

## MINUTES

**Regional Intergovernmental Council  
51<sup>st</sup> Annual Meeting  
March 10, 2022; 12:00 P. M.  
West Virginia Regional Technology Park  
Hendrickson Conference Center, Building 2000  
South Charleston, WV**

**Members Present:**

Jeri Adkins, Private Sector Representative  
Jane Bostic, City of Charleston Citizen Representative – Via Telephone  
Mayor Conrad Cain, Town of Buffalo – Virtual Via GoToMeeting  
Brian Carr, Private Sector Representative  
Mayor Dave Casebolt, City of Nitro  
D. Anne Cavalier, Ed.D., Private Sector Representative  
Coston Davis, Minority Group Representative – Via Telephone  
Mayor Scott Elliott, City of Dunbar  
Mayor David Fletcher, Town of Belle  
Kara Greathouse, Private Sector Representative  
Mayor James B. Hudnall, Town of Cedar Grove – Via Telephone  
Commissioner Connie Kinder, Clay County Commission  
Barry McCune, Clay County Citizen Representative – Virtual Via GoToMeeting  
S.K. Miller, Private Sector Representative – Via Telephone  
Kris Mitchell, Boone County Citizen Representative  
Eric Sharp, Private Sector Representative  
Joy Underwood, Private Sector Representative

**RIC Staff and Other Individuals Present:**

Colt Sandoro, Executive Director, RIC  
Amy Talbert, Deputy Executive Director, RIC  
Joanna Keller, Executive Assistant, RIC  
Kelsey Tucker, Transportation Planning Manager, RIC  
Sam Richardson, Transportation Planner, RIC  
SoJuana Ellis, Project Administrator, RIC  
Terry Martin, Project Coordinator, RIC  
Saleem Salameh, Deputy Director, KYOVA

The Regional Intergovernmental Council (RIC) met on March 10, 2022 in the Hendrickson Conference Center at the West Virginia Regional Technology Park in South Charleston.

## **I. Roll Call**

Roll Call was taken by Amy Talbert, Deputy Executive 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 RIC staff is administering the construction of the Boone County critical needs grant to provide sanitary sewer to the new Boone Memorial Hospital Annex in Danville. The RIC staff also applied for an Appalachian Regional Commission (ARC) grant for the Boone County wastewater treatment plant upgrade.

#### **Clay County**

- The RIC staff applied for an Appalachian Regional Commission (ARC) grant for the Clay County Public Service District Big Otter-Nebo-Walker Road Waterline Extension. An application for a HUD Community Development Black Grant was also submitted for this project.
- The RIC staff worked with the Clay County Broadband Committee to have their project included with the Roane County Economic Development Administration (EDA) GigReady \$21,000,000 project that covers five counties (Roane, Clay, Calhoun, Braxton and Nicholas counties) with CityNet as their internet partner.

#### **Kanawha County**

- The RIC staff is administering the construction of the Kanawha County Regional Development Authority (RDA) Standard/Paint Creek Waterline Extension. This extension will connect the waterline at the end of Paint Creek to Collinsdale in Fayette County. This extension will also serve the travel plazas in that area along the West Virginia Turnpike.

#### **Putnam County**

- The RIC staff is working to bid and construct the Jim Ridge Phase II Waterline Extension.

#### **Build Back Better**

- The RIC staff is assisting four entities in our region with U.S. Economic Development Administration (EDA) Build Back Better applications. There is an emphasis on assistance to coal communities for these applications.

### **Transportation**

#### **Road Safety Assessments**

The transportation staff and Burgess & Nipple kicked-off the Road Safety Assessments project and held the project's first stakeholder meeting in February.

- **FY 2022 WVDOH MPO Annual Review**  
The transportation staff completed the FY 2022 West Virginia Division of Highways (WVDOH) Metropolitan Planning Organization (MPO) Annual Review.
- **Draft FY 2023 UPWP**  
The transportation staff developed the *Draft* FY 2023 Unified Planning Work Program (UPWP).
- **System Performance Report**  
The transportation staff updated RIC's System Performance Report with recently adopted performance targets.
- **Sidewalk Inventory for the Town of Clendenin**  
The transportation staff conducted a sidewalk inventory for the Town of Clendenin. The Town of Clendenin has also enlisted the RIC transportation staff to assist in developing their ADA Transition Plan.

#### **RIC Staff Updates**

- Emily Hammond accepted a position with the West Virginia Higher Education Policy Commission. Joanna Keller will be taking the lead on the Lunch & Learn Series in Emily's absence. The next Lunch & Learn will be held on March 17, 2022.
- Amy Talbert accepted a position with the Bureau of Fiscal Service with the US Treasury Office and will be leaving RIC on March 25, 2022. RIC is grateful for Amy Talbert's years of service and will miss her. RIC plans to either hire a new replacement for Amy or contract services with an accounting firm.
- RIC plans to hire a new transportation planner, as well as two new community development staff.

#### **IV. Recommended Appointment of Kim Knapp, BridgeValley Community & Technical College and Dr. Ericke S. Cage, West Virginia State University to RIC Board of Directors, representing interests of higher education.**

**A MOTION WAS MADE BY CONNIE KINDER TO APPOINT KIM KNAPP AND DR. ERICKE S. CAGE TO THE RIC BOARD OF DIRECTORS. THE MOTION WAS SECONDED BY JERI ADKINS AND WAS CARRIED.**

#### **V. Approval of Minutes**

Chairman David Fletcher presented the December 9, 2021, Meeting Minutes for approval.

**A MOTION WAS MADE BY KRIS MITCHELL TO APPROVE THE DECEMBER 9, 2021 MEETING MINUTES. THE MOTION WAS SECONDED BY CONNIE KINDER AND WAS CARRIED.**

#### **VI. Treasurer's Report**

##### **A. Financial Report**

Amy Talbert, Deputy Executive Director, presented the Financial Report as of January 31, 2022 for approval.

**A MOTION WAS MADE BY S.K. MILLER TO APPROVE THE FINANCIAL REPORT AS OF JANUARY 31, 2022. THE MOTION WAS SECONDED BY KRIS MITCHELL AND WAS CARRIED.**

B. FY 2023 Proposed Local Contribution Schedule

Amy Talbert, Deputy Executive Director, presented the FY 2023 Proposed Local Contribution Schedule for approval.

**A MOTION WAS MADE BY CONNIE KINDER TO APPROVE THE FY 2023 PROPOSED LOCAL CONTRIBUTION SCHEDULE. THE MOTION WAS SECONDED BY DAVE CASEBOLT AND WAS CARRIED.**

C. FY 2023 Proposed Operating Budget

Amy Talbert, Deputy Executive Director, presented the FY 2023 Proposed Operating Budget for approval.

**A MOTION WAS MADE BY JERI ADKINS TO APPROVE THE FY 2023 PROPOSED OPERATING BUDGET. THE MOTION WAS SECONDED BY KARA GREATHOUSE AND WAS CARRIED.**

D. FY 2022 Operating Budget Revision

Amy Talbert, Deputy Executive Director, presented the FY 2022 Operating Budget Revision for approval.

**A MOTION WAS MADE BY S.K. MILLER TO APPROVE THE FY 2022 OPERATING BUDGET REVISION. THE MOTION WAS SECONDED BY DAVE CASEBOLT AND WAS CARRIED.**

E. FY 2021 Financial Audit (Final Report)

Amy Talbert, Deputy Executive Director, presented the FY 2021 Financial Audit (Final Report). No action was requested.

## **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 DAVE CASEBOLT TO APPROVE THE AMENDMENTS TO THE FY 2022-2025 TRANSPORTATION IMPROVEMENT PROGRAM (TIP). THE MOTION WAS SECONDED BY KARA GREATHOUSE AND WAS CARRIED.**

B. *Draft FY 2023 Unified Planning Work Program (UPWP)*

Kelsey Tucker, Transportation Planning Manager, presented the *Draft FY 2023 Unified Planning Work Program (UPWP)* for endorsement.

**A MOTION WAS MADE BY D. ANNE CAVALIER, Ed.D., TO ENDORSE THE DRAFT FY 2023 UNIFIED PLANNING WORK PROGRAM (UPWP). THE MOTION WAS SECONDED BY JOY UNDERWOOD AND WAS CARRIED.**

C. Metropolitan Planning Organization (MPO) Self-Certification

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

**A MOTION WAS MADE BY JOY UNDERWOOD TO ADOPT THE METROPOLITAN PLANNING ORGANIZATION (MPO) SELF-CERTIFICATION RESOLUTION. THE MOTION WAS SECONDED BY S.K. MILLER AND WAS CARRIED.**

D. Suballocated Surface Transportation Block Grant Program (STBG) TMA Funding – Putnam County

1. Suballocated STP-TMA Funding Redistribution Request

Kelsey Tucker, Transportation Planning Manager, presented the redistribution of suballocated STP-TMA funding for the Putnam County portion of the Huntington, WV Transportation Management Area (TMA) for approval.

**A MOTION WAS MADE BY CONNIE KINDER TO APPROVE THE REDISTRIBUTION OF SUBALLOCATED STP-TMA FUNDING FOR THE PUTNAM COUNTY PORTION OF THE HUNTINGTON, WV TRANSPORTATION MANAGEMENT AREA (TMA). THE MOTION WAS SECONDED BY KARA GREATHOUSE AND WAS CARRIED.**

2. Suballocated STP-TMA Funding Disbursement Request

Kelsey Tucker, Transportation Planning Manager, presented the request to disburse suballocated STP-TMA funding for transportation projects in the City of Hurricane and the Teays Valley area in the Putnam County portion

of the Huntington, WV Transportation Management Area (TMA) for approval.

**A MOTION WAS MADE BY JOY UNDERWOOD TO APPROVE THE REQUEST TO DISBURSE SUBALLOCATED STP-TMA FUNDING FOR TRANSPORTATION PROJECTS IN THE CITY OF HURRICANE AND THE TEAYS VALLEY AREA IN THE PUTNAM COUNTY PORTION OF THE HUNTINGTON, WV TRANSPORTATION MANAGEMENT AREA (TMA). THE MOTION WAS SECONDED BY JERI ADKINS AND WAS CARRIED.**

**VIII. Personnel Policy – APPENDIX 14: Teleworking Duties & Responsibilities Policy**

Colt Sandoro, Executive Director, presented the Personnel Policy – APPENDIX 14: Teleworking Duties & Responsibilities Policy for approval.

**A MOTION WAS MADE BY D. ANNE CAVALIER, Ed.D., TO AMEND THE PERSONNEL POLICY TO ADD APPENDIX 14: TELEWORKING DUTIES & RESPONSIBILITIES POLICY. THE MOTION WAS SECONDED BY KRIS MITCHELL AND WAS CARRIED.**

**IX. 2021 Annual Report**

Colt Sandoro, Executive Director, presented the 2021 Annual Report for approval.

**A MOTION WAS MADE BY D. ANNE CAVALIER, Ed.D., TO APPROVE THE 2021 ANNUAL REPORT. THE MOTION WAS SECONDED BY CONNIE KINDER AND WAS CARRIED.**

**X. Nominating Committee Report**

S. K. Miller, Nominating Committee Chair, presented the slate of RIC officers and the appointment/re-appointment of at-large RIC members for FY 2023 for approval. The term for officers and at-large members will run from July 1, 2022 through June 30, 2023.

**Slate of RIC Officers for FY 2023:**

Chair	David Fletcher
1 <sup>st</sup> Vice-Chair	David Casebolt
2 <sup>nd</sup> Vice-Chair	S.K. Miller
3 <sup>rd</sup> Vice-Chair	Kris Mitchell
Secretary	Connie Kinder
Treasurer	Coston Davis

**Appointment of new at-large members serving as Private Sector Representatives:**  
Kenneth Kinder, E.L. Robinson Engineering  
Clark McCoy, West Virginia Regional Technology Park

**A MOTION WAS MADE BY D. ANNE CAVALIER, Ed.D., TO APPROVE THE SLATE OF RIC OFFICERS AND THE APPOINTMENT/RE-APPOINTMENT OF AT-LARGE RIC MEMBERS FOR FY 2023. THE MOTION WAS SECONDED BY CONNIE KINDER AND WAS CARRIED.**

## **XI. Staff Reports**

Kara Greathouse, Kanawha Valley Regional Transportation Authority, announced that the Kanawha County Public Safety Levy is coming up for vote in May. She stated that the Public Safety Levy helps fund the KRT buses, ambulance, and emergency services. She thanked the municipalities in Kanawha County that have passed resolutions in support of the Public Safety Levy.

## **XII. Adjournment**

A MOTION WAS MADE BY D. ANNE CAVALIER, Ed.D., TO ADJOURN THE MEETING. THE MOTION WAS SECONDED BY JOY UNDERWOOD AND WAS CARRIED. THE MEETING ADJOURNED AT 12:45 P.M.