

MINUTES

**Regional Intergovernmental Council
Quarterly Board Meeting
September 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
Coston Davis, Minority Group Representative
Andrew Dunlap, Private Sector Representative
Mayor Scott Elliott, City of Dunbar
Mayor David Fletcher, Town of Belle
Kelsey Harrah, Private Sector Representative – Via Zoom
Mayor Jami Echols Hayes, Town of Bancroft – Via Zoom
Mayor William Jones, Town of Poca
Commissioner Connie Kinder, Clay County Commission
Kenneth Kinder - Private Sector Representative
Audrey Kirksey, Kanawha County Citizen Representative
Charles Mays, Private Sector Representative
Kris Mitchell, Boone County Citizen Representative
Eric Sharp, Private Sector Representative
Commissioner Andy Skidmore, Putnam County Commission– Via Zoom
Commissioner Marc Slotnick, Kanawha County Commission
Joy Underwood, Private Sector Representative
Mayor Melissa Young, Town of Cedar Grove

RIC Staff and Other Individuals Present:

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

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

I. Presentation by Jeffery Mace

Jeffery Mace, Transportation Planner provided a presentation on RIC’s pathways to removing obstacles to housing grant applications.

II. Roll Call

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

III. Pledge of Allegiance

Chairman David Fletcher led the Pledge of Allegiance.

IV. Executive Director’s Report

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

Transportation

- The RIC Transportation Team is working with the City of St. Albans on an electrical vehicle charging grant to bring charging stations to the city.
- The Transportation Team kicked off the Land Use Revenue Study with Urban3.
- The Transportation Team is working with MPO governments that have city owned streets that are federal aid eligible to access funding.
- The Transportation Team is continuing to work on the Metropolitan Transportation Plan.

Community Development

- The RIC Community Development Team has worked to secure funding for the Lens Creek Sewer Project. This \$19.5-million project will benefit 281 households.
- The RIC Community Development Team has been working on the East Bank Sanitary Sewer Project. This \$13.5-million project is anticipated to go to bid October 8, 2024, and will serve about 400 customers.
- The EDA grant award for Innova has been finalized. This \$1.4-million initiative aims to support local entrepreneurs in scaling up their production capabilities for commercialization, fostering economic growth and innovation in our region.
- Advantage Valley received a \$3.4 million EDA award to renovate and repurpose the Vossloh building outside of Poca.
- The RIC Community Development Team is working with the Town of Chesapeake to secure funding for their Comprehensive Plan.
- RIC is working with the Emergency Management Division to bring on three additional staff members to work with member communities to enhance resilience efforts.
- The Certified Development Company (CDC) board has been formed and the bylaws have been adopted. The application to become a 501c3 has been submitted. Once 501c3 status is received then RIC can move forward with the CDC application.

V. Approval of Minutes

Chairman David Fletcher presented the June 13, 2024, Meeting Minutes for approval.

A MOTION WAS MADE BY KRIS MITCHELL TO APPROVE THE JUNE 13, 2024, MEETING MINUTES. THE MOTION WAS SECONDED BY JOY UNDERWOOD AND WAS CARRIED.

VI. Treasurer's Report

A. Financial Report

Brandy Whittington, Financial Manager presented the Financial Report as of June 30, 2024, for approval.

A MOTION WAS MADE BY WILLIAM JONES TO APPROVE THE FINANCIAL REPORT AS OF JUNE 30, 2024. THE MOTION WAS SECONDED BY CONNIE KINDER AND WAS CARRIED.

VII. Transportation

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

Sam Richardson, Transportation Program Manager, presented the amendments to the FY 2024-2027 Transportation Improvement Program for approval.

A MOTION WAS MADE BY SCOTT ELLIOTT TO APPROVE THE AMENDMENTS TO THE FY 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM. THE MOTION WAS SECONDED BY WILLIAM JONES AND WAS CARRIED.

B. FY 2024-2027 Suballocated Project List

Sam Richardson, Transportation Program Manager, presented the FY 2024-2027 Suballocated Project List for approval.

A MOTION WAS MADE BY WILLIAM JONES TO APPROVE THE FY 2024-2027 SUBALLOCATED PROJECT LIST. THE MOTION WAS SECONDED BY CONNIE KINDER AND WAS CARRIED.

C. Traffic Safety Studies – Project Agreement with Mead & Hunt, Inc.

Sam Richardson, Transportation Program Manager, presented the Project Agreement with Mead & Hunt, Inc. for approval.

A MOTION WAS MADE BY JOY UNDERWOOD TO APPROVE THE PROJECT AGREEMENT WITH MEAD & HUNT, INC FOR TRAFFIC SAFETY STUDIES. THE MOTION WAS SECONDED BY SCOTT ELLIOTT AND WAS CARRIED.

D. Belle Main Street Study – Project Agreement with GAI Consultants

Sam Richardson, Transportation Program Manager, presented the Project Agreement with GAI Consultants for approval.

A MOTION WAS MADE BY SCOTT ELLIOTT TO APPROVE THE PROJECT AGREEMENT WITH GAI CONSULTANTS FOR THE BELLE MAIN STREET STUDY. THE MOTION WAS SECONDED BY JOY UNDERWOOD AND WAS CARRIED.

E. Suballocated Funds Projects Advancement Services – Project Agreement with Mott MacDonald Group

Sam Richardson, Transportation Program Manager, presented the Project Agreement with Mott MacDonald Group for approval.

A MOTION WAS MADE BY JOY UNDERWOOD TO APPROVE THE PROJECT AGREEMENT WITH MOTT MACDONALD FOR SUBALLOCATED FUNDS PROJECT ADVANCEMENT SERVICES. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.

F. Bicycle-Pedestrian Activity Data – Agreement with Streetlight Data, Inc. – Retroactive Approval

Sam Richardson, Transportation Program Manager, presented the Bicycle-Pedestrian Activity Data, Agreement with Streetlight Data, Inc. for retroactive approval.

A MOTION WAS MADE BY CONNIE KINDER FOR RETROACTIVE APPROVAL OF THE BICYCLE-PEDESTRIAN ACTIVITY DATA, AGREEMENT WITH STREETLIGHT DATA, INC. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.

G. GIS Software – Esri Enterprise Agreement - Retroactive Approval

Sam Richardson, Transportation Program Manager, presented the GIS Software, Esri Enterprise Agreement for retroactive approval.

A MOTION WAS MADE BY CONRAD CAIN FOR RETROACTIVE APPROVAL OF THE GIS SOFTWARE – ESRI ENTERPRISE

AGREEMENT. THE MOTION WAS SECONDED BY WILLIAM JONES AND WAS CARRIED.

- H. Land Parcels Net Revenue Analysis Project Agreement with Urban 3 - Retroactive Approval

Sam Richardson, Transportation Program Manager, presented the Land Parcels Net Revenue Analysis Project Agreement with Urban 3 for retroactive approval.

A MOTION WAS MADE BY CONRAD CAIN FOR RETROACTIVE APPROVAL OF THE LAND PARCELS NET REVENUE ANALYSIS PROJECT AGREEMENT WITH URBAN 3. THE MOTION WAS SECONDED BY WILLIAM JONES AND WAS CARRIED.

- I. *Draft* Public Participation Plan

Sam Richardson, Transportation Program Manager, presented the *Draft* Public Participation Plan. No action was requested.

- J. *Draft* Title VI Plan

Sam Richardson, Transportation Program Manager, presented the *Draft* Title VI Plan. No action was requested.

VIII. Contract between the Regional Intergovernmental Council and TWM Consulting WV, LLC

Chairman David Fletcher presented the contract between the Regional Intergovernmental Council and TWM Consulting WV, LLC for approval.

A MOTION WAS MADE BY KRIS MITCHELL TO APPROVE THE CONTRACT BETWEEN THE REGIONAL INTERGOVERNMENTAL COUNCIL AND TWM CONSULTING WV, LLC. THE MOTION WAS SECONDED BY CONNIE KINDER AND WAS CARRIED.

IX. Contract between Regional Intergovernmental Council and Matheny & Company AC

Chairman David Fletcher presented the contract between the Regional Intergovernmental Council and Matheny & Company AC for approval.

A MOTION WAS MADE BY SCOTT ELLIOTT TO APPROVE THE CONTRACT BETWEEN THE REGIONAL INTERGOVERNMENTAL COUNCIL AND MATHENY & COMPANY AC. THE MOTION WAS SECONDED BY KRIS MITCHELL AND WAS CARRIED.

X. Bylaw Amendment to adjust the Quorum for the Executive Committee to Five

Chairman David Fletcher presented the Bylaw Amendment recommended by the RIC Executive Committee to lower the quorum for the Executive Committee to five for approval.

A MOTION WAS MADE BY JOY UNDERWOOD TO APPROVE THE BYLAW AMENDMENT TO ADJUST THE QUORUM FOR THE EXECUTIVE COMMITTEE TO FIVE. THE MOTION WAS SECONDED BY WILLIAM JONES AND WAS CARRIED.

XI. Legislative Allocations

Chairman David Fletcher presented the Legislative Allocations Resolution for the Regional Intergovernmental Council for adoption.

A MOTION WAS MADE BY KRIS MITCHELL TO ADOPT THE LEGISLATIVE ALLOCATIONS RESOLUTION FOR THE REGIONAL INTERGOVERNMENTAL COUNCIL. THE MOTION WAS SECONDED BY SCOTT ELLIOTT AND WAS CARRIED.

XII. Staff Reports

There were 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 12:37 P.M.

**Dave Casebolt, Chairman
Regional Intergovernmental Council**

Date