Financial and Human Resources Contractual Service Agreement with Matheny & Company AC received by RFQ. The RIC Board requested that a cap of \$60,000 be placed on services provided.

A MOTION WAS MADE BY BRIAN CARR TO APPROVE THE FINANCIAL AND HUMAN RESOURCES CONTRACTUAL SERVICE AGREEMENT WITH MATHENY

& COMPANY AC RECEIVED BY RFQ WITH A CAP OF \$60,000 YEARLY PLACED ON SERVICES PROVIDED. THE MOTION WAS SECONDED BY JOY UNDERWOOD AND WAS CARRIED.

X. Continuity of Operations Plan – Consultant Contract

Colt Sandoro, Executive Director, presented the Continuity of Operations Plan Consultant Contract from Matheny & Company AC for approval. Rates not to exceed \$50,000 as specified in the Finance/Human Resource contract.

A MOTION WAS MADE BY KRIS MITCHELL TO APPROVE THE CONTINUITY OF OPERATIONS PLAN CONSULTANT CONTRACT FROM MATHENY & COMPANY AC. THE MOTION WAS SECONDED BY SCOTT JAMES AND WAS CARRIED.

XI. Staff Reports

Brian Carr, West Virginia Division of Highways, provided and update on the US Department of Transportation Safe Streets and Roads for All (SS4A) discretionary grant program.

Larry L. Rowe, West Virginia House of Delegates provided and update on the Coalfield Communities Grant – House Bill 4479.

Scott James, Mayor, City of St. Albans, reported that Yak Fest is being held in St. Albans 6/17/2022 – 6/18/2022.

XII. Adjournment

A MOTION WAS MADE BY SCOTT JAMES TO ADJOURN THE MEETING. THE MOTION WAS SECONDED BY JOY UNDERWOOD AND WAS CARRIED. THE MEETING ADJOURNED AT 12:55 P.M.