Regional Intergovernmental Council Metropolitan Planning Organization

SFY 2024
Q1 UPWP Progress Report
July 1st, 2023 – September 30th, 2023



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Executive Summary

This progress report is intended to be a summary of the transportation planning activities undertaken by the Regional Intergovernmental Council (RIC) Metropolitan Planning Organization (MPO) for the 1st quarter (Q1) of State Fiscal Year (SFY) 2024 beginning July 1, 2023, through September 30, 2023. As demonstrated in this report, the RIC MPO staff has made significant progress in implementing the projects and work outlined in the SFY 2024 Unified Planning Work Program (UPWP).

RIC Hosted Meetings and Discussions

Regularly Schedule Meetings and Advisory Committees

There was one regular meeting of RIC Bicycle and Pedestrian Advisory Committee (BPAC), the RIC Transportation Technical Advisory Committee (TTAC), and the RIC Policy Board during this quarter. The RIC MPO Quarterly BPAC was held at its regularly scheduled occurrence of the last Tuesday of the month on a February, May, August, November quarterly schedule at 1:30 PM. Meeting materials were sent in advance of advisory committee meetings. Applicable open meeting law protocols and RIC bylaws were followed for the RIC Policy Board, the decision-making body for the RIC MPO. The meeting agenda and minutes for the regularly scheduled meetings can be found in Appendix A of this report.

RIC Policy Board - Special Meeting

The RIC Policy Board followed open meeting law protocols and the RIC bylaws to host a Special Meeting on July 20th, 2023, to hire a new Executive Director for RIC. The meeting was held, the motion was proposed, passed, and an employment start date for the new RIC Executive Director was announced. The meeting agenda and minutes can be found in Appendix A of this report.

RIC TIP Discussion - Transit

RIC hosted an interagency Transportation Improvement Program (TIP) coordination discussion with the Federal Transit Administration (FTA) and Kanawha Valley Regional Transportation Authority (KRT). A representative from the WV Division of Highways (WVDOH) attended for their contextual perspective.

RIC RSA Consultant Selection Committee

RIC hosted and coordinated the selection of consultants for the SFY 2024 RIC RSAs as part of the implementation effort of the RIC Comprehensive Safety Action Plan (CSAP).



RIC Attended Meetings and Discussions

RIC often collaborates with other agencies on planning development discussions. These include meetings and discussions led by contributing members, the public, or partner state and federal agencies.

Putnam County Transportation Committee Meeting

Staff representatives of RIC continued to attend Putnam County Transportation Committee meetings to remain informed and knowledgeable about the transportation related priorities of Putnam County and the public. Furthermore, as opportunities arise to offer RIC services, such opportunities are taken advantage of. These meetings occur regularly and bimonthly on the last Monday of the month. RIC attended the occurrences on July 31st, 2023, and September 25th, 2023, at 9:30 AM at the Putnam County Courthouse.

City of Charleston Planning, Streets, and Traffic Committee

Staff representatives of RIC began an effort in Q1 of SFY 24 to regularly attend the City of Charleston's Planning, Streets, and Traffic Committee. This effort began to remain informed and knowledgeable about the transportation related priorities of the City of Charleston and the public. Furthermore, as opportunities arise to offer RIC services, such opportunities are taken advantage of. RIC staff introduced themselves to the planning staff, committee members, and committee chair on Monday, August 28th, 2023, at 5 PM at the Charleston City Service Center and briefly explained the purpose of an MPO and described some example RIC activities. Staff representatives of RIC continued this pattern of attendance on Monday, September 25th, 2023.

WVDOT Carbon Reduction Strategy

RIC staff representatives participated in a stakeholder discussion as part of the WVDOT's Carbon Reduction Strategy (CRS). RIC staff discussed the RIC MPO's planning products and the proposed projects and strategies therewithin, tying them in with the overall WV CRS.

Coordinated Public Transit-Human Services Plan Stakeholder Meeting

Staff representatives of RIC continued to attend the public input series for the development of the Region 3 of West Virginia's Coordinated Public Transit-Human Services Plan by attending the Region III: WV Stakeholder and Public Input Meeting #2 held virtually on Friday July 21st, 2023, at 10:00 AM. RIC contributed to the discussion by informing the group of the services it can provide to assist with the development of the effort and the planning products it has provided that are relevant to the discussion. Furthermore, staff representatives were informed by regional agencies of public and stakeholder priorities.

WV Freight Advisory Committee

Staff representatives of RIC attended the WV Freight Advisory Committee meeting on July 19th, 2023, at 1:00 PM. The WV Freight Advisory Committee was formed by the West Virginia Department of Transportation's Division of Highways (WVDOH) to fulfill the planning requirements of a State Freight Plan, to which statewide MPO involvement



is crucial to inform decision-making an ensure adequate representation of the RIC region as a statewide priority for the development of freight transport network needs. Furthermore, participation in the plan informs RIC staff of the statewide priorities and gaps in the freight transport network.

WVAMPO

RIC staff attended the WV Association of Metropolitan Planning Organizations (WVAMPO) meeting on August 30th, 2023, at 10:00 AM. RIC staff learned of updated guidance for public involvement requirements for transit providers and discovered the planning funds (PL) rollover process.

WV VRU Assessment

The West Virginia Department of Transportation's Division of Highways, Safety Advancement Division invited RIC staff to participate in the development of the WV Vulnerable Road User (VRU) Assessment by attending the Stakeholder Meeting #1 on August 3rd, 2023, at 10:30 AM. During this discussion, preliminary comments were gathered, the announcement of targeted public involvement efforts were announced, and the need for assistance from the MPOs.

RIC assisted with developing targeted Kanawha County public involvement for the VRU Assessment Open House at Kanawha County Main Library on September 20th, 2023, from 4:30 PM to 6:30 PM. Approximately 12 people attended the open house including members of the public and various agency representatives. Approximately 119 survey responses were gathered from Boone, Clay, Kanawha, and Putnam counties.

KYOVA

Staff representatives of RIC attended the KYOVA Technical Advisory Committee Meeting on September 19th, 2023, at 10:00 AM. The purpose of the continued coordination and cooperation between RIC and KYOVA are related to the collusion of the Huntington, WV-KY-OH Urbanized Area Transportation Management Area (TMA) boundaries into Putnam County, which is included in the RIC Metropolitan Planning Area, with the Hurricane-Teays Valley portion of the Huntington TMA. The Charleston, WV Urbanized Area (UZA) also continues into Putnam County down the Kanawha River. This requires collaboration between KYOVA and RIC to ensure consistent planning efforts towards compliance with federal rules and regulations as it relates to TMA planning requirements.



Trainings, Conferences, and Webinars

Trainings

RIC staff attended the Annual WV LTAP Snow and Ice Control Workshop on September 21st, 2023, in Summersville, WV and the WV LTAP Stormwater Fundamentals and Inspection Special Topics Course on September 22nd, 2023, in Charleston, WV. Both training courses strengthened RIC MPO's position as a technical assistance provider to member municipalities.

Conferences

RIC staff attend the WV Association of Regional Council's Conference (WV ARC) from July 31st to August 2nd, 2023, to integrate RIC into its place in the State of WV as an associated regional council and intergovernmental organization. Staff became aware of planning and economic development priorities of similar statewide organizations, which often includes providing technical and grant writing assistance for transportation projects.

RIC staff attended the Association of Metropolitan Planning Organizations (AMPO) from September 26th – 28th, 2023 in Cleveland, OH. RIC staff learned best practices from similar nationwide organizations and evaluated opportunities to expand RIC MPO's scope and refocus its priorities. RIC staff followed the out-of-state travel policy to obtain prior travel approval from the RIC Oversight Committee.

Webinars

The Greater Kanawha Valley Foundation (TGKVF) hosted a webinar titled *Data on the Brain: Why Data Matters and How to Make it Work for You!* On July 27th, 2023, at 10:00 AM. Staff from RIC attended to learn about ways to add metrics to grant writing proposals and projects to create metric-based grant applications and strengthen RIC's ability to meet reporting requirements of grant providers.

The United States Department of Transportation (USDOT) hosted a webinar titled *Utilizing DOT Data and Mapping Tools for Stronger Grant Applications* on September 19th, 2023, at 1:30 PM. This webinar introduced RIC staff to the concept of using USDOT tools coming out of the White House's Justice40 Initiative, including the USDOT Equitable Transportation Community (ETC) Explorer and the Climate & Economic Justice Screening Tool (CEJST) for the purpose of making strong grant applications to either USDOT or other grant providers.

RIC staff attended the USDOT's *Thriving Communities Program (TCP) Kick-Off Webinar* and used it as a tool to learn about TCP and determine if any RIC member communities were a good fit for the program.



Additional Planning Progress Overview

Staff continued its maintenance of the TIP, strategized ways to move bicycle and pedestrian community-driven projects from concept to implementation, and explored ways to plan to make use of all available PL.

The following is intended to highlight some of the accomplishments and activities of the MPO staff during the 1st quarter of SFY 2024.

- Provided complete streets short range planning and technical assistance to the Towns of Chesapeake, Belle, Poca, and Pratt.
- Selected a consultant, discussed hotspot locations to study, conducted an Independent Cost Estimate, developed an agreement with the service provider, and approved the agreement by RIC TTAC and Policy Board.
- Participated in Geographic Information Systems and Spatial Analysis Graduate Certificate Program at West Virginia University.
- Conducted public involvement advertising efforts to support the WV VRU Assessment in Kanawha County.
 - Placed laminated flyers on utility poles throughout Kanawha County announcing the VRU survey and open house.
 - Removed flyers at conclusion of the public involvement term.
 - Placed an advertisement in the legal section of Charleston Newspapers.
 - o Posted and shared messaging on social media.
- Advertised solicitations for requests for use of suballocated funding through social media, eblasts, the RIC newsletter, and meetings.
- Completed mapping technical assistance for Putnam County Schools -Transportation.
- Updated the TIP project listing as amended and adjusted by partner agencies.
- o Proposed a draft new TIP narrative.
- o Updated database of TIP project locations.
- o Remained informed on the release of U.S. Census Bureau products.
- o Conducted Air Quality Interagency Consultation (IAC) procedures.
- o Conducted RIC Public Participation Plan (PPP) procedures.
- o Conducted RIC Title VI procedures.
- Explored the development of a program that grants federal planning funds (PL)
 with additional voluntary local contributions for members to fully leverage
 available rollover PL develop community-based planning as it relates to land use,
 resiliency, economic vitality, and special local transportation studies.
- o Explored the full scope and eligibility of PL.



Fiscal Progress Summary Overview

The following page of the RIC MPO SFY 2024 Q1 UPWP Progress Report contains the fiscal progress of the MPO based on the UPWP's detailed expense budget concluding by the Q1 end date. The summary includes the total progress amount, the progress percentage, and a color-coded legend to bring attention to certain items in the budget that are either over exhausted, under exhausted, or heading towards being over exhausted at the current rate of use. Following the overall summary, a financial summary and a non-exhaustive summary of activities is provided for each subprogram. The budget's funding source is described, which is 80% federal PL funds originating from the Federal Highway Administration (FHWA), 10% local match dollars originating from WVDOT, and 10% local match dollars originating from RIC.



RIC MPO UPWP Fiscal Progress Summary SFY 24 Q1

						Direct Expenses											
ID	Element	Sal	aries	Frii	nge Benefits	Contracted Services	Tra	avel	Printing	*O	ther	То	tal Direct	I	ndirect	Tot	al Element
301024	Management and Administration	\$	66,315	\$	27,823	\$ -	\$	5,000	\$ 1,250	\$	7,000	\$	107,388	\$	37,133	\$	144,521
	Progress Amount	\$	13,276	\$	4,084		\$	2,245				\$	19,605	\$	9,326	\$	28,931
	Progress Percent		20.02%		14.68%			44.91%	0.00%		0.00%		18.26%		25.11%		20.02%
301124	Long Range Plan Development	\$	27,661	\$	11,605	\$ 60,000	\$	1,500	\$ 1,000	\$	500	\$	102,266	\$	15,489	\$	117,755
	Progress Amount	\$	-	\$	-	\$ -	\$	-	\$ -	\$	1	\$	-	\$	-		
	Progress Percent		0.00%		0.00%	0.00%		0.00%	0.00%		0.00%		0.00%		0.00%		0.00%
301224	TIP	\$	28,143	\$	11,807	\$ -	\$	-	\$ 500	\$	440	\$	40,890	\$	15,758	\$	56,648
	Progress Amount	\$	5,106	\$	1,570				\$ 169			\$	6,845	\$	3,587	\$	10,431
	Progress Percent		18.14%		13.30%				33.70%		0.00%		16.74%		22.76%		18.41%
301424	Short Range Planning	\$	32,235	\$	13,524	\$ 10,600	\$	500	\$ 500	\$	500	\$	57,859	\$	18,050	\$	75,909
	Progress Amount	\$	13,868	\$	4,266		\$	126				\$	18,261	\$	9,742	\$	28,003
	Progress Percent		43.02%		31.54%	0.00%		25.30%	0.00%		0.00%		31.56%		53.97%		36.89%
301624	Database and GIS	\$	17,535	\$	7,357	\$ -	\$	1,500	\$ -	\$:	21,231	\$	47,623	\$	9,819	\$	57,442
	Progress Amount	\$	1,979	\$	609		\$	2,249		\$	1,814	\$	6,651	\$	1,390	\$	8,041
	Progress Percent		11.29%		8.28%		1	49.93%			8.54%		13.96%		14.16%		14.00%
301724	General Transit	\$	6,675	\$	2,801	\$ -	\$	500	\$ -	\$	500	\$	10,476	\$	3,738	\$	14,214
	Progress Amount											\$	-			\$	-
	Progress Percent		0.00%		0.00%			0.00%			0.00%		0.00%		0.00%		0.00%
301824	Special Studies	\$	46,836	\$	19,650	\$ 80,000	\$	1,000	\$ 300	\$	2,000	\$	149,786	\$	26,226	\$	176,012
	Progress Amount	\$	5,786	\$	1,780		\$	223	\$ 226			\$	8,015	\$	4,064	\$	12,079
	Progress Percent		12.35%		9.06%	0.00%		22.29%	75.37%		0.00%		5.35%		15.50%		6.86%
	Total Expense Budget	\$	225,400	\$	94,567	\$ 150,600	\$	10,000	\$ 3,550	\$	32,171	\$	516,288	\$	126,212	\$	642,500
	Total Expense Progress	\$	40,015	\$	12,309	<u>\$</u> -	\$	4,844	<u>\$ 395</u>	\$	1,814	\$	59,376	\$	28,109	<u>\$</u>	87,485
	Total Expense Percent		17.75%		13.02%	0.00%		48.44%	11.12%		5.64%		11.50%		22.27%		13.62%

	Legend						
Over Budg	et						
Over Expe	cted Quarterly	Q1	Q2	Q3			
		>30%	>60%	>90			
Under Bud	lget	Q1	Q2	Q3			
		<15%	<40%	<65%			

Element Number 301024 Management and Administration

1st Quarter Progress:

- 1. RIC staff continued management and administrative duties including, but not limited to the following:
 - Completed and processed timesheets for payroll of the RIC Transportation Team.
 - Managed and maintained RIC Transportation Team fringe benefits package.
 - Submitted reimbursement requests to WVDOT.
 - Directed staff and office resources to the appropriate work program elements.
 - Implemented office maintenance responsibilities.
 - Maintained office equipment.
 - Maintained software and licensing.
 - Composed meeting minutes and compiled meeting materials.
 - Monitored UPWP progress.
 - Developed RIC Newsletter.
 - Attended AMPO in Cleveland, OH.

301024	Management and Administration	Budget	FHWA Federal Share (80%)	WVDOT Local Share (10%)	RIC Local Share (10%)	Progress Amount	Progress Percent
	Salaries	66,315	53,052	6,632	6,632	13,276	20.02%
	Fringe Benefits	27,823	22,258	2,782	2,782	4,084	14.68%
	Contracted Services	0	0	0	0	0	0.00%
	Travel	5,000	4,000	500	500	2,245	44.91%
Direct	Printing	1,250	1,000	125	125	0	0.00%
Expenses	*Other	7,000	5,600	700	700	0	0.00%
	Total Direct	107,388	85,910	10,739	10,739	19,605	18.26%
	Indirect	37,133	29,706	3,713	3,713	9,326	25.11%
	Total Element	144,521	115,617	14,452	14,452	28,931	20.02%



Element Number 301124 Long-Range Transportation Plan

1st Quarter Progress:

1. No significant progress was made on this element by the RIC MPO for Q1 SFY 2024.

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301124	Long Range Plan Development	Budget	FHWA Federal Share (80%)	WVDOT Local Share (10%)	RIC Local Share (10%)	Progress Amount	Progress Percent
	Salaries	27,661	22,129	2,766	2,766	0	0.00%
	Fringe Benefits	11,605	9,284	1,161	1,161	0	0.00%
	Contracted						
	Services	60,000	48,000	6,000	6,000	0	0.00%
	Travel	1,500	1,200	150	150	0	0.00%
Direct	Printing	1,000	800	100	100	0	0.00%
Expenses	*Other	500	400	50	50	0	0.00%
	Total Direct	102,266	81,813	10,227	10,227	0	0.00%
	Indirect	15,489	12,391	1,549	1,549	0	0.00%
	Total Element	117,755	94,204	11,775	11,775	0	0.00%



Element Number 301224 Transportation Improvement Program

1st Quarter Progress:

- 1. RIC staff continued the regular updates to the FY 22-25 Transportation Improvement Program (TIP) during Q1 of SFY 2024. Additionally, RIC conducted the following activities as it relates to the TIP.
 - Amended and adjusted the project listings as needed.
 - Adjusted the financial summaries.
 - Proposed a new draft FY 24-27 TIP narrative.
 - Maintained transportation measures and targets for the RIC region.
 - Followed RIC Public Participation Plan and Title VI procedures as it relates to the TIP.
 - Began posting legal notices on social media in addition to the traditional legal notices in Charleston Newspaper as per the guidance in the Infrastructure Investment and Jobs Act (IIJA).
 - Conducted interagency TIP coordination discussion with FTA, WVVDOH, and KRT to ensure compliance with federal rules and improve public digestibility of the transit elements in the TIP.

301224	TIP	Budget	FHWA Federal Share (80%)	WVDOT Local Share (10%)	RIC Local Share (10%)	Progress Amount	Progress Percent
	Salaries	28,143	22,514	2,814	2,814	5,106	18.14%
	Fringe Benefits	11,807	9,446	1,181	1,181	1,570	13.30%
	Contracted Services	0	0	0	0	0	0.00%
	Travel	0	0	0	0	0	0.00%
Direct	Printing	500	400	50	50	169	33.70%
Expenses	*Other	440	352	44	44	0	0.00%
	Total Direct	40,890	32,712	4,089	4,089	6,845	16.74%
	Indirect	15,758	12,607	1,576	1,576	3,587	22.76%
	Total Element	56,648	45,319	5,665	5,665	10,431	18.41%



Element Number 301424 Short-Range Transportation Planning

1st Quarter Progress:

- 1. RIC staff conducted the following activities as it related to its Short-Range Transportation Planning Program.
 - Attended Putnam County Transportation Committee, Charleston Planning Streets and Traffic Committee, and KYOVA's Technical Advisory Committee meetings.
 - Proposed and evaluated strategies for Accelerating Multimodal Project Delivery as it relates to the needs of cyclists and pedestrians.
 - Explored the creation of an RIC bicycle and pedestrian traffic counting program.
 - Explored the development of a program that grants federal planning funds (PL) with additional voluntary local contributions to and from members to fully leverage available rollover PL for the purpose of developing additional community-based planning as it relates to land use, resiliency, economic vitality, and special local transportation, traffic, and complete streets studies.
 - Explored the full scope and eligibility of PL.
 - Attended trainings, webinars, and held meetings.
 - Advertised solicitations for requests for use of suballocated funding through social media, eblasts, the RIC newsletter, and meetings.
 - Participated in the development of various interagency partner plans.
 - Provided complete streets short range planning and technical assistance to the Towns of Chesapeake, Belle, Poca, and Pratt.
 - Implemented additional elements of the RIC Comprehensive Safety Action Plan (CSAP) including creating and sharing interagency partner traffic safety-related vision zero messaging.

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30142	Short Range 24 Planning	Budget	FHWA Federal Share (80%)	WVDOT Local Share (10%)	RIC Local Share (10%)	Progress Amount	Progress Percent
	Salaries	32,235	25,788	3,224	3,224	13,868	43.02%
	Fringe Benefits	13,524	10,819	1,352	1,352	4,266	31.54%
	Contracted						
	Services	10,600	8,480	1,060	1,060	0	0.00%
	Travel	500	400	50	50	126	25.30%
Direct	Printing	500	400	50	50	0	0.00%
Expenses	*Other	500	400	50	50	0	0.00%
	Total Direct	57,859	46,287	5,786	5,786	18,261	31.56%
	Indirect	18,050	14,440	1,805	1,805	9,742	53.97%
	Total Element	75,909	60,727	7,591	7,591	28,003	36.89%



Element Number 301624 Database and GIS

1st Quarter Progress:

- 1. RIC staff continued to maintain RIC's database, mapping, and GIS.
 - Concluded technical mapping assistance for Putnam County Schools Transportation.
 - Attended course and submitted assignments for West Virginia University's Graduate Certificate Program in Geographic Information Systems and Spatial Analysis.
 - Produced a proposed project planning map for the Town of Belle.
 - Obtained transit ridership data for certain locations.

301624	Database and GIS	Budget	FHWA Federal Share (80%)	WVDOT Local Share (10%)	RIC Local Share (10%)	Progress Amount	Progress Percent
	Salaries	17,535	14,028	1,754	1,754	1,979	11.29%
	Fringe Benefits	7,357	5,886	736	736	609	8.28%
	Contracted Services	0	0	0	0	0	0.00%
	Travel	1,500	1,200	150	150	2,249	149.93%
Direct	Printing	0	0	0	0	0	0.00%
Expenses	*Other	21,231	16,985	2,123	2,123	1,814	8.54%
	Total Direct	47,623	38,098	4,762	4,762	6,651	13.96%
	Indirect	9,819	7,855	982	982	1,390	14.16%
	Total Element	57,442	45,953	5,744	5,744	8,041	14.00%



Element Number 301724 General Transit Planning

1st Quarter Progress:

2. No significant progress was made on this element by the RIC MPO for Q1 SFY 2024.

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301724	General Transit	Budget	FHWA Federal Share (80%)	WVDOT Local Share (10%)	RIC Local Share (10%)	Progress Amount	Progress Percent
	Salaries	6,675	5,340	668	668	0	0.00%
	Fringe Benefits	2,801	2,241	280	280	0	0.00%
	Contracted Services	0	0	0	0	0	0.00%
	Travel	500	400	50	50	0	0.00%
Direct	Printing	0	0	0	0	0	0.00%
Expenses	*Other	500	400	50	50	0	0.00%
	Total Direct	10,476	8,381	1,048	1,048	0	0.00%
	Indirect	3,738	2,990	374	374	0	0.00%
	Total Element	14,214	11,371	1,421	1,421	0	0.00%



Element Number 301824 Special Studies

1st Quarter Progress:

- 1. RIC staff conducted the following activities as it related to its Special Studies Program
 - Followed a formal Request for Qualifications (RFQ) process to transparently and fairly select a consultant to conduct the RIC RSAs for SFY 2024.
 - Conducted public involvement advertising efforts to support the WV VRU Assessment in Kanawha County.
 - Selected locations for study based on a data-driven approach.
 - Produced an Independent Cost Estimate.
 - Negotiated the agreement with the selected candidate.
 - Prepared the agreement for RIC TTAC and RIC Policy Board approval.
 - Created a schedule for stakeholder meetings and site reviews.

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301824	Special Studies	Budget	FHWA Federal Share (80%)	WVDOT Local Share (10%)	RIC Local Share (10%)	Progress Amount	Progress Percent
	•	\$			Ì	\$	
	Salaries	46,836	37,469	4,684	4,684	5,786	12.35%
		\$				\$	
	Fringe Benefits	19,650	15,720	1,965	1,965	1,780	9.06%
	Contracted	\$					
	Services	80,000	64,000	8,000	8,000		0.00%
		\$				\$	
	Travel	1,000	800	100	100	223	22.29%
		\$				\$	
	Printing	300	240	30	30	226	75.37%
Direct		\$					
Expenses	*Other	2,000	1,600	200	200		0.00%
		\$				\$	
	Total Direct	149,786	119,829	14,979	14,979	8,015	5.35%
		\$				\$	
	Indirect	26,226	20,980	2,623	2,623	4,064	15.50%
		\$			_		
	Total Element	176,012	140,809	17,601	17,601	\$12,079	6.86%



Appendix A: RIC Meeting Agendas and Minutes



REGIONAL INTERGOVERNMENTAL Council



BOONE, CLAY, KANAWHA, PUTNAM COUNTIES

Agenda
Special Meeting
July 20, 2023; 12:00 p.m.
315 D Street, South Charleston, WV 25303

Zoom Log-in Information Below:

https://us06web.zoom.us/j/81079429934?pwd=Mmk0ei93OW5BQVdsdVBTNDNhbUlsUT09

Call In Number: 1-646-931-3860

Meeting ID: 810 7942 9934 Passcode: 002126

I. Roll Call

II. Introduction of Tyler Ferrell

III. Executive Committee Recommendation to Hire Tyler Ferrell as New RIC Executive Director, Effective September 4, 2023

IV. Adjournment

Meet and greet Tyler Ferrell.

Action Requested: Motion to approve hiring Tyler Ferrell as new RIC Executive Director, effective September 4, 2023

MINUTES

Regional Intergovernmental Council Special Board Meeting July 20, 2023; 12:00 P. M. 315 D Street, South Charleston, WV 25303

Members Present:

Andy Backus, City of Charleston Citizen Representative – Via Zoom Mayor Charles A. Blair, Town of East Bank - Via Zoom Brian Carr, Private Sector Representative - Via Zoom Mayor David Casebolt, City of Nitro Coston Davis, Minority Group Representative - Via Zoom Andrew Dunlap, Private Sector Representative - Via Zoom Mayor Scott Elliott, City of Dunbar-Via Zoom Mayor David Fletcher, Town of Belle Mayor David Fontalbert, Town of Marmet-Via Zoom Mayor Essie Ford, Jr., Town of Handley- Via Zoom Mayor Scott James, City of St. Albans-Via Zoom Commissioner Connie Kinder, Clay County Commission-Via Zoom Kenneth Kinder, Private Sector Representative-Via Zoom Charles Mayes, Private Sector Representative- Via Zoom S.K. Miller, Private Sector Representative- Via Zoom Kris Mitchell, Boone County Citizen Representative Russell Saunders, Private Sector Representative- Via Zoom Mayor Kay Summers, Town of Clendenin - Via Zoom Beth Thompson, Kanawha County Citizen Representative-Via Zoom Curt Zickafoose, Private Sector Representative - Via Zoom

RIC Staff and Other Individuals Present:

Tyler Ferrel, Incoming RIC Executive Director—Via Zoom Scott Lannan, Matheny & Company AC

The Regional Intergovernmental Council (RIC) met on July 20, 2023, via Zoom and in the RIC conference room.

I. Roll Call

Roll Call was taken by First-Vice Chairman David Fletcher and a quorum was declared. The meeting was called to order.

II. Introduction of Tyler Ferrell

First-Vice Chairman David Fletcher gave a summary of Tyler Ferrell and introduced Mr. Ferrell to the RIC board members. Tyler Ferrell attended the meeting via Zoom. Mr. Ferrell introduced

himself to the RIC board members and provided a brief history about himself. First-Vice Chairman David Fletcher opened the floor for questions.

III. Executive Committee Recommendation to Hire Tyler Ferrell as New RIC Executive Director, Effective September 4, 2023

A MOTION WAS MADE BY SCOTT JAMES TO HIRE TYLER FERRELL AS THE NEW RIC EXECUTIVE DIRECTOR, EFFECTIVE SEPTEMBER 4, 2023. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.

September 14, 2023

IV. Adjournment

Upon adjournment, the RIC staff was introduced to Tyler Ferrell.

Dave Casebolt, Chairman

Regional Intergovernmental Council



BOONE, CLAY, KANAWHA, PUTNAM COUNTIES

Agenda **Quarterly BPAC**

August 29th, 2023; 1:30 PM

RIC Conference Room and Zoom 315 D Street, South Charleston, WV 25303

 $\underline{https://us06web.zoom.us/j/88337056462?pwd=K0hRT1FxeStyeDdsanpqRjd4NzZNdz09}$

Meeting ID 883 3705 6462 Passcode: 049849

- I. Welcome and Introductions
- II. Review of Previous Meeting Minutes
- III. CSAP Implementation
- IV. WVDOH Vulnerable Road User Assessment
- V. Finding a Local Match
- VI. STBG and CRP Suballocated Funding
- VII. Open Discussion
- VIII. Adjournment

RIC Bicycle and Pedestrian Advisory Committee (BPAC)

Quarterly Meeting

August 29, 2023 at 1:30 PM

Hybrid at RIC Office and virtual via Zoom

Welcome and Introduction

Attendees Present:

Sam Richardson, RIC

Jake Smith, RIC

Dan Vriendt, City of Charleston Planning Director

Kara Greathouse, Planner, FHWA

Brian Carr, Planning - WVDOH, P.E.

Ryan Hough, City of Charleston Resident, P.E.

Review of Previous Meeting Minutes

Sam discussed the previous meeting and the minutes of that meeting. Dan Vriendt made a motion to approve the meeting minutes. Ryan Hough made a second to the motion. The minutes were approved unanimously.

Comprehensive Safety Action Plan (CSAP) Implementation

Sam discussed RIC's plans for implementation of the RIC CSAP, including the development of Road Safety Assessments (RSAs). Sam discussed how Burgess and Niple (B&N) was selected through a formal Request for Qualifications (RFQ) process to conduct the RSA's and an agreement between B&N and RIC would be presented to the Transportation Technical Advisory Committee (TTAC) and the RIC Policy Board. The location in Putnam County being studied is the Sheetz (lower) intersection of WV 34 and Mount Vernon Road, considering that new sidewalk is obligated on Mount Vernon Road. The Kanawha County location is the intersection of Lee Street and Leon Sullivan Way and a portion of the Washington Street East Corridor from Leon Sullivan Way to Ruffner Avenue, with a heavy focus for Vulnerable Road Users. Sam discussed the need to develop a future work program (UPWP) to achieve some of the other action items listed in the RIC CSAP.

WVDOH Vulnerable Road User (VRU) Assessment

Sam informed the committee that the Safety Advancement team of the WVDOH is hosting a VRU Assessment Public Open House and Survey on Wednesday September 20th, 2023, from 4:30 PM to 6:30 PM. Kanawha County came up as

a high number of pedestrian crashes during the data analysis of the State Highway Strategic Safety Plan (SHSP).

Finding a Local Match

Sam asked the committee to continue to assist the team by suggesting sources of local match funding. Sam also discussed a possible strategy to work on completing projects. The strategy is to program for the development of resurfacing plans and tie bicycle-pedestrian improvements in with a road's resurfacing. Dow Chemical and the AARP were brought up as suggestions of local match sources.

Carbon Reduction Program (CRP) and Surface Transportation Block Grant (STBG)

CRP and STBG funds are available to RIC through suballocated funding. RIC solicited applications for suballocated funding requests through the RIC website, eblasts, and social media. No applications were received. The RIC MPO submitted a request to fund the engineering phase (ENG) of the Roundabout Corridor on WV 34 and I 64. Brian strongly suggested that the committee table the recommendation and RIC re-open their solicitation for funding, considering that WVDOH has a strong preference against funding ENG phase only without determining the financial viability of construction (CON) and right-of-way (ROW) due to the requirement to pay back FHWA for projects not brought to construction in 10 years after advance construction work being done.

Open Discussion

Sam brought up the opportunity to develop the Unified Planning and Work Program (UPWP) with some resurfacing plans, particularly for more rural communities whose main streets are on state-owned roads with poor road and sidewalk pavement conditions.

Adjournment

Dan made the motion to adjourn. Ryan made a second to the motion. The RIC BPAC May Quarterly Meeting was adjourned with unanimous approval. The next RIC BPAC Quarterly Meeting will be held on Tuesday, November 28th, 2023, virtually and in-person.



BOONE, CLAY, KANAWHA, PUTNAM COUNTIES

Agenda **Quarterly TTAC**

September 12th, 2023; 1:30 PM RIC Conference Room and Zoom 315 D Street, South Charleston, WV 25303

 $\underline{https://us06web.zoom.us/j/82414737815?pwd=anB5VXZrU2dreG10Wm9ySWpabkV1QT09}$

Meeting ID: 824 1473 7815 Passcode: 146771

- I. Welcome and Introductions
- II. Review of Previous Meeting Minutes *Action Requested*
- III. Approval of Agreement with Burgess and Niple, Inc. to Conduct Road Safety Assessments (RSAs)
 - Action Requested
- IV. Approval of FY 24 STBG and CRP Suballocated Funding Project List Action Requested
- V. Approval of the Amendments and Administrative Modifications to the FY 2022-2025
 - Transportation Improvement Program (TIP) Action Requested
- VI. Draft FY 2024-2027 Transportation Improvement Program Narrative
- VII. BPAC Update
- VIII. KVRTA Update
 - IX. WVDOT Update
 - X. FHWA Update
 - XI. Open Discussion
- XII. Adjournment

RIC Transportation Technical Advisory Committee (TTAC)

Quarterly Meeting

September 12, 2023 – 1:30 p.m.

(Hybrid) RIC Conference Room / Virtual via Zoom

*Denotes attendance virtually

Sam Richardson - RIC

Jake Smith - RIC

Dan Vriendt - City of Charleston, Planning Director

Brian Carr - WVDOH, Planning

Dennis Strawn*- Bicycle and Pedestrian Advocate

Curt Zickafoose* - KRT

Review and Approval of September 12, 2023, TTAC Meeting

Sam Richardson opened the floor to any questions or comments regarding the previous TTAC's minutes. No questions or comments were made.

A motion of approval was made by Curt Zickafoose and seconded by Dan Vriendt. A vote was held and passed unanimously for the minutes with a slight change.

Approval of Agreement with Burgess and Niple, Inc. to Conduct Road Safety Assessments (RSAs)

Sam presented the agreement with Burgess and Niple, Inc. to conduct Road Safety Assessments (RSAs) and opened the floor to discussion. Dennis asked when work would begin on the RSAs. Brian asked how the internal Independent Cost Estimate (ICE) went. Sam discussed his process for working to develop an ICE and how he worked to trim down the scope to get the agreement within budget.

A motion to move this onto to the policy board was made by Dan Vriendt, seconded by Dennis Strawn. The motion was voted unanimously and moved onto the policy board held on September 14, 2023.

Approval of FY 24 STBG and CRP Suballocated Funding Project List

Sam Richardson presented the suballocated funding project list for discussion. A discussion was held. WVDOH would like the financial feasibility of this project going to construction to be determined before RIC moves this project forward with suballocated funding.

The motion to table this item was made by Dennis Strawn and seconded by Dan Vriendt. A vote was held and passed unanimously.

Approval of the Amendments and Administrative Modifications to the FY 2022-2025 Transportation Improvement Program (TIP)

Sam Richardson presented the highway and transit amendments to the FY 2022-2025 TIP, which included the \$10,000,000 Resurface of I-79 from Big Chimney to Frame Road. He also mentioned that the previously obligated \$70,000,000 new maintenance facility was amended to be removed as funding for the facility had not yet been secured to be eligible for obligation. Sam opened the floor for discussion. There was no additional discussion.

The motion was made by Dan Vriendt and seconded by Brian Carr. It was voted and passed unanimously.

Draft FY 2024-2027 Transportation Improvement Program Narrative

Sam presented the draft FY 24-27 TIP narrative and discussed the changes. The changes include additional information and stylistic changes. Brian Carr made some nonconsequential suggestions and comments. Sam opened the floor for additional discussion.

RIC Bicycle and Pedestrian Advisory Committee (BPAC) Update

Sam Richardson presented the BPAC update, which included mentioning RIC's efforts to support the WVDOH and their development of a Vulnerable Road User (VRU) safety assessment.

KRT Update

Curt Zickafoose presented the transit update for KRT. KRT will be adding new validators in their buses, which will allow for payment via credit card or a smart phone application. They are developing an application to track buses on their routes live. KRT is also wrapping up its Comprehensive Operation Analysis (COA) and is looking at hosting public meetings in January of 2024 to implement the suggestions in the COA.

WVDOH Update

Brian Carr presented the WVDOH update. He discussed the need for MPOs to submit their Urban Area boundary corrections to WVDOH. WVDOH is working through the final suggestions with FHWA to wrap up the WV Freight Plan. WVDOH is moving forward on the development of its Carbon Reduction Strategy, which they aim to be complete by mid-November. WVDOH is hoping to work on getting the State Research Program up and running. Brian discussed some personnel changes at the agency.

FHWA Update

Kara Greathouse from FHWA provided electronic notice to Sam that the Complete Streets Planning Workshop is upcoming on October 24th, 2023 and there are seats available for interested parties to attend.

Open Discussion

Sam discussed the upcoming increase in PL (planning) funds and that those funds could be available for voluntary match from members for studies specific to their municipalities.

Adjournment

Adjournment was motioned by Dan Vriendt and seconded by Brian Carr. This concluded the meeting until next meeting in December of 2023.

REGIONAL INTERGOVERNMENTAL



COUNCIL

BOONE, CLAY, KANAWHA, PUTNAM COUNTIES

Amended Agenda **Quarterly Meeting** September 14, 2023; 12:00 p.m. West Virginia Regional Technology Park Hendrickson Conference Center, Building 2000 E South Charleston, WV 25303

I.	Guest	Speaker
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Roll Call

II.

- Pledge of Allegiance III.
- **Executive Director's Report** IV.
- V. Approval of Minutes
 - A. June 8, 2023 Quarterly Meeting Minutes
 - B. July 20, 2023 Special Meeting Minutes
- VI. Treasurer's Report
 - A. Financial Report
 - B. Temporary Retroactive Salary Increase for the Interim Executive Director Position
 - C. Legislative Allocations*
- Transportation VII.
 - A. FY 2022-2025 Transportation Improvement Program (TIP)

Kelly Workman, Director WV Department of Economic Development, Office of Broadband, & WV Broadband **Enhancement Council**

Action Requested: Motion to approve the June 8, 2023 Meeting Minutes. Att. 1

Action Requested: Motion to approve the July 20, 2023 Meeting Minutes. Att. 2

Action Requested: Motion to approve the Financial Report as of June 30, 2023. Att. 3

Action Requested: Motion to approve the temporary retroactive salary increase for the Interim Executive Director position.

Action Requested: Motion for adoption of the Resolution for the Regional Intergovernmental Council. Att. A

Action Requested: Motion to approve the amendments to the FY 2022-2025 Transportation Improvement Program (TIP). Att. 4

- B. *Draft* FY 2024-2027 Transportation Improvement Program (TIP) Narrative
- C. FY 2024 Suballocated Funding Project List
- D. FY 2024 Road Safety Assessments (RSAs) Project Agreement with Burgess and Niple, Inc.
- VIII. Discussion regarding board members preferences to receive meeting packets via email or USPS mail
- IX. Staff Reports
- X. Adjournment

No Action Required: Att. 5

<u>Action Requested:</u> Motion to approve the FY 2024 Suballocated Funding Project List. *Att.* 6

<u>Action Requested:</u> Motion to approve project agreement with Burgess and Niple, Inc. for FY 2024 Road Safety Assessments (RSAs). *Att.* 7

^{*} Italicized items added after Agenda Packets mailed.

MINUTES

Regional Intergovernmental Council
Quarterly Board Meeting
September 14, 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

Coston Davis, Minority Group Representative

Andrew Dunlap, Private Sector Representative

Mayor Scott Elliott, City of Dunbar

Mayor David Fontalbert, Town of Marmet - Via Zoom

Mayor Jami Echols Hayes, Town of Bancroft

Mayor Melissa Hill, Town of Chesapeake

Mayor Scott James, City of St. Albans

Mayor William Jones, Town of Poca

Commissioner Connie Kinder, Clay County Commission

Kenneth Kinder, Private Sector Representative - Via Zoom

Charles Mays, Private Sector Representative - Via Zoom

Clary McCoy, Private Sector Representative

Barry McCune, Private Sector Representative

Kris Mitchell, Boone County Citizen Representative

Eric Sharp, Private Sector Representative

Melissa Smith, Kanawha County Citizen Representative

Mark Stolle, Putnam County Citizen Representative - Via Zoom

Mayor Kay Summers, Town of Clendenin - Via Zoom

Curt Zickafoose, Private Sector Representative

RIC Staff and Other Individuals Present:

Tyler Ferrell, Executive Director, RIC - Via Zoom

SoJuana Ellis, Project Administrator, 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

Commissioner Lance Wheeler, Kanawha County Commission

Kelly Workman, WV Department of Economic Development, Office of Broadband

Kara Greathouse, Federal Highways Administration - Via Zoom

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

I. Gust Speaker

Kelly Workman, Director of the West Virginia Office of Broadband and the West Virginia Broadband Enhancement Council served as guest speaker. Ms. Workman provided an overview on broadband activity and development in Boone, Clay, Kanawha, and Putnam counties.

II. Recognition of SoJuana Ellis for serving as Interim Executive Director

Sam Richardson, Senior Transportation Planner presented SoJuana Ellis, Project Administrator with an inscribed vase to honor her and thank her for serving as RIC's Interim Executive Director.

III. 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.

IV. Pledge of Allegiance

Chairman Dave Casebolt led the Pledge of Allegiance.

V. Executive Director's Report

Chairman Dave Casebolt introduced Tyler Ferrell, RIC's new Executive Director. Mr. Ferrell attended the meeting by phone, via Zoom.

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

Transportation

• Putnam County Schools Attendance Zone Boundaries Map

The RIC Transportation Team assisted Putnam County Schools with the interpretation of the school board's attendance zone policy and created both printed and digital maps for the school system to assist residents and realtors with understanding their county's school zone boundaries.

• WVDOT Vulnerable Road User Assessment Public Involvement

The RIC Transportation Team has been working to assist the West Virginia Department of Transportation's Safety Advancement Team with their public involvement efforts for a Kanawha County Vulnerable Road User Assessment Open House and statewide public survey. The assessment is a study to determine the safety needs and possible solutions for bicyclists and pedestrians statewide.

• Comprehensive Safety Action Plan (CSAP) Implementation Road Safety Assessments (RSAs)

The RIC Transportation Team has kicked off their efforts to implement the recently adopted CSAP by conducting a formal RFQ process to select consultants and scope for safety studies in high crash and high-risk areas for all road users. The team is looking forward to kicking off their work at the intersections of Mount Vernon Road & WV Route 34 in Putnam County. In Kanawha County the team will be kicking off with Lee Street & Leon Sullivan Way, along with the Washington Street East Corridor from Leon Sullivan Way to Ruffner Avenue.

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

The RIC Transportation Team has implemented the recently adopted suballocated funding guidelines and made the federally suballocated funding available to its member municipalities. The team continues to strategize ways to leverage the funding in a way the maximizes our region's use of federal dollars and that leads to Metropolitan Transportation Plan (MTP) implementation and improves highway performance measures.

Community Development

• US Department of Energy Grants to West Virginia Regional Tech Park and the Capitol Market

The RIC Community Development Team secured \$962,000 in local share funding from the WV Governor's Office to provide energy efficient lighting and solar power to the West Virginia Regional Tech Park and the Capitol Market, these two entities received Congressional Directed Spending through the FY 2022 and 2023 federal budgets. The two non-profits have requested RIC to function as administrator for their improvements.

Putnam County Commission Jim Ridge Phase II

The RIC Community Development Team worked with the Putnam County Commission to successfully bid and award the Jim Ridge Phase II Waterline Extension to Chojnacki Construction of Hamlin, WV. Construction began in August of 2023. This project serves fifty-four residences in Putnam County at a cost of \$3,865,000.

• Town of Clay Wastewater Facility Rehabilitation Project

The RIC Community Development Team working with the Town of Clay accepted bids for the wastewater facility rehabilitation project, the bids were over the \$10,200,000 estimate by \$1,440,700.00. RIC assisted the Town of Clay in acquiring the additional funds from the West Virginia Department of Economic Development in the form of a US Housing and Urban Development Disaster Recovery Economic Development Grant to make the project viable. The funding for the project should close by October 2023 and be awarded then.

• Applications with the West Virginia Infrastructure and Jobs Development Council
The RIC Community Development Team has been assisting member governments in
filing applications with the Infrastructure Council in anticipation of grant opportunities
later in 2023. The applications filed within the last quarter are for the City of South
Charleston Liberty Pump Station Rehabilitation, City of South Charleston Treatment
Plant Electrical Improvements, Town of East Bank Sanitary Sewer Rehabilitation, Town
of Poca Storm Sewer Project, and the Clay County Public Service District's Grassy Fork
and Ossia Road Waterline Extensions.

• Stormwater Funding Projects

The RIC Community Development Team is working with the Town of Poca to apply for funding for a stormwater project that is plaguing the residents in certain areas of the town. This \$601,300 project is being partially funded by the Town of Poca's ARPA funds. RIC is also working with the Town of Buffalo to develop a stormwater project and to establish stormwater utility boards in both entities.

VI. Approval of Minutes

A. Chairman Dave Casebolt presented the June 8, 2023 Quarterly Meeting Minutes for approval.

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

B. Chairman Dave Casebolt presented the July 20, 2023 Special Meeting Minutes for approval.

A MOTION WAS MADE BY CONNIE KINDER TO APPROVE THE JULY 20, 2023 SPECIAL MEETING MINUTES. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.

VII. 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 June 30, 2023, for approval.

A MOTION WAS MADE BY WILLIAM JONES TO APPROVE THE FINANCIAL REPORT AS OF JUNE 30, 2023. THE MOTION WAS SECONDED BY CONNIE KINDER AND WAS CARRIED.

B. Temporary Retroactive Salary Increase for the Interim Executive Director Position

Marci Cline, Financial Assistant/Project Administrator, presented the temporary retroactive salary increase for the interim executive director position for approval at the rate that was approved by the Executive Committee. The Executive Committee approved the temporary retroactive salary increase up to the amount that was made by the previous Executive Director.

A MOTION WAS MADE BY KRIS MITCHELL TO APPROVE THE TEMPORARY RETROACTIVE SALARY INCREASE FOR THE INTERIM EXECUTIVE DIRECTOR POSITION. THE MOTION WAS SECONDED BY CONNIE KINDER AND WAS CARRIED.

C. Legislative Allocations

Marci Cline, Financial Assistant/Project Administrator, presented the legislative allocations for the Regional Intergovernmental Council in the amount of \$35,000 from the West Virginia Development Office. A motion for the adoption of the Resolution for the Regional Intergovernmental Council was requested.

A MOTION WAS MADE BY SCOTT ELLIOTT TO ADOPT THE RESOLUTION FOR THE REGIONAL INTERGOVERNMENTAL COUNCIL. THE MOTION WAS SECONDED BY WILLIAM JONES AND WAS CARRIED.

VIII. Transportation

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

Sam Richardson, Senior Transportation Planner, 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 COSTON DAVIS AND WAS CARRIED.

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

Sam Richardson, Senior Transportation Planner, presented the Draft FY 2024-2027 Transportation Improvement Program (TIP) Narrative for review. No action was requested.

C. FY 2024 Suballocated Funding Project List

Sam Richardson, Senior Transportation Planner at the recommendation of the TTAC requested a motion to table this item until a later date.

A MOTION WAS MADE BY COSTON DAVIS TO TABLE THE FY 2024 SUBALLOCATED FUNDING PROJECT LIST. THE MOTION WAS SECONDED BY WILLIAM JONES AND WAS CARRIED.

D. FY 2024 Road Safety Assessments (RSAs) – Project Agreement with Burgess and Niple, Inc.

Sam Richardson, Senior Transportation Planner, presented the FY 2024 Road Safety Assessments (RSAs) project agreement with Burgess and Niple, Inc. for approval.

A MOTION WAS MADE BY SCOTT ELLIOTT TO APPROVE THE PROJECT AGREEMENT WITH BURGESS AND NIPLE, INC. FOR FY 2024 ROAD SAFETY ASSESSMENTS (RSAs). THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.

IX. Discussion Regarding Board Members Preference to Receive Meeting Packets Via Email or USPS Mail

Chairman Dave Casebolt led the RIC board in discussion on meeting packets being sent via email instead of by USPS mail. Chairman Casebolt requested a motion to begin sending the meeting packets via email instead of USPS mail.

A MOTION WAS MADE BY SCOTT ELLIOTT FOR BOARD MEETING PACKETS TO BE SENT VIA EMAIL INSTEAD OF BY USPS MAIL. THE MOTION WAS SECONDED BY KRIS MITCHELL AND WAS CARRIED.

X. Staff Reports

Sam Richardson, Senior Transportation Planner reported on the Snow & Ice Control Workshop in Summersville on September 21, 2023, and the Stormwater Fundamentals class at the Charleston Convention Center on September 22, 2023.

XI. Adjournment

A MOTION WAS MADE BY WILLIAM JONES TO ADJOURN THE MEETING. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED. THE MEETING ADJOURNED AT 12:53 P.M.

Dave Casebolt, Chairman

Regional Intergovernmental Council

Dave Casabet

12-14-23

Date