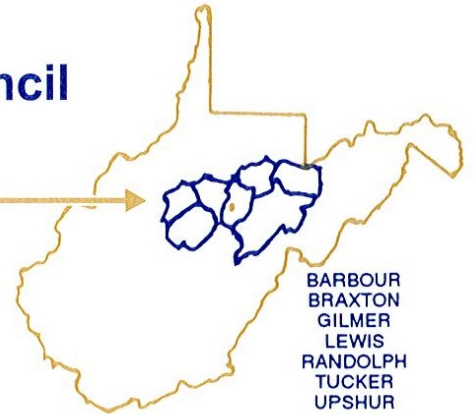


Region VII Planning and Development Council

99 EDMISTON WAY • SUITE 225 • BUCKHANNON, WV 26201
PHONE: (304) 472-6564 • FAX (304) 472-6590



AGENDA October 22, 2018

- 12:00 p.m.
1. Call to Order
 2. Moment of Silence
 3. Pledge of Allegiance
 4. Introductions
 5. Approve minutes from July 23, 2018 meeting
 6. Treasurer's Report
 7. Discussion regarding FY2018 Audit
 8. Chairman's Report
 9. Regional GIS Program—Daniel Peters and Jay Fowler, ESRI
 10. Executive Director's Report
 11. WV State Allocation Resolution
 12. Discussion on Deposit Accounts
 13. Regional Hazard Mitigation Plan Update
 14. Consider Projects for Review
 15. Adjournment—next meeting will be January 28, 2019

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MINUTES OF THE July 23, 2018 Annual COUNCIL MEETING HELD AT Smoke on the Water Restaurant, Elkins, WV

Chairperson Agnes Queen called the meeting to order at 12:00 p.m.

ATTENDANCE:

Council Members:

- | | |
|-----------------------|--------------------------------|
| 1. Matt Quattro | Mayor, City of Thomas |
| 2. Dorothy Judy | Mayor, City of Parsons |
| 3. Tim McDaniel | Barbour County Commission |
| 4. Terry Cutright | Upshur County Commission |
| 5. Robbie Morris | Randolph County Private Sector |
| 6. Ruth Straley | Mayor, Town of Jane Lew |
| 7. Dennis Fitzpatrick | Mayor, City of Glenville |
| 8. Mike Ross | Randolph County Private Sector |
| 9. Cindy Karelis | Mayor, Town of Beverly |
| 10. Mike Feola | Upshur County Private Sector |
| 11. Cindy Whetsell | Lewis County Private Sector |
| 12. Mark Doak | Randolph County Private Sector |
| 13. Agnes Queen | Lewis County Commission |
| 14. Dennis Filler | Tucker County Private Sector |
| 15. Lowell Moore | Tucker County Commission |
| 16. Ron Facemire | Braxton County Commission |
| 17. Michael Cvechko | Barbour County Private Sector |
| 18. Mike Taylor | Randolph County Commission |
| 19. Larry Chapman | Gilmer County Commission |
| 20. Van Broughton | Mayor of Elkins |
| 21. Bob Hardman | Gilmer County Private Sector |

Guests:

- | | |
|---------------------|---|
| 22. Rod Wyman | Lewis County Commission |
| 23. Henry McDonald | JH Consulting, LLC |
| 24. Rhett Dusenbury | Representative, Congressman Alex Mooney |
| 25. Lynn Phillips | Representative, Governor Jim Justice |
| 26. Jessica Sutton | City of Elkins |

27. Bob Pingley	City of Elkins
28. Shana Frey	Barbour County Administrator
29. Patty Teter	Town of Harman
30. Kristin Droppleman	Weston City Manager
31. Justin Ray	Representative, Senator Manchin
32. Janey Spry	US Census 2020 – Speaker
33. Jason Myers	City of Parsons Administrator

Executive Director and Staff:

34. Shane Whitehair	Executive Director
35. Peggy Ball	Administrative Assistant
36. Cam Matheny	Financial Consultant
37. Cary Smith	Project Manager
38. Jim Marshall	Project Specialist
39. Stacey McDaniel	GIS Specialist

Agenda Items 1,2,3

CALL TO ORDER – MOMENT OF SILENCE – PLEDGE OF ALLEGIANCE

After calling the meeting to order and welcoming all in attendance, Chairwoman Agnes Queen led the group in a moment of silent meditation and prayer and the “Pledge of Allegiance”.

Agenda Item 4

INTRODUCTIONS

Shane and Agnes introduced Jon & Denise McGee, the owners of Smoke on the Water. They provided a brief overview of their restaurant and the services they offer.

Chairwoman Agnes Queen requested that everyone in attendance introduce themselves.

Agenda Item 5

APPROVE MINUTES FROM APRIL 30, 2018 MEETING

Chairwoman Agnes Queen asked if there were any additions or corrections to the previous meeting minutes from the April 30, 2018, quarterly meeting. With no corrections noted, Dennis Fitzpatrick made a motion to accept the minutes as presented. Mike Ross seconded the motion and the motion passed unanimously.

Agenda item 6
TREASURER'S REPORT

Cam Matheny presented the financial statements for the year ending June 30, 2018. Cam stated that the council was in a strong financial position with a strong cash reserve and receivables to carry thru the year. It was noted that there was nothing significant to report in the quarter ending June 30, 2018 reports. Cam gave an overview of 2018 budget to actual summary noted that space and utilities were slightly over budget due to increase in lease adjustment from the landlord. Also, the professional services line item was slightly over budget due to needing extra work throughout the year. There were no questions.

Cam also noted our FY2018 audit has been scheduled for the second week in November 2018.

Agenda item 7
CHAIRMAN'S REPORT

Agnes thanked everyone for their willingness to work with her during her last four years, as this meeting will be her last as Chairperson.

Agenda item 8
REGIONAL HAZARD MITIGATION PLAN UPDATE – JH CONSULTING

Henry McDonald from JH Consulting gave an update on the Regional Hazard Mitigation Plan. The plan has now been approved by FEMA. Henry stated that FEMA requires participation from public and all municipalities and counties as well as the adoption of the plan by a resolution from each. So the hazard mitigation committee will be conducting annual meetings to provide updates on their respective projects.

Shane added that FEMA is looking to stagger the due dates of the Hazard Mitigation Plan updates so all regional councils will not be submitting at the same time. This should help FEMA with the review process and should not take as long to review and approve the plans. There may be a chance that Region VII PDC will have to update their plan before our typical five-year deadline.

Agenda item 9
US CENSUS 2020 UPDATE

Janet Spry of the U.S. Census Bureau presented information on the 2020 U.S. Census. She talked about the new way of hiring census workers as well as taking the census by using technology. The 2020 census can be done by using your computer or smartphone to submit information. She noted the importance of the census numbers as over 100 programs distribute funds on a basis of census-derived statistics. Janet discussed the much needed Complete Count Committees for all municipalities and counties to help

get a higher percentage response rate. West Virginia only had 65% response rate in the 2010 census.

Rhett Dusenbury stated that West Virginia needs to make up 70,000 people in the next census or we will go to only two congressional districts instead of the current three. This means less delegation in Washington fighting for our State. Janet noted that West Virginia had at one time six congressional districts and now we have only three. She stated that it is critical to get all of the population counted in 2020.

Agenda item 10

EXECUTIVE DIRECTOR'S REPORT

Shane thanked everyone for attending the meeting. Shane noted the importance of the census as it affects utility rates for water and sewer projects.

Shane reported on the proposed consolidation of the regional councils, as many council members continue to ask for updates. The WV Department of Commerce will not pursue the consolidation and it is now a dead issue. However, if anything else comes up pertaining to this issue, Shane will keep everyone posted.

Shane provided an overview of what the staff had accomplished during the last fiscal year. The fiscal year started out on a bad note from the turnover in staff. It was difficult in finding replacements for both the GIS Specialist and Project Specialist. It became a priority to find new staff as our workload had increased tremendously.

Shane also reported on the additional funding opportunities that became available as a result of the downturn in the coal industry. Region VII PDC assisted a few communities in developing projects and preparing applications for funding. Our communities were very successful in obtaining these funds for economic development purposes. For instance, Robbie Morris and the Randolph County Development Authority was able to access almost \$5 million for two manufacturing expansion projects.

Shane also reported on the increased role of Region VII to develop and deploy broadband throughout our communities. We have been successful in assisting communities in the region and currently have three open broadband projects.

Region VII PDC's sustainability still relies on our ability to manage/administer projects. Shane reported that during FY2018, the staff managed over 31 projects at a value of \$111 million. To compliment this, Region VII staff prepared over 21 applications and were successful in getting half of those funded.

And lastly, Shane noted that his goal looking into the next year is to try to get more involvement from other communities in the region. Region VII has their basic core group of folks that are involved, but they have trouble in attracting everyone.

Agenda item 11
NOMINATING COMMITTEE REPORT

Mark Doak provided an overview of the nominating committee meeting held in June 2018. Mark presented the current leadership of Agnes Queen, Chairperson; Lowell Moore, First Vice-Chair; Mike Taylor, Second Vice-Chairperson; and Connie Tenney, Treasurer. The Region VII Planning and Development Council by-laws were changed in 2015 to establish a term limit of four years for any officer except for Treasurer. In addition to the term limit, the second vice chairperson position was added at this time. Mark thanked Agnes Queen for her service the last four years as chairperson.

Agenda item 12
ELECTION OF FY2019 OFFICERS

The nominating committee proposed the following slate of officers:

- Chairman—Lowell Moore, Tucker County Commissioner
- First Vice-Chair—Tim McDaniel, Barbour County Commissioner
- Second Vice-Chair—Dennis Fitzpatrick, Mayor of Glenville
- Treasurer—Connie Tenney, Upshur County Private Sector
- Secretary—Shane Whitehair, Executive Director (by virtue of being Director)

Motion was made by Mike Cvechko to approve the nomination of officers and seconded by Mike Ross. All in attendance voted to approve the nomination of officers as presented. The motion passed unanimously.

Agenda item 13
PRIVATE SECTOR REPRESENTATION

Shane reminded the council members of private sector vacancies that need to be filled by Braxton, Gilmer, Lewis, Randolph and Upshur Counties. He asked them to be working on filling these council positions.

Agenda item 14
CONSIDER PROJECTS FOR REVIEW

Shane asked the council to look over and approve the list of projects for review. Robbie Morris made a motion to approve the projects for review. Dennis Fitzpatrick seconded the motion. The motion was voted on and passed unanimously.

Agenda item 15
ADJOURNMENT

Mike Cvechko made a motion to adjourn the meeting and Mike Feola seconded the motion. Motion carried.

Next quarterly meeting will be October 22, 2018.

Respectfully submitted,

Chairperson

Date

Executive Director

Date

Region VII Planning and Development Council

Balance Sheet

10/16/18

As of September 30, 2018

Accrual Basis

	<u>Sep 30, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Progressive Cash in Bank	374,152.83
105 · Certificates of deposit	
104 · CD - 718	16,561.64
106 · CD - 974	30,144.95
107 · CD - 604	40,399.58
Total 105 · Certificates of deposit	<u>87,106.17</u>
Total Checking/Savings	461,259.00
Accounts Receivable	
110 · Accounts receivable	224,864.13
120 · Assessments Receivable	7,876.75
121 · Grants Receivable	9,639.21
Total Accounts Receivable	<u>242,380.09</u>
Other Current Assets	
125 · Prepaid expenses	8,754.00
Total Other Current Assets	<u>8,754.00</u>
Total Current Assets	<u>712,393.09</u>
TOTAL ASSETS	<u>712,393.09</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
221 · Accrued Federal Withholding	-825.00
222 · Accrued FICA	-1,704.74
229 · Accrued Dental	284.00
242 · Deferred Revenue	174,419.06
Total Other Current Liabilities	<u>172,173.32</u>
Total Current Liabilities	<u>172,173.32</u>
Total Liabilities	172,173.32
Equity	
301 · Unrestrict Net Assets	430,601.08
Net Income	109,618.69
Total Equity	<u>540,219.77</u>
TOTAL LIABILITIES & EQUITY	<u>712,393.09</u>

Region VII Planning and Development Council
FY'18-19 Budget Summary
For the quarter ending September 30, 2018

	Current Activity July - Sept 2018	YTD Activity 2019	FY '18 - '19 Budget	Budget Remaining	% of Budget Utilized
Income					
400 · Grant Revenue	19,331.00	19,331.00	178,685.00	159,354.00	10.82%
415 · Assessment Dues	149,452.00	149,452.00	149,452.00	0.00	100.00%
470 · GIS Services	0.00	0.00	20,000.00	20,000.00	0.00%
480 · Project Administration Income	60,007.86	60,007.86	369,863.00	309,855.14	16.22%
485 · Event Sponsorship	0.00	0.00	0.00	0.00	0.00%
490 · Miscellaneous Income	0.00	0.00	0.00	0.00	0.00%
495 · Interest Income	408.15	408.15	0.00	-408.15	0.00%
496 · In-Kind Revenue	0.00	0.00	0.00	0.00	0.00%
Total Income	229,199.01	229,199.01	718,000.00	488,800.99	31.92%
Expense					
500 · Personnel	57,005.02	57,005.02	342,603.00	285,597.98	16.64%
505 · Fringe Benefits	22,361.51	22,361.51	114,940.00	92,578.49	19.45%
520 · Contractual	-	-	19,000.00	19,000.00	0.00%
521 · Travel & Per Diem	3,046.24	3,046.24	18,000.00	14,953.76	16.92%
522 · Space & Utilities	5,862.17	5,862.17	35,000.00	29,137.83	16.75%
523 · Equipment	-	-	17,500.00	17,500.00	0.00%
524 · Office Supplies	254.10	254.10	5,000.00	4,745.90	5.08%
525 · Postage	390.87	390.87	1,500.00	1,109.13	26.06%
526 · Telephone	2,096.57	2,096.57	9,000.00	6,903.43	23.30%
527 · Printing	399.39	399.39	2,500.00	2,100.61	15.98%
528 · Subscriptions	60.90	60.90	1,500.00	1,439.10	4.06%
529 · Advertising	-	-	1,500.00	1,500.00	0.00%
530 · Insurance	-	-	12,000.00	12,000.00	0.00%
531 · Legal Costs	-	-	2,000.00	2,000.00	0.00%
532 · Professional Services	19,000.00	19,000.00	58,100.00	39,100.00	32.70%
533 · Computer Hardware and Software	3,000.00	3,000.00	25,000.00	22,000.00	12.00%
534 · Membership Dues	2,050.00	2,050.00	7,500.00	5,450.00	27.33%
535 · IT Services	1,998.00	1,998.00	10,000.00	8,002.00	19.98%
536 · Conferences and Training	802.60	802.60	18,000.00	17,197.40	4.46%
537 · Meetings	1,172.61	1,172.61	10,000.00	8,827.39	11.73%
550 · In-Kind Expenses	-	-	-	-	0.00%
555 · Miscellaneous Group	80.34	80.34	7,357.00	7,276.66	1.09%
590 · Pass-Thru Grant Expense	-	-	-	-	0.00%
Total Expense	119,580.32	119,580.32	718,000.00	598,419.68	16.65%
Net Income	109,618.69	109,618.69	-		

Percentage of year completed: 25%

Region VII PDC Funded Project Status Report

Please Note--This report only reflects the funded projects for which we have binding agreements requesting our project administration services.

PROJECT NAME	TOTAL PROJECT COST	STATUS
Barbour County		
Century Volga PSD Sewer Project	\$4,150,000.00	Project is designed with remaining ROW's being acquired. Binding commitment has been requested in order to secure all funding for the project.
City of Philippi Water Tank Replacement	\$2,735,000.00	Construction has started with the site/foundation work under way.
Braxton County		
Flatwoods-Canoe Run PSD--Exchange Road Water Extension (Phase I)	\$3,043,000.00	Construction is expected to begin by November 15, 2018.
Flatwoods-Canoe Run PSD--Exchange Road Water Extension (Phase II)	\$2,498,027.00	Easement have been acquired. Design is complete. Waiting on AML authorization to proceed. Expected to start bidding process by December 2018.
Flatwoods-Canoe Run PSD--Heaters - Weyerhaeuser Water Upgrade Project	\$2,482,208.00	Plans and specs are complete. Right of way agent has been hired to assist the PSD is obtaining the necessary easements.
Town of Burnsville--Sewer System Improvements	\$22,000.00	Study completed and approved. Funding application being submitted so the project can move toward design and construction of the project.
Town of Burnsville--Water System Improvements and Ext. to Route 5/Orlando	\$4,503,639.00	In process of closing out project. Town is working with contractors to complete all work. SCBG grant is closed.
Gilmer County		
Gilmer County/Braxton County Broadband Plan	\$100,000.00	Consultant has started the assessment in Gilmer and Braxton Counties.
Lewis County		
Lewis County EDA--Alum Fork/Laurel Lick Water Extension	\$1,863,496.28	Construction has started and is approximately 56% complete.
Lewis County EDA--Roanoke Elementary School Water Extension	\$3,767,790.00	Construction is complete. Project being closed out by utilizing remaining funds for additional customers.
Weston Sanitary Board--Turnertown/Butchersville Sewer Extension	\$14,184,188.00	The project bid opening was held on September 20, 2018. The project team is currently requesting additional funds from the funding agencies to cover the entire project.
Lewis County Commission--North West Water Extension	\$3,716,681.00	Construction continues with Contract #1 approximately 95% complete and Contract #2 complete.
Randolph County		
Town of Harman Water Project	\$5,935,000.00	The Town and its project engineers are trying to close out the project.
Randolph County Development Authority--Hardwood Cluster Manufacturing Expansion	\$3,645,000.00	Project is moving forward. The design is approximately 40% complete, with the expectation of starting the bidding process in March 2019.
Randolph County Development Authority--Manufacturing Expansion Project	\$9,310,000.00	Contractor received Notice to Proceed on September 28, 2018 and will be complete by September 2019.
City of Elkins--Phase II Sewer Improvements	\$4,187,600.00	Project is currently in design phase with anticipation of submitting plans and specifications to WVDEP by the end of November.
Town of Mill Creek--Water Improvements	\$4,612,475.00	Project is currently in the process of being settled between all parties. Once final payment is issued to current contractor, then a new project will be advertised for bid.
Tucker County		
City of Parsons Elevation Project	\$300,000.00	All work has been complete. Currently in the process of closing out the project.
Tucker County Commission--Hamrick PSD Water System Improvements and Extension	\$6,075,563.00	Construction is substantially complete.
City of Parsons GIS Mapping Project	\$25,000.00	All field work is complete. Anticipated completion date is December 2018.
Town of Davis Water System Improvements	\$2,335,000.00	Project is currently being designed (preliminary design 100% complete, final design 70% complete).
Upshur County		
Upshur County Commission--Elkins Road PSD Phase III Water Extension	\$6,500,000.00	Project is currently being designed (preliminary design 100% complete, final design 50% complete).
Upshur County Development Authority--Mountain State Broadband Expressway	\$16,068,500.00	Construction of Phase I towers has started. Access roads and towers pads for three of the first four towers are complete. Will start on the environmental clearance on the next four towers.
Upshur County Development Authority--Innovation and Business Center	\$3,500,000.00	Construction started June 26, 2018.
Multi-County		
Central WV Development Association--Regional Broadband Project	\$3,450,000.00	Construction contract approved and notice to proceed issued on the construction of the first 10 towers.
TOTAL AMOUNT OF FUNDS ADMINISTERED BY REGION VII PDC STAFF	\$109,010,167.28	

October 2018
Projects for Review

1. Friends of Blackwater – WALD Passive Treatment Reconstruction Project – Phase I

Remediation of acid mine drainage on North Fork of the Blackwater River in Tucker County. Project is to replace the wetland anoxic limestone drain (WALD) passive treatment system.

Proposed Funding

WCAP	\$ 99,700
WVDEP	\$ <u>149,594</u>
TOTAL	\$ 249,294

2. Canaan Valley Institute (CVI) – Downstream Strategies (DS) – WV DNR Fishery Enhancement Project

Fishery Enhancement Project on Beaver Creek in Tucker County by removing the Beaver Creek dam and add woody material to the stream to improve aquatic habitat and enhance the riparian zone with native trees and shrubs. Project is to enhance and stock the fishery and natural stream with trout.

Proposed Funding

WVDEP AML&R	Design & Permitting	\$29,200
WVDEP AML&R	Construction	<u>255,074</u>
TOTAL		\$284,274

October 2018
Expediently Reviewed

1. Adrian PSD Water System Extension Phase VIII Project

Upgrade existing water system, replace water tanks and water booster pump stations, in addition to extending service to existing homes and school in Pickens area.

Proposed Funding

USDA Loan	4,900,000
USDA Grant	3,700,000
Local Grant	<u>75,000</u>
TOTAL	\$8,675,000