

MINUTES

**Regional Intergovernmental Council
52nd Annual Meeting
March 9, 2023; 12:00 P. M.
West Virginia Regional Technology Park
Hendrickson Conference Center, Building 2000 E
South Charleston, WV**

Members Present:

Andy Backus, City of Charleston Citizen Representative – Via Zoom
Brian Carr, Private Sector Representative
Mayor David Casebolt, City of Nitro
Anne Cavalier, Ed.D., Private Sector Representative
Coston Davis, Minority Group Representative
Andrew Dunlap, Private Sector Representative
Mayor Scott Elliott, City of Dunbar
Mayor David Fletcher, Town of Belle
Mayor David Fontalbert, Town of Marmet– Via Zoom
Mayor William Jones, Town of Poca
Kenneth Kinder, Private Sector Representative– Via Zoom
Commissioner Brett Kuhn, Boone County Commission– Via Zoom
Charles Mays, Private Sector Representative– Via Zoom
Kris Mitchell, Boone County Citizen Representative
Cassidy Riley, Kanawha County Citizen Representative– Via Zoom
Russell Saunders, Private Sector Representative
Eric Sharp, Private Sector Representative
Commissioner Andy Skidmore, Putnam County Commission – Via Zoom
Joy Underwood, Private Sector Representative
Curt Zickafoose, 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 Harrah, Transportation Planning Director, RIC
Sam Richardson, Senior Transportation Planner, RIC
Jake Smith, Transportation Planner, RIC
SoJuana Ellis, Project Administrator, RIC
Terry Martin, Project Coordinator, RIC
Bruce Mullins, Project Coordinator, RIC
Brandy Whittington, Finance Manager, RIC/Matheny & Company AC
Scott Lannan, Matheny & Company AC
Saleem Salameh, Deputy Director, KYOVA
Sean Hill, Executive Director, KVRTA
Morganne Tenney, Executive Director, PCDA

Joshua Kirwan, Public Assistance/Grant Specialist, WV Emergency Management Division
Kyle Pajarito, Grant Specialist, WV Emergency Management Division
Austin Bayless, Grant Specialist, WV Emergency Management Division

The Regional Intergovernmental Council (RIC) met on March 9, 2023 in the Hendrickson Conference Center at the West Virginia Regional Technology Park in South Charleston.

I. Roll Call

Roll Call was taken by Kelsey Harrah, Transportation Planning Director. 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 Boone Memorial Hospital Sustainable Living Green House and Farmers Market in Madison is being designed and should go to construction this fall.
- The Boone County Development Authority was awarded an ARC Power grant to provide broadband service to the new Rock Creek Development Park, formerly the Hobet surface mine.

Clay County

- The Clay County Commission has been awarded grants in the amount of \$2.9 million from ARC, \$1.7 million from HUD through a Community Development Block Grant, and just under \$1 million from the IJDC to fully fund their Big Otter/Nebo/Walker Road Waterline Extension project. This project is now in the design phase.
- The RIC staff is currently working with the Town of Clay on a Critical Needs Grant for a waterline replacement, municipal water storage replacement project, wastewater treatment plant rehabilitation and disaster mitigation.

Kanawha County

- Kanawha PSD's Lens Creek Sewer Extension project easement and funding difficulties due to inflation are being resolved, and this project will be able to go to bid soon.
- Kanawha County RDA's Standard/Paint Creek project is nearing completion. It is expected that this project will be completed by July.

Putnam County

- Putnam County Building Commission's, Jim Ridge Phase II Waterline Extension project is now fully funded and is ready to go to bid.
- Putnam PSD's EDA funded Deer Valley Sewer Line Extension project is wrapping up and their EDA funded water plant upgrade is under construction.

Transportation

- **Comprehensive Safety Action Plan (CSAP)**
The transportation staff and Burgess & Nipple kicked-off the development of the Comprehensive Safety Action Plan (CSAP) for Kanawha and Putnam counties last month, February 2023.
- **FY 2023 WVDOH Metropolitan Planning Organization (MPO) Annual Review**
The transportation staff completed the FY 2023 West Virginia Division of Highways (WVDOH) Metropolitan Planning Organization (MPO) Annual Review.
- **Draft FY 2024 Unified Planning Work Program (UPWP)**
The transportation staff developed the transportation budget and *draft* Unified Planning Work Program (UPWP) for fiscal year 2024.
- **Performance Targets**
The transportation staff coordinated with federal, state, and local partners to update the Pavement, Bridge, and System Performance and Freight Performance Targets, as well as the On-Road Mobile Source Emissions Reduction Performance Targets.

IV. Staff Introductions

The RIC staff introduced themselves and gave a brief description of their work duties and responsibilities.

V. Approval of Minutes

Chairman David Fletcher presented the December 8, 2022 Meeting Minutes for approval.

A MOTION WAS MADE BY KRIS MITCHELL TO APPROVE THE DECEMBER 8, 2022 MEETING MINUTES. THE MOTION WAS SECONDED BY ANNE CAVALIER, Ed.D. AND WAS CARRIED.

VI. Treasurer's Report

A. Financial Report

Marci Cline, Financial Assistant/Project Administrator presented the Financial Report as of January 31, 2023 for approval.

A MOTION WAS MADE BY ANNE CAVALIER, Ed.D. TO APPROVE THE FINANCIAL REPORT AS OF JANUARY 31, 2023. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.

B. FY 2024 Proposed Local Contribution Schedule

Marci Cline, Financial Assistant/Project Administrator, presented the FY 2024 Proposed Local Contribution Schedule for approval.

A MOTION WAS MADE BY SCOTT EILLOTT TO APPROVE THE FY 2024 PROPOSED LOCAL CONTRIBUTION SCHEDULE. THE MOTION WAS SECONDED BY WILLIAM JONES AND WAS CARRIED.

C. FY 2024 Proposed Operating Budget

Marci Cline, Financial Assistant/Project Administrator, presented the FY 2024 Proposed Operating Budget for approval.

A MOTION WAS MADE BY COSTON DAVIS TO APPROVE FY 2024 PROPOSED OPERATING BUDGET. THE MOTION WAS SECONDED BY KRIS MITCHELL AND WAS CARRIED.

D. FY 2023 Operating Budget Revision

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

A MOTION WAS MADE BY WILLIAM JONES TO APPROVE THE FY 2023 OPERATING BUDGET REVISION. THE MOTION WAS SECONDED BY JOY UNDERWOOD AND WAS CARRIED.

E. Consultant Contract Revision

Marci Cline, Financial Assistant/Project Administrator, presented the Consultant Contract Revision for approval to modify the contract amount for an additional \$15,000 per year.

A MOTION WAS MADE BY JOY UNDERWOOD TO APPROVE THE MODIFIED CONTRACT AMOUNT FOR AN ADDITIONAL \$15,000 PER YEAR. THE MOTION WAS SECONDED BY SCOTT ELLIOTT AND WAS CARRIED.

F. FY 2022 Financial Audit (Final Report)

Marci Cline, Financial Assistant/Project Administrator, presented the FY 2022 Financial Audit (Final Report). RIC had a clean audit with no findings. No action was requested.

VII. Transportation

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

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

A MOTION WAS MADE BY KRIS MITCHELL TO APPROVE THE AMENDMENTS TO THE FY 2022-2025 TRANSPORTATION IMPROVEMENT PROGRAM (TIP). THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.

B. *Draft FY 2024 Unified Planning Work Program (UPWP)*

Kelsey Harrah, Transportation Planning Director, presented the *Draft FY 2024 Unified Planning Work Program (UPWP)* for endorsement.

A MOTION WAS MADE BY KRIS MITCHELL TO ENDORSE THE DRAFT FY 2024 UNIFIED PLANNING WORK PROGRAM (UPWP). THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.

C. Metropolitan Planning Organization (MPO) Self-Certification

Kelsey Harrah, Transportation Planning Director, presented the Metropolitan Planning Organization (MPO) Self-Certification Resolution for adoption.

A MOTION WAS MADE BY ANNE CAVALIER, Ed.D. TO ADOPT THE METROPOLITAN PLANNING ORGANIZATION (MPO) SELF-CERTIFICATION RESOLUTION. THE MOTION WAS SECONDED BY WILLIAM JONES AND WAS CARRIED.

D. Performance Targets

1. Pavement, Bridge, and System Performance Targets

Kelsey Harrah, Transportation Planning Director, presented the Statewide Pavement, Bridge, and System Performance and Freight Performance Targets for adoption.

A MOTION WAS MADE BY SCOTT ELLIOTT TO ADOPT THE STATEWIDE PAVEMENT, BRIDGE, AND SYSTEM PERFORMANCE AND FREIGHT PERFORMANCE TARGETS. THE MOTION WAS SECONDED BY JOY UNDERWOOD AND WAS CARRIED.

2. On-Road Mobile Source Emissions Reduction Performance Targets

Kelsey Harrah, Transportation Planning Director, presented the On-Road Mobile Source Emissions Reduction Performance Targets for adoption.

A MOTION WAS MADE BY ANNE CAVALIER, Ed.D. TO ADOPT THE ON-ROAD MOBILE SOURCE EMISSIONS REDUCTION

PERFORMANCE TARGETS. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.

VIII. Presentation of PEIA Insurance Analysis for FY 2023-2024

Colt Sandoro, Executive Director, presented the PEIA Insurance Analysis for FY 2023-2024. Mr. Sandoro requested approval to move from PEIA Plan B to PEIA Plan A, as the default employee policy.

A MOTION WAS MADE BY D. ANNE CAVALIER, Ed.D. TO APPROVE MOVING FROM PEIA PLAN B TO PEIA PLAN A, AS THE DEFAULT EMPLOYEE POLICY. THE MOTION WAS SECONDED BY KRIS MITCHELL AND WAS CARRIED.

IX. Dunbar Sanitary Board Critical Needs Grant Administration

Terry Martin, Project Coordinator, presented the resolution for the Dunbar Sanitary Board Critical Needs Grant Administration and requested approval of the resolution authorizing the Executive Director to approve all invoices submitted by the Dunbar Sanitary Board for payment.

A MOTION WAS MADE BY D. ANNE CAVALIER, Ed.D. TO APPROVE THE RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE ALL INVOICES SUBMITTED BY THE DUNBAR SANITARY BOARD FOR PAYMENT. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.

X. Nominating Committee Report

Chairman David Fletcher presented for approval the slate of RIC officers and the appointment/re-appointment of at-large RIC members for FY 2024. The term for officers and at-large members will run from July 1, 2023 through June 30, 2024.

Slate of RIC Officers for FY 2024:

Chair - David Casebolt

Second Vice-Chair - Kris Mitchell

Secretary - Coston Davis

First Vice-Chair – David Fletcher

Third Vice-Chair – S.K. Miller

Treasurer - Connie Kinder

Proposed At-Large Members July 1, 2023 through June 30, 2024:

Minority Group Representative

Minority Group Representative

Boone County Citizen Representative

Clay County Citizen Representative

Kanawha County Citizen Representative

Putnam County Citizen Representative

City of Charleston Citizen Representative

Private Sector Representative (Education)

Private Sector Representative

Private Sector Representative

Oree Banks

Coston Davis, Jr.

Kris Mitchell

Barry McCune

Cassidy Riley

Mark A. Stolle, Jr.

Andy Backus

Russell Saunders, Bridge Valley CTC

Clark McCoy, WV Regional Tech. Park

Charlie Mays, Faith Based Community

Private Sector Representative
Private Sector Representative (Labor)
Private Sector Representative (COC)
Private Sector Representative
Private Sector Representative (Education)
Private Sector Representative (KVRTA)
Private Sector Representative (WVDOH)
Private Sector Representative
Private Sector Representative

S.K. Miller, Verizon Mid-Atlantic (Retired)
Eric Sharp, Labor Employees Coop Trust
Andrew Dunlap, Charleston Area Alliance
Kenneth Kinder, E. L. Robinson Engr.
Ericke S. Cage, President, WVSU
Curt Zickafoose, KVRTA
Brian Carr, WVDOH
Joy Underwood, Coal River Inn
Morganne Tenney, PCDA

A MOTION WAS MADE BY KRIS MITCHELL TO APPROVE THE SLATE OF RIC OFFICERS AND THE APPOINTMENT/RE-APPOINTMENT OF PROPOSED AT-LARGE RIC MEMBERS FOR FY 2024. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.

XI. 2022 Annual Report

Colt Sandoro, Executive Director, presented the 2022 Annual Report for approval.

A MOTION WAS MADE BY KRIS MITCHELL TO APPROVE THE 2022 ANNUAL REPORT. THE MOTION WAS SECONDED BY D. ANNE CAVALIER, Ed.D. AND WAS CARRIED.

XII. Staff Reports

There were no staff reports.

XIII. Adjournment

A MOTION WAS MADE BY D. ANNE CAVALIER, Ed.D. TO ADJOURN THE MEETING. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED. THE MEETING ADJOURNED AT 12:52 P.M.