

MINUTES

**Regional Intergovernmental Council
Quarterly Board Meeting
December 12, 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
Brian Carr, Private Sector Representative
Mayor Dave Casebolt, City of Nitro
Coston Davis, Minority Group Representative
Andrew Dunlap, Private Sector Representative
Mayor Scott Elliott, City of Dunbar
Mayor David Fletcher, Town of Belle
Mayor David Fontalbert, Town of Marmet-Via Zoom
Mayor Essie Ford, Town of Handley-Via Zoom
Mayor Jami Echols Hayes, Town of Bancroft – Via Zoom
Mayor Melissa Hill, City of Chesapeake
Mayor William Jones, Town of Poca
Commissioner Connie Kinder, Clay County Commission
Kenneth Kinder - Private Sector Representative
Commissioner Brett Kuhn, Boone County Commission-Via Zoom
Kris Mitchell, Boone County Citizen Representative
Commissioner Andy Skidmore, Putnam County Commission– Via Zoom
Commissioner Marc Slotnick, Kanawha County Commission
Mayor Kay Summers, Town of Clendenin -Via Zoom
Joy Underwood, Private Sector Representative
Mayor Melissa Young, Town of Cedar Grove

RIC Staff and Other Individuals Present:

Tyler Ferrell, Executive Director, RIC
Joanna Keller, Executive Assistant, RIC
Brandy Whittington, Finance Manager, RIC
Jake Smith, Transportation Planner, RIC
Jeffery Mace, Transportation Program Manager, RIC
Terry Martin, Project Coordinator, RIC
Bruce Mullins, Project Coordinator, RIC
SoJuana Ellis, Project Administrator, RIC
Ben Newhouse, Project Coordinator, RIC
Ali Haider, Transportation Engineer, RIC
Kara Greathouse, Federal Highway Administration-Via Zoom
Kristi Sarrett, BridgeValley Community & Technical College

Curt Zickafoose, Kanawha Valley Regional Transportation Authority
Thomas Ramey, Solar Holler
Karen Young, Putnam Aging-Via Zoom
James Owery, Colombia Gas-Via Zoom

The Regional Intergovernmental Council (RIC) met on December 12, 2024, in the Hendrickson Conference Center at the West Virginia Regional Technology Park in South Charleston.

I. Presentation by Thomas Ramey, Solar Holler

Thomas Ramey provided a presentation on Solar Holler and the different services that they offer.

II. Roll Call

Roll Call was taken by Terry Martin, Project Coordinator. Chairman Dave Casebolt declared a quorum and called the meeting to order.

III. Pledge of Allegiance

Chairman Dave Casebolt led the Pledge of Allegiance.

IV. Executive Director's Report

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

Transportation Update

- Sam Richardson has left RIC and Jeffery Mace has been promoted to the position of Transportation Manager.
- Ali Haider started at the beginning of November and is working as RIC's new transportation engineer.
- RIC has been working on advancing locally owned federal aid eligible projects to receive federal formula funds through the MPO.
- RIC is working on two RAISE grants, one for the Town of Cedar Grove and one for the Town of Glasgow. If funded these grants will fund preliminary engineering work on all city owned streets and a sustainability report can be completed.
- RIC is working on a tech grant to develop a resiliency plan for the MPO Region.
- RIC completed digital zoning maps for six municipalities.

Community Development Update

- The Notice to Proceed will be issued on the Kanawha PSD Lens Creek project in the next few weeks.
- The final easements have been received for the Clay Water Treatment project. The next step will be going through the USDA.
- The Relation Road project opened bids and will be moving forward.
- The East Bank Sewer project Notice to Proceed will be issued in the next few weeks.

- RIC has two new projects through the Green and Healthy Homes Initiative. An EPA Thriving Communities grant was also received and will be sub-granted.
- RIC is working with Boone County to develop a grant application for a litter control officer that will focus on illegal tire dumping and illegal dumping. Signage and cameras are also included in the grant application. In addition, RIC will be submitting a grant application to fund an employee to work with work camps in the area. If awarded the grant will also fund carbon monoxide detectors, radon testing, radon mitigation, black mold testing and black mold mitigation.

Agency Wide Update

- Through fixed fee billing RIC has secured \$50,000 for a reserve account.
- RIC is still waiting for the IRS to review the 501c3 application for the proposed Certified Development Company (CDC).
- Due to RIC's old website having many problems, RIC has executed a contract with KDE Technology to design a new website for RIC.

V. Approval of Minutes

Chairman Dave Casebolt presented the September 12, 2024, Meeting Minutes for approval.

A MOTION WAS MADE BY KRIS MITCHELL TO APPROVE THE SEPTEMBER 12, 2024, MEETING MINUTES. THE MOTION WAS SECONDED BY DAVID FLETCHER AND WAS CARRIED.

VI. Treasurer's Report

A. Financial Status Report

Brandy Whittington, Financial Manager, presented the Financial Status Report as of October 31, 2024, for approval.

A MOTION WAS MADE BY KRIS MITCHELL TO APPROVE THE FINANCIAL STATUS REPORT AS OF OCTOBER 31, 2024. THE MOTION WAS SECONDED BY DAVID FLETCHER AND WAS CARRIED.

B. Audit Status Report

Brandy Whittington, Financial Manager, presented the Audit Status Report. No action was requested.

C. Election of Reporting Type

Brandy Whittington, Financial Manager, presented the change of accounting reporting from governmental fund to enterprise fund reporting. This will change

from a modified accrual basis to a full accrual basis reporting, which will go in effect June 30, 2025.

A MOTION WAS MADE BY SCOTT ELLIOTT TO ADOPT ENTERPRISE FUND ACCOUNTING FOR FINANCIAL REPORTING PURPOSES. THE MOTION WAS SECONDED BY DAVID FLETCHER AND WAS CARRIED.

D. Savings Account

Brandy Whittington, Financial Manager, presented the opening of a savings account for approval. She stated that RIC would like to open a savings account for a \$50,000 reserve and that RIC would like for the account to be a high yield account that is highly liquid.

A MOTION WAS MADE BY JOY UNDERWOOD TO APPROVE OPENING A SAVINGS ACCOUNT. THE MOTION WAS SECONDED BY KRIS MITCHELL AND WAS CARRIED

VII. Transportation

A. FY 2024-2027 Transportation Improvement Program (TIP) and Suballocated Funding

Jeffery Mace, Transportation Program Manager, presented the amendments to the FY 2024-2027 Transportation Improvement Program and Suballocated Funding for approval.

A MOTION WAS MADE BY SCOTT ELLIOTT TO APPROVE THE AMENDMENTS TO THE FY 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM AND SUBALLOCATED FUNDING. THE MOTION WAS SECONDED BY DAVID FLETCHER AND WAS CARRIED.

B. Title VI Plan Update

Jeffery Mace, Transportation Program Manager, presented the Title VI Plan Update for adoption.

A MOTION WAS MADE BY WILLIAM JONES TO ADOPT THE TITLE VI PLAN UPDATE. THE MOTION WAS SECONDED BY DAVID FLETCHER AND WAS CARRIED.

C. Public Participation Plan Update

Jeffery Mace, Transportation Program Manager, presented the Public Participation Plan Update for adoption.

A MOTION WAS MADE BY JOY UNDERWOOD TO ADOPT THE PUBLIC PARTICIPATION PLAN UPDATE. THE MOTION WAS SECONDED BY SCOTT ELLIOTT AND WAS CARRIED.

D. WVDOT Safety Performance Targets

Jeffery Mace, Transportation Program Manager, presented the WVDOT Safety Performance Targets for adoption.

A MOTION WAS MADE BY DAVID FLETCHER TO ADOPT THE WVDOT SAFETY PERFORMANCE TARGETS. THE MOTION WAS SECONDED BY JOY UNDERWOOD AND WAS CARRIED.

VIII. Contract with KDE Technology for Website Design Services

Chairman Dave Casebolt presented the contract with KDE Technology for approval.

A MOTION WAS MADE BY WILLIAM JONES TO APPROVE THE CONTRACT WITH KDE TECHNOLOGY. THE MOTION WAS SECONDED BY KRIS MITCHELL AND WAS CARRIED.

IX. Recommended Appointment of Kristi J. Sarrett, BridgeValley Community & Technical College, representing interests of higher education, replacing Russell Saunders

Chairman Dave Casebolt presented the recommended appointment of Kristi J. Sarrett for approval.

A MOTION WAS MADE BY DAVID FLETCHER TO APPROVE RECOMMEND APPOINTMENT OF KRISTI J. SARRETT, BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE, REPRESENTING INTERESTS OF HIGHER EDUCATION, REPLACING RUSSELL SAUNDERS. THE MOTION WAS SECONDED BY WILLIAM JONES AND WAS CARRIED.

X. Recommended Appointment of Curt Zickafoose, Kanawha Valley Regional Transportation Authority, replacing Kelsey Harrah

Chairman Dave Casebolt presented the recommended appointment of Curt Zickafoose for approval.

A MOTION WAS MADE BY KRIS MITCHELL TO APPROVE RECOMMEND APPOINTMENT OF CURT ZICKAFOOSE, KANAWHA VALLEY REGIONAL

TRANSPORTATION AUTHORITY, REPLACING KELSEY HARRAH. THE MOTION WAS SECONDED BY DAVID FLETCHER AND WAS CARRIED.

XI. Chairman’s Appointment of Nominating Committee for 2025-2026

Chairman Dave Casebolt appointed the members of the Nominating Committee. The Nominating Committee will provide the Nomination Report at the March 13, 2025, Annual Meeting.

The members appointed to the Nominating Committee are listed below:

Dave Casebolt

Kris Mitchell

David Fletcher

XII. Staff Reports

No staff reports.

XIII. Adjournment

A MOTION WAS MADE BY WILLIAM JONES TO ADJOURN THE MEETING. THE MOTION WAS SECONDED BY JOY UNDERWOOD AND WAS CARRIED. THE MEETING ADJOURNED AT 12:42 P.M.

Dave Casebolt, Chairman
Regional Intergovernmental Council

Date