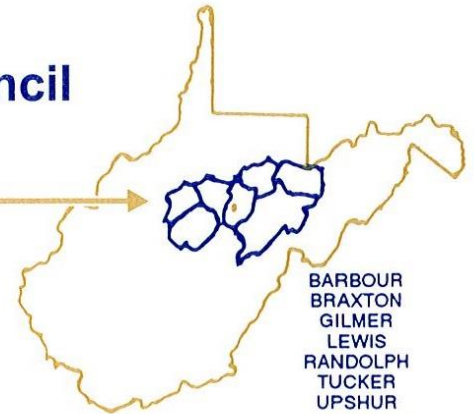


Region VII Planning and Development Council

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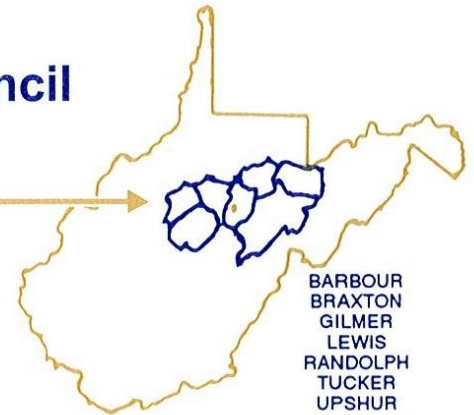


AGENDA **January 23, 2017**

- 12:00 p.m.
1. Call to Order
 2. Moment of Silence
 3. Pledge of Allegiance
 4. Introductions
 5. Approve Minutes from October 24, 2016 meeting
 6. Treasurer's Report
 7. Chairman's Report
 8. Executive Director's Report
 9. Report/Discussion on Projects and/or Issues from member Governments
 10. ARC Application – GIS Analysis and Mapping Project
 11. Regional hazard Mitigation Plan
 12. Consider Projects for Review
 13. Adjournment

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MINUTES OF THE JANUARY 23, 2017 QUARTERLY COUNCIL MEETING HELD AT THE REGION VII PLANNING AND DEVELOPMENT COUNCIL OFFICE

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

ATTENDANCE:

Council Members:

- | | |
|---------------------|--------------------------------|
| 1. Ron Facemire | Braxton County Commission |
| 2. Agnes Queen | Lewis County Commission |
| 3. Joe Drenning | Mayor of Davis |
| 4. Mike Taylor | Randolph County Commission |
| 5. Terry Cutright | Upshur County Commission |
| 6. Larry Chapman | Gilmer County Commission |
| 7. Robert Gompers | Upshur County Private Sector |
| 8. Tim McDaniel | Barbour County Commission |
| 9. Jim Rossi | Mayor of Coalton |
| 10. Ben Propst | Barbour County Private Sector |
| 11. Matt Quattro | Mayor of Thomas |
| 12. Connie Tenney | Upshur County Private Sector |
| 13. Mike Herron | Lewis County Private Sector |
| 14. Mark Doak | Randolph County Private Sector |
| 15. Mike Ross | Randolph County Private Sector |
| 16. Michael Cvechko | Barbour County Private Sector |
| 17. A.G. Trusler | Upshur County Private Sector |
| 18. Dorothy Judy | Mayor of Parsons |
| 19. Lowell Moore | Tucker County Commission |
| 20. Dr. Tim Barry | Barbour County Private Sector |

Guests:

- | | |
|--------------------|--|
| 21. Donna Haddix | Randolph County Administrative Assistant |
| 22. Danny Wagner | WV House of Delegates, Barbour County |
| 23. Rod Wyman | Lewis County Commission |
| 24. Kylea Radcliff | The Thrasher Group, Inc. |
| 25. Jason L. Myers | City of Parsons Administrator-Treasurer |
| 26. Tim Auvil | City of Parsons Council Member |

Executive Director and Staff:

27. Shane Whitehair	Executive Director
28. Cary Smith	Project Manager
29. Cam Matheny	Financial Consultant
30. Jessica Brewer	GIS Project Specialist
31. Peggy Ball	Administrative Assistant

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:

Chairwoman Agnes Queen requested that everyone in attendance introduce themselves. Executive Director Shane Whitehair introduced the Council’s new staff member – Peggy Ball, Administrative Assistant.

Agenda Item 5

PREVIOUS MEETING MINUTES:

Chairwoman Agnes Queen asked if there were any additions or corrections to the previous meeting minutes from the October 24, 2016 quarterly meeting. With no corrections or additions indicated, Mike Cvechko made a motion to accept the minutes as recorded, and Mike Herron seconded the motion, which passed unanimously.

Agenda Item 6

TREASURER’S REPORT:

Connie Tenney reviewed balance sheet, profit and loss statement and the budget summary. Connie noted the large expenditure was for the GIS computer hardware and software which was included in the budget. No questions were asked regarding the financial reports.

Cam Matheny noted the significant changes of government accounting procedure for all leased items. Cam conducted a conference call with Rob Adams, auditor with Gibbons and Kawash presenting results of the audit they performed for Region VII Planning and Development Council for year ending June 30, 2016. Rob Adams expressed unmodified opinion of financial statement, which is the highest level of assurance they can provide with no audit adjustments needed.

Agenda Item 7

CHAIRMAN'S REPORT:

Chairwoman Queen stated that she did not have anything to present at this time.

Agenda Item 8

DIRECTOR'S REPORT:

Shane Whitehair congratulated Upshur County Commission (Elkins Road PSD) and Town of Davis on receiving a Small Cities Block Grant for water extension projects.

Regional Broadband Project is getting closer to being funded, but still working on getting environmental clearances.

Shane and Cam met with WV Development Office staff to discuss how our indirect cost rate is calculated and implemented. Currently the WVDO is holding over \$60,000 worth of administrative invoices due to the fact that the WVDO thinks our rate is abnormally high. So, Cam and I met with the WVDO to explain how our rate is calculated and charged to projects. Shane believes the WVDO will eventually process the invoices, but not without Region VII having to jump through numerous hoops. No other federal or state agency has ever scrutinized our indirects as much as the CDB Program has. Cam noted that we would jump through the hoops to get this issue resolved.

Region VII staff has been meeting with a few local governments to provide GIS services. Now that the PDC has received the necessary equipment, the agency is starting to see more opportunities become available. In fact, Region VII might need to hire additional staff to assist with the additional workload.

ARC update, Shane went to DDDA meeting in South Carolina. Federal ARC co-chair will be changing which may lead to delay in grants being approved. Region VII Planning and Development Council planning grant has been approved and will be receiving the first six months. Braxton County Canoe Run Project should be approved before the co-chair leaves his position.

Region VII monies in CD's is getting very low interest rate. Agnes suggested that we put together a financial committee to review investing options.

Personal Policy needs to be updated. Shane is working on updating and will have an attorney review before presenting to council for approval.

Private Sector Membership has some vacancies that need to be filled, Shane will be in contact with the County Commissioners of those counties to get those positions filled.

Status Report – Report is included in the packet for Council to review. Cary reviewed the report with members.

Agenda Item 9

REPORT/DISCUSSION ON PROJECTS AND ISSUES FROM MEMBER GOVERNMENTS:

A representative from each county was asked to discuss the status of any project, concerns and/or issues from their respective county.

BARBOUR COUNTY: Commissioner Tim McDaniel stated that the Century-Volga PSD Sewer Project needs to keep going. City of Philippi water replacement tank project is very badly needed. Also, the reservoir project needs completed.

BRAXTON COUNTY: Commissioner Ron Facemire stated that Flatwoods Canoe Run PSD Project waiting on final funding

GILMER COUNTY: Commissioner Larry Chapman noted Route 5/Orlando Water Project was a great success. Town of Sand Fork Sewer Upgrade Project has been much needed for years.

LEWIS COUNTY: Commissioner Agnes Queen reported that the Roanoke School Water Project Extension was a great success. City of Weston expansion of water and sewer projects are much needed. Industrial area, broadband and housing projects are needed. Region VII helped with securing the grant for a very nice ADA accessible playground area.

RANDOLPH COUNTY: Commissioner Mike Taylor stated the Harman Water Project and Hardwood Manufacturing Expansion are great successes. Town of Mill Creek issues will hopefully be resolved soon. Broadband will be a great asset. Randolph County Commission is working on obtaining the old FAA Flight Service Center to move the Elkins 911 as well as Mapping and Addressing to that location. City of Elkins water project will have a big impact on other local PSD projects.

TUCKER COUNTY: Commissioner Lowell Moore mentioned the Town of Davis Water Expansion has been great success in 2016. Diversion Dike in Parsons is a FEMA project that has been on hold due to environmental issues of removing trees, which have recently been removed, hopefully the project will start in July. Broadband is also much needed in rural areas. City of Parsons Administrator Jason Myers reported the City has tentatively been awarded grant for Source Water Testing Equipment. Jason also thanked Region VII for a job well done for the City Splash Park success.

UPSHUR COUNTY: Commissioner Terry Cutright noted securing the grant for the Upshur County Innovation Center was a great success in 2016 thanks to Region VII and Upshur Development Authority. Goals for 2017 will be the Broadband Project and Upshur County Airport extending the runway.

Agenda Item 10

ARC APPLICATION – GIS ANALYSIS AND MAPPING PROJECT

Economic Analysis & GIS Mapping grant application will be presented to ARC after not being approved by Federal EDA. This is a combination of economic recovery plan, GIS analysis and mapping project. We will be inventorying all businesses and commercial sites in our seven-county region that will serve as a dual purpose. First this information can be used in a disaster situation to speed up funding opportunities, secondly will help development authorities to plan for future development in their counties. This will be a two-year project. Region VII Council previously approved the matching funds under the Federal EDA plan of 70/30 matching grant that was not awarded. ARC funding is a 60/40 matching grant which will require Region VII Planning and Development Council to match about \$60,000 for the project. The ARC application is due at end of the month. Motion was made by Mike Ross to approve this revised project and was seconded by A.G. Trusler, Jr., all present voted in favor.

Agenda Item 11

REGIONAL HAZARD MITIGATION PLAN

Our Regional Hazard Mitigation Plan expires this August 2016, FEMA has approved planning funds of \$61,000 to update this plan, however due to the time frame in getting this completed Shane recommended hiring JH Consulting which would provide this service for \$25,000. Shane ask Council to approve entering this agreement with JH Consulting to update regional plan. Mike Taylor motioned to approve this agreement and A.G. Trusler, Jr. seconded, all present voted in favor.

Agenda Item 12

CONSIDER PROJECTS FOR REVIEW

Projected were expeditiously reviewed by staff and need formal approval from the board. Motion to accept made by Larry Chapman, seconded by Mike Ross. Voted passed unanimously.

Agenda Item 13

ADJOURNMENT

With no further business to discuss, A.G. Trusler, Jr. made a motion to adjourn, which was seconded by Mike Ross before passing unanimously.

NOTE NEXT MEETING WILL BE APRIL 24, 2017 12:00 P.M.

Respectfully submitted,

Chairperson

Date

Executive Director

Date