

MINUTES

**Regional Intergovernmental Council
Quarterly Board Meeting
June 8, 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
Mayor Randy Barrett, City of Winfield
Mayor Charles A. Blair, Town of East Bank – Via Zoom
Ericke S. Cage, J.D., LL.M., Private Sector Representative
Brian Carr, Private Sector Representative
Mayor David Casebolt, City of Nitro
Anne Cavalier, Ed.D., Private Sector Representative – Via Zoom
Coston Davis, Minority Group Representative
Andrew Dunlap, Private Sector Representative
Mayor Jami Echols Hayes, Town of Bancroft
Mayor Scott Elliott, City of Dunbar
Mayor David Fletcher, Town of Belle
Mayor David Fontalbert, Town of Marmet– Via Zoom
Mayor Scott James, City of St. Albans
Commissioner Connie Kinder, Clay County Commission
Kenneth Kinder, Private Sector Representative– Via Zoom
Barry McCune, Private Sector Representative
Kris Mitchell, Boone County Citizen Representative
Russell Saunders, Private Sector Representative
Eric Sharp, Private Sector Representative
Commissioner Andy Skidmore, Putnam County Commission – Via Zoom
Mayor Kay Summers, Town of Clendenin
Beth Thompson, Kanawha County Citizen Representative
Joy Underwood, Private Sector Representative
Curt Zickafoose, Private Sector Representative

RIC Staff and Other Individuals Present:

SoJuana Ellis, Interim Executive Director, RIC
Joanna Keller, Executive Assistant, RIC
Marci Cline, Finance Assistant/Project Administrator, RIC
Sam Richardson, Senior Transportation Planner, RIC
Jake Smith, Transportation Planner, 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
James Owrey, Mountaineer Gas Company

The Regional Intergovernmental Council (RIC) met on June 8, 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 David Fletcher declared a quorum and called the meeting to order.

II. Pledge of Allegiance

Chairman David Fletcher led the Pledge of Allegiance.

III. Executive Director's Report

Chairman David Fletcher provided an update on the vacant Executive Director position. Chairman Fletcher stated that Colt Sandoro had accepted a position in the private sector and was no longer the Executive Director at RIC. Chairman Fletcher stated that the Executive Committee appointed SoJuana Ellis to serve as Interim Executive Director until the vacant Executive Director position is filled.

Chairman Fletcher also stated that Kelsey Harrah who served as RIC's Transportation Planning Director was no longer with RIC and had accepted a position with KVRTA.

SoJuana Ellis, Interim Executive Director presented Chairman Fletcher with a plaque for recognition of his service and dedication as Chairman. Chairman Fletcher's term as Chairman will end on June 30, 2023. David Casebolt will serve as RIC Chairman beginning July 1, 2023.

SoJuana Ellis, Interim Executive Director, gave a summary on projects and updates for the past quarter:

Transportation

- **Comprehensive Safety Action Plan (CSAP)**
The transportation staff in conjunction with Burgess & Niple developed the Comprehensive Safety Action Plan (CSAP) for Kanawha and Putnam counties. This enables RIC members to be eligible for the Safe Streets and Roads for All (SSA4) Grant Program.
- **MPO Project Selection Guidelines for Federal Suballocated Funds**
The transportation staff worked to develop MPO Project Selection Guidelines for Federal Suballocated Funds. This creates eligibility to leverage suballocated Surface Transportation Block Grants (STBG) and Carbon Reduction Program (CRP) funding for our region.
- **Transportation Alternatives (TA) Program**

The transportation staff is in the process of assisting Poca, Pratt and Marmet with Transportation Alternative (TA) Grant applications.

- **Americans with Disabilities Act (ADA) Transition Plans**

The transportation staff developed Americans with Disabilities Act (ADA) Transition Plans for Cedar Grove and Poca.

- **Streetscape Development**

The transportation staff conducted a site visit to evaluate streetscape development for East Dupont Avenue in Belle.

Community Development

SoJuana Ellis, Interim Executive Director stated that the community development staff is working hard on getting projects out to bid this summer. Based on cost estimates RIC expects the total cost of these projects to exceed thirty-million dollars, of which the RIC community development staff has helped to secure over twenty-million dollars in grant funding for our region.

The following projects are going to bid or are under construction:

- **Jim Ridge Phase II Water Line Extension**
- **Lens Creek Sewer Line Extension**
- **Crestwood Drive Water Line Extension**
- **South Charleston, Liberty Street Lift Station Rehabilitation**
- **Town of Clay Sanitary Sewer Facility Rehabilitation**

Ms. Ellis stated that RIC is working with the Boone County Development Authority for a broadband extension to Rock Creek Development Park. In addition, she stated that many older projects are finishing up and RIC continues to work with PSD's and communities in our region to develop new projects. Ms. Ellis stated that now is the time to get potential projects ready for HUD applications, which are due in September. Ms. Ellis further stated that the community development staff assisted in submitting applications for Congressionally Directed Spending (CDS) and currently, several of these CDS applications have made it through the first round of selection.

IV. Approval of Minutes

Chairman David Fletcher presented the March 9, 2023, Meeting Minutes for approval.

A MOTION WAS MADE BY CONNIE KINDER TO APPROVE THE MARCH 8, 2023, MEETING MINUTES. THE MOTION WAS SECONDED BY KRIS MITCHELL AND WAS CARRIED.

V. Treasurer's Report

- A. Financial Report

Marci Cline, Financial Assistant/Project Administrator presented the Financial Report as of April 30, 2023, for approval.

A MOTION WAS MADE BY SCOTT ELLIOTT TO APPROVE THE FINANCIAL REPORT AS OF APRIL 30, 2023. THE MOTION WAS SECONDED BY CONNIE KINDER AND WAS CARRIED.

B. 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 KRIS MITCHELL TO APPROVE FY 2023 OPERATING BUDGET REVISION. THE MOTION WAS SECONDED BY CONNIE KINDER AND WAS CARRIED.

C. 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 ERICKE S. CAGE, J.D., LL.M. TO APPROVE THE FY 2024 OPERATING BUDGET REVISION. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.

D. FY 2023 Auditor Selection

Marci Cline, Financial Assistant/Project Administrator, presented the procurement of audit services with Brown Edwards for approval.

A MOTION WAS MADE BY CONNIE KINDER TO APPROVE THE PROCUREMENT OF AUDIT SERVICES WITH BROWN EDWARDS. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.

VI. Transportation

A. Final FY 2024 Unified Planning Work Program (UPWP)

Sam Richardson, Senior Transportation Planner, presented the Final FY 2024 Unified Planning Work Program (UPWP) for approval.

A MOTION WAS MADE BY SCOTT JAMES TO APPROVE THE FINAL FY 2024 UNIFIED PLANNING WORK PROGRAM (UPWP). THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.

B. Regional Comprehensive Safety Action Plan (CSAP)

Sam Richardson, Senior Transportation Planner, presented the Regional Comprehensive Safety Action Plan (CSAP) for approval.

A MOTION WAS MADE BY SCOTT JAMES TO APPROVE THE REGIONAL COMPREHENSIVE SAFETY ACTION PLAN (CSAP). THE MOTION WAS SECONDED BY CONNIE KINDER AND WAS CARRIED.

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

Sam Richardson, Senior Transportation Planner, 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 JAMES AND WAS CARRIED.

D. MPO Project Selection Guidelines for Federal Suballocated Funds

Sam Richardson, Senior Transportation Planner, presented the MPO Project Selection Guidelines for Federal Suballocated Funds for adoption.

A MOTION WAS MADE BY CONNIE KINDER TO ADOPT THE MPO PROJECT SELECTION GUIDELINES FOR FEDERAL SUBALLOCATED FUNDS. THE MOTION WAS SECONDED BY RANDY BARRETT AND WAS CARRIED.

VII. FY 2023 Comprehensive Economic Development Strategy (CEDS) Project Listing, Goals and SWOT Analysis

Terry Martin, Project Coordinator, presented the FY 2023 Comprehensive Economic Development Strategy (CEDS) Project Listing, Goals and SWOT Analysis for approval.

A MOTION WAS MADE BY ERICKE S. CAGE, J.D., LL.M. TO APPROVE THE FY 2023 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) PROJECT LISTING, GOALS AND SWOT ANALYSIS. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.

VIII. Discussion on hiring RIC Executive Director and RIC Transportation Planning Director

Chairman David Fletcher led the RIC board in discussion on hiring the Executive Director and Transportation Planning Director. Chairman Fletcher stated that Scott Lannan with Matheny & Company has been assisting with the hiring process for the vacant Executive Director position.

Chairman Fletcher stated that forty applications were received, and Mr. Lannan narrowed the selection down to seven applicants to interview, five applicants from outside of the RIC staff and two applicants from within the RIC staff. Chairman Fletcher stated that the interviews were originally scheduled on June 1, 2023, to be conducted by the Executive Committee. However, a quorum was not acquired, therefore the interviews were not conducted and need to be rescheduled. Chairman Fletcher asked the board how they would like to proceed. Discussion amongst the board members ensued and it was decided to reschedule the interviews. Chairman Fletcher requested for SoJuana Ellis, Interim Director to reach out to the Executive Committee about availability and set a date within the next two – four weeks to reschedule the interviews.

Chairman Fletcher stated that the RIC board would wait and let the new Executive Director oversee the hiring process for the vacant Transportation Director.

IX. Staff Reports

There were no staff reports.

X. Adjournment

A MOTION WAS MADE BY ANDREW DUNLAP TO ADJOURN THE MEETING. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED. THE MEETING ADJOURNED AT 12:43 P.M.

**Dave Casebolt, Chairman
Regional Intergovernmental Council**

September 14, 2023