

Regional Intergovernmental Council
Metropolitan Planning Organization

SFY 2024

Q4 UPWP Progress Report

April 1, 2024 – June 30, 2024



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Introduction and Summary

This progress report is intended to be a summary of the transportation planning activities assumed by the Regional Intergovernmental Council (RIC) Metropolitan Planning Organization (MPO) for Q4 of State Fiscal Year (SFY) 2024 beginning April 1, 2024, through June 30, 2024. As demonstrated in this report, the RIC MPO staff has made significant progress in implementing the programs and work outlined in the SFY 2024 Unified Planning Work Program (UPWP). The federal share is funded by a Consolidated Planning Grant (CPG) of Federal Highway Administration (FHWA) Planning (PL) and Federal Transit Administration (FTA) MPP Funds. The local share is funded with the WV Department of Transportation State Road Fund and RIC local funds.

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. The RIC MPO Quarterly TTAC was held at its regularly scheduled occurrence of the Tuesday prior to the Policy Board meetings at 1:30 PM. Meeting materials were sent in advance of advisory committee meetings, which were hosted at the RIC office and on a web conference platform. Applicable open meeting law protocols and RIC bylaws were followed for the RIC Policy Board, the decision-making body for the RIC MPO. The RIC Policy Board meets quarterly on the second Thursdays of March, June, September, and December. The meeting agenda and minutes for the regularly scheduled meetings can be found in Appendix A of this report.

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 and offer RIC services. RIC attended this committee as an interagency partner on June 3, 2024.

City of Charleston Planning, Streets, and Traffic Committee

Staff representatives of RIC continued to regularly attend the City of Charleston's Planning, Streets, and Traffic Committee. To remain informed and knowledgeable about the transportation-related priorities of the City of Charleston and the public and inform stakeholders of RIC services. RIC staff attended this committee as an interagency partner on April 22, 2024 and May 30, 2024.





KRT Public and Board Meetings

RIC staff representatives participated in KRT Board meetings as interagency partners on June 27, 2024. The team also attended the KRT COA Public Meeting on June 31, 2024.

WVDOT Resilience Improvement Plan Workshop

RIC Staff Participated on April 17, 2024 in the stakeholder kickoff of the WVDOT Resilience Improvement Plan.

WV Safety Management Task Force

Staff representatives of RIC participated in the WV State Highway Strategic Safety Plan (SHSP) Pedestrian Emphasis Area Team meeting on April 2, 2024 and on June 4, 2024. The RIC team also attended the June 10, 2024 Intersection Emphasis Area Team meeting. Each emphasis area reviewed data and action items.

WVAMPO Planning Conference and May 2024 Meeting

RIC Staff attended the WVAMPO meeting on May 21, 2024. RIC presented 2 presentations during the conference on traffic safety studies conducted by RIC focused on roundabouts and prioritizing Vulnerable Road User (VRU) safety.

Teays Valley Road Widening Stakeholder Forums

RIC staff attended the Stakeholders Briefing May 16, 2024 on the Teays Valley Road Widening project. Stakeholders were introduced to the need for the project and briefly discussed some initial goals for the project and major constraints. RIC staff attended the Stakeholders Issues Forum on June 26, 2024 where participants commented on the existing problems and provided suggestions for the road's improvement in an interactive workshop.

Yeager Airport Board Meetings

RIC staff representatives began attending Yeager Airport Board meetings on to remain informed and knowledgeable about Yeager's priorities on April 24, 2024, May 22, 2024, and June 26, 2024.



Trainings, Conferences, and Webinars

Trainings and Webinars

RIC Staff Attended the following trainings and webinars during this quarter.

- WV LTAP Public Works Safety Web Training on April 2, 2024.
- Hosted the WV LTAP Traffic Calming Course at the Charleston City Center on April 16, 2024.
- WV LTAP Risk Management/Tort Liability on April 23-24, 2024.
- Travel Demand Model (TDM) training with Kimley Horn on May 17, 2024.
- WVLTAP ADA and PROWAG Training in Charles Town, WV on June 25, 2024.
- Congress for New Urbanism Webinar ‘On the Park Bench – Mitigating Harm Through Community-Based Ideas.’ June 11, 2024.
- Maryland Department of Planning featured Anna Zivarts to discuss her new book “*When Driving is Not an Option: Designing Transportation for Involuntary Non-drivers Improves Accessibility for All*” on June 13, 2024.
- Charging and Fueling Infrastructure (CFI) Grant NOFO Overview Webinar.

Additional Planning Progress Overview

The following is intended to highlight some of the accomplishments and activities of the MPO staff during Q4 of SFY 2024.

- Participated in Geographic Information Systems and Spatial Analysis Graduate Certificate Program at West Virginia University.
- Advancing projects on suballocated project listing.
- Updated the TIP project listing as requested partner agencies. .
- Conducted Air Quality Interagency Consultation (IAC) procedures.
- Conducted RIC Public Participation Plan (PPP) procedures.
- Maintained RIC Title VI program.
- Adopted SFY 2025 UPWP.
- RIC Staff observed the bike repair station at the SOAR Mutual Aid Fair on April 17, 2024.
- Updated Transportation information for the Community and Economic Development Survey (CEDS).
- Hosted a site visit and provided technical assistance in Marmet, WV for a potential Recreational Trails Program project on May 3, 2024.
- Advanced data collection effort for the MTP.
- Discussed Eligibility for Toyota Motor Manufacturing of WV Grants with Program Officer
- Participated in an interagency discussion on RIC’s UPWP on April 25, 2024.
- Researched and provided technical assistance to the City of St. Albans on EV Charging and the CFI grant program.





Fiscal Progress Summary Overview

The following pages of the RIC MPO SFY 2024 Q4 UPWP Progress Report contain the fiscal progress of the MPO based on the UPWP's detailed expense budget concluding by the Q4 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, underutilized, or heading towards being over budget 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.



RIC MPO UPWP Fiscal Progress Summary SFY 24 Q4

ID	Element	Direct Expenses								Total Element
		Salaries	Fringe Benefits	Contracted Services	Travel	Printing	*Other	Total Direct	Indirect	
301024	Management and Administration	\$ 66,315	\$ 27,823	\$ -	\$ 5,000	\$ 1,250	\$ 7,000	\$ 107,388	\$ 37,133	\$ 144,521
	Progress Amount	\$ 56,951	\$ 17,722	\$ 750	\$ 5,552		\$ 3,795	\$ 84,770	\$ 39,501	\$ 124,271
	Progress Percent	85.88%	63.69%		111.05%	0.00%	54.22%	78.94%	106.38%	85.99%
301124	Long Range Plan Development	\$ 27,661	\$ 11,605	\$ 60,000	\$ 1,500	\$ 1,000	\$ 500	\$ 102,266	\$ 15,489	\$ 117,755
	Progress Amount	\$ 26,040	\$ 8,103	\$ 20,187	\$ 655	\$ 100	\$ -	\$ 55,085	\$ 18,061	\$ 73,146
	Progress Percent	94.14%	69.82%	33.65%	43.66%	9.98%	0.00%	53.86%	116.61%	62.12%
301224	TIP	\$ 28,143	\$ 11,807	\$ -	\$ -	\$ 500	\$ 440	\$ 40,890	\$ 15,758	\$ 56,648
	Progress Amount	\$ 20,026	\$ 6,232		\$ 30	\$ 416		\$ 26,703	\$ 13,890	\$ 40,593
	Progress Percent	71.16%	52.78%			83.14%	0.00%	65.30%	88.14%	71.66%
301424	Short Range Planning	\$ 32,235	\$ 13,524	\$ 10,600	\$ 500	\$ 500	\$ 500	\$ 57,859	\$ 18,050	\$ 75,909
	Progress Amount	\$ 24,178	\$ 7,524		\$ 833			\$ 32,534	\$ 16,770	\$ 49,304
	Progress Percent	75.01%	55.63%	0.00%	166.56%	0.00%	0.00%	56.23%	92.91%	64.95%
301624	Database and GIS	\$ 17,535	\$ 7,357	\$ -	\$ 1,500	\$ -	\$ 21,231	\$ 47,623	\$ 9,819	\$ 57,442
	Progress Amount	\$ 17,724	\$ 5,515		\$ 6,827	\$ 30	\$ 19,088	\$ 49,185	\$ 12,294	\$ 61,478
	Progress Percent	101.08%	74.97%		455.13%		89.91%	103.28%	125.21%	107.03%
301724	General Transit	\$ 6,675	\$ 2,801	\$ -	\$ 500	\$ -	\$ 500	\$ 10,476	\$ 3,738	\$ 14,214
	Progress Amount	\$ 2,931	\$ 912		\$ 4		\$ 605	\$ 4,451	\$ 2,033	\$ 6,484
	Progress Percent	43.90%	32.56%		0.88%		120.90%	42.49%	54.38%	45.62%
301824	Special Studies	\$ 46,836	\$ 19,650	\$ 80,000	\$ 1,000	\$ 300	\$ 2,000	\$ 149,786	\$ 26,226	\$ 176,012
	Progress Amount	\$ 40,892	\$ 12,724	\$ 79,862	\$ 589	\$ 758	\$ 5,295	\$ 140,120	\$ 28,363	\$ 168,483
	Progress Percent	87.31%	64.76%	99.83%	58.90%	252.80%	264.74%	93.55%	108.15%	95.72%
	Total Expense Budget	\$ 225,400	\$ 94,567	\$ 150,600	\$ 10,000	\$ 3,550	\$ 32,171	\$ 516,288	\$ 126,212	\$ 642,500
	Total Expense Progress	\$ 188,741	\$ 58,731	\$ 100,799	\$ 14,490	\$ 1,304	\$ 28,782	\$ 392,848	\$ 130,912	\$ 523,760
	Total Expense Percent	83.74%	62.11%	66.93%	144.90%	36.74%	89.47%	76.09%	103.72%	81.52%

Legend			
Over Budget			
Over Expected Quarterly	Q1	Q2	Q3
	>30%	>60%	>90
Under Budget	Q1	Q2	Q3
	<15%	<40%	<65%

Element Number 301024 Management and Administration

Q4 Progress:

- 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.
 - Maintained office and equipment.
 - Maintained software and licensing.
 - Composed meeting minutes and compiled meeting materials.
 - Monitored UPWP progress.
 - Developed RIC Newsletter.
 - Processed invoices.
 - Participated in an interagency discussion on RIC’s UPWP on April 25, 2024.
 - Coordinated with legal firm Tedrow & Myers on US Department of Labor and US Immigration services on Labor Condition Application and H1b visa supplication package for an overseas candidate.

Funding Source and Expenditure Status.

301024	Management and Administration	Budget	Progress Amount	Progress Percent
Direct Expenses	Salaries	66,315	56,951	42.16%
	Fringe Benefits	27,823	17,722	31.23%
	Contracted Services	0	750	
	Travel	5,000	5,552	111.05%
	Printing	1,250	0	0.00%
	*Other	7,000	3,795	54.22%
	Total Direct	107,388	84,770	78.94%
	Indirect	37,133	39,501	106.38%
	Total Element	144,521	124,271	85.99%



Element Number 301124 Long-Range Transportation Plan

Q4 Progress:

- Launched MTP data collection effort.
- Participated in Travel Demand Model (TDM) training sessions by Kimley Horn.
- Discussed direction, stakeholder participation, and timeline of MTP development.
- Developed a checklist of all that is required in the MTP in accordance with the IIJA
- Provided transportation information update for the CEDS.

Funding Source and Expenditure Status:

301124	Long Range Plan Development	Budget	Progress Amount	Progress Percent
Direct Expenses	Salaries	27,661	26,040	94.14%
	Fringe Benefits	11,605	8,103	69.82%
	Contracted Services	60,000	20,187	33.65%
	Travel	1,500	655	43.66%
	Printing	1,000	100	9.98%
	*Other	500	0	0.00%
	Total Direct	102,266	55,085	53.86%
	Indirect	15,489	18,061	116.61%
Total Element		117,755	73,146	62.12%



Element Number 301224 Transportation Improvement Program

Q4 Progress:

- RIC staff continued the regular updates to the FY 24-27 Transportation Improvement Program (TIP). Additionally, RIC conducted the following activities as it relates to the TIP.
 - Amended and adjusted the project listings as needed.
 - Adjusted the financial summaries.
 - Maintained transportation measures and targets for the RIC region.
 - Followed RIC Public Participation Plan and Title VI procedures as it relates to the TIP.
 - Continued posting legal notices on Facebook in addition to the traditional legal notices in Charleston Newspapers as per the guidance in the Infrastructure Investment and Jobs Act (IIJA).

Funding Source and Expenditure Status:

301224	TIP	Budget	Progress Amount	Progress Percent
Direct Expenses	Salaries	28,143	20,026	71.16%
	Fringe Benefits	11,807	6,232	52.78%
	Contracted Services	0	0	
	Travel	0	30	
	Printing	500	416	83.14%
	*Other	440	0	0.00%
	Total Direct	40,890	26,703	65.30%
	Indirect	15,758	13,890	88.14%
Total Element	56,648	40,593	71.66%	



Element Number 301424 Short-Range Transportation Planning

Q4 Progress:

- 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.
 - Attended various trainings and webinars.
 - Provided short range planning and technical assistance to the Town of Marmet and the City of St. Albans.
 - Implemented the RIC Comprehensive Safety Action Plan (CSAP) including creating and sharing interagency partner traffic safety-related vision zero messaging.
 - Discussed Eligibility for Toyota Motor Manufacturing of WV Grants with Program Officer.

Funding Source and Expenditure Status:

301424	Short Range Planning	Budget	Progress Amount	Progress Percent
Direct Expenses	Salaries	32,235	24,178	75.01%
	Fringe Benefits	13,524	7,524	55.63%
	Contracted Services	10,600	0	0.00%
	Travel	500	833	166.56%
	Printing	500	0	0.00%
	*Other	500	0	0.00%
	Total Direct	57,859	32,534	56.23%
	Indirect	18,050	16,770	92.91%
	Total Element	75,909	49,304	64.95%



Element Number 301624 Database and GIS

Q4 Progress:

- RIC staff continued to maintain RIC’s database, mapping, and GIS.
 - Attended course and submitted assignments for West Virginia University’s Graduate Certificate Program in Geographic Information Systems and Spatial Analysis.

Funding Source and Expenditure Status:

301624	Database and GIS	Budget	Progress Amount	Progress Percent
Direct Expenses	Salaries	17,535	17,724	101.08%
	Fringe Benefits	7,357	5,515	74.97%
	Contracted Services	0	0	0.00%
	Travel	1,500	6,827	455.13%
	Printing	0	30	
	*Other	21,231	19,088	89.91%
	Total Direct	47,623	49,185	103.28%
	Indirect	9,819	12,294	125.21%
	Total Element	57,442	61,478	107.03%



Element Number 301724 General Transit Planning

Q4 Progress:

- Reviewed and provided comments on the proposed KRT Comprehensive Operations Analysis (COA).
- Conducted detailed research on other on-demand transit service examples and best practices.
- Participated in KRT Board meetings.
- Participated in the KRT COA Public Meeting #1.

Funding Source and Expenditure Status:

301724	General Transit	Budget	Progress Amount	Progress Percent
Direct Expenses	Salaries	6,675	2,931	43.9%
	Fringe Benefits	2,801	912	32.56%
	Contracted Services	0	0	
	Travel	500	4	0.88%
	Printing	0	0	
	*Other	500	605	120.9%
	Total Direct	10,476	4,451	42.49%
	Indirect	3,738	2,033	54.38%
	Total Element	14,214	6,484	45.62%



Element Number 301824 Special Studies

Q4 Progress:

1. RIC staff conducted the following activities as it related to its Special Studies Program:
 - Participated in the WVDOT Resilience Improvement Plan Workshop.
 - Participated in in the intersection and pedestrian emphasis areas for the implementation of the State Highway Strategic Safety Plan.

Funding Source and Expenditure Status:

301824	Special Studies	Budget	Progress Amount	Progress Percent
Direct Expenses	Salaries	46,836	40,891	87.31%
	Fringe Benefits	19,650	12,724	64.76
	Contracted Services	80,000	79,862	99.83%
	Travel	1,000	589	58.90%
	Printing	300	758	252.80%
	*Other	2,000	5,295	264.74%
	Total Direct	149,786	140,120	93.55%
	Indirect	26,226	28,363	108.15%
Total Element		176,012	168,483	95.72%





Appendix A: RIC Meeting Agendas and Minutes



REGIONAL
INTERGOVERNMENTAL
COUNCIL



BOONE, CLAY, KANAWHA, PUTNAM COUNTIES

Agenda

Quarterly BPAC

May 28th, 2024; 1:30 PM

RIC Conference Room and Zoom

315 D Street, South Charleston, WV 25303

<https://us06web.zoom.us/j/89660166252?pwd=zoJjOVNVepaly9lqBCJiLdUOqfxlYK.1>

Meeting ID 896 6016 6252

Passcode: 309549

- I. Welcome and Introductions
- II. Review of Previous Meeting Minutes
- III. WVDOT VRU Update
- IV. Teays Valley Road Widening
- V. The City of Charleston's RAISE Grant
- VI. RIC UPWP
 - a. Complete Streets Planning Non-Federal Match Waiver Update
- VII. Suballocated Funding Discussion
- VIII. Bridge Replacements
- IX. Open Discussion
- X. Adjournment

RIC Bicycle and Pedestrian Advisory Committee (BPAC)

Quarterly Meeting

May 28, 2024 at 1:30 PM

Hybrid at RIC Office and virtual via Zoom

***Denotes virtual attendance**

Welcome and Introduction

Sam Richardson, RIC

Jake Smith, RIC

Jeffery Mace, RIC*

Tyler Ferrell, RIC*

Dan Vriendt, City of Charleston Planning Director

Ryan Hough, Citizen/Transportation Engineer*

Dennis Strawn – Complete Streets Advisory Board*

Brian Carr, Planning, WVDOH, P.E.*

Kendra Schenk, Burgess & Niple*

Kara Greathouse – FHWA*

Chris Gress – Putnam County Citizen

Amy Straud –HDR Inc*

Karen Johnson – Putnam County Aging*

Review of Previous Meeting Minutes

Sam discussed the previous meeting minutes. Sam described a change from the minutes sent by email to the minutes for further clarity. Sam asked for any questions or comments. There were none. Dan Vriendt made a motion to approve the meeting minutes with the described change. Dennis Strawn made a second to the motion. The minutes were approved unanimously.

WVDOT Vulnerable Road User (VRU) Update

Sam introduced Kendra Schenk to discuss the State Vulnerable Road User (VRU) assessment. Kendra discussed the beginning of implementation, the next group meeting schedule and projects. The State is looking to start adding projects through a Call for Projects. Brian mentioned WVDOT was ultimately going to prioritize projects based on the results of the VRU. If State and local priorities intersect, then projects will have an easier time moving forward. Jeffery started a discussion on funding through SS4A. Sam mentioned that while safety is an important lens for making priorities, accessibility and connectivity is an important lens as well.

Teays Valley Road Widening

Amy discussed the early stakeholder engagement for the State project for widening Teays Valley Road. She also discussed upcoming focus groups, and possible multimodal aspects of the project. A discussion on the scope of the project was held. Additional information on upcoming meetings and programmed funding, including the possible use of TMA funds. Karen mentions that sidewalks could be useful for greater independence

The City of Charleston's RAISE Grant

Sam applauded the City of Charleston's public meeting regarding their RAISE project on Kanawha Boulevard. Dan asked about the public comments, specifically about concerns the public might have with lane reductions. Sam mentioned that there was an initial concern for traffic flow with a lane reduction, but the concern was mitigated when more information was provided, but the general sentiment seemed to be in favor of the project. Dan mentioned the difference in opinion among generations on driving versus active transportation. An additional discussion on options for active transportation considerations on the 35th Street bridge refurbishment.

RIC UPWP

Sam covered the draft UPWP focusing on the FTA and FHWA complete streets local match waivers in detail. Sam discussed the plan to acquire cell phone traffic data including pedestrian and cycling activity as a contracted service. He also went over the plan to contract a land use study measuring the financial performance by parcel and comparing to bike/ped and transit infrastructure.

Suballocated Funding Discussion

Sam discussed the RIC suballocated fund requests. Sam and Brian discussed the issues with the State DOH not having a system setup to get projects selected by the MPO programmed properly. Brian mentioned issues with various aspects of oversight from the State. There's currently not a policy or system at the state level to handle these programs well.

Bridge Replacement

Sam suggested considering the array bridge replacements programmed. In a continuation from the early discussions detailed discussions on the 35th street bridge and its limited bike/ped access. Further discussions occurred on including input on the bridge rehabilitation to include bike/ped and ADA access.

Open Discussion

Sam discussed the WVAMPO conference and his and Kendra's presentation on roundabouts and RIC traffic safety studies that prioritized VRUs.

Adjournment

Dan Vriendt made the motion to adjourn. Ryan Hough 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, August 27, 2024, virtually and in-person.

REGIONAL
INTERGOVERNMENTAL
COUNCIL



BOONE, CLAY, KANAWHA, PUTNAM COUNTIES

Agenda

RIC TTAC Quarterly Discussion

June 11, 2024; 1:30 PM

RIC Conference Room and Zoom

315 D Street, South Charleston, WV 25303

<https://us06web.zoom.us/j/89073483064?pwd=dnw1Ui40lz1AaKxYcUywyje89QQ3.1>

Meeting ID: 890 7348 3064

Passcode: 503709

- I. Welcome and Introductions
- II. Review of Previous Meeting Minutes – *Action Requested*
- III. FY 2024-2027 Transportation Improvement Program (TIP) Adjustments
- IV. SFY 2025 Unified Planning and Work Program (UPWP) – *Action Requested*
- V. BPAC Update
- VI. KRT Update
- VII. KYOVA Update
- VIII. WVDOT Update
- IX. FHWA Update
- X. Open Discussion
- XI. Adjournment

Minutes
RIC TTAC Quarterly Discussion
June 11th, 2024 – 1:30 p.m.
(Hybrid) RIC Conference Room / Virtual via Zoom

***Denotes virtual attendance**

Welcome and Introductions

Sam Richardson - RIC

Jake Smith – RIC

Jeffery Mace – RIC

C.W. Sigman – Kanawha County Commission

Brian Carr* – WVDOH, Planning Section Head

Saleem Salameh* – KYOVA, Deputy Director

Susie Salisbury* – Charleston Area Alliance

Kelsey Harrah* – Communications Director, KRT

Review and Approval of March 12th, 2024, TTAC Meeting

Sam Richardson reviewed minutes and 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 Susie Salisbury and seconded by Saleem Salameh. A vote was held and the motion passed unanimously.

FY 2024-2027 Transportation Improvement Program (TIP) Adjustments

Jake Smith presented a summary of the TIP adjustment. A short discussion was held.

FY 2025 Unified Planning and Work Program (WPWP)

Sam Richardson presented the final UPWP and noted that the public participation policy was followed with no comments expressed. Sam gave a summary of the elements and noted that the Town of Belle and the Upper Kanawha Valley Foundation were covering the local match for a complete streets study for Belle.

A motion of approval was made by C.W. Sigman and seconded by Susie Salisbury. A vote was held and the motion passed unanimously.

BPAC Update

Sam Richardson presented summary of the committee, focusing on the Teays Valley Road widening.

KRT Update

Kelsey Harrah presented an update on KRT. Provided update on KRT's Comprehensive Operational Analysis (COA) including a recently held public meeting, survey available and next public meeting for the COA. TIP adjustments were minor, and KRT is working on its next Art Bus project with student artists.

KYOVA Update

Saleem Salameh presented. KYOVA's focus will be on congestion management update, transportation model update, TIP update and some conferences upcoming that may be useful for MPO attendance.

WVDOT Update

Brain Carr noted that a key employee left DOH.

FHWA update

Sam mentioned the EV Charger NOFO is available. Jeffery gave a short update on the Safe Street for All August planning deadline.

Open Discussion

Sam Richardson mentioned that Suballocated Funding can be administrated on a local or regional agency level with a 5% cost to assist the State in allocating funds. C.W. Sigman discussed CSX safety issues in St. Albans with pedestrian and cyclist crossing or loitering in the area on tracks and highway.

Adjournment

Adjournment was motioned by C.W. Sigman and seconded by Saleem Salameh. This concluded the meeting until next meeting in September of 2024.

REGIONAL INTERGOVERNMENTAL COUNCIL



BOONE, CLAY, KANAWHA, PUTNAM COUNTIES

Agenda
Quarterly Meeting
June 13, 2024; 12:00 p.m.
West Virginia Regional Technology Park
Hendrickson Conference Center, Building 2000 E
South Charleston, WV 25303

- I. Roll Call
- II. Pledge of Allegiance
- III. Executive Director's Report

IV. Approval of Minutes

V. Treasurer's Report

A. Financial Report

B. FY 2023 Financial Audit

C. FY 2025 Operating Budget
Revision

VI. Transportation

A. SFY 2024 Unified Planning
Work Program (UPWP)

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

VII. FY 2024-2028 Comprehensive
Economic Development Strategy
(CEDS) Project Listing, Goals, &
SWOT Analysis

VII. Staff Reports

IX. Adjournment

Action Requested: Motion to approve the
March 14, 2024 Meeting Minutes. *Att. 1*

Action Requested: Motion to approve the
Financial Report as of April 30, 2024. *Att. 2*

No Action Requested: *Att. 3*

Action Requested: Motion to approve the FY
2025 Operating Budget Revision. *Att. 4*

Action Requested: Motion to endorse the SFY
2024 UPWP. *Att. 5*

No Action Requested: *Att. 6*

Action Requested: Motion to approve the FY
2024-2028 CEDS Project Listing, Goals, &
SWOT Analysis. *Att. 7*

MINUTES

**Regional Intergovernmental Council
Quarterly Board Meeting
June 13, 2024; 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
Mayor Conrad Cain, Town of Buffalo – Via Zoom
Brian Carr, Private Sector Representative
Mayor David Casebolt, City of Nitro
Coston Davis, Minority Group Representative
Mayor Scott Elliott, City of Dunbar
Mayor David Fletcher, Town of Belle
Mayor David Fontalbert, Town of Marmet– Via Zoom
Mayor Essie Ford, Jr., Town of Handley – Via Phone
Kelsey Harrah, Private Sector Representative – Via Zoom
Mayor Jami Echols Hayes, Town of Bancroft – Via Zoom
Mayor Melissa Hill, Town of Chesapeake – 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
Audrey Kirksey, Kanawha County Citizen Representative
Commissioner Brett Kuhn, Boone County Commission – Via Zoom
Clark McCoy, Private Sector Representative
Barry McCune, Private Sector Representative – Via Zoom
Kris Mitchell, Boone County Citizen Representative
Eric Sharp, Private Sector Representative
Commissioner Marc Slotnick, Kanawha County Commission

RIC Staff and Other Individuals Present:

Tyler Ferrell, Executive Director, RIC
Joanna Keller, Executive Assistant, RIC
Marci Cline, Finance Assistant/Project Administrator, RIC
Sam Richardson, Transportation Program Manager, RIC
Jake Smith, Transportation Planner, RIC
Jeffery Mace, Transportation Planner, RIC
Terry Martin, Project Coordinator, RIC
Bruce Mullins, Project Coordinator, RIC
SoJuana Ellis, Project Administrator, RIC
Ben Newhouse, Project Coordinator, RIC

The Regional Intergovernmental Council (RIC) met on June 13, 2024, 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 the following projects:

Transportation

- **Recreational Trails Program Grant**
The transportation staff is currently working with the Town of Marmet on a Recreational Trails Program Grant.
- **Traffic Studies Brief at WVAMPO Conference**
The transportation staff presented a brief on traffic studies that RIC has conducted over the past year at the West Virginia Association of Metropolitan Planning Organization (WVAMPO) Conference.
- **Teays Valley Road Widening Project**
The transportation staff is participating with the Teays Valley Road Widening Project by getting stakeholder opinions and communicating with DOH.
- **Rail Explorers Ribbon Cutting in Clay County**
The transportation staff attended the ribbon cutting ceremony for Rail Explorers in Clay County.

Community Development

- **Ben Newhouse New Project Coordinator**
Ben Newhouse has joined the RIC team as Project Coordinator.
- **EDA Grant Application for INNOVA**
The RIC community development staff submitted an EDA grant application for INNOVA. Once funded it will allow INNOVA and the other partners within the application to work with entrepreneurs to scale up their production to be more commercialized.
- **Lens Creek Sewer Project**
The RIC community development staff is working to close the funding gap on the Lens Creek Sewer Project. The project has received \$1,000,000 in funding from the Army Corps of Engineers and \$2,000,000 from the DEP SRF. Once all funding sources come through this \$19,000,000 project will come to fruition.
- **Boone County PSD**

Boone County PSD just received a \$1,000,000 grant for wastewater improvements. RIC is currently waiting to hear back on a \$500,000 West Virginia Infrastructure and Jobs Development Council (IJDC) request for this project.

- **West Virginia Emergency Management Division (WVEMD)**

RIC is currently working with WVEMD to finalize a memorandum of understanding allowing RIC to hire three additional team members. Two Recovery Specialists and one GIS Specialist will be hired. The Recovery Specialists will work with member governments to help them better prepare for the next federal disaster. They will help to compile documentation as well as review maintenance records to see how RIC can assist in keeping records up to date. The GIS Specialist will map infrastructure, this will allow RIC to procure a drone to map and document existing conditions.

- **Certified Development Company (CDC)**

The CDC project is moving forward, the application is almost complete and is anticipated to be submitted to the Small Business Administration (SBA) in July.

IV. Approval of Minutes

Chairman Dave Casebolt presented the March 14, 2024, Meeting Minutes for approval.

A MOTION WAS MADE BY CONNIE KINDER TO APPROVE THE MARCH 14, 2024, 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, 2024, for approval.

A MOTION WAS MADE BY DAVID FLETCHER TO APPROVE THE FINANCIAL REPORT AS OF APRIL 30, 2024. THE MOTION WAS SECONDED BY CONNIE KINDER AND WAS CARRIED.

B. FY 2023 Financial Audit

Marci Cline, Financial Assistant/Project Administrator, presented the FY 2023 Financial Audit.

No action was requested.

C. FY 2025 Operating Budget Revision

Marci Cline, Financial Assistant/Project Administrator, presented the FY 2025 Operating Budget Revision for approval.

A MOTION WAS MADE BY KRIS MITCHELL TO APPROVE THE FY 2025 OPERATING BUDGET REVISION. THE MOTION WAS SECONDED BY CONNIE KINDER AND WAS CARRIED.

VI. Transportation

A. SFY 2025 Unified Planning Work Program (UPWP)

Sam Richardson, Transportation Program Manager, presented the SFY 2025 Unified Planning Work Program (UPWP) for approval.

A MOTION WAS MADE BY SCOTT JAMES TO APPROVE THE SFY 2025 UNIFIED PLANNING WORK PROGRAM (UPWP). THE MOTION WAS SECONDED BY DAVID FLETCHER AND WAS CARRIED.

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

Sam Richardson, Transportation Program Manager, presented the adjustments to the FFY 2024-2027 Transportation Improvement Program (TIP).

No action was requested.

VII. FY 2024-2028 Comprehensive Economic Development Strategy (CEDS) Project Listing, Goals and SWOT Analysis

Tyler Ferrell, Executive Director, presented the FY 2024-2028 Comprehensive Economic Development Strategy (CEDS) Project Listing, Goals and SWOT Analysis for approval.

A MOTION WAS MADE BY COSTON DAVIS TO APPROVE THE FY 2024-2028 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) PROJECT LISTING, GOALS AND SWOT ANALYSIS. THE MOTION WAS SECONDED BY WILLIAM JONES AND WAS CARRIED.

VIII. Staff Reports

There were no staff reports.

IX. Adjournment

A MOTION WAS MADE BY DAVID FLETCHER TO ADJOURN THE MEETING. THE MOTION WAS SECONDED BY CONNIE KINDER AND WAS CARRIED. THE MEETING ADJOURNED AT 12:33 P.M.

**Resolution of the BCKP Regional Intergovernmental Council (RIC) SFY 2025
Unified Planning and Work Program**

Whereas, Metropolitan Planning Organizations (MPO) are required to document a Unified Planning and Work Program (UPWP) by 23 CFR 450.308 in order to receive funds provided under 23 U.S.C. 104(d), 49 U.S.C. 5305(d), and 49 U.S.C. 5307.

Whereas, RIC is the officially designated MPO for the Charleston, WV Metropolitan Planning Area comprising Kanawha and Putnam counties in WV, including the Hurricane-Teays Valley portion of the Huntington, WV Urbanized Area.

Whereas, RIC, in cooperation with the Kanawha Valley Regional Transportation Authority (KRT) and the West Virginia Department of Transportation (WVDOT), intends to receive funds provided under 23 U.S.C. 104(d), 49 U.S.C. 5305(d), and 49 U.S.C. 5307.

Whereas, The State Fiscal Year (SFY) 2025 RIC MPO UPWP fulfills the requirements of 23 CFR 450.308, is within the scope and requirements of the metropolitan transportation planning process under 23 CFR 450.306, and has followed the requirements of preceding RIC Policy Board actions, including but not limited to the RIC Public Participation Plan (PPP) and RIC Title VI Plan.

Now therefore be it resolved, that the Policy Board of the BCKP Regional Intergovernmental Council approves the attached SFY 2025 RIC MPO UPWP.

So, resolved this 13th day of June 2024.



Dave Casebolt, Chairman
BCKP Regional Intergovernmental Council