

## MINUTES

**Regional Intergovernmental Council  
Quarterly Board Meeting  
December 3, 2025; 12:00 P. M.  
West Virginia Regional Technology Park  
Hendrickson Conference Center, Building 2000 E  
South Charleston, WV**

**RIC Board Members:**

Mayor Frances Armentrout, Town of Marmet - Absent  
Andy Backus, City of Charleston Citizen Representative – Present Via Zoom  
Mayor Randy Barrett, Town of Winfield – Absent  
Mayor Charles Blair, Town of East Bank – Absent  
Ericke S. Cage, J.D.,LL.M., Private Sector Representative – Absent  
*Curtis Johnson, Proxy for Ericke S. Cage - Present*  
Mayor Conrad Cain, Town of Buffalo - Present  
Brian Carr, Private Sector Representative - Present  
Mayor David Casebolt, City of Nitro - Absent  
Mayor Cam Clendenin, Town of Eleanor - Absent  
Coston Davis, Minority Group Representative - Present  
Andrew Dunlap, Private Sector Representative – Present  
Mayor Jami Echols, Town of Bancroft - Present  
Mayor Scott Edwards, City of Hurricane - Absent  
Mayor Scott Elliott, City of Dunbar – Present  
Mayor Donald Fannin, Town of Glasgow - Absent  
Victor Farmer, City of Madison Council Representative – Present Via Zoom  
Mayor Harvey Ferrell, Town of Sylvester – Absent  
Mayor David Fletcher, Town of Belle – Present  
Mayor Essie Ford, Town of Handley – Absent  
Mayor Amy Shuler Goodwin, City of Charleston – Absent  
Mayor Fred Harless, Town of Whitesville – Absent  
Mayor Melissa Hill, City of Chesapeake - Present  
Mayor Scott James, City of St. Albans – Present  
Mayor William Jones, Town of Poca - Present  
Connie Kinder, Private Sector Representative – Present  
Kenneth Kinder, Private Sector Representative – Absent  
Audrey Kirksey, Kanawha County Citizen Representative - Present  
Commissioner Brett Kuhn, Boone County Commission - Absent  
Commissioner Duane Legg, Clay County Commission – Present  
Mayor Marlene Lewis, Town of Clay – Absent  
Megan Lomax, Private Sector Representative – Absent  
Charles Mays, Private Sector Representative – Absent  
Mayor Mark McClure, Town of Danville – Absent  
Clark McCoy, Private Sector Representative – Present

Barry McCune, Clay County Citizen Representative – Absent  
Kris Mitchell, Boone County Citizen Representative - Present  
Mayor Frank Mullins, City of South Charleston – Absent  
Leonard Price, Private Sector Representative – Present  
Kristi Sarrett, Private Sector Representative - Present  
Eric Sharp, Private Sector Representative - Present  
Commissioner Andy Skidmore, Putnam County – Present Via Zoom  
Mark Stolle, Putnam County Citizen Representative – Present  
Mayor Kay Summers, Town of Clendenin - Absent  
Commissioner Natalie Tennant, Kanawha County Commission – Present  
Joy Underwood, Private Sector Representative – Present  
Mayor Andy Williams, Town of Pratt – Absent  
Mayor Melissa Young, Town of Cedar Grove - Absent  
Curt Zickafoose, Private Sector Representative Absent

**RIC Staff and Other Individuals Present:**

Tyler Ferrell, Executive Director, RIC  
Joanna Keller, Executive Assistant, RIC  
Brandy Whittington, Finance Manager, RIC  
Jeffery Mace, Transportation Program Manager, RIC  
Jake Smith, Transportation Planner, RIC  
Terry Martin, Project Coordinator, RIC  
Bruce Mullins, Project Coordinator, RIC  
SoJuana Ellis, Project Administrator, RIC  
Ali Haider, Senior Transportation Engineer, RIC  
Sebrena Williamson, Project Coordinator, RIC  
Jasper Ball, Project Administrator, RIC  
Anannya Talukder, Regional Planner, RIC  
Sam Wilkes, The Thrasher Group  
Marcus Carnegie, The Thrasher Group  
Allison Fluitt, Kimley-Horn  
James McGill, Kimley-Horn

The Regional Intergovernmental Council (RIC) met on December 3, 2025, in the Hendrickson Conference Center at the West Virginia Regional Technology Park in South Charleston.

**I. Guest Speaker**

Sam Wilkes and Marcus Carnegie with The Thrasher Group spoke about identifying potential brownfield sites.

**II. Presentation by Kimley-Horn**

Allison Fluitt and James McGill with Kimley-Horn provided a presentation on the 2025 Metropolitan Transportation Plan (MTP).

### III. Roll Call

Roll Call was taken by Terry Martin, Project Coordinator. Chair Kris Mitchell declared a quorum and called the meeting to order.

### IV. Pledge of Allegiance

Chair Kris Mitchell led the Pledge of Allegiance.

### V. Executive Director's Report

Tyler Ferrell, Executive Director, gave an update on the following projects:

- **Certified Development Company (CDC)**  
The CDC application process is progressing. RIC is scheduled to close on the \$500,000 letter of credit on December 4, 2025. This is the last item needed to submit the application to the SBA to formally request Certified Development Company status for Mountain State Small Business Finance.
- **Hazard Mitigation Plans**  
Boone, Clay, Kanawha, and Putnam counties hazard mitigation plans expire in October 2027. RIC will be submitting a hazard mitigation plan grant program application for a match to fund 75% of the cost. Previously RIC utilized a consultant, and the State of West Virginia contributed the 25% cash match requirement. It does not appear that the State is going to provide the 25% match this year. However, to avoid out of pocket expenses for member governments RIC will utilize time spent in meetings as an in-kind contribution to the plan. Please look for an email from RIC explaining the process going forward to see if you would like to be included in the application.
- **Brownfields Assessment Grant**  
RIC has been working on the brownfields assessment grant discussed by The Thrasher Group at December 3, 2025, RIC quarterly board meeting. If anyone has any potential sites that they would like to submit, reach out to Tyler Ferrell.

### Transportation Projects

- **Elk River Trail**  
There is interest in expanding the Elk River Trail into Charleston from Clendenin. The RIC Transportation Team has been a part of these conversations to see if RIC can help move the project forward either through bringing interested parties together or through using suballocated funding.
- **Paving Projects**  
RIC is working with DOH on suballocated paving projects for the City of Charleston and the City of St. Albans.
- **Metropolitan Transportation Plan (MTP)**  
The Transportation Team is continuing to work on the MTP.
- **Comprehensive Plans**

The Transportation Team is working on comprehensive plans for the towns of Marmet, Glasgow and Clendenin.

- **Suballocated Funding**

Be watching for a call for projects from the RIC Transportation Team. This will include about 80% funding for comprehensive plans, transportation plans, and sidewalk or paving projects.

### **Community Development Projects**

- **Boone Memorial Hospital Farmers Market Project**

The Substantial Completion Notice has been received for the Boone Memorial Hospital Farmers Market Project. The greenhouse will be installed in January 2026 and complete this project.

- **Boone County Broadband Project**

The project engineer has been selected to perform the project study requested by Appalachian Regional Commission and the Department of Economic Development for the Boone County Broadband Project.

- **CMI2 Project**

The CMI2 waterline extension project is nearly complete.

- **Clay County Annex Project**

The Clay County Annex Project is complete and now in use.

- **Big Otter/Nebo/Walker Road Waterline Extension Project**

The Big Otter/Nebo/Walker Road Waterline Extension Project is progressing well and tracking towards completion in March 2026.

## **VI. Approval of Minutes**

Chair Kris Mitchell presented the October 2, 2025, Meeting Minutes for approval.

**A MOTION WAS MADE BY SCOTT JAMES TO APPROVE THE OCTOBER 2, 2025, MEETING MINUTES. THE MOTION WAS SECONDED BY DAVID FLETCHER AND WAS CARRIED.**

## **VII. Treasurer's Report**

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

Brandy Whittington, Financial Manager, presented the Financial Report as of October 31, 2025, for approval.

**A MOTION WAS MADE BY DAVID FLETCHER TO APPROVE THE FINANCIAL REPORT AS OF OCTOBER 31, 2025. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.**

### **B. Audit Status Report**

Brandy Whittington, Financial Manager, provided an update on the status of the current audit.

**NO ACTION WAS REQUESTED.**

## **VIII. Community Development**

### **A. New Staff Member Introduction**

Bruce Mullins, Community Development Manager, introduced Jasper Ball, Project Administrator, as a new staff member at RIC.

### **B. HUD Community Development Block Grant Update**

Terry Martin, Project Coordinator, provided a HUD Community Development Block Grant update.

## **IX. Transportation**

### **A. New Staff Member Introduction**

Jeffery Mace, Transportation Program Manager, introduced Anannya Talukder, Regional Planner, as a new staff member at RIC.

### **B. FY 2024-2027 Transportation Improvement Program (TIP) Adjustments**

Jeffery Mace, Transportation Program Manager, presented the FY 2024-2027 Transportation Improvement Program (TIP) Adjustments.

**NO ACTION WAS REQUESTED.**

### **C. FY 2026-2029 Transportation Improvement Program (TIP) Adoption**

Jeffery Mace, Transportation Program Manager, presented the FY 2026-2029 Transportation Program (TIP) for adoption.

**A MOTION WAS MADE BY SCOTT JAMES TO ADOPT THE FY 2026-2029 TRANSPORTATION IMPROVEMENT PROGRAM. THE MOTION WAS SECONDED BY DAVID FLETCHER AND WAS CARRIED.**

### **D. RIC 2026 Safety Performance Measure Targets**

Jeffery Mace, Transportation Program Manager, presented the RIC 2026 Safety Performance Measure Targets for adoption.

**A MOTION WAS MADE BY COSTON DAVIS TO ADOPT THE RIC 2026 SAFETY PERFORMANCE MEASURE TARGETS. THE MOTION WAS SECONDED BY CONNIE KINDER AND WAS CARRIED.**

**X. Chair's Appointment of Nominating Committee for 2026-2027**

Chair Kris Mitchell appointed the members of the Nominating Committee. The Nominating Committee will provide the Nomination Report at the March 12, 2026, Annual Meeting.

The members appointed to the Nominating Committee are listed below:

Kris Mitchell  
Dave Casebolt  
Coston Davis  
David Fletcher

**A MOTION WAS MADE BY CONNIE KINDER TO APPROVE THE MEMBERS APPOINTED TO THE NOMINATING COMMITTEE. THE MOTION WAS SECONDED BY JOY UNDERWOOD AND WAS CARRIED.**

**XI. RECOMMEND APPOINTMENT OF LEONARD PRICE, APPALACHIAN POWER TO THE RIC BOARD.**

Chair Kris Mitchell presented the recommendation to appoint Leonard Price to the RIC Board of Directors.

**A MOTION WAS MADE BY DAVID FLETCHER TO APPROVE THE APPOINTMENT OF LEONARD PRICE TO THE RIC BOARD OF DIRECTORS. MOTION WAS SECONDED BY SCOTT JAMES AND WAS CARRIED.**

**XII. Staff Reports**

There were no staff reports.

**XII. Adjournment**

**A MOTION WAS MADE BY DAVID FLETCHER TO ADJOURN THE MEETING. THE MOTION WAS SECONDED BY WILLIAM JONES AND WAS CARRIED. THE MEETING ADJOURNED AT 1:05 P.M.**

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**Kris Mitchell, Chair**  
**Regional Intergovernmental Council**

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**Date**