

Region VII Planning and Development Council

P.O. BOX 849 • 21 EAST MAIN STREET • SUITE 102 • BUCKHANNON, WV 26201
PHONE: (304) 472-6564 • FAX (304) 472-6590



Zoom Meeting: <https://us02web.zoom.us/j/87679932572>

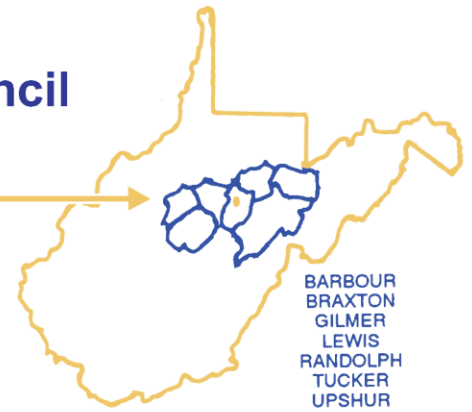
Call in: 1.929.436.2866
Meeting ID: 876 7993 2572

AGENDA October 26, 2020

- 12:00 p.m.
1. Call to Order
 2. Moment of Silence
 3. Pledge of Allegiance
 4. Introductions—Verification of Quorum
 5. Approve minutes from July 27, 2020 meeting
 6. Approve minutes from September 28, 2020 meeting
 7. Treasurer’s Report
 8. FY2020 Audit
 9. Chairman’s Report
 10. Executive Director’s Report
 - Agency Operations
 - EDA CARES Act Planning Grant
 - CARES Act Utility Grants
 - WV Comprehensive Broadband Plan
 11. Schedule CEDS Committee Meetings
 12. Consider Projects for Review
 14. Other Discussion Items
 15. Adjournment—next meeting tentatively scheduled for January 25, 2021

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July 27, 2020, Special Council Meeting Minutes Zoom Video – Call-In Meeting

Chairperson Lowell Moore called the meeting to order at 12:00 p.m.

ATTENDANCE:

Council Members:

1. Tim McDaniel
2. Dr. Tim Barry
3. Shana Frey
4. Mike Cvechko
5. Melvin Gum
6. John Bennett
7. Dennis Fitzpatrick
8. Robert O. Hardman
9. David Hutchison
10. Ruth Straley
11. Kim Harrison
12. Cindy Whetsell
13. Mark Doak
14. Lowell Moore
15. Matt Quattro
16. Dorothy Judy
17. Dennis Filler
18. Terry Cutright
19. Mike Feola

- Barbour County Commission
- Barbour County Private Sector
- Barbour County Private Sector
- Barbour County Private Sector
- Braxton County Commission
- Gilmer County Commission
- Mayor, Town of Glenville
- Gilmer County Private Sector
- Gilmer County Private Sector
- Mayor, Town of Jane Lew
- Mayor, City of Weston
- Lewis County Commission
- Randolph County Private Sector
- Tucker County Commission
- Mayor, City of Thomas
- Mayor, City of Parsons
- Tucker County Private Sector
- Upshur County Commission
- Upshur County Private Sector

Guests:

20. Melody Himes
21. Jason Myers
22. Rod Wyman
23. George Skidmore

- City of Elkins
- City of Parsons
- Lewis County Commission
- Braxton County Commission

Executive Director and Staff:

24. Shane Whitehair

25. Cam Matheny

26. Cary Smith

27. Jim Marshall

28. Stacey McDaniel

29. Peggy Ball

Executive Director

Financial Consultant

Project Manager

Project Specialist

GIS Project Specialist

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, Chairman Lowell Moore led the group in a moment of silent meditation and the “Pledge of Allegiance”.

Agenda Item 4

INTRODUCTIONS – Verification of Quorum

Shane and Peggy announced those in attendance to verify a quorum. A total of 19 council members participated either by video or telephone.

Agenda Item 5

APPROVE MINUTES FROM MAY 29, 2020 MEETING

Chairman Lowell Moore asked if there were any additions or corrections to the minutes from May 29, 2020 special meeting. With no corrections noted, Mike Feola made a motion to accept the minutes as presented. Dennis Filler seconded the motion. The motion passed unanimously.

Agenda Item 6

TREASURER’S REPORT

Cam Matheny reviewed the Balance Sheet for the period ending June 30, 2020. Cam also review the Profit and Loss as well as the Budget Summary dated June 30, 2020. There were no questions or comments on the financial reports.

Agenda 7

FY2020 AUDIT

Cam discussed the upcoming FY2020 Audit. He stated that he contacted Brown Edwards about how they would be handling this year’s audit during the Covid-19 pandemic. They will be performing audits remotely. The audit will probably be conducted by October 2020.

Agenda Item 8
CHAIRMAN'S REPORT

Chairman Moore spoke about the conference call in early March he had with Region VII Staff, Steve Leyh, Dennis Filler, Supervisor of the Tucker County Landfill, Town of Davis, and City of Thomas commissioners about a feasibility study for wastewater project. The Chairman noted that he was very pleased that Tucker County Commission had received letters from both Towns of Davis and City of Thomas stating that they would work with Tucker County Commission on the Tucker County Wastewater Project.

Also, Chairman Moore mentioned that the review committee had met to complete Shane's annual review. The review committee consisted of Tim McDaniel, Dennis Fitzpatrick, Mark Doak, Connie Tenney, and Lowell Moore. Agnes Queen was unable to attend. They gave Shane a great review and were very pleased with the job he always does for the Council.

Agenda Item 9
EXECUTIVE DIRECTOR'S REPORT

Shane noted that Region VII Staff is still working remotely, however, everyone still comes to the office on as-needed basis to do tasks that are more convenient to complete at the office. Shane mentioned that the staff will continue to work remotely until everything calms down.

Shane reported that Region VII PDC did receive the EDA Covid-19 Planning Grant for \$400,000. The grant will be \$200,000 the first year starting July 1, 2020, and the remainder \$200,000 will be received the second year. Region VII has started the process of procuring for a consultant to help with the development and creation of its Comprehensive Economic Development Strategy.

Shane noted that Region VII will partner with the other Councils to hire a consultant to interpret the requirements and regulations on how the Councils can contract for project administration services on federally funded projects. There is a need for some clarification to be made on what the Councils can and cannot do when it comes to administering a project.

Shane stated that he is working on the FY2020 Annual Report.

Agenda Item 10
APPOINTMENT OF CEDS COMMITTEE

Chairman Moore mentioned that he needed ten to fourteen volunteers to serve on the CEDS Committee. In the upcoming weeks, he or Shane would need to get the committee formed.

**Agenda Item 11
FY2021 OFFICERS**

Shane stated that he had spoken to the current officers and they have agreed to continue in their respective positions for another year. Dennis Filler made the motion to extend the current officer's term for another year. Dorothy Judy seconded the motion. The motion passed unanimously.

**Agenda Item 12
CONSIDER PROJECTS FOR REVIEW**

Shane shared the projects for review that the Region VII Staff had expeditiously reviewed for the Council's approval. Mike Cvechko made the motion to approve the projects for review. Terry Cutright seconded the motion. The motion passed unanimously.

**Agenda Item 13
OTHER DISCUSSION ITEMS**

Chairman Moore asked if there were any other items to be discussed. No other items were mentioned.

**Agenda Item 14
ADJOURNMENT**

Motion to adjourn the meeting was made by Dorothy Judy and seconded by Mike Cvechko. The next meeting is tentatively scheduled for October 26, 2020.

Respectfully submitted,

Chairman

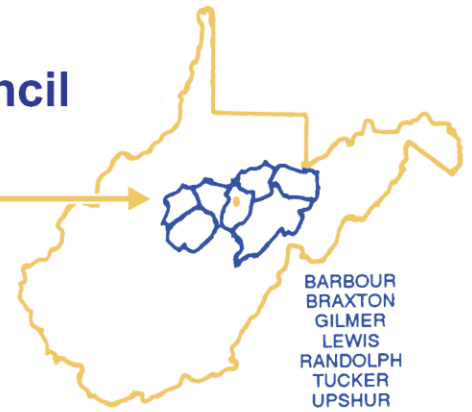
Date

Executive Director

Date

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September 28, 2020, Special Council Meeting Minutes Zoom Video – Call-In Meeting

Chairperson Lowell Moore called the meeting to order at 12:00 p.m.

ATTENDANCE:

Council Members:

- | | |
|-----------------------|--------------------------------|
| 1. Tim McDaniel | Barbour County Commission |
| 2. Shana Frey | Barbour County Private Sector |
| 3. Tim Barry | Barbour County Private Sector |
| 4. Melvin Gum | Braxton County Commission |
| 5. John Bennett | Gilmer County Commission |
| 6. Dennis Fitzpatrick | Mayor, Town of Glenville |
| 7. Robert O. Hardman | Gilmer County Private Sector |
| 8. David Hutchison | Gilmer County Private Sector |
| 9. Agnes Queen | Lewis County Commission |
| 10. Ruth Straley | Mayor, Town of Jane Lew |
| 11. Kim Harrison | Mayor, City of Weston |
| 12. Kevin Stalnaker | Lewis County Private Sector |
| 13. Mark Doak | Randolph County Private Sector |
| 14. Lowell Moore | Tucker County Commission |
| 15. Dorothy Judy | Mayor, City of Parsons |
| 16. Dennis Filler | Tucker County Private Sector |
| 17. Terry Cutright | Upshur County Commission |
| 18. Robert Gompers | Upshur County Private Sector |
| 19. Mike Feola | Upshur County Private Sector |
| 20. Joel Thierstein | Upshur County Private Sector |

Guests:

- | | |
|---------------|-------------------------|
| 21: Rod Wyman | Lewis County Commission |
|---------------|-------------------------|

Executive Director and Staff:

- | | |
|---------------------|--------------------|
| 22: Shane Whitehair | Executive Director |
|---------------------|--------------------|

23. Peggy Ball

Administrative Assistant

Agenda Items 1

CALL TO ORDER

Lowell Moore called the meeting to order.

Agenda Item 2

INTRODUCTIONS – Verification of Quorum

Peggy and Shane verified attendance of video/call-in meeting. Quorum was verified and present, with a total of twenty council members participating.

Agenda Item 3

FY2021 WV State Allocation Approval

Shane Whitehair shared and read the resolution for the FY2021 WV State Allocation. Agnes Queen made the motion to approve the FY2021 WV State Allocation Resolution. Dennis Fitzpatrick seconded the motion. The resolution was voted on by all council members in attendance. Vote total: 20 for and 0 against.

Agenda Item 4

CEDS Committee Recommended

Lowell Moore recommended the following council members to serve on the CEDS Committee:

1. Tim McDaniel
2. Dr. Tim Barry
3. Mike Cvechko
4. Dennis Fitzpatrick
5. Robert O. Hardman
6. Kim Harrison
7. Cindy Whetsell
8. Kevin Stalnaker
9. Robbie Morris
10. Mark Doak
11. Lowell Moore
12. Dennis Filler
13. Terry Cutright
14. Connie Tenney

Agenda Item 5
ADJOURNMENT – NEXT MEETING

The next meeting was set for Monday, October 26, 2020, at noon. Dennis Fitzpatrick made a motion to adjourn the meeting and Kim Harrison seconded the motion. The motion passed unanimously.

Respectfully submitted,

Chairman

Date

Executive Director

Date