

KYOVA INTERSTATE PLANNING COMMISSION
POLICY MEETING

400 Third Avenue
Huntington, WV 25701

July 23, 2020
12:00 P.M.

MINUTES

AGENDA ITEM #1: Call to Order – Robert Pasley, Chairman

- Meeting was called to order by Robert Pasley, Chairman

AGENDA ITEM #2: Roll Call – Chris Chiles

- Attendees present for the Policy Board Meeting (via Zoom Video Conferencing) are as follows:

Howard Anderson	Jim Insko
Phil Biggs	Blake Jones
Bill Bissett	Todd Kelley
Nate Brugler	Chris Kinsey
Frank Burkett	Ralph Kline
Brian Carr	Paul Knipp
Eric Chaney	Patrick Leighty
Steve Cole	Vickie Lester
Sam Cramblit	Mark Maynard
Paul Davis	Robert Pasley
Bill Dingus	Mike Payne
Michael Dombrowski	Michael Read
Bernadette DuPont	Julie Stephens
Michael S. Graese	Kevin Sullivan
Sam Granada	Alex Vaughn
Kara Greathouse	Steve Williams
Deanna Holliday	Betty Wood
Chandra Inglis-Smith	Jennifer Woodall

AGENDA ITEM #3: Approval of Minutes from Previous Meeting (February 21, 2020)

- ❖ Motion Biggs / Leighty to approve as presented

AGENDA ITEM #4: Executive Director’s Report -- Chris Chiles, Executive Director

- Mr. Chiles called on Paul Davis, General Manager of the Tri-State Transit Authority, who introduced Betty Wood as the new Mobility Manager.
- COVID-19 Impacts
 - Mr. Chiles went over office protocols during the COVID-19 pandemic. He explained that staff members are still working at full capacity. Staff are still working normal business hours, 5 days a week. Two staff members are scheduled in the office each day on a rotating schedule, while everyone else teleworks. The

Administrative Assistant has an office phone at her home, and phone calls to the office number are forwarded to her home, as well as the office.

- TMA Certification
 - Mr. Chiles informed members of the recent TMA Certification Review process. He explained that FHWA reviews our activity to maintain compliance with federal rules and regulations.
- Suballocated Funds Grant Cycle and Submission
 - Mr. Chiles discussed the Suballocated Funds Grant Cycle, application process and submission dates. He discussed changes that will transpire in the process at a later date, including a year-round grant cycle and new on-line application portal.
- Hal Greer Boulevard Corridor Project
 - Mr. Chiles informed members that the project continues to move forward. While some short delays were experienced due to COVID-19, everything is now moving forward at a relatively fast pace.
- Chesapeake Bypass / Tri-State Metropolitan Outerbelt
 - Mr. Chiles stated this is KYOVA's main priority in Lawrence County, Ohio. He discussed being awarded right-of-way acquisition funds from the TRAC, and a local commitment of suballocated funds to be used for this project.
- Update on KYOVA Transportation Studies
 - Huntington Truck Route Study – Kimley-Horn
 - Downtown Huntington Multimodal Parking Study – Kimley-Horn
 - Parking Study for the Huntington Tri-State Airport – Kimley-Horn
 - US 52-SR 7 Safety Corridor Management Plan – HDR
 - Boyd-Greenup County Freight Plan – HDR
 - Boyd-Greenup County Small Urban Area Safety Study – QK4
 - Lawrence County Transit Study – RLS & Associates
 - Mr. Chiles briefly mentioned the various transportation studies KYOVA staff are currently involved with, and directed members to KYOVA's YouTube channel for more information.

AGENDA ITEM #5: TMA Certification Review Summary & Federal Update – Chandra Inglis-Smith, FHWA-WV Division

- Ms. Smith gave a brief update of this year's TMA Certification Review. She stated this year's review was completed differently than in the past due to COVID-19. She thanked Bernadette DuPont, FHWA-KY Division and Frank Burkett, FHWA OH Division, for their help and contributions. She stated it was a successful process with two commendations: 1.) Paul Davis, General Manager Tri-State Transit Authority, as TAC Chairman; and 2.) KYOVA and RIC for their flexibility and reactions to the challenges of 2020, especially regarding public involvement. There were zero (0) corrective actions.

AGENDA ITEM #6: Presentation of Fixed Assets Policies and Procedures – Chris Chiles, Executive Director

- Fixed Assets Policies and Procedures Handout
 - Mr. Chiles discussed the need for an updated Fixed Assets Policy that is reflective of inflation and the cost of office equipment and supplies, especially computers and laptops.
- ❖ Motion Davis / Biggs to approve as presented

AGENDA ITEM #7: Revisions to FY 2021-2024 Transportation Improvement Program (TIP) and 2040 Metropolitan Transportation Plan (MTP) (Amendment #1) – Chris Chiles, Executive Director

- Resolution #2021-001
- ❖ Motion Dingus / Biggs to approve as presented

AGENDA ITEM #8: Old Business

- None

AGENDA ITEM #9: New Business

- Future KYOVA Policy Committee Meeting Dates
 - October 2, 2020
 - December 4, 2020

AGENDA ITEM #10: Adjournment