

MINUTES

**Regional Intergovernmental Council
Quarterly Board Meeting
December 14, 2023; 12:00 P. M.
West Virginia Regional Technology Park
Hendrickson Conference Center, Building 2000 E
South Charleston, WV**

Members Present:

Ericke S. Cage, J.D., LL.M., Private Sector Representative – Via Zoom
Mayor Conrad Cain, Town of Buffalo – Via Zoom
Brian Carr, Private Sector Representative
Mayor David Casebolt, City of Nitro
Coston Davis, Minority Group Representative
Andrew Dunlap, Private Sector Representative – Via Zoom
Mayor Scott Elliott, City of Dunbar
Mayor David Fletcher, Town of Belle
Mayor Jami Echols Hayes, Town of Bancroft – Via Zoom
Mayor Scott James, City of St. Albans
Mayor William Jones, Town of Poca
Commissioner Connie Kinder, Clay County Commission
Kenneth Kinder, Private Sector Representative
Kris Mitchell, Boone County Citizen Representative
Eric Sharp, Private Sector Representative
Commissioner Andy Skidmore, Putnam County Commission – Via Zoom
Melissa Smith, Kanawha County Citizen Representative
Mark Stolle, Putnam County Citizen Representative – Via Zoom
Mayor Kay Summers, Town of Clendenin – Via Zoom
Mayor Melissa Young, Town of Cedar Grove
Curt Zickafoose, Private Sector Representative

RIC Staff and Other Individuals Present:

Tyler Ferrell, Executive Director, RIC
SoJuana Ellis, Project Administrator, RIC
Joanna Keller, Executive Assistant, RIC
Marci Cline, Finance Assistant/Project Administrator, RIC
Sam Richardson, Transportation Program Manager, RIC
Jake Smith, Transportation Planner, RIC
Terry Martin, Project Coordinator, RIC
Bruce Mullins, Project Coordinator, RIC
Brandy Whittington, Finance Manager, RIC/Matheny & Company AC
Kara Greathouse, Federal Highways Administration
Saleem Salameh, KYOVA

The Regional Intergovernmental Council (RIC) met on December 14, 2023, in the Hendrickson Conference Center at the West Virginia Regional Technology Park in South Charleston.

I. Roll Call

Roll call was taken by Marci Tucker, Finance Assistant/Project Administrator. Chairman Dave Casebolt declared a quorum and called the meeting to order.

II. Pledge of Allegiance

Chairman Dave Casebolt led the Pledge of Allegiance.

III. Executive Director's Report

Tyler Ferrell, Executive Director, gave an update on projects for the past quarter.

Community Development

- **Community Development Block Grants (CDBG)**
The RIC Community Development Team is developing CDBG grant applications for this year's grant cycle. Currently the Community Development Team has four demolition projects and two streetscape projects lined up for the towns of Clay, Marmet, Whitesville, and Cedar Grove. Member communities are requested to contact the RIC Community Development Team if they have projects that they would like assistance with.
- **Big Otter, Nebo Waterline Extension – Northern Clay County**
The project design for the Big Otter, Nebo Waterline Extension is complete. Currently this project is working through the (National Environmental Policy Act) NEPA review process. This \$5.6 million waterline extension will serve eighty households.
- **Coalburg Sewer System Improvement – Town of East Bank**
The construction contract was awarded for the Coalburg Sewer System Improvement project and construction began on November 13, 2023. Construction is anticipated to be finished by the end of February 2024.

Transportation

- **Cedar Grove RAISE Grant**
The RIC Transportation Team is working with Cedar Grove on developing a RAISE (Rebuilding American Infrastructure with Sustainability and Equity) grant application. The \$2 million application is to fund a preliminary engineering report and to develop a cost estimate for resurfacing the town's vital street network.
- **Road Safety Assessments**
The RIC Transportation Team conducted a preliminary stakeholder discussion and site review as part of the Road Safety Assessments with Burgess and Niple.

- **WVDOT Vulnerable Road User Assessment Public Involvement**

The RIC Transportation Team assisted with and participated in the development of the State of West Virginia’s State Highway’s Strategic Safety Plan and vulnerable road user assessments.

- **Carbon Reduction Program (CRP) and Surface Transportation Block Grant (STBG) suballocated funding**

The RIC Transportation Team worked with multiple member communities to develop requests for suballocated transportation project funding available through the Carbon Reduction Program (CRP) and Surface Transportation Block Grant (STBG) programs.

- **Rollover Transportation Planning Funds**

The RIC Transportation Team is working to maximize and develop use of rollover planning funds. Member communities are encouraged to contact the RIC Transportation Team about any special studies or road assessments they would like for RIC to review and consider for inclusion in the upcoming Unified Planning Work Program (UPWP).

- **Vacant Transportation Planner Position**

RIC is working to fill the vacant Transportation Planner position. The first round of interviews has been completed. A second round of interviews will be set for a few qualified individuals that were selected.

IV. Approval of Minutes

- A. Chairman Dave Casebolt presented the September 14, 2023, Quarterly Meeting Minutes for approval.

A MOTION WAS MADE BY WILLIAM JONES TO APPROVE THE SEPTEMBER 14, 2023, QUARTERLY MEETING MINUTES. THE MOTION WAS SECONDED BY CONNIE KINDER AND WAS CARRIED.

V. Treasurer’s Report

- A. Financial Report

Marci Cline, Financial Assistant/Project Administrator, presented the Financial Report which includes the agencywide line-item revenues and expenditure as of October 31, 2023, for approval.

A MOTION WAS MADE BY KRIS MITCHELL TO APPROVE THE FINANCIAL REPORT AS OF OCTOBER 31, 2023. THE MOTION WAS SECONDED BY SCOTT ELLIOTT AND WAS CARRIED.

- B. FY 2024 Operating Budget Revision

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

A MOTION WAS MADE BY COSTON DAVIS TO APPROVE THE FY 2024 OPERATING BUDGET REVISION. THE MOTION WAS SECONDED BY SCOTT JAMES AND WAS CARRIED.

C. Audit Status Update

Marci Cline, Financial Assistant/Project Administrator gave an update on the status of RIC's annual audit which should soon be complete.

VI. Transportation

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

Sam Richardson, Transportation Program Manager, presented the amendments to the FY 2022-2025 Transportation Improvement Program (TIP) for approval.

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

C. WVDOT Safety Performance Targets

**(Item C was taken up in a different order than listed on the meeting agenda)*

Sam Richardson, Transportation Program Manager, presented the WVDOT Safety Performance Targets for adoption.

A MOTION WAS MADE BY CONNIE KINDER TO ADOPT THE WVDOT SAFETY PERFORMANCE TARGETS. THE MOTION WAS SECONDED BY WILLIAM JONES AND WAS CARRIED.

D. Transit Performance Targets

Sam Richardson, Transportation Program Manager, presented the Transit Performance Targets for adoption.

A MOTION WAS MADE BY WILLIAM JONES TO ADOPT THE TRANSIT PERFORMANCE TARGETS. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.

B. FY 2024-2027 Transportation Improvement Program (TIP)

**(Item B was taken up in different order than listed on the meeting agenda)*

Sam Richardson, Transportation Program Manager, presented the new FY 2024-2027 Transportation Improvement Program (TIP) for adoption.

A MOTION WAS MADE BY SCOTT JAMES TO ADOPT THE FY 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP). THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.

E. Region III Coordinated Public Transit-Human Services Transportation Plan

Sam Richardson, Transportation Program Manager, presented the Region III Coordinated Public Transit-Human Services Transportation Plan for adoption.

A MOTION WAS MADE BY COSTON DAVIS TO ADOPT THE REGION III COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN. THE MOTION WAS SECONDED BY DAVID FLETCHER AND WAS CARRIED.

VII. Retroactive Approval of Terry Martin’s Contract dated 9/1/2023

Tyler Ferrell, Executive Director, presented Terry Martin’s contract dated 9/1/2023 for retroactive approval.

A MOTION WAS MADE BY SCOTT JAMES TO RETROACTIVELY APPROVE TERRY MARTIN’S CONTRACT DATED 9/1/2023. THE MOTION WAS SECONDED BY KRIS MITCHELL AND WAS CARRIED.

VIII. Retroactive Approval of Terry Martin’s Contract dated 11/6/2023

Tyler Ferrell, Executive Director, presented Terry Martin’s contract dated 11/6/2023 for retroactive approval.

A MOTION WAS MADE BY SCOTT ELLIOTT TO RETROACTIVELY APPROVE TERRY MARTIN’S CONTRACT DATED 11/6/2023. THE MOTION WAS SECONDED BY KRIS MITCHELL AND WAS CARRIED.

IX. Approval of Terry Martin’s Contract dated 12/14/2023

Tyler Ferrell, Executive Director, presented Terry Martin’s contract dated 12/14/2023 for approval.

A MOTION WAS MADE BY KRIS MITCHELL TO APPROVE TERRY MARTIN’S CONTRACT DATED 12/14/2023. THE MOTION WAS SECONDED BY SCOTT JAMES AND WAS CARRIED.

X. Chairman’s Appointment of Nominating Committee for FY 2024-2025

Chairman Dave Casebolt appointed the Nominating Committee for FY 2024-2025. The members of the Nominating Committee are listed below:

Connie Kinder
Kris Mitchell
Dave Casebolt
David Fletcher

A MOTION WAS MADE BY WILLIAM JONES TO APPROVE THE MEMBERS OF THE NOMINATING COMMITTEE. THE MOTION WAS SECONDED BY SCOTT JAMES AND WAS CARRIED.

XI. Staff Reports

There were no staff reports.

XII. Adjournment

A MOTION WAS MADE BY DAVID FLETCHER TO ADJOURN THE MEETING. THE MEETING ADJOURNED AT 12:21 P.M.

Dave Casebolt, Chairman
Regional Intergovernmental Council

Date