

MINUTES

**Regional Intergovernmental Council
Quarterly Meeting
September 1, 2022; 12:00 P.M.
West Virginia Regional Technology Park
David K. Hendrickson Conference Center, Building 2000 E
South Charleston, WV**

Members Present:

Andy Backus, City of Charleston Citizen Representative – Via Zoom
Oree Banks, Minority Group Representative
Commissioner Craig Bratcher, Boone County Commission – Via Zoom
Ericke S. Cage, J.D., LL.M., Private Sector Representative – Via Zoom
Mayor Conrad Cain, Town of Buffalo – Via Telephone
Brian Carr, Private Sector Representative – Via Zoom
Coston Davis, Minority Group Representative – Via Telephone
Mayor Scott Elliott, City of Dunbar
Mayor David Fletcher, Town of Belle
Mayor David Fontalbert, Town of Marmet – Via Zoom
Mayor Scott James, City of St. Albans
Commissioner Connie Kinder, Clay County Commission
Kenneth Kinder, Private Sector Representative
Kim Knapp, Private Sector Representative
Clark McCoy, Private Sector Representative
Barry McCune, Clay County Citizen Representative – Via Zoom
S.K. Miller, Private Sector Representative – Via Telephone
Kris Mitchell, Boone County Citizen Representative
Eric Sharp, Private Sector Representative
Commissioner Andy Skidmore, Putnam County Commission - Via Zoom
Mark Stolle, Jr., Private Sector Representative - Via Zoom
Joy Underwood, Private Sector Representative

RIC Staff and Other Individuals Present:

Colt Sandoro, Executive Director, RIC
Joanna Keller, Executive Assistant, RIC
Marci Cline, Finance Assistant/Project Administrator, RIC
Kelsey Tucker, Transportation Planning Manager, RIC
Sam Richardson, Senior Transportation Planner, RIC
Jake Smith, Transportation Planner, RIC
SoJuana Ellis, Project Administrator, RIC
Terry Martin, Project Coordinator, RIC
Bruce Mullins, Project Coordinator, RIC
Brandy Whittington, Matheny & Company AC
Kara Greathouse, Federal Highway Administration – Via Zoom

Saleem Salameh, KYOVA Interstate Planning Commission – Via Zoom
Tammy Lowers, Workforce West Virginia
Michael Lamb, West Virginia Division of Rehabilitation Services

The Regional Intergovernmental Council (RIC) met on September 1, 2022 in the David K. Hendrickson Conference Center at the West Virginia Regional Technology Park in South Charleston.

I. Guest Speakers

Chairman David Fletcher introduced Tammy Lowery with Workforce West Virginia and Michael Lamb with West Virginia Division of Rehabilitation Services. Ms. Lowers and Mr. Lamb gave a presentation on the many different services and programs that are available through Workforce West Virginia and West Virginia Division of Rehabilitation Services.

II. Roll Call

Roll Call was taken by Kelsey Tucker, Transportation Planning Manager. Chairman David Fletcher declared a quorum and called the meeting to order.

III. Pledge of Allegiance

IV. Executive Director’s Report

Colt Sandoro, Executive Director, gave a summary of projects and updates for the past quarter:

Introduction of New Board Members

- Andy Backus, City of Charleston Representative
- Kenneth Kinder, Private Sector Representative (E.L. Robinson Engineering)
- Clark McCoy, Private Sector Representative (WV Regional Technology Park)

Community Development

Boone County

- Construction is complete on the sewer line extension serving the new location for Boone Memorial Health in Danville.

Clay County

- The Clay County Commission and the Clay County Public Service District received an Appalachian Regional Commission grant totaling \$2,964,955 for the Big Otter Nebo Walker Road Waterline Extension. The RIC community development staff submitted an application for additional funding through WVCAD HUD and expects to receive an award notification in the next few weeks. It is anticipated that this project will soon be fully funded and ready to enter the design phase.
- The RIC community development staff assisted the Town of Clay and Clay-Roane Public Service District with Critical Needs Grants for waterline extensions.

Kanawha County

- The RIC community development staff assisted the Elk Valley Public Service District in applying for funding to stabilize the bank of the Elk River in several locations due to large scale erosion from the 2016 flooding.
- The RIC community development staff worked with Yeager Airport to secure EDA funding to construct the apron for the new Marshall University Bill Noe Flight School as well as a sewer line extension that will provide service to future business developments on the property.
- The RIC community development staff is in the process of assisting the Town of Belle with their West Reynolds Avenue Storm and Sewer System Improvements Project. The Town of Belle is awaiting the binding commitment and authorization to bid the project.
- The RIC community development staff assisted the Town of East Bank in developing a Critical Needs Grant for water.

Putnam County

- The RIC community development staff worked to secure a Critical Needs Grant for a sewer extension for the Town of Buffalo. Construction should begin on this project within the next month. There is also a pending application for a waterline extension for Deerfield Estates.

Hazard Mitigation Plan

- The Region 3 Hazard Mitigation Plan Update is complete and currently under review by FEMA. All municipalities will need to provide a signed resolution once the plan is approved. RIC staff will be in contact once the plan is approved to coordinate this effort.

Transportation

- **Public Participation Plan**

The RIC transportation staff completed the draft update for the Public Participation Plan.

- **Title VI Plan**

The RIC transportation staff completed the draft update for the Title VI Plan.

- **Road Safety Assessments**

The RIC transportation staff working in conjunction with Burgess and Niple completed the draft reports for the road safety assessments project.

- **Pedestrian Safety Assessment in Dunbar**

The RIC transportation staff conducted a field visit for a pedestrian safety assessment in Dunbar along 10th Street between Myers Avenue and Grosscup Avenue.

- **ADA Technical Assistance**

The RIC transportation staff assisted multiple municipalities with sidewalk inventories and ADA technical assistance.

- **Upcoming Training Event**

The RIC transportation staff is coordinating with Dr. Eck of WV LTAP to host a free local training, ADA for Local Governments from 8:00 am – 3:00 pm on September 22, 2022 at the Labelle Theater. Contact Kelsey Tucker for more information.

Introduction of New Employees

- Bruce Mullins began working for RIC on June 16, 2022 as a Project Coordinator.
- Jake Smith began working for RIC on June 16, 2022 as a Transportation Planner.
- Brandy Whittington, Matheny & Company AC, Contractual Finance Manager

V. Recommend Appointment of Curt Zickafoose to RIC Board of Directors Replacing Kara Greathouse, Representing Kanawha Valley Regional Transportation Authority, and Interests of Public Transit

A MOTION WAS MADE BY SCOTT JAMES TO APPOINT CURT ZICKAFOOSE TO THE RIC BOARD OF DIRECTORS REPLACING KARA GREATHOUSE, REPRESENTING KANAWHA VALLEY REGIONAL TRANSPORTATION AUTHORITY AND INTERESTS OF PUBLIC TRANSIT. THE MOTION WAS SECONDED BY CONNIE KINDER AND WAS CARRIED.

VI. Approval of Minutes

Chairman David Fletcher presented the June 9, 2022, Meeting Minutes for approval.

A MOTION WAS MADE BY KRIS MITCHELL TO APPROVE THE JUNE 9, 2022 MEETING MINUTES. THE MOTION WAS SECONDED BY OREE BANKS AND WAS CARRIED.

VII. Treasurer's Report

A. Financial Report

Marci Cline, Finance Assistant/Project Administrator, presented the Financial Report as of June 30, 2022 for approval.

A MOTION WAS MADE BY CONNIE KINDER TO APPROVE THE FINANCIAL REPORT AS OF JUNE 30, 2022. THE MOTION WAS SECONDED BY JOY UNDERWOOD AND WAS CARRIED.

B. FY 2023 Operating Budget Revision

Marci Cline, Finance Assistant/Project Administrator, presented the FY 2023 Operating Budget Revision for approval.

A MOTION WAS MADE BY SCOTT JAMES TO APPROVE THE FY 2023 OPERATING BUDGET REVISION. THE MOTION WAS SECONDED BY CONNIE KIINDER AND WAS CARRIED.

VIII. Transportation

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

Kelsey Tucker, Transportation Planning Manager, presented the amendments to the FY 2022-2025 Transportation Improvement Program (TIP) for approval.

A MOTION WAS MADE BY JOY UNDERWOOD TO APPROVE THE AMENDMENTS TO THE FY 2022-2025 TRANSPORTATION IMPROVEMENT PROGRAM (TIP). THE MOTION WAS SECONDED BY SCOTT JAMES AND WAS CARRIED.

B. FY 2023 UPWP Budget Amendment

Kelsey Tucker, Transportation Planning Manager, presented the FY 2023 UPWP Budget Amendment for approval.

A MOTION WAS MADE BY SCOTT ELLIOTT TO APPROVE THE FY 2023 UPWP BUDGET AMENDMENT. THE MOTION WAS SECONDED BY SCOTT JAMES AND WAS CARRIED.

IX. Legislative Allocations

Colt Sandoro, Executive Director, presented the Resolution for the Regional Intergovernmental Council for approval.

A MOTION WAS MADE BY CONNIE KINDER TO APPROVE THE RESOLUTION FOR THE REGIONAL INTERGOVERNMENTAL COUNCIL. THE MOTION WAS SECONDED BY KRIS MITCHELL AND WAS CARRIED.

X. Staff Report

Kelsey Tucker, Transportation Planning Manager provided an update on the Region 3 Hazard Mitigation Plan Update. The Region 3 Hazard Mitigation Plan Update is complete and currently under review by FEMA. The review by FEMA is expected to be complete by October 1, 2022. Once the review is complete every participating jurisdiction must pass a formal resolution to adopt the plan within twelve months. A RIC staff member will be in contact with each participating jurisdiction to coordinate this effort.

Kelsey Tucker, Transportation Planning Manager provided an update on the Reconnecting Communities Pilot (RCP) Grant Program. The RCP Grant Program provides planning grants and capital construction grants. Applications for this grant must be submitted by October 13, 2022.

Kelsey Tucker, Transportation Planning Manager provided an update on the Safe Streets and Roads for All (SS4A) discretionary grant program. Funds are available for regional, local, and tribal entities. Applications for this grant must be submitted by September 15, 2022.

XI. Adjournment

A MOTION WAS MADE BY KRIS MITCHELL TO ADJOURN THE MEETING. THE MOTION WAS SECONDED BY SCOTT JAMES AND WAS CARRIED. THE MEETING ADJOURNED AT 1:02 P.M.