

## 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 that 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.**

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**Dave Casebolt, Chairman**  
**Regional Intergovernmental Council**

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**Date**