

**New River Valley  
Metropolitan Planning Organization  
755 Roanoke Street  
Christiansburg, VA 24073**

**Minutes**

**July 9, 2015**

**MEMBERS**

<b>PRESENT:</b>	Emily Gibson	-Montgomery County (for Craig Meadows)
	Anne McClung	-Town of Blacksburg
	Michael Sutphin	-Town of Blacksburg
	Steve Ross	-Town of Blacksburg (Blacksburg Transit)
	John Mattingly	-Town of Blacksburg (Blacksburg Transit)
	Michael Barber	-Town of Christiansburg
	Adam Carpenetti	-Town of Christiansburg
	Steve Mouras	-Virginia Tech
	Kevin Byrd	-NRV PDC
	Danny Wilson	-Pulaski County
	Brian Booth	-Radford Transit
	Jim Hurt	-City of Radford
	Fritz Streff	-New River Community College
	Dan Brugh	-NRV MPO
	Randal Gwinn	-Recording Secretary
	Thomas DiGiulian	-VDoT (for Ken King)
<b>ABSENT:</b>	Craig Meadows	-Montgomery County
	Ken King	-VDoT
	Carol Linkenhoker	-VDoT
	Tammye Davis	-FHWA
	Ranny O'Dell	-Pulaski County
	Bruce Brown	-City of Radford
	Gary Heinline	-Pulaski Transit
	Tony Cho	-Federal Transit Administration-Region 111
	Annette Perkins	-Montgomery County
	Michael St. Jean	-VA Tech/Montgomery Regional Airport Authority
	James Perkins	-Radford University
	Chris Arabia	-VA Department of Rail and Public Transportation
<b>OTHERS</b>		
<b>PRESENT:</b>	Erik Olsen	-MPO
	David Clarke	-VDoT

## **DECLARATION OF QUORUM AND CALL TO ORDER**

This being the meeting for the annual election of officers, Executive Director Dan Brugh declared a quorum and called the meeting to order at 2 P.M.

## **APPROVAL OF AGENDA**

Dan asked for comments on the proposed agenda. Hearing none he asked to hear a motion for approval.

**On a motion by Danny Wilson seconded by Michael Sutphin and carried unanimously, the proposed meeting agenda was approved.**

## **APPROVAL OF MINUTES OF May 7, 2015 MEETING**

Dan asked for comments on or corrections to the meeting minutes from the May 7, 2015 Policy Board meeting. Hearing none he then called for a motion to approve the minutes.

**On a motion by Michael Barber seconded by Anne McClung and carried unanimously, the minutes dated May 7, 2015 were approved.**

## **ELECTION OF OFFICERS FOR 2015 -2016**

In accordance with the bylaws of the MPO, officers are elected for a one year term. Officers are eligible for re-election and each of the officers must be from different jurisdictions.

Current officers are: Craig Meadows, Chairman  
Anne McClung, Vice Chairman

Dan announced that the floor is open to receive nominations for Chairman. No seconds are required for nominations.

**Michael Barber moved to nominate Craig Meadows for Chairman.**

There were no other nominations made.

Dan then asked for a motion to close nominations.

**On a motion by Adam Carpenetti seconded by Danny Wilson and carried unanimously, nominations for MPO Chairman were closed.**

Dan then called for a vote for re-election of Craig Meadows for Chairman. The vote was unanimously in favor and Craig will be Chairman for 2015-16.

Craig being absent from the meeting, Dan continued by announcing that the floor is open to receive nominations for Vice Chairman.

**Michael Barber moved to nominate Anne McClung.**

There were no other nominations made.

Dan then asked for a motion to close nominations.

**On a motion by Michael Barber seconded by Danny Wilson and carried unanimously, nominations for MPO Vice Chairman were closed.**

Dan then called for a vote for re-election of Anne McClung for Vice Chairman. The vote was unanimously in favor of Anne remaining Vice Chairman for 2015-16 and assumed control of the meeting.

#### **SELECTION OF REGULAR MEETING DATE**

Selection of a regular meeting date was next discussed. All were in consensus to continue the practice of meeting on the first Thursday of each month at 2 PM in the County Admin Conference Room of the Montgomery County Government Center and Anne asked for a motion to that effect.

**On a motion by Michael Barber seconded by Danny Wilson and carried unanimously, the regular meeting date will continue to be 2 PM on the first Thursday of each month and the meeting will continue to be held in the County Admin Conference Room of the Montgomery County Government Center.**

#### **PUBLIC ADDRESS**

There were no citizens wishing to address the group.

#### **OLD BUSINESS**

##### **Approval of Western Perimeter Road Study**

Anne stated that the consultant for the MPO, Whitman Requardt and Associates has completed the corridor study for the Western Perimeter Road on the Virginia Tech Campus and acceptance of the final report is requested.

Steve Mouras spoke on behalf of Virginia Tech and expressed their satisfaction with the finished report as it will greatly aid in their preparations for anticipated population growth on campus.

Discussions completed Anne opened the floor for a motion to accept the final report on the Western Perimeter Road Study on the Virginia Tech Campus.

**On a motion by Adam Carpenetti seconded by Danny Wilson and carried unanimously, the final report on the Western Perimeter Road Corridor Study on the Virginia Tech campus was accepted and follows in its entirety.**

## ***New River Valley Metropolitan Planning Organization***

***July 9, 2015***

**Resolution to accept the final report on the Western Perimeter Road Corridor Study on the Virginia Tech campus.**

**On a motion by Adam Carpenetti seconded by Michael Sutphin and carried unanimously,**

WHEREAS, Virginia Tech requested the NRV MPO to conduct a study of a possible western perimeter road on the Virginia Tech Campus; and

WHEREAS, the NRV MPO approved conducting the study at its August 8, 2013 meeting at Virginia Tech expense, and

WHEREAS, the NRV MPO executed a contract with its “On Call” consultant, Whitman, Requardt and Associates to conduct this study, and

WHEREAS, the study is completed.

NOW, THEREFORE BE IT RESOLVED that:

The Policy Board accepts the final report of the Western Perimeter Road Study dated July 9, 2015.

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**Anne McClung, Vice-Chair**

## **HB 2 Update**

Dan presented an update on HB2. The CTB at its June 17, 2015 meeting approved the HB2 process that has been under development and the next step will entail submitting projects to be scored. VDOT will give an overview of the submission process and training will be held on July 14, 2015 at 1:00 pm in the Montgomery County Government Center Board of Supervisors room for those that will actually be developing the project applications. One decision that needs to be made today is whether the localities desire to submit their own project requests with MPO support or whether they want to prepare the requests and have them submitted by the MPO.

Tommy commented that there are two funding streams for use on requested projects, district grants and statewide funds for high priority projects. In order to qualify for funding under the District Grants program the project request must be submitted by a locality. If a locality gets the MPO to submit the project request then that project will not be eligible for funding under the District Grant program. The only project requests eligible for funding from the statewide program are those for Corridors of Statewide Significance (CoSS) and Regional Networks. These requests can be submitted by an MPO or by a locality with a resolution of support from the MPO. If the localities submit these requests with the support of their MPO then it enhances the chances of receiving funding since the requests become eligible for funding from both funding sources.

Dan commented that VDOT will be accepting project requests until September 30, 2015 and it may well be a good thing for localities to submit their own requests and ask the MPO to endorse those requests that qualify for the statewide funds at the next MPO Policy Board meeting in order to remain eligible for both funding streams. Dan requested that if any of the localities within the MPO has a project request that needs endorsement please send them to him as soon as possible

so that they can be shared with the rest of the MPO members so that everyone knows about them as they may have an impact on another localities requests.

Tommy added that at the June CTB meeting a change for eligibility requirements for the screening process for HB2 was made. Previously a project request had to meet a need under corridors of statewide significance, regional network or UDA; now a fourth option is available. If a project request meets a safety need as identified by VTRANS it will also be considered eligible for the screen process.

Discussion having ended Anne asked for a motion of intent on how the group will proceed with making these requests.

**On a motion by Michael Barber seconded by Danny Wilson and carried unanimously, it is agreed that, as a general rule, project applications will be completed and submitted by the individual locality with endorsement from the MPO when needed. The NRV MPO will also be able to submit project applications when deemed appropriate. The resolution follows in its entirety:**

***New River Valley  
Metropolitan Planning Organization***

***July 09, 2015***

**Resolution regarding submitting projects for funding consideration to VDOT under HB2 Implementation Procedures.**

**On a motion by D. Michael Barber seconded by Danny Wilson and carried unanimously,**

WHEREAS, the Office of the Secretary of Transportation has been developing procedures for implementation of HB2 for prioritization of transportation projects; and

WHEREAS, the HB2 Implementation Procedures were approved by the Commonwealth Transportation Board (CTB) at the June 17, 2015 meeting, and

WHEREAS, projects on the Corridors of Statewide Significance and projects on the regional network can be submitted by a locality or the MPO, and

WHEREAS, only localities can submit projects for the District Grant Program; and

WHEREAS, projects on the Corridors of Statewide Significance and projects on the regional network are eligible for either the High Priority funding or the District Grant Program.

NOW, THEREFORE BE IT RESOLVED that:

As a general rule, project applications will be completed and submitted by the individual locality with endorsement from the MPO when needed. The NRV MPO will also be able to submit project applications when deemed appropriate.

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**Anne McClung, Vice-Chair**

**NEW BUSINESS**

**Approval of Amendment # 2 to the 2015-18 Transportation Improvement Program (TIP)**

Dan explained the Amendment that Administrative Adjustment # 2 was made to the TIP in June 2015 in order to reconcile transit funding to actual funding.

Dan also stated the need for an amendment to add the construction phase and funding for the Multimodal Transfer Facility (MMTF) for Blacksburg Transit and also adds funding for rolling stock for Blacksburg Transit.

Hearing no discussion Anne asked to hear a motion for approval.

**On a motion by Michael Sutphin seconded by Jim Hurt and carried unanimously, Amendment # 2 to the 2015-18 TIP was approved. The resolution follows in its entirety:**

***New River Valley  
Metropolitan Planning Organization***

***July 9, 2015***

**Resolution Approving Amendment #2 for the 2015-18 TIP**

**On a motion by Michael Sutphin seconded by Jim Hurt and carried unanimously,**

WHEREAS, the MPO approved the 2015-2018 Transportation Improvement Program (TIP) in June, 2014, and

WHEREAS, additional funding was found by VDRPT that could be utilized by Blacksburg Transit for Rolling Stock and the Multimodal transfer Facility (MMTF) and this additional funding needs to be included in the MPO TIP, and

WHEREAS, Amendment #2 was advertised for public comment, sent to the MPO email list, posted it on the MPO website, and sent it to the MPO Interested Parties and Governmental Review Agencies, and

WHEREAS, no comments were received,

WHEREAS, the TAC recommends approval.

NOW, THEREFORE BE IT RESOLVED that the Blacksburg-Christiansburg-Montgomery Area Metropolitan Planning Organization approves Amendment # 2 to the 2015-18 TIP.

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**J. Dan Brugh, Executive Director**

## **EXECUTIVE DIRECTOR REPORT**

### **VDOT Project Update**

Tommy reported the following updates on VDOT projects:

Construction is beginning on the Southgate Interchange on Rt. 460 and VDOT is holding discussions with the FAA concerning the next phase of the airport expansion.

VDOT paving projects for this year total \$57 million with \$40 million dollars worth of paving projects still remaining to be done at this time.

The new Park & Ride lot is still on schedule to go out for bid late this fall or early winter.

### **VTRANS Update**

Dan reported on the progress of the VTRANS consultant meetings with the MPO TAC. Work on this effort will soon come to a close as the deadline for completion is early August of this year. Eli Sharp attended the first VTRANS forum in Wytheville on behalf of the MPO and both he and Dan will be attending the second forum which is coming up soon. Both are confident that the VTRANS consultant has a good grasp of what our MPO's needs are.

### **Transit Planning Projects Update**

Erik reported on the following:

The Regional Transit Study project has launched a website and published a survey which has had three hundred responses in the first three weeks. The survey will continue through September in order to capture student input. Informational signs have been installed a select number of fourteen bus stops with information on how to participate in the survey. Interestingly a before unknown transit service was discovered stopping at the Exit 118 Park & Ride. Third District Transit comes out of Abington and Wytheville twice a week and travels to Roanoke then returns. The service is open to anyone and the fare is fifty cents. The service has been active for five years and its primary focus is going to the VA Hospital in Salem, however they also go to Valley View Mall.

The Bus Stop Safety and Accessibility study in Blacksburg is ongoing. It started in December and is being conducted by Kemley Horne who has made three site visits to date. The purpose is to identify improvements that can be made to bus stops in Blacksburg with a large number of stops being examined. The final report will be made available around the end of this month.

### **Passenger Rail Study Update**

Kevin reported on the Passenger Rail Study. A survey was launched in April and forty-three hundred responses were received however student response was low. The survey will be rerun in the fall in order to capture more student input. There appears to be really strong support for passenger rail from the residents of the area. The findings thus far will be presented to the passenger rail steering committee next week and are available on the

Passenger Rail Study as well as the MPO and RC websites. A legislative reception is being planned in Radford at Radford University on August 20<sup>th</sup> with Jennifer Mitchell, Director of DRPT, in attendance. The invitation list will include State and Local Elected Officials and the MPO members and the purpose will be to bring everyone up to speed on the survey results, site selection progress and discussing a request for an operational study that will probably need support from DRPT and State Legislators in order to happen.

A number of transit operators have contributed ridership data to the study, and in person surveys are planned. Amtrak ridership data has not been that helpful as it is tracked by where you board instead of by origin zip codes.

Site selection work is ongoing with twenty-nine potential sites identified so far. Eli is working with the TAC on getting this number down to nine based on ranking by criteria. He will be reporting his findings to the TAC next Thursday. It is hoped to finally arrive at three sites to look at in detail.

Completion date for the study is the end of December.

## **Planning Projects Update**

Dan reported on the following:

The Rt. 11 Study in Fairlawn is awaiting comments from VDOT on the draft recommendations. Once we get those and let Pulaski County review them, we will have a final public meeting this fall. The Study should wrap up this fall.

The Long Range Plan update normally would be completed this November however there is a problem with completing it due to HB2. The LRP must be fiscally constrained and with HB2 and 1887's arrival VDOT cannot give us any projections on funding which prevents us from extending our horizon out twenty years as required. We may get some projections this fall however it is unlikely. The FHWA has agreed to allow us to do an interim update with the updated information we can get and then complete the LRP once VDOT can provide us with 2040 revenue projections. We will get together something that's acceptable to the FHWA as our update and then complete it as soon as possible.

## **OTHER BUSINESS**

None

## **INTO CLOSED MEETING – 2:40 PM**

Anne announced that there was one item of business needing to be discussed and asked to hear a motion to enter into a closed meeting.

**On a motion by Michael Barber seconded by Danny Wilson and carried unanimously,**

BE IT RESOLVED, The MPO Policy Board hereby enters into Closed Meeting for the purpose of discussing the following:

- Section 2.1-3711      (1)      Discussion, Consideration, or Interviews of Prospective Candidates for Employment; Assignment, Appointment, Promotion, Performance, Demotion, Salaries, Disciplining or Resignation of Specific Officers, Appointees or

Employees of Any Public Body

Personnel Matter

**OUT OF CLOSED MEETING – 2:50 PM**

Business concluded, Anne asked to hear a motion to end the Closed Meeting.

**On a motion by Michael Barber seconded by Michael Sutphin and carried unanimously,**

BE IT RESOLVED, The MPO Policy Board hereby ends their Closed Meeting to return to Regular Session.

**CERTIFICATION OF CLOSED MEETING**

Anne next asked to hear a motion to certify the Closed Meeting.

**On a motion by Michael Barber seconded by Danny Wilson and carried by a vote of seven ayes, zero nays and four abstentions the certification of the closed meeting was completed.**

WHEREAS, The MPO Policy Board has convened a Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Policy Board that such Closed Meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, The MPO Policy Board hereby certifies that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as identified in the motion conveying the closed meeting were heard, discussed or considered by the Policy Board.

VOTE

AYES:

Anne McClung, Michael Sutphin, Michael Barber, Adam Carpenetti, Jim Hurt, Danny Wilson, Tommy DiGiulian.

NAYS:

None

ABSENT DURING VOTE:

Craig Meadows, Annette Perkins, Bruce Brown, Ranny O'Dell.

ABSENT DURING MEETING:

Craig Meadows, Annette Perkins, Bruce Brown, Ranny O'Dell.

**ANNUAL PERFORMANCE REVIEW OF EXECUTIVE DIRECTOR AND AMENDMENT TO EMPLOYMENT AGREEMENT**

Based on Dan’s annual performance review a 4% increase in salary, retroactive to July 1, 2015, was recommended.

Anne asked to hear a motion to authorize the salary increase.

**On a motion by Michael Barber seconded by Michael Sutphin and carried by a vote of six to one with four members absent,**

BE IT RESOLVED, By the MPO Policy Board that Section (4)1 of the Employment Agreement between John Daniel Brugh and the ~~Blacksburg/Christiansburg/Montgomery Area~~ New River Valley Metropolitan Planning Organization dated July 22, 2003 is hereby amended effective August 7, 2014 as follows:

(4) COMPENSATION

1. Salary

The MPO shall pay Brugh an annual salary rate of ~~\$48,000 \$48,960 \$51,408 \$53,464 \$55,600 \$58,380 \$59,548, \$61,334, \$66,057~~(5.7% retirement adjustment, 2% performance), ~~\$68,039, \$69740,~~ **\$72,530** annual salary shall be paid to Brugh in a manner applicable to the fiscal agent for the MPO. The MPO and Brugh may mutually agree to adjust the salary of Brugh during the term of this Agreement. Any adjustment made during the life of this agreement shall be in the form of an amendment and become part of this agreement, but it shall not be deemed that MPO and Brugh have entered into a new agreement. It is agreed that MPO shall review Burgh’s performance June of each calendar year.

**NEXT SCHEDULED MEETING**

Anne announced that the next scheduled meeting is August 6, 2015 at 2:00 PM in the Montgomery County Government Center.

**X. ADJOURNMENT**

There being no further agenda items to discuss, Anne adjourned the meeting at 2:55 PM.

Attest: \_\_\_\_\_

**F. Craig Meadows, Chairman**