

MINUTES

**Regional Intergovernmental Council
55th Annual Meeting
March 12, 2026; 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
Erick S. Cage, J.D.,LL.M., Private Sector Representative – Present
Mayor Conrad Cain, Town of Buffalo - Present
Brian Carr, Private Sector Representative - Present
Mayor David Casebolt, City of Nitro - Present
Mayor Cam Clendenin, Town of Eleanor - Absent
Coston Davis, Minority Group Representative - Present
Andrew Dunlap, Private Sector Representative – Absent
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 Via Zoom
Mayor Scott James, City of St. Albans – Absent
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 – Absent
Mayor Marlene Lewis, Town of Clay – Present
Megan Lomax, Private Sector Representative – Present
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
Shannon Robinson, Minority Group Representative - Present
Kristi Sarrett, Private Sector Representative - Absent
Eric Sharp, Private Sector Representative - Present
Commissioner Andy Skidmore, Putnam County – Present Via Zoom
Mark Stolle, Putnam County Citizen Representative – Absent
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 - Present

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
Sebrena Williamson, Project Coordinator, RIC
Jasper Ball, Project Administrator, RIC
Anannya Talukder, Regional Planner, RIC
Michael Dodd, DOH
Kerri Wagner, DOH
Laci Webb, Kanawha County Commission
Jennifer Seifert, Progress Appalachia
Carson Bazell, Progress Appalachia
Kandi Workman, West Virginia Creative Network
Saleem Salameh, KYOVA
Larry L. Rowe, Friends of Malden Village

The Regional Intergovernmental Council (RIC) met on March 12, 2026, in the Hendrickson Conference Center at the West Virginia Regional Technology Park in South Charleston.

I. Presentations

A. West Virginia Creative Network

B. Progress Appalachia

II. Roll Call

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

III. Pledge of Allegiance

Chair Kris Mitchell led the Pledge of Allegiance.

IV. 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. The final round of documents will be submitted today to the Small Business Association (SBA). There is now a Mountain State Small Business Finance tab on the RIC website.

Community Development Projects

- **Clay County 911 Center**
Clay County received a \$4.6 million HUD Congressionally Directed Spending (CDS) award for the Clay County 911 Center.
- **Town of Poca Public Safety Building**
The Town of Poca received a \$2.6 million USDA award for their public safety building.
- **CMI2 Project**
Work has started on the interior of the building. Construction on the parking lot is continuing.
- **Boone County PSD**
Boone County PSD received a \$4 million WV economic grant award for a sewer line extension.
- **Rock Creek Development**
Rock Creek Development received a \$750,000 Congressionally Directed Spending (CDS) award for a sewer line extension.
- **Fisher Ridge Putnam County**
Putnam County received a \$2.2 million award from the Army Corps of Engineers for the Fisher Ridge Project.
- **Boone Memorial Hospital Farmers Market**
Boone Memorial Hospital is in the process of assembling their prefabricated greenhouse for the farmers market.
- **Clay County Grocery Store Feasibility Study**
RIC has started working on a grocery store feasibility study for Clay County.

Comprehensive Plans

RIC is working on comprehensive plans for the following towns.

- Town of Clendenin
- Town of Glasgow

- Town of Marmet

Transportation Projects

- **Unified Planning Work Program (UPWP)**
The RIC Transportation Team has been working on the UPWP. The draft UPWP will be presented at the meeting today.
- **Transportation Management Areas (TMA) Committee**
The RIC Transportation Team convened a TMA Committee to approve TMA funding in Putnam and Kanawha counties.
- **Pavement Management Program**
The RIC Transportation Team is working on implementing a pavement management program in Kanawha and Putnam counties.
- **Call for Projects**
The RIC Transportation Team recently released a call for projects through RIC's suballocated funding program. RIC is also focusing on general partnership development to locate sources for local matches to maximize suballocated funding.
- **Better Utilizing Investments to Leverage Development (BUILD) Grant**
The RIC Transportation Team submitted a BUILD grant for the Viaduct End of Life Replacement Study.

V. Approval of Minutes

Chair Kris Mitchell presented the December 3, 2025, Meeting Minutes for approval.

A MOTION WAS MADE BY CONNIE KINDER TO APPROVE THE DECEMBER 3, 2025, MEETING MINUTES. THE MOTION WAS SECONDED BY JOY UNDERWOOD AND WAS CARRIED.

VI. Treasurer's Report

A. Financial Status Report

Brandy Whittington, Financial Manager, presented the Financial Report as of January 31, 2026, for approval.

A MOTION WAS MADE BY DAVID FLETCHER TO APPROVE THE FINANCIAL REPORT AS OF JANUARY 31, 2026. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.

B. FY 2027 Proposed Local Contribution Schedule

Brandy Whittington, Financial Manager, presented the FY 2027 Proposed Local Contribution Schedule for approval.

A MOTION WAS MADE BY DAVID FLETCHER TO APPROVE THE FY 2027 PROPOSED LOCAL CONTRIBUTION SCHEDULE. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.

C. FY 2027 Proposed Operating Budget

Brandy Whittington, Financial Manager, presented the FY 2027 Proposed Operating Budget for approval.

A MOTION WAS MADE BY WILLIAM JONES TO APPROVE THE FY 2027 PROPOSED OPERATING BUDGET. THE MOTION WAS SECONDED BY CONNIE KINDER AND WAS CARRIED.

D. FY 2025 Financial Audit Update

Brandy Whittington, Financial Manager, presented the FY 2025 Financial Audit Update.

NO ACTION WAS REQUESTED.

VII. Transportation

A. FY 2024-2027 Transportation Improvement Program (TIP) Adjustments

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

A MOTION WAS MADE BY DAVID FLETCHER TO ADOPT THE FY 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) ADJUSTMENTS. THE MOTION WAS SECONDED BY JOY UNDERWOOD AND WAS CARRIED.

B. FY 2026 UPWP March Amendment

Jeffery Mace, Transportation Program Manager, presented the FY 2026 UPWP March Amendment for approval.

A MOTION WAS MADE BY DAVID FLETCHER TO APPROVE THE FY 2026 UPWP MARCH AMENDMENT. THE MOTION WAS SECONDED BY JOY UNDERWOOD AND WAS CARRIED.

C. Contract Modification for Burgess & Niple Safety Studies

Jeffery Mace, Transportation Program Manager, presented the contract modification for Burgess & Niple Safety Studies for approval.

A MOTION WAS MADE BY CONNIE KINDER TO APPROVE THE CONTRACT MODIFICATION FOR BURGESS & NIPLE SAFETY STUDIES. THE MOTION WAS SECONDED BY DAVID FLETCHER AND WAS CARRIED.

D. Draft FY 2027 Unified Planning Work Program (UPWP)

Jeffery Mace, Transportation Program Manager, presented the draft FY 2027 Unified Planning Work Program (UPWP) for endorsement.

A MOTION WAS MADE BY DAVID FLETCHER TO ENDORSE THE DRAFT FY 2027 UNIFIED PLANNING WORK PROGRAM (UPWP). THE MOTION WAS SECONDED BY WILLIAM JONES AND WAS CARRIED.

E. New Suballocated Projects

Jeffery Mace, Transportation Program Manager, presented the new suballocated projects for approval.

A MOTION WAS MADE BY DAVID FLETCHER TO APPROVE THE NEW SUBALLOCATED PROJECTS. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.

F. MPO Self-Certification

Jeffery Mace, Transportation Program Manager, presented the MPO Self-Certification Resolution for adoption.

A MOTION WAS MADE BY CONNIE KINDER TO ADOPT THE MPO SELF CERTIFICATION RESOLUTION. THE MOTION WAS SECONDED BY DAVID FLETCHER AND WAS CARRIED.

VIII. Contract between RIC and TWM Consulting WV, LLC

Tyler Ferrell, Executive Director, presented the contract between RIC and TWM Consulting WV, LLC for approval.

A MOTION WAS MADE BY DAVID FLETCHER TO APPROVE THE CONTRACT BETWEEN RIC AND TWM CONSULTING WV, LLC. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.

IX. Recommended Appointment of Shannon Robinson to RIC Board of Directors Replacing Oree Banks as a Minority Group Representative.

Chair Kris Mitchell presented the recommendation to appoint Shannon Robinson to RIC Board of Directors replacing Oree Banks as a Minority Group Representative.

A MOTION WAS MADE BY COSTON DAVIS TO APPROVE THE APPOINTMENT OF SHANNON ROBINSON TO RIC BOARD OF DIRECTORS REPLACING OREE BANKS AS A MINORITY GROUP REPRESENTATIVE. THE MOTION WAS SECONDED BY DAVID FLETCHER AND WAS CARRIED.

X. Proposed Bylaws Amendment to Increase the Number of Private Sector Representatives on the RIC Board of Directors from 13 to 15.

Chair Kris Mitchell presented the proposed bylaws amendment to increase the number of private sector representatives on the RIC Board of Directors from 13 to 15.

A MOTION WAS MADE BY WILLIAM JONES TO APPROVE THE PROPOSED BYLAWS AMENDMENT TO INCREASE THE NUMBER OF PRIVATE SECTOR REPRESENTATIVES ON THE RIC BOARD OF DIRECTORS FROM 13 TO 15. THE MOTION WAS SECONDED BY DAVID FLETCHER AND WAS CARRIED.

XI. Nominating Committee Report

Chair Kris Mitchell stated that the Nominating Committee will reconvene due to the bylaws revision increasing the number of private sector representatives on the RIC Board of Directors from 13 to 15. She added that the Private Sector Representatives Report will be available at the June 11, 2026, board meeting, but that the board will vote on the proposed officers at this meeting.

Nominating Committee Members for FY 2027

Kris Mitchell, Boone County Citizen Representative
Dave Casebolt, Mayor, City of Nitro
David Fletcher, Mayor, Town of Belle
Coston Davis, Minority Group Representative

Chairman Kris Mitchell presented the slate of RIC officers for FY 2027 for approval. The term for officers will run from July 1, 2026, through June 30, 2027.

Slate of RIC Officers for Fy 2027, July 01, 2026, through June 30, 2027:

Chair – Kris Mitchell
First Vice - Chair – David Fletcher
Second Vice-Chair– Connie Kinder
Third Vice - Chair – Dave Casebolt
Treasurer – Scott Elliott
Secretary – Andy Skidmore

A MOTION WAS MADE BY DAVID FLETCHER TO APPROVE THE SLATE OF RIC OFFICERS FOR FY 2027. THE MOTION WAS SECONDED BY JOY UNDERWOOD AND WAS CARRIED.

XII. 2025 Annual Report

Chair Kris Mitchell presented the 2025 Annual Report for approval.

A MOTION WAS MADE BY DAVID FLETCHER TO APPROVE 2025 ANNUAL REPORT. THE MOTION WAS SECONDED BY JOY UNDERWOOD AND WAS CARRIED.

XIII. Approval to Obtain Financing from City National Bank for a Line of Credit in the Amount of \$200,000.

Tyler Ferrell, Executive Director, presented the approval to obtain financing from City National Bank for a line of credit in the amount of \$200,000. Tyler Ferrell, Executive Director and Kris Mitchell, Regional Intergovernmental Council Chair will be the signers on the loan to obtain financing from City National Bank for a line of credit in the amount of \$200,000.

A MOTION WAS MADE BY DAVID FLETCHER TO APPROVE OBTAINING FINANCING FROM CITY NATIONAL BANK FOR A LINE OF CREDIT IN THE AMOUNT OF \$200,000 with TYLER FERRELL, EXECUTIVE DIRECTOR AND KRIS MITCHELL, REGIONAL INTERGOVERNMENTAL COUNCIL CHAIR BEING THE SIGNERS ON THE LOAN TO OBTAIN THE FINANCING FROM CITY NATIONAL BANK FOR THE \$200,000 LINE OF CREDIT. THE MOTION WAS SECONDED BY CONNIE KINDER AND WAS CARRIED

XII. Discussion Item: Formation of a Building Identification Committee (BIC)

Chair Kris Mitchell stated that the formation of a Building Identification Committee (BIC) was brought up in an Executive Committee meeting a few months back. She stated that RIC has expanded significantly under Tyler Ferrell's leadership and is currently running out of space. Kris Mitchell stated that the BIC Committee will be a group of people over the next year or year and a half that will begin reviewing buildings to see what fits RIC's current needs. The BIC Committee members will be picked at a later date.

XV. Additional Goals for Executive Director during FY 2027. #1. Work with BIC to identify new site for RIC to accommodate current and anticipated growth. #2. Work towards creating Deputy Executive Director Position.

Chair Kris Mitchell presented the additional goals for the Executive Director during FY 2027.

Goal #1

Work with the BIC Committee to identify a new site for RIC to accommodate current and anticipated growth.

Goal #2

Work towards creating a Deputy Executive Director Position.

XVI. 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 1:10 P.M.

Kris Mitchell, Chair
Regional Intergovernmental Council

Date