

MINUTES

**Regional Intergovernmental Council
54th Annual Meeting
March 13, 2025; 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
Mayor Conrad Cain, Town of Buffalo
Brian Carr, Private Sector Representative
Mayor Dave Casebolt, City of Nitro
Mayor Scott Elliott, City of Dunbar
Mayor David Fletcher, Town of Belle
Mayor David Fontalbert, Town of Marmet– Via Zoom
Mayor Melissa Hill, Town of Chesapeake – Via Zoom
Mayor William Jones, Town of Poca
Connie Kinder, Private Sector Representative
Kenneth Kinder, Private Sector Representative – Via Zoom
Audrey Kirksey, Kanawha County Citizen Representative
Commissioner Duane Legg, Clay County Commission
Kris Mitchell, Boone County Citizen Representative
Kristi Sarrett, Private Sector Representative
Eric Sharp, Private Sector Representative – Via Zoom
Commissioner Andy Skidmore, Putnam County Commission – Via Zoom
Commissioner Natalie Tennant, Kanawha County Commission – Via Zoom
Mark Stolle, Jr., Putnam County Citizen Representative - Via Zoom
Morganne Tenney, Private Sector Representative
Joy Underwood, Private Sector Representative
Curt Zickafoose, 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/Matheny & Company AC
Jeffery Mace, Transportation Program Manager, RIC
Ali Haider, Senior Transportation Engineer, RIC
Jake Smith, Transportation Planner, RIC
SoJuana Ellis, Project Administrator, RIC
Bruce Mullins, Project Coordinator, RIC
Ben Newhouse, Project Coordinator, RIC
Kara Greathouse, FHWA
Saleem Salameh, KYOVA – Via Zoom

Karen Johnson, Putnam County Aging Program – Via Zoom
Todd Gunter, Representative for Senator Shelley Moore Capito

The Regional Intergovernmental Council (RIC) met in the Hendrickson Conference Center at the West Virginia Regional Technology Park in South Charleston on March 13, 2025.

I. Roll Call

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

II. Pledge of Allegiance

III. Executive Director’s Report

Tyler Ferrell, Executive Director, presented the Executive Directors Report.

Project Updates for the Past Quarter:

Ben Newhouse, Project Coordinator, secured a \$343,204 EPA Thriving Communities Grant through the Green & Healthy Homes Initiative. This grant will fund radon mitigation, black mold testing, smoke detectors, and carbon monoxide detectors in RIC’s four county region. This grant will also fund Ben Newhouse’s position at 80% of his staffing cost for two years to manage this program and to work to bring more housing rehabilitation camps to the area.

Jeffery Mace and the Transportation Team secured a \$3,000,000 RAISE DOT Grant for the Town of Cedar Grove that will fund complete streets planning, final design, and cost estimates for the Town of Cedar Grove city owned streets.

SoJuana Ellis, Project Administrator, is working with the West Virginia Land Trust to develop their formal application to access their Congressionally Directed Spending award. This is a \$2,500,000 multi-use trail project involving the West Virginia Land Trust, West Virginia University, and other partners.

Transportation Update:

- Ali Haider, Senior Transportation Engineer, is developing a corridor study in the Town of Marmet on McCorkle Avenue. Mr. Haider is looking at existing conditions, working with the Town of Marmet and residents to develop a vision for the corridor study. This will include preliminary cost estimates and renderings for the proposed improvements.
- The Transportation Team is working with Kimley-Horn on the Metropolitan Transportation Plan (MTP).

- The Transportation Team is coordinating with WVDOT on the Teays Valley Road Widening Project.

Community Development Update:

- RIC is under contract with the Kanawha County Commission to update the Kanawha County Comprehensive Plan.
- The Community Development Team is administering a non-construction grant through the EDA to fund early-stage entrepreneurs and help them access and bring their products to market. This program is called CatalyzeWV, and the sponsor of this grant is INNOVA, an initiative of the West Virginia High Technology Consortium Foundation.
- The Community Development Team submitted an EPA Thriving Communities Grant through the Green & Healthy Homes Initiative to fund a litter control officer for Boone County to combat illegal dumping, illegal tire dumping, and to fund litter clean-up crews across Boone County. RIC is waiting to hear back on this grant submission.
- Construction is moving forward with the Lens Creek Sewer Extension Project.
- Evidentiary materials have been submitted for the CDBG funded Grassy Fork Waterline Extension Project.

Certified Development Company (CDC) Update:

Based on the latest update from the IRS, RIC should hear back in about 60 days from the IRS on the non-profit designation. Once non-profit designation is received the application to become a CDC can be submitted to the SBA.

Agency Update:

The proposed FY 2026 Budget that goes before the board today includes a 5% cost of living adjustment for all staff members at RIC.

IV. Approval of Minutes

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

A MOTION WAS MADE BY JOY UNDERWOOD TO APPROVE THE DECEMBER 12, 2024, MEETING MINUTES. THE MOTION WAS SECONDED BY KRIS MITCHELL AND WAS CARRIED.

V. Treasurer's Report

A. Financial Report

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

A MOTION WAS MADE BY DAVID FLETCHER TO APPROVE THE FINANCIAL REPORT AS OF JANUARY 31, 2025. THE MOTION WAS SECONDED BY KRIS MITCHELL AND WAS CARRIED.

B. FY 2026 Proposed Local Contribution Schedule

Brandy Whittington, Finance Manager, presented the FY 2026 Proposed Local Contribution Schedule for approval.

A MOTION WAS MADE BY KRIS MITCHELL TO APPROVE THE FY 2026 PROPOSED LOCAL CONTRIBUTION SCHEDULE. THE MOTION WAS SECONDED BY DAVID FLETCHER AND WAS CARRIED.

C. FY 2026 Proposed Operating Budget

Brandy Whittington, Finance Manager, presented the FY 2026 Proposed Operating Budget for approval.

A MOTION WAS MADE BY WILLIAM JONES TO APPROVE FY 2026 PROPOSED OPERATING BUDGET. THE MOTION WAS SECONDED BY JOY UNDERWOOD AND WAS CARRIED.

D. FY 2024 Financial Audit Update

Brandy Whittington, Finance Manager, provided a brief update on the status of the FY 2024 Financial Audit. Brandy Whittington stated that the audit is not complete, but no findings are expected. No motion was requested.

VI. Transportation

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

Jeffery Mace, Transportation Program Manager, presented the amendments to the FY 2024-2027 Transportation Improvement Program (TIP) for approval.

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

B. *Draft FY 2026 Unified Planning Work Program (UPWP)*

Jeffery Mace, Transportation Program Manager, presented the *Draft FY 2026 Unified Planning Work Program (UPWP)* for endorsement.

A MOTION WAS MADE BY JOY UNDERWOOD TO ENDORSE THE DRAFT FY 2026 UPWP. THE MOTION WAS SECONDED BY KRIS MITCHELL AND WAS CARRIED.

C. Metropolitan Planning Organization (MPO) Self-Certification

Jeffery Mace, Transportation Program Manager, presented the Metropolitan Planning Organization (MPO) Self-Certification Resolution for adoption.

A MOTION WAS MADE BY DAVID FLETCHER TO ADOPT THE METROPOLITAN PLANNING ORGANIZATION (MPO) SELF-CERTIFICATION RESOLUTION. THE MOTION WAS SECONDED BY JOY UNDERWOOD AND WAS CARRIED.

D. Amendment to Metropolitan Transportation Plan (MTP) Contract with Kimley-Horn for Updated Scope of Work.

Jeffery Mace, Transportation Program Manager, presented the amendment to the Metropolitan Transportation Plan (MTP) contract with Kimley-Horn for updated scope of work.

A MOTION WAS MADE BY DAVID FLETCHER TO APPROVE THE AMENDMENT TO THE METROPOLITAN TRANSPORTATION PLAN (MTP) CONTRACT WITH KIMLEY-HORN FOR UPDATED SCOPE OF WORK. THE MOTION WAS SECONDED BY KRIS MITCHELL AND WAS CARRIED.

E. Contract with Ecointeractive LLC for Electronic TIP Software

Jeffery Mace, Transportation Program Manager, presented the contract with Ecointeractive LLC for electronic TIP software for approval.

A MOTION WAS MADE BY KRIS MITCHELL TO APPROVE THE CONTRACT WITH ECOINTERACTIVE LLC FOR ELECTRONIC TIP SOFTWARE. THE MOTION WAS SECONDED BY SCOTT ELLIOTT AND WAS CARRIED.

F. Approval of Engineering Software Packages

Jeffery Mace, Transportation Program Manager, presented the Engineering Software Packages for approval.

A MOTION WAS MADE BY DAVID FLETCHER TO APPROVE THE ENGINEERING SOFTWARE PACKAGES. THE MOTION WAS SECONDED BY SCOTT ELLIOTT AND WAS CARRIED.

VII. Approval of Line of Credit from City National Bank

Tyler Ferrell, Executive Director, presented the line of credit from City National Bank for approval with the following terms.

- Line Amount - \$125,000.00
- Security: RIC’s office will be used as collateral for the line of credit
- Interest Rate – Variable, Priced at Wall Street Journal Prime, currently 7.50%.
- Term – 24-month maturity (updated financials will be requested to renew the loan each 24 months)
- Interest only payments, due monthly, based on line balance (if zero balance, no payment will be due)
- Closing costs: Bank fees: \$537.75; Attorney prepared title opinion and county recording fees for the lien recording \$750.00 (* Estimate from the attorney)
 - The bank will have renewal / closing fees each 24 months, but the title opinion and recording fees are only charged initially to establish the lien. If there are no material changes or increases to the line of credit, RIC does not have to redo the title work or county recordings for the lien at each renewal.

A MOTION WAS MADE BY DAVID FLETCHER TO APPROVE THE LINE OF CREDIT FROM CITY NATIONAL BANK. THE MOTION WAS SECONDED BY KRIS MITCHELL AND WAS CARRIED.

VIII. Nominating Committee Report

First Vice-Chairman David Fletcher presented the slate of RIC officers and the appointment/re-appointment of at-large RIC members for FY 2026 for approval. The term for officers and at-large members will run from July 1, 2025, through June 30, 2026.

Nominating Committee Members for FY 2026:

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

Slate of RIC Officers for FY 2026:

Chair – Kris Mitchell

First Vice-Chair – David Fletcher

Second Vice-Chair – Coston Davis
Secretary – Connie Kinder

Third Vice-Chair – Dave Casebolt
Treasurer – Scott Elliott

Proposed At-Large Members July 1, 2025, through June 30, 2026:

Minority Group Representative	Vacant
Minority Group Representative	Coston Davis, Jr.
Private Sector Representative	Kristi J. Sarrett, BridgeValley CTC
Private Sector Representative	Clark McCoy, WVRTP
Private Sector Representative	Charlie Mays, Faith Based Comm. Service
Private Sector Representative	Connie Kinder
Private Sector Representative	Eric Sharp, Labor Employees Coop. Trust
Private Sector Representative	Andrew Dunlap, Charleston Area Alliance
Private Sector Representative	Kenneth Kinder, E. L. Robinson Engr.
Private Sector Representative	Ericke S. Cage, President, WVSU
Private Sector Representative	Curt Zickafoose, KVRTA
Private Sector Representative	Brian Carr, WVDOH
Private Sector Representative	Joy Underwood, Coal River Inn
Private Sector Representative	Megan Lomax, PCDA

A MOTION WAS MADE BY WILLIAM JONES TO APPROVE THE SLATE OF RIC OFFICERS AND THE APPOINTMENT/RE-APPOINTMENT OF PROPOSED AT-LARGE RIC MEMBERS FOR FY 2026. THE MOTION WAS SECONDED BY JOY UNDERWOOD AND WAS CARRIED.

IX. 2024 Annual Report

Chairman Dave Casebolt presented the 2024 Annual Report for approval.

A MOTION WAS MADE BY DAVID FLETCHER TO APPROVE THE 2024 ANNUAL REPORT. THE MOTION WAS SECONDED BY JOY UNDERWOOD AND WAS CARRIED.

X. Approval to Open a Money Market Savings Account at City National Bank

Tyler Ferrell, Executive Director, presented the opening of a money market savings account at City National for approval.

A MOTION WAS MADE BY KRIS MITCHELL TO APPROVE OPENING A MONEY MARKET SAVINGS ACCOUNT AT CITY NATIONAL BANK. THE MOTION WAS SECONDED BY CONNIE KINDER AND WAS CARRIED.

XI. Staff Report

There were no staff reports.

XII. Adjournment

A MOTION WAS MADE BY JOY UNDERWOOD TO ADJOURN THE MEETING. THE MOTION WAS SECONDED BY WILLIAM JONES AND WAS CARRIED. THE MEETING ADJOURNED AT 12:28 P.M.

**Dave Casebolt, Chairman
Regional Intergovernmental Council**

Date