

## MINUTES

**Regional Intergovernmental Council  
Quarterly Meeting  
December 8, 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  
Andy Backus, City of Charleston Citizen Representative – Via Zoom  
Erick S. Cage, J.D., LL.M., Private Sector Representative  
Brian Carr, Private Sector Representative  
Mayor David Casebolt, City of Nitro  
Coston Davis, Minority Group Representative  
Mayor Scott Elliott, City of Dunbar  
Mayor James Hudnall, Town of Cedar Grove – Via Telephone  
Mayor Scott James, City of St. Albans  
Mayor William Jones, Town of Poca  
Commissioner Connie Kinder, Clay County Commission  
Kenneth Kinder, Private Sector Representative  
Clark McCoy, Private Sector Representative  
Barry McCune, Clay County Citizen Representative – Via Zoom  
S.K. Miller, Private Sector Representative – Via Telephone  
Kris Mitchell, Boone County Citizen Representative  
Eric Sharp, Private Sector Representative  
Commissioner Andy Skidmore, Putnam County Commission – Via Telephone  
Mark Stolle, Jr., Private Sector Representative – Via Zoom  
Joy Underwood, Private Sector Representative  
Curt Zickafoose, Private Sector Representative – Via Zoom

**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, 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, Matheny & Company AC  
Scott Lannan, Matheny & Company AC

Saleem Salameh, KYOVA Interstate Planning Commission – Via Zoom  
Tammy Lowers, Workforce West Virginia – Via Zoom  
Russell Saunders, BridgeValley Community & Technical College

The Regional Intergovernmental Council (RIC) met on December 8, 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 Casebolt 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:

### **Introduction of New Board Member**

- Curt Zickafoose, Private Sector Representative (Kanawha Valley Regional Transportation Authority).

### **Community Development**

#### **Boone County**

- The RIC community development staff will begin administering the Boone Memorial Hospital Sustainable Living Greenhouse Grant.
- The RIC community development staff will begin administering the Boone County Community and Economic Development Broadband Grant for the Rock Creek Development Park.

#### **Clay County**

- The Clay County Commission received a \$1.73 million HUD Community Development Block Grant (CDBG) award for the Big Otter/Nebo/Walker Road Waterline Extension.

#### **Kanawha County**

- The RIC community development staff assisted Yeager International Airport on a U.S. Economic Development Administration (EDA) grant application.
- The RIC community development staff will begin administration of the Congressional Directed Spending Sanitary Storm Sewer project for the Town of Marmet.
- The RIC community development staff provided environmental clearances for the Kanawha-Charleston Housing Authority and the South Charleston Housing Authority.

#### **Putnam County**

- The RIC community development staff assisted in the formulation of a Strategic Planning Grant for the Putnam County Development Authority.

## **Regional**

- The RIC community development staff continues to supply information for applications to the West Virginia Community Advancement and Development office for Housing and Urban Development (HUD) Mitigation and Disaster Recovery Grant applications in Clay County and Kanawha County.
- The RIC community development staff developed WV Infrastructure Critical Needs Projects for East Bank, Clay Roane PSD, Sissonville PSD, the Town of Clay, and the Putnam County Commission.
- The RIC community development staff is developing Housing and Urban Development (HUD) and Appalachian Regional Commission (ARC) applications for the communities that qualify. Projects are due in January and February 2023.

## **Hazard Mitigation Plan**

- FEMA approved the Region 3 Hazard Mitigation Plan update. All municipalities will need to provide a signed resolution adopting the plan. A RIC staff member can assist if needed.

## **Transportation**

- **Public Participation Plan**  
The RIC transportation staff completed the update for the Public Participation Plan.
- **Title VI Plan**  
The RIC transportation staff completed the update for the Title VI Plan.
- **Road Safety Assessments**  
The RIC transportation staff working in conjunction with Burgess and Niple completed the Road Safety Assessments project for all five study locations.
- **WV LTAP ADA Workshop**  
The RIC transportation staff partnered with Dr. Ronald Eck of the WV Local Technical Assistance Program (WV LTAP) to host the “ADA for Local Governments” training on September 22, 2022. This was a beneficial training for local government entities and public works departments. Contact Kelsey Tucker if you are interested in learning more information on these training opportunities.
- **Comprehensive Safety Action Plan**  
The RIC transportation staff will begin to develop a Comprehensive Safety Action Plan (CSAP) for Kanawha and Putnam counties. The CSAP will be a compliant safety action plan under the new federal Safe Streets and Roads for All (SS4A) discretionary grant program.
- **Performance Targets**  
The RIC transportation staff coordinated with WV Division of Highways, Kanawha Valley Regional Transportation Authority, and the WV Division of Public Transit to coordinate the development of updated performance targets.

**IV. Recommend Appointment of Russell Saunders to RIC Board of Directors replacing Kim Knapp, BridgeValley Community & Technical College, representing interests of higher education. Appointment to take effect December 8, 2022.**

**A MOTION WAS MADE BY SCOTT JAMES TO APPOINT RUSSELL SAUNDERS TO THE RIC BOARD OF DIRECTORS REPLACING KIM KNAPP, REPRESENTING INTERESTS OF HIGHER EDUCATION, WITH HIS APPOINTMENT TO TAKE EFFECT DECEMBER 8, 2022. THE MOTION WAS SECONDED BY S.K. MILLER AND WAS CARRIED.**

**Recommend Appointment of Andrew Dunlap to RIC Board of Directors replacing Jeri Adkins, Charleston Area Alliance. Appointment to take effect January 1, 2023.**

**A MOTION WAS MADE BY S.K. MILLER TO APPOINT ANDREW DUNLAP TO THE RIC BOARD OF DIRECTORS REPLACING JERI ADKINS, REPRESENTING CHARLESTON AREA ALLIANCE, WITH HIS APPOINTMENT TO TAKE EFFECT JANUARY 1, 2023. THE MOTION WAS SECONDED BY KRIS MITCHELL AND WAS CARRIED.**

**V. Approval of Minutes**

Chairman David Casebolt presented the September 1, 2022 Meeting Minutes for approval.

**A MOTION WAS MADE BY KRIS MITCHELL TO APPROVE THE SEPTEMBER 1, 2022 MEETING MINUTES. THE MOTION WAS SECONDED BY S.K. MILLER AND WAS CARRIED.**

**VI. Treasurer's Report**

**A. Financial Report**

Marci Cline, Finance Assistant/Project Administrator, presented the Financial Report as of October 31, 2022 for approval.

**A MOTION WAS MADE BY KRIS MITCHELL TO APPROVE THE FINANCIAL REPORT AS OF OCTOBER 31, 2022. THE MOTION WAS SECONDED BY SCOTT ELLIOTT AND WAS CARRIED.**

**VII. 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 COSTON DAVIS TO APPROVE THE AMENDMENTS TO THE FY 2022-2025 TRANSPORTATION IMPROVEMENT PROGRAM (TIP). THE MOTION WAS SECONDED BY SCOTT EILLOTT AND WAS CARRIED.**

B. Comprehensive Safety Action Plan (CSAP) Resolution

Kelsey Tucker, Transportation Planning Manager, presented the Comprehensive Safety Action Plan (CSAP) Resolution for approval to endorse the development of a Comprehensive Safety Action Plan (CSAP) for Kanawha and Putnam counties.

**A MOTION WAS MADE BY BRIAN CARR TO APPROVE THE RESOLUTION TO ENDORSE THE DEVELOPMENT OF A COMPREHENSIVE SAFETY ACTION PLAN (CSAP) FOR KANAWHA AND PUTNAM COUNTIES. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.**

C. Comprehensive Safety Action Plan (CSAP) Project Agreement with Burgess & Niple, Inc.

Kelsey Tucker, Transportation Planning Manager, presented the Comprehensive Safety Action Plan (CSAP) Project Agreement with Burgess & Niple, Inc. for the development of a Comprehensive Safety Action Plan (CSAP) for Kanawha and Putnam counties for approval.

**A MOTION WAS MADE BY SCOTT JAMES TO APPROVE THE PROJECT AGREEMENT WITH BURGESS & NIPLE, INC. FOR THE DEVELOPMENT OF A COMPREHENSIVE SAFETY ACTION PLAN (CSAP) FOR KANAWHA AND PUTNAM COUNTIES. THE MOTION WAS SECONDED BY S.K. MILLER AND WAS CARRIED.**

D. Public Participation Plan

Kelsey Tucker, Transportation Planning Manager, presented the updated Public Participation Plan for adoption.

**A MOTION WAS MADE BY S.K. MILLER TO ADOPT THE UPDATED PUBLIC PARTICIPATION PLAN. THE MOTION WAS SECONDED BY ERICKE CAGE, J.D., LL.M. AND WAS CARRIED.**

E. Title VI Plan

Kelsey Tucker, Transportation Planning Manager, presented the updated Title VI Plan for adoption.

**A MOTION WAS MADE BY SCOTT JAMES TO ADOPT THE UPDATED TITLE VI PLAN. THE MOTION WAS SECONDED BY ERICKE CAGE, J.D., LL.M. AND WAS CARRIED.**

F. WVDOT Safety Performance Targets

Kelsey Tucker, Transportation Planning Manager, presented the WV Department of Transportation (WVDOT) Safety Performance Targets for adoption.

**A MOTION WAS MADE BY COSTON DAVIS TO ADOPT THE WVDOT SAFETY PERFORMANCE TARGETS. THE MOTION WAS SECONDED BY S.K. MILLER AND WAS CARRIED.**

G. Transit Performance Targets

Kelsey Tucker, Transportation Planning Manager, presented the Transit Performance Targets for adoption.

**A MOTION WAS MADE BY BRIAN CARR TO ADOPT THE TRANSIT PERFORMANCE TARGETS. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.**

H. CMAQ On-Road Mobile Source Emissions Performance Target

Kelsey Tucker, Transportation Planning Manager, presented the performance target for the CMAQ on-road mobile source emissions performance measure for adoption.

**A MOTION WAS MADE BY SCOTT ELLIOTT TO ADOPT THE PERFORMANCE TARGET FOR THE CMAQ ON-ROAD MOBILE SOURCE EMISSIONS PERFORMANCE MEASURE. THE MOTION WAS SECONDED BY S.K. MILLER AND WAS CARRIED.**

### **VIII. Region 3 Hazard Mitigation Plan**

Kelsey Tucker, Transportation Planning Manager, presented the updated Region 3 Hazard Mitigation Plan for adoption.

**A MOTION WAS MADE BY KRIS MITCHELL TO ADOPT THE UPDATED REGION 3 HAZARD MITIGATION PLAN. THE MOTION WAS SECONDED BY CONNIE KINDER AND WAS CARRIED.**

### **IX. Regional Intergovernmental Council Continuity Plan**

Scott Lannan, Matheny & Company AC, presented the Regional Intergovernmental Council Continuity Plan for adoption.

**A MOTION WAS MADE BY WILLIAM JONES TO ADOPT THE REGIONAL INTERGOVERNMENTAL COUNCIL CONTINUITY PLAN. THE MOTION WAS SECONDED BY JOY UNDERWOOD AND WAS CARRIED.**

**X. Chairman's Appointment of Nominating Committee for 2023-2024**

Chairman David Fletcher appointed the Nominating Committee for 2022-2023. The members of the Nominating Committee are listed below:

S.K. Miller  
Connie kinder  
David Casebolt

**XI. Staff Reports**

There were no staff reports.

**XII. Adjournment**

**A MOTION WAS MADE BY SCOTT JAMES TO ADJOURN THE MEETING. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED. THE MEETING ADJOURNED AT 12:45 P.M.**